

## Brenny Specialized, Inc. Driver Agreements & Expectations

**Team Commitment** \*All Brenny team members are expected to live up to Brenny's Road Map to Success:

**Mission:** Grand Champions of Customer Service

**Promise:** Driving to be Champions of Safety

**Purpose:** Driven to serve

**Values:**

**TRUST**

Brenny team members have an honest character, we take the high road! We have Champion attitudes and admit when we have made a mistake, without excuses. We forgive ourselves and each other in order to build trust.

**COMMUNICATION**

We are solution focused and respond calmly to all situations. We offer and accept feedback and will not tolerate talking behind one another's backs. Our behavior is respectful & professional.

**COMMITMENT**

We put the team before our individual goals. We remember that the purple ribbon is a symbol that Champions Never Give Up! Safety and professionalism are our foundation.

**ACCOUNTABLE**

We are self accountable and hold each other accountable. We agree that our health is our wealth (mind, body, spirit).

**RESULTS**

We prove that action = results! And safety = success! Details & follow through are everything! We have a culture of empowerment & continuous improvement. We foster an environment of creativity and fun. We work hard, so that we exceed our goals!

Safety

- \*Be in compliance with all Federal, state and D.O.T. rules, regulations and qualifications
- \*Report all accidents, incidents and claims immediately to the safety department or on-call by phone call
- \*Turn all paperwork in weekly
- \*Attend 4 live safety meetings per year - 1 per quarter.
- \*Complete monthly safety education (training, Q&A, quiz, meeting etc)
- \*No passengers in Brenny Equipment unless prior written permission has been granted.

Attendance

- \*Be available to work 7 days a week
- \*Time off must be pre-approved. 2 weeks notice is required.

Office equipment

\*Abide to Brenny Electronic Com. Expectations. Permission from management is required to use ANY & all Brenny owned property for personal use.

House keeping

- \*Drivers' personal vehicles can be parked along East property line
- \*No guns or any weapons of any sort allowed on Brenny property, or in trucks or equipment
- \*Be mechanically inclined in brake adjustment, fueling and fluids
- \*Brenny Trucks may not be taken home without prior permission
- \*Any modifications to Brenny equipment must be preapproved by management's written permission, and any add-ons cannot be removed from truck
- \*If any personal relationship develops with another team member please bring it forth to your team lead. The personal relationship must NOT interfere with the team, your job, or your attitude; if there is any interference you will be held accountable.
- \*All Brenny property is smoke free

Personal property

\*Brenny is under no obligation to return, protect or insure any and /or all personal belongings brought on to Brenny Property. Drivers are required to make arrangements with their leader to pick up their personal items.

Appearance

\*Please dress in a clean, respectable and professional manner, always. The following is unacceptable attire: sweatpants, cutoff clothing, flip flops, crocs, spaghetti or razor tanks, undergarments showing, tears or holes in clothing, low cut tops, skirts or shorts more than 2" above the knees. NO PERFUME/COLOGNE/BODY SPRAY when in the office. Piercings, spacers and/or tattoos may be required to be removed and/or covered in the event of a particular customer, community or company event. Remember you represent Brenny as a transportation professional.

\*Keep Brenny Trucks and property neat, clean and organized. A clean environment is a safe environment

Communication

- \*Check-call by phone (no message/text.email) by 10am Central time every weekday that you are on the road and when loaded & empty
- \*Update dispatch by phone call with any delays for pickups and deliveries well in advance of scheduled time
- \*Inform dispatch and maintenance by phone call with all mechanical deficiencies
- \*All Purchases besides fuel and oil for company trucks must be pre-approved. (PO needed Credit Card, Fuel Card, Toll Money)
- \*If you are struggling with finding a safe place to park at night please call dispatch ahead of time and if there is no parking at the shipper/receiver we will give you a PO number to pay for parking

Any infraction to the Brenny Team Agreements & Expectations will result in disciplinary actions up to and including termination