Otto
TRUCKING, INC
4025 E. Presidio St.
Mesa, AZ 85215
(480) 461-1222

DATE 11-20-08

TRUCK # 5000

EMP. # 9632

NAME Jarrett Yohon
Jarrett Y

LUNCH _____ DOWN TIME _____

JOB # 595-68

HAUL SHEET # 789665

JOB # _____

HAUL SHEET # _____

JOB # _____

HAUL SHEET # _____

JOB # _____

HAUL SHEET # _____

STOP TIME 11.0 A.M/P.M.

START TIME 6.0 A.M./P.M.

TOTAL HOURS 5.0

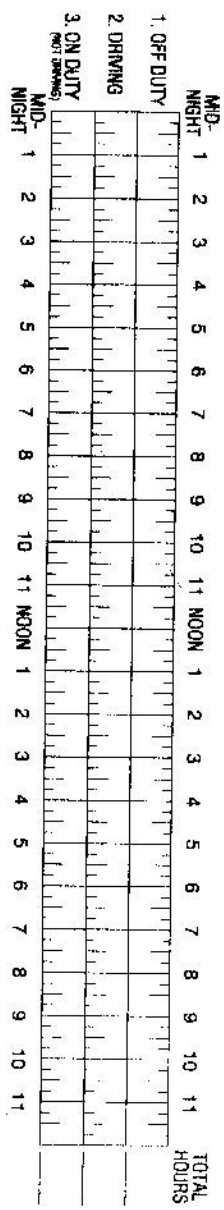
TRUCK HOURS _____

NON REVENUE HOURS _____

APPROVED BY _____

PLEASE NOTE ANY REMARKS ON THE BACK OF TIME CARD

OT-001



5.0 - 5.3 Pretrip

5.3 - 6.0 TRAVEL TO #41

10:25 to 10:42 TRAVE TO #71 Yard.

10:42 to 11:00 Post trip.

This is an example of how your time cards need to be filled on a normal work day.

Make sure the correct day is on the time card
Make sure the correct truck number is on the time card
You need your employee # on the time card
PRINT your name and also sign your name on the card

The office personal can not read some of your signatures this will help to figure out whose time card it is if other information is left off.

You need to put the job number on the time card (if dispatch does not have a job number made up try and put an order # or plant # in that space.)

Make sure you have your haul sheet number also.

On the back of the time card you need to not pre trip, post trip, and the travel time to the load site in the morning and the travel time from the job site to the yard at the end of the day.

Also make any notes about down time due to truck breakdowns, Stopping to get a something to drink or use the restroom.

WE DON'T NEED EXACT DETAILS
JUST THE TIME FRAME!!!!!!!!!!!!!!!!!!!!!!!!!!

NOTE ALL TRAVEL TIME TO AND FROM
OUT OF TOWN JOBS!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

IF THESE TIMES ARE NOT ON YOUR TIME CARD YOU WILL NOT BE PAID FOR THAT TIME!!!!!!!!!!!!!!!!!!!!