

PACIFIC TANK LINES

**November
2007**

Happy Birthday

Mark Mendoza - 1st
Alberto Rodriguez -
12th

Chris Galusha - 13th
Emilo Valdivia - 13th
Robert Atmore - 14th
Stanley Brown - 14th
Gordon Adkins - 19th
Jose Armendariz - 19th
Ruben Valenzuela - 22nd
Kelly Clayton - 24th
Raymond Urquidez - 27th
Kathy Renn - 28th
Steven Zeller - 29th

Happy Anniversary

Leo Lumley - 5 yrs
John Gosse - 4 yrs
Felipe Gonzales - 3 yrs
Floyd Hall - 3 yrs
Chris House - 3 yrs
Victor Treveno - 3 yrs
Jorge Villagomez - 3 yrs
Tammy Lucas - 2 yrs
Kris Lopez - 2 yrs
Blaine Farlow - 1 yr
Anthony Madrigal - 1 yr
Gary Hill - 1 yr
Glenn Rahr - 1 yr
Daniel Renteria - 1 yr



Happy Holidays

Pacific Tank Lines Operations, Safety, Training, Administration and Executive Offices are now located under one roof!

November 1st, was the day after Halloween, but most of Pacific Tank Lines' office employees came to work dressed up like furniture movers. We didn't all goof up on the date, nor had we coincidentally dressed alike for the holiday and just forgotten to change.

We were dressed in grubby clothes because it was moving day! We packed up our desks and cabinets and consolidated the majority of non-driving positions to the address of our corporate offices. The unexpected availability of the two immediately adjacent suites, gave us the opportunity to relocate our Dispatch team and Operations staff away from the Colton terminal buildings where they have been since 2003.

Our Dispatch department now has a large room from which they offer 24 hour management to our fleet. Our Dispatch Supervisors have an office of their own where they work towards improving efficiency and customer service. Our Compliance Department is now in the same suite as our Operations, Safety and Training Managers. In addition, we now have a dedicated training room whereas before, we had to use our conference room as a multipurpose room.

It is difficult to measure what has benefited the most from the move - the speed of the improved computer connections or the speed of communications between the various departments. Either way, we are confident that this office consolidation will improve our service to our employees and customers as well.

The mailing address and new telephone numbers are:

Pacific Tank Lines, Inc. 951-680-1900 main
4344 Latham St. #230 951-680-1993 fax
Riverside CA 92501

Dispatch
951-680-9890 phone
951-680-9792 fax

Operations and Compliance
951-680-1900 phone
951-680-9374 fax

Driver Communications
866-775-0003 phone

**December
2007**

Happy Birthday

Christopher Borman - 1st
Chris Taylor - 17th
Daniel Renteria - 18th
Michael Andrews - 19th
Nora Molano - 20th
Jonathan Christy - 21st
Leo Lumley - 21st
Dean Elledge - 23rd
Glenn Rahr - 31st

Happy Anniversary

Timothy Hudson - 4 yrs
Cash Conklin - 3 yrs
Mario Gutierrez - 1 yr
Anthony Macias 1 yr
Steven Zeller - 1 yr
Raymond Urquidez - 1yr

Welcome New Drivers

Juan De La Torre - C
Charles Lewis - C
Jose Armendariz - C
Johnie Garner - C
Andrew Griego - C
Ramon Loaiza - C
Martin Santillan - LB
Frederick Smith - LB
Guillermo Alcantar - LB
Jibri Melton - LB
Gwynfa Hopkins - LB
Michael Sulen - LB
Hagop Derkhorenian - LB
Arnold Aguilar - LB
Laine Jackson - HB
Carlie Barba - SYL



Paperwork/ Chevron 1018 Forms

This month's focus is on paperwork and paperwork issues. Recently we have changed the day sheet's and delivery tickets to our new format (scanable bar coded forms). Our Colton yard has been using the new format for months and our other terminal's have just been introduced to them. We have put this new format into place for better accuracy and tracking of all the loads for all of our customers. We need to remind all drivers of the importance of recording all delays on your paperwork. All delays need to be documented on the delivery ticket and day sheet for billing purposes. Any delay that you incur, no matter what the length, it needs to be documented on your paperwork.

Chevron 1018 forms commonly know to drivers as the green form, need to be filled out on all retain and diversion loads. The form is a very important document for Chevron for their inventory and billing purposes so that they do not bill their customers for product that they did not receive. We will be re-posting an example of the form at all terminals for drivers that have not had to use the form recently so they know how it is to be filled out. If a driver needs to fill out this form remember that you need two, one for the retain, and one for where the product was delivered to. All forms need to be returned to the terminal that the product was loaded out of, our Colton drivers who load out of the Kinder Morgan terminal need to get that form to the Montebello terminal. We will be setting our fax machines up with a setting for the drivers who do not return to the terminal that the diverted or retained load was loaded out of so the drivers can fax a copy to the appropriate Chevron terminal. Drivers need to turn in the 1018 form with their paperwork and we will confirm that the terminal received the form which will help our customer in their correct billing of their customers.

Drivers should have noticed that we have put another section on the CADEC log in; trailer number. During our own audit we found that the trailer numbers were not on our logs. Please be sure that you enter the proper trailer number so we stay in compliance with all DOT regulations pertaining to log books.

Two more items, it is getting darker out earlier. Please remember last month's meeting when we introduced lights on for safety. All drivers need to run the lights at all times, day and night for safety purposes, also remember that eating nutritious meals before, during and after work will help in the fight against fatigue. Keep up the safe and good work.



The Trainer's Corner

Art Appleby – Oxnard Trainer

The weather forecast is for 80% chance of rain. Are you prepared? First, check your truck. Are the wiper blades in good condition? How about the defroster and mirror heaters? Do the tires have good tread and have you tested your A.B.S.? Do you have a trash bag for the seat when you are wet? Do you have your water-finding paste? Are you carrying your rain gear with you and is it in good order?

Now you, as the driver, have to adjust your stopping distance and approach off-ramps and transition roads at a slower speed. Watch out for mud slides washing onto the roadways.

Once you are in the station, check for water in the tank. Watch out for slippery spots where oil or gas might have spilled.

By going over this checklist before you start your shift, you will be prepared.



December & January Safety Meetings

Place	Day	Dates	Time
Richmond	Monday	Dec. 3	3 pm
San Diego	Tuesday	Dec. 4	3 pm
Long Beach	Thursday	Dec. 6	3 pm
Sylmar	Tuesday	Dec. 11	3 pm
Colton	Tuesday	Dec. 11	3 pm
Colton	Thursday	Dec. 13	3 pm
Huntington Beach	Thursday	Dec. 13	3 pm
Oxnard	Tuesday	Dec. 18	3 pm
Las Vegas	Thursday	Dec. 20	3 pm
San Diego	Tuesday	Jan. 8	3 pm
Colton	Tuesday	Jan. 8	3 pm
Colton	Thursday	Jan. 10	3 pm
Long Beach	Thursday	Jan. 10	3 pm
Sylmar	Tuesday	Jan. 15	3 pm
Huntington Beach	Thursday	Jan. 17	3 pm
Oxnard	Tuesday	Jan. 22	3 pm
Las Vegas	Thursday	Jan. 30	3 pm

New Driver's—2nd First Day

Corporate	Tuesday	Dec. 11	3 pm
Fernando Gonzales	Faustino Casanova	Sam Beck	
Norman Arendas	Samuel Abram	Paul Lukpetris	

Trainer & Lead Driver Quarterly Meetings

Corporate	Tuesday	Nov. 27	9 am
Corporate	Thursday	Nov. 29	9 am

