

do it outdoors media
Driver's Meeting Agenda

Date: 4/21/2106

Time: 1:00 PM and 3:00 PM

New Employee Introductions - Susanne

George Allen	Knoxville	2/3/2016
April Armstrong-Connor	Aurora	2/3/2016
Ken Bucy	Mesa	2/3/2016
Alexander Cordova	Las Vegas	2/3/2016
Tina Harris	Grayson (Atlanta area)	2/3/2016
Stephen Bowers	Lewisville (DFW area)	3/8/2016
LaTisha Young	Atlanta	4/6/2016

Upcoming Campaigns & Kudos - Susanne

March – we were at 98.6% occupancy. Because Occupancy was so high, we were unable to make up all of the days missed for Boost so please be aware that if you are running a Boost campaign in May, you may be asked to run make-up days from the previous campaign.

April we have slowed to about 50%. May is heating up nicely. We have plenty of work for everyone with the telecommunications industry still going strong. For those of you on the fios by Verizon campaign, we believe that this campaign is being pushed back due to the Verizon strike. I may ask you to start another campaign before moving on to Verizon. Upcoming campaign emails should be going out this afternoon and tomorrow.

Kudos go to.....

1. **Anheuser Busch team** (Steve H, Steve R, Eric, TEMP) for doing a great job in DC. High profile campaign and they totally nailed it.
2. **Sprint OH /PA team** (Jason B, Mike E, Glen, Justin, Vern, TEMP). A bit of a challenging campaign and they have done a great job. Killed it with photos.
3. **Smart & Final Drivers** that have been on back-to-back SAF campaigns. Please be sure to request replacement relief if we miss it.
4. **Bob Starr** – Running for TEMP in Houston since the temp did not send in any pictures for 2 months. Bob got great pictures and saved the Boost campaign.
5. **Orianna** – Helped Mesecher with pictures in Houston for the Final Four Basketball Tournament. Helped with TEMPS in Houston – Boost. ALSO, back and forth with campaigns.
6. **Kyle** – Running First Choice – Austin. Had a group of mostly new drivers and temps. Was a short notice campaign and had makeup days.
7. **Jason** –Also, short notice to Lowes – Fairfax to help get pictures and fix vinyls for TEMP.
8. **Merv** – For taking on Bridges over Politics – NJ. Pain of a campaign. Not a very popular creative and has to take down vinyls each night.

General – Bronson

- Keys - Make sure that you have two keys and a back door key
 - Where should the fuel card be kept when not in use?
 - Where should you keep the spare key?
 - Where do the keys go when you are leaving the vehicle for another Driver?
- Hotel Folio's - Please be sure to submit hotel folio's. We recently had a Driver check out of a hotel but the hotel was charging us for the entire month when he had checked out on the 10th. Without the folio, we would have been on the hook for this. Imperative to send.
- Paperwork – we need clear scans or photos (against white background). Group receipts on a sheet of white 8 ½ x 11” paper, not one per scan/photo. Email = confirmed receipt.
- Issues - If you have an issue and feel it necessary to have multiple people know about this issue, please send JUST ONE email to all of us so that just ONE of us will actually be working on the issue. It is a huge waste of time for all of us when you individually speak with us and then several of us are working on the same issue.
- Clips –
 - Be sure to think it through when moving vinyls with clips from truck to truck to ensure that no vehicle is left with no clips
 - In cold weather, the clips do get brittle and break so use caution
- When you are on a campaign that requires you to take down the vinyls and travel to another market, chances are this should be done during the client's 8-hour day. Please check with the Ops team if this is not clearly stated in your Routing.
- Fuel finder app – There is an app that will assist with finding diesel fuel in your area. We will post information for this app on the Driver website. Thank you Jason Beck for bringing this to our attention!
- Speak to your Lead Driver about daily items first before contacting OMT, especially on the weekends. It's not that we do not want to speak to you, but you need to keep your Lead in the loop. Keep the chain of command intact.

Photos – Jon R

- Huge improvement overall. We have been getting lots of great feedback from clients recently
- Send on time as required. What is required for a 5 day campaign? 10 day campaign?
- Quality over quantity but we still need more than 5 a week
- Take photos daily. Clients are asking for photos at random times more often. So I might be reaching out to you for photos before the due dates.
- UBER –
 - Enter Expense memo EVERY TIME. A lot of you are not doing it
 - Cancelled rides after 5 minutes, or rides you don't show up for within 5 minutes, cost us and will cost you if it happens often. First time = warning, second time = will be deducted from your paycheck. Repeat offenders will lose Uber privileges.

- Geo-Fences
 - Explain how they work

Vehicles / Maintenance - Tim

- When cleaning the MAV, clean front and back - work on grime at door handles
- Make sure the emergency brake is used when parking. When you release the emergency brake, be sure that the handle goes all the way down.
- Make sure cab is seated before engaging – cab will move forward if you have to stop quick, leading you to think there is a larger issue
- Don't overtighten ratchet on vinyl system

Accidents / Incidents and Safety - Clark

- April's safety quiz will be based on the safety topics of this meeting. Please pay close attention and take some notes.
- 1st 5 drivers that submit a test score of 100 for April's quiz will receive a \$25 gift card to the restaurant of their choice.
- Accident/Incident update
 - 131 days since our last accident
 - 29 days since our last incident involving moving vehicles
 - 5 incidents YTD involving parking incidents. Please be more careful. These are costly and very much avoidable.

Hours of Service

- DOT Regulations require us to keep log book entries, Pre/Post vehicle inspections on file for 6 months.
 - Performance review data for 2015 strongly shows that most drivers are not complying to company policy of sending in completed logs and inspection forms.
 - DOT Regulations violation
 - You are only hurting yourselves on the evaluations. Completely within your control.
 - We will begin process of Telematics for the MBB in the fall of 2016
 - Get in the habit of completing and sending logs and pre/posts in now to have yourself prepared for the automatic electronic entries coming with telematics
- 150 Air Mile Exemption
 - What does it mean?
 - Do we have to log if we change our daily headquarters and the trip is less than 150 miles, but more than 100 miles?
- Log Book exercise
 - We have a driver completing a campaign at 6 pm in Danbury, CT. He resides in California. The next day he is taking the MBB back to York,PA, taking a rental car to BWI,

catching a flight to Los Angeles, picking up a MBB in Santa Barbara, CA, taking the MBB to Fresno, CA to start a new campaign.

- Driver clocks in and leaves Danbury at 5am to do pre-trip. At 5:15am, drives 4.0 hours and 212 miles to the York Office. Post-trip completed at 9:30am.
- Picks up a rental car at the York office and drives 1.5 hours to BWI
- Takes a 2pm flight from Baltimore. Arrives at LAX at 6:30pm
- Takes a cab from LAX to Santa Barbara, CA. It takes 1.5 hours. Arriving at 8pm
- After completing 15 min. Pretrip, drives 3.25 hours and 165 miles to hotel in Fresno, CA.
- Completes Post trip at 11:45 pm and clocks out.
- Are there any company or DOT rules broken in this scenario?
 - Log should start at 2am. California driver.
 - Driver violated company policy of no driving between 12am and 6am
 - 14 hours of total on duty time for the 24 hour period. Actually on duty for 21.75 hours.
- What should the driver have done?
 - Couldn't control going over 14 hour limit while on the plane
 - Should have pre-planned the trip – realizing the on duty hours would be exceeded and had a hotel booked after leaving the airport at 6:30pm.
 - Picked up the MBB the next morning after a 10 hour reset.

2 Other Notes

- Vests and hats have been ordered. We have the vests and now need to determine how best to distribute. Glen Howell and Renae Wolzfelt purchased their own and are ahead of the game. Thank you.
- New signage for the back of the units, no smoking stickers, and new height stickers once we know the height of the new vehicles

Driver Contests –Feb/March Photos

February

Driver Winners

1. Steve Allen – St. Baldrick's – Las Vegas
2. Steve Rein – Ulta – Morgantown, WV
3. Larry Pierson – Grammy Compilation – Los Angeles

Lead Winner: Steve Husted – MetroPCS – New York

Honorable Mentions: James Spicer – Mellow Mushroom – Dallas

Chris Perez – Grammy Compilation – Los Angeles

March

Driver Winners

1. Steve Rein – Anheuser Busch – DC
2. Kyle Shutt – Weinstein – Austin TX
3. Orianna Mansour – Under Armour – Rio Grande TX

Lead Winner: Jon Harvey – Isaca – San Francisco

Overall March photos were great. Keep up the good work.

Payroll and HR Information - Susanne

- Comdata – withdrawal timing is important
- Ops restructure. Eliminated GPS Coordinator and created new Ops Coord position that includes a TEMP Staffing Supervisor
- Performance Evaluations - Are close to being completed. Please expect Tim or Bronson to reach out to you next week to schedule a time for your Review. I will reach out to Leads.
- Lead Drivers – We are pleased to announce the promotion of 3 Drivers to Alternate Lead Drivers: Steve Allen, Jason Beck and Eric Howell. We have not yet scheduled their training but once their training has been completed, they will join our team of Lead Drivers.
- Still need Drivers so recruit every chance you get. There is a referral bonus
- April birthdays include:
 - Eric Howell 4/16
 - Leroy Peck 4/17
 - Tim 4/18
 - LaTisha Young 4/24
 - Ken Bucy 4/25
- May birthdays include:
 - David Schlarman 5/9
 - Tina Harris 5/14
 - Larry Pierson 5/19
- March, April and May anniversaries include:
 - 1 Year Efren, Jon R, David S, Steve A
 - 2 Years Amanda, Craig M
 - 3 Years Glen
 - 7 Years Bob
 - 8 Years Lee
 - 9 Years Paul
 - 10 Years Merv
 - 13 Years Kyle

Driver Questions /Concerns/Comments

Drivers Absent (excused): Victor Marie, April Armstrong-Connor, Ken Bucy

Drivers Absent (not excused): Efren Jimenez, Gary Markensen

Lead Driver will update Drivers on meeting