

# *The Sheehy Mail Driver Newsletter*

February 2018 Edition

Issue I

## **We're Hiring!!**

**We are looking for qualified drivers to join our team  
across the country**

### **Open Positions and Refer A Driver!**

Do you happen to know anyone looking to switch jobs or break into the transportation industry? If so, you should refer them to drive for Sheehy Mail! We are currently looking for qualified drivers to join our team across the country.

We are looking for full-time and part-time drivers in the following locations:

- Chicago, IL
- Waterloo, WI
- Milwaukee, WI
- Green Bay, WI

All drivers have to do is submit an application to [www.sheehymail.applicantcare.com](http://www.sheehymail.applicantcare.com)

When it comes to qualified drivers what we look for is pretty simple. We look for drivers with at minimum 100,000 verifiable road miles. Drivers must also have a valid Class A CDL, and a clean driving record. Drivers cannot have any felonies or misdemeanors that have occurred in the last five years. This could disqualify a driver from obtaining a Postal Badge which is a requirement working for Sheehy Mail.

If you refer a driver you can qualify for our driver referral bonus! Drivers can earn up to \$500.00 per referral and there is no limit. Please reach out to Dispatch or Personnel for information on how you can refer a driver.

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## **Trucking In The News**

- **U.S Federal Government unveils infrastructure program funding details (CCJ News)**
- **U.S Senate Confirms Raymond Martinez as next FMCSA Administrator (Transport Topics)**
- **Amazon steps into Transportation with private fleet of trucks (CCJ News)**

# Driver Spotlight

## Mike Higgins

For this month's Driver Spotlight we would like to highlight driver Mike Higgins! On April 4th Mike will be celebrating his 10-year anniversary with Sheehy Mail. Mike is an Emergency Response Team driver and has traveled as far west as Billings, MT and as far east as Jersey City, NJ. No matter where you drive for Sheehy Mail, it is very likely that you will see Mike at some point. In his free time, Mike enjoys taking care of his pets, traveling, spending time with his wife, and golfing when he gets the chance. Thank you for your hard work and dedication Mike. It's drivers like you that keep us #SheehyProud!



## Personnel

### New Personnel Assistant

We would like to welcome Marlo Birkholz as the new Personnel Assistant! Marlo will be assisting the Personnel Department with a variety of administrative tasks. If you happen to call the main line be sure to welcome and say hi to Marlo!

### Reimbursement Policy for Fed Med Cards

All Sheehy Mail drivers are eligible to be reimbursed for the cost renewing their Fed Med Card and obtaining a DOT Physical. DOT Physical's are reimbursed up to \$99.00 every two years. DOT Physical reimbursements will follow the Driver Reimbursement Policy. All reimbursements must include a receipt as proof in order for the reimbursement to be processed.

### Certification of Violations and Driver Check Forms

A few weeks ago all drivers and mechanics that currently hold a valid CDL were mailed Certification of Violations and Driver Check Forms. Please remember to fill out and complete these forms. When finished, please make sure they get returned to Waterloo as soon as possible.

## Safety

### Hos Violations

The Safety Department would like to remind all drivers to always make sure that you are monitoring your Hours-of-Service to avoid unnecessary DOT violations. Something as simple as your 30-minute break being missed could lead to serious issues if involved in a minor accident regardless if it is your fault. If you would like more information on DOT Hours-of-Service, or what the different violations mean for you as a driver, please feel free to reach out to our Driver Trainer, Kevin Rideout, in the Safety Department.

### EX-GUARD Grill Guard

You may have noticed that many of our trucks have new grill guards installed. When opening and closing these new grill guards it is important to keep a firm grip on them at all times. When you lower the liftgate make sure to do so with your legs, and also make sure it's secured firmly in the locked position after performing your pre-trip/post-trip inspection.

The guards were intalled to help prevent damage caused by deer hits. Our goal is to keep you moving to ensure that the mail arrives on time!



# Dispatch

## Vehicle Expectations

We have high standards for both equipment care and customer care. Sharing vehicles allows us to keep trucks on the road and working for our customers. Unfortunately, sharing vehicles also makes it harder to maintain clean and ready equipment. By keeping our vehicles in good shape on every run, we'll continue to maintain the great looking and performing vehicles we've always enjoyed.

Some basic expectations:

- Please remember to leave each vehicle the way you would like to pick one up
- Perform complete pre- and post-trip inspections
- Clean the windshield and mirrors
- Report equipment problems promptly to Dispatch

Above all, take pride in the quality of your work. A small investment in time can make the working environment better for everyone.

## Pre-Trip Inspection Checklist

Always remember to check the following during your pre-trip inspection:

- Under the hood
- Left and right side of cab
- Rear of cab
- Front of trailer
- Coupling
- Left and right side drive axles and suspension
- Left and right side of trailer
- Trailer suspension
- Rear of trailer
- Front of tractor
- Inside driver's door
- Inside cab

Please reach out to Dispatch if you ever need help completing your pre-trip inspection! Cleaning supplies are available at any Sheehy Mail shop.

## Accounting

### W2 Forms

Sheehy Mail employees should have received their W2 tax form for Tax Year 2017. If you have not yet received your W2 please contact Accounting as soon as possible.

### Updating Mailing Address

All current Sheehy Mail employees need to have a current and correct mailing address on file. If for any reason you have a change of address please report the address change to Accounting immediately! Without a correct mailing address you will not receive your bi-weekly pay stub or important tax forms. To update your email address please send an email to Callie Wollin at [cwollin@sheehymail.com](mailto:cwollin@sheehymail.com).

## Maintenance

### Checking Oil In Trucks

During your pre-trip and post-trip inspection remember to always check the oil level of the truck. Oil needs to be checked while the truck is cold and between the add and full lines on the dipstick.

If you choose to check the truck's oil after you complete your route you will need to let the truck cool down for at least 5-10 minutes to get an accurate reading. You need to ensure that you are not overfilling a truck's oil as this can damage the equipment.

If you ever need any help please reach out to any one of the shops!

# Sheehy Mail Quick Quiz

## What Is The Most Expensive Trailer?

What is the most expensive trailer in the U.S and how much does it cost? Today, the most expensive trailer on the market is the Kenworth T-2000. The truck is 75 feet long (the longest in the country) and weighs 90,000 lbs. The truck is designed to transport 30 television technicians and equipment for live TV events. How much do you think it costs? Find out the answer in next month's newsletter!

- \$1 million
- \$5 million
- \$7 million
- 10 million



Kenworth T-2000 Pictured Left

## Reminders For Drivers

### Padlocks

**REMINDER:** All mail loads require trailers to be locked with padlocks in addition to the USPS placed seal. Padlocks are issued to all Sheehy Mail drivers at the date of hire. If you did not receive a padlock or lost the one you were issued, please contact your Load Planner for a replacement.



### Trailer Numbers

Making sure to always enter your trailer number into your LoadTrek keypad goes a long way in helping Dispatch. By entering your trailer number Dispatch can better track trailers and determine where more trailers may be needed.

### Paperwork

Always remember to turn-in your paperwork! All paperwork needs to have a driver's name, driver ID number, and load number written legibly on any submitted documents. If you need help with paperwork please feel free to reach out to Dispatch for assistance. Please also make sure to submit the following: fuel receipts, late slips, seal cards, BOL, and weigh tickets.

## Connect With Us!

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## Follow Us On Social Media!



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