

FOREPERSON TYPICAL DAY

6:30 REPORT TO SHOP AND REPORT DIRECTLY TO YOUR AREA MANAGER.

- LOAD TRUCK OF NEEDED EQUIPMENT
- D.O.T. PRE TRIP INSPECTION FILLED OUT
- CHECK VEHICLE FLUIDS
- CHECK ASSIGNED TRUCK TOOLS
- HELP OTHERS IF YOUR TRUCK IS READY

7:00 SHARP LEAVE SHOP FOR JOB SITES

11:30-12:00 LUNCH -THIS IS THE ONLY APPROVED TIME

1:30 CONTACT YOUR AREA MANAGER AND INFORM THEM OF YOUR DAYS PROGRESS AND IF ANY CREWS WILL NEED ASSISTANCE WHEN YOU COMPLETE YOUR ASSIGNMENTS

PREPARE TO LEAVE JOB SITE

- BE SURE YOU HAVE ALL YOUR EQUIPMENT
- COMPLETE YOUR WORK SLIP AND HAVE YOUR CREW INITIAL THEIR TIME ON WORK SLIP.

FUEL YOUR TRUCK IF UNDER ½ TANK

RETURN TO SHOP

- UNLOAD EQUIPMENT AND DEBRIS (NO TRASH IN COMPOST PLEASE)
- LOAD ANY BULK MATERIALS NEEDED FOR FOLLOWING DAY
- RE-ATTACH TRAILER (IF APPLICABLE) AND PARK IN YOUR DESIGNATED SPOT.
- FILL YOUR SMALL EQUIPMENT AND LEAVE YOUR EMPTY CANS BY THE SHOP FOR MECHANICS TO FILL AT NIGHT.
- COMPLETE WORK SLIP AND FILL OUT REPAIR ORDERS
- MEET WITH AREA MANAGERS
 - HAND IN WORK SLIP & INVOICES
 - REVIEW TODAY'S AND TOMORROWS ASSIGNMENTS

GENERAL NOTES

- ***YOU ARE THE ONLY PERSON AUTHORIZED TO DRIVE VEHICLES, AND TRACTOR LOADERS***
- FUEL- TYPES 5 GAL CANS (LARGE) RED STRAIGHT GAS
 1-2 GAL CANS (SMALL) RED MIXED FUEL
 YELLOW DIESEL

DUMPING AT SHOP

- COMPOST: REMOVE LITTER BEFORE DUMPING
- BRUSH: DO NOT DUMP TILL YOU SPEAK TO ACCOUNT MANAGER