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Subject: Policy Reminders - Administration
From: VersaBucket Management Team
To: All Staff Members
Date: December 27th, 2019 - For Immediate Release

Dear Team Members,

Merry Christmas and Happy New Year to everyone! As an end of the year wrap-up, we would like to go over some company policy announcements to facilitate a strong start for 2020. Please take a moment to read and consider the announcements below.

- 1) Clocking in and out each day is mandatory. This is the last time we will be warning everyone about tsheets. If we continue to have issues with employees clocking in and out, we will be changing the system so that any time changes will have to be made by the office and you will no longer be able to change your time in the system yourselves.
- 2) Charging Electronic Equipment. Please make sure to have tablets and radios charged at all times. These items are necessary to complete our jobs, and everyone is responsible to keep their own equipment in working condition.
- 3) Pre Inspections on Trucks. Thank you for getting better with this over the last few months. Let's make sure to continue doing well with this into the new year. Forms will be available in the shop and office for your convenience.
- 4) Load sheets must be completed in full and signed by the customer representative for every job. No exceptions.
- 5) Anyone that has a company issued credit card should be turning in their receipts via the American Express app weekly by 8 am Monday mornings, even if they also turn in paper receipts. If there are any issues with the app, please contact Kiara at krollins@versabucket.com.
- 6) By law, every driver must carry a paper log book with vehicle inspection forms as an alternative to the ELD tablets. As of December 2019, ELDs are now required by law in the state of Texas – make sure to keep them charged!
- 7) Open enrollment for Benefits is now through December 31st. Please submit any changes or new applications for Health, Dental, Vision or 401K benefits to Kiara BEFORE December 31st. Premiums for Health, Dental and Vision will have a slight increase and updated paperwork will be provided to you this week.
- 8) Please do not share information about loads details, volume of work, truck/maintenance issues, or any mishaps with customers or competitors. This behavior can/will be considered grounds for termination.
- 9) You are required to respond and acknowledge any company text messages. Please take the time to read these carefully and understand the information included.
- 10) Leadman on Loads. This person will be responsible to be on the lookout for safety hazards, positioning in turns, time to be at the trucks each day, safety meetings, maintenance issues, measure the high pole, secure stripping, etc.
- 11) Assigned Trucks/Teams. This is a new initiative we plan to roll out for 2020. Please be open to this change and work with us in getting in implemented. It will help us to be more efficient and accountable, and need everyone's support.

Please consider any contents within this memorandum confidential and subject to VersaBucket's Confidentiality Policy in the Employee Handbook. Any unauthorized sharing of the contents herein could result in immediate termination.

Thanks for all your efforts & hard work!

VersaBucket Management Team