

# Meeting Agenda



LOCATION: TEAMS    DATE: 3/5/24    TIME: 10:00 AM

## I. CALL TO ORDER

Appreciation. Open floor for comments, concerns, issues, feedback...

## II. NEW ITEMS

The tractor lockbox code was changed to 2-0-1-7. All tractors MUST be locked, and key placed in lockbox. iPads were placed in most of the tractors for driver use. The code to access the iPad is 2-0-1-7. We will try to update the iPads, but the information needed for updating the iPads will be placed in the tractors soon.

ADP and GroupMe will need to be on your personal device.

Netradyne will be replacing SmartDrive. This system prompts immediate correction of unsafe driving. Please ensure you've created a password.

## III. SENTIX TRAINING

March compliance so far is 13.6%, 34 drivers have not started, 4 user in progress, 4 completed. This is a requirement for guaranteed pay. Failure to complete amazon assigned mandatory training will result in disqualification for guaranteed pay.

Amazon assigned additional training for upcoming changes which include Netradyne Driveri for the system that is replacing SmartDrive. Also, Intermodal Expansion training for intermodal trips. Please complete this training by the end of the month.

## IV. SMARTDRIVE

The company safety score has increased to **15**, which is 7% worse than the last 4 weeks! We have 12 drivers who are working on getting below 20. We expect all drivers to drive safely and to ensure this, any driver with a score of 70+ will be suspended for a week and then placed as a backup driver. This means covering shifts when they are posted on GroupMe until your SmartDrive score is a 30 or below.

Rank ▲	Observation	Contribution to Safety Score
1	Lane Departure/Straddling Lanes	20%
2	Unsafe Following (2.25 - 3 seconds)	9%
3	Unsafe Following (3.25 - 4 seconds)	8%
4	Grooming/Personal Hygiene	7%
5	Incomplete Stop at Stop Sign	6%
6	Unsafe Backing	6%
7	Unsafe Lane Change/Merging/Passing	6%
8	Other Task	5%
9	Failure to Attempt to Stop at Light	4%
10	Failure to Attempt to Stop at Stop Sign	4%
11	Unsafe Following (1.25 - 2 seconds)	4%
12	Speeding <=5 mph Over Limit	3%
13	Speeding 6-10 mph Over Limit	3%
14	Unsafe Following (<= 1 second)	3%
15	Unsafe Turning	3%
16	All Other Observations	10%

## V. TRIP PROCEDURE

1. Review your schedule on the Amazon Relay App by **Friday evening**, contact **Eboni or April if incorrect**.
2. Review your scheduled block for the day the night before.
3. Arrive at the yard **30-45 minutes prior** to the arrival time set for **STOP 1 HOU40**;

Ex: If your arrival time is 9:45 am on the arrival to HOU40, you should arrive to the yard no later than 9:15 am.

Stop	Equipment	Arrival	Departure
<b>1</b> HOU40 2219 Aldine Ben... Houston, TX 77032	Tractor ID -- bobtail	-- Sch. 6 Feb, 09:45 CST <a href="#">Report delay</a>	-- Sch. 6 Feb, 09:46 CST <a href="#">Report delay</a>
<a href="#">Pick-up instructions</a>			
<b>2</b> DPA7 9851 FALLBROO... HOUSTON, Texas...	Tractor ID -- bobtail	-- Sch. 6 Feb, 10:18 CST <a href="#">Report delay</a>	-- Sch. 6 Feb, 10:19 CST
<a href="#">Drop-off instructions</a>			

4. You **MUST START WORK** to complete your pre-trip, this means you should be **ON DUTY** no later than 15-20 mins **PRIOR TO THE ARRIVAL TIME TO HOU40**.
5. YOU MUST **SWIPE THROUGH THE HOU40 BEFORE THE SCHEDULED ARRIVAL TIME**, TO BE COUNTED AS ON TIME. STOP 1 DOES AFFECT YOUR AND THE COMPANY'S PERFORMANCE.
6. As stated before, if the TRACTOR ASSIGNMENT is not posted, you will take your normally assigned tractor. If that tractor is unavailable, CALL EBONI for tractor or DAMON for tractor issues. This process should only take a maximum of 5 mins of your 30-45 min prior arrival.
7. If your tractor is low on fuel, if you can make it, CHECK IN AT THE FIRST AMAZON STOP, then go fuel. You MUST ARRIVE AT ALL STOPS ON TIME OR NOTIFY DISPATCH WHEN YOU ARE RUNNING BEHIND.

## **VI. ACCIDENT AND INCIDENT REPORTING**

1. Accident OTR collision regardless of damage or severity with a driving or parked vehicle or pedestrian; or collision that results in damage to the vehicle, trailer or leads to injuries.
2. Must be reported immediately to ROC and then Damon with the ARC
3. Incident OTR collision with an animal; road debris; rock strikes vehicle /windshield or curb strike
4. Must be reported once you arrive to your next stop to ROC and then Damon with the ARC #

## **VII. TRACTOR ISSUES**

1. Pre & Post Trip Inspections and reporting any defects in the Relay App
2. Text Damon, write the issue on the Mechanic whiteboard; post in GroupMe.
3. Checking that the tractor has all required documents in its binder is part of your pre-trip.
4. Your responsibility to remove all your trash and belongings from the tractor. You must wipe down the inside of the tractor cab. We are aware that some drivers are not completing pre & post trip; this is grounds for suspension and possibly termination. Drivers who share the tractor should not be inconvenienced with issues that should've been addressed during the post trip.

## **VIII. PROCESS FOR SCHEDULING TIMEOFF AND EMERGENCIES**

1. Thank you to all the drivers who provide two weeks or more notice for requested days off. This is the procedure for all scheduled time off and to receive PTO. Eboni and April must be texted in a GROUP text and the PTO request MUST be submitted in ADP.
2. If you are calling in on your trip due to a medical emergency, you must CALL Damon or April as soon as you feel ill or become aware of the situation. ROC and Dispatch ARE NOT points of contact.

## **IX. Updated COMPLIANCE DOCUMENTS – CDL & Medical Card**

All renewed CDL and medical cards MUST be turned in at least 2 weeks prior to expiration. Effective January 1, 2024, Amazon will not allow drivers who are ineligible in the JJ Keller system due to missing items, to be assigned trips. JJ Keller takes

time to process and update the Relay system, so if you are late renewing these docs, you will not be eligible to be assigned to trips.

## **X. ADP, Payroll & TIMECARDS**

Review, Correct and Approve all timecards by the end of day every Monday. We notice that many errors are because drivers are not using the clock in and out feature in the ADP app. Your start time in ADP must be only 5 minutes or less to your start time in the Relay App. You should be logged in ADP and Relay before starting your pre-trip. Your end time in ADP should only be 5 or less minutes after your arrival time to the yard and completion of post trip.

Please update your address and phone number in ADP if there are any necessary changes.

## **XI. Payroll & TIMECARDS**

1. To receive your Guaranteed 39 Hours, drivers must meet the following metrics:
2. SmartDrive score must be 20 and below.
3. Performance Score of 99 or better.
4. Complete Monthly compliance assigned Sentix training by the last day of each month.

## **XII. POLICIES AND PROCEDURES**

All policies and procedure MUST be followed and if not can lead to suspension and even termination. We appreciate all the drivers and the work you do. Please know that these policies and procedures are in place to ensure the company continues to operate in an effective and efficient manner. The company handbook can always be found on our website. We welcome all suggestions and feedback to contribute to this goal!

Questions:

Hagler – Netradyne system, second red light by JFK will cause an event.

Phillips – iPad holder is not sturdy for the ipads

Isaac – ROC requests and photos can be made with the iPad; ROC will call back your personal number.