

RAILCREW **Xpress** NEWSLETTER

15729 College Blvd., Lenexa, KS 66219
 Phone: 913.928.5000 Fax: 913.928.5016

Helpful Phone Numbers

Payroll-877.928.5046

Benefits-888.335.9545

401(k)-800.878.5220

or

Pat McGowan

888.335.9545 x 1336

Harassment-888-347-1206

Start by contacting your Location or Regional Manager for the following:

- Personnel matters
- Payroll matters
- Changes to your name, address, telephone, marital status, # of dependants, and leaves of absence
- Report a job-related injury
- Harassment
- Hours of service violation



INSIDE THIS ISSUE:

Helpful Phone Numbers	1
Foggy Weather	1
Shining Star Award	1
Direct Deposit	2
Bereavement Policy	2
Hiring Drivers	2
Hiring Managers	2

Volume 2, Issue 16
 September 2009

Safety First!

Stay Safe in Foggy Weather

Compliments of Lockton

Like rain and snow, fog can be every bit as treacherous. Here are some tips to make your drive in fog safe.

Slow Down—Poor visibility is treacherous no matter how careful you are. If you must drive, reduce your speed based on how far ahead you can see. For example, if you can see 75 feet ahead, slow down to 20 to 30 miles per hour. If visibility is only 25 feet, slow to 10 miles per hour. If you must drive 15 miles per hour below the posted speed limit, turn on your emergency flashers.

Depending on conditions, if you can see a vehicle in front of you, increase your following distance to three or four seconds. Give yourself extra time to respond to road hazards, as distances are hard to judge in fog. Remember that the road is wet, so it will take longer to stop. Be on the lookout for stopped cars, pedestrians and animals.

Make the Most of Limited Visibility—In the fog you should turn your low-beam lights on. High beams tend to scatter on the water droplets in the air and it makes visibility more difficult.

Keep your wipers and defroster going as heavy fog causes mist on the windshield that you might not notice.

Do Not Take Chances—If the fog gets so dense that you cannot see the road, pull over until the fog lifts. Signal your exit, flash your brake light several times to warn cars behind you that you are going to be stopping, and get well off the road. You should stay in your car with the emergency flashers going and your safety belt on.

Be Prepared—You cannot control the weather, but you can make sure you can cope with poor visibility. Keep your eyesight at its best by getting eye exams and always wearing your prescription eyeglasses. Keep your eyeglasses clean and while you are at it, clean your windshield regularly.

Who Will be the Next RCX Shining Star?

Cristie Walsh, Training Administrator

RCX is pleased to announce the recent rollout of a recognition program for employees who have provided exceptional service, prevented accidents, or gone above and beyond the normal scope of work. The recipients of the "Shining Star" Award receive a framed certificate of appreciation, a monetary gift, and recognition for their outstanding contribution in this publication. So, be on the lookout for those stellar performers and contact their Location Manager with the details so they can be recognized for a job well done.



Remember! Your paycheck (or stub if you have Direct Deposit) will be mailed directly to your home address beginning October 2009. Make certain your address on file is correct. If it is not, let your Manager know so they can submit the change for you.

Direct Deposit

Melinda Luthye, HR/
Payroll Director

RCX is Hiring Drivers in These Locations!

Angleton, TX
Amarillo, TX
Ardmore, OK
Bill, WY
Birmingham, AL
Blytheville, AR
Boone, IA
Bridgeport, NE
Council Bluffs, IA
Fort Worth, TX
Fremont, NE
Hearne, TX
Houston, TX
Laredo, TX
Longview, TX
Memphis, TN
Monroe, LA
North Little Rock, AR
North Platte, NE
Oklahoma City, OK
Omaha, NE
San Antonio, TX
Shreveport, LA
Smithville, TX
South Morrill, NE
Taylor, TX

Our Clients

Our Drivers

Field Support

Dispatch

Your Support System
(Lenexa Staff)

Thought for the Day... Only those who have the patience to do simple things perfectly ever acquire the skill to do difficult things easily.

Author Unknown

RCX offers direct deposit and highly encourages all employees to utilize this benefit. It is the one way to guarantee your pay is in your bank account on the pay date. Another benefit is that if there is a problem with your pay that would be fixed by issuing a manual check, you would not have to wait for funds to come by mail or pay overnight fees. The funds would be deposited next day and the check stub would be mailed to your home.

There are responsibilities that each employee must ensure that take into account when utilizing direct deposit. RCX payroll department will make no changes in order to add, change or delete direct deposit information without it being submitted on the correct direct deposit form. The form is available from your direct manager, it can be accessed on the RCX blog, or you can contact the payroll hotline, 877-928-5046, to obtain a form by e-mail, fax, or regular mail. If you are setting up a new account we will need the form completed, signed, dated and a copy of the check or a bank Pre-note letter that includes the account routing number and account number listed. Hand-written letters or deposit slips are

not acceptable documentation of the account for set-up purposes.

Please keep in mind the following: New accounts need 14 days to pre-note through AlphaStaff's system. Therefore if you wish a direct deposit to start on 9-29-2009 the payroll department must receive your completed direct deposit form and check copy by 9-15-2009, at the latest.

To make a change of account number the pre-note still takes 14 days. Again, for a change to take effect on 9-29-2009 the payroll department must receive your completed direct deposit form and check copy by 9-15-2009, at the latest.

To delete a direct deposit, a completed form must be submitted to the payroll department with a minimum of 7 days prior to the pay date. Example: to stop direct deposit on 9-29-2009 paycheck the completed form must be received by payroll on 9-22-2009.

Completed direct deposit forms and supporting documentation must be sent to the payroll department directly. You may either scan and e-mail them directly to driverfiles@railcrewexpress.com or fax them to 913-928-5072.

Bereavement Policy

By Melinda Luthye,
HR/Payroll Director

In the unfortunate case of death of an employee's spouse (including a de facto spouse), parent, child or sibling the Company shall grant the employee three days off, one (1) of those days off will be paid. The employer will consider extenuating circumstances if additional time off is needed. The employee will provide documentation of the death if requested by the employer.

RCX Management Positions Available

By Susan Eitzen, VP of Operations

Regional Manager for the Powder River Region. This position manages three Location Managers and manages a total of five locations throughout Colorado, Nebraska and Wyoming. Candidates for this position must be willing to relocate to either Douglas, WY or South Morrill, NE.

Location Manager for Bill, WY. Candidates for this position must be willing to relocate to Bill, WY.

Location Manager for Council Bluffs, IA. Candidates for this position must be willing to relocate to Council Bluffs, IA.