

# Hub Advisory



## HOLIDAY CELEBRATIONS:

**Grand Rapids**—December 17th, (Wednesday) at noon at the NAGR Terminal

**Lansing**—December 18th (Thursday), breakfast 6am—8am and lunch at 11:00am at the NALT Terminal

**Newport Christmas Warm-up (Joel's famous Chili)** —December 18th and 19th (**NEW this year—AT THE DC, Front Conference Room**; drivers park in front of the main office) Thursday 11am—4pm (Chili & the works) and Friday 7am - 2pm; serving breakfast and lunch.

**Tipp City** - December 19th (Friday) at 11:30am at the NATI Terminal

**Target—Christmas Warm-up (Joel's famous Chili)**, December 22nd (Monday), 7am—2pm serving breakfast and lunch—**NTB DC Target Office**

### DISPATCH HOURS OF OPERATION Christmas/New Year Holiday

**Christmas** is here. Dispatch will be closing Wednesday, 12/24 at approximately 1800. Once closed, the phone system message will instruct you what to do if closing out. There will also be an emergency number you can reach should you need assistance from Dispatch. We will reopen Thursday, 12/25 at 1900, and be ready for business again. IF you have no next assignment, you should contact dispatch on Friday, 12/26 at 0900.

**New Years Day** is a normal work day. We will be open for business as normal. If you do not have vacation time pre-arranged through Driver Relations, you should plan to work. Freight will likely be lighter than normal and we have expanded vacation time during this time.

**Again, if you do not have pre-scheduled vacation time already confirmed, please plan to be available to work.**

Thanks and Merry Christmas, Dave

From Fuel Desk Debbi:  
**Reminder to all drivers**

Remember to contact the shop first **BEFORE** purchasing anything for the tractor or trailer; for example, fuses or oil or reflectors etc..... The shop needs to approve all purchases ahead of time and record on the maintenance history for the tractor or trailer. On the receipt you receive, please document who you spoke with in the shop. Thank you

**Drivers**, when dropping an empty trailer, it is your responsibility to make sure the trailer is empty and **CLEAN**. Take the time to make sure to sweep out the trailer. This is expected by our customers and is a requirement.

**PLEASE take special attention when dropping trailers at ADDY and GEYO.**

Thank You!



December 17, 2008

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



### Holiday Hours for Maintenance Shops

**Lansing:** The shop in Lansing will close at 1800 Christmas Eve and reopen at 1600 Christmas Day. New Years Eve & day we will operate as normal.

#### Tipp City:

The shop will be open on the 24<sup>th</sup> of December until all loads are out of the DC (approx 1900–2000). We will be closed for the remainder of the evening then reopen on the 25<sup>th</sup> of December at 19:00. The 31<sup>st</sup> we will be open as normal.

Merry Christmas, Maint. Depts.

We are recruiting drivers to work later on Christmas Eve day and start earlier on Christmas evening. Christmas Eve day, we are looking for those who might be willing to stay out later on the longer runs. We would like to have all volunteers working which would allow those with families a longer down time over the Holiday. Please call Joel or Jason if you are able to volunteer.



**Help!** Please **DO NOT** back trailers into the snow banks at the drop lots. **Get Out And Look.** It is impossible to take inventory when the trailers are backed into the snow bank. **Be considerate** of your fellow drivers.

## 2 Anniversary Dates:

| Name            | Date  | Yrs |
|-----------------|-------|-----|
| Shaun Stephens  | 12-07 | 7   |
| Jeff Osborne    | 12-07 | 7   |
| Denis Meloche   | 12-10 | 2   |
| Roger Thelen    | 12-11 | 4   |
| Greg Smith      | 12-16 | 1   |
| Michael LaLonde | 12-16 | 1   |
| Michael Bray    | 12-18 | 11  |
| Jason Woirol    | 12-23 | 2   |
| David Gardner   | 12-28 | 3   |
| Steve Elleman   | 12-22 | 1   |
| Stephen Hale    | 12-24 | 3   |
| Steven Kubiak   | 12-28 | 3   |
| Jacob Fink      | 12-31 | 3   |

### XEROX IS DOING SOMETHING UNIQUE

Support the Troops in Iraq by saying "thank you"

Xerox has the following website dedicated to saying thank-you to our troops serving in Iraq. You pick out a thank-you card and Xerox will print it and it will be sent to a soldier that is currently serving in Iraq. You can't choose who will receive it, but it will go to a member of the armed services.

[www.LetsSayThanks.com](http://www.LetsSayThanks.com)

### NTB WELCOMES THE FOLLOWING NEW DRIVERS:

Darrell Kositzke—NTGA  
David Monroe—NALT  
Ernest Nouvertne—NAGT  
Neil Ranly—NATI  
James Trout—NATI

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

## 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:

Leo Bryson  
James Cirner Family  
Edna Holdridge  
Gary Holland  
Robert Koster Family  
Robert LeGault  
Richard McLemore  
John Nichols  
Russ Phillips  
Keven Pierce  
George Self  
Timothy Thomas  
Norm Vernon

*From Fuel Desk Debby—* PLEASE remember to input the correct tractor number and HUB /Odometer reading (not trip miles) when fueling.

Please keep the Koster Family in your thoughts and prayers. Robert Koster, a former NTB driver and Rick, Greg, and Kurt's uncle, passed away last week at the age of 73.

*Welcome back* driver Gary Omo, NALT.

### Riding with Pride Award

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

*John* was nominated for this Award by Joel Duryea, Driver Relations.

## Timeless Truth



And Mary said: "My soul glorifies the Lord and my spirit rejoices in God my Savior, for the Mighty One has done great things for me— holy is his name."- Luke 1:46-47, 49

NTB would like to *welcome* the following employees:

**Chris Deeter**, Dispatch Tipp City  
**Jolene Workman**, Customer Service  
**Jacilyn Austin**, Business Office

*Congratulations* and welcome to the NTB family.

### 2009 Driver Vacations

Driver Relations will be scheduling vacation requests for the year 2009, (excluding 11/14 through 11/25). Vacation request forms will be accepted January 1st through January 31st, 2009, 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 13th pay-check, **if** we are unable to grant the time off requested. After January 31, all vacation requests for 2009, 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



**Service Watch**  
Customers for **December** are:  
**Heinz Outbound**  
and  
**Meijer Store 176**

For the next 30 days, we need to focus on providing a higher level of service to these customers.