

Transportation Manager Training Handbook



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Transportation Manager Handbook

Core-Mark operates in a decentralized fashion and each Division can determine what is best for that marketplace given the various business dynamics that exist. This Transportation Manager Handbook is intended to cover topics in an overall generic way, recognizing that not all Divisions are the same. This Handbook will give you the high level information and it is up to you to drill down to the specifics for your Division, obviously working in tandem with your Division President and other members of your team/Division. It is up to you to take the initiative necessary to manage your training and career. Not everyone learns in the same manner so seek out help, coaching, and guidance as needed for your optimal learning and development.

The purpose of this handbook is to help orient new Transportation Managers with all of the business facets required for this role. Beyond new employee orientation, this handbook serves as a reference and training tool for existing Transportation Managers. The Transportation Team is an integral part of the Core-Mark family. We manage the largest amount of expenses for the entire company in our respective divisions. Customer service, on time delivery and service level is how we take care of our customers. We work closely with all other departments as well as external vendors and customers on a daily basis. The position of Transportation Manager requires motivation, dedication, a winning attitude and the ability to mentor those in your team for further success.



Getting started

Orientation

Human Resources Paperwork and Info

- Payroll – Direct Deposit or Live Check and timing of Paydays
- Holiday Schedule and Vacation Process
- Phone List for Division and Contact Information

Department Introductions

- Customer Service
- Sales, Fast Food and Pricing Coordinator
- AP, AR and Credit Manager
- Warehouse
- Transportation

Division President One on One

- Office Set Up
- Building Security
- Equipment and Supplies



Transportation Manager job Description

RESPONSIBILITIES:

Administers Fleet Operations

- Alone or with Fleet Router, schedules drivers, arranges routes, and allocates vehicles for outbound (backhaul) needs.
- Works with road show system in identifying costs, productivity, and delivery plans.
- Monitors, coordinates maintenance, fueling and specialty needs
- Schedules vehicle repairs and maintains requisite D.O.T. reporting.
- Arranges vehicle fueling in most cost efficient manner
- Monitor all maintenance performed by vendors
- Arranges temporary vehicles as required

Monitors compliance with all federal, state, and local vehicle operating and safety codes and regulations:

- Monitors driver's requisite operating skills
- Arranges drivers training and testing as required
- Establishes requisite D.O.T. operating files for drivers
- Maintains/monitors requisite vehicle tax reporting
- Secures requisite operating licenses as necessary

Ensures application of safety, accident-prevention standards, methods, and procedures:

- Monitors vehicle and load security
- Arranges on and off site secured parking/staging
- Arranges on the road overnight accommodations and parking as applicable
- Arranges vehicle breakdown network/response

Personnel:

- Complete budget and P&L management
- Manages driver personnel: Hiring, DQ files, training, discipline, scheduling, payroll review/input, and accident injury reporting.
- Ability to manage approximately 100 drivers and 12 supervisors located at the division and various domicile locations.

Requirements:

- Must have minimum of four years supervisory experience
- Must have experience in food distribution (DSD preferred)
- College degree preferred or significant work experience
- Strong computer skills required: AS 400, MS Outlook, Excel, and Word
- Possesses a strong understanding of DOT compliance requirements, company policies and the ability to enforce them.
- Previous transportation department management experience
- Strong personal strategic planning and expense control skills
- Excellent verbal and written skills
- Must be willing to relocate



History

From its humble beginnings in 1888 as Glaser Bros., a single tobacco storefront in San Francisco, Core-Mark has grown into one of the largest distributors and marketers of consumer goods in North America. We are the largest marketers of Fresh and broad-line supply solutions to the Convenience Retail Industry in North America. Core-Mark offers a full range of products, marketing programs, and technology solutions to over 35,000+ customer locations in the U.S. and Canada. We service traditional convenience retailers, grocers, mass merchandisers, drug, liquor and specialty stores and other accounts that carry consumer packaged goods such as airport locations and college campuses.

While the past century has brought incredible changes to our business and the world in which we operate, our goal is the same today as it was almost 130 years ago — to provide customers with the best possible service and to help them grow their sales and profits. We currently stock approximately 55,000 skus and work with 4700 vendors through our network of divisions. We pick over 615 million items annually and deliver via a fleet of over 800 tri-temp tractor trailers, some of which are now CNG thus reducing our carbon footprint.

The corporate headquarters are located in South San Francisco, CA. We were first made public December 2, 2005, on NASDAQ. * Core-Mark is a publicly held company and operates on the New York Stock Exchange (CORE). In 2015 we posted sales of \$11.1 Billion. We are a Fortune 500 Company that employs approximately 6,000 employees.



Who's who in Core-Mark?

Each functional area has a chain of command. For example, the hierarchy in Transportation:

** President and C.E.O., VP of Operations, Director of Operations, Director of Transportation, Division President, Operations Manager, Transportation Manager, Assistant Transportation Manager, Transportation Supervisor.*

Please obtain the Organizational Chart for your Division from your Division President and pay attention as to the flow of command as some divisions are structured differently. As a general rule, work within your peer group to find answers when possible.

There are Divisional contacts (included in the Divisional Org Chart) and there are corporate contacts. Corporate is located in San Francisco and provides a wealth of resources (Purchasing, Marketing, Merchandising, Operations, Finance, Sales, Human Resources, TRAC, etc.) to Divisions.

At your division, you will work with your team to carry out the divisional goals set forth by the Division President as well as the company goals set forth by corporate senior management.

You will work closely with all departments in your division to achieve these goals. The main divisional departments are Purchasing, Sales, Accounting and Operations. Again, the specifics by division may vary but below are some of the typical positions in each department.

- Operations – Warehouse Manager, Warehouse Supervisor, Receiving, Transportation Manager, Transportation Supervisor, Dry Room Manager, Driver
- Purchasing – Purchasing Manager, Buyer, Purchasing Assistant
- Sales – General Sales Manager, Territory Manager, Fast Food Manager, Pricing Coordinator, Plus Out Coordinator, Merchandise Manager, Sales Representative, Customer Service, Marketing
- Accounting – Controller, Accounts Payable, Accounts Receivable, Credit Manager



The Core-Mark brand

- A sales and marketing company, we pride ourselves on the service and value added offering to our retail partners.
- Leaders in Fresh distribution
- More than "just distribution"
- Customer satisfaction

2006 – “You Can Count on Us” 2007 – “Want Fresh? Count on Us”

2014 – “Cultivating Excellence” 2015 – “Change, Challenge, Lead”

2016 – “Live Our Core Values”

Logos & Themes



Our customers

Our Customers range from independent retailers to regional and national chains. We offer customized profitable solutions and services to meet customers' needs and help them grow profitably year over year. Traditional Convenience chains such as: Murphy USA, 7-Eleven, CST (Corner Store), Circle K, Mapco, and Maverick. We also provide service to some non-traditional Convenience store formats, such as: Walmart, Barnes & Noble, CVS, and Rite-Aid.



Our Vendors

We have a long standing relationship with both Penske and Ryder leasing. Since Core-Mark operates in a decentralized fashion the Division makes the determination which vendor is their best option. Under our lease agreement each Vendor services our equipment. We also utilize vendor lots for division's domiciles.



Core-Mark Today

Core-Mark is one of the largest marketers of fresh and broad-line supply solutions to the convenience retail industry in North America. Core-Mark offers a full range of products, marketing programs and technology solutions to our customers. Core-Mark services traditional convenience retailers, grocers, drug, liquor and specialty stores, and other stores that carry convenience products.

"Over the last few years, the Core-Mark team has focused on expanding and strengthening our distribution capabilities and core strategies to better serve its existing clients and attract new customers," said Tom Perkins, Core-Mark chief executive officer.

Core Values

Leadership in today's marketplace requires we cultivate and sustain a culture where employees with different skills, perspectives and experiences work together effectively to meet the needs of our customers. Our culture at Core-Mark supports bringing out the best in individuals, and in our company, to attain exceptional results together.

In 2015, Core-Mark took on the first examination of our values in many years. The Executive Team worked together to define the essence of our company. We asked ourselves, "what aspects of our culture should we nurture that will enable us to deliver on our vision, strategies and goals far into the future?" a set of core values intended as a compass to shape the way we lead, make decisions and guide our actions and behaviors.

- **Integrity:** Integrity in everything you do sets the standard and example for all around you and creates the culture of an organization. We earn trust by always doing the right things.
- **Family:** We are a family of individuals united by our commitment to each other, to our vendors and to our customers.
- **Committed:** We honor our commitments, provide results and strive for quality.
- **Customer-Centric:** The customer is at the center of Core-Mark. We are customer-centric, creating effective solutions to customer challenges every day.
- **Pioneering:** We are continually focused on pioneering innovative ways of improving our business and delivering exceptional opportunities and value to our customers.



Mission statement

“Core-Mark’s mission is to be the most valued marketer of fresh and broadline supply solutions to the convenience retail industry.”



Company Standards

2017 Core-Mark Company Standards



Core-Mark®

Financial Performance Standards

Sales

10% growth; 15% non-cigarette growth
30% Fresh/Dairy/Bread growth
year-over-year

> 15% PTNP growth year-over-year

Margin

Non-cigarette NSI margin growth of
20 bp per year

RONA

25% US / 30% Canada

Fresh Product Sales / NSI %:
20/20 Vision

Asset Management Standards

Accounts Receivable DSO

10 days

Cigarette DCOS

7 Days

Non-Cigarette DCOS

22 Days

180 Day Inventory

Less than 2% of non-cigarette
Inventory

Non-Cigarette A/P Days

13 Days

Customer Performance Standards

Fill Rates

99% cigarette, 98% non-cigarette,
98.5% total fill rate

On-Time Delivery

95% of all deliveries will be made
within +/- one hour of scheduled
delivery window

Operations Service Level

Achieve 99.75% order accuracy

Operation Standards

Inventory Shrink

Less than or equal to 0.02% of Sales

Overtime In warehouse

Not to exceed 5% of total hours paid

AIR standard > 900

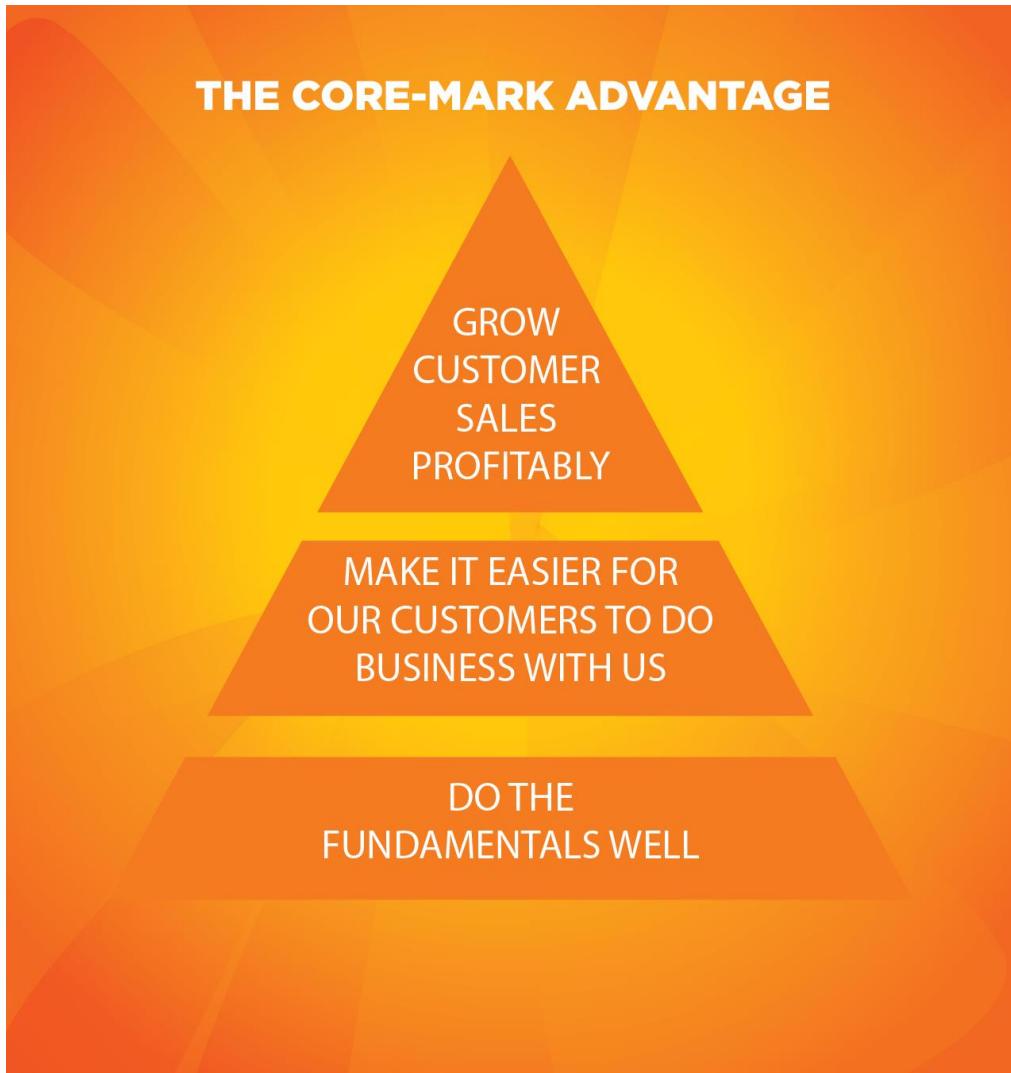
DOT standard > 900

Throughput

5% Increase year over year, based
on Core Logistics

Business Model

- * 95% On-Time Delivery
- * 98.5% Fill Rate
- * 55,000 SKU's and growing
- * 99.25% Service Level



OUR BUSINESS MODEL
THE CORE-MARK ADVANTAGE



Cross-functional teams & departments

People, our peers, our divisional and corporate teams are our best resources. We work together as a family unit. Good working relationships are imperative in meeting our collective goals. Plan regular meetings with other departments to keep current with all the many changes that occur as we grow together. Work collectively to create programs and solutions that benefit the division and company as a whole.

Division President

As part of the Senior Staff at your division you should expect to work closely with your Division President. The majority of your directives will come from him/her. The DP is in charge of communicating and carrying out the goals set forth by the company as well as setting and directing local divisional goals.

- 1) What are the company and division expectations in regard to:
 - a) On Time Delivery
 - b) Operational Expenses
 - c) Internal DOT Audit
 - d) Transportation Metrics
- 2) What are the reporting requirements and timeframes i.e. Weekly, Month End, Quarterly, and Yearly?

Controller

You will also work directly with the Controller and the rest of the accounting group at your location. You will not only be providing information to this person, but you will also rely heavily on them to provide you with the data needed to complete your reporting and have an accurate account of where you stand in regard to the company standards and divisional goals. The Controller's team typically consists of Accounts Payable and Accounts Receivable staff, Credit Manager and may sometimes include Dry Room. A few of the key things to address with your Controller are:

- 1) In depth P&L review
- 2) Lease Contract
- 3) Monthly Accruals
- 4) Driver returns

Operations Manager

You will work directly for the Operations Manager. He has both warehouse and transportation departments. He will be your first resource when it comes to company policies and procedures. He will also help with your P&L. Will require a monthly narrative from both departments on Cost per cube, labor cost per cube and regular expenses as it pertains to plan. He will also want a report on all Transportation Metrics against company standards

Warehouse Manager

Warehouse: There are various areas of the warehouse to include Receiving, Staging/Put Away, Dry Room, Inventory Control, Stamping and Shipping. You will work with the Warehouse Manager on many levels to include but not limited to – coordinating delivery appointments, selecting, loading issues, customer service and service level.

Sales

You will work directly with the General Sales manager and the sales team on a daily basis to create programs and define items and lines to best service our customer needs. The sales team generally includes Territory Managers with Sales Representatives reporting from each area. The Pricing Coordinator, Marketing Manager and Merchandise Manager are also typically in direct report to the GSM as well.

Fast/Fresh Food Manager

The role of the Fast Food/ Fresh Manager is to grow our business in these key areas. They serve as a liaison between the customer, the sales team and the buyers. They are charged with maintaining many of the key programs that set us aside and above many of our competitors.

Merchandising Manager

The Merchandising Manager has a team of people who are responsible for resetting stores, program implementation and making sure new items and top selling programs are placed in optimal areas throughout the store. These merchandising teams play a vital role in the growth and profitability of a store. You and your team will work with the Merchandising Manager to ensure that you have the current and correct Smart Stock and Smart Set items.

Human Resources

Additional policies, such as Alcohol & Drug Safety, Checklist of Procedures for FMLA, Code of Business Conduct, Employee Handbook, and many more can be found on SharePoint, or ask your H.R. Manager. Link (<http://vcr-sharepoint/SitePages/Home.aspx>)

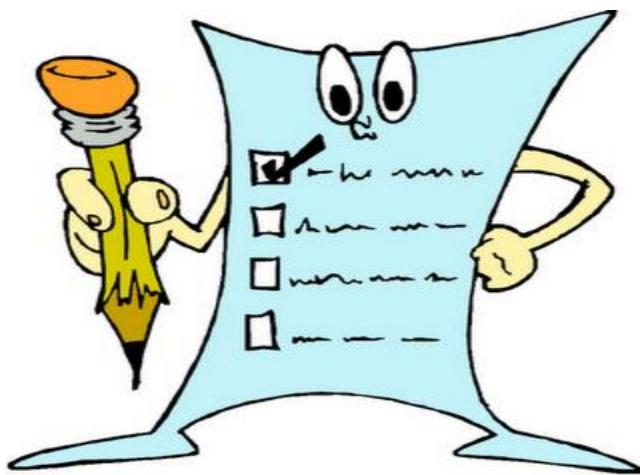


you can:

- Lower Cost of Goods and Reduce Operating Costs
- Reduce Transactional Costs
- Optimize Capital Investments
- Increase Cash Flow
- Improve In-Stock Condition
- Create a Strategic Partnership

Test for knowledge & Understanding — self assessment

1. What is the company standard for OTD?
2. When must you have your narrative prepared for Ops Manager?
3. What is our Mission Statement?
4. Name three of the functions of the Warehouse team.
5. What is the current service level goal to our customers?
6. True or false – the receiving team reports to the controller.
7. What are the Core-Mark Core Values?
8. What year was Core-Mark founded? Under what name?
9. Where is the most current copy of the Transportation Policy located?
10. True or false – Transportation Manager works directly for the Division President.



Transportation Key Metrics

Strategies

In order to obtain the goals set forth by our company and our divisions, we must focus on doing the fundamentals well.

1. Safety
 - a. This is calculated for all divisions by Total # OSHA reportable injuries divided by total hours worked, times 200,000 hours worked. 5.0 RIR company standard
2. On Time Delivery
 - a. 95% is the company standard time windows depend on each chain and independent customer from 2 to 4 hour time windows.
3. Service Level
 - a. Service level is calculated by the total number of errors divided by total number of items delivered 99.75% is the company standard
 - b. Transportation directly effects this by miss deliveries and delivery damage.

Systems Overview

Core-Mark transportation teams use five systems/software's to manage their departments. These systems are some of the most advanced in the industry and are designed to keep departments in compliance according to FMCSA.

1. DCMS – AS-400 based, house system. Transportation and Warehouse data is stored here.
2. PeopleNet – Electronic logging Device system linked to all Core-Mark trucks. HOS system to help keep all drivers and divisions in compliance
3. CoolTrax – Temperate control device and monitoring system for your cold chain solution. Equipped in all temperature controlled trailers
4. Road Show Descartes – Routing system that is linked to DCMS.
5. J. J. Keller – Holds all DQ files and Drug and Alcohol testing for FMCSA compliance





Corporate programs and information

Transportation Security Policy

EQUIPMENT CHECKS

Transportation security equipment must be checked each day as part of the driver's pre-trip and post-trip inspection. Any security equipment, which is missing, or not functioning properly, must be reported to management. For example, a locking device that is difficult to open may mean it will fail soon. The driver shall notify management if automatic roll-up doors or alarms are not functioning properly.

LOCKS

It is our policy that tractors, trailers, company vans and autos remain locked at all times, including when the vehicle is occupied. **There are no exceptions permitted.**

All trailers must use a slam lock on the rollup door. This lock provides a high level of protection in the following areas:

- It is an internal lock so it cannot be removed with a bolt cutter or sledgehammer.
- The lock automatically locks each time the door is closed
- The key is almost impossible to duplicate

The side door locks can be keyed the same as the slam lock. This type of lock allows the ability to put the entire fleet on a master key program.

Slam locks must be periodically maintained. On a monthly basis spray the lock with a liberal amount of lubricant to flush dirt out of the mechanisms. Do not use WD- 40, which contains a drying agent. During cold weather, be sure the lock is protected with a rubber boot and lubricate the lock weekly.

The keys and the locking mechanism to the slam lock are made of a soft metal that over time will wear out. This is considered normal wear and tear. After the lock has been in service for three years, it must be sent back to the manufacturer to be rebuilt. A schedule must be established and maintained. In addition, extra locks must be available to allow for maintenance.

SECURITY SEALS

The use of security seals on trailer doors can reduce the opportunity for theft. The seal detects whether a trailer door has been opened.

The following are seal control procedures:

- Use numbered cargo seals.
- Management must seal all trailers.
- Trailers must be sealed at the loading dock immediately after the truck is loaded.
- Management must write the seal number in ink on the top of the load list.
- When the driver checks the load before departing, the seal number must be verified with the number recorded on the load list.
- If the seal is not intact or the number does not match the load list, the driver must notify division management immediately.
- The driver that the load is assigned to must break the seal and must retain the broken seal.
- The security seal must be turned in at the end of the route with the driver's paperwork in order to verify the number.

HIGHJACK PREVENTION

Hijacking is the crime of armed robbery in which a vehicle is taken by force. The majority of hijackings are done by professionals who have no intention of harming the driver as long as there is cooperation.

In order to minimize hijackings, drivers must receive the following training before they deliver any Core-Mark product:

- Drivers must not discuss the contents of their trailers with anyone.
- Drivers must be alert to suspicious looking people and to suspicious vehicles in parking lots and general delivery areas. Be alert for cars, which appear to be following the vehicle. Also, note if the same people appear at different stops.
- All doors and windows must be locked, even when the driver is in the vehicle.
- Keep vehicle windows closed at all times, even when the cab is occupied.
- Always lock all vehicle doors and windows between stops.
- Do not physically resist any armed hijacker.
- When driving, never pull over to help anyone.
- Whenever possible, park the vehicle where it is visible from inside the stop.
 - In the event of a suspected or actual hijacking, drivers must be instructed to do the following:
 - Call the police if there is a suspicion that the truck is being followed. Go to a safe place such as a well-populated area, fire department, or police department.

- If a hijacking takes place, stay alert and remember everything possible about the hijacker; for example:
 - Did the hijacker(s) use names
 - What type of clothing were the hijackers wearing?
 - Physical description of hijackers (height, weight and coloring)
 - Type of weapon (if any)
- Notify the police immediately upon release. **Call 911.** Be prepared to provide the following information about the vehicle: After 911 call the division.
 - Vehicle description
 - License plate number
 - Location
 - Tractor and trailer number
 - Description of the load (management may be required to give this information if the driver is unable.)

ADDITIONAL SECURITY MEASURES FOR TRANSPORTATION

The following are additional security procedures, which should be considered:

COMMUNICATION

The division can utilize Nextel radios or cellular phones. Phones can be preprogrammed with important numbers. However, the division must have the systems and manpower in place to handle the transportation communication. If the above is not possible, a driver's check-in procedure must be implemented.

PeopleNet & Cooltrax TRACKING DEVICES

PeopleNet & CoolTrax tracking devices in each vehicle & trailer can be very helpful in locating a stolen vehicle. If an accident or hi-jack occurs PeopleNet & CoolTrax needs to be used to provide the location and times to law enforcement.

KILL SWITCHES

A kill switch is a switch hidden under the dashboard of the truck that prevents the truck from being started. While this device can prevent a truck from being stolen, it must be used with

caution. In a hijack situation, this may cause the hijacker to become irritated and act aggressively toward the driver.

AUTOMATIC ROLLUP DOORS

Automatic rollup doors are used on trailer doors and operate similar to a garage door opener and can be used in lieu of slam locks. Automating the opening and closing of the roll-up door eliminates the necessity of the driver to physically open and shut the door.

Decision Driving

SAFETY THROUGH IMPROVED DECISION MAKING

Decision driving is based off a program that comes from our insurance company Liberty Mutual. As a company through guidance from Liberty Mutual we require all drivers to have this training at least once a year. All new hire drivers are also required to have this training completed during orientation prior to operating a company vehicle. Decision Driving is based on the concept and acronym ESSPT.

- Expand your “look-ahead” capacity
- Size up the whole scene
- Signal your intentions early
- Plan an escape route
- Take decisive action

Decision driving also goes over intersection hazards and how to control the driver's situation when approaching and departing from intersections.

- “Stale Green” Concept
- Look Left - Right - Left Again When Stopped or Moving Into Intersection
- Pause 3 Seconds Before Moving Forward From Traffic Light
- Point of No Return
- Cover the Brake
- Don’t Depend on “Right of Way”

Commentary Driving

Commentary driving is also recommended by Liberty Mutual and as a company it is required that all drivers complete at least 2 commentary drives in a rolling 12 months. This is also scored on the Company Internal DOT compliance review.

Description

Commentary driving is a technique whereby the automobile student driver “speaks out” All his/her observations, interpretations, evaluations, and intentions which he/she believes are related to the traffic situation, that have developed or are developing about him, while driving. Briefly, it is simple a “reading” of the traffic picture aloud including a running commentary or driving tactics to be employed.

Comments are expected to take place **before** the fact, not after. For the most part, they should be about things seen or preparatory thinking or intentions on the part of the driver rather than a description of the mechanics of the operation to be taken. Comments need not be complete sentences or phrases.

Objections and Expected Outcomes

1. It helps create an awareness of the many problems involved in driving and provides practice in solving some of these problems
2. It calls attention in a dramatic way to the vast number of things a driver should be watching for and thinking about and driving is a full times job.
3. It helps build up resistance to common distractions
4. It reviews and reinforces the knowledge and driving skills previously learned.
5. It provides for involvement and participation by student observers.
6. It assists in the development of the ability to judge how far ahead one should observe and how early to start taking action.
7. It assists in the development of selective seeing habits.
8. It assists in the evaluation of student progress and the effectiveness of teaching
 - a. Is the student using his eyes effectively?
 - b. Does the student recognize hazardous situations in time?
 - c. Does he understand and make adequate application to traffic laws and safe driving protection.
 - d. What training or retraining is advisable?

Procedures

The driver is asked to describe everything he believes to be pertinent that he sees ahead, to both sides, and in his rear view mirrors. When there is time, he should announce the various alternate options possible, his choice way such action is best. Comments should include remarks about signs, signals, markings, hazardous situations, actions or expected actions of other road users, etc. The comments should be specific; general terms such as “checking conditions” and “will move to proper lane”, should be avoided. After a brief explanation, the supervisor/instructor should give a short demonstration. For example, he/she would say: Coming to an unmarked intersection. Way is clear. My speed is below 25 mph sign. Pedestrian stepping off curb. Will yield. No car behind. Traffic light block ahead is green. It may be ready to change. Am prepared to stop if necessary--checking mirror.

Monthly DOT Metrics

The company requires all divisions to adhere to the following DOT metrics, each division is measured against the metrics. These Metrics will be sent by corporate at the beginning of each month.

Standards:

MPG > 6.00 each division should work to be at or above this metric. This can be located in PeopleNet under report center and select Vehicle Management Classic.

Long Idle < 3% for divisions with no teams, < 10% with divisions with teams this is to help drive down the fuel cost to the company. This also is located under PeopleNet's Vehicle Management Classic.

Over Speed < 3% all divisions are measured by 1 to 5 miles over the speed limit this is found in PeopleNet Speed gauge portion. This can be ran weekly and monthly

Violations < 2 per driver in 30 day period (violations include HOS and Form & Manner "pre/post inspections"). Violations can be found in PeopleNet in EDiver Logs under reports violation summary.

DQ Compliance > 95% JJ Keller maintains all Core-Mark International, DQ files and handles our random Drug and Alcohol program. All information can be found in JJ Keller CIC web site.

CSA Score

CSA stands for Compliance, Safety, and Accountability. It is the safety compliance and enforcement program of the Federal Motor Carrier Safety Administration (FMCSA) that holds motor carriers and drivers accountable for their role in safety. CSA affects motor carriers, including owner-operators, by identifying those with safety problems to prioritize them for interventions such as warning letters and investigations. CSA affects drivers because their safety performance and compliance impact their safety records and, while working for a carrier, will impact their carrier's safety record.

Prioritization: How it works:

Your company's safety data appears online in FMCSA's Safety Measurement System (SMS). FMCSA updates the SMS once a month with data from roadside inspections, including driver and vehicle violations; crash reports from the last two years; and investigation results. The SMS considers:

- The number of safety violations and inspections
- The severity of safety violations or crashes
- When the safety violations occurred, with recent events weighted more heavily
- The number of trucks/buses a carrier operates and the number of vehicle miles traveled
- Acute and Critical Violations found during investigations

FMCSA organizes the SMS data into seven Behavior Analysis and Safety Improvement Categories (BASICs):

- **Unsafe Driving**
 - *Speeding, reckless driving, improper lane change, inattention, no seatbelts*
- **Crash Indicator**
 - *Histories of crash involvement (Not Public)*
- **Hours-of-Service Compliance**
 - *Noncompliance with HOS regulations, including logbooks*
- **Vehicle Maintenance**
 - *Brakes, lights, defects, failure to make required repairs*
- **Controlled Substances/Alcohol**
 - *Use/possession of controlled substances/alcohol*
- **Hazardous Materials Compliance**
 - *Leaking containers, improper packaging and/or placarding (Not Public)*
- **Driver Fitness**
 - *Invalid license, medically unfit to operate a CMV*

The SMS groups carriers by BASIC with other carriers that have a similar number of safety events (e.g., crashes, inspections, or violations) and then ranks carriers and assigns a percentile from 0 to 100 (the higher the percentile, the worse the performance) to prioritize them for interventions.

Transportation Manager

Overview

Daily / Weekly / Monthly Checklist of Responsibilities

Daily Activities:

Daily functions

Upon Arrival Walk the yard / check equipment.

Supervisor - Status with Dispatch Supervisor.

Supervisor - Check dispatch log for late dispatches & profitability report.

Address any issues that may have come up overnight with shuttles or prior day driver check in.

(70 / 58) (Where Applicable) Current Work Status for tardy or absent drivers.

PeopleNet - Ensure DOT and data recording of on board computer reports have been reconciled (discipline where applicable).

Dry Room - Check with the dry room for any issues.

Drivers, Customer Ser. -Discuss service issues with drivers upon return and or Customer service.

Router Review routing consolidation or addition with routing supervisor.

Safety Review all accidents and safety infractions, discipline where necessary. Ensure a clean and safe work environment.

Review the following reports - All these reports can be sent to your email.

System Menu (51 / 80 / 20) BLOPRT49 Held Orders Report.

System Menu (51 / 80 / 66) BLOPRT66 Truck Profitability.

System Menu (28 / 60 / BL) BLQVLATTK1 Customers by truck, telephone #, delivery window.

System Menu (28 / 60 / PI) PIOV21 Warehouse/Delivery Damage Report.

System Menu (10 / 66) POOR21 Back Hauled PO's Not Picked Up.

Email: Review all emailed PeopleNet reports coach and counsel where applicable.

Weekly Activities:

Review staffing levels for upcoming week.

- a) Update vacation calendar
- b) Ensure employee attendance record is up to date
- c) Approve drivers schedule for following week and post
- d) Make contact with each driver weekly just to say "hi" and "how are you"

Weekly Reports

Status with Operation's and Sales Manager's.

Status with your direct reports with agenda and goals.

System Menu (12 / 21 / P) - Review the on time windows for the prior week.

System Menu (70 / 69) - Dept. 70 or Stop/Cube/Mile Pay Review payroll and correct any discrepancies.

PeopleNet - Ensure DOT and data recording of on board computer reports have been reconciled.

(SAP) Review and approve all bills for the trans. Department. Go over Penske/Ryder billing address issues with Vendor Reps.

System Menu (51 / 85 / 53) - for Cube Friday check run rate of hours and salaries for week compared to cube and sales run rates.

Review routing consolidation or addition with routing supervisor (Permanent reductions or additions).

Check DQ files through JJ Keller and Compliance percentage 95%. Review with management team.

Check CoolTrax dashboard for Trailers not reporting

Monthly Activities:

Activities & reports

- 1 Review division and department financial statements. Share information with supervisors.
- 2 Write monthly narrative for transportation, submit to operations manager.
- 3 Perform monthly supply inventory, submit to ops mgr. / controller.
- 4 Take and submit Mileage to transportation equipment provider.
- 5 Calculate your monthly equipment costs and provide controller with accruals.
- 6 Tailgate meetings with the drivers.
- 7 Visit Domiciles must be accomplished whether on a Monthly or Quarterly or bi-annual schedule.
- 8 Perform one ride-a-long with a driver.
- 9 Review all PeopleNet reports for positive feedback and/or discipline where necessary.
- 10 Review on time delivery windows from prior month and make adjustments.
- 11 Review any incidents and accidents, ensure all protocol has been followed from reporting to review board.
- 12 System Menu (10 / 72) POOR22 Backhaul G/L Reconciliation Report.

Fleet Management:

As discussed earlier Core-Mark has an extensive relationship with both Ryder and Penske fleet leasing, they lease both our tractors and trailers. Our assets are our biggest expense for the company and asset management is crucial for the Transportation Manager to oversee. Asset management includes but is not limited to the following items.

1 Inspect the fleet on a daily basis looking for and notating any damage not previously reported. Apply disciplinary action where needed. Observe Pre and Post trip inspections ensure drivers are following procedures

2 www.MyFleetatPenske.com; www.Ryder.com ; both links will help you manage tools and reports as well as invoicing.

3 System Menu (12 / 8) ensure the asset management is up to date in DCMS all current assets both tractors and trailers. This is where Corporate pulls information for all Core-Mark's Fleet, compliance is mandatory.

4 Important GL Codes for Transportation fleet in SAP:

- 720020 Vehicle Leases
- 720050 Vehicle Maintenance & Mileage Trucks
- 720055 Vehicle Maintenance & Mileage Trailer
- 720060 Fuel, Oil
- 720061 CNG Fuel
- 720063 DEF
- 720090 Excess R&M Truck
- 720100 Excess R&M Trailer

5 Have weekly contact with your Vendor Reps to go over billing discrepancies and any issues concerning fleet maintenance i.e. Preventive maintenance, equipment needs.

6 Work with your Corporate Transportation Team for any additional equipment needs, questions or help in any way. The Team consist of the Following:

- Brian Johnston Sr. Director of Transportation
- Rick Thompson Region #1 Transportation Training Manager
- Dennis DiBonaventura Region #2 Transportation Training Manager
- Keith McWilliams Region #3 Transportation Training Manager

DCMS/AS400

DCMS is Core-Mark's operating system for all of operations. This system will help you pull reports, get information and assist in keeping your fleet and drivers in compliance.

Some of the important functions in DCMS:

- System Menu (16 / 12) for your Master Routing list.
 - System Menu (12 / 21) select (P) for Time Window report
 - System Menu (51 / 80 / 66) Truck profitability report
 - System Menu (52 / 2) enter Customer # for Customer Information

For further information and instructions on the DCMS system see the SharePoint site under operations for the DCMS user manual.



PeopleNet EOBR



Welcome to the PeopleNet Fleet Manager

Company ID
4109

Password
•••••

[Driver Center Login](#)

SIGN IN

A. LOGS

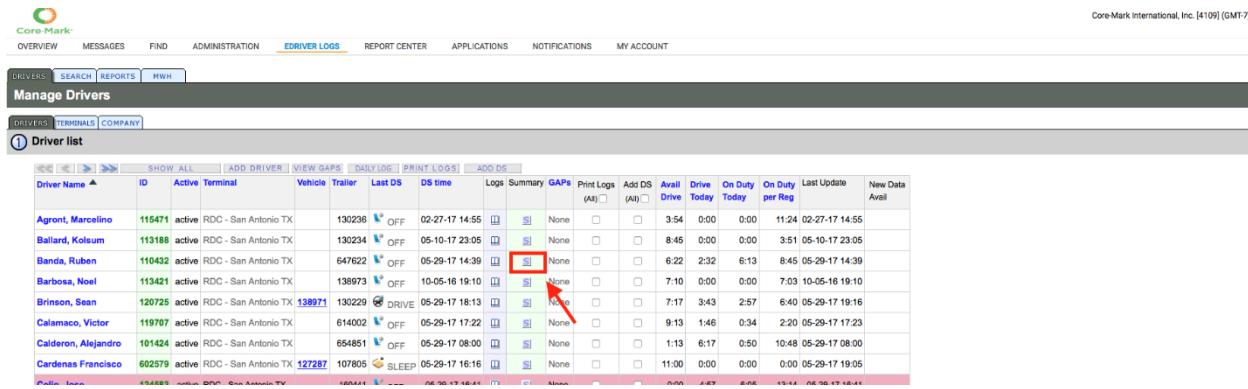
i. Location

Once you have entered your Company ID and password this will be the screen that you will come too. As you see I have highlighted one of the tabs on the top, these tabs will be how you maneuver to the different sections depending on the information that you are looking for. For now I have highlighted Edriver Logs as clicking on this will bring up all your active drivers assigned to your center. And allow you to view the driver's logs and to be able to enter corrections or paper logs in the event a peoplenet unit is down.



The screenshot shows the PeopleNet homepage. At the top, there is a navigation bar with several tabs: OVERVIEW, MESSAGES, FIND, ADMINISTRATION, EDRIVER LOGS (which is highlighted with a red box and has a red arrow pointing to it), REPORT CENTER, APPLICATIONS, NOTIFICATIONS, and MY ACCOUNT. Below the navigation bar, the main content area is titled "PeopleNet" and includes links for "SYSTEM UPDATES", "PRODUCT UPDATES", and "NEWS". A news item from May 4, 2017, about a new real-time system status page is displayed. To the right, there are sections for "RECENT VIDEOS" (Standard Reports and Mobile PFM Overview) and "Support Center" (with links for "Support Center" and "WebEx Training").

Once you click on the EDRIVER LOGS this will be the screen that you will see. As you can see I have picked a driver and highlighted the icon that looks like an open book, clicking this icon will take you to the screen that you will be able to view the driver's logs.



The screenshot shows the "Manage Drivers" page. At the top, there is a toolbar with buttons for SHOW ALL, ADD DRIVER, VIEW GAPS, DAILY LOGS, PRINT LOGS, and ADD DS. Below the toolbar, a search bar and a "Driver list" button are visible. The main content area displays a table of drivers. One row for "Banda, Ruben" is highlighted with a red box and a red arrow pointing to the "Logs Summary" column. The table columns include: Driver Name, ID, Active, Terminal, Vehicle, Trailer, Last DS, DS time, Logs Summary, GAPS, Print Logs (checkboxes for All/None), Add DS (checkboxes for Drive Today/On Duty Today/On Duty per Reg), Avail, Drive Today, On Duty Today, On Duty per Reg, Last Update, and New Data Available.

On this page you will see a list of days to be able to look at a log from a specific day; I have highlighted a specific day to look at.

Core-Mark International, Inc. [4109] (GMT-7)

DATE	MILES	OFF DUTY	SLEEPER	DRIVING	ON-DUTY	TOTAL	LAST 7	VIOLATIONS
05/29/2017	91.1	5:54	0:00	2:32	6:13	8:45	50:54	
05/28/2017	0.0	24:00	0:00	0:00	0:00	0:45	49:56	
05/27/2017	41.0	16:38	0:00	1:21	6:01	7:22	49:56	
05/26/2017	103.3	13:47	0:00	2:39	7:34	10:13	50:25	
05/25/2017	44.4	15:54	0:00	1:34	6:31	8:05	48:13	
05/24/2017	111.5	15:24	0:00	2:39	5:57	8:36	48:13	
05/23/2017	44.8	16:07	0:00	1:43	6:11	7:54	48:04	
05/22/2017	59.3	16:13	0:00	1:40	6:06	7:46	48:18	
05/21/2017	0.0	24:00	0:00	0:00	0:00	0:00	40:32	
05/20/2017	45.2	16:10	0:00	1:30	6:20	7:50	40:32	
05/19/2017	96.9	15:58	0:00	2:21	5:40	8:01	41:10	
05/18/2017	45.7	15:55	0:00	1:48	6:1	8:04	42:51	
05/17/2017	97.8	15:33	0:00	2:20	6:07	8:27	43:21	
05/16/2017	45.6	15:52	0:00	1:41	6:27	8:08	42:32	
05/15/2017	0.0	24:00	0:00	0:00	0:00	0:00	42:37	
05/14/2017	0.0	24:00	0:00	0:00	0:00	0:00	42:37	
05/13/2017	44.6	15:31	0:00	1:29	7:01	8:30	42:37	

ii. Editing logs In PeopleNet

After clicking on the specific date of log that you would like to view this is the screen that you will see, on this screen you see he worked and the system tracked him. Now say for instance he was in a truck that did not have people.net installed so even though the graph showed that he did not work he actually did. At this point you would have to enter his log, to do this you would click the Enter Correction tab which I have highlighted below.

DRIVER	COMPANY / MAIN OFFICE	HOME TERMINAL
Banda, Ruben ID 110432 Log Date: Thursday May 25, 2017	Core-Mark International, Inc. 395 Oyster Point Blvd. Suite 415 South San Francisco, CA 94080-1928	RDC - San Antonio TX Core-Mark Int, 395 Oyster Point Blvd. #415, South San Francisco, CA, 94080-1928 Home Terminal, 465 Tri County Parkway, San Antonio, TX, 78154 DOT # 295289 Start time: 0:00
On duty + Driving 8:05 Miles today: 44.4 Last Certify Date: 05/29/2017 14:39 Vehicle 127283 EOBR # 1666580 Trailer 647622 Jurisdiction USA - Mainland Cycle US 60/7 - 16hr Exemption 395.1(o) Co driver no co-driver Shipping information 302 grocery	US DOT NAME/NUMBER Core-Mark International, Inc. DOT #: 127283	

Off Duty	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Sleeper Berth	Total Hours																								
Driving	15:54																								
On Duty (not driving)	0:00																								
	1:34																								
	6:31																								

ENTER CORRECTION		SHOW WARNINGS / NOTIFICATIONS	SHOW AUTO DUTY LOG TIMES	PRINT LOGS			
EVENT	DRIVER	LOG TIME	CREATED TIME	LOC / INFO	REMARKS	ODOMETER	CREATED BY
Co-Driver		05/25/17 00:00:00	05/25/17 00:00:00	+29.625N -98.420W 4.4 miles N from Hollywood Park, TX	No Co-Driver at start of log		PFM System
Off duty		0:00:00	05/25/17 00:00:00	05/25/17 00:00:00	Duty status at start of log		PFM System
Vehicle number	4:53:45	05/25/17 04:53:45	05/25/17 04:53:45		127283	62311.0	Driver
Vehicle status		0:00:00	05/25/17 04:53:45	05/25/17 04:53:45	Join vehicle	62311.0	Driver
Driver Login		0:00:41	05/25/17 04:54:26	05/25/17 04:54:26	127283	62311.0	Driver
Change trailer		0:01:35	05/25/17 04:56:01	05/25/17 04:56:01	647622		Driver
Shipping Info		0:00:03	05/25/17 04:56:04	05/25/17 04:56:04	302 grocery		Driver
Co-driver		0:00:03	05/25/17 04:56:07	05/25/17 04:56:07	No co-driver		Driver
Single Driver		0:00:00	05/25/17 04:56:07	05/25/17 04:56:07			Driver
On duty		0:00:02	05/25/17 04:56:09	05/25/17 04:56:09	+29.626N -98.422W 4.3 miles N from Hollywood Park, TX		Driver
Log certification		0:00:02	05/25/17 04:56:11	05/25/17 04:56:11	Driver certifies all previous logs are true and correct		Driver
Pre-trip Inspection		0:05:04	05/25/17 05:01:15	05/25/17 05:01:15	Submitted by Velocity DVIR Pro		Driver

This is the enter correction screen where you would follow the paper log and enter as exactly as you see it on the log. Each change of status when entering you would do from this screen.



OVERVIEW MESSAGES FIND ADMINISTRATION EDRIVER LOGS REPORT CENTER APPLICATIONS NOTIFICATIONS MY ACCOUNT

DRIVERS SEARCH REPORTS MWH

Additional eDriver Log Entry for Banda, Ruben

① Choose an additional entry type:

TIME OF ENTRY	
Date & time of entry	05/25/2017 5:00 CST
TYPE OF ENTRY - PICK ONE	
Duty Status location	<input checked="" type="radio"/> <input type="radio"/>
Trailer	<input type="radio"/>
Shipping Info	<input type="radio"/>
Citations	<input type="radio"/>
Remarks	<input type="radio"/>
HOS Regulation	<input type="radio"/> <input checked="" type="radio"/>
Vehicle Inspection report	<input type="radio"/> <input checked="" type="radio"/>
Miles Override	<input type="radio"/>
Co-driver Override	<input type="radio"/>
License Plate	<input type="radio"/>
ENTER A REMARK	
Remark required	<input type="text"/>

② Select delivery method

The driver is currently not logged into a vehicle, the log entry will be delivered when he/she joins a new vehicle.

③ Submit

B. Violations

i. Form Violations

To look at any Hos or Pre or Post Trip violations you would click on the E-Drivers log tab and then select the reports tab. Next you will select your terminal, driver name or driver id, we are going to select all terminals. On the Configure Driver Report you will select Violations Summary and choose how you would like to view. Lastly select the date and up to a 30 day view in the Select a date range box and click submit.

The screenshot shows the Core-Mark E-Drivers software interface. At the top, there is a navigation bar with links: OVERVIEW, MESSAGES, FIND, ADMINISTRATION, EDRIVER LOGS (which is underlined in blue), REPORT CENTER, APPLICATIONS, NOTIFICATIONS, and MY ACCOUNT. Below the navigation bar, there is a sub-navigation bar with buttons: DRIVERS, SEARCH, REPORTS, and MWH. The main area is titled "Driver Reports".

① Select the Driver Scope

Under this section, there are three input fields: "Driver Name" (empty), "Driver ID" (empty), and "Terminal Scope" (empty). A red box highlights the "Terminal Scope" field, and a red arrow points to it from the bottom right.

② Configure a Driver Report

Under this section, there are two input fields: "Report" (set to "Daily Log") and "Delivery method" (radio buttons for "Screen" and "Email a '.csv' file which I can import into a spreadsheet"). A red box highlights the "Report" field, and a red arrow points to it from the bottom right.

③ Select a date range

Under this section, there is a note: "Report runs for the current day only." There is no visible date range selection box.

④ Submit Report

Under this section, there is a single button labeled "Submit" enclosed in a red box. A red arrow points to it from the bottom left.

ii. HOS Violations

Once you click submit it will pull up your violations and from there you will be able to view the specific violations that have occurred during your timespan.

Core-Mark

OVERVIEW MESSAGES FIND ADMINISTRATION EDRIVER LOGS REPORT CENTER APPLICATIONS NOTIFICATIONS MY ACCOUNT

DRIVERS SEARCH REPORTS MWH

Driver Reports

Violation Summary report for 5/27 to 5/29

EMAIL REPORT

DRIVER	DRIVER ID	VIOLATIONS	SUMMARY
May 29,2017			
No Violations			
May 28,2017			
No Violations			
May 27,2017			
Crawford, Corey	119189	 	

EMAIL REPORT

VIOLATIONS KEY

VIOLATIONS KEY	OCCURRENCES
Driving time violations 	0
On duty time violations 	1
Cycle violations 	0
US - Personal Conveyance Company violations 	0
Canada - Personal Conveyance violations 	0
Citation 	0
Speed over maximum average 	0
Missing pre-trip, inter-trip, or post-trip inspections  	0

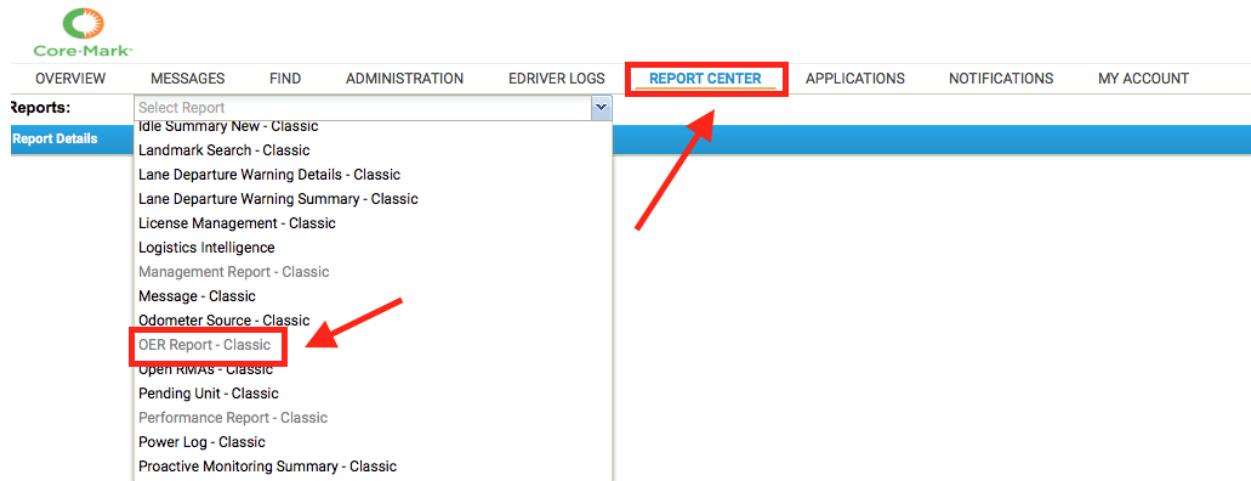
Red arrows point to the driver information and the On duty time violations row in the violations key table.

C. OER RECORDED EVENTS LOG

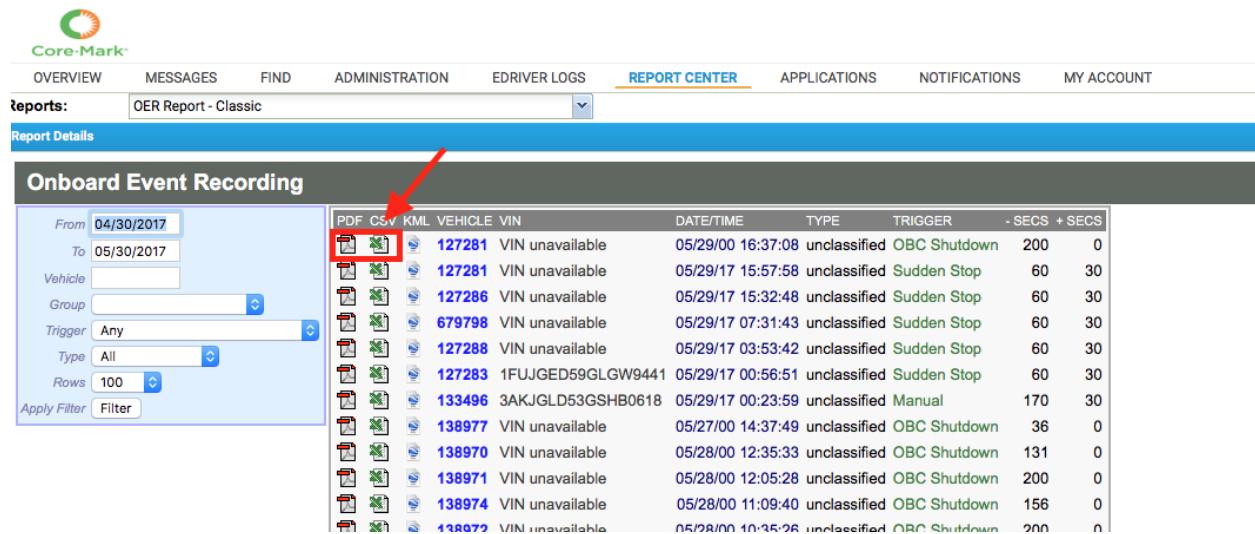
i. Downloading Reports

To be able to view OER events which are events such as Sudden Stop or Sudden Start could provide vital information and tell how the driver was driving prior to the event and right after. To view this information click on the Report Center function tab as highlighted below. Next you will need to click the dropdown box and select OER Report Classic.

When you select that it will bring up a list of recorded events in which you would search and select the event you would like to open and save. This report brings up several things for instance was the clutch engaged, how much throttle was being used all very useful information.



When you select that it will bring up a list of recorded events in which you would search and select the event you would like to open and save. This report brings up several things for instance was the clutch engaged, how much throttle was being used all very useful information.



The screenshot shows the Core-Mark software interface with the following details:

- Header:** Core-Mark logo, followed by navigation links: OVERVIEW, MESSAGES, FIND, ADMINISTRATION, EDRIVER LOGS, REPORT CENTER (highlighted in blue), APPLICATIONS, NOTIFICATIONS, MY ACCOUNT.
- Reports:** OER Report - Classic
- Report Details:** Onboard Event Recording
- Filter Options:**
 - From: 04/30/2017
 - To: 05/30/2017
 - Vehicle:
 - Group:
 - Trigger: Any
 - Type: All
 - Rows: 100
 - Apply Filter: Filter
- Export Options:** PDF, CSV (highlighted with a red arrow), KML, VEHICLE, VIN.
- Data Table:** A table listing recorded events with the following columns: VIN, DATE/TIME, TYPE, TRIGGER, - SECS, + SECS.

VIN	DATE/TIME	TYPE	TRIGGER	- SECS	+ SECS
127281	05/29/00 16:37:08	unclassified	OBC Shutdown	200	0
127281	05/29/17 15:57:58	unclassified	Sudden Stop	60	30
127286	05/29/17 15:32:48	unclassified	Sudden Stop	60	30
679798	05/29/17 07:31:43	unclassified	Sudden Stop	60	30
127288	05/29/17 03:53:42	unclassified	Sudden Stop	60	30
127283	05/29/17 00:56:51	unclassified	Sudden Stop	60	30
133496	05/29/17 00:23:59	unclassified	Manual	170	30
138977	05/27/00 14:37:49	unclassified	OBC Shutdown	36	0
138970	05/28/00 12:35:33	unclassified	OBC Shutdown	131	0
138971	05/28/00 12:05:28	unclassified	OBC Shutdown	200	0
138974	05/28/00 11:09:40	unclassified	OBC Shutdown	156	0
138972	05/28/00 10:35:26	unclassified	OBC Shutdown	200	0

D. PeopleNet Birst Dash Board Reporting

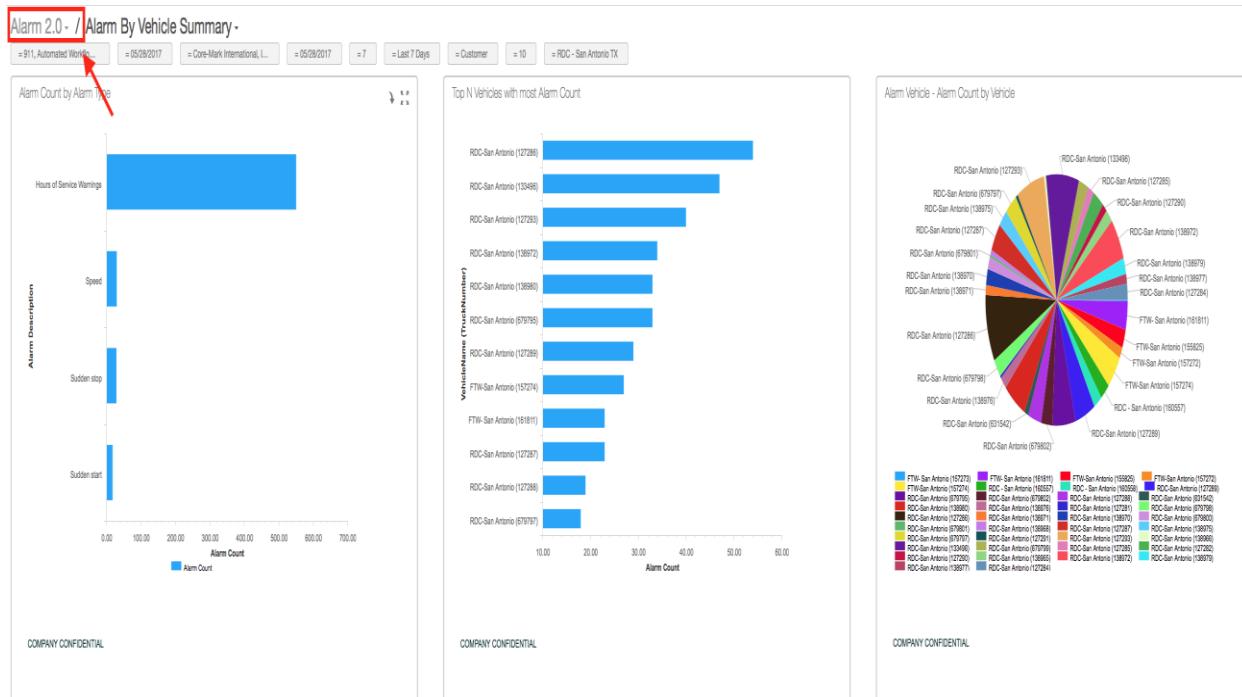
Once a user is set up with access to PeopleNet Dashboards and has logged in (see [PeopleNet Dashboards: User Setup](#)) they will have the ability to run a library of reports. This article will provide a basic guide to navigating PeopleNet Dashboards and running reports.

To login go to Applications and then click on Dashboard Reporting.

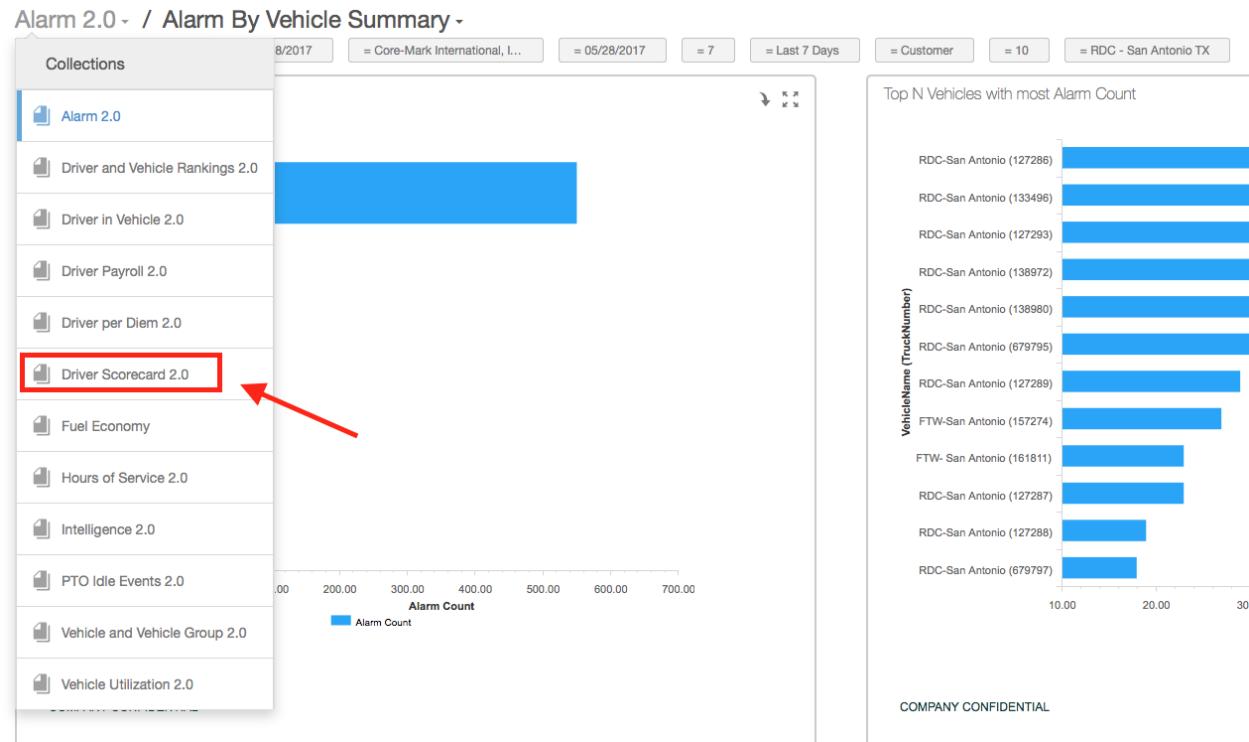


i. Driver Score Card

Once logged in the most common area that you will be looking at will be the driver score card which will show you the overall information for your terminal or you can view by drivers, this information is great to use to coach your drivers. To view your driver score card section you will click on the Alarm 2.0 dropdown box.



Then you will want to click on the Driver Scorecard 2.0 link which will then open up to your driver scorecard.



Now if you have multiple terminals you can select the terminal you would like to view.



Looking below you will find that all the blocks show different information used for reporting you can find the following items in the blocks below displayed for terminal and driver.

ii. Fuel Economy

iii. Over Speed

iv. Driver HOS Violation

v. Driver other Violations

vi. Long Idle

vii. Sudden Start

viii. Sudden Stop

Once you have selected the terminal to view you can then change your date span for you averages for the terminal or driver. To view driver specific information which you can use for coaching you will click your highlighted terminal link.

The screenshot shows the Driver Scorecard 2.0 interface. At the top, there's a toolbar with various filter options like 'Miles', 'Over RPM %', and 'Active'. Below the toolbar, the title 'Driver Scorecard 2.0 - / Terminal Summary -' is followed by the terminal name 'Core-Mark International, Inc.' and a date range '5/22/2017 through 5/28/2017'. The main content area is titled 'Driver Scorecard - Terminal Summary' and shows data for 'Core-Mark International, Inc.' and 'FTW - San Antonio'. A legend at the top right identifies the color coding for different metrics. The data table includes columns for 'Terminal Name', 'Driver Count', 'Fuel Economy', 'Moving Fuel Economy', 'Over RPM %', 'Over RPM Score', 'Long Idle %', 'Long Idle Score', 'Over Speed %', 'Over Speed Score', 'Excess Speed %', 'Excess Speed Score', 'Sudden Start Alarms', 'Sudden Stop Alarms', 'Over Speed Alarms', 'Over Speed Score', 'Driver HOS Violations Count', 'Driver HOS Violations Score', 'Driver OTHER Violations Count', and 'Driver OTHER Violations Score'. The 'FTW - San Antonio' row is highlighted with a red box and an arrow pointing to it. The 'Average' row is also highlighted with a red box and an arrow pointing to it. The bottom of the page includes a note about data processing and a timestamp.

Goal	Terminal Name	Driver Count	Fuel Economy	Moving Fuel Economy	Over RPM %	Over RPM Score	Long Idle %	Long Idle Score	Over Speed %	Over Speed Score	Excess Speed %	Excess Speed Score	Sudden Start Alarms	Sudden Stop Alarms	Over Speed Alarms	Over Speed Score	Driver HOS Violations Count	Driver HOS Violations Score	Driver OTHER Violations Count	Driver OTHER Violations Score	Total Score	
Average :	FTW - San Antonio	7	7.2	10.0	7.3	10.0	65.1%	0.8	5%	10	14%	7.2	0%	10	2	10	4	7.5	0	10	29	67.1

This screen shows all your assigned drivers and their averages which you can print out and go over with your drivers.

D. Speed Gauge

Speed gauge is valuable ensuring that your fleet is following state laws and abiding by the posted speed limits, while also giving you the option to submit speed limits that may have changed but are not correct in speed gauge.

SpeedGauge® Login

Enter User ID (email)

Enter Password

Sign in

[Forgot your Password?](#)

Once signed in, it will take you to the home page. This page shows you Core-Mark graphs and charts as a whole meaning all distribution centers are calculated into the results.


SPEEDGAUGE SAFETY CENTER™
 Speeding Matters - EVERYWHERE
 English  Logout

[MY DASHBOARD](#) [MY PROFILE](#) [UPDATES](#) [SUPPORT](#)

Dashboard: Your Vehicle Groups



Customer: Core-Mark International, Inc.
SpeedGauge ID: 19423

Useful Settings and Tools

Manage Users Custom Speed Limits Driver List	View All Group Settings Live Activity Feed Certificate of Good Standing
--	---

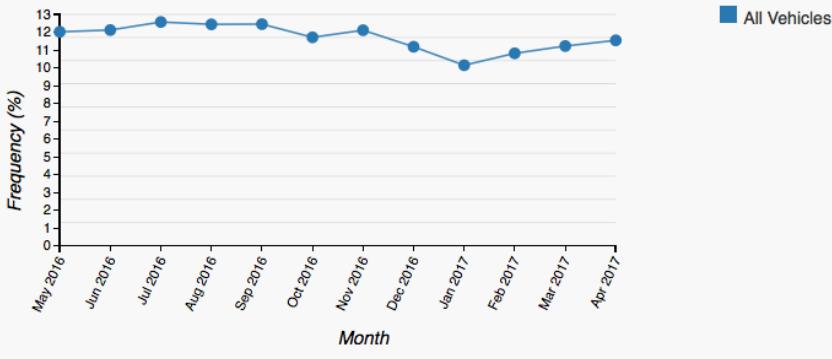
Zoom: 12w 12m [Hide 1-5 MPH](#)

Vehicle Incidents: Interstate/Freeway Non-Interstate/Freeway
 Unit: MPH km/h

[Download CSV](#) [Download XLSX](#)

Your SpeedGauge Safety Score™ (beta)
775
[Learn more](#)

Speeding Frequency Trends - Group Comparison - MPH



Month	Frequency (%)
May 2016	12.0
Jun 2016	12.0
Jul 2016	12.2
Aug 2016	12.2
Sep 2016	12.2
Oct 2016	11.5
Nov 2016	11.8
Dec 2016	10.8
Jan 2017	10.0
Feb 2017	10.5
Mar 2017	11.0
Apr 2017	11.2

Vehicle Group List

Show entries Hide inactive groups Search:

Chart	Status	Group Name
<input type="checkbox"/>		162

To view your specific center you will scroll to bottom to see a list of work centers.

Vehicle Group List

Show 25 entries

Hide inactive groups

Search:

Chart	Status	Group Name
<input type="checkbox"/>	●	162
<input type="checkbox"/>	●	ADC - Phoenix AZ
<input type="checkbox"/>	●	ALB - Albuquerque NM
<input checked="" type="checkbox"/>	●	All Vehicles
<input type="checkbox"/>	●	ATL - Atlanta GA
<input type="checkbox"/>	●	BAK - Bakersfield
<input type="checkbox"/>	●	CAL - Calgary AB
<input type="checkbox"/>	●	CAR - Carolina NC
<input type="checkbox"/>	●	COR - Corona CA
<input type="checkbox"/>	●	DEN - Denver CO
<input type="checkbox"/>	●	Denver CO
<input type="checkbox"/>	●	Edmonton AB
<input type="checkbox"/>	●	FCG - Forrest City AR
<input type="checkbox"/>	●	FTW - Fort Worth TX
<input type="checkbox"/>	●	GPS - Grants Pass OR
<input type="checkbox"/>	●	HAY - Hayward CA
<input type="checkbox"/>	●	KEN - Leitchfield KY
<input type="checkbox"/>	●	LAS - Las Vegas NV
<input type="checkbox"/>	●	LOS - Los Angeles CA
<input type="checkbox"/>	●	MIN - Minneapolis MN
<input type="checkbox"/>	●	NEW - New England MA
<input type="checkbox"/>	●	NNE - N. New England ME
<input type="checkbox"/>	●	OHI - Glenwillow OH
<input type="checkbox"/>	●	PEN - Wilkes Barre PA
<input type="checkbox"/>	●	POR - Portland OR

Showing 1 to 25 of 35 entries (filtered from 162 total entries)

[Previous](#) [1](#) [2](#) [Next](#)

For an example we will be using the RDC as our work center once located click on the name to open a screen to view work center specific information.

Vehicle Group List

Show 25 entries

Hide inactive groups

Search:

	Chart	Status	Group Name
<input type="checkbox"/>		<input checked="" type="radio"/>	RDC - San Antonio TX
<input type="checkbox"/>		<input checked="" type="radio"/>	SAC - Sacramento CA
<input type="checkbox"/>		<input checked="" type="radio"/>	SLC - Salt Lake City UT
<input type="checkbox"/>		<input checked="" type="radio"/>	SPO - Spokane WA
<input type="checkbox"/>		<input checked="" type="radio"/>	TAM - Tampa FL
<input type="checkbox"/>		<input checked="" type="radio"/>	TOR - Toronto ON
<input type="checkbox"/>		<input checked="" type="radio"/>	VAN - Burnaby BC
<input type="checkbox"/>		<input checked="" type="radio"/>	Wilkes Barre PA
<input type="checkbox"/>		<input checked="" type="radio"/>	WIN - Winnipeg MB
<input type="checkbox"/>		<input checked="" type="radio"/>	xxx

Showing 26 to 35 of 35 entries (filtered from 162 total entries)

[Previous](#) [1](#) [2](#) [Next](#)

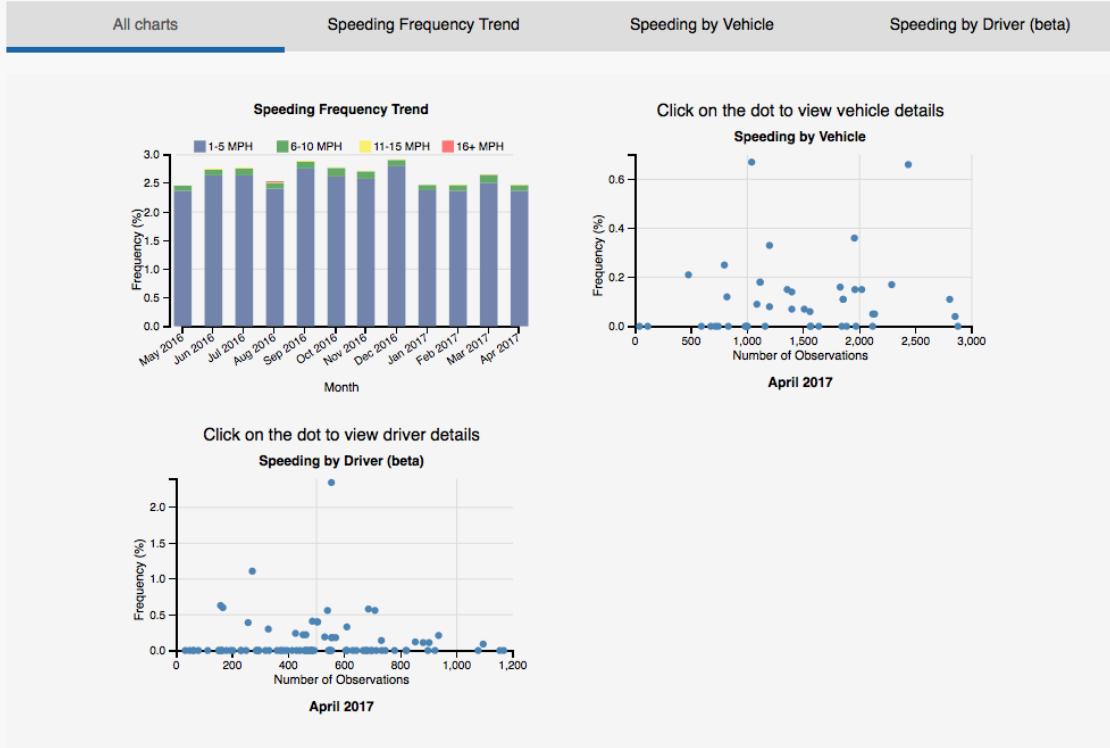
Here is the RDC specific information page.

[Core-Mark International, Inc. / RDC - San Antonio TX Report Archive](#)

Useful Settings and Tools

[Choose a different Vehicle Group](#)
[Manage Group Users](#)
[Manage Group Report Settings](#)
[Group Vehicle List](#)

[View Group Reports](#)
[Search Incidents by Vehicle](#)
[Search Incidents by Driver](#)
[Live Activity Feed](#)



Your SpeedGauge Reports for the past 3 months

Show entries

Search:

Date	View	Download	Frequency	Report Type	Report Summary
2017-05-28	View	Download <input type="button" value="CSV"/>	Daily	Incident [Driver]	0 incidents
2017-05-28	View	Download <input type="button" value="CSV"/>	Daily	Summary [Driver]	0.0%
2017-05-27	View	Download <input type="button" value="CSV"/>	Daily	Incident [Driver]	3 incidents, 63 in 55 MPH
2017-05-27	View	Download <input type="button" value="CSV"/>	Daily	Summary [Driver]	0.0%
2017-05-26	View	Download <input type="button" value="CSV"/>	Daily	Incident [Driver]	5 incidents, 40 in 30 MPH
2017-05-26	View	Download <input type="button" value="CSV"/>	Daily	Summary [Driver]	0.0%

You will mostly be using this screen to see speed violations of your assigned delivery drivers. To see this information you will click the search incidents by driver link as shown below.

[Core-Mark International, Inc. / RDC - San Antonio TX Report Archive](#)

Useful Settings and Tools

[Choose a different Vehicle Group](#)

Manage Group Users

[View Group Reports](#)

Manage Group Users

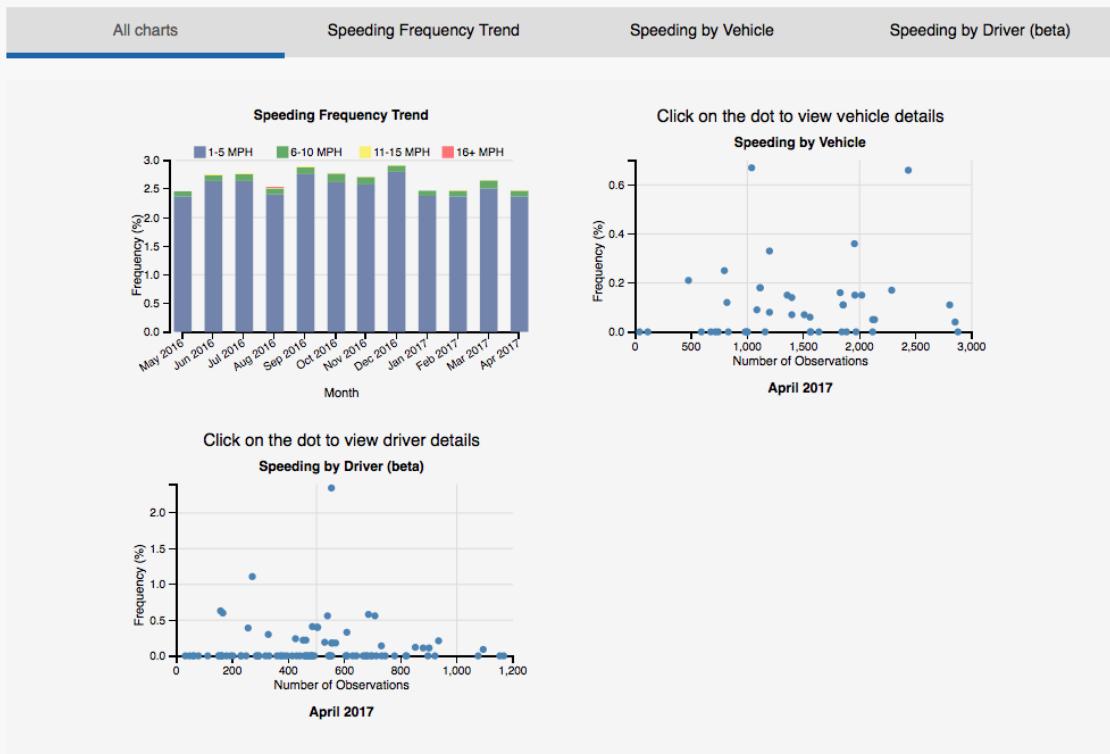
Search Incidents by Vehicle

Manage Group Report Settings

Search Incidents by Driver

Group Vehicle List

Live Activity Feed



Your SpeedGauge Reports for the past 3 months

Show 25 entries

Search:

Date	View	Download	Frequency	Report Type	Report Summary
2017-05-28	View	Download CSV	Daily	Incident [Driver]	0 incidents
2017-05-28	View	Download CSV	Daily	Summary [Driver]	0.0%
2017-05-27	View	Download CSV	Daily	Incident [Driver]	3 incidents, 63 in 55 MPH
2017-05-27	View	Download CSV	Daily	Summary [Driver]	0.0%
2017-05-26	View	Download CSV	Daily	Incident [Driver]	5 incidents, 40 in 30 MPH
2017-05-26	View	Download CSV	Daily	Summary [Driver]	0.0%

i. Weekly

ii. Monthly

Below you will see that you can run weekly or monthly reports for your terminal or drivers.

Next it will bring up a search screen where you can select one or multiple drivers and select a date range to and mph variance then you will click Update.

SpeedGauge Coaching Tools - Driver Incident Search

Customer: Core-Mark International, Inc. , Group: RDC - San Antonio TX

Welcome back Eddie Neher
[Return to Report Archive](#) | [Select another Vehicle Group](#)

Select Driver	Dates	Variables	Thresholds
Name <input checked="" type="radio"/> ID <input type="radio"/> Ada, Rolando 115443 Agront, Marcelino 115471 Antonio, Dennis 110586 Ballard, Kolsum 113188 Baruda, Hubert 110452 Barbosa, Noel 113421 Boykin, D'Elbert 119643 Brinson, Sean 120725 Buntny, Gerald 115541 Calamaco, Victor 119707 Remove Selected Drivers	From: 2017-05-21 To: 2017-05-27	Timezone: <input checked="" type="radio"/> US/Central Units: KM/H <input type="radio"/> MPH <input checked="" type="radio"/> <input type="checkbox"/> Ignore speeds greater than: 105 MPH Incident Filter Interval: 1 Minute	Speed Threshold: Interstate/Freeway 3 MPH Non-Interstate/Freeway 5 MPH

Please select a Driver.

No incidents to display

IMPORTANT: SpeedGauge is a proven and effective fleet safety tool but it is not perfect.
SpeedGauge is an excellent way to identify safety trends and to rank individual drivers.
Sometimes SpeedGauge speed limit data is incorrect and speed limits should always be field verified before any disciplinary action is taken.

Update

Once you pick an individual and click update it will list if they had speed violations or not to view a specific violation you will click on the location and it will open another page.

SpeedGauge Coaching Tools - Driver Incident Search

Customer: Core-Mark International, Inc. , Group: RDC - San Antonio TX

Welcome back Eddie Neher
[Return to Report Archive](#) | [Select another Vehicle Group](#)

Select Driver

Name ID

Harrison, Travis I 603577
Hernandez, Federico I 125757
 Hernandez, Nathan I 125167
 Hick, Larando I 117846
 Hicks, David I 118840
 Hicks, Vernon I 102637
 Hill, William I 114737
 Holmes, James I 122080
 Ibrahimovic, Anel I 122347
 Jaramillo, Gilbert I 116248

[Remove Selected Drivers](#)

Dates

From:

To:

Variables

Timezone:

Units: KM/H MPH

Ignore speeds greater than:
 MPH

Incident Filter Interval:

Thresholds

Speed Threshold:
 Interstate/Freeway: MPH
 Non-Interstate/Freeway: MPH

[Update](#)

INCIDENT LIST	INCIDENT MAP	DOWNLOAD				
Time	Vehicle	Driver	Location	Speed Limit	Actual Speed	Difference
Fri May 05 05:38:00 2017	138979	Hernandez, Federico	US-380 E, GREENVILLE, TX	50	62	12
Fri May 26 07:09:00 2017	138976	Hernandez, Federico	TX-34 / FM-35 / TX-276, QUINLAN, TX	35	44	9

Page of [<<](#) [>>](#) [25](#) [View 1 - 2 of 2](#)

IMPORTANT: SpeedGauge is a proven and effective fleet safety tool but it is not perfect.
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 Sometimes SpeedGauge speed limit data is incorrect and speed limits should always be field verified before any disciplinary action is taken.

iii. Speed Zone Update

Once selected it will open a new screen that gives you options to view street view and also to send in updated speed request as construction and speeds can constantly change. To request a speed limit update click the request speed limit update button.

SpeedGauge™ Incident Map

Speed Limit Correction Custom Speed Limit

Streetview Request Speed Limit Update Create Geofence Speed Zone

Map Satellite

138976
Hernandez, Federico
TX-34 / FM-35 / TX-276, QUINLAN, TX
Observed speed (heading): 44mph(S)
Vehicle Type: Truck
Posted speed limit: 35
Fri May 26 07:09:00 2017 (US/Central)

INCIDENT DETAILS:

138976
Hernandez, Federico
TX-34 / FM-35 / TX-276, QUINLAN, TX
Observed speed (heading): 44mph(S)
Vehicle Type: Truck
Posted speed limit: 35
Fri May 26 07:09:00 2017 (US/Central)

[Click here](#) to learn more about your Report Settings or contact support@speedgauge.net for assistance.

You will then input your email address and sign in.

SpeedGauge™ Incident Map

Speed Limit Correction **Custom Speed Limit**

Streetview **Request Speed Limit Update** **Create Geofence Speed Zone**

Map **Satellite**

INCIDENT DETAILS:

138976
Hernandez, Federico
TX-34 / FM-35 / TX-276, QUINLAN, TX
Observed speed (heading): 44mph(S)
Vehicle Type: Truck
Posted speed limit: 35
Fri May 26 07:09:00 2017 (US/Central)

Email:
Sign in

IMPORTANT:
SpeedGauge is a proven and effective fleet safety tool but it is not perfect.
SpeedGauge is an excellent way to identify safety trends and to rank individual drivers. Sometimes SpeedGauge speed limit data is incorrect and speed limits should always be field verified before any disciplinary action is taken.

[Click here](#) to learn more about your Report Settings or contact support@speedgauge.net for assistance.

Next you will select the stretch of highway that the speed limit has changed which had been verified by either pictures or by yourself. Once you have selected the stretch of road you will then click the highlighted here button in the box.

SpeedGauge™ Incident Map

Speed Limit Correction **Custom Speed Limit**

Streetview **Request Speed Limit Update** **Create Geofence Speed Zone**

Map Satellite

McDonald's, AutoZone, MetroPCS Authorized Dealer, American National Bank of Texas, Quinlan Funeral Home, Soulman's Bar-B-Que, Brockshire's of Quinlan, Sonic Drive-In, Luigi's Italian Cafe, Popeyes Louisiana Kitchen, FAMILY DOLLAR, Domino's Pizza, Jalapenos, Sensation Nails & Day Spa, First Assembly, E-Z Mart, Hotwheels Skating Rink, Hometown Car Wash & Laundromat

Community Park, Inn on the Green, Butler Intermediate School

Map data ©2017 Google Terms of Use Report a map error

IMPORTANT:
SpeedGauge is a proven and effective fleet safety tool but it is not perfect. SpeedGauge is an excellent way to identify safety trends and to rank individual drivers. Sometimes SpeedGauge speed limit data is incorrect and speed limits should always be field verified before any disciplinary action is taken.

INCIDENT DETAILS:
138976
Hernandez, Federico
TX-34 / FM-35 / TX-276, QUINLAN, TX
Observed speed (heading): 44mph(S)
Vehicle Type: Truck
Posted speed limit: 35
Fri May 26 07:09:00 2017 (US/Central)

Click here to learn more about your Report Settings or contact support@speedgauge.net for assistance.

It will then open up a form that you will need to fill out, once filled out click the save changes button and rather the update was accepted or not will be emailed to the email you provided.

SpeedGauge™

Speed Limit Correction

[Streetview](#) [Request S...](#)

[Map](#) [Satellite](#)

Clardy Dr

Coinstar

E-Z Mart

Google

Speed Limit Updates

Please provide the following information about this speed limit edit:
Questions marked with a * are required.

* Does the map marker correctly indicate where the vehicle was at the time? (Sometimes vehicle position reports put the vehicle on the wrong road or in a field)

* Speed limits may vary by vehicle type, the vehicle type for this correction is:
Truck

* The speed limit between points A and B is:
[Input Field] km/h [Radio Button] mph

* Is the speed limit between point A and B the same in the other direction?

* How did you verify the speed limit?

Has this speed limit recently changed?

If you would like to include the name or email of the driver(s) who brought this update to your attention, please use the comment box below.
Comments: If desired, please enter additional information about this submission below.
(Note: please do not enter SpeedGauge customer support questions and issues here; send these to support@speedgauge.net, thank you.)

Please send me an email confirmation for this submission

[Close](#) [Save Changes](#)

IMPORTANT:
SpeedGauge is a proven and effective fleet safety tool but it is not perfect. SpeedGauge is an excellent way to identify safety trends and to rank individual drivers. Sometimes SpeedGauge speed limit data is incorrect and speed limits should always be field verified before any disciplinary action is taken.

INCIDENT DETAILS:
138976
Hernandez, Federico
TX-34 / FM-35 / TX-276, QUINLAN, TX
Observed speed (heading): 44mph(S)
Vehicle Type: Truck
Posted speed limit: 35
Fri May 26 07:09:00 2017 (US/Central)

[Click here](#) to learn more about your Report Settings or contact support@speedgauge.net for assistance.

Great! You may now modify your speed limit correction zone by dragging either the start or end point. When your zone is approximately correct, click [HERE](#) to submit your report.

e. Automatic Work Flow

i. Query

View Route Upload Status

Select Dispatch and Current & Available

Inactive & Available Dispatches have not been uploaded to a truck

Active Dispatches, routes upload to trucks

The screenshot shows the Digital Dash software interface. At the top, there is a navigation bar with links for Maintenance, Configuration, Reports, Server, Dispatch (which is highlighted with a blue background), Logs, and Utilities. Below the navigation bar is a logo for PEOPLENET and the text "Digital Dash". A dropdown menu for "Dispatch" is open, showing options like Send Message, Send Dispatch, Send GUI, Clear Dispatch, Edit Dispatch, Current & Avail (which is highlighted with a yellow circle), Find Dispatches, Failed Dispatches, Roadnet Control, and Failed Requests.

Current Dispatches

Filter Planned Start Filter

All All

Inactive & Available Dispatches

(Click Dispatch Number to send to a vehicle)
(Preassigned Drivers can be edited in Edit Dispatch)

Dispatch #	Driver	Creation Time	Scheduled Start	Action
075001210		02/02 18:53	02/03 03:00	Delete Details Create Note
750000109		02/01 19:51	02/01 21:00	Delete Details Create Note
750000128		02/01 23:58	02/02 00:15	Delete Details Create Note
750000240		02/03 01:11	02/03 01:45	Delete Details Create Note
750000248		02/03 02:16	02/03 02:45	Delete Details Create Note

Active Dispatches

(Click Dispatch Number to View Dispatch Details)

Dispatch #	Status	Vehicle	Driver	Creation Time	Scheduled Start	Action
750000200	113	599008	105997	02/02 18:47	02/02 19:30	map Create Note
750000218	103	599007	118361	02/02 22:08	02/02 22:30	map Create Note
750000242	21	602528	119980	02/03 01:24	02/03 02:00	map Create Note
750001220	122	606823	004786	02/02 22:35	02/03 04:00	map Create Note

ii. Route Request

Forcing a Route to a Truck

Select Dispatch, selected Send Dispatch

Select Route using the Dispatch Number drop down

Select Driver using the Driver drop down

Select Vehicle using the Vehicle drop down

Select Send Dispatch

The screenshot shows the Digital Dash software interface. At the top, there is a navigation bar with tabs: Maintenance, Configuration, Reports, Server, Dispatch (which is highlighted with a yellow oval), Logs, and Utilities. Below the navigation bar, there is a section titled "Send A Dispatch". This section contains three dropdown menus: "Dispatch Number (required)" with value "075001210", "Driver" with value "Abney, Rob [16213]", and "Vehicle (required)" with value "444473". At the bottom of this section is a "Send Dispatch" button.

Delete a Route

Select Dispatch, select Clear Dispatch

Select Clear Dispatch to delete a route

Clear Dispatch

Click "Unassign Dispatch" to clear all pending stops and leave the route available for future use

Click "Clear Dispatch" to clear all pending stops and make the dispatch unavailable for future use

Dispatch #	Vehicle #	Dispatch Date	Sched. Start	Pending Stops
750000106	599007	02/01 19:07	02/01 19:30	10
750000116	599004	02/01 21:27	02/01 22:00	4
750000118	599012	02/01 21:42	02/01 22:30	4
750000142	602526	02/02 01:10	02/02 01:45	8
750001114	606827	02/01 20:34	02/02 02:00	2

Reassigning a Route to another Truck

Select Dispatch, select Clear Dispatch

Select Unassigned Dispatch to remove from truck

Clear Dispatch

Click "Unassign Dispatch" to clear all pending stops and leave the route available for future use

Click "Clear Dispatch" to clear all pending stops and make the dispatch unavailable for future use

Dispatch #	Vehicle #	Dispatch Date	Sched. Start	Pending Stops
750000200	599008	02/02 18:47	02/02 19:30	2
750000218	599007	02/02 22:08	02/02 22:30	1
750000228	ADC-Port 1	02/02 23:16	02/03 00:30	1
750000242	602528	02/03 01:24	02/03 02:00	11
750000250	599002	02/03 02:26	02/03 03:00	1

Reassigning a Route to another Truck

Select Dispatch, selected Send Dispatch

Select Route using the Dispatch Number drop down

Select Driver using the Driver drop down

Select Vehicle using the Vehicle drop down

Select Send Dispatch

Send A Dispatch

Dispatch Number (required) 075001210

Driver Abney, Rob [16213]

Vehicle (required) 444473

iii. Reports

Viewing Delivery On Time Status

Select Reports, select Dashboard
 Alert provides status of the route
 Select Route for Stop detail

AWF Dashboard - Active Dispatches

Route	Vehicle	Driver	Customer Name	Customer Description	Alert	Variance	Map	Notes	MPG	Location	
750000106	599007	Rocha, Jose Luis	CIRCLE K STORES INC #5573		OVERDUE	914 Minutes		10	map	Create Note 3.84	300 N 83rd Ave; Tolleson, AZ; 0.1m SW of Phoenix, AZ
750000116	599004	Peters, Jason	CIRCLE K STORES INC #0420		OVERDUE	199 Minutes	Forced	4	map	Create Note 6.02	2288 Third St; Bullhead City, AZ; 15.7m N of Needles, CA
750000118	599012	Sainz, Chris	CIRCLE K STORES INC #0415		OVERDUE	313 Minutes		4	map	Create Note 4.75	601 I-40 Bus; Holbrook, AZ; 22.9m N of Snowflake, AZ
750000142	602526	Cota, Richard	CIRCLE K STORES INC #1216		LATE	423 Minutes		8	map	Create Note 4.84	300 N 83rd Ave; Tolleson, AZ; 0.1m SW of Phoenix, AZ
750001114	606827	Duval, David	CIRCLE K STORES INC #0745		LATE	173 Minutes		2	map	Create Note 6.51	2135 S Palo Verde Ave; Tucson, AZ; 2.6m E of S Tucson, AZ

On Time Detail by Route

[PDF Document](#) [CSV Document](#)

Dispatch: 050000106 Vehicle: 599007 Driver: Rocha, Jose Luis [116620]] OVERDUE 914 Minutes
Scheduled Route Start: 2015-02-01 19:30:00 Route Request Time: 2015-02-01 19:31:25.000000
Dispatch Plan: 16:51 Elapsed: 7:43 (45%)
Route Notes: [Create Note](#)

Alert Type	Stop	Customer Name	Customer Description	Planned Arrival	Actual Arrival	Proj ETA	Departure	Actual Service Time	Actual Miles	Actual Travel Time	Arrival Latitude	Arrival Longitude	Stop Notes	Plannedcr/Cases	Planned Cubes	Planned Weight
	0	ADC DC	ADC	02-01 19:30	02-01 19:44	19:44	02-01 19:44	0:00	0	0:13	33.457264	-112.238817	Create Note			
TRAVEL TIME	28	CIRCLE K STORES INC #8597		02-01 20:00	02-01 21:25	21:25	02-01 21:50	0:25	4	1:40	33.508548	-112.237101	Create Note	97	113.29	2060.56
TRAVEL TIME	35	CIRCLE K STORES INC #9190		02-01 21:00	02-01 22:45	22:45	02-01 22:45	0:00	2.8	0:54	33.508344	-112.256091	Create Note	106	121.34	2290.27
	42	CIRCLE K STORES INC #5766		02-01 22:00	02-01 22:59	22:59	02-01 23:29	0:30	3	0:14	33.5364	-112.238173	Create Note	85	123.10	2134.24
	49	CIRCLE K STORES INC #3392		02-01 23:00	02-01 23:38	23:38	02-02 00:06	0:28	2.1	0:08	33.565936	-112.236822	Create Note	82	108.25	1552.50
	56	CIRCLE K STORES INC #6468		02-01 23:30	02-02 00:13	00:13	02-02 00:46	0:33	1.7	0:06	33.566666	-112.263322	Create Note	125	152.47	3012.36
	63	CIRCLE K STORES INC #1065		02-02 01:00	02-02 00:56	00:56	02-02 01:33	0:36	1.6	0:09	33.580506	-112.254932	Create Note	69	93.66	1545.54

Change Op Center

To view another Op Center (Terminal)
Select Utilities, select Change Opcenter
From the drop down, select OPCenter
Select Change Opcenter

The screenshot shows the Digital Dashboard interface. At the top, there is a navigation bar with links for Maintenance, Configuration, Reports, Server, Dispatch, Logs, and Utilities. The Utilities link is circled in red. A dropdown menu is open under Utilities, listing options: Log Out, Log In, Change Opcenter (which is also circled in red), Locate Vehicle, Landmark Utils, Version, and SQL Utility.

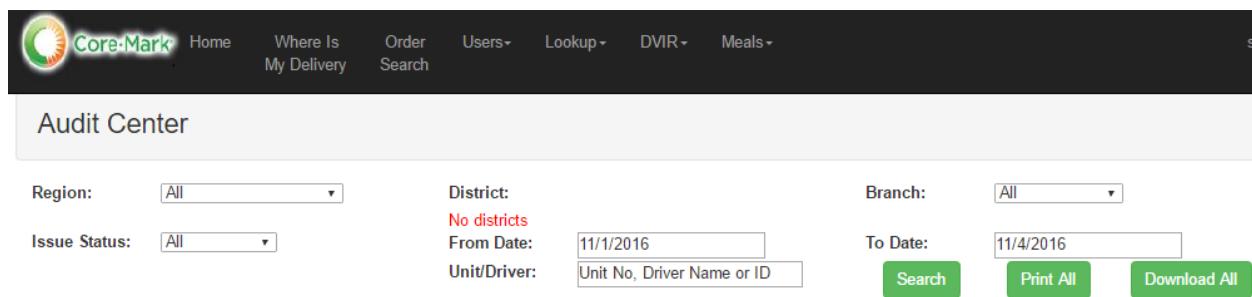
OpCenter 007000 - Hayward Division

Change Opcenter

f. Velocity DVIR

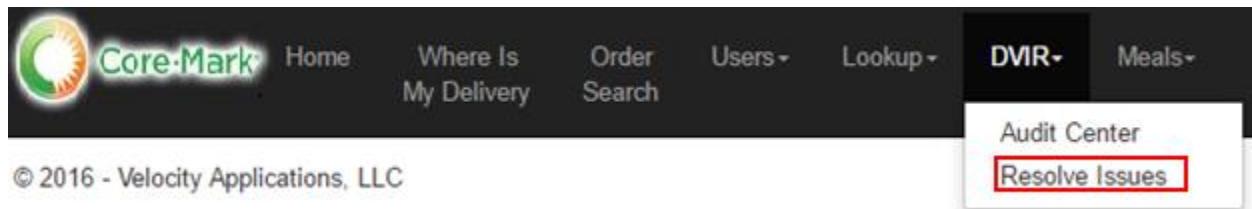
i. Reviewing DVIR's

From the Portal, select the **DVIR** Drop Down, then select **Audit Center**



The screenshot shows the Core-Mark Audit Center interface. At the top, there is a navigation bar with links: Home, Where Is My Delivery, Order Search, Users, Lookup, DVIR (highlighted), and Meals. Below the navigation bar, the title "Audit Center" is displayed. The main search area contains several filter options: Region (All), District (No districts), Branch (All), Issue Status (All), From Date (11/1/2016), To Date (11/4/2016), Unit/Driver (Unit No., Driver Name or ID), and three action buttons: Search, Print All, and Download All.

Use the Filters (Drop Downs) if needed to sort through the DVIR's. You can also choose to **Print All** or **Download All**. If Download All is selected they will be saved as an Excel File.



DVIR's will be listed, sorted by date. If you wish to view additional details, click on Report and a PDF will be downloaded to your PC (Example on pages 12-13).

	DATE OF INSPECTION	UNIT	ASSET TYPE	TYPE	DRIVER	STATUS	NOTES
Report	11/01/2016	[+]	111111111	Truck	INT	Test Driver 1	Deficiency Roadworthy
Report	11/01/2016	[+]	111111111	Truck	PRE	Test Driver 1	Roadworthy
Report	11/01/2016	[+]	333344D	Dolly	INT	Test Driver 1	Deficiency Roadworthy
Report	11/01/2016	[+]	333344D	Dolly	PST	Test Driver 1	Roadworthy
Report	11/01/2016	[+]	333344D	Dolly	PRE	Test Driver 1	Deficiency Roadworthy
Report	11/01/2016	[+]	333344D	Dolly	PST	Test Driver 1	Roadworthy
Report	11/01/2016	[+]	333344D	Dolly	INT	Test Driver 1	Not Roadworthy
Report	11/01/2016	[+]	333344D	Dolly	PRE	Test Driver 1	Roadworthy
Report	11/01/2016	[+]	333344D	Dolly	PST	Test Driver 1	Deficiency Roadworthy

Example of PDF DVIR:

Driver:	Test driver	Previous Inspection Reviewed on:
Vehicle:	122241	Thursday
Date of Post-Trip	11/03/2016	11/3/2016 11:26 AM CDT

122241 - Truck / Tractor

153346 - Trailer

Carrier: Core-Mark International
Address: 1035 Nathan Lane North, Plymouth, MN 55441



Vehicle Inspection Items

- | | |
|---|--|
| <input type="checkbox"/> -- TRUCK / TRACTOR -- | <input type="checkbox"/> Suspension and Frame |
| <input type="checkbox"/> Engine | <input type="checkbox"/> Exhaust System |
| <input type="checkbox"/> Dash Switches and Gauges | <input type="checkbox"/> Coupling Device |
| <input type="checkbox"/> Service Brakes | <input type="checkbox"/> Rear Axle |
| <input type="checkbox"/> Parking Brakes | <input type="checkbox"/> Refrigeration |
| <input type="checkbox"/> Trailer Brake and Electrical Connections | <input type="checkbox"/> Lift Gate Operation |
| <input type="checkbox"/> Brake ABS and Low Air Warning Devices | <input type="checkbox"/> Tire Chains (where required) |
| <input type="checkbox"/> Battery Condition, Starter Operation | <input type="checkbox"/> Mud Flaps |
| <input type="checkbox"/> Steering Mechanism | <input type="checkbox"/> Cameras |
| <input type="checkbox"/> Seat and Seat Belts | <input type="checkbox"/> Back-up Alarm |
| <input type="checkbox"/> Windshield, Wipers and Washers | <input type="checkbox"/> Cargo Restraint |
| <input type="checkbox"/> Glass Condition and Window Operation | <input type="checkbox"/> ---- TRAILER ---- |
| <input type="checkbox"/> Mirrors | <input type="checkbox"/> Brake and Electrical Connections |
| <input type="checkbox"/> Emergency Equipment (Fire Extinguishers and Warning Devices) | <input type="checkbox"/> Trailer Warning Devices (ABS and Tire Pressure) |
| <input type="checkbox"/> Horn(s) | <input type="checkbox"/> Landing Gear |
| <input type="checkbox"/> Heater and Defroster | <input type="checkbox"/> Coupling Devices, King Pin, 5th Wheel, Pintle Hook, Hitch |
| <input type="checkbox"/> Clutch Free Play 1.5" - 2.0" | <input type="checkbox"/> Suspension and Frame |
| <input type="checkbox"/> Lighting and Reflectors | <input type="checkbox"/> Tire Tread Depth (Min 2/32nd) |
| <input type="checkbox"/> Fluid Levels | <input type="checkbox"/> Tire Pressure |
| <input type="checkbox"/> Steer Tire Tread (Min 4/32nd) | <input type="checkbox"/> Wheels, Rims, Hubs, Lugs |
| <input type="checkbox"/> Rear Tire Tread (Min 2/32nd) | <input type="checkbox"/> Lighting and Reflectors |
| <input type="checkbox"/> Tire Pressure | <input type="checkbox"/> Doors, Seals and Steps |
| <input type="checkbox"/> Wheels, Rims, Hubs, Lugs | <input type="checkbox"/> Body and Graphics Condition |
| <input type="checkbox"/> Front Axle and Mounting | <input type="checkbox"/> Interior and Roof |
| <input type="checkbox"/> Body Mounting and Condition | <input type="checkbox"/> Refrigeration |

Example of PDF (Continued)

- Lift Gate Operation
- Mud Flaps
- Cargo Restraint
- DOLLY ---
- Brake and Electrical Connections
- Coupling Devices, King Pin, 5th Wheel, Pintle Hook, Hitch
- Suspension and Frame
- Tire Tread Depth (Min 2/32nd)
- Tire Pressure
- Wheels, Rims, Hubs, Lugs
- Lighting and Reflectors
- Doors, Seals and Steps
- Body and Graphics Condition
- Interior and Roof
- Refrigeration
- Lift Gate Operation
- Mud Flaps
- TRAILER 2 (ATTACHED TO DOLLY) -

 - Brake and Electrical Connections
 - Trailer Warning Devices (ABS and Tire Pressure)
 - Landing Gear
- Coupling Devices, King Pin, 5th Wheel, Pintle Hook, Hitch
- Suspension and Frame
- Tire Tread Depth (Min 2/32nd)
- Tire Pressure
- Wheels, Rims, Hubs, Lugs
- Lighting and Reflectors
- Doors, Seals and Steps
- Body and Graphics Condition
- Interior and Roof
- Refrigeration
- Lift Gate Operation
- Mud Flaps
- Cargo Restraint

Driver Notes:

122241 - Truck / Tractor

153346 - Trailer

Truck / Tractor #122241 - Next reviewing driver:
PM

Date: 11/3/2016 10:27:00

Trailer #153346 - Next reviewing driver:

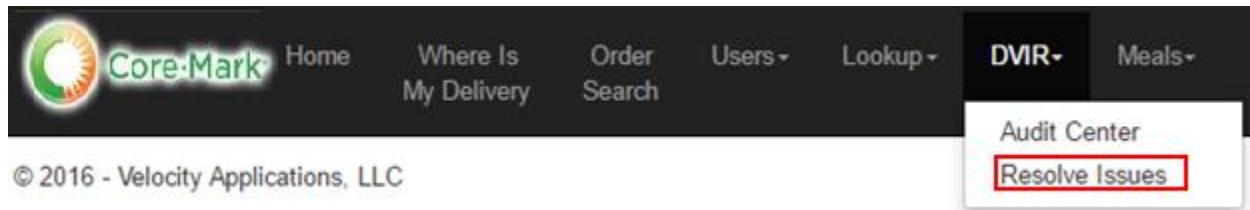
Date: 11/3/2016 10:27:00 PM

Supervisor Signature: _____

Driver Signature: _____

ii. Resolving DVIR's

From the Portal, select the DVIR Drop Down, then select Resolve Issues.



Use the Filters (Drop Downs) if needed to sort through the unresolved DVIR's.

A screenshot of the 'Un-Resolved Inspections' search page. The top navigation bar includes Home, Where Is My Delivery, Order Search, Users, Lookup, DVIR, and Meals. Below the navigation is a search form with filters: Region (All), District (No districts), Branch (All), Issue Status (All), From Date (11/1/2016), To Date (11/4/2016), and Unit/Driver (empty). There are two green buttons at the bottom: 'Search' and 'Download All'. The main area shows a table of inspection results. The first row has a checkbox labeled 'Resolve' which is highlighted with a red box. The table columns include: SELECT ALL, UNIT, ASSETTYPE, DRIVER NAME, INSPECTION TYPE, NOTES, CHECK POINT, DATE OF INSPECTION, and ROADWORTHY. The data rows show various inspections for different units and drivers, with some entries having red background colors in the ROADWORTHY column.

To resolve a particular DVIR, click on the Resolve link to the corresponding DVIR. Inspections where a driver has indicated that the vehicle is Not Roadworthy will be highlighted in Red. If you would like to only view "Non Roadworthy" inspections, use the Issue Status Filter (Drop Down) then click Search.

SELECT ALL	UNIT	ASSETTYPE	DRIVER NAME	INSPECTION TYPE	NOTES	CHECK POINT	DATE OF INSPECTION	ROADWORTHY
<input type="checkbox"/>	111111111	Truck	Test Driver 1	INT	engine noise	TRK-Engine	11/1/2016 9:14:15 PM	Yes
<input type="checkbox"/>	111111111	Truck	Test Driver 1	INT	mirros broken	TRK-Mirrors	11/1/2016 9:05:56 PM	Yes
<input type="checkbox"/>	111111111	Truck	Test Driver 1	PRE	okkkkkkk	TRK-Steering Mechanism	11/1/2016 8:43:39 PM	Yes
<input type="checkbox"/>	111111111	Truck	Test Driver 1	INT	test	TRK-Service Brakes	11/1/2016 12:12:11 PM	No
<input type="checkbox"/>	111111111	Truck	Test Driver 1	INT	test	TRK-Dash Switches and Gauges	11/1/2016 12:12:11 PM	No
<input type="checkbox"/>	111111111	Truck	Test Driver 1	INT	test	TRK-Parking Brakes	11/1/2016 12:12:11 PM	No
<input type="checkbox"/>	111111111	Truck	Test Driver 1	INT	test	TRK-Trailer Brake and Electrical Connections	11/1/2016 12:12:11 PM	No
<input type="checkbox"/>	222222T	Trailer 2	Test Driver 1	PST	ok	TRL2-Tire Tread Depth (Min 2/32nd)	11/1/2016 1:33:48 AM	Yes

[Home](#)[Where Is
My Delivery](#)[Order
Search](#)[DVIR ▾](#)

Core-Mark International Inc. - Issue Information

Issue Notes: left rearoutside dual at wear bars replace

Status: Roadworthy

Unit: 607579 / Trailer ID = 4815063

Asset Type: Trailer

Check Point: Tire Tread Depth (Min 2/32nd)

Reported By: Test driver

Report Date: 11/8/2016 1:30:19 PM

Maintenance Information

Notes:**Resolved Date:****Addressed By:****Issue Resolved:**

Add the notes on the resolution, confirm or change the Resolved Date, Type who the issue was Addressed By (it will default to the name of whomever is logged in) Check the box if the issue was resolved. This will be displayed the next driver that logs into that vehicle for them to confirm the resolution.

CoolTrax



CoolTrax is a temperature monitoring device that is used to monitor the air temperature in all Core-Mark's refrigerated trailers. It is also used to monitor the air temperatures in many Core-Mark's warehouse coolers and freezers. Each asset is listed in cooltrax and you can monitor refer alarms, door openings and closings, speed, and history of temperatures and locations of assets.

a. User Basics

When you log on to CoolTrax you will be automatically be brought to the home screen. All your assets will be listed on the left side of the page. You can arrange your assets by number (highest to lowest or lowest to highest), by refer alarms severity, by refer power on or off, or online or offline status.

To the right side of the page is a map listing the locations of all your assets. When you click on any of your assets you will see the set point for each zone as well as the supply air and return air temperatures for each zone. It will also give you a location of the Trailer and the status of all the doors on the trailer (open or closed).

By clicking on the asset number on the left hand side it will focus the map on that particular asset. If you need to get information on that asset, this will give you the asset overview. It will also give you the route the trailer was driven, graphs of temperatures and speed, it will also give you a history up to 2 weeks of, reefer alarms, reefer operation, door activities, operational alerts, and temperature.

The screenshot shows the cooltrax web interface. On the left, a table lists various assets with columns for Asset ID, Geofence, Engine Speed, and Operational Mode. On the right, a map of the southern US shows several asset locations marked with green boxes and labels like '107805-48ft.', '130221-53ft.', and '130219-48ft.'. A legend at the top right indicates 'Road' and 'Map Options'. The bottom right corner shows copyright information for Microsoft and HERE.

I. Customization

On the home page of the cooltrax web site in the left hand corner of the page is the customization icon. By clicking on this it will bring up a list of columns you can add or subtract. By checking the box of the column you would like to add or subtract.

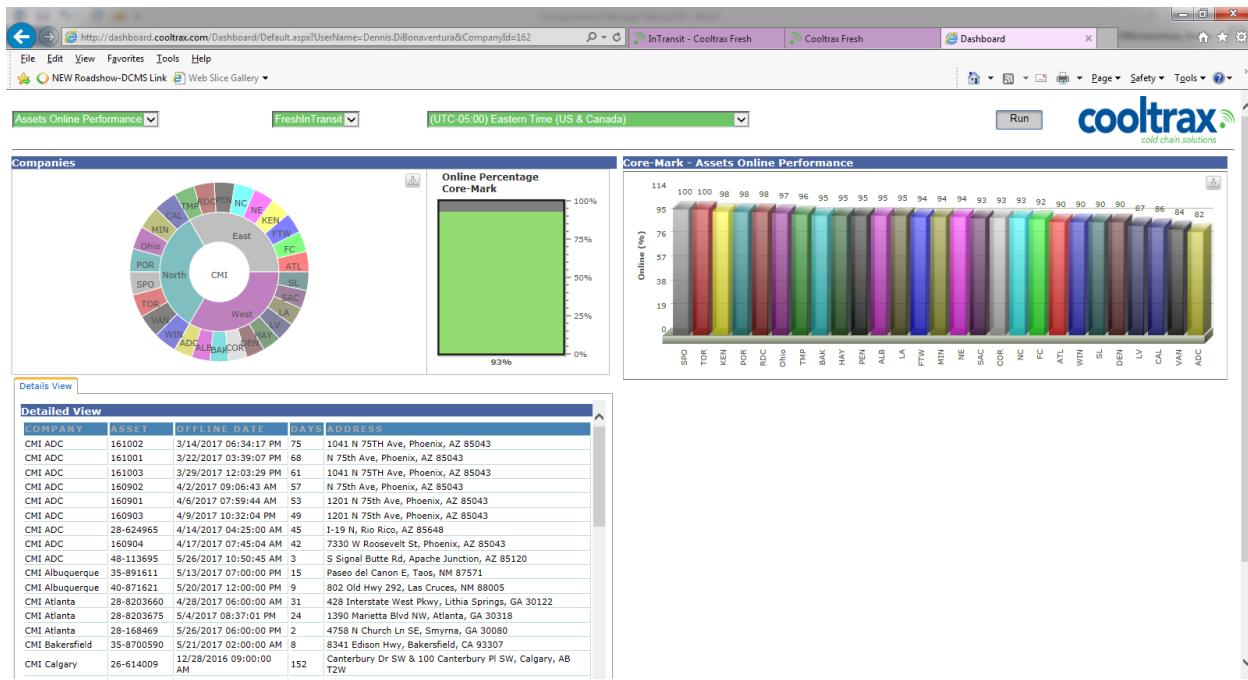
You can also arrange your columns by clicking and dragging either left or right. This will also work for the alerts and notifications section below the assets.

This screenshot shows the same cooltrax interface as above, but with a large green rectangular overlay titled 'Customize Columns' covering the middle-right portion of the screen. The overlay contains a grid of checkboxes for various monitoring and status parameters. A black arrow points from the top-left of the overlay towards the customization icon in the top-left corner of the main page area.

II. Asset Reporting (online, Offline)

The asset reporting can be found on the home page in the Dashboard section on the ride side of the ribbon bar. Once you click on this a separate page will come up just hit the Run button on the top right side.

The bar graph to the right will show you what percentage each division's asset online reporting is currently at. If you click on the division on either the bar graph or pie chart it will show you that divisions assets that are not reporting and how many days it's been off line.



III. Reports and Tools

At the top of the home page along the ribbon bar is the reports tap. Once you click on the reports tap a separate window will open. On the right side of the window you will find all the reports that cooltrax has available for you to view.

Select the report that you want, enter the date range if applicable then click the next button which is next to the number of pages.

Screenshot of the Cooltrax FreshInTransit report interface. The left panel shows configuration settings for thresholds and time zone offset. The right panel lists various report options. A message at the bottom encourages users to click the next button or worksheet to view data.

Change time zone

- Reefer Non-Operational Threshold (Hours): 24
- Door Monitoring Point Inactivity Threshold (Hours): 24
- Asset Offline Threshold (Hours): 24
- GPS Threshold (Hours): 24
- Time Zone Offset: -5

Asset exception report

Printed Date (UTC): 30-May-2017 02:34 PM
 Company: CMI RDC
 Door Monitoring Point Inactivity Threshold (Hours): 24
 Asset Offline Threshold (Hours): 24
 GPS Threshold (Hours): 24

Time Zone Offset: -5
 Reefer Non-Operational Threshold (Hours): 24
 Asset Offline Threshold (Hours): 24

Asset Exception Report

- Asset Operational Report
- Demurrage-Utilization Report
- Distance Travelled Reefer Power Report
- Door Events Summary Report
- Doors Security Report
- Fuel Report
- Geofence Reports Report
- Geofence Report
- Notifications Report
- Reefer Alarms Report
- Reefer Operational Report
- Reefer Operational Report and Graph
- Reefer Statistics
- Shipping Container Report
- Stationary Assets Report
- Temperature Exception Report
- Temperature Report And Graph
- Trip Activity Report
- Trip Temperature Report
- Monitoring Point Temperature Report

Please click next button/worksheet to view data

Cooltrax also has a Feed Back tab that you can list comments or ask questions to Cooltrax support center. There is also a short tutorial on the system by simply clicking on the question mark at the bottom of the page.

Screenshot of the Cooltrax InTransit dashboard. The left side shows a list of assets with their status and operational mode. The right side is a map of the southern United States and Mexico, highlighting several asset locations with callouts. A red box highlights the 'Feedback' tab in the top navigation bar.

Asset	Geo fence	Engine Speed	Operational Mode
107625-35ft.	RDC Depot		
107803-48ft.	RDC Depot		
107804-48ft.			
107805-48ft.			
107806-48ft.	G.A.M	Low	Start/Stop
107808-48ft.	RDC Depot		
107809-48ft.	RDC Depot		
107810-48ft.		High	Start/Stop
107811-48ft.	RDC Depot		
107812-48ft.	2428 - VALERO #1023	High	Start/Stop
107813-48ft.	RDC Depot	Low	Continuous
130218-48ft.		High	Start/Stop

Name	Status	Raised	Description
640001-53ft.	●	30-May-2017 11:10 AM	Raised reefer alarm : LOW ENGINE OIL PRESSURE

Feedback

Roadshow – Descartes

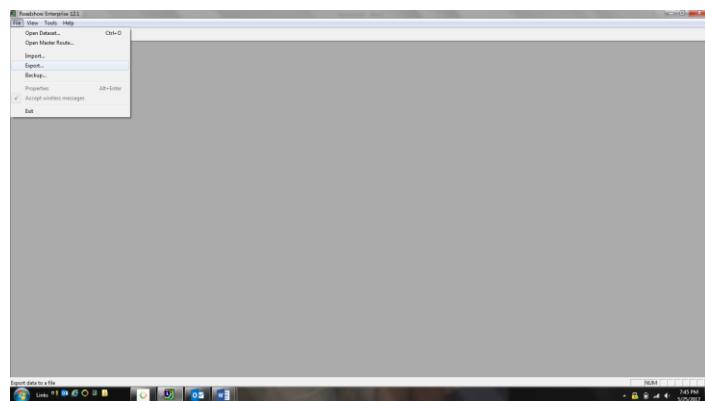
a. Overview

*The Roadshow routing program is designed and sold by Descartes Company. It, in conjunction with AS400 and your divisions Roadshow/DCMS link are used to perform daily routing functions. The DCMS/Roadshow link is simply that; a tool used to send information to and from Roadshow and DCMS. Roadshow is also used to perform seasonal or mandated reroutes to ensure the most economical use of drivers and equipment based off of cube and customer projections.

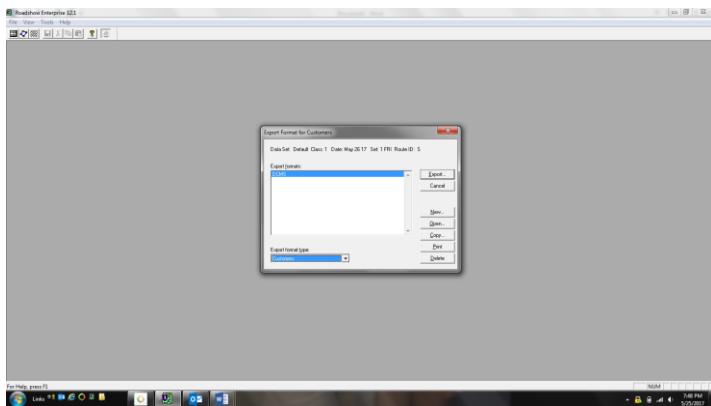
b. Routing

* Before you can perform daily routing, you must open the Roadshow program, AS400, and your divisions Roadshow/DCMS link. At this point, it would be smart to first export both customers and master routes for the day you are preparing to route for. This is done to ensure any new customers are uploaded, or any changes to the customer maintenance files from DCMS are current in Roadshow.

1. First, export the old customer list by selecting File from the top of your open Roadshow screen and then selecting Export.

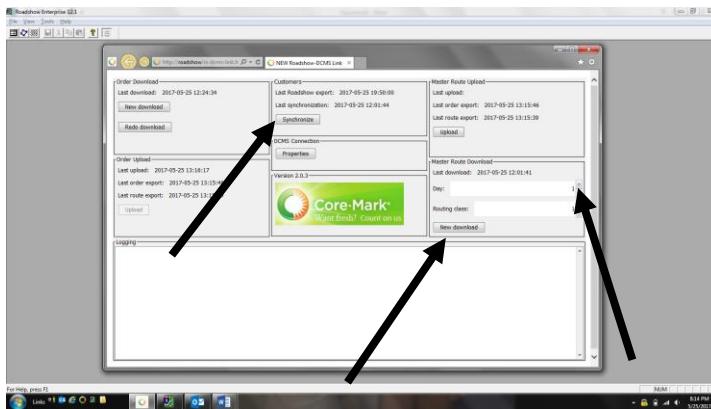


Then in the new pop up box, select DCMS in the Export formats section, and choose Customers from the format type drop down. Once done, click Export to remove all Customer information from Roadshow. Once it is done, click OK to close the box.

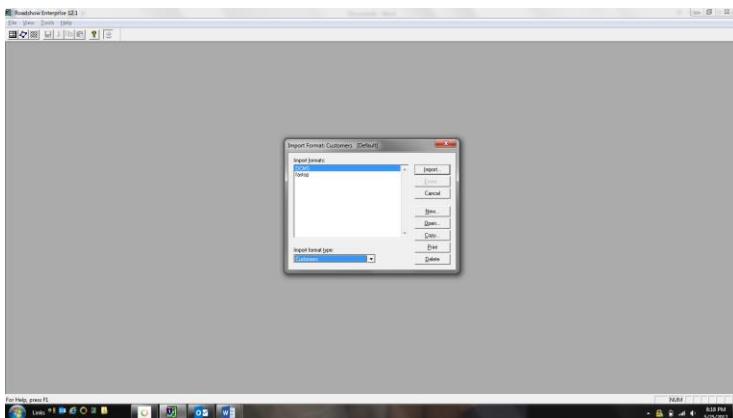


2. Next, you will delete the Master Routes for the day you are routing for. Remember, by doing this, you will eventually bring in the most current routing and time window information for all accounts for the day you are choosing. We will use Monday. From Roadshow, select Tools, then Process Orders. This will bring up the Order Processing box. Select Master Routes from the Delete box on the bottom right of the box. Select the day you want to delete, and click OK to delete the day. You have now deleted both Customers and Master Routes and begin the import process of both.

3. Using the Roadshow/DCMS link, first prepare to import the Master Routes by setting your day in the Master Route Download box in the bottom right of the link. Days are set with 1 being Monday, 2 being Tuesday, 3 being Wednesday, etc. Select 1 for Monday, and click New Download in the same box. Once this is done, you can import or “Synchronize” the customers by clicking on Synchronize in the top center Customers section. The progress of both the Master Route upload and Synchronization can be seen in the lower “Logging” section of the Link. Any errors will show up in the language of this section.



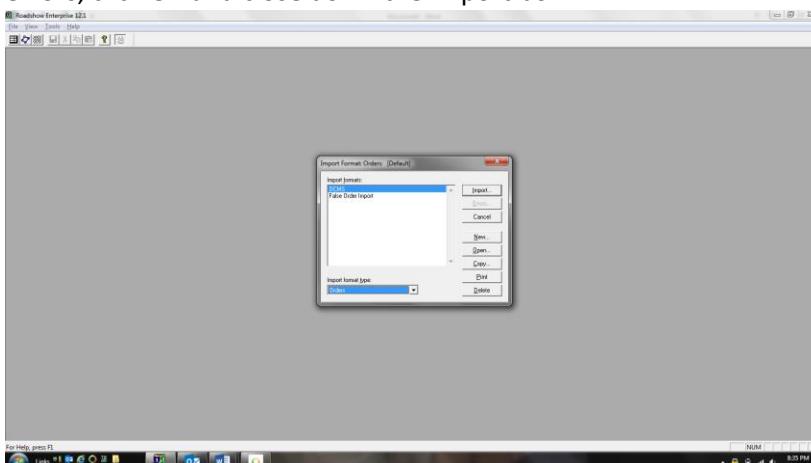
4. Now that the information has been sent from DCMS to Roadshow, you can import both Customers and Master Routes into Roadshow. Start by selecting File and then Import from the drop down. You will import Customers first by first choosing DCMS in the Import box, and then Customers from the lower drop down. Select Import to then import the Customers into Roadshow. Once the process is done, click OK to close the dialog box.



You will now use the same Import Format box to import the Master Routes. Ensure DCMS is highlighted in the Import Box, and change the drop down box to Master Routes and click Import. If all went well, and there were no errors or warnings, then you can click OK and close all boxes. At this point, your Master Routes and Customers are current with all changes. Now, you are ready to route!

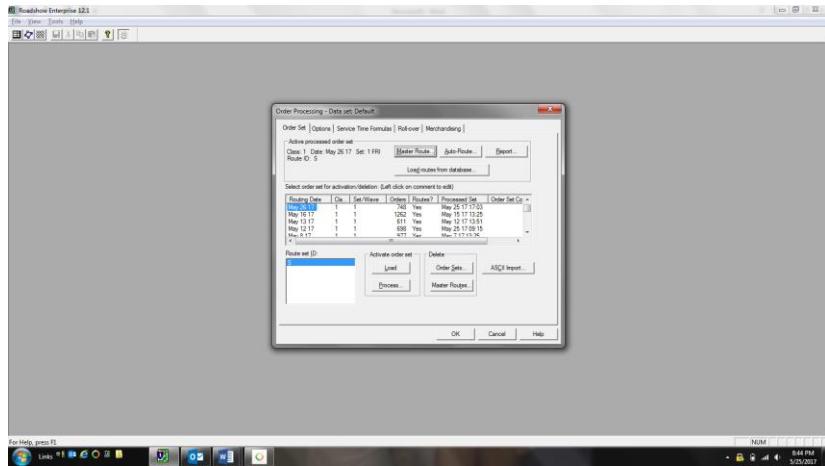
i. Upload Routes

1. Start by now using the Link to import the customer's orders from DCMS to Roadshow by clicking New Download from the Order Download box on the top right corner of the Link. Again, you can see the progress of the transfer in the Logging box on the bottom half of the screen. Ensure there are no errors. Once done, the orders are ready to import into Roadshow.
2. Start by clicking File on the top of Roadshow screen and then choosing Import which will bring up the Import box. Ensure DCMS is highlighted in the Import Format box, and Orders is chosen in the Import Format Type drop down. Click Import and watch for errors. If no errors, click OK and close down the Import box.

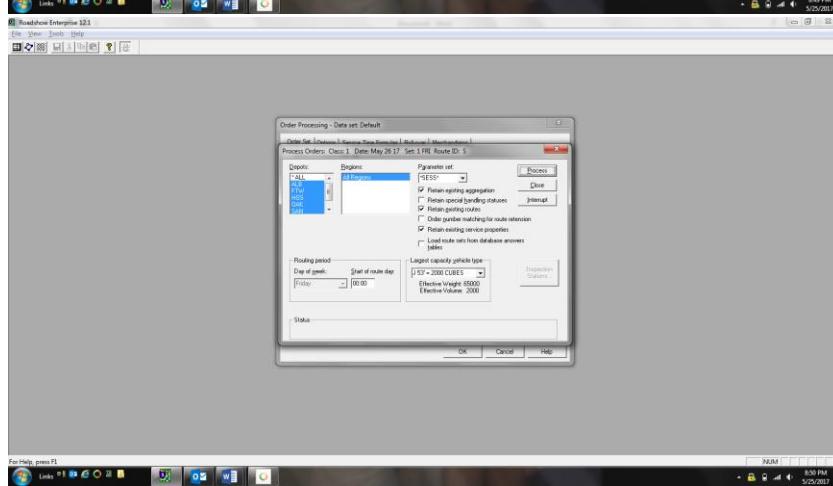
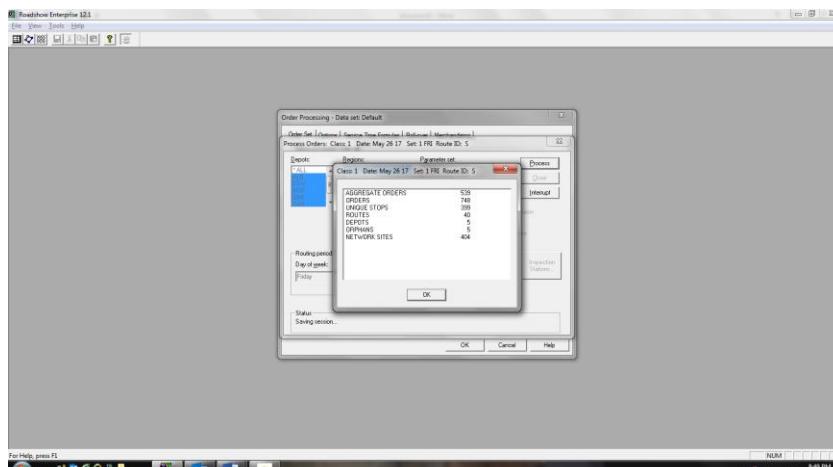


3. Now that the orders are in Roadshow, you must select the order set and process. Start by selecting Tools on the top left of Roadshow and then Process Orders from the choices. This will bring up the Order Processing box. From this box, you will select the order set with a

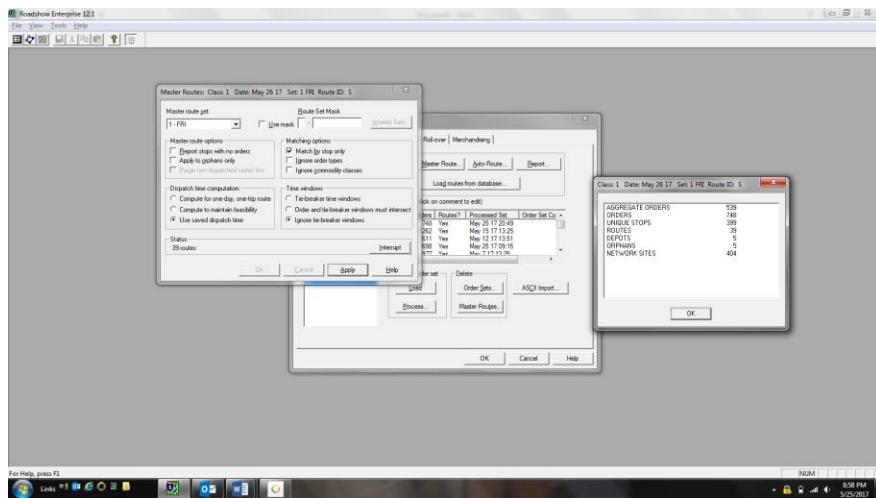
date for tomorrow's date as you should be routing for the next business day. Click on the date and then select Process from the Activate Order Set on the bottom left of the box.



This will bring up another pop up box which should be labeled for the next business day. Ensure all depots you want to route for are highlighted in the Depots section. You will then select Process. It will bring up a summary box which will give you a list of information. Click OK to clear the box, and the second Process Orders box to get back to the Orders Processing box.

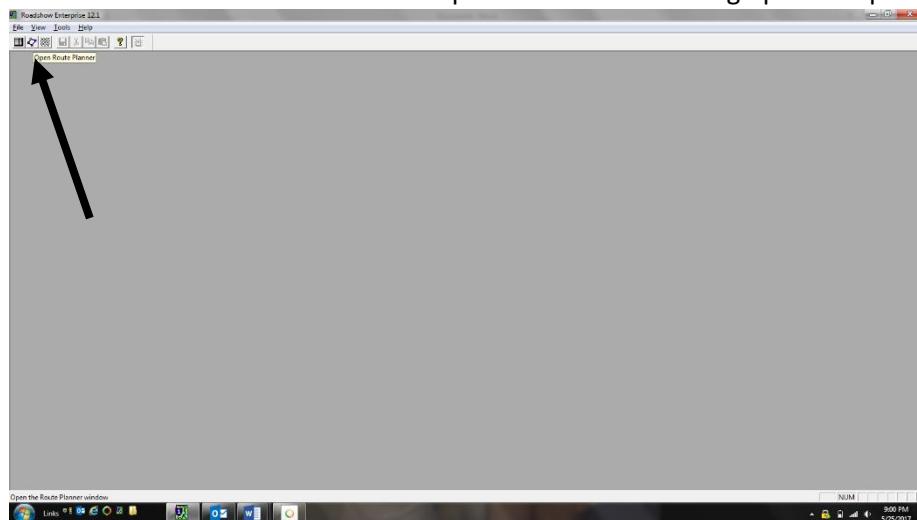


At this point, the orders are sitting in Roadshow. Now, you must apply the Maser Routes to the orders and customers to create the premade routes in DCMS. From the Order Processing box, select Master Route from the Active Processed Order Set on the top center of the box. This will bring up the Master Routes box from which you will change the routing day to the day you are routing for in the drop down. Once the day is selected, select Apply to apply the Master Routes. Another pop up information box will appear showing you how many routes have been created, how many depots, etc. Click OK to close the pop up and then close all other boxes. You are now ready to route!

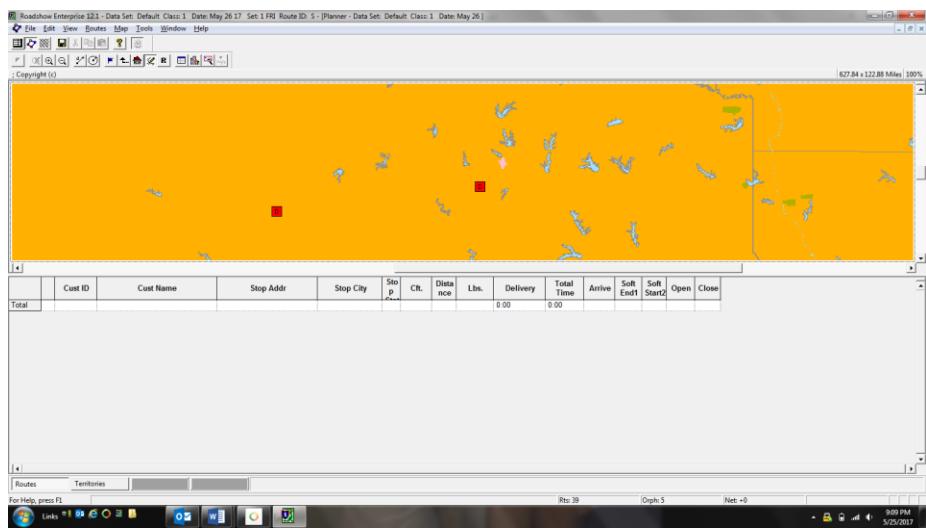


ii. Routing

- To start routing, you must first open the maps. Do this by clicking the small maps button which looks like a circle with four small squares. This should bring up the map.



The maps should look like the screen shot below at this point.

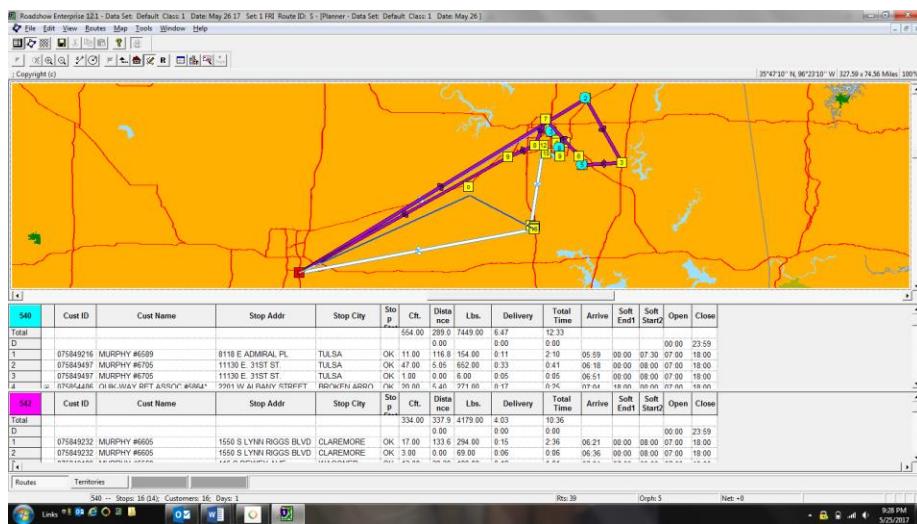


2. You can now scroll through all routes by using F3 and F4 keys on your keyboard, or keying Control and S at the same time which will bring up your Services screen. This screen will show all routes with important which you can transcribe to your daily line-up. You can select any route, or up to four at a time by double clicking the numbers in the column left of the Route # or information clicking Edit on the top right of the Services Screen. Doing so will split your screen with route information below, and the map on the top.

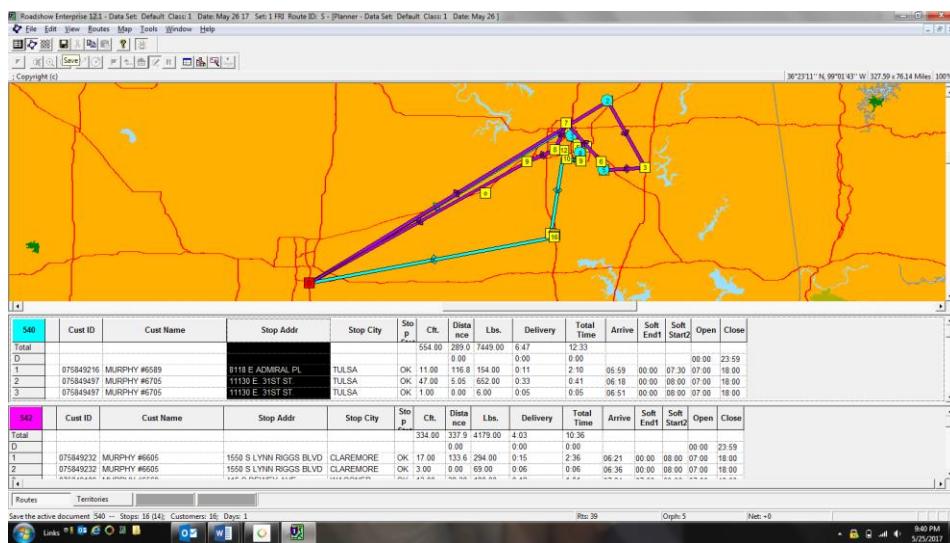
Route Name	Crt.	Unique #	Distance	Lbs.	Time	Veh. Type2	Dispatch Time	Dispatched
1 109	143.00	1	372.80	1462.89	8.62		00:00	No
2 109	250.00	9	224.00	1032.00	5.00		00:00	No
3 512	095.00	9	178.60	1565.00	10.50		00:00	No
4 514	570.00	19	383.80	9312.00	15.16		00:00	No
5 514	560.00	19	383.80	9312.00	15.16		00:00	No
6 516	096.00	11	648.40	15129.0	20.25		23:00	No
7 519	233.00	9	248.50	3447.50	15.58		04:30	No
8 520	432.00	9	323.00	3230.00	15.00		00:00	No
9 522	775.00	17	524.90	18487.0	21.15		06:00	No
10 524	531.00	10	363.05	11508.0	14.49		06:00	No
11 526	360.00	10	363.05	3630.00	10.00		06:00	No
12 529	114.00	12	755.90	23480.0	25.54		23:00	No
13 530	744.00	12	96.50	16458.0	11.24		00:00	No
14 532	552.00	10	256.00	2560.00	10.00		05:00	No
15 534	604.00	11	64.70	15554.0	8.47		05:00	No
16 536	668.00	9	78.30	14296.0	10.25		05:00	No
17 538	544.00	10	120.00	1200.00	10.00		05:00	No
18 540	154.00	14	209.00	7449.00	12.33		04:00	No
19 542	256.00	5	237.90	4179.00	15.36		04:00	No
20 544	684.00	9	396.55	13138.0	15.36		04:00	No
21 544	296.00	9	396.55	5376.00	10.43		04:00	No
22 546	546.00	8	213.00	2130.00	10.00		04:00	No
23 550	512.00	8	26.55	6504.00	6.56		05:00	No
24 550	537.00	8	26.55	4795.00	6.00		05:00	No
25 554	294.00	5	98.85	4795.00	6.00		05:00	No
26 554	198.00	5	139.00	8117.00	7.25		05:00	No
27 556	476.00	9	64.95	8137.00	7.11		06:00	No
28 558	569.00	11	99.20	10056.0	9.12		06:00	No

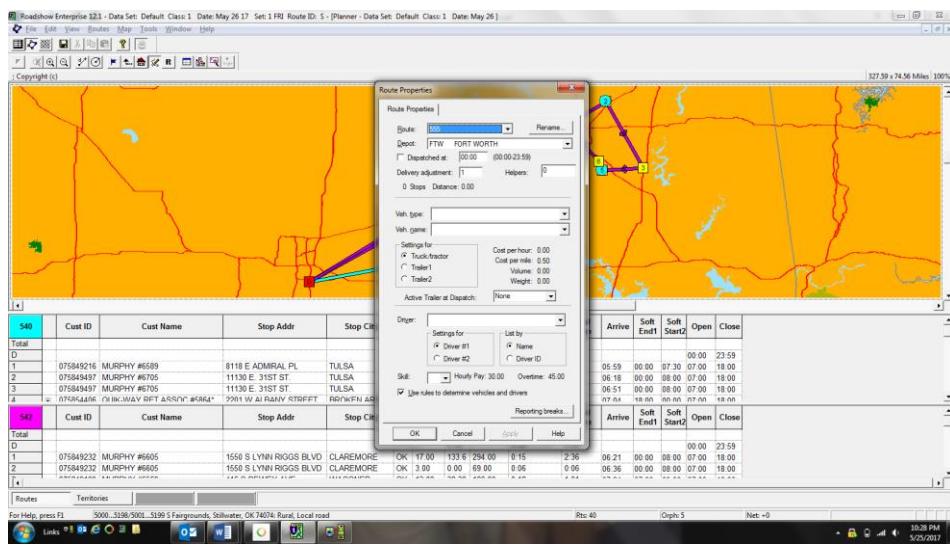
3. It is at this point you will determine if you need to make any changes to routes due to:
 - i. Cube
 - ii. # of stops
 - iii. Amount of miles to be driven
 - iv. Weight
 - v. Amount of time needed to complete route

To move stops from one route to another, it is as simple as double clicking on the line of a route you want to add a stop to “connect” to the route and then clicking on the stop you want to add. This should now anchor the stop to the route you want which will then update all route information for routes affected.

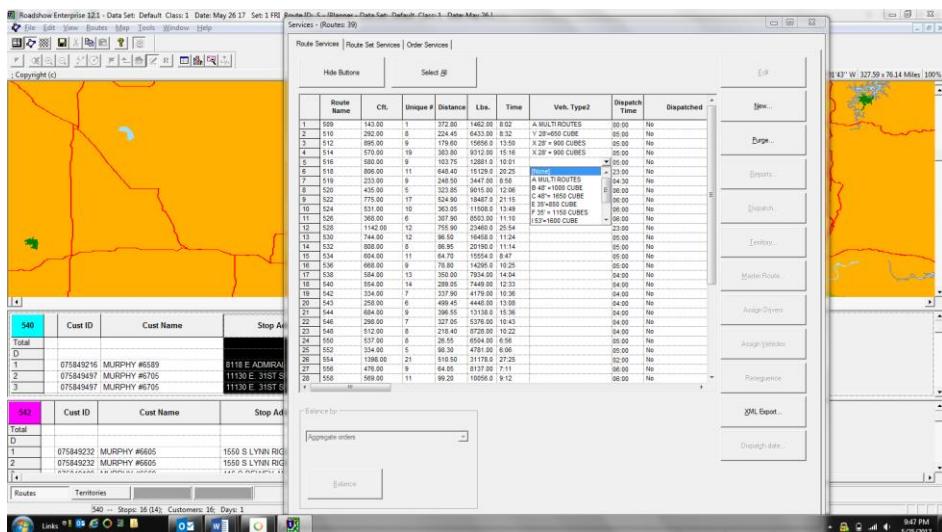


You can customize all columns on both the Services Screen which again is brought up by hitting the Control and S keys, and the route information on the bottom of the map screen by right clicking on a column and selecting Customize Columns. Set up correctly, you can see all customer information including cube, time windows, ETA, and much more. Remember to click the Save button on a regular basis located at the top left to save any changes you have made, or in case the program crashes. You can also add or create a route by clicking Routes and then New Routes. Type in a new route number and click OK. This will bring up the Route Properties box where you can select the depot, dispatch time, and skill level of the driver/drivers who will be running the route.



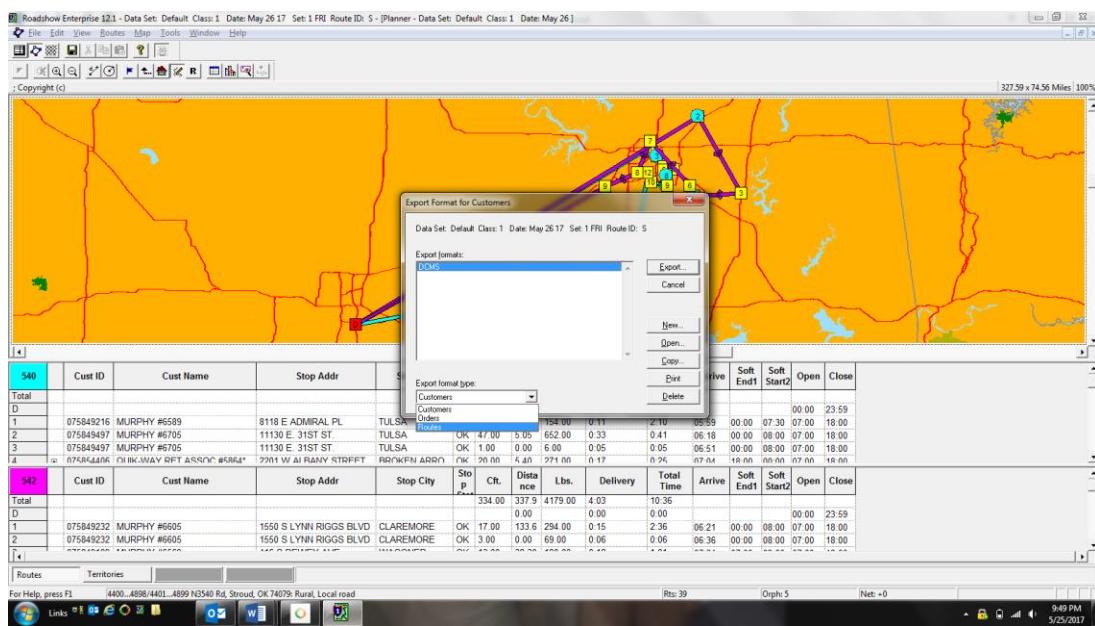
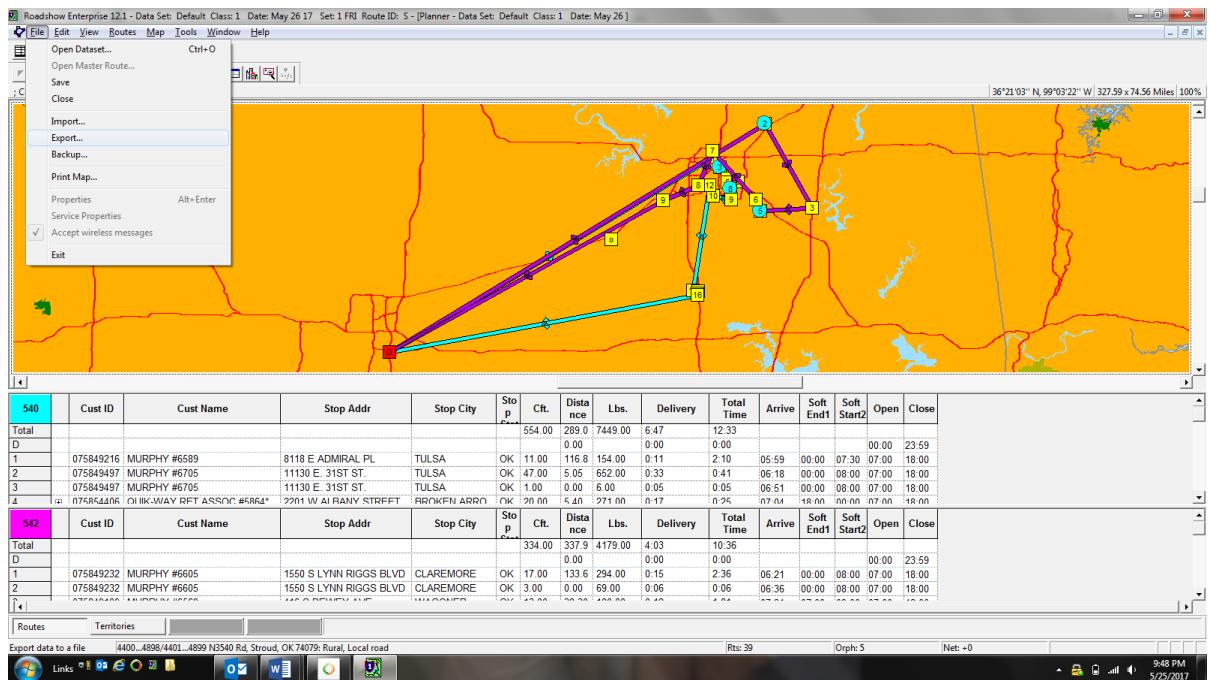


- Once all movements have been made, you need to apply your trailers to your routes on your Services screen. This will allow you to choose how tall pallets are built just in case the load will be a tight fit in the trailer, or if you can relax the pallets because there is plenty of room. You will also ensure the dispatch times are accurate on your Services screen. Remember to save your work on a regular basis!

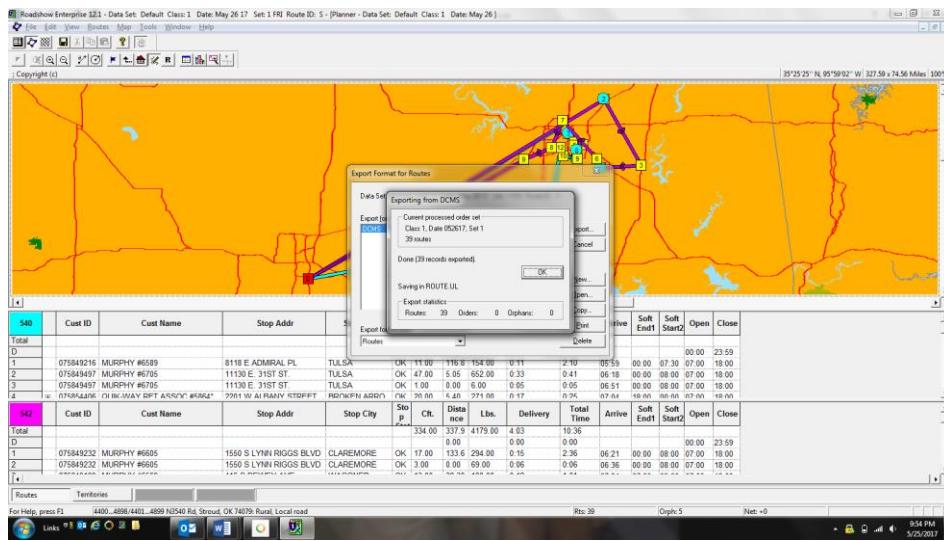


iii. Exporting Routes

- It is now time to Export all routes back into DCMS so that the warehouse can start picking the orders and the trucks can be loaded. Start by selecting File and then Export from the drop down. This will bring up the Export Format for Customers box.

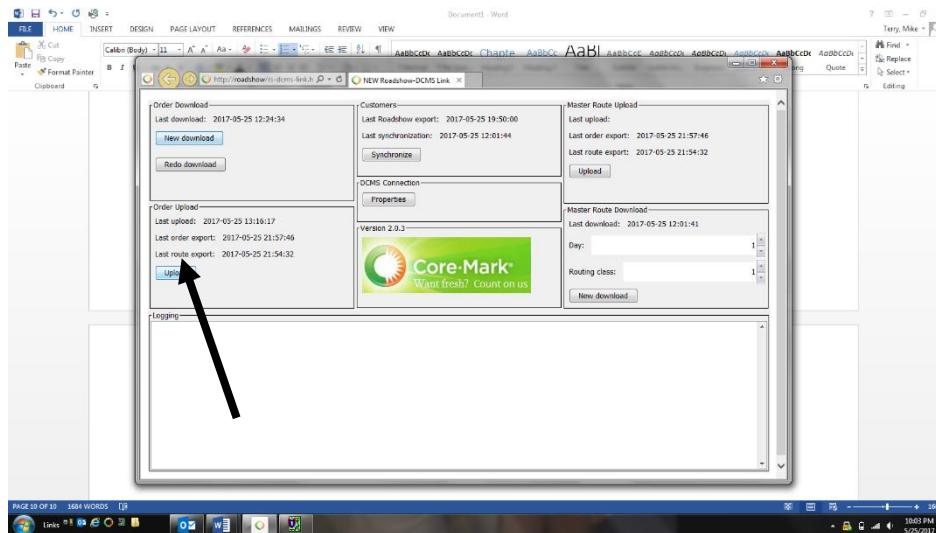


2. Select DCMS in the Export Formats box, and then select Routes from the drop down box and click Export. Ensure all routes are highlighted (or only routes you want to send back at that time), and click Export again. Once done, the dialogue box will tell you how many records (or routes) were exported. Click OK to get back to the Export Format for Routes box.



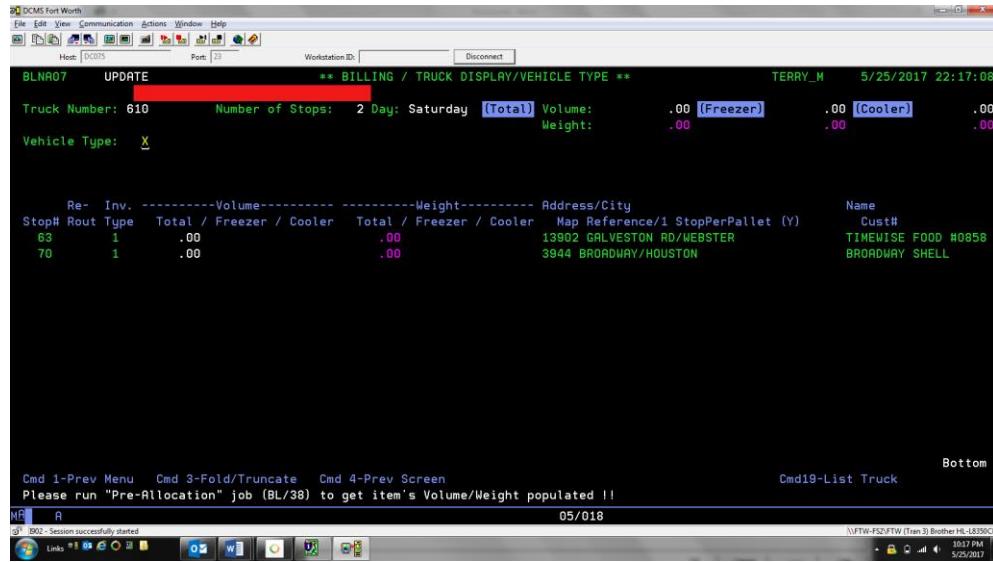
You will then choose Orders from the drop down box (ensure DCMS is still highlighted in the Export Formats box), and click Export. Select all routes you want to export again, and click Export. This will bring up a summary dialogue box telling you how many orders have been exported. Click OK and then Close to close all boxes. At this point, the routes and orders are sitting in the DCMS/Roadshow link and need to be sent from the Link to DCMS.

3. Open up the Link, and locate the Upload button in the Order Upload box on the bottom left of the Link. Before you do anything further you should ensure that the dates and times showing for the Last order export and Last route export are current to the approximate times you actually exported the routes and orders in the previous step. Once you verify that both are current, you can click Upload on the Link in the Order Upload section.



This completes the process of importing, routing, and exporting all routes and orders. Before you contact the Computer room Operator to let them know the routes are ready for them; it is wise to

verify that all cube, stops, trailer assignments, route changes, etc. have been made by running reports set up locally by your division to ensure everything looks good. A simple check is to run options 51 and 31 or 32 in DCMS, and typing in a route number. Once the route screen comes up, you can verify the cube, stop count, and trailer type are accurate to what you had selected in Roadshow.



iv. Rerouting

1. Rerouting has recently become easier due to new programs which allow you to extract current routing data like cubes, weight, delivery frequency, current delivery days, etc. This spreadsheet can then be uploaded into Roadshow. At this point, you can literally create each route individually by day, move stops from one day to the next, or even decide if a second or third delivery to an account is necessary. Again, reroutes are usually due to seasonal volume changes, adding or removing customers, etc. On average, there should normally be two reroutes a year to adjust for usual lower volume in the winter months, and in the spring to get ready for the summer or peak season. The program to gather this information can be found on the company share site in the Operations tab.

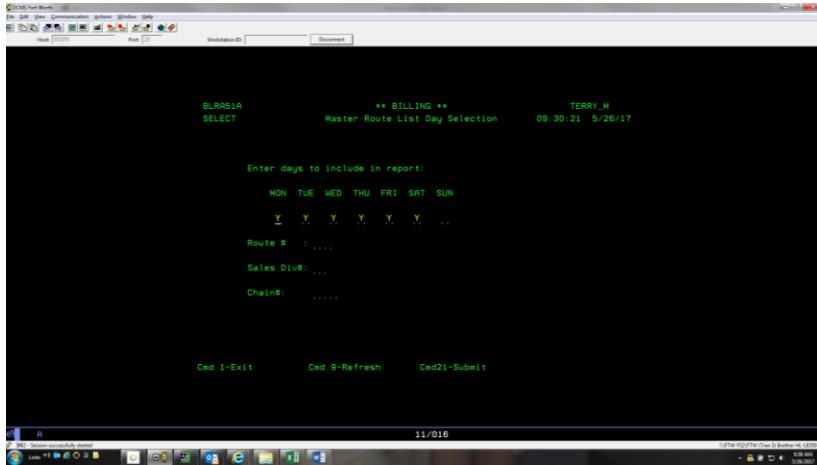
c. Routing and DCMS

1. There are several tables in DCMS which need to be maintained in order to ensure routes show accurate depots and start times in both Roadshow and in Workflow. You will also use DCMS to maintain customer routing information, and your Trailer Type Tables which allow you to custom fit pallets to a certain trailer size based off of volume.

i. Master Route List

1. The Master Route List is exactly that. It is a customizable way to show all or selected routes which can be exported to an Excel format. You can access your Master Route List by keying options 51-80-48. It will take you to the Master Route list Day Selection. From this screen, you can:

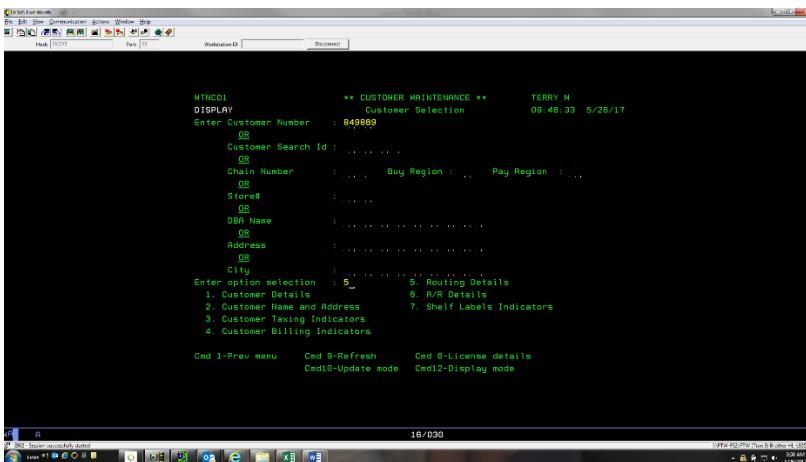
- Select each day you want to view
- Select a particular route to view
- Sort by a certain sales division
- Sort by a certain store chain



2. Once you have made the selections you want to see, you will select Command21 (Shift and F9 Keys) to submit the report. The next screen will allow you to choose if the report is emailed to you in PDF or Excel format.

ii. Customer Maintenance Screen

1. From options 52-2, you can access the Customer Maintenance screen. You will need to supply the customer number, store number, or chain number to be able to select accounts. Start by typing a customer number in the first line, and typing a 5 into the option line at the bottom of the screen to take you directly to that customers maintenance screen.



2. Once in the Customer Maintenance screen, you can see many items that are useful and updateable to you. Use your F10 key once in a Customer to see what you are able to change or update. These items will show up in yellow. Remember, any changes you make on this screen will show up the next time you import Customers and Master Routes into Roadshow.

- Routing Class (must be a 1 to be able to import the customer and its orders into Roadshow)
- Latitude and Longitude
- Account open and close times
- Current routing by route number, delivery day, and time windows.
- Time Zone

```

MTNCO1E          ** CUSTOMER MAINTENANCE **      TERRY M
UPDATE          Customer Routing Details      09:51:39  5/26/17
Customer Number : 851493  Cust Name : FM MEMORIAL O MART   SS
Chain/Buy/Pay : 8042/01/01 Address : 14802 MEMORIAL DR
Routing Class : 1  City : HOUSTON
Map Reference :
Latitude : 29.770081 Contact : FAZIL/FRANK MALIK Bill Lading : N
Longitude : -95.668158 Phone : 512 339-0050 Plastic Totes: Y
Open/Close : 1 2359 Order Limit : 10,000 Allow Order : Y
Setup time : 0 Sales Ledger: 1 Prim Call Day: .. Seq: ..
Merchandiser Serv Prof: .. Time Zone: C DST: Y Secn Call Day: .. Seq: ..
Mon-1 Tue-2 Wed-3 Thr-4 Fri-5 Sat-6 Sun-7
Truck Stop Truck Stop Truck Stop Truck Stop Truck Stop Truck Stop Truck Stop
612 14
DelivDay DelivDay DelivDay DelivDay DelivDay DelivDay DelivDay
800 800
Merch Stop Merch Stop Merch Stop Merch Stop Merch Stop Merch Stop Merch Stop
Service Service Service Service Service Service Service
ServType ServType ServType ServType ServType ServType ServType
Ced 1-Prev menu Ced 9-Refresh Cmd10-Update mode Cmd12-Display mode Cmd17-Changes Log

```

05/018

3. Once changes have been made in the Customer Maintenance Screen, hit your Enter key to make changes effective. If all changes are good, DCMS will tell you changes are made, however, if you attempt to change a route or stop number, and that change matches another customer routing profile, CMS will tell you it cannot make the change and will tell you which customer currently has that routing info already.

iii. Vehicle Type Table Maintenance Screen

1. Using options 51-83-38, you should now be in your divisions Vehicle Type Table Maintenance screen. From this screen, you can create or adjust new trailer profiles based off of cube, pallet spaces, weight, and number of compartments. Your division should keep this updated as these are the trailer selections that should be available for you to assign in Roadshow. As you will see, there should be multiple trailer selections to choose from. Using your F10 key will put you in update mode. Again, anything in yellow is changeable. You can add a profile by putting an A in the SEL column, D to delete, or C to change. Once changes are made, press Enter, and DCMS will back out of the screen and tell you changes have been made.

** BILLING **										TERRY_M		10:35:19 5/26/17			
** VEHICLE TYPE TABLE MAINTENANCE **															
-----MAXIMUM CUBES PER PALLET-----															
Sel	Vehl	#	of	Max	Max	Max	MAX	VALUE	PLANNED	VAL	Vehicle	Vehicle			
				Cubes	Cubes	Cases	Totes	Cases	Totes	Max	Cubes	Max	Height		
...	A	3	12	60	60	75	70	70	57	900.00	22000.00				
...	B	3	22	60	60	85	85	60	60	1100.00	40000.00				
...	C	3	22	80	60	75	70	65	70	1650.00	40000.00				
...	E	3	16	60	60	65	65	60	60	1150.00	29000.00				
...	F	3	16	60	60	75	70	75	70	1150.00	29000.00				
...	I	3	24	60	60	60	65	55	60	1600.00	40000.00				
...	J	3	24	70	60	75	70	65	70	2000.00	40000.00				
...	S	3	10	60	60	65	65	60	60	499.00	20000.00				
...	X	3	12	60	60	75	70	65	70	900.00	20000.00				
...	Y	3	12	60	60	60	65	55	60	650.00	20000.00				
...	Z	3	22	60	60	70	67	70	57	1650.00	40000.00				

Action Codes: (A)dd, (C)hange, (D)elete, (S)earch
 Cmd 1-Prev Menu Cmd 9-Refresh Cmd10-Update mode Cmd12-Display mode
 Cmd19-Print Table

iv. Master Route File

1. The Master Route File in options 52-68-30 need to be maintained as this is where both Roadshow and PeopleNet Workflow programs will identify:

- Route #
- Routing Day
- Dispatch time
- Depot the route should dispatch from

2. If this table is not correct during routing, then you will need to make manual changes in both Roadshow and Workflow to maneuver the routes where you need them. It is easier to make these changes prior to routing. Use your F10 key to put the screen into update mode. At this point, you can use options A, C, or D in the first column (DT Action Code) to Add, Change, or Delete respectively any item in yellow lettering. Again, this table must be accurate to ensure your routes show dispatching from the correct depot, and at the correct time. You can search for a route by typing a route # into the Truck Search area at the top left. If the route is in the system, it will take you directly to that route. If the route is not in the system, then it will tell you it is an invalid route #.

DCMS Fort Worth
File Edit View Communication Actions Window Help
Home Workstation ID Port Disconnect

```

MTRT95      ** GENERAL MAINTENANCE **      TERRY_M
UPDATE      Master Routes File      10:47:28  5/26/17
Truck Search: 000      XTRA
D R D Trk# / Driver numbers/      Depart Depot nickname/name      Dep Flt
I g y Shtl# Driver names      Pick Eap Log ID

A 1 1 100      200 FTW      FORT WORTH      0 1
C 1 1 105      200 FTW      FORT WORTH      0 1
D 1 1 112      500 HOS      HOUSTON      3 1
... 1 1 114      500 HOS      HOUSTON      3 1
... 1 1 116      500 HOS      HOUSTON      3 1
... 1 1 118      500 HOS      HOUSTON      3 1
... 1 1 120      2300 FTW      FORT WORTH      0 1 +
Action Codes: (A)dd, (C)hange, (D)elete
Cmd 1-Prev Menu   Cmd 9-Refresh   Cmd10-Update mode   Cmd12-Display mode
Cmd16-Routing Class   Cmd17-Depot Location   Cmd18-Truck Fleet   Cmd20-Shuttles

```

11:005

11:005 - Session successfully started NUTR-PS2-FTW (User 3) Brother HL-L6200DW 10:53 AM 5/26/2017

v. Truck Depot Location Table

- Find this table by using options 16-1. From this table, you can update all depot locations which again, should match what is in Roadshow. Again, use options A, C, or D in the Action Code first column to add, change, or delete depot information.

DCMS Fort Worth
File Edit View Communication Actions Window Help
Home Workstation ID Port Disconnect

```

MTNDV10      ** GENERAL MAINTENANCE **      TERRY_M
UPDATE      Truck Depot Location Table      11:02:31  5/26/17

Act  Depot
Cde Dc#  ID  Name          Address          City
A 075  0  FORT WORTH DIVISION  6401 WILL ROGERS BLVD  FORT WORTH
C 075  1  OKLAHOMA CITY DEPOT  1201 SOUTHWEST 89TH ST  OKLAHOMA CITY
D 075  3  HOUSTON DEPOT      351 GELLHORN DRIVE    HOUSTON
... 075  5  ABILENE           4110 VINE STREET     ABILENE
... 075  6  SAN ANTONIO       19500 BULVERDE RD    SAN ANTONIO

Action Codes: (A)dd, (C)hange, (D)elete
Cmd 1-Exit      Cmd 9-Refresh   Cmd10-Update mode   Cmd12-Display mode
Cmd19-Print detail

```

09:003

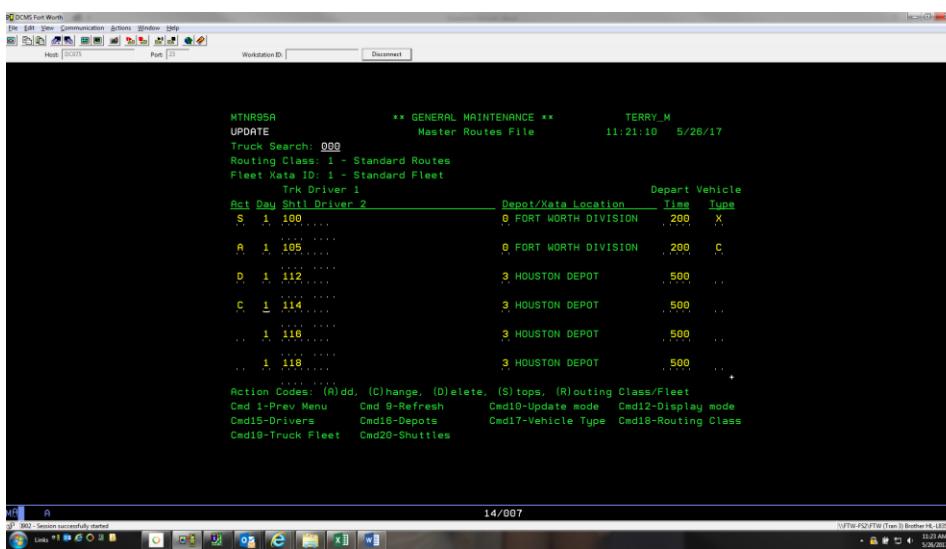
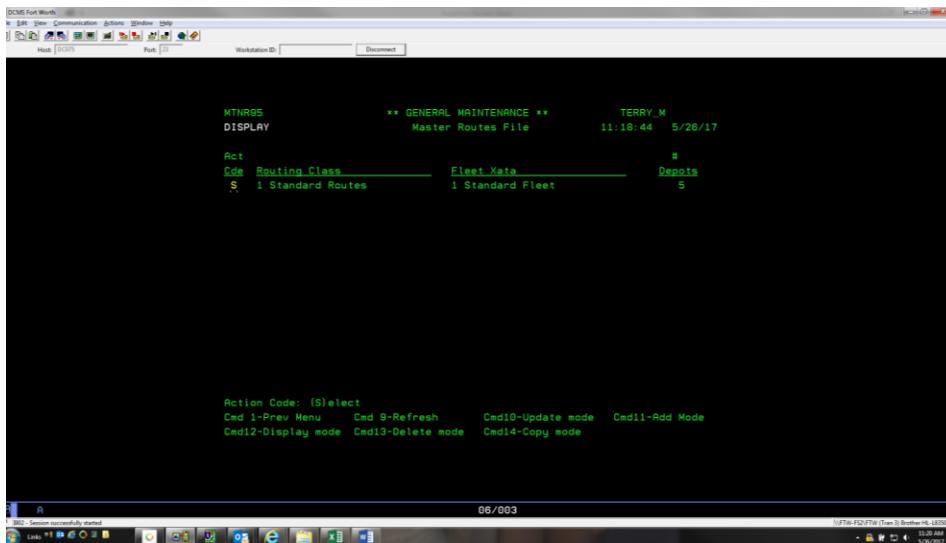
09:003 - Session successfully started NUTR-PS2-FTW (User 3) Brother HL-L6200DW 11:02 AM 5/26/2017

vi. Master Routes File

- Using options 16-12 in DCMS, takes you to a more in-depth look at your master routes than options 52-68-30. This option not only allows you to see where the route will dispatch from, the departure time,

and the trailer assignment if you so choose, but you can open up each route and see all customers associated with the route and make limited changes to the customers.

2. After options 16-12, put an S in the Action Code column to select Routing Class “1 Standard Routes” and hit Enter. This will take you to the Master Route Files screen where you can Select, Add, Delete, and Change the route listing with an S, A, D, or C respectively once you key F10 to put the screen into Update Mode. There are multiple other selections on the bottom of the page to choose from.



3. By selecting a route with an S, you will open the selected route to show all stops/customers within that particular route. You can then hit F10 to update and put an S in the Action column to change route, stop, and time window information for each stop selected for that particular day.

MTNC95A ** GENERAL MAINTENANCE ** TERRY_M
 UPDATE - By Stop# Truck Master Routes 11:26:56 5/26/17
 Routing Class: 1 - Standard Routes
 Invoice Day: 1 Truck: 114 Total Customers: 15

Act	Stop	Cust#	Name	Arrival	Window	Delivery	Day
S	7	850156	MURPHY #7054	0530	0730		1
S	14	840879	MURPHY #5708	0700	0900		1
S	21	801910	SODEXHO/PRAIRIE VIEW R&M*	0800	1000		1
S	28	842888	CHARTRIERS-HALLBALD	0845	1145		1
S	35	847673	TAMU PAVILLION C STORE	0845	1145		1
-	42	849978	MURPHY #6528	1030	1230		1
-	46	839357	TAMU SIMPLY FRESH	1145	1345		1
-	58	839349	TAMU SB1SA OUTTAKES	1145	1345		1
-	63	851121	MURPHY #7519	1145	1345		1
-	76	840851	MURPHY #6818	1245	1445		1
-	77	850778	MURPHY #7335	1345	1545		1
-	84	840341	MURPHY #6869	1445	1645		1
-	91	848572	MURPHY #6663	1530	1730		1

Action Code: (Select) Cmd 1-Prev Menu Cmd 8-Refresh Cmd10-Update mode Cmd12-Display mode Cmd14-Seq by Stop# Cmd15-Seq by Cust Cmd16-Seq by Name Cmd18-Print detail

MTNC95A ** GENERAL MAINTENANCE ** TERRY_M
 UPDATE - By Stop# Truck Master Routes 11:26:56 5/26/17
 Routing Class: 1 - Standard Routes
 Invoice Day: 1 Truck: 114 Total Customers: 15

Customer Number: 850156 Name: MURPHY #7054

Bill Lading:	N	Plastic Totes:	Y		
Tue-2	Wed-3	Thu-4	Fri-5	Sat-6	Sun-7
Truck Stop					
114	... 7		414	70	
Delivery Day 1	Delivery Day 2	Delivery Day 3	Delivery Day 4	Delivery Day 5	Delivery Day 6
.530	.730		1130	1330	
Mrch Stop					
Service	Service	Service	Service	Service	Service
ServType	ServType	ServType	ServType	ServType	ServType

Press ENTER to accept, Cmd 1 to cancel Cmd 8-Refresh

Cmd14-Seq by Stop# Cmd15-Seq by Cust Cmd16-Seq by Name Cmd18-Print detail

vii. Other options within DCMS

There are several other options in DCMS to become familiar with which will come with time, but here is just a short list that might be helpful for routing purposes:

- Delivery Cubes Report by date using options 16-35.
- Delivery Tracking (where time windows are entered) is options 12-2
- Re-push Orders to Roadshow. This option comes in handy if the orders need to be resent to Roadshow for any reason. Your computer room operator should do this for you, but in a pinch, can use options 52-72-45 to resend all orders to Roadshow.

Test for knowledge & Understanding — self assessment

1. What is the first thing each day a Trans Manager should do?
2. What system does Core-Mark use to track HOS?
3. Name 3 of the Corporate Programs?
4. Where is Speed Gauge located?
5. Name 2 of the functions that Core-Mark uses CoolTrax for?
6. True or false – DCMS is the operating system that all of Core-Mark uses.
7. Who is the Sr. Director of Transportation?
8. How many Violations are acceptable for each driver in a 30day period?
9. What is the GL code for Excess R & M Tractor?
10. True or false – Transportation Manager does not have to check his fleet.

