



Jimco Maintenance Inc.
264 S. Tamiami Trail
Venice, FL 34285
1-800-392-8678
941-485-5985

MEMORANDUM

To: Employee
CC: Lee Radefeld, Falko Jopke
From: Joe Kurecki
Re: DOT Vehicle Inspections, Log book use and Employee physicals

Date _____

The region in which you work requires Jimco to follow certain DOT guidelines. When entering weight stations you may be asked to provide documentation proving that you are following DOT guidelines. If not, the company can face some very large fines. Also, they have the power to force you to park your truck for a period of time. Usually this is around 8 hours. (This has happened to Jimco in the past) Please take the following very seriously. It is important that you accomplish all the things that are applicable to you. Here are the things we need to get done.

1. Physical-

Each employee is required to get a physical every 24 months. We need you to do this as soon as possible. You need to make an appointment with a local doctor to have a DOT physical performed. Jimco will pay for the cost of this exam. (Helpers need to find out the cost and get cash from the truck leader.) You must, of course, turn in a receipt for this physical.

Enclosed you will find two different forms—one is a medical examination report and the other is a medical examination certificate.

Both you and your doctor fill out the medical examination report. You should fill out most of the first page (Sections 1 & 2) You then must sign the first page and date it. The doctor will fill in any comments on the bottom of the first page. Your doctor should fill out sections 3 through 7.

The small form must also be filled out and signed by both the doctor and yourself. The top page of the small form (white copy) must be kept by you and carried in the truck. DOT can and will ask each driver to show a copy of the medical certificate. (White copy of small form)

The yellow copy of the small form and the entire large form must be mailed to Jimco. A self addressed stamped envelope is enclosed so you can return this paperwork as soon as it is completed. Make sure you keep your medical certificate in the truck for possible DOT inspection. I've enclosed a plastic folder for keeping your medical certificates / Vehicle inspections in the truck.

2. Log books--

Log books must be used anytime you are traveling more than 100 miles from your starting point or crossing state lines. When you are traveling less than 100 miles from your starting point you do not need to fill out your log book. A new log book must be used at the start of each month. You cannot use a log book for several months. Start a new one at the first of each month. The DOT may ask to look at your time sheet if you tell them that you are less than 100 miles from your starting point. Make sure you have it filled out and ready for inspection. I have enclosed a four page document which explains how to properly fill out a log book. There are also instructions in each log book. (Back of the book) Log books can be ordered on your parts I need sheets. Each individual employee is required to fill out their own log book. You cannot use one logbook for both employees in a vehicle. Obviously, one employee would be graphed as "driving" and the other as "on duty".

If you have any questions please don't hesitate to give Falko or I a call.

Thanks,

Joe Kurecki
Asst. Manager