



What We Expect Of Our Temporary Driving Staff

- MAKE SURE YOU **READ HANDBOOK** – follow all guidelines
- MUST **USE APPLICATIONS ON TABLET** – XRS (GPS, e-logs and pre/post trip) and Roadnet (Routing)
- **COMMUNICATE WITH OPERATIONS** - All Drivers MUST respond to calls and texts from diom personnel. Your first point of contact should always be your Lead Driver
- **NOTIFY LEAD DRIVER** if there is anything that happens that could potentially affect the campaign
- **KEEP TRUCK CLEAN** INSIDE & OUT – take a photo of the inside before and after your assignment as proof of your cleanliness
- **DO NOT USE CELLPHONE** OR ANY OTHER ELECTRONIC DEVICE WHILE DRIVING (this includes Bluetooth/using speaker option; wait until you are parked before using any devices)
- **DO NOT SMOKE IN TRUCK** (including vapor devices and smokeless tobacco) If you smoke, make sure to step well away from the truck so that there is no association with the campaign
- **DO NOT DRIVE OVER 55 MPH**, EVEN IF ON HIGHWAY (vinyls may rip or vinyl system may get broken). We do track your speed
- **KEEP TO AN 8-HOUR WORK DAY**. Not more and not less. Should you exceed 8 hours, include an explanation on your timesheet. Hours in excess of 8 hours must be approved in advance
- **WORK THE HOURS AS LISTED ON THE ROUTING**. If you start late or end early, the client is being short-changed and you will not be paid for an 8-hour day
- **TAKE 30 MINUTE LUNCH BREAK** AT OR NEAR THE MIDDLE OF THE SHIFT
- ALL OTHER STOPS MUST **NOT EXCEED 15 MINUTES** – Extended stops will be considered personal breaks and will not be paid
- **LEAVE FUEL CARD** IN TRUCK AT ALL TIMES
- **KEYS MUST STAY WITH VEHICLE** AT THE END OF EVERY SHIFT
- **PRE/POST TRIP INSPECTIONS** MUST BE LOGGED
- PROPER **ENGINE/VEHICLE FLUID LEVELS** NEED TO BE MAINTAINED DAILY
- **LEAD DRIVER SHOULD ALWAYS BE FIRST POINT OF CONTACT**. Notify Lead Driver immediately in the event of an incident or accident
- **PHOTOS ARE IMPORTANT**. Review Photo section of Handbook carefully and check out www.thisishowweroll.org for some great photo ideas