

HOS Weekly Schedule as of 4/18/19

Everyday:

- Unassigned driving events
- Interrupted
- Follow up on any open issues

Monday:

- Orientation
- Pull and call on Form and Manner (shut down 13 days out. Update boards)
- Pull HOS Violation, PC, and Yard Move reports
- Start Analyzing

Tuesday:

- Finish analyzing reports, start calls
- Final ELD check Orientation
- Pull and analyze disconnect report

Wednesday:

- Remove Manual Driving for orientation folks
- Finish any pending reports and calls
- Work on storing logs (each do own)

Thursday:

- Follow ups
- Store logs

Friday:

- Pull and call on Form and Manner
- Check and Restock Orientation Docs
- Follow up on escrow
- Store logs

Assign ELD's and Send Orientation Emails!

***ELD Billing needs to be confirmed the 1st week of each month.
All changes must be in writing to Stef before the 10th of the month.**