

ELECTRONIC TICKETING SYSTEM

Electronic ticketing has been going really well. Everyone is doing great on them. There have been a few things that need some tweaking so here are a few things to watch for while doing your tickets.

- ☺ Never click the exclamation mark with the black X across it. If this gets clicked everything you did in that day will be deleted.
- ☺ Double check that your truck km's match in the cost as well as on the personnel section.
- ☺ Always check your totals.
- ☺ If you need to use the other in description please make sure to call and let us know what other is so we can put a description to it.
- ☺ The Surefire cat walk is no longer charged on tickets.
- ☺ If you have a Boilerhand the Crew living cost should be the Crew/Boilerhand living cost and charged out at 70.00
- ☺ If the price of something is wrong please let the office staff change it. If one person changes a cost it changes it for everyone and could cause some issues.
- ☺ **REMEMBER:** as of February 1, you do not have to do a written truck expense form so please make sure you are doing them properly in the personnel section.
- ☺ **TRUCK EXPENSE:** Always click the truck in personnel even if it was charged out on a previous ticket so that you can still get the hours.
 - ☺ Make sure you put your hours in the purpose of trip section. (wont show up in truck report unless the truck section has a checkmark)
 - ☺ If you do an internal hot shot put those km in the company km section of your truck and .75 in the company rate.
 - ☺ If you are wondering if you are doing things properly go into truck report and take a look.
- ☺ ***Once a ticket is approved by the consultants we cannot make changes to them*** so make sure hours and truck stuff is correct that is money you will miss out on.

STAY SAFE BULLETIN DEFENSIVE DRIVING

The following are the first six Defensive Driving tips as highlighted on the Road Trip America Website.

Tip #1 – Pay Attention – The primary attribute necessary for a safe driver is alertness, and paying attention is the most important driving task because it helps create the time you need to recognize hazards and avoid a collision. Make conscious, persistent choices NOT to eat while driving, or whatever you do that takes your attention off where your moving vehicle is pointed. Driving is the most dangerous thing most of us ever do. It deserves your full attention.. mastery of this on habit can almost make you bullet proof.

Tip #2 – Don't Trust Nobody – We have met the enemy and he is us. You can never rely on what the other driver will do. Think back to all the mistakes you've made while driving over the years. All the other drivers are just like us! Don't trust them! While you are driving, keep a wary eye on the other guy and leave yourself plenty of room. Anticipate the mistakes he might make and be ready for them.

Tip #3 – Yield Anyway – "Nobody ever yielded their way into a collision" Think about it. If you are in doubt about who has the right of way, give it away. The other guy may be wrong, but you can end up hurt or dead. When it comes to driving safely, it's not the principle, but the outcome, that counts.

Tip #4 – Don't Speed – Driving at a higher than reasonable speed increases your risk in two ways: it cuts your reaction time and results in more "stored" energy. This is particularly important at night, when darkness restricts your visibility. A defensive driver chooses a speed matching traffic as closely as possible without exceeding speed limits. If traffic is moving at higher speed than you should go, keep to the right and out of the way.

Tip #5 – Don't Drive Impaired – First, let's define "impairment." Applied to driving, impairment means there is a factor present that decreases your ability to operate your vehicle safely. The first thing that comes to most folks minds is impairment through alcohol or other drugs. There are others as well: impairment through fatigue, or as a result of disabling injuries or illness.

Tip #6 – Wear Your Seatbelt – Without a doubt, seat belts are the most significant safety device ever invented. Seat belts do several things for you. They provide impact protection, they absorb crash forces, and they keep you from being thrown out of the vehicle.

If everyone would not speed, pay attention, not drive impaired, and wear seatbelts, it is possible that no one would ever get killed in a traffic collision again.

HMWSL

5617 55 Street
Drayton Valley, AB
T7A 1S8
780 621-0414
www.highmarkwellservicing.com

