

DONNELLY Farms Ltd

"Your Transportation Specialist"

MEANWHILE, BACK AT THE FARM...

December 2008

DONNELLY FARMS LTD NEWSLETTER:

Merry 
Christmas 

BIRTHDAYS!!!!

Karen Ledwidge-Sept 6th
Tom Diamond-Sept 13th
Russ Foster-Sept 20th
Andrea Davenport-Sept 23rd
Miles Hayes-Sept 29th
Paul Walbourne-Sept 29th
Lester Mann-Oct 1st
James Brooker-Oct 3rd
Shawn Bloodsworth-Oct 6th
Keith Donnelly-Oct 8th
Wolfgang/Opa Helle-Oct 15th
Hans von Bremen-Oct 17th
Gary Penny-Oct 18th
Larry Dickinson-Oct 27th
Donna Donnelly-Oct 28th
Rob van Asperen-Nov 7th
Melvin McKinnon-Nov 11th

Shawn Diamond-Nov 14th
Jason Cullins-Nov 15th
Brian Shaw-Nov 30th
Ellen Armour-Nov 30th
Nila Foshay-Dec 14th
Gary Siddall-Dec 15th
David Foster-Dec 27th
Jurgen Dolling-Jan 5th
Andre Rossignol-Jan 14th
Willie Dugan-Jan 23rd

Occupational Health and Safety:
**With the winter months coming up,
please keep steps cleared of snow &
ice to avoid slipping and falling from
your truck!**

excellent Christmas Party! The
dinner was great and the gifts
were much appreciated.

INSIDE THIS ISSUE:

- Birthdays
- Minutes of Drivers Meeting
- Announcement from Murrays Irving
- New Macro's
- Carrier Profile
- Seal Procedures
- Excerpt from 'Today's trucking'
- Jokes

Special Thank you to Dwayne
and Donna for yet another

“Your Transportation Specialist”

Winners of Door Prizes:

Gerben Groenhof

Gary Siddall.

Drivers Meeting December 30, 2008:

LOG BOOKS-New Rule Cards Available. One sheet, laminated to keep with your logs, Come see Ginelle to get yours.

-Reminder; you are required to have a Schedule 1 with your log sheets at all times. If you do not have one or do not understand these new pre-trip requirements please come see Ginelle.

LOADING/UNLOADING PROCEDURES:

When picking up a trailer @ DFL or drop yard:

- ✓ Pre-trip trailer and ensure load locks are in place *(if it is an empty trailer start reefer to make sure that it works)*
- ✓ Confirm temperature is set correctly and verify seal is in place
- ✓ Note any damage and send in Macro 24/Unit Damage if you notice anything that looks new.

When picking up a banana container at a drop yard:

(Same as above plus...)

- ✓ All electrical connections are tight (shut off the generator before touching anything electrical)
- ✓ Make sure all the locks are in position and the ‘horns’, if needed, are in place

If loading live:

- ✓ Ensure trailer is clean before arriving at Shipper
- ✓ You must be present on the dock, if allowed, and get a pulp temperature and piece count. Mark the pulp temperature on the Bill of Lading. If the shipper won't let you on the dock mark “Shipper Load and Count” on the BOL and contact dispatch.

- ✓ If this is a multi-temp load ensure the bulk head is in place and the correct temperatures are set on compartment 1 *and* 2. **This is a driver responsibility, not shipper.**
 - ✓ Close the doors, put the seal in place and mark the seal number on the BOL under FB#.
 - ✓ If this is an international load, ensure you have the correct customs papers.
 - ✓ Fax the customs paper to the border at least 3 hours in advance of arrival (even if you aren't the driver taking it across customs you are responsible to have it ready). After faxing the paperwork call the custom broker to make sure they received it.
 - ✓ Call the custom broker before proceeding to the border to make sure the load has cleared. **This is a driver responsibility, not dispatch.**
 - ✓ Plan your route, know which roads to take and your fuel & food stops as well as which customs port you are crossing.
- Unloading: Pay includes breaking down pallets. If the load has more than 1800 cases you will need to turn in a receipt for lumping pay & get special authorization from Dispatch.*
- ✓ Driver must be present on the dock, if allowed.
 - ✓ Check for damages or other quality problems. If there are problems with the load and you aren't allowed on the dock have the receiver note this on the BOL and contact dispatch immediately.
 - ✓ If this was a sealed load have the receiver mark ‘seal intact upon arrival’ on the BOL.

**To be paid for any picks and drops you must send in the appropriate satellite messages (loaded & leaving, MT, bump the dock etc)*

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FORKLIFT-When operating the forklift please be sure to wear the proper protective equipment; which is provided in the warehouse (hard hat & vest).

ENTERING DFL YARD-During the winter months please enter the yard & building with caution due to the possibility of ice & snow.

DOWNSTAIRS DOOR-Please be sure the door is closed when entering and departing downstairs in office building. If you are the last one out please make sure it is locked behind you. Please be considerate that there may be someone sleeping in one of the bedrooms; try not to slam the door.

TWIC-DFL has pre-enrolled you. If you are going to be in the area of an enrolment centre (ie Camden or Port of Wilmington) take your ID & pre-enrolment receipt to the enrolment centre at opening time & they will process your application. You need to get a T-CK authorization for \$132.50 US to pay for it.

DISPATCH-All communication must be by satellite. This way all of dispatch sees the message and you are able to track the messages that you send and receive. Communication is lost if you call & speak with someone, memory fades but satellite communication is written in stone.

-If you pick up a dirty trailer feel free to ask dispatch who dropped it dirty; they are instructed to tell you if you ask. The best way to fix the problem of dropping dirty trailers or MT of fuel is peer pressure.

PARKING AT DFL-When you pull around by the warehouse so that you are lined up properly to drop your trailer please do not stop and park the equipment right in the middle of the yard.

FUEL PRICES-

To: All Drivers
From: Eilan Announ, Fuel Pricing
Date: November 26, 2008
Subject: Fuel Prices & Fueling

As you know fuel is one of our largest expenses and one that can be controlled by you the driver. It spend a considerable amount of time getting fuel prices out to you in a timely manner, most of you are fueling at the best places but there are a few that are not. Since this is one of the items that we emphasize as a new driver and have instructions in our Drivers Manual, I was thinking you might need a refresher on where to fuel.

Here are a few reminders on where to fuel in the USA. Dymek's (at the cardlock)
I24 = Irving 24 Cardex - can be used in the USA at select stations, such as Waco, Amstot, International Travel Plaza's as well as at Irving Stations in the Northeast. The Fuel Messages has very specific places with the prices for each one, many are extremely lower priced than their competitors around that area, it is your responsibility to find out where these are by using your Fuel Books (available in Drivers room by Dispatch) and a map, along with the exit #'s I put in this message to help you.

Some places where you should NOT fuel are: Hanscom's Truck Stop in NH; Fifth Wheels in Ontario; Pembroke/Corfi, NY and Bordentown, NJ. All of these are due to HIGH prices.

At Flying J's in Canada you need to use your Shell card, especially at Naponee, ON.

If you are heading to Florida it would be better for you to fuel in Mahwah, NJ than somewhere in North or South Carolina (if necessary) and then Brunswick, GA, but NOT in Florida. With Caney's Point, NJ not being the best price any more and IF you are following the routing to avoid higher tolls then you would not even go near Caney's PT so plan your fuel stops ahead to help us with the rest of fuel.

Thanking you in advance for your cooperation. If you need assistance I can be reached most days between 8am and 4:30pm Oct 2011, on a message on the satellite system with my name at the first of the message.

WEIGHT SLIPS-If you weigh at Murray's Irving & you put the scale ticket with the bills the 2nd guy taking the load can re-weight for \$1.00; even if it is the next day.

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IRVING 24

November 27, 2008

RE: GRAND OPENING OF IRVING 24 WOODSTOCK, NB LOCATION

Dear Valued Customer,

We will be expanding our Irving 24 network by adding a location in Woodstock, New Brunswick beginning Monday, December 1st, 2008.

Murray's Irving 24 Travel Plaza is located at Exit 181 on the Trans-Canada Highway, near Woodstock, and is ideally located to serve local, regional and long haul commercial transportation companies. The Grant family has successfully served the trucking industry for over 50 years. Irving Oil is pleased to continue that long standing relationship.

The truck stop will have the following driver services and features:

- 4 automated fueling lanes
- 80 parking spaces for tractor trailers
- Wi-Fi in lounge area
- 85 seat restaurant
- Convenience store offering a full line of driver supplies
- Fuel desk and convenience store open 24 hours
- ATM
- Fax and photocopy service
- Drivers lounge
- Free Shower with 300 litre fuel purchase
- Tim Hortons on site
- CAT Certified Scales
- On site tire service and sales
- Wheel torques on site

IRVING FLEET
CARD SERVICES
RD 666 1421
St-Johns NB
Canada E7L 4R1
1-800-567-2447
F.526.210.5213

3 LOADED AND LEAVING
4 ARRIVED AT CONSIGNEE
5 EMPTY.

If you are picking up more than one order and delivering to only one stop you would do the following

1 ARRIVED AT SHIPPER
2 BUMP THE DOCK
3 LOADED AND LEAVING
4 ARRIVED NEXT PICK
5 BUMP THE DOCK
6 LOADED AND LEAVING

You would then keep using arrived next pick until loaded

Then

7 ARRIVED AT CONSIGNEE
8 EMPTY

If you are dropping at more than one place

You would

1 ARRIVED AT CONSIGNEE
2 BUMP THE DOCK
3 ARRIVED NEXT DROP
4 BUMP THE DOCK

And you would continue to do this until you are at the last drop where then you would send in your empty message letting us know that the trailer is empty.

By doing the messages like this it will help in tracking the shipment and help us here as well.

If you have any questions in the way this works please stop by my office and I can go over it with you Thanks Dave
Davenport

USE OF SATELLITE MACROS- As you have seen in all the messages that I have been sending that I have changed the canned messages around so that it will be easier for you to fill out and send in. This is to explain the way we would like for you to send in your messages. When you have a one pick and one drop load you would send in your messages like this

1 ARRIVED AT SHIPPER
2 BUMP THE DOCK

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REEFER TEMPERATURES-Please set single temperature frozen loads at -10°F even if the customer requests the reefer to be set lower. -10°F is cold enough to preserve the load, anything colder than that works the reefer harder, using more fuel and gives no benefits.

BULK HEADS-When installing a bulk head be sure that you can not see any cracks between the bulk head and the trailer walls. Also make certain it is strapped in correctly and secure. You should have a pallet or two between the bulk head and the produce so that you may maintain product integrity and you do not freeze the produce.

-When not using the bulk head make sure it is secured tightly to the designated area on the inside of the trailer.

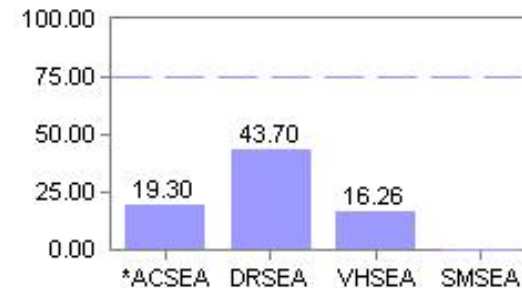
-After delivering a multi temp load be sure that you have the bulk head before leaving the customer. They cost a lot of money and we do not want to leave them behind.

*McGill Drop Yard-Our spot at McGill Drop yard in Montreal PQ is # 105.

SAFE-STAT → U.S. CARRIER PROFILE

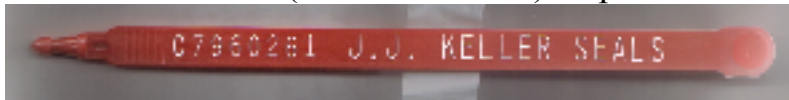
Donnelly Farms Ltd is on a point system for carriers, much like each of you are for your drivers license. We monitor our 'carrier profile' just like we monitor your drivers license by pulling a driver's abstract.

This is what our 'carrier profile' looks like today. Our goal is to keep these numbers below 50; DOT can let you go without inspection you if our numbers are below 50. If our numbers get above 75 the DOT will inspect you every time they see you.



Re: Donnelly Farms Seal Policy

This is a **plastic** JJ Keller Seal. Please use it for all **DOMESTIC (within Canada)** shipments.



This is a High Security Flexible **Bolt Seal**. Please use a bolt seal for any shipment crossing in to our out of the US. If the customer has already sealed the trailer (ie: Oxford) it is ok to use their seal. Be sure there is some sort of approved bolt seal on the trailer before moving the shipment within the US. >>>





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It is important to mark the seal number under the FB# on your paperwork, and enter the seal # in your loaded & leaving message. As part of our involvement in the C-TPAT program we are required to track each seal and we are responsible to account for each seal. We must be able to tell the US Department of Homeland Security which seal was used on which shipment.

If we do not follow our seal procedures strictly we risk losing our C-TPAT designation so we thank you all for your cooperation.

Jokes of the Quarter

A young guy from Minnesota moved to Florida and goes to a big "everything under one roof" department store looking for a job.

The Manager says, "Do you have any sales experience?"

The kid says, "Yeah. I was a salesman back in Minnesota."

Well, the boss liked the looks of the kid, so he gave him a job and said, "You start tomorrow, and I'll come down after we close and see how you did. Ok?"

His first day on the job was rough, but he got through it, and after the store was locked up, the boss came down. "How many customers bought something from you on your first day?"

The kid says, "One."

The boss says, "Just One? You know our sales people average on a slow day 20 to 30 customers, but you had "JUST ONE."

And how much was your "JUST ONE for?"

The kid says, "\$101, 237.65."

The boss said, "What? \$101,237.65? Well, what the heck did you sell?"

The kid says, "First, I sold him a small fish hook.

Then I sold him a medium fish hook. Then I sold him a larger fish hook.

Then I sold him a new fishing rod. Then I asked him where he was going fishing, and he said down the coast, so I told him he was going to need a boat, so we went down to the boat department and I sold him a twin engine "Chris Craft."

Then he said he didn't think his "Honda Civic" would pull it, so I took him down to the automotive department and sold him that "4X4 Expedition."

The boss said, "A man came in here to buy a fishing hook and you sold him a BOAT and a TRUCK?"

"No," the kid said, "The man came in to buy Tampons for his wife, and I said, "Dude, your weekend's shot, you should go fishing."