



### Repairs and breakdowns flow chart

#### - Evaluate

- Emergency/Non-Emergency
- If an Emergency Contact Field Production Manager. Line up repair shop or mobile service as needed. **Fill out service** request form.
- o If NOT an Emergency Follow the process below
- <u>Submit Service Request</u>- Some minor repairs can be handled during the week or end of it. These repairs can be planned out and do not require immediate attention. Crissy/shop can order parts down the line even if the repair isn't needed yet. (Example: air filter is 30 days out for part to come in)
  - o Additional Repairs can be added
- Diagnose
  - Attempt to Repair (OTE has diagrams to help repair)
    - Contact Program Manager(Major Repairs only)
    - Electrical Repair Should not be attempted if you do not have the knowledge
- Outside ability to repair
  - Step 1: Program Manager Contacted (alternative Chris H.) Step 2: Line up repair/PM service with shop



### **Required Fleet Forms**

- Vehicle Service Request Form
  - Submit for any and all repairs required/requested
    - All Field Repairs
    - Any Incoming for Omaha Repairs

### Daily Pre-Operational Truck/Equipment Inspection Form

- Must be filled out for each truck and equipment before use each day
- Includes all ELD units (Filled out along with DVIR through Verizon)



#### Vehicle Service Request Form Service Request Form Date Repair Location Name ' Phone Truck # \* https://www.omahatrack.com/fc Mileage Engine Hours Under "Shotcuts" click Arrival Date 1m/dd/vvv on "Other Forms" Departure Date Annual DOT Inspection Due Then click on "Service Request Form" Annual Hy-Rail Inspection Due Yes or: Annual Crane Inspection Due Ves https://www.omahatrack.com/service-request/ Service Due - Standard Preventative Maintenance Additional Service Needed: Fill in all of the fields Submit Email PLEASE FILL OUT FORM PRIOR TO ARRIVAL AT OTE Submit



#### **Pre-Operational Inspection Form**

		OMAHA TRAC	PRE-O	PERATIONAL INSPECTION	
	OPERATIONAL TRUCK/EQUIPMENT INSPECTION	Operator's Name:		Date:	
Image: Control Action		Location:		Truck Number:	
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Service and Preventative Maintenance

**Grapple Trucks:** 300 Hour Service Intervals OTR Trucks (IJL): 20,000 Mile Service Intervals Cut Trucks: 3,000/4,000 Mile Service Intervals Pickups/Cars: 5,000/6,000 Mile Service Intervals Equipment (Wheel Loaders, Skid Loaders, Sennebogen's): 300 Hour Service Intervals





Service and Preventative Maintenance **Annual Inspections: DOT** Inspections (All vehicles over 10,000 lb GVWR) **HiRail Inspections** (Complete wheel removal, wheel & gear inspection) **Crane Inspections** (Inspection of all structural components, hydraulics & cylinders)



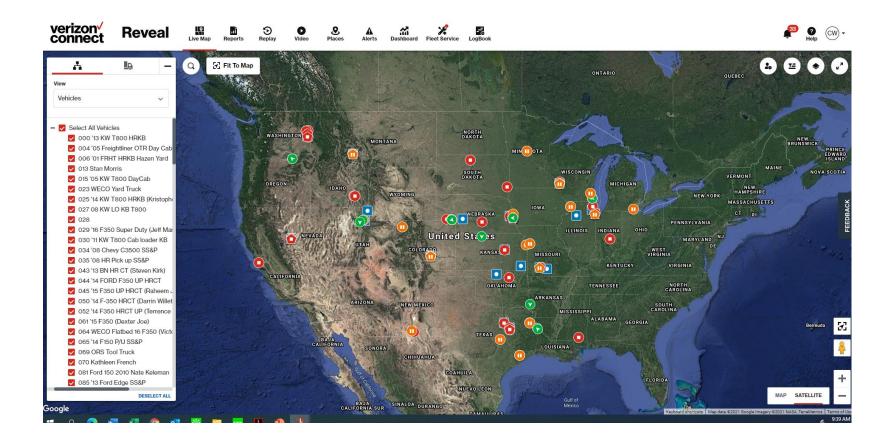
Service and Preventative Maintenance

**Other Service Intervals** 

Hydraulic Oil & Filters Transmission Service Differential Service Rear Wheel Bearing/Seal replacement Magbox Bearing Replacement



#### Service and Preventative Maintenance





#### Service and Preventative Maintenance

Manage Service F Create, edit, and view service		enance.				Create a	New Service Plan
Show plans for 235 '17 KW T880 HRv	Show service plans f	or users I manage 🔵	CLEAR				
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CRANE INSPECTION	Scheduled Service	DESCRIPTION		(DAYS) 305, 365	DISTANCE (MI)	ENGINE HOURS	



#### Service and Preventative Maintenance

SERVICE PLAN RE	MINDER		
DOT Inspection	ı is due witl	hin 60 days	
Complete the <mark>se</mark>	rvice »		
REMINDER DETAILS	6	DRIVER DETAILS	
Upcoming Service Date 12/08/2021		Driver Name:	
Vehicle: CH123 '14 MACK LO KB	k	Driver Email:	
Other Intervals:		Driver Phone:	
×		×	
<mark>Service</mark> Plan Name:	DOT Inspection		
Service Plan Type:	ScheduledService		
Service Plan Interval:	Time Based (Every	365 Days)	
Service Plan Owner:	Crissy Williams-Lan	nb ( <u>crissy@omahatrack.com</u> )	





Service and Preventative Maintenance

Annual Crane & HiRail Inspections:







Service and Preventative Maintenance

**DOT Inspections** 





Service and Preventative Maintenance

Fleet Accounts for Service & Repair







Service and Preventative Maintenance

**Direct Tire Accounts** 











### HiRail Truck Manual Packets

- Truck Manufacturers Manuals
  - Truck
  - Engine
  - Transmission
  - PTO Adapters
- Hi Rail Manufactures Manual
- Crane Manufactures Manual
- Grapple Manufactures Manual
- Creep Drive System Manual
- Magnet Generator & Magnet Manual





### HiRail Pickup Manual Packets

- Truck Manufacturers Manuals
- Hi Rail Manufactures Manual
- Water Tank & Water Pump Manual





### Grapple Truck Tool Kits

### What Tools do you have in your Grapple Truck Toolbox?

### Toolbox

3/8"-1 1/4" Box Wrench Set	1 3/8"-2" Box Wrench Set	Allen Wrench Set (SAE & Metric)
3/8" Socket Set	Prybar Set	Punch & Chisel Set
Pipe Wrench (2)	Adjustable Wrench (2)	Hammer
Tape Measure	Screw Driver Set	Hacksaw
Water Pump Pliers	Torx Set	Wire Stripper & Crimpers





### US Bank Voyager Fuel Cards

#### Fuel Card:



How to Use the Voyager Fleet Card Driver Instructions

- Swipe your card at the pump card reader. If the pump card reader will not read the card, take the card inside to the attendant to process the transaction electronically. If there are no pump card readers, see the attendant inside to process.
- 2) At the terminal, if it asks for "Credit" or "Debit", press the "Credit" key.
- Then you will be prompted for an ID or personal identification number (PIN). Enter your PIN and press "Enter". (Your PIN is the last four of your social security number)
- The terminal will then prompt for an ODOMETER reading. Enter your odometer as a whole number. DO NOT enter tenths of miles. (ie: 56427)
- 5) All terminals are different and may require information to be entered in a different order. Simply follow the instructions on the terminal to process your transaction.
- 6) If there issues at pump card reader, see attendant. Less fraud on cards if you go in. If a card cannot be read on any equipment, please notify <u>Crissy Williams-Lamb @ 402-699-2751.</u> If you have to purchase fuel by other means (ie: Company credit card), please note UNIT #, ID and ODOMETER on the receipt. Then email to Crissy Williams-Lamb @ <u>crissy@comahatrack.com</u>.
- If processed manually, write UNIT #, ID and ODOMETER reading on the receipt. Then email to Crissy Williams-Lamb @ <u>crissy@omahatrack.com</u>.
- 8) If your card is lost or stolen, report immediately to Crissy Williams-Lamb 402-699-2751
- Select "CREDIT" at the pump
- Enter your ID or PIN (Last 4 of your Social Security Card)
- Enter in the Odometer reading for the vehicle (Whole number miles)





#### **Apportioned Vehicle Information Packet**





#### **Apportioned Vehicle Information Packet**

Cab Card:

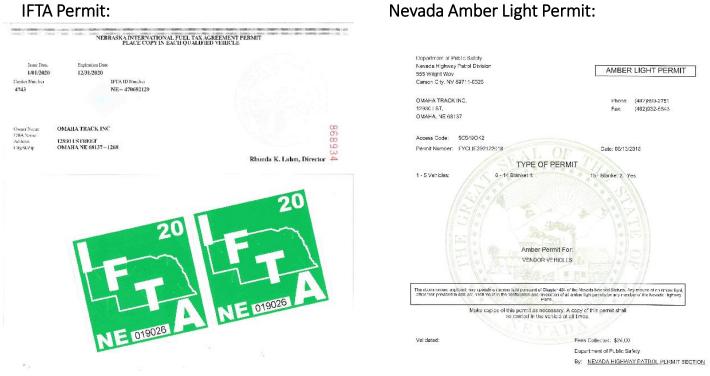
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POLICY NUMBER 60488914	EFFECTIVE DAT 4/1/2018	
YEAR M Fleet	IAKE/MODEL	VEHICLE IDENTIFICATION NUMBER
AGENCY/COMPANY ISSUI	NG CARD	
4551 W. 107th	St	Suite 300
Overland Park		(913)341-8998
INSURED		
Omaha Tra		
12930 I \$	Street	
Omaha	NE 6	58137
	SEE IMPORTANT NOTICE	
	SEE IMPORTANT NOTICE	ON REVERSE SIDE
Web Address:	www.trussadvantage.	com
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#### **Apportioned Vehicle Information Packet**



#### Nevada Amber Light Permit:

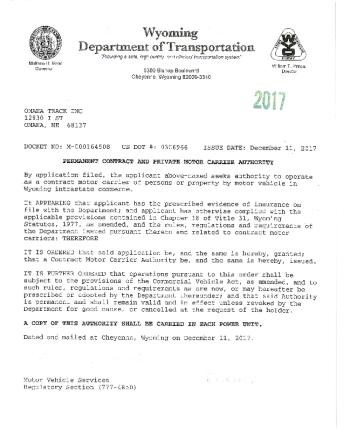
This Permit Expires Sunday, June 30, 2019





#### **Apportioned Vehicle Information Packet**

#### Wyoming Intrastate Permit:



#### Interstate Commerce Permit:

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		DECISION	00 S.M		
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		REENTITLED			
		OMALIA TRACK, NC.			
		Distant in the quee			
	On January 28, 2014, Replacht f	flied a recipeat to hove the	Poderal Motor Carrier	Safely	
	Administration's reports changed to ref	ect s name change.			
	It is ordered: The Federal Motor Carrier Safety name s3: OMAHA TRACK, INC.	/ Administration's records	are amonded to reflac	t the comon's	
	Within 30 days aftar this ducktor of the stands and the insurance rogu (SMC2) on 41% to 52 for bester, hearings rogu SMC3 24 x KS for bester, hearing and acceptable without and the standard of the acceptable without and the standard without Most Carrier Staffy Act initial valida, fit The applicant is notified that failt revisation of its operating "give regist	rations by having amenda and property damage liab SOC-3 for designation of a s of Form MCS-90 or other planos. Insurance and Di 200 New Jensey Ave., S.E uns to comply with the terr ration, effective 30 cays for	d Illings of, preact faid by, BMC 54 or 83 for c gents upon wheth pre- "certificates of haura DC-S illings chould be , Westillagton, DC 205 rs of this decision she on the sorv od date of	PMCSA forma ango lickilly, or a cease may be noe® are not asen to Federal 80, I rescil to this decision.	
	To verify that the applicant is in the http://i-public.fmcsa.dot.gov. Any of (202)368-9605.	full compliance, coll (202): ther questions reparding t	958-7000 or vielt our w rejaction taken should	obisite at be diassied to	
	Decided: Jonuary 24, 2014				
	By the Foderal Motor Carrier Solicity A	dministration			
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#### **Apportioned Trailer Information Packet**

Cab Card:

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#### Insurance Card:

NE NEBRASKA AUTO LIABILITY INSURANCE IDENTIFICATION CARD
(STATE)
COMPANY NUMBER COMPANY X COMMERCIAL PERSONAL United Fire & Casualty Company
POLICY NUMBER EFFECTIVE DATE EXPIRATION DATE 60488914 4/1/2018 4/1/2019
YEAR MAKE/MODEL VEHICLE IDENTIFICATION NUMBER
AGENCY/COMPANY ISSUING CARD
4551 W. 107th St Suite 300 Overland Park KS 66207 (913)341-8998
NSURED Tomaha Track, Inc. 12930 I Street
Omaha NE 68137
SEE IMPORTANT NOTICE ON REVERSE SIDE
Web Address: www.trussadvantage.com
THIS CARD MUST BE KEPT IN THE INSURED
VEHICLE AND PRESENTED UPON DEMAND
<ul> <li>IN CASE OF ACCIDENT: Report all accidents to your Agent/Company as soon as possible. Obtain the following information:         <ol> <li>Name and address of each driver, passenger and witness.</li> <li>Name of Insurance Company and policy number for each vehicle involved.</li> </ol> </li> </ul>
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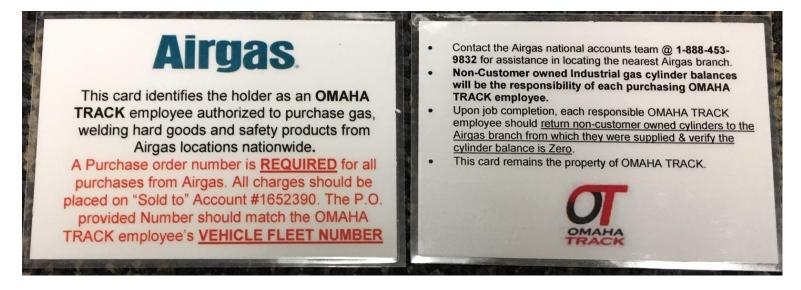
### Pickup/Car Information Packet

Vehicle Registration:	Insurance Card:	Nevada Amber Light Permit:
New Plate ECT077	IA INSURANCE IDENTIFICATION CARD (STATE) COMPANY NUMBER COMPANY Company United Pire & Casualty Company POLCY NUMBER EFFECTIVE DATE EXPRANTON DATE 60488914 4/1/2018 4/1/2019 YEAR MAKEMODEL VEHICL IDENTIFICATION NUMBER	Department of Public Salesy Nevada Highway Partol Division 555 Winght Way Carson City, NV 89711-0525
Osuulus Trackins "Via Ld for one month aller expression tran MACISSON AVE STE 710D ECOUNCIL BLUFF6, IA 61503	Fleet AGENCY/COMPANY ISSUING CARD TRUBS 4551 W. 107th St Suite 300 Overland Park KS 66207 (913)341-8998 INSURED	OMAHA TRACK INC.         Phone: (402)939-2761           19560 1 ST.         Pac: (402)922-6543           OMAHA NE 68137         Pac: (402)922-6543           Access Code:         5C5190-K2           Permit Number:         FVCIII/C3291220/38           Date::         05/15/2016
د کریے کرد Keep this receipt with vehiclo	Omaha Track, Inc. 12930 I Street	TYPE OF PERMIT
Registration Rocolpl         *Ext callon Roto 02/28/2017           County         Postewatamio         Issue Date         02/11/2016         Val dato: No.         ECT07702201701           Upgote         Business Trade         Tormaga         10         Plate No.         ECT077070701           Title No.         78AD62116         Tormaga         10         Plate No.         ECT0770	Omaha NE 69137 SEE IMPORTANT NOTICE ON REVERSE SIDE	1 + 5 Vehicles: 0 + 14 Blanket 1: 15 + Blanket 2: Yes
V1.1         Iteration         Average         Type         Truck           V1.1         FTSW3D TXGEC05099         Type         Type         Type           Year         218         Mode         F200 Stater Daty         Eyre           Year         218         Mode         F200 Stater Daty         Eyre           Year         218         Mode         F200 Stater Daty         Eyre           Cotr What         20 Stater Daty         Giver         Giver	Web Address: www.trussadvantage.com THIS CARD MUST BE KEPT IN THE INSURED VEHICLE AND PRESENTED UPON DEMAND	Amber Permit For: VENDOR VEHICLLS
Plate hyp. Downy Std Designation Curnida ve Janege Annuil See 2026	IN CASE OF ACCIDENT: Report all accidents to your Agent/Company as soon as possible. Obtain the following information:	The slove mean explant moruphets is an explant parameter of parker 45 of the Nervich Ferned States, Any minute stars any english other man produce in sets any vestile work in the scatterization and expression of all analise light permission any number of the Accustic light expl parks.
It: Audi' No. 848817 - To Here Status List A. Vonsis - List A. Vonsis - Cox etg Tracauter - Cox etg Tracauter	1. Name and address of each driver, passenger and witness.     2. Name of Insurance Company and policy number for each     vehicle involved.	Make copies of this permit as necessary. A copy of this permit at fail as carried in the vehicle at all times. Val datad: Fees Collectory, \$24,00 Department of Public Safety By: NEVADA HIGHWAY PATROL PLISHIT SECTION
1         Table         3,446.01         19,00           PD NEY OF PAGE         Gaust Atrial         32,466.01         19,00           Bits of PAGE         State Atrial         32,466.01         19,00           Bits of PAGE         State Atrial         32,466.01         19,00           Bits of PAGE         State Atrial         32,460.01         19,00           Bits of PAGE         State Atrial         34,600.01         19,00           Bits of PAGE         State Atrial         State Atrial         19,00           Bits of PAGE         State Atrial         State Atrial         10,00           Bits of PAGE         State Atrial         State Atrial         10,00	ACORD50(2007/02) © ACORD CORPORATION 1983-2007. All rights reserved.	
Onler: Signet: >	INS050 (200702)	This Pormit Expires Sunday, June 30, 2019



### Vehicle Information Packet

Airgas Purchase Card:



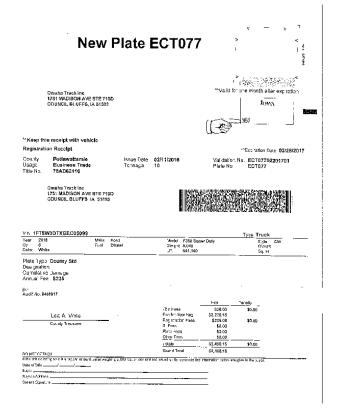
Allows you to purchase cutting gas refills, cutting and welding equipment and safety products from Airgas locations.





#### **Car Trailer Information Packet**

#### **Trailer Registration:**



#### Insurance Card:



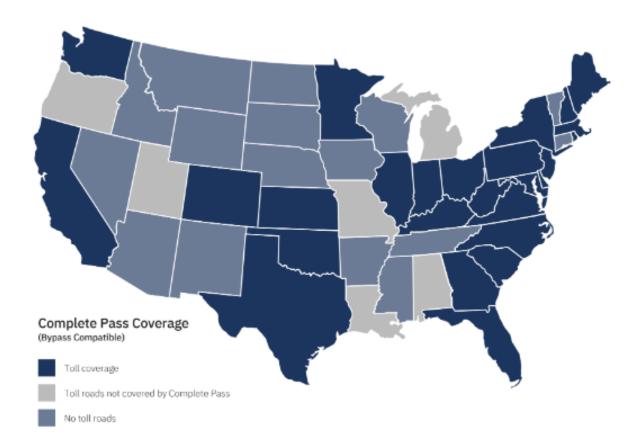
INS050 (200702)





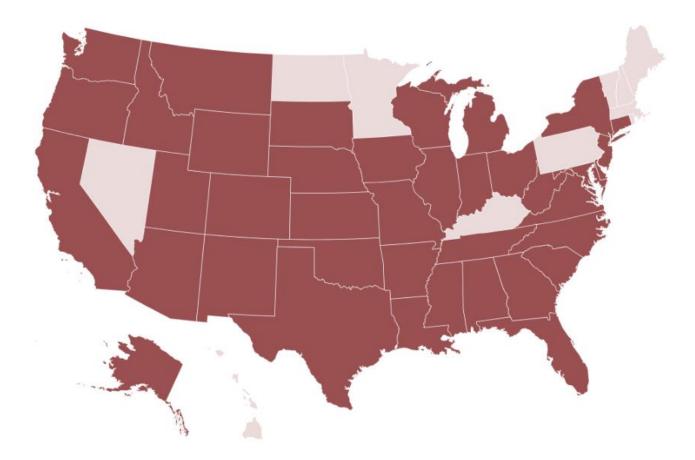
## Road Tolls — BESTPASS

Covers 100% of all major U.S. toll roads





## Weigh Station Bypass-BESTPASS





## Weigh Station Bypass-BESTPASS





## **Closing Items**



