

## Driver Pay

Werkman drivers using our trucks are paid monthly on the 15th of the month (or the Friday before if it falls on a weekend)



A standard advance of \$2000 is available for deposit on the 30th of each month for anyone that would like to be set up. Contact Keren to be set up on the schedule

**PAYDAY ADVANCE**

## Drop Paperwork Weekly

All paperwork must be dropped off at the end of each week at one of the 3 available dropboxes:



**Wheeler's Gas Station**  
Corner of Hwy 2 and Hwy 651  
just outside Legal, AB

**Peterbilt Storage Yard**  
116 Avenue & 180 Street  
Edmonton, AB.



**Barrhead Meat Packers**  
4708 - 62 Avenue  
Barrhead, AB.

## Lease Op Pay

Lease Operators are paid monthly on the 30th of the month (or the Friday before if it falls on a weekend)



A mid-month advance is available for deposit on the 15th of each month for anyone that would like to be set up. Contact Keren to be set up on the schedule

**PAYDAY ADVANCE**

## Werkman Driver Logs

### Paper Logs

**1** For Drivers still using manual paper logs we have preprinted ones available from the office. Contact Keren to have some set aside for you. You also have the option to get a log book from another location and be reimbursed. Submit logs along with any receipts with your weekly paperwork.

### e-Logs

**2**

For Drivers using phone or tablet apps you can connect to Werkman through the KeepTruckin' Driver Log App. Instructions can be emailed on request as to how to connect with us. Contact Keren for more info.

## Bill of Lading

All bill of ladings **MUST** be completed in full with as much information as possible in the neatest possible writing. They are the key to us and you getting paid properly.

WERKMAN TRANSPORT		BILL OF LADING	
BULK PRODUCTS & SERVICES		BULK PRODUCTS & SERVICES	
BARK MULCH • WOOD CHIPS • SAWDUST • COMPOST • FEAT MOBS • FUEL		BARK MULCH • WOOD CHIPS • SAWDUST • COMPOST • FEAT MOBS • FUEL	
PRODUCT	SUPPLIER	DATE	
CUSTOMER NAME (Print Name of Customer)			
COMPANY NAME	SHIP TICKET #		
ADDRESS/PO BOX/LOCATION			
COMPANY NAME	DELIVERY TO/EXT #		
ADDRESS/PO BOX/LOCATION			
RECEIVER SIGNATURE	UNLADDED DELIVERY	CHECK IF YES	
DATE	TYPE OF WARE		
	LEAD BACK STRAIGHT		
COMPANY NAME	WERKMAN TRAILER	REGULAR	
RECEIVER NAME	NON-WERKMAN TRAILER	TRAILER	
<small>101560 Alberta Lic via Werkman Transport Box 10060 Barrhead RPO Barrhead, AB T0B 2G4 Call 780.674.7916 or visit us online at www.werkmantransport.ca</small>			
<small>WERKMAN TRANSPORT • WERKMAN CUSTOMER • YELLOW TRUCKS • FARM CONTRACTS • BULK DRIVER</small>			

## Accidents/incidents and Violation Tickets

In the event of an accident, incident, near miss as well as for any Violation Tickets received you **MUST**:

- 1** Inform Jason immediately
- 2** Report to Keren within 24 hours to complete any paperwork
- 3** Hand all original copies in with your weekly paperwork

## Standards of Service



Obey ALL traffic laws



Be courteous, respectful and remain professional at all times

## PPE

Every Werkman driver MUST have the following PPE available in their truck at all times:



For safety in winter conditions you must also have a pair of ice/snow cleats



## Switching Products



Trailers MUST be swept out at all times prior to a product switch



## Loading or Delivery Issues



## Meet Our Office Team



**Jason Werkman**  
Owner  
Cell: 780-674-7916  
jwerkman@werkmantransport.ca



Jason handles dispatch, driver and delivery issues, maintenance, accidents, incidents and sales.



**Keren Crossland**  
Company Administrator  
Cell: 780-984-7350  
kcrossland@werkmantransport.ca



Keren handles vendor accounts, payroll, benefits, wcb, safety, incident reports, banking and advances.



**Jessica Wiebe**  
Administrative Assistant  
Cell: 780-984-3373  
jwiebe@werkmantransport.ca



Jessica picks up and processes all driver paperwork, handles customer invoicing and customer payments.