



R. C. MOORE NEWS

January 2020

Welcome to your Newsletter! Each month, various departments will contribute topical segments that we hope you will find informative. Let us know what you like about it, and what you'd like to know more about. Contact Human Resources with your suggestions.

TAMPA



On January 6, 2020, the company officially opened a 229,000 square foot Distribution Center at 3102 Queen Palm Drive. The DC team is being led by Russell Clayton, Distribution Manager. Russell has hired a very energetic and excited team that has taken on the challenges of a new warehouse head on. Great job to all of our new RCM employees!

Meet the crew:

Russell Clayton	Distribution Center Manager
Felix Olivo	Customer Service Representative - 1st shift
Yesenia Malave	Shipping and Receiving Clerk - 1st shift
Kiana Gardinor	Shipping and Receiving Clerk - 2nd shift
Ryan Caroway	Warehouse Associate/Forklift – Inventory - 2nd Shift
Keith Walker	Warehouse Associate/Forklift/Lead - 1st shift
Dereck Agrinzoni Castillo	Warehouse Associate/Forklift - 1st shift
Calvin Moore	Warehouse Associate/Forklift - 1st shift
Theodore Rodrick	Warehouse Associate/Forklift - 1st shift
Eric Vega	Warehouse Associate/Forklift - 1st shift
Anthony Moore	Warehouse Associate/Forklift/Lead – 2nd shift
Dennis Desjardin	Warehouse Associate/Forklift - 2nd shift
Demetrius Johnson	Warehouse Associate/Forklift - 2nd shift
Anthony Teel	Warehouse Associate/Forklift - 2nd shift
Michael Winfield	Warehouse Associate/Forklift - 2nd shift
Van Moore	Warehouse Associate/Forklift/Lead – 3rd shift
Michael Garcia	Warehouse Associate/Forklift - 3rd shift
Cornelius Nelson	Warehouse Associate/Forklift - 3rd shift

Our Start-Up Travel Team spent 16 days straight getting us up and running. Much appreciation to each of you. We could not have met the various deadlines without you!

Kim Ohler-Kreusling	Distribution Center Operations Manager/Pittston
Alyssa Delavera	Shipping and Receiving Clerk/Pittston
J.T. Clark	Warehouse Associate/Forklift - Inventory/Pittston
Gary Cook	Warehouse Associate/Forklift-Lead/Pittston
Dave Patterson	IT Manager/Scarborough

Product has started to arrive and we expect to start shipping to customers during the first week of February. There is still work to do but we expect to be fully operational and have all employees trained by March. With this expansion, our distribution network and our relationship with Monster continue to grow. We are looking forward to the opportunity to provide superior service to our long-term customer from our new Tampa terminal.

NEW POLICY

RCM is implementing a Personal Conveyance policy which allows certain Company Drivers and Owner/Operator Drivers to use a Commercial Motor Vehicle (“CMV”) while off-duty for Personal Conveyance. **There are compliance conditions, and all must satisfy the 8 consecutive hours in the sleeper berth requirement.**

Company drivers will be required to sign a copy of the policy so see your Fleet Manager at your earliest convenience. Owner/Operators, this falls under the Personal Compliance policy in your contracts.

This policy is effective February 01, 2020 and does not apply to Local, Container, Tanker, or Shuttle Drivers

SAFETY CORNER

What is the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse?



The Clearinghouse is a secure online database that gives employers, the FMCSA, State Driver Licensing Agencies (SDLAs), and State law enforcement personnel real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders' drug and alcohol program violations. An act of Congress directed the Secretary of Transportation to establish the Clearinghouse.

The Clearinghouse enables employers to identify drivers who commit a drug and alcohol program violation while working for one employer, but who fail to subsequently inform another employer (as required by current regulations).

Improving Highway Safety

The Clearinghouse provides FMCSA and employers the necessary tools to identify drivers who are prohibited from operating a CMV based on U.S. Department of Transportation (DOT) drug and alcohol program violations, and ensure that such drivers receive the required evaluation and treatment before operating a CMV on public roads.

The Clearinghouse Rule

The Clearinghouse rule requires FMCSA-regulated employers, medical review officers (MROs), substance abuse professionals (SAPs), consortia/third-party administrators (C/TPAs), and other service agents to report to the Clearinghouse information related to violations of the drug and alcohol regulations in 49 Code of Federal Regulations, Parts [40](#) and [382](#) by current and prospective employees.

The Clearinghouse also requires the following:

- Employers are required to query the Clearinghouse for current and prospective employees' drug and alcohol violations before permitting those employees to operate a CMV on public roads.
- Employers are required to annually query the Clearinghouse for each driver they currently employ.

What will I be able to do once I register?

- View your own driver record electronically,
- Provide electronic consent to release detailed drug and alcohol program violation information to a current or prospective employer, and
- Identify a substance abuse professional so the SAP may enter specific information regarding the driver's return-to-duty (RTD) activities.

To complete the actions above, drivers must be registered in the Clearinghouse. Drivers who register early will have their Clearinghouse accounts and contact preferences set up, allowing you to quickly respond to query requests from employers on or after January 6, 2020. Registration is available at <https://clearinghouse.fmcsa.dot.gov/register>.



ELD Tips For Drivers

1. Ensure your device functions correctly.

- Check that your ELD functions correctly. In the case of portable or phone ELD devices, check that the battery is fully charged.
- If you have any questions about whether your device is working correctly, report it to your carrier and put it in writing if possible.
- Putting it in writing gives you proof that you brought the issue to the attention of your carrier, in the event that it becomes a malfunction later.

2. Verify ELD documentation is accessible.

Ensure you have the three required ELD documents in the cab/accessible electronically:

- Transfer Guide
- ELD Manual
- Malfunction Guide

Your ELD manufacturer should have these documents available.

3. Keep backup paper logs on board.

Ensure you have at least 8 days worth of blank paper logs on hand in case of an issue with your ELD.

These four elements (the three ELD documents listed above and additional blank paper logs) are required to be onboard at all times. You may be in violation if you do not have them available.

4. Check the driver interface and placement.

Lastly, make sure your driver interface (the screen you use to enter RODS, view time remaining, etc.) is mounted to the vehicle and in line of sight, while also maintaining compliance with other state rules such as no windshield mounting. Keeping the ELD device appropriately mounted and in line of sight is an ELD requirement.

If you use a portable tablet/phone device, ensure you have a mount for it, as officers can cite you if it is not secured while being used as part of your ELD solution.

Starting the Workday

For most drivers operating on a ruleset that includes a consecutive workday (i.e. the 60 hour/7 day or 70 hour/8 day set), the first ON duty log that appears after your 10-hour break starts your consecutive workday. It's extremely important to note that this consecutive workday ticks down from 14 hours regardless of any other log that comes after it.

During the Workday:

Adding Shipping Information

After you have picked up a load/trailer etc., it is important to update the shipping information in your ELD. This must be included on your logs in the relevant shipping section, as it is sent to the FMCSA when transferring logs. Remember to keep this section updated during the day as you pick up and drop off as well. *See the manual of your ELD for more information.*

Moving the Truck During Rest

We know many drivers face a lack of parking for rest. Many drivers have to shuffle their vehicles around at rest stops to accommodate other vehicles, security, etc. Moving the vehicle without appropriate action can result in a DRIVE status interrupting a 30-minute break, or worse, a 10-hour break.

The ELD Rule: 30 minutes of consecutive "OFF" duty satisfies the 30-minute break every 8 hours rule, while 10 hours of uninterrupted OFF duty satisfies the workday reset rule. An ON duty or DRIVE log will reset the rest time to begin at the end of the ON/DRIVE log.

Moves to Watch Out For: If you are taking a break (either 30 minute or 10 hours) and you need to move the vehicle to a different parking spot or move it for any reason, you need to make sure the vehicle doesn't put you into ON duty or DRIVE.



Roadside Inspections

If you are asked to show your logs during a roadside inspection, your first action should be to ask the officer what method of transfer they support.

Some states may support both transfer mechanisms as described by the ELD mandate:

1. “local” — which is a USB or Bluetooth transfer
2. “telematic” — wireless transfer through the ELD provider and email

However, it is far more likely that they will support only one. The telematic transfer is emerging as the method of choice for many jurisdictions.

If your ELD supports the method of transfer requested, follow the instructions in the Transfer Guide (which is a required document to be in your cab) to transfer the logs electronically to the officer.

Two important notes on transfers and errors:

- If your ELD does NOT support the option the officer requests OR fails to transfer the logs for any reason (error due to missing information, no cellular connection, or any other issue), then refer to your ELD manual for instructions on the secondary option, which will be an on-screen display or printout (on-screen display is the more common method). Follow the instructions to show the officer the display on your device or the printout. This backup option is compliant with the mandate and you cannot be cited for using it, if the primary transfer method fails.
- If the ELD gives you an error during transfer, make note of the display, as most ELD systems will note what went wrong — and in the case of missing or incorrect information, you will want to let your carrier’s administration know so that it can be fixed. Something as small as a DOT number containing an improper character (like a dash) can stop the transfer from occurring.

Ending the Workday

Complete your final bit of work while still in ON duty (post trip DVIR, paperwork, etc.) and then switch to OFF duty when you have completely finished. Log out of the ELD if the vehicle may be driven by another employee or person while you are OFF duty to minimize any chance of HOS logs being attributed to you by accident.

Important to Note: If you are OFF duty, but need to move the vehicle, again remember to use the Personal Conveyance feature of the ELD (you will need to be logged in to do so).

Keep Your ELD Top of Mind

With electronic logging, it’s important to protect yourself as a driver by staying on top of your device and understanding how it functions and why. By doing so, you’ll help keep yourself and your carrier out of hot water, as well as get the most out of this new age of electronic logging.



HUMAN RESOURCES

W-2's & 1095-C's

You are now able to view and print the electronic PDF version of your annual wage and tax statements from the **ADP Employee Self Service portal**. To access the ADP website, enter www.workforcenow.adp.com into your browser of choice and log in by entering your User ID and Password.

To Access and Print:

- Select Myself
- Select Pay
- Select Annual Statements
- Click on either the W-2 or 1095-C link to view or to print these statements.

Your W-2 is now available to view and print. The 1095-C form will be available soon.

Statements will not be mailed to current employees. If you require assistance accessing the statements, please contact Jennifer Fontaine at x4115 or Deb Boucher at x4104.

Insurance Renewals

It is medical insurance renewal time for all except the PA group, and February is open enrollment. We are still in negotiations but once done renewal packets will be mailed to your home addresses on file.

Short-Term Disability, Long-Term Disability, and Life insurances will also be renewing effective March 1st. This applies to all employees. Renewal materials will be mailed to your home addresses on file.

RECRUITING

We need your help!

Our NEW Facebook site is up and running! Page name is R.C. Moore, Incorporated. Or you can find us online at <https://www.facebook.com/pg/rcmoorelogistics/posts/>.

In effort to make this successful we need photos and stories from the road!

Southeast Drivers please submit to Brandy Gaither, bgaither@rcmoore.com.

Northeast Drivers please submit to Sherrie Nickerson, snickerson@rcmoore.com.

We are looking forward to hearing from you!



Brandy Gaither

Brandy Gaither joined RCM in December 2019 as Driver Recruiter for the Southeast Region. She is based at our Troutman terminal. Brandy joins us with experience in Human Resources and Recruiting, and resides in Troutman NC. She can be reached 704-253-4267 or by email bgaither@rcmoore.com



TROUTMAN

Cody Sherrill is a 15 year old boy from Mooresville, NC who has been confined to a wheel chair most of his life. All Cody wanted for Christmas was a "toy truck". He loves to sit by the road at his grandparents where there is some truck traffic and motion the drivers to blow the air horn. Cody's Mom contacted us and asked if there was any way he could come look at the trucks in the lot to make his Christmas a little more special. The RCM team jumped into action to set Cody up for a tour of the trucks, his own RCM die cast "toy truck", and also a ride down the interstate. He had a blast, and the air horn got a good work out! Special thanks to our 10 year veteran driver John Morin for taking his personal time and making Cody's Christmas.

HAPPY BIRTHDAY

Frank Burchette	Tampa	January 1
Willard Shafer	Pittston	January 2
Robert Bartoli	Pittston	January 3
Timothy Mclaughlin	Scarborough	January 3
Gregory Simmons	McBee	January 3
Carlos Torres Letriz	Tampa	January 7
Eric Miller	Pittston	January 12
Brenton Miller	Troutman	January 13
Nathaniel Lord	Scarborough	January 18
Richy Varga	Pittston	January 18
Suliman Perkins	Pittston	January 20
David Gubbiotti	Pittston	January 22
Erin Kopko	Pittston	January 21
Jose Marquez JR	Scarborough	January 21
Brian Shuemaker	Scarborough	January 25
Howard Gervais	Tampa	January 26
Gregory Pooler	Poland	January 26
Teddie Thomas	Pittston	January 26
Nathaniel Burch	McBee	January 28
Jonathan Gilpin	Pittston	January 29
Vase Petrov	Scarborough	January 29
David Tuttle	Scarborough	January 30
Kelly Moore	Scarborough	January 31

HAPPY ANNIVERSARY

Christopher Sculley	Tampa	January 5	1 year
Robert West	McBee	January 7	1 year
Zackerie Brogan	Scarborough	January 9	1 year
James Sequeira	Poland	January 14	1 year
Timothy Libby	Poland	January 25	1 year
Brenton Miller	Troutman	January 28	1 year
Bryan Walczak	Tampa	January 10	2 years
Frederick Kreidler	Poland	January 10	2 years
Kate Luksza	Poland	January 10	2 years
Stephen Butler	Pittston	January 29	2 years
Kevin Hill	Troutman	January 25	3 years
Henderson Johnson	McBee	January 25	3 years
Ronald Patterson	Troutman	January 29	3 years
Gregory Pooler	Poland	January 7	4 years
Janek Luksza	Poland	January 29	5 years
Sandra Duhamel	Tampa	January 13	6 years
Jennifer Fontaine	Scarborough	January 27	7 years
Edward Sulitka	Pittston	January 31	8 years
Kevin Bouchard	Poland	January 7	18 years
Kelly Moore	Scarborough	January 1	42 years
Richard Moore	Tampa	January 1	64 years