



"Your Transportation Specialist"

WELCOME!

JUNE-JULY-AUGUST (1ST) EDITION OF THE *DONNELLY FARMS LTD NEWSLETTER:*

Welcome to the first edition of the Quarterly News Report from Donnelly Farms Ltd. We hope to be able to issue a news report following every drivers meeting. This will enable us to print what was discussed at the Drivers Meeting as well as any births, marriages, birthdays etc. Anything you wish printed in our newsletter please print clearly on a piece of paper and turn in to Ginelle by the drivers meeting. We would like your input on anything you want printed. We would also like suggestions on what you would like to call our little publication. Turn in any suggestions to Ginelle by the next drivers meeting. We welcome any articles that you, as an employee would like to submit. Thank you, and enjoy!

BIRTHDAYS!!!!

Ches Chaffey – May 14th
Tony Wiseman – May 20th
David Edgar – May 26th
Scott Donaldson – June 2nd
Paul Cole – June 3rd
Bev Marshall – June 8th
Len Joy – June 14th
Brian Brake – June 23rd

Ginelle Martin – June 25th
Dave Davenport – June 26th
Danny Davenport – July 10th
Bill Donaldson – July 14th
Marcel Ouellette – July 14th
Mark Foster – July 15th
Jim McIntosh – July 15th
Danny Turner – August 7th
Dave Johnston – August 17th

INSIDE THIS ISSUE:

- Birthdays
- Cell Phones vs. fueling
- Minutes of Driver Meeting
- 8 Steps to Safe Backing
- Outstanding Fines
- Routes

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

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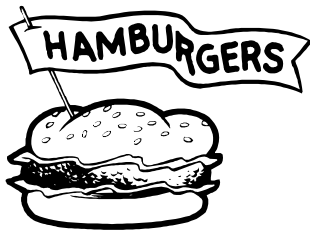
be considerate and clean your own mess-

Thanks for your cooperation.

DON'T FORGET... COMPANY BAR B QUE!!

WHEN: AUGUST 7TH, 2004
WHERE: DONNELLY FARMS LTD.

ALL FAMILY MEMBERS WELCOME;
PLEASE LET DONNA KNOW IF YOU
THINK YOU CAN MAKE IT AND HOW
MANY WILL BE ATTENDING WITH
YOU!!



****Reminder to Fill****

*Please refill Paper towel & Toilet Paper
if you empty the roll. If you cook please*

Price of Fuel Skyrocketing >

With rising costs of fuel prices it is particularly important that you plan your trip in order to fuel at the cheapest locations at all times. Please pay particular attention to the Fleet Fuel Prices messages that are issued.

Shell Oil Co. Announcement **Importance: High**

The Shell Oil Company recently issued a warning after three incidents in which mobile phones (cell phones) ignited fumes during fueling operations.

In the first case, the phone was placed on the car's trunk lid during fueling; it

rang and the ensuing fire destroyed the car and the gasoline pump.

In the second, an individual suffered severe burns to their face when fumes ignited as they answered a call while refueling their car.

And in the third, an individual suffered burns to the thigh and groin as fumes ignited when the phone, which was in their pocket, rang while they were fueling their car.

You should know that:

Mobile Phones can ignite fuel or fumes

Mobile phones that light up when switched on or when they ring release enough energy to provide a spark for ignition

Mobile phones should not be used in filling stations, or when fueling lawn mowers, boat! , Etc.

Mobile phones should not be used, or should be turned off, around other materials that generate flammable or explosive fumes or

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dust, (i.e. solvents, chemicals, gases, etc.)

To sum it up, here are the: Four Rules for Safe Refueling

- 1) Turn off engine
- 2) Don't smoke
- 3) Don't use your cell phone - leave it inside the vehicle or turn it off
- 4) Don't re-enter your vehicle during fueling

Bob Renkes of Petroleum Equipment

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Institute is working on a campaign to try and make people aware of fires as a result of **'static electricity'** at gas pumps. His company has researched **150 cases of these fires.**

If you absolutely HAVE to get in your vehicle while the gas is pumping, make sure you get out, close the door **TOUCHING THE METAL**, before you ever pull the nozzle out. This way the static from your body will be

discharged before you ever remove the nozzle.

As I mentioned earlier, The Petroleum Equipment Institute, along with several other companies now, are really trying to make the public aware of this danger. You can find out more information by going to <http://www.pei.org/>. Once here, click in the center of the screen where it says "Stop Static".

FAST PROGRAM:

Thank you & Congratulations to those of you who have successfully completed the process and are now in possession of your FAST Card!

Houlton Border is open daily to book appointments. They book appointments for Tuesdays, Wednesdays and Thursdays. Call them at 325-3199 to book your appointment.

If you do not have your acceptance letter yet and sent your application a long time ago please see Ginelle for a phone number to call to check on the status of your application.

Houlton Border is accepting expired FAST acceptance letters until Mid-June. Act Now to book your appointment!!

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MINUTES OF DRIVERS MEETING:
MAY 16, 2004

-It is important to send in **UNIT DAMAGE MACRO** when you notice anything on truck or trailer. Please send them in before you leave the location where you hooked onto trailer!

-Use common sense to **avoid Injuries on the work site**. Any injuries, no matter how small, must be reported to Donna or Ginelle as soon as possible as we have to send a form to Worker's Compensation within 3 days. If you do not file an injury with us and further problems occur from that injury you may not be eligible for benefits.

See any member of the Workers Compensation Committee for further details.

-**Fuel Cards:** Please be sure to enter unit numbers when you fuel. You all seem to be doing better with Truck #s but we are still missing a lot of the trailer #s. You can use any of the prompts to enter info. (odometer, misc., job code etc.)

-**Directions:** If you get directions that are incorrect please let dispatch know so they can change them in the system and avoid giving them to another driver.

-**OOS rates** for drivers is at an all-time high for DFL; please be cautious to avoid getting caught by DOT for HOS probs.

-Please check your truck to be sure you have a complete **Accident Kit**. It should include a Camera, Accident Forms & information on what to do if an accident occurs.

-**Procedure for getting bills signed:** (O, S & D)

-Write on bills where damage product is located on the trailer

-Note if damage was caused by fork lift, decay prior to loading etc.

-Have Shipper/Receiver sign noting that damage was not done in transit.

-**What to do if you leave Customs without all the proper paperwork:** If there is 3 or 4 parts to a load be sure you have each one and they are all cleared before leaving Customs. If you get down the road and notice an error in paperwork notify dispatch immediately. If we initiate correcting the error Customs will not fine us, but if we let it go we could be subject to huge fines.

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Backing accidents are 100% preventable! Use these steps to guide you into a safe back!

8 Easy Steps to SAFE BACKING:

1. Get the whole Picture:

- Check if Roadway is ICY, WET, BLOCKED by objects etc.
- Is there enough room width ways (Is there snow banks or other vehicles parked too closely?).
- Is there enough clearance overhead? Check for canopy, roof, wires hanging etc.
- Check for potential distractions. People who may get in your way; Forklift drivers

2. Back From the DRIVERS SIDE:

-This allows you to have Full view of what you are backing beside & can lower the risk of colliding with objects in your blind spots.

-If you are backing in the dark, put a flashlight on the dock to allow you to see where you are backing in to, it may also help guide you in.

-To assist you in backing straight you may be able to use ribs on the roof to guide you, if this applies.

3. Back SLOWLY:

4. Check both sides as you go:

- Check both mirrors constantly
- Check the position of the unit; are you straight?
- Check clearances as you go.

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5. **Use a RELIABLE GUIDE:**

-The person that owns the vehicle you are parking beside would have a vested interest in making sure you back safely.

-Get the signals straight with your guide before beginning

-You must always be able to see your guide in the mirror; if you don't stop

-Be clear on when you want to stop (to allow for a ramp, room to open doors etc)

-Remember that the DRIVER IS ALWAYS RESPONSIBLE.

6. **Sound the HORN:**

-This makes people aware you are backing up, sometimes needs to be avoided if there may be people sleeping in the vicinity.

7. **Back OUT of TRAFFIC:**

-It is safer to turn the vehicle around instead of backing.

-Never back into traffic; drive straight out.

8. **Limit Distance:**

-Keep as close as you can to where you are backing.

-Start as close as possible to the dock.

-Limiting time you are backing may prevent something or someone from getting in your space.

Use the these 8 steps to help eliminate unsafe backing situations, also park in spots that you can drive out of instead of backing out. You should always shut radio off & all other in cab distractions and roll your window down so you can hear if someone may be yelling.

Backing accidents can usually be traced to lack of training. Please take the time to educate yourself on these simple

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rules to a safe back. It may save you money or save someone's life some day.

As presented at May driver meeting by Del Gibson, Loss Prevention Specialist For Kingsway Insurance.

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Authorities have now decided to target 53 foot trailers with a reported fine of \$750.00US.

OUTSTANDING FINES IN THE U.S.A.

The US is now trying to get into compliance with the Canada US reciprocity agreement with regards to fines. All fines (old & new) are being uploaded from each state to the Federal System. This means any old fines that weren't paid are now showing up on their system. If you have old fines please take care of them now. If you are caught trying to cross the border they could apprehend you and seize the load.

Notice from APTA re: Routes in NY> We are looking into this and will advise on what routes you should be traveling.

GEORGE WASHINGTON BRIDGE IN NY

Please be advised that has APTA has learned from the New York Trucking Association that authorities are now actively fining trucks with 53 foot trailers that use the Cross Bronx Express, leading up to the George Washington Bridge in the State of New York.

Regulations for the particular section of highway do not permit anything longer than a 48 foot trailer, however authorities have never actively enforced that rule.

**WE WELCOME
SUGGESTIONS:
HOW CAN WE MAKE OUR
NEWS LETTER MORE
INTERESTING?
TELL US IF YOU HAVE
AN ANNIVERSARY, NEW**

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**CHILDREN OF GRAND
CHILDREN.**

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