

M&M Cartage

Family-owned since 1972



PLEASE CHECK YOUR PAPERWORK!

All drivers working for City Dispatch must fill out their M&M bills completely, which includes IN and OUT times at both the shipper and consignee. Accurate times allow billing to properly charge for detention. Incomplete or missing information on the bills can delay bill processing and will affect your performance bonus. Please double-check your paperwork before turning it in. Thank you for your cooperation!

P.O. BOX 32068 LOUISVILLE, KY 40232		M&M Cartage Co., Inc.		6220 GAIL LANE LOUISVILLE, KY 40219	
		(502) 456-4586		Date <u>10-29</u> Order # <u>3297000</u>	
<input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT <input type="checkbox"/> 3RD PARTY		SHIPPER Time IN: <u>8:10 AM</u> Time OUT: <u>8:45 AM</u> CONSIGNEE Time IN: <u>11:30 AM</u> Time OUT: <u>12:15 PM</u>			
CML - 16011 Shepherdville Rd. Louisville, KY. 40219		TH Plastics 843 Miller Dr. Bowling Green, OH 43402			
TRAILER #	S/N or BOL NUMBER	DESCRIPTION OF ARTICLE	PCS.	WEIGHT	
362550	SH006087	Appliance Parts	10.	19,000	
PU DRIVER John Black					
DEL DRIVER Tim Miller					
MULTIPLE SHIPMENT		3RD PARTY COMPANY			
SPECIAL INSTRUCTIONS, REQUESTED BY, DAMAGES, DESCRIPTIONS, SHORTAGES, ETC.					
X _____ RECEIVED BY _____ DATE _____ TIME _____					
ORIGINAL					

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Happy Birthday!

Terri Fennegan - 2/28
 Dave Bitzer - 3/3
 Chris Arnold - 3/4
 Angel Morales - 3/7
 Norman Reynolds - 3/7
 John Capone - 3/8
 Andre Roberson - 3/9
 Amber Mizell - 3/10
 Taha Qays - 3/11
 Kory Williams - 3/11
 Lionel Gates - 3/13

Happy Anniversary!

Susan Taurman 2/28 - 14 years
 Roger Allen 3/1 - 15 years
 Joe Walker 3/3 - 21 years
 Justin Dirksen 3/4 - 2 years
 David Jenkins 3/5 - 24 years
 Amber Mizell 3/6 - 9 years
 Andre Roberson 3/11 - 7 years
 Justin Burns 3/11 - 2 years
 Hiram Delgado 3/11 - 2 years
 Cara Straub 3/11 - 2 years
 Joe James 3/13 - 3 years
 Danny Lind 3/13 - 3 years

Clean Inspections!

Roger Shilito - Level I - \$50
 Mike VanWormer - Level III - \$25
 Scotty Jarnigan Level III - \$25



M&M CARTAGE UNIFORM POLICY

Please see the below excerpt out of the employee handbook regarding the dress code and expectations. All drivers are expected be dressed properly at all times. Failure to do so may result in the loss of your monthly performance bonus. If you have any questions about the uniform policy and procedure, please contact the safety department.

Driver Dress Code

As a driver for M&M Cartage Co., Inc., you will be our most visible representative. M&M Cartage Co., Inc. expects its Drivers to maintain a professional image at all times. M&M Cartage Co., Inc. provides a uniform allowance so that Drivers can purchase clothing items that meet our Company's dress code standards. Below is a list of items that must be worn:

- Shirts - Polos and shirts with or without the company logo may be worn, as long as there are no offensive, political, harassing, or discriminatory words and/or images. No sleeveless shirts allowed. If you wear a shirt without our logo, a jacket or hat must be worn that displays the company logo.
- Pants/Shorts - Jeans, slacks, or cargo pants are appropriate. Chino, jean, or cargo shorts may be worn in the warmer months. Pants/shorts must be clean and without tears and/or frays.
- Outerwear - Coats and jackets with or without our logo may be worn, as long as there are no offensive, political, harassing, or discriminatory words and/or images. If you are wearing a coat without a logo, a hat should be worn that displays the company logo.
- Shoes - All drivers must wear appropriate footwear with non-skid soles for safety. Boots and shoes without rubber soles, Crocs, sandals, and slippers are unacceptable at all times. Steel-toe boots are recommended.
- Employees are required to report to work clean and well groomed.
- Contact the Safety Department for more information about our Driver Dress Code.

ATTENTION ALL CDL HOLDERS

If you have a DOT physical or a CDL coming due you must renew 30 days or more in advance. You can make an appointment to renew your DOT Physical with the onsite nurse practitioner on Mondays at the main office in Louisville. Louisville based drivers may also renew at Baptistworx or Concentra. Sharonville, OH or Newport, MI based drivers you must renew your DOT physical at Concentra. If you need or want to use Concentra, call Paula at 2760 for authorization at a Concentra location. Morristown, TN drivers you must renew at Health Star in Morristown or Talbott, appointments are required. When you renew your physical, your CDL or if you will be delayed in renewing, please notify Paula at extension 2760.

UPDATING EMAIL ADDRESSES

Please notify the safety department if you change your email address. This will prevent any delays with the assignment of monthly training videos which are mandatory and a condition of employment. If you have any questions about your current email address in the RMC or have any questions about your monthly safety training, please reach out to a member of the safety department.