



## WINTER POLICIES

1. **NEVER LEAVE FUEL PUMPS UNATTENDED WHILE FUELING, NOT EVEN SITTING IN TRUCK!!!**  
**(PUMPS SOMETIMES STICK IN THE WINTER CAUSING OVERFLOWS)**
2. You must unhook from **ALL** trailers. **DROP ALL TRAILERS AT 21<sup>ST</sup> ST.**
3. When dropping trailers at 21<sup>st</sup> St., do not back up all the way to the snow piles.
4. You must give yourself plenty of time to make sure your truck starts and gets warmed up. Truck must warm up a **MINIMUM** of **30 minutes.**
5. You must top off whenever you are in the yard. There is no need for fuel additive when you fuel in the yard. It is already treated.
6. OTR Drivers need to get fuel conditioner from Dave.
7. If you are parking your truck, do not fill your tanks completely full- we need room to add winter thaw in the tank if fuel is gelled.
8. **DO NOT** plug truck in unless authorized by Dispatch or Maintenance.
9. The **HOOKED LOT** will be used for trailers with **WORK ORDERS ONLY!!** **NO TRAILERS BEHIND SHOP!** **NO LOADED TRAILERS ACROSS STREET!**
10. All trucks must face in the direction of the railroad tracks. Park in a single file line when parking your truck, park as close to the next truck as possible. **DO NOT DOUBLE STACK TRUCKS!**
11. When parking your personal vehicle, make sure you park as close to the next vehicle as possible so that optimum space is used. **THERE WILL BE ABSOLUTLEY NO PARKING ACROSS 9<sup>TH</sup> AVE.** If you have any questions, ask Jamie or Dave.