

 HANDBOOK

 PTR

REVISED  
NOVEMBER  
2022

# DRIVER HANDBOOK



SCAN FOR  
LATEST VERSION

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# 1. Introduction

## Mission Statement

Our job at Premier Truck Rental is to give the customer top-shelf customer service while providing the type of equipment that they want, when they want it, making the rental process as easy and seamless as possible. We work with our customers to make sure that they have the best units for their specific job and industry, providing them with upfit trucks, utility trailers, and equipment rentals.

We're a family-owned and operated business with over 30 years of equipment rental experience, having in-depth knowledge about industry trends, job demands, and the best units for different types of projects.

## Driver Responsibilities

We expect the following basic pillars of personal responsibility from all our employees:

- // **Timeliness:** Show up ready to leave with enough time to complete your pre-trip inspections and all other preparations so that the unit can be delivered on time.
- // **Safety:** Drive safely and legally always, with no exceptions.
- // **Communicate Effectively:** Make your dispatcher aware of any issues that affect your load assignment.
- // If customer has any issues email, [sales@rentptr.com](mailto:sales@rentptr.com).
- // If you deliver and see competitors email, [sales@rentptr.com](mailto:sales@rentptr.com).

As a Driver, you are a key part of PTR's success! You are at the front lines, meeting face-to-face with our end users. Their experience with you truly sets the tone of how they feel about continuing to work with PTR. For that, we thank you!"

- Adriene & Rob

## Behavior and Dress Code

We expect all employees to carry themselves politely and professionally. We understand that you will encounter people in bad moods, that will antagonize you, or are simply just not friendly people. We do not expect or want you to replicate or react to their behavior. We must act and react professionally regardless. Do not let their bad day become your bad day.

If you need assistance or find yourself in an unsafe environment, remove yourself from the unsafe environment, and contact dispatch immediately.

Drivers are to keep their dress, grooming, hygiene, and attitudes at a professional level, positively representing PTR to the public and customers. The driver dress code is as follows:

Flip-flop sandals are not permitted to be worn while driving.

Clothes will be kept neat and clean.

Clothing should not display inappropriate language or graphics.

While at a customer's job site, we will follow all dress codes and Personal Protective Equipment guidelines that are provided.

Hard hats, safety vests, and steel-toed shoes are available as needed.

### **Safety First! Golden Rules for Driver Safety**

// Seat belts must be worn at all times.

// No passengers, pets, or any other creatures are permitted in PTR vehicles while in transport.

// Never leave materials or personal items in plain view where they will be susceptible to theft or damage.

// Lock all unattended vehicles.

// Observe posted speed limits, adequate following distance, and other traffic laws.

// Be courteous to other drivers and pedestrians.

// Do not use controlled substances or alcohol prior to or when operating a motor vehicle. Be aware of any possible adverse prescription side effects.

// Only company personnel are permitted to drive company vehicles until delivered to customers or repair shops.

// Use of a cell phone while driving is prohibited outside of hands free bluetooth enabled phone calls. Please ensure to come to a safe stop before sending any texts or updating apps. Ensure to follow all state laws regarding phone usage.

// Complete all pre/post-trip inspections as required by DOT and the company.

// Report all incidents, accidents, and citations immediately.

## Contract Driver Pay

US AVG Fuel Prices	\$1.50- \$1.74	\$1.75- \$1.99	\$2.00- \$2.24	\$2.25- \$2.49	\$2.50- \$2.74	\$2.75- \$2.99	\$3.00- \$3.24
Gas 1500/2500: CPM	\$1.10	\$1.12	\$1.15	\$1.17	\$1.19	\$1.21	\$1.24
Diesel 2500/3500: CPM	\$1.13	\$1.15	\$1.18	\$1.21	\$1.23	\$1.26	\$1.29
Diesel 5500/6500: CPM	\$1.21	\$1.26	\$1.30	\$1.34	\$1.38	\$1.42	\$1.46

US AVG Fuel Prices	\$3.25- \$3.49	\$3.50- \$3.74	\$3.75- \$3.99	\$4.00- \$4.24	\$4.25- \$4.49	\$4.50- \$4.74	\$4.75- \$4.99
Gas 1500/2500: CPM	\$1.26	\$1.28	\$1.30	\$1.33	\$1.35	\$1.37	\$1.39
Diesel 2500/3500: CPM	\$1.31	\$1.34	\$1.37	\$1.39	\$1.42	\$1.45	\$1.47
Diesel 5500/6500: CPM	\$1.50	\$1.54	\$1.59	\$1.63	\$1.67	\$1.71	\$1.75

US AVG Fuel Prices	\$5.00- \$5.24	\$5.25- \$5.49	\$5.50- \$5.74	\$5.75- \$5.99	\$6.00- \$6.24	\$6.25- \$6.49	\$6.50- \$6.74
Gas 1500/2500: CPM	\$1.42	\$1.44	\$1.46	\$1.48	\$1.51	\$1.53	\$1.55
Diesel 2500/3500: CPM	\$1.50	\$1.53	\$1.55	\$1.58	\$1.63	\$1.63	\$1.66
Diesel 5500/6500: CPM	\$1.79	\$1.83	\$1.87	\$1.92	\$2.00	\$2.00	\$2.04

\*\*\$0.10 Rate increase will still apply for personal tow cars/personally paid air travel

Effective January 1st We will be moving to the above sliding scale for driver pay to better account for fuel cost increases. The rates will be determined off EIA. Gov website for US Fuel Prices and numbers will be pulled on Tuesday for the following week. Rate will be based off pick up date.

## 2. PTR Locations & Contacts

### Primary Location

**Premier Truck Rental**  
9138 Bluffton Rd, Fort Wayne, IN

**Dispatch Main Phone:**  
**844-228-7729**

### Dispatch Contacts

<b>East Coast</b>	<b>Traci Niverson</b>	260-227-1021
<b>Midwest</b>	<b>Ryan Eisenhut</b>	260-257-9022
<b>Southwest</b>	<b>Kim Rafferty</b>	260-222-1799

Dispatchers work 8a-5p EST; please be considerate when contacting after hours.

### Outside Yard Contacts

<b>SOUTHEAST</b>	<b>Rhett Carpenter</b>	<b>260-222-1821</b>
<b>48 - Levan</b> 3417 Pricetown Rd. Fleetwood, PA 19522 484-638-1538	<b>119 - T-Glen Allen</b> 11072 Washington HW. Glen Allen, VA 23059 804-201-7842	<b>89 - TUF</b> 122 Center Dr. White House, TN 37188 615-672-0709
<b>113 - RPT</b> 4410 Hwy. 80 East, Pearl, MS 39208 601-665-9190	<b>11 - T-Brim</b> 4120 Lewisburg Rd. Birmingham, AL 35207 205-439-7604	<b>115 - Rush FL</b> 2424 N. John Young Pkwy. Orlando, FL 32804 407-581-8064

<b>SOUTH CENTRAL</b>	<b>Derek Nelson</b>	<b>260-442-2040</b>
<b>18 - T-Stockton</b> 2610 Lycoming St. Stockton, CA 95206 209-495-2461	<b>87 - LFM CA</b> 1393 S. East End Ave. Pomona, CA 91766 909-322-1463	<b>16 - T-Phoenix</b> 4290 West Magnolia Phoenix, AZ 85043 480-384-0495
<b>112 - LFM CO</b> 3199 D Rd. Clifton, CO 81504 909-322-1463	<b>60 - Farm Boys</b> 447 US 180 W, Seminole, TX 79360 432-209-1912	<b>84 - JPE</b> 750 Paul Wilson Rd. Wylie TX 75098 972-442-6904

**NORTH CENTRAL****Mitchell Teusch****260-446-4021****114 - M-Maple Grove**

8001 Jefferson Hwy.  
Maple Grove, MN 55369  
763-238-9380

**77 - M-Shakopee**

4908 Valley Industrial Blvd.  
Shakopee, MN 55379  
952-221-3421

**68 - CMM**

209A Industrial Park Dr.  
Williamsburg, IA 52361  
319-668-1311

**80 - Hwy 36**

10440 SE Baker Rd.  
Osborn MO 64474  
816-675-2276

**82 - Rush OKC**

8700 W Insta 40 Serv Rd.  
Oklahoma City OK 73128  
480-399-5325

**102 - M-Miss**

7510 US 49 N,  
Hattiesburg MS 39402  
601-299-6948

**13 - T - Fort Worth**

3155 Burleson Blvd.  
Burluson TX 76028  
817-698-8005

**14 - PTR**

Fort Worth, TX  
Coming Soon

**OEM SUPPORT****Ryan Hanen****260-228-9382****63 - STI**

351 20th Street NW.  
Sioux Center, IA 51250  
800-225-8789 ext226

**66 - Knapheide 3MT**

8665 County Road 346,  
Taylor, MO 63471  
217-592-5316

**105 - Brookes Bros.**

141 Francis Dr.  
Troy, MO 63379  
217-592-5316

**88 - Knapheide 5MT**

4725 New Middle Rd.  
Jeffersonville, IN 47130  
217-592-5128

**103 - Smyrna**

\*Tanner Johnson\*  
650 Hammock Rd.  
Milledgeville, GA 31061  
706-816-4125

**108 - Mobile Tech**

315 N Liberty Dr.  
Bremen, IN 46506  
574-892-5653

**134 - H&H**

2000 Dogwood Dr. Se,  
Conyers, GA 30013  
770-367-2022



### 3. Pre-Trip / Post-Trip Inspections

Pre- and post-trip inspections are required to be completed at the beginning and end of each trip. **CDL Drivers must complete in Motive App.**

- // Driver must check the physical VIN # compared to the bill of lading VIN # to verify they match prior to departure.
- // Ensure anything attached to the truck is secure prior to departure.
- // Any issue discovered on the truck or trailer must be reported to both Field Service and Dispatch as soon as possible.
  - Exterior Condition (Paint, Chrome, Light, Etc. Defects)
  - Dash Lights (Check Engine / Other)
  - Window Defects / Cracks
  - Air Conditioning / Heating
  - Exterior Lights Working (Turn Signal, Brake, Headlights)
  - Interior Lights Working (Dome, Dash)





## 4. What To Do in the Event Of

### An Accident

Despite our best efforts to avoid accidents, we realize they can happen, and we must be prepared when they do. If you are involved in a vehicle accident, do the following:

- // Stop immediately.
- // If you are not injured, protect the accident scene to prevent other vehicles from becoming involved. Put out emergency reflectors or flares **(if available, CDL MUST do this)**.
- // Call for help and the police, if necessary.
- // Notify your supervisor or manager.
- // Take photographs of the damaged vehicles/property only.
- // Hand out witness cards and get names, addresses, and telephone numbers of witnesses.
- // Exchange Insurance Information with each vehicle involved getting their Insurance Company Name and Policy Number.

### **Important: Do not admit liability at the accident scene.**

In many cases, determining fault for an accident is done only after extensive investigation. Be courteous to others at the scene, but never take the blame. Let the investigators determine that. Also, do not discuss the details of the accident with anyone other than a licensed authority, such as a police officer or our insurance company representative, without getting prior approval from management.

Dispatcher will send you Vehicle Accident Report to fill out and must be filled out and returned day of accident.

## If Pulled Over

There are several important things to remember to do if an officer pulls you over, but a few things you can do before you're pulled over may help, too:

- // Display a professional attitude
- // Be prepared with your documents (within reach)
  - Cab Card
  - Insurance Card
  - BoL
  - CDL | Your personal CDL
  - CDL | Your Med Card
  - CDL | Vehicle Inspection Report
  - CDL | IFTA Credentials



## If Broken Down

PTR does its best to maintain our fleet at a top-tier level. However, breakdowns happen. In the event of a breakdown, contact Field Service at the contacts below for immediate assistance:

<b>Field Service</b>	<b>Main Line</b>	844-221-0420
<b>East</b>	<b>Sean Patterson</b>	260-888-4593
<b>West</b>	<b>Doyle Brickey</b>	260-460-0202
<b>Midwest</b>	<b>Jordan Burke</b>	260-615-4085

**Note: If no answer from the Field Service team, please contact Noel Fogwell, Director of Logistics, at 260-417-1798. If Noel is unable to be reached, Fleet Roadside can be reached 24/7 for assistance. We have accounts with all of these, so you just need to mention it is a PTR fleet vehicle.**

## Fleet Roadside

<b>Ford</b>	800-367-3221
<b>GM</b>	855-562-4936
<b>Dodge</b>	800-521-2779



## 5. Requesting Time Off

In the event you need to request time off, please follow the steps below for your respective designation.

// 1099 – Please send an email to [logistics@rentptr.com](mailto:logistics@rentptr.com) with your requested time off. You will receive a response from one of the coordinators or Noel ensuring receipt of the request.

// Company Drivers – Please follow the time off request process in Paylocity in the “Time Off” Section



## 6. Rules and Regulations

In the event you need to request time off, please follow the steps below for Minor offenses will result in discipline, including written warnings. Multiple minor offenses will result in further discipline, up to and including, loss of ability to drive for PTR:

- // Smoking in company vehicle: \$500 fine
- // Failure to cover a load already agreed to
- // Minor damage to company equipment
- // Failure to report damage from pre/post-trip inspections
- // Minor citations, including improper use of cell phones
- // Failure to conduct yourself professionally in front of customers, associates, or coworkers
- // Refusal to use FourKites or other PTR tracking software

Major offenses will result in discipline up to and including loss of ability to drive for PTR:

- // Theft
- // Major damage to company equipment
- // At-fault accidents / leaving the scene of an accident
- // Failure to report damage or accident
- // Major citations
- // Extreme misconduct in front of customers, associates, or coworkers
- // Being under the influence of an unlawful substance
- // Continued failure to use ELD properly to DOT law

Not all situations are covered above but all situations will be determined as minor or major at the time of occurrence.

## 7. Acknowledgment

I acknowledge that I have received, read, and understand the policies outlined in the Premier Truck Rental Driver Handbook. I agree to conform to the procedures and rules and regulations of Premier Truck Rental as described in the handbook which is intended as a guide for all company and 1099 drivers. I understand the company has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book and that all drivers will be notified of any changes through normal communication channels.

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Employee Signature

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Date

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Employee Name (Please Print)

# 12 TIPS FOR DRIVERS

The North American Council for Freight Efficiency offers the following tips for truck drivers to improve their mpg:

1

## Watch your speed

A simplified rule of thumb is every mile per hour driven over 60 mph reduces fuel economy by one-tenth of a mile per gallon. A truck traveling at 65 mph will experience a fuel efficiency increase of about 27% compared to a truck traveling at 75 mph.

2



## Drive at a constant speed

When you accelerate you burn more fuel. Continually slowing down and speeding up is an inefficient way to drive.

3



## Find the engine's sweet spot

The sweet spot is the most efficient RPM at which to run the engine. Running your engine in its sweet spot requires that you drive at a constant speed that is usually slower.

4

## Avoid harsh braking

Every time you touch the brake pedal you lose energy. Two of the best ways to reduce braking are to anticipate changes in traffic and follow at an extended distance.

5

## Accelerate smoothly

Fast, hard acceleration wastes fuel and is hard on the engine. Try to anticipate acceleration points so you can use the appropriate amount of acceleration for the situation.

6



## Check tire inflation pressure

Underinflated tires result in decreased fuel efficiency and increased tire wear. A 0.5-1.0% increase in fuel consumption is seen in vehicles running with tires underinflated by 10 psi.

7

## Check condition of aerodynamic devices

Make sure all aerodynamic device are in good condition with no dents, rips, tears or dangling parts. Minimize the tractor-to-trailer gap.



8

## Use cruise control

Cruise control helps maintain a consistent speed and avoids unnecessary accelerations and decelerations. Adaptive cruise is even better; use it if so equipped.

9

## Minimize idling

A 10% annual reduction in idling is worth about 1% in fuel economy, translating to about \$300 to \$500 annually at \$3/gallon fuel prices and 100,000 miles per year — with current fuel prices, that could be nearly double. Drivers are a vital part of successful management of idle times. Use a windshield curtain or solar reflector to keep heat loading out of the cab.

10

## Watch your interval

Keep the appropriate amount of distance between you and the vehicle in front of you based on speed and road condition. This helps eliminate harsh braking.



11

## Optimize routing

Take the shortest and quickest reasonable route with the least stops to your destination. Plan to avoid rush hour traffic.

12

## Minimize shifting

If you are not using an automated transmission, minimize the number of shifts you make. Every time you shift the engine, rpms increase and you burn fuel. Try to shift to the next highest gear while still at a low rpm.

# TRUCKERS AGAINST TRAFFICKING

**Make the Call, Save Lives.  
1-888-3737-888 (US)  
1-833-900-1010 (Canada)**

# Everyday Heroes Needed



**Truckers are the eyes and ears of our nation's highways. Victims forced into sexual slavery need your help. If you see a minor working the lot or suspect pimp control, call 1-888-3737-888 and report what you know.**



[www.truckersagainstrafficking.org](http://www.truckersagainstrafficking.org)