



# PACIFIC TANK LINES

2005  
September

## Happy Birthday

Blair Robinson - 1  
Alex Fulenwider - 2  
Jose Ramos - 2  
Steve Taken - 6  
Mathew Gross - 8  
Felipe Gonzales - 10  
Curtis Christy - 11  
Cash Conklin - 13



## Happy Anniversary

Tony Carcamo - 3 yrs.  
Gregory Batten - 1 yr.  
Paul Vaccari - 1 yr.



## Welcome New Drivers

Jose Ramos - C  
Walter Dudynsky - C  
Paul Garcia - C  
Raul Perez - C  
Steven Reed - C  
Ray Sanchez - C  
John Wray - C  
Ignacio Ramirez - C  
Dean Elledge - C  
Todd Brewer - LB  
West Griffin - LB  
Anthony Casey - LB  
Ruben Valenzuela - SD  
Bryan Koot - SD  
Jorge Chavarin - SD



Don't miss our  
Company Picnic,  
Sunday, September, 18!

## Main Points of Hours of Service



Off Duty time: You must take 10 consecutive hours off between shifts

On Duty time:

1. You **MAY NOT** drive after the 14<sup>th</sup> hour of being on duty.
2. You must follow the 70 hour/8 day rule. If you exceed you 70 hour/ 8 day totals you must have a 34-hour restart.
3. You can extend the 11 hour driving by two hours because of adverse driving conditions once every 34-hour restart.

These main points of hours of service are not only company policy they are **LAWS**. If you violate these Laws you are subject to fines and penalties. Per our company policy you could utilized for a continuous violator.

Company Policy states:

"All drivers are required to know, understand and comply with the Federal Department of Transportation (D.O.T.) hours of service rules (49CFR 395.1). Logbooks are to be maintained in compliance with these regulations and be turned into the company at the end of each shift or tour of duty. Pacific Tank Lines, Inc. operates on a seventy (70) hours in eight (8) days rule in Intrastate Commerce. **(No driver of Pacific Tank Lines, Inc. is to WORK more than 70 hours in any 8 day period).**

**Any driver who goes over hours on their logbook will be in violation of this Company policy and may be subject to the following discipline.**

### First Offense:

Written warning and counseling from immediate supervisor with a signed copy placed in drivers file.

### Second Offense:

Written report with reduction in pay, loss of any opportunity for bonus plan and counseling from a supervisor with a signed copy placed in drivers file.

### Third Offense:

Third offenders may face reduction in pay to \$12.50 per hour or termination of employment with Pacific Tank Lines, Inc.

It will be the driver's responsibility to advice dispatch on hours of available service at the beginning of each shift. If a driver has less than 10 hours available he/she must notify dispatch at the end of his/her previous shift. No driver will be asked to work over 70 hours in an 8-day period. Remember, **it is the responsibility of each driver to maintain his/her logs and hours of available service.** All drivers are required to turn in his/her completed logs at the end of every shift and all logs are to be neat, legible and completed to Department of Transportation specifications. **No Exceptions!"**

It is also Pacific Tank Lines policy to ensure a safe working environment for all of our drivers.

**Cody Cearley, Compliance Clerk**



Cody Cearley has taken over the position of driver logs and uniforms. If you have any log issues or questions regarding your uniforms she can be reached on her Nextel direct connect number 122\*33141\*101.





# SAFETY TIP - Rack Emergency Procedures

All terminals and racks have Emergency Procedures and Response Plans for their facilities. It is very important that everyone who is entering any rack or facility card in at the gate or sign in with the Terminal Operator. This gives the facility an account of who is on the premises. If an emergency happens they have a full account of persons to be accounted for.

Before you ever load or work at a terminal or rack, you should be aware of all policies and procedures. This includes shut down and evacuation procedures. Every rack and terminal has a set evacuation plan and has a primary and secondary meeting point. It is everyone's responsibility to know where these meeting points are for each facility.

Here are some general rules to go by:

In case of overflow, Drivers are to immediately stop product flow by pushing stop button or using emergency stop button. If the emergency shutdown fails, the driver is to close the butterfly valve to that load arm.

In case of fire, drivers should take steps to protect their own safety.

### Small Fires:

- Shut off product flow
- Do not disconnect loading arms
- Use fire extinguisher (usually located at each end and middle of rack)
- Notify rack personnel



### Large Fires:

Leave rack immediately (and), if possible use rack emergency shutdown/ fire system.

**Do Not** try to move equipment

Notify rack personnel

Go to safe area during the emergency; primary or secondary meeting areas.

Remember, emergencies may not always happen on the rack. They could be next to or outside of the rack. However, the danger is still there. Use your safe rack shut down procedures, contact rack personnel and go to meeting areas if needed. It is everyone's responsibility to maintain a safe work environment and be aware of all hazards and potential hazards in the work area.

Stay safe and do not put yourself in harms way.

John P. Gosse, Safety/Training Manager



## The Trainer's Corner

Alex Fulenwider—Van Nuys Lead Driver & Trainer



### THE OLD FIGHT: DISTRACTION vs. FOCUS

Let's talk distraction. It comes in many forms. It could be almost anything: A dirty mirror can cause the sun to blind you, somebody driving like he doesn't have good sense can anger you, an attractive woman walking down the street. Maybe you had an argument with your spouse that you didn't resolve. Or your Nextel starts chirping at just the wrong time while you're driving.

Any of these should be a red flag for you to evaluate your ability to stay focused on your job.

I recently lost a close family member and went right back to work. Having a macho self-image, I always thought that I could detach myself emotionally from any situation well enough to do my job. I found out the hard way just how dangerous distraction is because I almost made a critical mistake on the loading rack.

If you find yourself distracted to the point that you cannot stay focused on the task at hand, it's time to take a break, or even a day off depending on how severely you are effected. Only you know yourself well enough to make this judgment call.

Keep your glass clean. Keep your truck between the lines & keep the shiny side up. BE SAFE.



## Catch-Up Contributions

Employees who are age 50 or older may make "catch-up" contributions to 401(k) plans. These contributions are in excess of the standard annual deferral limit. In the year 2005, the catch-up amount is \$4,000. To be eligible for the contribution, the employee must be expected to reach age 50 in 2005 and also meet certain requirements. Call Paychex today at: 1-800-472-0072 Option 20, and find out how!

**Question:** How do I contact my 401k retirement account administrator?

- Answers:**
- a) Online: [www.paychex.com](http://www.paychex.com)
  - b) Automated changes 1-800-401-3999
  - c) Live Customer Service 800-472-0072, extension 66061

## September Safety Meetings:

Place	Day	Dates	Time
San Diego	Thursday	Sept 8	3 pm
Colton	Tuesday	Sept 13	3 pm
Colton	Thursday	Sept 15	3 pm
Long Beach	Tuesday	Sept 20	3 pm
Van Nuys	Thursday	Sept 22	3 pm
Huntington Bch	Tuesday	Sept 27	3 pm
Las Vegas	Thursday	Sept 29	1 pm

