



HUB ADVISORY



December 20, 2006

LANSING SHOP HOURS

The Lansing shop will close on Christmas Eve the 24th at 1800. The gate will close at 2000. If you need to gain entrance to the Lansing yard between 2000 on the 24th & 1300 on the 25th operations will have the combination.

Christmas day the shop will open at 1300 as will the gate. Dennis Merriman will be on call for breakdowns between 1800 12-24-06 until 12-25-06- at 1300. Breakdown telephone for Dennis is 1-616-437-1932. Remember after 1300 on Monday, follow normal procedures.

Lansing will be fueling reefers on the afternoon of the 24th. The afternoon of the 25th reefers will also be fueled & started to check for operation. Lansing shop will be pre-starting trucks as normal.

In Newport -John will be in to fuel reefer units on the 24th. On the 25th John will fuel reefers on the Newport complex & start the units checking for proper operation. John will also be starting power units at NACA & NANE on the morning of 25th. John will not be available between 1200 & 2100 on the 25th

In Grand Rapids, Operations will be starting the units in GR as per cold weather starting procedures. Tony will not be available between 1200 & 2100 on the 25th.

Thanks & A Merry Christmas To All, Tom Mahar

TIPP CITY SHOP HOURS

The Tipp City shop will be shutting down at 15:00 on Christmas Eve (December 24th) and we will reopen on Christmas evening (December 25th) at 19:00. Merry Christmas to all, Jay

Galesburg Chili Warm-up

We had an awesome turnout at Galesburg this year. We almost doubled the number of drivers that stopped over last year. Thank you to all drivers who came for fellowship and the Chili and fixings. It was nice to see everyone!

DISPATCH HOURS OF OPERATION—Christmas/New Year Holiday

Christmas is here. Dispatch will be closing Sunday 12/24 at approximately 1700. 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 Monday 12/25 at 1900, and be ready for business again. IF you have no next assignment, you should contact dispatch on Tuesday 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

Anniversary Dates:

Name	Date	Yrs
Kevin Richardson	12-21	4
Stephen Hale	12-24	1
David Gardner	12-28	1
Steve Kubiak	12-28	1
Jacob Fink	12-31	1

Timeless Truth...



A hot tempered man stirs up dissension, but a patient man calms a quarrel.
Proverbs 15:18

Cinnamon Baked Walnuts



4 Cups Walnuts
1 Egg White
1/2 Cup Sugar
1-1/2 T Ground Cinnamon
1/8 teaspoon Salt

Mix Walnuts with egg white. Mix sugar, cinnamon and salt together. Combine Walnut and Sugar mixture. Mix well. Bake at 325 degrees for 30 minutes. Break apart when warm, cool and store in an airtight container. Can be refrigerated and stored for weeks.

Accident Reporting

Anytime you are involved in an accident OR incident, regardless of the nature or the severity, **you must notify DISPATCH immediately!** **Do not call** breakdown until you have first spoken with dispatch. Do not wait until you get to your destination or a terminal to report it!

Remember also, **you** must do a written accident report as well.

Prompt reporting helps NTB to control and manage accident costs and it protects **you!**

Thank you for your cooperation and drive safely

Rings and Things

Drivers who need their safety rings updated, please turn them in to Safety in Tipp, Lansing or Grand Rapids as soon as possible. They will be updated and returned to you. Thank you.



2007 Driver Vacations



Driver Relations will be scheduling vacation requests for the year 2007, (excluding 11/14 through 11/21). Vacation request forms will be accepted January 1st through January 31st, 2007, 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 16th paycheck, **if** we are unable to grant the time off requested. After January 31, all vacation requests for 2007, 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



NTB WELCOME THE FOLLOWING NEW DRIVERS:

Andrew Combs—NANE
Troy Campbell—NALT
Ken Gallagher—NANE
Jason Greene—NANE
Chad Koster—NAGR
Richard Kugel—NAGE
Chad McCullough—NANE
Dennis Meloche—NANE
Brian Passmore—NALT

CONGRATULATIONS AND WELCOME TO THE NTB FAMILY!

MIMI & FRFR

When dropping trailers at MIMI and FRFR, please ensure that you are cranking the dolly legs down, and not just dumping your air bags. It has been reported by their switcher that it is impossible to get under our trailers when they are dropped too low, and that it is extremely difficult to crank these trailers up with upwards of 40,000 lbs of bale on them. Oftentimes, a wrecker needs to be called to get under the trailers so they can be raised which causes unnecessary delay of them unloading our trailers. Please be considerate to our vendor when dropping MIMI and FRFR loads, and make sure that they are being dropped at a reasonable level. Thanks, Jason

Name that Face

How many of these faces do you recognize?



Tips: All Pictures are NAGR Customer Service

Welcome Home



NTB would like to take this opportunity to give praise on the safe return home of Alvin Pahl's brother-in-law First Sergeant Steven Graszler who completed his tour duty. Sergeant Graszler serves in the Army National Guard and was assigned to the Peace Keeping Battalion in Kosovo in Operation Talon. A celebration was held recently to honor his return and was attended by a local state representative and several Brigadier Generals. Welcome home Steven!

meijer News....

There are some stop signs that are not being obeyed by all the carriers on the LANSING COMPLEX. Please take special note of all STOP SIGNS and STOP WHEN YOU ENCOUNTER ONE.



Driver Notes from Walter

- Drivers PLEASE DO NOT PULL roll door trailers down the road with the door open AT ANY TIME! Not only is it a hazard, when you leave the door open, it can let moisture in causing potential problems.
- Thank you to all drivers who drop trailers in the Grand Rapids yard who park between the lines. When trailer inventory is taken each morning, it is much easier if trailers are dropped correctly and not backed against a snow bank. It shows you do care about the other drivers and that you do GOAL (get out and look). Thank you!

Bargain Corner News



For Sale

2001 Toyota Echo with 92,700 miles. AC and in great shape. Gets 38 MPG. Asking \$4,800. 517-376-1998 ask for Todd Preadmore.

meijer News....

Docking Procedures

It is critical that you follow docking procedures any time you are at a customer's dock. In particular, at Meijer stores, you should always speak to a representative before docking. When hooking to a trailer at a dock, you MUST visually inspect the door to ensure the dock plate has been removed and the dock door is closed. If you cannot visually see this from the outside, you need to go inside and check. This is especially important at this time at **Meijer store 20**. They are currently under construction and normal receiving procedures at the store are altered. Thank you, Safety

Corner Store

Don't forget to pre-order your NTB Winter Jackets now with the *new logo*. Call Paulette in Lansing to order.



YOU ARE THE PROFESSIONAL!

You are a **PROFESSIONAL DRIVER**. As a **PROFESSIONAL DRIVER** you are held to a higher standard than the ordinary motorist. Why?

1. This is your chosen vocation; it is what you do for a living.
2. You drive more miles in a month than many others drive in a year.
3. This is what you have been trained for and receive continuing training for.

As a **PROFESSIONAL DRIVER** it is your job is to insure that you arrive at your destination safely and on time AND that everyone else around you does as well. It is your job to **PROTECT** all of those around you. In many cases this means protecting others from their own ignorance and stupidity. This is a big part of your job as a **PROFESSIONAL**. Have you ever made a mistake while driving a car, truck or even crossing a street? Did someone else protect you in those situations? When you **PROTECT** the other guy, look at it as saying "Thank you" for the times that someone **PROTECTED** you.

Be **PROFESSIONAL** at all times; in your driving, working with customers, working with dispatch, the shop, and people in general.

BE PROFESSIONAL, BE COURTEOUS, AND DRIVE PROTECTIVELY!

SAFETY NOTES!

We are into the Christmas and New Year's Holiday Season. Traffic will be increasing on the roads as well as in and around shopping centers and malls. In addition many drivers will be more distracted than usual with thoughts of gifts, shopping, family, travel and finding a parking place at the store. Others may be impaired due to too much celebrating. Your job as a **PROFESSIONAL DRIVER** is to watch out for these people and to **PROTECT** them. Stay alert, stay focused, be patient, be courteous at all times. Remember YOU are the **PROFESSIONAL!**

HAVE A SAFE AND JOYOUS HOLIDAY SEASON!

REMINDER: New Years Eve and New Years Day are both normal work days. If you have not previously scheduled the day(s) off, intend on working.

Answers to Name That Face

1. Jeff England, CS Lead Rep
2. Matt Tawney, Sales & CS Director
3. Cathy Pierce, CS Rep
4. Mike Nelson, CS Manager

During the Months of January and February, freight is slower and availability for time off is abundant. Please take every opportunity to schedule your vacation during these months. Take the time to slow down when freight is slower. The next few months is an excellent time to unwind and relax. Everyone deserves a break after the stressful busy season! Take advantage of vacation availability during January and February.

