



NOVEMBER

Happy Birthday

Mark Mendoza - 1
 Carlos Aguilera - 4
 Rodolfo Meave - 6
 Chad Mason - 10
 Angela Shine - 10
 Alberto Rodriguez - 12
 Chris Galusha - 13
 Robert Atmore - 14
 Gregory Smith - 15
 Jubian Tutor - 15
 Freddy Ledesma - 19
 Charles Russell - 27
 Angel Dones - 28
 Kathy Renn - 28
 Victor Lewis - 29
 Floyd Hall - 30

Happy Anniversary

Stephanie Totten - 3 yrs
 Leo Lumley - 2 yrs
 Faith Learn - 1 yr
 John Gosse - 1 yr
 Rodolfo Meave - 1 yr

Welcome

New Drivers

Jerry Guerra - LV
 Jorge Villa Gomez - LV
 Floyd Hall - LV
 Luis Castro - LV
 Chris House - C
 Chico Abdulhameed - C
 Victor Trevino - C
 Glenn Bayless - LB
 Jeffrey Lawrencs - LB
 Victor Lewis - LB
 Armando Sanchez - LB

Pacific Tank Lines

HAPPY HOLIDAYS

As we head into the final month of 2004, we wish to pause and say Thank You to everyone who has made this year such a tremendous success. Every single person plays such a significant role in growing a company such as Pacific Tank Lines. We just could not have accomplished so much in so little time without You doing your job with care and commitment every day.

There are sure to be some changes in this next year and one of the ways Pacific Tank Lines is going to communicate the goals and opportunities of the company is through a Newsletter. Our plan is to produce one each month. If you have topics you feel are newsworthy or features you think we should add, please give Kathy Renn (Nextel: Radio #93) a call and pass your ideas along.

Thank you again for being a part of our growth and success!

New Benefits for 2005:

Pacific Tank Lines is pleased to announce the following enhancements to the benefits package.

401K Plan – Effective January 1, 2005, PTL will participate in a 401k Profit Sharing Plan through Smith Barney. The 401k plan will offer:

- Multiple investment options through tax deferred payroll deductions.
- 24 hours Internet and Telephone access to your account to view or change your retirement account.
- Retirement Education and Planning centers to help you plan your retirement needs.
- All current employees who have satisfied their Probation will be eligible to enroll in the 401k plan immediately. All future

enrollments will be subject to a 1 year wait period.

Dental Insurance – Effective December 1, Pacific Tank Lines will pay for an employee dental benefit as part of the company's benefit package. Additionally, employees may choose to add dependents and/or buy up to a more feature rich plan. All additional costs of enrollment on the Dental Insurance program above the basic package are the responsibility of the Employee.

Vision Insurance – A voluntary Vision Insurance program is being offered this year. Employees may choose to add this benefit for themselves and dependents to further personalize their benefit program. All costs of enrollment on the Vision Insurance program are the responsibility of the Employee.

Life Insurance – A voluntary Life Insurance program is being offered this year. Employees may choose to add this benefit for themselves and dependents to further personalize their benefit program. All cost of enrollment on the Life Insurance program are the responsibility of the Employee.

Changes to Benefits

Payroll Service – beginning with the first payroll of 2005, PTL will use the services of Paychex.

Payroll Online – This gives you the ability to view / retrieve payroll information online. For example, you can print out past payroll stubs to provide to lenders.

Direct Deposit – In 2005, some facilities will be offered direct deposit. With DD comes the ability to deposit your check into multiple bank accounts.

(continued on Page 2 - CHANGES)

Las Vegas Terminal Opens – PTL is pleased to announce the successful opening of another terminal in Las Vegas. We appreciate greatly the personal sacrifices of Colton trainers Bob Stressling, Dave Ankeman, and we welcome the newest members of the team, Jerry, Jorge, Floyd & Luis. Great Job in getting that terminal open on time!

SAFETY TIP OF THE MONTH

What is Driving?

Driving is merely a repetition of three basic actions.

See – Think – Do.

Another way of saying this is, Perceive – Predict – Perform.

You must **see** trouble

You must **predict** what action is necessary

You must **perform** such action – in time

If you carry out the See – Think – Do action correctly, you will prevent involvement in someone else's traffic problems. The Smith System teaches you to look – and how to choose your path wisely as you check the traffic picture.

PTL uses the Smith System Defensive Driving course. There are 5 keys to space cushion driving.

Key One- Aim High in Steering- Looking ahead 15 seconds up the road.

Key Two- Get the Big Picture- Remain aware of your surroundings.

Key Three- Keep Your Eyes Moving- Keeps your big picture up to date and you avoid fixed stares.

Key Four- Leave Yourself an Out- space around your vehicle is the objective of this key.

Key Five- Make Sure They See You– Communicate with other people in your traffic environment.



Please follow and practice these 5 keys. They will help you develop good driving habits.

I have also ordered new style safety glasses. I know you will like them. I will have amber and smoke lens.

Back supports will be ordered once I have asks the drivers which one they like. Please stay safe out there.

Thank you,
Ken Anderson,
Training Manager

CHANGES continued from Page 1

Health Insurance – The primary carrier for PTL has been California Choice. In 2005, California Choice has been selected as PTL's only medical plan. If you are currently on the Kaiser Direct plan, you will be given the option of selecting Kaiser through California Choice or choosing one of the other carriers offered.

Pacific Tank Lines Logo Jacket for Sale 50% off

Ken Anderson is coordinating an order of winter Jackets that will carry the Pacific Tank Lines logo embroidered on the left breast panel.

PTL will pay 1/2 of the price and will offer a payroll deduction for the employee portion. Final jacket selection was not complete at the time of this newsletter, but the jackets will be a blue color that approximates the color in the company logo.

Employee cost will be no more than \$30. Contact Ken for more information. (Nextel: Radio # 200)

Human Resources/Payroll

Attention: All Drivers!

It is very important to turn in your timesheets on time! Our Payroll Department uses these timesheets to reconcile your hours and make sure that you are getting paid for all of the time that you worked. Timesheets are due to Carl by the Monday after the pay period ends. For example: Pay period ends Sunday, Nov. 21, timesheets are due by Monday, Nov. 22. If you do not work on Sunday please turn in your timesheet on the last day that you work in that pay period. If a timesheet is not turned in on time, the wait time for missing hours is three days after the Payroll Department is notified of the hours missing and the timesheet is received. Please make sure that your timesheets are turned in on time, as we would like everyone to receive their full pay in a timely manner. Please also be sure to clock in and out on your day sheet **AND** your timesheet in order to ensure accuracy. Thank you for your cooperation!

Upcoming Safety Meetings:

Following is the December schedule for Safety Meetings. This may also be used as a Benefits Meeting. Please make plans to attend one of the meetings, even if you have to travel on your day off.

	Day	Dates	Times
Colton (1)	Tuesday	December 14th	14:30
Colton (2)	Thursday	December 16th	14:30
Long Beach	Tuesday	December 7th	14:30
Huntington Beach	Tuesday	December 21st	14:30
Van Nuys	Tuesday	November 30 - 2005	14:30
San Diego	Thursday	December 9th	14:30
Las Vegas	Thursday	December 23rd	14:30

ON TARGET FOR VEGAS + RECEIVING \$\$\$ BONUSES

Freddy Zea - 3	Angelica Duran - 1	Joselito Isidro - 1
Ric Esquer - 3	Larry Green - 1	Gerald Ortiz - 1
George Makedonsky - 2	Jose Pedroza - 1	Gene Reed - 1
Glenn Edwards - 2	Dave Uaigalelei - 1	Angel Moreno - 1
Connie Ristich - 1	Jerald Jackson - 1	Floyd Hall - 1

Recruiting is going great but we still need more drivers. Especially in Long Beach (\$150 bonus), Van Nuys and Colton (\$100 bonus). You have until December 31 to recruit 7 drivers to win the trip to Vegas (5 if in Long Beach) PLUS you receive \$100 to \$150 for each driver! So you have everything to gain and nothing to loose by telling other drivers about this great company.