

- 7) Expected to unload own Truck at job site when there is a forklift and no Sod Crew Foreman available.
- 8) Expected to contact Swart's Landscaping Inc. office immediately if you cannot carry out any run for any reason (mechanical break-down, etc.) or if you get delayed for a long period of time (flat tire, accident, etc.).
- 9) Expected to follow location directions. You can go your own way, but if you have any doubts on directions you must contact Dispatcher.
- 10) Expected to pre-load for next day when possible, but only if Dispatcher sends you to do so.
- 11) Expected to be at job sites in a timely manner. When a driver has been notified of a time that a job starts, it is necessary that a driver/load be there at that time or shortly thereafter. Otherwise you will be back charged.
- 12) It is expected that drivers load 18 pallets (= to 1 Load) unless otherwise instructed. Of course, it is the driver's discretion not to overload their truck if sod is weighing heavy because of rain. Please notify the office if you are not hauling the expected 18 pallet amount.
- 13) It is expected that drivers close all gates when entering & leaving Sod Fields & Job Sites.
- 14) **Swart's Landscaping Inc allows NO children under the age of 18 in Sod Fields, on the Job sites or on/around any equipment owned.**
- 15) It is expected that all drivers return empty pallets to the field. Subcontract drivers must check with Sod Crew Foreman on job site before leaving to find out if there are any empties that can be returned
- 16) Sod Crew Foreman must initial Sod Ticket by "Empty Pallet" box on every ticket, even if no pallets are returned. The box should be empty when you leave the sod field, fill it in at the job site with the amount of empties you are bringing back to the field.
- 17) Subcontract drivers are expected to fill out Subcontract Invoices properly and neatly (Sample sheet attached). Please use the correct maps, job names, totals, etc. Excessive mistakes will be charged a \$5.00 per error fee. If you have questions, ask the dispatcher.
- 18) Invoices are due in the office by 8:00AM Monday . Faxed copies will be accepted, but the originals, including tickets must be mailed or dropped off the same week. Invoices received on time will be paid on Friday. A \$50.00 late fee will be taken out of your check, if received late. Invoices received after Tuesday, will not be processed until the following week.
- 19) Subcontractor checks can be picked up after 3:00 pm on Fridays. Do not ask for them before 3:00 pm, please. If you allow someone other than the owner to pick up your check you must sign the attached paper giving authorization to certain individuals. We will not give the check to anyone else, without this paper.
- 20) Subcontractors are required to have their load tarped and strapped down on each run.
- 21) Tolls must be on your invoice to get paid. Do not submit receipts for payment without writing this information on your invoice.
- 22) Sod tickets must be filled out in the sod field. When you bring full pallets back to the field and get reloaded to complete the load, only put the number of new pallets on that new ticket. Example: you go back to the field with 5 full pallets still on your trailer, you load 15 new pallets to make a full truck. On the new ticket only write 15 pallets out. In the section for comments write, 5 pallets still on my truck from old ticket # XYZ. **NEVER TAKE MORE THAN ONE TICKET IN THE SOD FIELD.** The tickets are numbered. Therefore, only fill out and take one ticket per load.