

DONNELLY Farms Ltd

"Your Transportation Specialist"

MEANWHILE, BACK AT THE FARM...

May 2007

DONNELLY FARMS LTD NEWSLETTER:

BIRTHDAYS!!!!

Tony Vardy – May 21st
 Daniel Dallaire – May 21st
 Tony Bennett – May 26th
 Paul Cole – June 3rd
 Bev Marshall – June 8th
 Len Joy – June 14th
 Richard Clark – June 17th
 Ginelle Martin – June 25th
 Dave Davenport – June 26th
 Donnie Graham – July 7th
 Rob Van Asperen – July 11th
 Jim McIntosh – July 15th
 Mark Foster – July 15th
 Stephen Peabody – July 28th
 Sony Malenfant – July 29th

Injuries At Work!!

Please remember to report all injuries no matter how minor as soon as practicable to a member of the Occupational Health & Safety Committee.

Reminder to all staff:

Our Kitchen, Lounge, Laundry and Shower facilities are shared by many. It is important to clean up after yourselves. Put dishes in the dishwasher and don't leave dirty pots and pans. After showering leave the bathroom clean, inspect for any messes that you wouldn't want to see if you were the next person to use it, wipe the whiskers out of the sink. Also, if you are the last one to leave please be sure the TV is off and the lights are turned out in the lounge room. All doors should be locked every night. Thank you for your cooperation!

Want to earn an extra \$500, \$750 or \$1000? See Ginelle for details on our incentive package for recruiting an experienced driver.

Communicate to your dispatcher what type of runs you prefer. As you all know we mainly run Eastern Seaboard Canada and US but if you like the occasional longer run let your dispatcher know and we will see what we can do.

Use good communication to continue to build your relationship with your dispatcher. Things just may run a bit smoother if you accurately communicate your thoughts and you will feel less stressed if you get it off your mind and talk to someone who can help you.

We would like to thank the entire team of staff at Donnelly Farms Ltd for your continued assistance and support of our coach driving program. The transportation industry has encountered a shortage of experienced drivers over the last year or so and we have had to do our part to help change that. We have many drivers here who are within their first few years of this industry and as a team we have been successful at putting our trucks to work. Thank you to everyone!

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- Birthdays
- Minutes of Drivers Meeting
- DOT Inspection Levels
- Fire Escape Plan
- Jokes



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Drivers Meeting April 22rd, 2007:

C-TPAT-As a carrier Donnelly Farms Ltd has gone through extensive paperwork to become C-TPAT certified. We have agreed to contact Customs and Border Protection if we notice anything suspicious. We have also agreed to verify seals on trailers/containers and perform periodic cavity checks to be sure the vehicle hasn't been tampered with. Be sure to mark seal numbers under the FB# on your POD's as we are responsible to keep track of this information. When leaving DFL employ please turn all bolt seals back in to Melissa.

Home Time- The sooner we know that you need to be home the easier it is for dispatch to plan. Communication is key. We try to get Newfoundland drivers home every 3-4 weeks and we try to get our local guys home every other weekend. Thanks for your cooperation. Please keep in mind that if you run into problems with loads or weather issues it may prevent you from taking as much home time in order to maintain your 2500mi/week average. We have some very trustworthy and reliable spare drivers, if you are home on your days off we reserve the right to use the truck on an as needed basis to service our customers.

Phone Calls- We maintain a satellite system in order to track your progress when loading, unloading or in transit. Dispatch is handling many phone calls each day from customers so it is important to use the satellite as a means of communication whenever possible. There are times that you will need to call in for clarification of if you encounter any problems but we are trying to keep phone calls to a minimum, use your judgment.

Temperatures- Always confirm that the temperature on your load offer is the same as what is on the bills. We most generally go by the bill of lading, if there is any discrepancies be sure to check with your dispatcher.

Containers- If we do any maintenance work to a container we are responsible to return the old parts before they pay us for the new ones. If you are turning in a container that has old used parts please be sure to obtain a "Failed Parts Receipt Verification" from them to prove that we did return them. If you drop the container at our drop site please be sure to let the shop know so that they can make the next driver aware that there is parts to return in it.

Sweeping Trailers- It is virtually impossible for us to keep track of who cleans trailers and who doesn't; if everyone does their part and leave trailers clean when dropping them we shouldn't have any problems.

Damage Macro- Please only complete the damage macro if it looks like new damage or if you aren't sure, if you know it is old damage no need to complete the macro.

Forklift Cards- Federal Regulations state that forklift cards can't be more than 3 years old. If yours is out dated please obtain a new one from the office staff.

Shop- Truck and Trailer repair sheets need completed every time you return to DFL and turned in as soon as you get here. It is a good idea to take some extras with you and complete them as you go. Even if you don't need work done to the truck or trailer we still need to have the sheets turned in with the unit # and date, and mileage for trucks.

The shop has been instructed to give the driver a note when a repair hasn't been completed due to parts being ordered or whatever reason.

Transferring loads- If a load needs transferred or re-worked and there is shop staff enough to do it they will look after it for you. If there is no shop employees free the driver will have to take responsibility to make sure it is done and you can obtain a PO # for \$25 from your dispatcher.



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5 Levels of DOT Inspections:

Level I – North American Standard Inspection; 45 minutes-1 hour. Full examination of compliance with critical elements.

Level II – Walk around Driver/Vehicle Inspection; 30 minutes. Examination of drivers license, log book/HOS, documentation of annual inspection and any mechanics not involving the inspector getting under the vehicles.

Level III – Driver Only Inspection. Examination of all driver documents.

Level IV – Special Inspections. One time examination of a particular item (normally in support of a study to verify or refute a suspected trend).

Level V – Vehicle Only Inspection. Full vehicle inspection as in level 1, the vehicle can be either placed Out Of Service or issued a CVSA decal good for 3 months.

**Know your rights. If you have passed a Level 1 or a Level 5 inspection and they do not give you decals for the truck and trailer mention it to the officer. Decals may prevent you from further inspections for the next 90 days.*

Log Book Training Available –See Ginelle for details!

FIRE ESCAPE PLAN

The fire alarm has gone off or a fire has been spotted! What do you do? Familiarize yourself with this procedure and Escape Plan:

- >Call 911 and Report the Fire
- >Quickly close nearest window and exit the room closing the door behind you. Quickly assist or check to make sure no one is left behind.
- >Calmly exit the building through your nearest exit.
- >Meet the rest of the staff at the DFL sign at the entrance to our property.
- >Dwayne Donnelly to check that everyone has left the building in the basement, Donna Donnelly to check the main office, Larry Dickinson to check the dispatch office and Shop supervisor to make sure everyone has left the shop.
- >Supervisors take role call.
- >Do not re-enter the building until it is safe to return.

HEAD OFFICE: 40 STOCKFORD RD., LANSDOWNE, NB E7L 4K4

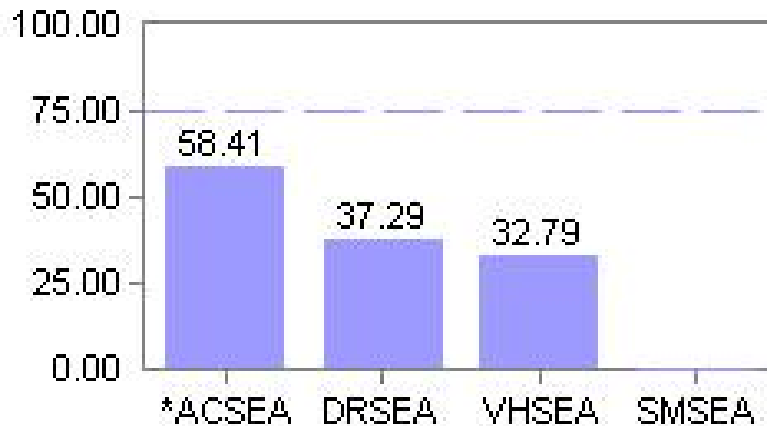
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BRANCH OFFICE: ST JOHN'S, NF A1L 1C5 PHN: 709-782-2475; 1-877-877-2475 FAX: 709-782-2477

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DFL SafeStat Rating:



This graph tells us how Safely our trucks are on the road.

Accident Safety Evaluation Area (ACSEA):

monitors the number of times one of our vehicles were involved in a reportable accident (involving tow-away, tickets/citations, or injuries), no matter how minor or if we were at fault.

Driver Safety Evaluation Area (DRSEA): every time a driver is ticketed or placed OOS it

counts against this column of the graph. It is important to remember that even though you just get a warning or 'just placed OOS' and not ticketed it still affects our carrier profile. If this column gets above 50 the DOT officers are notified that they can choose to either inspect or let you go, if this column is above 75 it will instruct the DOT to inspect you as soon as they ring in your DOT# that is on the side of our trucks.

Vehicle Safety Evaluation Area (VHSEA): Any mechanical problems are documented in this column and the DOT are notified in the same way as stated above.

Safety Management Evaluation Area (SMSEA): is 0 because we haven't gone through a compliance audit since 2001.

Reminders: Items in your truck:

- Permit Book up to date?
- Fuel Cards & PINS?
- Load Bars?
- Accident Kit?
- Insurance Card & Registration?

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Jokes of the Quarter

HOW TO TELL THE SEX OF A FLY:

A woman walked into the kitchen to find her husband stalking around with a fly swatter.

What are you doing?" She asked.

"Hunting Flies" He responded.

"Oh. Killing any?" She asked.

"Yep, 3 males, 2 Females," he replied.

Intrigued, she asked. "How can you tell them apart?"

He responded, "3 were on a beer can, 2 were on the phone."

Never lie to your Mother!

Mrs. Jenkins comes to visit her son Anthony for dinner...who lives with a female roommate Vickki...

During the course of the meal, his mother couldn't help but notice how pretty Anthony's roommate was. She had long been suspicious of a relationship between the two and this had only made her more curious.

Over the course of the evening, while watching the two interact, she started to wonder if there was more between Anthony and his roommate than met the eye.

Reading his mom's thoughts Anthony volunteered, "I know what you must be thinking, but I assure you, Vikki and I are just roommates."

About a week later, Vikki came to Anthony saying "Ever since your mother came to dinner, I've been unable to find the silver sugar bowl. You don't suppose she took it, do you?"

"Well, I doubt it but I'll e-mail her-just to be sure." So he sat down and wrote:

Dear Mama, I'm not saying that you 'did' take the sugar bowl from my house, I am not saying that you 'did not' take the sugar bowl from the house but the fact remains that it has been missing ever since you were here for dinner. Love, Anthony

Several days later, Anthony received a response from his mother, which read:

Dear Son, I'm not saying that you 'do' sleep with Vikki and I am not saying that you 'do not' sleep with her but the fact of the matter remains that if she were sleeping in her OWN bed she would have found the sugar bowl by now. Love, Mama

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