



DISPATCH DIARIES

January 2016

Keeping you informed at McLeod Express

Volume 1, Issue 1

Special Points of Interest:

- We **MUST** be good at our equipment inspections!
- Stop and look both ways at RR Crossings
- Slow down on ramps & curves and in school Zones and constructions zones
- Dress warm for winter!
- Review the Smith System Keys
- Avoid Driving Distractions!!

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TRANSFLO COMING SOON!!!

We are pleased to announce we are going to begin using TRANSFLO Express and TRANSFLO Mobile+ services to process trip documents for our over the road fleets. We will phase out the existing process whereby you drop your TripPak envelopes at the designated areas in fueling stations. Instead, you will have the option to use either the TRANSFLO Express truckstop scanning service or the TRANSFLO Mobile+ app on your smart phone/tablet. As of February 12, you will need to begin using one of these two options.

OTR, Regional, Div 21 Short Haul, Simonton, and Flatbed drivers will transition to TRANSFLO. All of our local & dedicated fleets not listed above will continue to use the same paperwork process they currently have.

Many of you are probably familiar with one, or both, of these services already. The truckstop scanning option allows you to hand your trip sheet and load paperwork to the attendant at the station (available at all Pilots, Loves and numerous other stations), where they will scan and return the paperwork to you along with a confirmation receipt. With the TRANSFLO Mobile+ option, you can download an app to your smart phone or tablet, take pictures of each document and transmit them electronically, eliminating the need to enter the truckstop.

Detailed information and instructions will follow in the form of fleet messages and payroll stuffers... so PLEASE be sure to open those envelopes and review the contents! Trip sheets will be available at the Decatur terminal front desk as well as driver lounge starting on Monday, January 11th, and you can begin using these services immediately. Please contact your Driver Manager or HR if you have questions.

RAISING AWARENESS TO TEENS

We have partnered with the Illinois Trucking Association and the Illinois State Police to hold our first ever TRAFFIC & TEENS "KNOW THE NO'S" safety awareness event, which will be held in April 2016 at our Decatur terminal.

We have invited area schools to bring teens that are currently in Drivers Education to learn more about the NO Zone areas around commercial motor vehicles and the dangers that come with texting and driving.

School officials have welcomed this event with open arms. We expect over 200 students from our surrounding area to participate in the event. There will be two training sessions for the teens to attend relating to texting and driving and the No Zone. Each student will have the opportunity to sit in a commercial motor vehicle. Cars and motorcycles will be placed in the No Zone areas, showing the teens that the No Zone is not just a phrase they hear, it's real!

The teens will receive a T-shirt and a No Zone bracelet for attending the event and lunch will be provided. Our hope is that this event will make these teens safety conscientious drivers.

McLeod Express is very excited to be hosting the event and we thank our friends from the ITA and ISP for helping us raise awareness to teens in our area and surrounding communities.



**NO Phone, NO Zone,
NO Distractions!!!**



CUSTOMER NEWS:

CWLP – The city of Springfield, Il has selected McLeod to handle 100% of its coal hauling needs with the awarding of a multi-year contract that began the first of January. The award of this competitive bid to McLeod gives us a large very stable new piece of business. This business will be operated thru both a combination of dedicated trucks as well as provide incremental work opportunities for all drivers in the dump fleet.

Johnson & Johnson - has selected McLeod to join its carrier program and we will begin handling their business from multiple sites in IL, IN, PA, TN and NJ starting in January. While many think of J&J as a pharmaceutical company, they are also a leading consumer products company and that is the business we will be supporting. J&J is very selective in their carrier partner selection process so we are excited to be aligned with this leading Fortune 500 company and look forward to many growth opportunities in the future.

Conagra – We have been working on developing new business for our Division 21 fleet and will have the opportunity to start up a significant new program with Conagra supporting their intra-state movements in Illinois. While we are in a test mode in January with a few shipments per day, the business potentially could grow into a much larger opportunity.

ADM - McLeod was chosen again to support ADM operations in Ohio with a fleet handling movements for their export business. Our success in servicing ADM last year on this business has given us this opportunity to continue to expand our work with ADM and potentially opens the door to other new business.

J.M. Smuckers - We know them as the Jif Peanut Butter and Smuckers Jelly company but JMS actually has many other leading food brands today and is recognized as one of the most successful and fastest growing food companies in the USA. We were notified just recently that they have also selected McLeod to become a new carrier in 2016 and we will begin handling shipments from their facilities in IL and PA. Another great company to be aligned with for the future.

New Trucks in 2016

We begin receiving more new equipment in early 2016 for both the Local and Road fleets. Every year brings forward some new features that the manufacturers are touting. While we can't test them all, we will continually look at ways to spec a better truck that is cost effective, comfortable and reliable. Some features we will be testing on new units include:

Automatic Transmissions - the latest integrated versions are being touted to dramatically improve the driving experience while at the same time improve MPG performance on the truck. We are going to be testing some new ones later in the first quarter.

Opti Idle with Espar – as a potential alternative to APU's on some trucks, we will take on some new units for testing. We love APU's but have heard a fair number of complaints regarding downtime and maintenance associated with the units.

Lane Departure System - a new safety feature that alerts the driver when truck is drifting out of its lane to help avoid sideswipes.

MATCH ADVICE

In an effort to boost our loaded miles, on-time service and improve revenue generation for the truck and driver, we have implemented the Match Advice program for Road Operations. Match is a computerized planning tool that assist our humans by looking at pickup and delivery windows, driver hours, home locations and specific customer requirements to recommend the best possible truck for each load.

It is our expectation that use of this new system will help us reduce dwell time for our drivers between loads, deadhead, and improve overall service to our customers.

Help Improve McLeod Express!

You are part of the team! Sometimes the team members here in Decatur need your help. We've established two ways for drivers to communicate ideas on how we can improve your experience at McLeod. Leave us a voice mail or send us an email. We will get back to you to help develop the idea and see how we can improve. For example, we know our road fleet drivers desire better length of haul options and shorter loading/unloading times so we have been aggressive in developing more drop & hook business.

We have heard some ideas on equipment wishes.

Call: [217-233-2400](tel:217-233-2400)

OR

Email: ImproveMcLeod@mcleodexpress.com



ARRIVE HOME SAFELY
AVOID DISTRACTIONS



Texting and driving can KILL! Please put your phone down while behind the wheel!



We have received another award for our efforts toward safety! Good job, everyone!! It's nice to know our hard work is recognized! Let's keep it up!



INFINIT-I ONLINE TRAINING PROGRAM

Recently we asked some of our road fleet drivers to test a few online training systems. After the testing was complete, we asked our drivers to give us feedback. After all the data was collected and analyzed, we decided to partner with the Vertical Alliance Group, and begin the Infnit-I online training program. This decision was made to enhance our training efforts with our road fleet drivers. We believe this online training program will communicate training and important information that will help reduce accidents and create a safer work environment.

It is much easier to conduct training with our local fleets since those drivers are stationed close to our terminal on a daily basis. With this new system, we will now have that same benefit with our road drivers.

For convenience, our drivers will be able to use their current Qualcomm username and password to sign into the online training center. The training center has a call line to troubleshoot any problems a driver might have. Information about how to use this system has been sent via mail. Please be looking for it.

There are other added valuable tools that come with this program. We are able to send any documents, videos, or custom made materials to our drivers via this website as well.

We are excited for the opportunity to further educate our drivers in an innovative way. Our drivers will be able to access this training site with a computer, tablet, or Smartphone. For drivers that may not have a computer, tablet, or Smartphone, the computer in the drivers lounge at the Decatur terminal has an icon that links them directly to this website.

Each month there will be a training topic. The driver will log in and view the training material and take a quiz. Once the quiz has been completed, safety will receive notification that the assignment is complete. Drivers will have 30 days to complete each training assignment.

Training assignments are necessary and mandatory. We ask that all of our drivers embrace this new program and realize that continued education is an important piece to keeping our work place free from accidents, incidents, and injuries.

Contact safety for further details.

PREVENT COLD STRESS INJURIES

Whenever temperatures drop below normal and wind speed increases, heat can leave your body quicker. Wind chill is the temperature your body feels when air temperature and wind speeds are combined. For example, when the air temperature is 40 degrees and the wind speed is 35mph, the effect on the exposed skin is as if the air temperature was 28 degrees.

To avoid risks associated with cold weather:

- Dress warm—2-3 layers of loose fitting clothing
- Wear a hat or hood to help keep your whole body warm
- Use a knit mask to cover your face and mouth
- Use insulated gloves to protect the hands—water resistant if at all possible
- Wear thick socks
- Wear insulated and waterproof boots or other insulated footwear

AVOID RUSHING

Making up time on the road when you are late is not a good idea. This will result in aggressive driving maneuvers such as: speeding, sudden and multiple lane changes, cutting off other drivers, tailgating, and driving on private property or off the road to get around obstacles or slower drivers.

Often times **rushing doesn't make up for lost time.** Often times traffic lights are timed on city streets. Therefore, getting stopped at a light is almost inevitable.

A better plan is to allow yourself an early start so you can get to your destination without having to rush. When an early start is not possible, and you are unavoidably late, or traffic is extraordinarily congested, it is better to relax and **recognize that getting impatient and making driving errors, could potentially cause you to have a collision and won't really save you any time.** Late is better than not arriving at your destination at all.

PROTECT YOURSELF..CLIMBING IN AND OUT OF THE TRUCK

With all of the risk associated with our industry, it is easy to forget that even the mundane, everyday activities can be dangerous, too. Injuries from falling while getting into or out of your equipment occur often and are one of the most frequently reported sources of injury in our industry. Some falls are due to operator error—or complacency in new or different settings.

Regardless of where the fault may lie, the best way to prevent falls is to always be prepared.

As a driver, you should be prepared to work with that which you have and do what you can to avoid falls while getting in and out of your vehicle. Minimizing or eliminating operator error is the first step.

The “Three-Point Method” -
Before mounting and dismounting equipment, make sure that you have three points of contact to a secure part of the vehicle and/or ground. One hand and both feet; both hands and one foot. Either way, the three-point method should always be practiced.

Conditional Awareness -
Be mindful of things that may be different *this time* while getting into or out of your vehicle. Moisture, dirt/mud, ice—these can easily contribute to a slip and fall if gone unnoticed. Also be aware of hazards on and around the surface on which you will be placing your feet and hands.

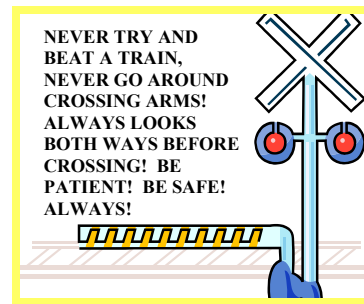
Protect Yourself -
During your daily inspection, assess the condition of components used regularly for support and report any defects needing repair, such as driver handrails, steps, and tread surface on steps.

Make sure you use the “three-point contact rule” described, and be aware of your surroundings.

Your safety is top priority to McLeod Express. Injuries cost you time and money! Please take all necessary steps to avoid slips, trips, and falls from your unit and/or any other type of preventable injury as well!

We care about you so please be safe and healthy!

Always Use 3 Points of Contact!



WINTER WEATHER IS HERE!

- Drive slowly
- Increase your following distance
- Avoid driving distractions
- Watch for slow moving or stopped traffic
- Keep your windshield & mirrors clean
- Watch your step
- Carry extra supplies in your truck
- Get off the road if too hazardous

UPDATES FROM HUMAN RESOURCES

W2's

2015 W2's will be processed and mailed out to all employees the last week of January 2016. Along with the W-2 all employees that were covered under our group health insurance at any time during the 2015 year, will also be receiving a form 1095C. The 1095C will be required to file your 2015 personal tax return. This is a new procedure that went into effect this year as part of the ACA (Affordable Care Act).

401K

Effective 01-01-16 we updated our 401K plan to be an auto enrollment plan. Therefore on 01-01-16 all eligible employees that were not actively participating in our group 401K program, were automatically enrolled with a 2% contribution rate and a 2% company match. We encourage everyone to take advantage of the employer match and stay enrolled in the plan. Anytime an employer wants to give you their money for your retirement, you should take advantage of it.

DENTAL INSURANCE RATES

We seen a slight increase in our group dental rates for January 01, 2016. Employee only rates increased by \$.64 per week, E+1 rates increased \$1.33 per week, and Family rates increased \$2.44 per week.

HEALTH INSURANCE RATES

We also seen an increase in our group health premiums from BCBS for 2016. We were expecting this with all the changes with the ACA, and high claims costs during the plan year for 2015. Remember we can all do our part to help keep the claims costs low, which will result in lower premiums, by utilizing the doctor's office or urgent care facilities when able instead of the ER. We also have a new program available coming in 2016 called Teledoc, where you can call into a doctor as opposed to going to a doctor's office. This service can be utilized for non-life threatening issues, and the doctor can even at times issue a prescription called into the pharmacy without you even leaving your home. More information to come on Teledoc. Our new health rates for 2016 are employee only \$33.00 per week, Employee plus spouse \$98.00 per week, Employee plus child \$90.00 per week, and Family \$120.00 per week.

PAY ENVELOPES

Reminder to all drivers to please check your weekly settlement sheet envelopes. We often send home important information with the payroll settlement sheets, if your not checking the envelopes you are missing out.

Drivers who had roadsides with **"No Violations Found"** for the 4th Qtr

- Michael Altevogt
- Ernie Atterberry
- Sereno Bernobich
- Kipp Borgic
- Michael Branham
- Joseph Brooks
- Donald Brown
- Elton Brown
- Matthew Burden
- Ralph Cremeans
- David Cross
- Dennis Dewitt
- Shawn Durley
- Roger Elmore
- Kevin Ferguson
- Charles Gatewood
- Kevin Gore
- Fred Gluck
- Kent Graff
- James Grant
- Donald Hammond
- Michael Hollis
- Bert Jachino
- Keith Jenkins
- Marty Johnston
- Linda Jones
- Douglas Makarushka
- Gary McCallister
- Richard McFain
- Cullen McIntyre
- Frank McKenna
- Matthew McMurray
- Timothy Monroe
- Richard Moran
- Charles Noll
- David Olson
- John Rutherford
- Jeremy Sickles
- Jeff Sisk
- Jeffery Spalding
- Daniel Stephens
- Kevin Suminski
- Charles Townes
- Don Wiley

KEY 1- AIM HIGH IN STEERING

Aiming high in steering simply means to expand your eye lead time to **15 seconds**. Most drivers only look 3-6 seconds ahead. By looking farther ahead, you can determine quicker which lane you should be traveling in, and what potential risks lie ahead.

KEY 2-GET THE BIG PICTURE

Getting the big picture means to maintain a **360 degree of awareness around you**. You do that by checking your mirrors every 5-8 seconds, and position your vehicle so you can see. With this comes your safe following distance, so you have time to react or come to a stop if need be.

KEY 3-KEEP YOUR EYES MOVING

There are two types of vision, central and peripheral. Peripheral detects motion, light, and colors. Central is what is seeing the details. **By keeping your eyes moving you keep information flowing and keep stares from forming. This helps avoid blank stares at fixed objects.**

KEY 4-LEAVE YOURSELF AN OUT

Leaving yourself an out means to leave enough space around your vehicle at all times so you can **predetermine a way out**. For instance, when stopped at a light, leave at least 15 feet between you and the vehicle in front of you. This allows you to easily move around them without having to back up if their vehicle stalls, and also keeps you from being pushed into that vehicle in front of you, if you were rear ended by another vehicle. Also, while on the highway, avoid clusters of cars so you have plenty of room to change lanes or get stopped if an accident were to occur in or around that cluster of cars.

KEY 5-MAKE SURE THEY SEE YOU

Using turn signals 4 seconds before your turn and 100% of the time is just one way of making sure people see and understand what you are doing. The SMOG technique also falls under this KEY as well when it comes to lane changes. Signal, Mirror, Over the Shoulder, Go!

CONGRATULATIONS!

EMPLOYEES HITTING LANDMARKS IN 2016!

5 years of service
Michael Auton—Dispatch
Christina Butcher—Payroll
Bruce Garner—Sales
Michael Giles—Shop
Todd Musick—Shop
Joseph White—Shop

10 years of service
Sherri Camfield—HR
Kimberly Knittle—Warehouse

15 years of service
Clint Mcleod

THANK YOU FOR YOUR COMMITMENT, HARD WORK, AND DEDICATION TO MCLEOD EXPRESS!

Welcome! 

Please help us welcome our newest employees:

- George Matherly—Shop
- Amanda Mudd—Fleet
- Benjamin Powers—IT

SAFETY FIRST! ALWAYS!

 **YOU ARE IN CONTROL!**



SO PLEASE.....

CONTROL YOUR SPEED!

