



July Memo

Please read the following and sign the acknowledgement on JotForm by Monday 07/31

Please pay close attention to this memo, sign it and submit it by Monday. We need to touch base on some things and refresh on others.

The summer work is in full swing now and we are steadily busy. But that also means that DOT will be doing randoms more often. Take the time to look over your trucks and trailers to make sure they are DOT compliant. As a reminder, we have a bonus structure in place for DOT stops. If you get no warnings or citations on truck or trailer, you get \$100 per occurrence. **Congrats to Robert and Justin for clean inspections over the last two weeks.** We will also be monitoring logbooks more closely. If your log is out of date or out of compliance, you will be parked until it is fixed.

We have also completed the first phase of the yard improvements. Moving forward, trailers need to be dropped at the yard each weekend unless you own your own. Weekends are when we can inspect trailers and make notes for repairs. When you leave the yard, please close the gate behind you. As a reminder, you are required to fill out a trailer inspection report each time you drop or pick up a trailer. You can do so easily from the "Employee Resources" page on the website. You are also supposed to wash and grease the trailers 1 time per month. Please make sure you are taking care of the equipment.

There has been a problem with paperwork being turned in over the weekends. If paperwork is not turned in by Monday morning, you will not receive a check for the week. We have deadlines for billing our customers and those deadlines cannot be moved. If you are finishing up a delivery on Monday before turning in your paperwork, let Whitney know as well as Dillon.

I have also been told that there is an issue with picking up and delivering on time. Dillon has to keep each customer up to date on your location with most deliveries and pickups now. If you are supposed to be in Sweetwater first thing Monday morning to get a load but you are late, you might not

make the pickup at Boise or Hixson or wherever it is you are picking up the next day. If it continues to be a problem, I have instructed Dillon to only load a truck 1 time per day. We cannot take a chance on not picking up a load or causing an issue with a customer by loading after hours. If we become a problem carrier for a customer, they will give the loads to a carrier that is not.

Lastly, we have heard that some of you are concerned about us adding more trucks onto the fleet. I want to address this. We are a company that grows with our customers' needs. If we never expanded, none of you would be working here today. We would probably not even be in business. Each and every day I see smaller, independent companies closing their doors because they cannot meet the customers' requirements to work for them. A great example of this is Cameron Ashley. To continue to work with them, we have to maintain a certain fleet size and maintain excellent CSA Safety Scores. That being said, the more trucks we add on, the more opportunities are open to us all. Your workflow will not dwindle, your check will not shrink. If you have a problem with this, come talk to me directly. I have also been told that there is an expectation for set routes based off seniority. The only set routes or set regional routes are the door loads. Everything else is for whoever can fill the role at the time. No one is dedicated to any run except the door routes. If I continue to hear of those talking poorly about this practice, I will be talking to you directly. Just take care of your job and don't worry about someone else's.

You guys operate as our field recruiters and we want to reward you when new people come on so, moving forward, if you refer someone and we hire them, you will get \$100 when they are hired and \$500 after they hit their first 90-Days.

Thank you all again for the hard work so far this year. We have a few more months left before winter so, I suggest you start preparing for that. Kalee is doing well and we are happy to say she should be free of cancer in September. We are blessed by the support you guys have given us in your thoughts and prayers and we ask you continue to lift her up. You guys keep up the good work.

Sincerely,

Next Safety Meeting

Friday, August 11th

Location is TBD

Attendance is Mandatory

Benny Edwards Jr.

Owner/President

Edwards Transportation INC.