

DRIVER GUIDELINES

Follow These Guidelines When Driving In Or Delivering To Millennium Recycling, Inc.'s Facility.

- **Slow Speed** – There are many blind spots, traffic, and pedestrians.
- **No Use of Facility Equipment or Door Controls** – Unless authorized.
- **Be Safe** – Safety is enforced. Follow all OSHA and Safety policies as directed.
- **No Unattended Trucks in Tip Area or on Scale.**
- **No Walking Under Lift Gates** – Tools are provided upon request.
- **No Walking Through Facility** – Millennium staff must accompany you.
- **No Digging Through Materials** – Unless authorized and with proper PPE.
- **No Smoking** – There are flammable materials all around.
- **No Cell Phone Use** – There are already too many distractions.
- **Be Courteous** – If you have questions, just ask!



WE'RE HERE TO HELP YOU!



Shawn
Facility Manager



Jason
Payloader Operator



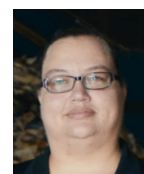
Heather
Shipping/Receiving, A/R



Bruce
Supplier Relations



Misty
Community Education



Shannon
President

Ask us if you have any questions, needs or concerns.

You may ask, at any time, about process and procedure, or ask for a manager.

Millennium Employees cannot operate your vehicles, climb into your boxes to unload, or instruct you to do something outside of your company's policies

DRIVER INSTRUCTIONS

1. Upon Arrival:

- All delivery trucks must check-in on the scale.
- Follow the scale attendant's instructions.

2. Automated Scale

- Stickers can be obtained for trucks with regular deliveries.
- Work with the office for setup and training of use.

3. When Tipping/Unloading:

- Watch for the attendant to provide instruction or direction if necessary.
If you need assistance, sound your horn twice and wait, if no response repeat. When in doubt, wait for instruction.
- Do not use doors if not fully open.
Rule of "All the way open or all the way shut".
- Undo turn buckles when waiting to allow for quick unload, unless waiting to pull out of tip areas.
- When backing in, stop at doorway and sound horn before continuing to back in.
- Sound horn around all blind spots.
- Material must be tipped near the pile.
Loose material outside or away from designated area will incur labor fees.
- Prompt cleanup of dropped material or contaminants without pile manipulation is allowed.

4. After Tipping/Unloading:

- Do not drag loose material out of the tip area.
- NO reaching under tail or lift gates for cleanout!
Tools are provided upon request.
- Driver cleanout may only be done in designated area in your assigned container.
You are responsible for keeping area clean. If container is full, notify your dispatch.
- Close truck gate/doors prior to leaving tip area.

If Your Truck Breaks Down, follow these steps:

1. Notify Millennium Staff.
2. Remove vehicle from tip area and out of traffic.
3. Contact your dispatcher/company representative.
4. Advise Millennium Staff of your procedure and timeline.
5. See scale attendant to close out ticket or void if not unloaded.

