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

04/06/01