

# HUB ADVISORY

It's that time where NTB is starting the Driver Advisory Board Meetings again for Grand Rapids, Tipp City, Newport, Lansing and Galesburg. During these meetings, senior management and driver representatives will discuss concerns and ideas with the following goal in mind:

## DRIVER ADVISORY BOARD MISSION STATEMENT

*To bridge the communication gap between management and drivers with the goal of recognizing real problems, dispelling rumors, exchanging ideas, improving morale, and providing solutions and direction.*

The following terminal meetings are scheduled for:

**Grand Rapids**—February 4, 9:00am  
**Tipp City**—February 11, 10:00am  
**Newport**—February 18, 11:00am  
**Lansing**—February 25, 9:00am

We look forward to and welcome any input you may have to make NTB the very best organization possible. Your terminal driver representatives are:

Grand Rapids – Walt Van Rees, Jed Gerken  
Lansing – Bill Summers, Lenny Farris  
Newport – Billy Dover, Jim Gould, Bill Tucker  
Tipp City – Mike Bray, Richard Stevens

Thank you in advance for your interest and participation.

For more information please call Dale Arnold in Tipp City at ext 1431.



### Drivers:

Please remember when inputting the Hub reading for any odometer that is 1 million or more, please remember to drop the first #1 (million) and correctly input the next 6 digits. If you drop the first number and not the end or a middle number –the fueling is far more accurate.

**Example of 1 million Hub reading :** If reading is 1,987,654 .....  
Input **987654** for the reading.  
Thank You, Debbi



### NOTICE: Drivers in the Terminal Maintenance Areas-

Please do not go into the bays without the approval of the shop supervisor. It is a safety concern with drivers in these areas and getting into their tractors. If you have any specific needs or concerns about your tractor, see the shop supervisor.  
Thanks, Jason.

## MEIJER STORE SERVICE CHANGES:



### Beginning Sunday 1/20:

The following stores will change their service on Grocery products:

**Store 124, 125, 138 (all three Fort Wayne area stores).**

These stores will receive their grocery deliveries from 86 (Lansing), instead of 805 (Tipp City). Perishable and GM deliveries will still come from Tipp City. This should be a positive move for us as it will allow us to move more power from Michigan south into the Indiana market.

### Beginning Sunday 1/27:

We will no longer be servicing the following stores in the Detroit market:

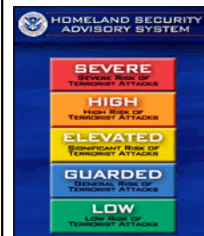
**Stores 55, 57, 68, 109, 177, 185 (all metro-Detroit area stores).**

We will begin servicing stores: **226 (Rockford, MI), and 232 (Muskegon, MI).**

In addition to these two stores, Meijer is reviewing additional alternatives to replace the Detroit market stores, with potential additional stores in Ohio or Indiana. More details to come.....

Thanks, Dave

NTB is pleased to welcome **Danielle Besteman** to our Customer Service Team, as a Customer Service Representative. She joins us after having worked several years in the produce world in Customer Service and Sales. Danielle brings with her a wealth of knowledge from this time along with many life experiences. Danielle's background and positive attitude will be a valuable contribution to NTB's Operations Team. Please join me in welcoming Danielle to the NTB family! Dave Birge



The current Nation-wide Threat Level Remains:  
**Yellow-Elevated:**  
*There is a significant Risk of Terrorist Attacks*

## Anniversary Dates:

| <u>Name</u>   | <u>Date</u> | <u>Yrs</u> |
|---------------|-------------|------------|
| Gary Sweers   | 1-18        | 3          |
| John McGowan  | 1-18        | 1          |
| Curtis Harris | 1-21        | 3          |
| Aaron Hatch   | 1-22        | 1          |
| Wayne Burge   | 1-28        | 3          |

## **Drivers:** HUB Advisory on NTB website:

Thanks to John in our IT Department, the HUB Advisory is updated bi-weekly on our Website:

<http://www.ntbrk.com/Company%20News.htm>

When you are on the road and have a computer with you, it is an easy way to keep in touch with the events of the company.

## **2008 Driver Vacations**

Driver Relations will be scheduling vacation requests for the year 2008, (**excluding 11/14 through 11/26**). Vacation request forms will be accepted January 1st through January 31st, 2008, and should be sent to Jason or Joel. You may obtain a Driver Vacation Request Form at any NTB terminal.

Vacation time for the next 12 months will be scheduled based upon seniority and availability. You will receive notification with your February 15th paycheck, **if** we are unable to grant the time off requested. After January 31, all vacation requests for 2008, will be granted on a first come, first serve basis.

Please see pages 16—17 in the Driver Pay and Benefit Book for a detailed description of the Driver Vacation Policy.

In addition, please contact Jason or Joel if you have questions or are unable to locate request forms.

Thank you,  
Jason & Joel



## *Driver's Corner*

Please keep the following employees in your thoughts and prayers as they deal with personal or family health issues or the loss of family or friends:

|                   |               |
|-------------------|---------------|
| James Blackburn   | Gary Nickell  |
| Leo Bryson        | Michael Oski  |
| Christina Hershey | Russ Phillips |
| Randy Love        | Keven Pierce  |
| Richard McLemore  | Leslie Teague |
| Alan Netherby     | Marc Toma     |
|                   | Norm Vernon   |

## **Timeless Truth...**



Psalm 67:1-2

May God be gracious to us and bless us and make His face shine upon us, that your ways may be known on earth, your salvation among all nations.

## **NTB WELCOMES THE FOLLOWING NEW DRIVERS:**

**Jacob Enchill—NAGT**  
**James Salter—NAWA**  
**Thomas Sweet—NATI**

**CONGRATULATIONS AND WELCOME TO THE NTB FAMILY!**



## **Riding with Pride Award**

This month's Riding with Pride Award goes to outstanding driver **Ryan Bronsburg!** Thank you for the positive outlook, professional demeanor, caring attitude and NTB loyalty and dedication. Way to go **Ryan!**

*Ryan* was nominated for this Award by Jason Mayville, Driver Relations.

## **Health Notes: A service of the Kent County Health Department**

### **January 2008: Unconventional Resolutions**

After the ball drops and revelers have chanted the last chorus of "Auld Lang Syne", our attention turns to January, a month of promise for a fresh start. Kicking bad habits is par for the course, as Americans vow to improve their health by quitting smoking, eating healthier and increasing physical activity. By some accounts, less than 30 percent of people keep their resolutions. Setting vague and unrealistic goals are big reasons resolutions become delusions by the month's end.

If you're among the 70 percent who have tried and failed, here are five practical, specific and attainable ideas for a healthier you in '08:

- ◆ While it doesn't typically appear on most "Top Ten Resolutions" lists, resolve to fend off flu this year. The single best way to prevent seasonal flu is vaccination. Wash your hands often with soap and warm water for 20 seconds and avoid touching your face to keep germs at bay.
- ◆ Just park it: Rather than circling the supermarket parking lot in search of the spot closest to the door, vow to consistently grab a spot near the back. You will save yourself the stress and frustration of vying for position with parking lot "vultures", and add steps to your daily routine. A study shows that, barring a calorie increase, adding just 2,000 steps (about a mile) each day to regular activities may mean you'll never gain another pound!
- ◆ Brush up: The American Dental Association's recommendations for basic oral hygiene include brushing your teeth twice a day, replacing your toothbrush every three or four months and flossing daily. If you're deficient in any one of these three areas, resolve to get in the habit. Given a potential link between gum disease and overall health, the rest of your body may thank you.
- ◆ Be prepared isn't just for Scouts; it's for you, too. If you haven't assembled a disaster preparedness kit, resolve to purchase any elements that you do not currently own. Check out <http://www.ready.gov/> or <http://emergency.cdc.gov/preparedness/> for a list of things you may need in a disaster.
- ◆ While resolving to "eat healthy" is a noble goal, indeed, what the heck does it mean? How about a small precise target to improve overall health, such as "incorporating an apple or banana into lunch each day" or "work a green vegetable into dinner each night"? That's not so difficult, is it?

## Important Information...

# **BACK TO BASICS AGAIN!**

IN ANALYZING OUR ACCIDENTS, THE ONE COMMON THEME IS THAT AS DRIVERS WE ARE FORGETTING THE MOST BASIC STEPS OR REQUIREMENTS OF OUR JOB. WE ARE GETTING CARELESS.

ONE TYPE OF ACCIDENT WE ARE HAVING ON A TOO FREQUENT BASIS IS “HIGH HOOKING” A TRAILER OR DROPPING A TRAILER AFTER COUPLING. BOTH OF THESE SITUATIONS ARE GENERALLY DUE TO DRIVER CARELESSNESS AND COST NTB AND YOU TIME AND MONEY.

LET’S REVIEW THE STEPS THAT YOU SHOULD FOLLOW.

1. BACK UP TO THE TRAILER AND STOP WHEN THE 5<sup>TH</sup> WHEEL IS AT THE FRONT OF THE TRAILER.
2. GET OUT OF THE TRACTOR AND CHECK THE HEIGHT OF THE TRAILER IN RELATION TO THE 5<sup>TH</sup> WHEEL AND MAKE ANY ADJUSTMENTS THAT ARE NECESSARY.
3. BACK UNDER THE TRAILER UNTIL THE 5<sup>TH</sup> WHEEL ENGAGES THE KING PIN. DO A PULL TEST.
4. GET OUT AND VISUALLY VERIFY THAT THE 5<sup>TH</sup> WHEEL HAS PROPERLY LOCKED AROUND THE KING PIN. HOOK UP YOUR AIR AND ELECTRIC LINES THEN CRANK UP YOUR LANDING GEAR.
5. CHARGE THE TRAILER BRAKES SO YOU CAN CHECK FOR AIR LEAKS AND THEN WALK AROUND AND INSPECT THE TRAILER.

WHEN YOU ARE READY TO LEAVE, START OUT SLOWLY AND GENTLY, PULL DOWN ON THE HAND VALVE TO ENSURE THAT THE TRAILER SERVICE BRAKES ARE WORKING. IT IS ALSO ANOTHER CHECK ON YOUR HOOK UP. REMEMBER IT IS YOUR RESPONSIBILITY TO FOLLOW THE CORRECT PROCEDURES. THINK ABOUT WHAT YOU ARE DOING AT ALL TIMES!

## **ARE YOUR WHEELS ROLLING?**

Every winter NTB pays out thousands of YOUR dollars to replace tires on both tractors and trailers that have been “flat spotted” or blown out because they were dragged. In the cold weather it is not uncommon for brake shoes to freeze to the drums.

Before you move your equipment, be sure that ALL of your wheels are turning freely. Pull forward slowly making an “S” and check your mirrors to be sure that all wheels are turning. If they are not rolling, what can you do?

1. Try applying and releasing the brakes.
2. Rock the vehicle back and forth.
3. Set tractor brakes release trailer brakes and strike frozen drum with a hammer.
4. Have a spray bottle of “Brake Line Antifreeze” and spray on frozen shoes and drum. (inside)
5. Repeat.
6. If you are still unable to free brakes, contact maintenance.
7. To help prevent problems with frozen brakes before you park, gently pull down on the hand valve while you are moving to heat and dry the brakes.

## Check your Trailer

Remember that every time you hook to a new trailer, you must complete a pre-trip. This includes checking the inside of the trailer for product. Empty pallets on trailer makes the trailer loaded, not empty. It is always your responsibility to make sure the trailer you are picking up is clean and ready for your next assignment. This time of year, it’s not uncommon to have someone get into a trailer at a drop lot to stay warm. Maybe that picture will help you remember to get in the trailer, or shine your flashlight to the front to ensure it’s empty. Be careful and certain that you don’t accept responsibility for transporting freight (or even human cargo), unnecessarily. With the weather getting colder, and more snow on the ground, it gets more difficult to do some of the basic tasks, but they continue to be absolutely essential steps in your routine.

Thanks, Dave

## WHERE IS YOUR TRAILER?

That may sound like a foolish question, but it seems that a lot of our drivers, new and old, are totally unaware of, or have forgotten where their trailer is.

The most frequent type of accidents that we are encountering are turning and backing. A growing number of these accidents have been serious and expensive. The most frequent causes of these accidents are **INATTENTION** and **SPEED**. Think about what you are doing; be aware of where your trailer is and where it will track in relation to fixed objects and other vehicles. Slow down; give yourself a chance to make corrections if necessary before it is too late. Anticipate the actions of others so that you are not forced into making a mistake. Yield to the other vehicle even if you have the right of way. It is better to yield than have an accident.

When you are backing, remember that you have to be aware of all points and obstacles around your vehicle. If you are unsure of where things are, **GET OUT AND LOOK!** The extra time spent is well worth the effort by not having an accident.

**THINK, PAY ATTENTION, SLOW DOWN, GET OUT AND LOOK!**

## IDLE TIME

### AN IDLING TRUCK COSTS YOU MONEY!

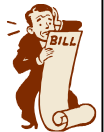
A typical tractor will use about 1 gallon of diesel fuel per hour at idle. Diesel fuel is running about \$3.00 or more per gallon. If you idle your truck 10 hours per day, that is \$30.00. If you multiply that by 200 tractors it equals \$6000 per day in idling costs. Six days a week, we are now looking at \$36,000. Multiply that by 50 weeks, which comes to \$1,800,000. That is **WASTED** money that could be applied to **YOUR** wages, benefits, bonuses and new equipment.

Keep your idle time to a minimum, use your "Pro-Heat" unit when ever possible. Turn the truck off when you get out. If your "Pro-Heat" doesn't work or you are not sure how to use it, contact the Maintenance Department for assistance.

We need your help to control fuel costs. Remember it is **YOUR** money as well as NTB's. Don't let **YOUR** money go up the stack!

Thank you for your help!

## HAZARDOUS MATERIALS



Please be aware of what you are hauling. We do haul a limited amount of hazardous materials for some of our customers. It is very important that you look at your bills of lading to insure that you are following the necessary procedures. Are there hazardous materials in the load? Does it require placards? What placards? Who should supply them and how many? If it is a placard load, be sure to remove all of the placards after you make your delivery.

Failure to follow proper procedures when hauling hazardous materials can put both **YOU** and the company at risk of substantial fines and penalties as well as put the public in danger. If you have questions on a hazmat load please contact the Safety Department.