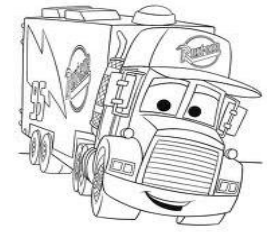




Drivers Meeting 2021



Safety

#1 on the agenda is safety

Drivers must do a walk around on their vehicle daily and report any issues immediately to Bryan or Chuck. It should also be noted on the Driver Summary Report.

It is important for you personally, your family and your employer. You are the “Captain of the ship”. Always do what **you** feel is safe.

OT Regulations

Can not be on clock for more than 14 hours or 11 hours driving

10 hours mandatory off between shifts.

We can be exempt from some of these requirements since Some trucks have “Farm Tags” If your run will result in you being over on your hours, please immediately notify Ed or Chuck. 2 leased tractors do not have farm tags.

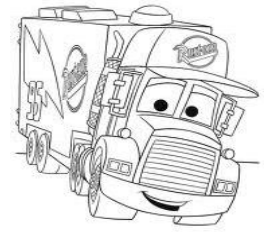
Driver Dress Code

- You are an important face of The Perennial Farm.
- Perennial Farm supplied shirts
- Perennial Farm Baseball caps only.
- No turned up collars, cut off sleeves
- No dirty, torn or ripped clothing
- See Chuck or Terry if you need them
- Goal is to look sharp and professional
- You are an extension of our image





Drivers Meeting 2021




Cell Phones

Must be active at all times,
Use PF supplied Blue tooth while driving. Is your voicemail set up?
Is your mailbox full?
If you are not using the PF cell phone we will disconnect.

No looking at movies or videos while driving



The Perennial Farm is recognized as "The Price Value Leader"
"We're Growing for you"



12017 Glen Arm Road
Glen Arm MD 21087
Phone: (410) 592-6106
Fax: (410) 592-8338

Invoice

Order Number: SI-275278
Customer ID: COULEE
Ship Date: 03/24/2021
Entered By: Jenn

Bill To:
COUNTRY SPRINGS-Virginia
PO BOX 577
LISBON MD 21785
WILLIAM CEBALLOS
Ph. (703) 542-7200

Ship To:
COUNTRY SPRINGS-Virginia
22400 EVERGREEN MILLS RD
LEESBURG VA 20175
SARA/STACEY
Ph. (703) 542-7200

SHIP VIA	SALESPERSON	TERMS	CUSTOMER PO	DATE ENTERED	RACKS LEFT	RACKS PICKED UP
Perennial Farm Truck	Rich Poulin	NET 30	2-18330	03/18/2021		
QUANTITY		DESCRIPTION	UNIT PRICE	DISCOUNT PRICE	EXT. PRICE	
ORDERED	SHIPPED					
35	35	No. 1 Astilbe c. 'Visions'	\$4.50	\$3.83	\$133.88	
24	24	No. 1 Geranium c. 'Biokovo'	\$4.99	\$4.24	\$101.80	
5	5	No. 2 Yucca filamentosa	\$12.99	\$11.04	\$55.21	
64	64					

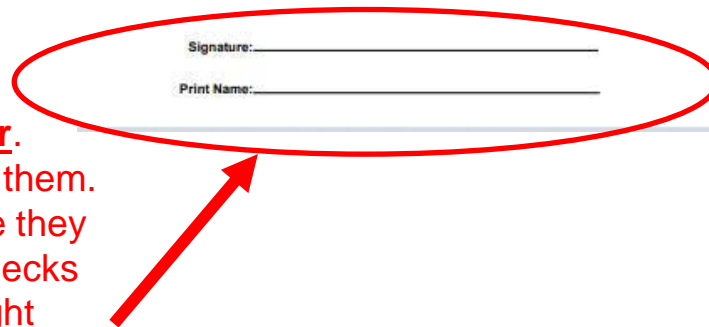
Subtotal: \$342.21
Discount: \$51.32
Freight: \$34.22
Total: \$325.11

Signature: _____

Print Name: _____

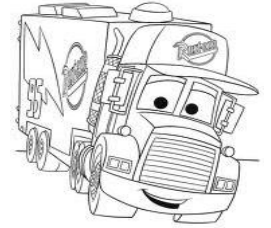
Invoices and Deliveries

Signature and hand written name **by driver**.
Return clean copies without food or dirt on them.
When writing on top of invoices, make sure they do not go through to ones below. Staple checks to the proper invoice before dropping in night box.





Drivers Meeting 2021



Deliveries and unloading

Do not unload COD customers until after you determine there is a signed check waiting. If check for the full amount is not there call Cindy, Ed or Marti. Drivers are to assist the customer in unloading their plant order. It is a **shared responsibility** with the customer.

Job Site Routing Sheet – Is it clear and useful. If not then Driver's summary report should state problems.

All Customer Issues/Problems - Call office. Ed, Marti or Chuck while at the customer.

Driver Summary Report – Fill out correctly with all information

- **N/A is not acceptable** - Every section should be filled out
- Have you fulfilled the checklist on the bottom of the form?

Picking up plant material

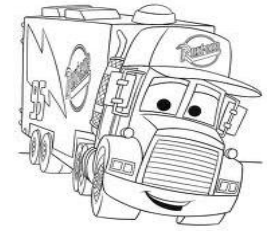
Must have a pickup sheet, If not, than call to assure that what is picked up is correct. Don't just sign the paperwork...check to make sure we are getting what we signed for. Does the material look good...if not call the office.

Maintenance issues – Must be documented on the Driver Summary Report. You are responsible to assure your truck is safe and properly maintained. When in doubt, talk to Bryan Hagan





Drivers Meeting 2021



Driving hours & routes

- Log/tablet books must be filled out correctly
- If your route appears to be illegal call Ed so we can fix
- If you are tired...it is OK... just let us know.
- Do not change the drop order of your stops.
- Read the drivers notes with your paperwork
- Drop your paperwork at office upon return, if before 4 PM
- If on a 2 day run please notify Ed or Marti of the status of deliveries for day #1 and day #2
- No smoking in any Perennial Farm vehicle.
- Double Check plants by reviewing tags to assure that correct plants are being delivered to customer.
- Plants are tagged with the customer's name. We may be sharing shelves on racks.



Fill out IFTA reports weekly...no exceptions.

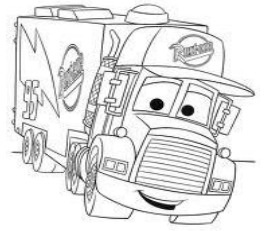
Make sure all DOT physicals, certificates and licenses are up to date and registered at MVA

Always drive legally!

This is your responsibility!



Drivers Meeting 2021



Turn in Credit Card receipts

Company cards are not for personal use. If you do not turn in your credit card receipts we may back charge you for items charged on Company credit cards.

Meal vouchers

For Perennial Farm direct employees we pay a meals per diem rate for overnight stays of \$35. Submit voucher to Chuck for approval. You will receive reimbursement for qualified meals within a reasonable time.

Do not go to accounting and ask for a check. **We will get the check to you when it is ready**

- No smoking in any Perennial Farm vehicle.
- Double Check plants by reviewing tags to assure that correct plants are being delivered to customer.
- Plants are tagged with the customer's name. We may be sharing shelves on racks.

Racks

- Racks can not be left unless the office is called for permission or you have a drivers note
- Racks drop off and pickup must be noted in Drivers Summary Report with customer s name and quantity
- Delivery racks can not be left at job sites, Be on the lookout for Perennial Farm racks.



Always be courteous and polite ... It will pay big dividends