

# A day in the Driver's Eyes'

Tuesday, June 10, 2014

3:36 PM

1. **Show up on time and prepared for work.**
  - a. Work Shoes, Safety Vest, Safety Glasses, etc.
  - b. We give you 12 minutes after your start time to Pre-Trip your truck
2. **Listen carefully to the Dispatchers**
  - a. Dispatchers are your source of daily duties. There may be times that you are not needed in your mixer first thing in the morning. You may be assigned different duties around the plant, or even deliver building supplies.
3. **After receiving your duties we ask that whatever you are assigned to do, that you follow the safety guidelines the company has set. We ask that you:**
  - a. Be Safe
  - b. Be diligent
  - c. Be mindful of others around you.
4. **If you are to haul concrete as your first duty of the day we ask that you use the tools that we have given you and knowledge we have trained you in the best of their capabilities.**
  - a. Loading process
    - i. Pull under the plant with caution. If you need help getting "under the boot" please let someone know and we will be happy to help.
    - ii. After being loaded, back out (if front) or drive out (if rear) with extreme caution. There is likely to be traffic in the yards passing the loading lane.
  - b. Wash Down
    - i. After being loaded you will drive to the designated wash down areas at each plant.
    - ii. Wash down your mixers, and check your load to make sure it looks to be correct.
    - iii. If you are afraid that the load may be too wet, contact dispatch. They will have someone come out and check to see if you need dried up.
  - c. To Job/Returning to plant
    - i. You were hired as professional drivers. Be mindful of other motorists. Obey all traffic laws.
    - ii. If you fail to follow any traffic laws, it not only allows you to look bad, but also sticks a label on the company.
    - iii. DRIVE SAFE
  - d. Jobsite
    - i. You will deliver to many types of jobsites; Commercial, Highway, Residential.
    - ii. If you are delivering to any Commercial or Highway Jobsites, and unsure of proper PPE, look at the other workers already on the jobsite. Copy what they have on, unless otherwise specified by Wm. Dauch Concrete.
    - iii. Record the appropriate times on your batch ticket, loading, on job, pouring, washing, etc.
    - iv. Delivering to Residential jobs
      - 1) We deliver to the curb line, if the homeowner/contractor wishes you to drive over any black top and/or concrete drives, have them sign the liability waiver on the batch ticket. Gauge your situations carefully.
    - v. Cash on Delivery (COD)
      - 1) There are multiple occasions that you will deliver a COD concrete load. Customers have the choice of paying with CASH, CHECK, or CREDIT CARD. Check with dispatch as you are loading to see if you must collect or if the customer has already paid.
    - vi. Job Observation
      - 1) Being a Professional Concrete Truck Driver, you also act as an extra set of eyes

on the jobsite.

- a) Report any water addition on your ticket.
  - b) If there are any finishing practices that would affect the integrity of the concrete, write them down on the back of your ticket.
  - c) If you add any Super or Air to your load, please indicate it on the concrete ticket.
  - d) Warn all customers about the risk of Concrete Burns, especially Residential Jobs.
- 2) Be sure to contact Dispatch if there are any foreseen problems or any issues that could cause problems. You are not a negotiator.
- vii. End of Day/Washout
- 1) At the end of the day you are required to wash your mixer out. This is a time to clean the outside of your mixer. A clean mixer not only looks better on the road, but also reflects the type of driver employed by Wm. Dauch Concrete.
  - 2) It is standard procedure to re-fuel your mixer at the end of the day, for the following day. This is just another way to help you be prepared everyday for work.
  - 3) Once parked, we ask that you finish filling out any paperwork that you may have and also do perform a post-trip on your mixer. If you had any problems with the mixer that day, make sure to report it to your supervisor and if possible, maintenance.

#### 5. **TrakIt**

- a. This is our GPS tracking system for our concrete mixers. It is the drivers' duty that you operate these devices properly.
  - i. Login
  - ii. Status Changes
  - iii. Problems

#### 6. **Incident Reporting**

- a. We strive for no incidents or accidents, but in reality, we realize this is a tough goal to maintain. As an employee you will need to follow the Incident Reporting process. In the event of an incident:
  - 1) Contact your supervisor - Dispatcher of the plant at which you were batched at immediately
  - 2) Depending on the situation, your supervisor will deem it necessary to get a drug test.
  - 3) At the end of the day, you are to have filled out an Incident Report and have it turned into your supervisor.
  - 4) The Incident report, along with all other pieces of information about the accident will then be investigated. You may be asked to sit down with the Safety Advisor and/or supervisor.
  - 5) Once all information is attained, the incident will be reviewed by the Safety Committee.
  - 6) Once reviewed from the safety committee, there will be a follow up meeting with the employee to talk about the appropriate action that needs to take place.
    - i. Depending on the incident, corrective action may include, but not limited to, progressive discipline, time off without pay, or the possibility of termination.
    - ii. If you see any unsafe work conditions and/or actions, report them to your supervisor IMMEDIATELY.
- b. As a company we want every employee to return home to their families in the same condition they showed up in. It is a team effort, so work safe and keep an eye out for the other employees.