

DRIVER

Field Recipe Book — your edition. Your day in order, your if/then card, nothing that isn't yours.

DOCUMENT NO.	REVISION	EFFECTIVE DATE	OWNER	APPLIES TO
NU-OPS-002-B	1.2	July 7, 2026	Adam Pelewski, Owner	Driver

HOW TO USE THIS BOOK

This booklet is your full day, written like a recipe: **what you need before you start** (your kit), **the day in order** (keyed to moments, not clock times — start times change by market, and the nightly schedule post tells you when and where), and **the if/then card** for when things go wrong, so nobody freezes and nobody guesses. New hire: read your chapter the night before day one, carry it your first two weeks. It pairs with the Workforce Playbook (NU-OPS-001): the Playbook says what must happen; this book shows you how to do it with zero help.

Why the if/then cards matter: every rule on them is a decision already made. Follow the card and the right person hears the right problem at the right time — and the Owner's phone stays quiet unless it truly shouldn't.

THE LADDER — WHO YOU CALL, IN ORDER

Crew Member → Crew Lead → Field Supervisor → Owner. Gas in the air or anyone hurt beyond first aid: **911 first**, always, then the ladder. On a utility strike, the Supervisor calls the utility's emergency line and the Owner — one caller, no double-calling.

THE OWNER GETS CALLED ONLY FOR

- An injury needing more than first aid
- A utility strike with damage
- A job shut down by police or an inspector
- A customer threatening legal action
- Unplanned spend over \$500

Everything else stops at the Crew Lead or the Supervisor. That is the system working.

THE PAPERWORK THAT RUNS THE DAY (KNOW THESE NAMES)

ARTIFACT	WHAT IT IS	WHO OWNS IT
Nightly schedule post	Posted in the crew chat before the Supervisor goes home: start time, market/yard, crew assignments with work-order number per crew, and the Driver's truck, trailer, and run sequence.	Supervisor
JSA	The daily job safety brief. Every person stands in it, names a hazard, signs it — before any work, every day.	Crew Lead runs it; Supervisor files it
Crossing sheet	One line per utility crossing on a bore: the utility, its measured depth, the clearance the bore needs, and the pothole photo. Filled by the Locator on the path walk; signed by the Operator before the rig moves ; rides with the bore log into the DFR.	Locator
Bore log	One log per shot — rod number, depth, pitch, written by the Locator as each rod goes, countersigned by the Operator at end of shot. What billing and strike defense both run on.	Locator writes; Operator countersigns

DFR (Daily Field Report)	Per crew, per day: units installed, hours, photos before backfill and after restoration. Compiled by the Crew Lead, approved by the Supervisor the same day, and entered by the Supervisor into the Nova app (Softtr) — the app is the tracker of record . Work not on a DFR does not get billed.	Crew Lead compiles; Supervisor approves & enters in app
DVIR	Driver's vehicle inspection report — pre-trip and post-trip, truck AND trailer. Open defects go to the mechanic the same night.	Driver
Damage report	Internal one-pager, filled the SAME DAY for any damage — a utility, private property, a vehicle, a machine — whether we caused it or found it already broken. Facts and photos only, never fault language. Reporting it first is how a repair stays a repair instead of a claim.	Whoever found it; Supervisor reviews; Owner sees it
Timekeeping app	Your clock-in/out — the pay record. What you tell your crew lead is billing units. Both must happen, and they must match. [name the app here]	Everyone

CH. 2 DRIVER

Reports to: Field Supervisor · Daily proofs: pre-trip & post-trip DVIRs (truck AND trailer) · delivery confirmations · fuel receipts with odometer · current log

Every machine and every stick of material lands where the crew needs it, on time, strapped down, with proof — and the truck is fueled and ready to do it again tomorrow.

BEFORE YOU START — YOUR KIT

- Valid license for your truck class plus DOT medical card — on your person, not at home.
- Tonight's schedule post: your yard, posted start, **truck and trailer numbers, and today's run sequence**.
- DVIR book (or app login) covering BOTH truck and trailer. Timekeeping login working — text the Supervisor tonight if not.
- Rated straps, chains, binders — no cuts, frays, bent hooks — plus edge protectors. Rope and bungees don't count.
- Wheel chocks, cones, triangles, charged fire extinguisher, spare 7-pin pigtail and fuses in the side box.
- Fuel card; phone with the Supervisor and every site Crew Lead saved.
- PPE: hard hat, vest, glasses, boots — you walk live job sites, not just drive past them.

THE DAY

WHEN YOU ARRIVE AT THE YARD

1. Clock in. Pull up last night's post: your truck, trailer, run sequence.
2. Find the Supervisor, **repeat the dispatch list back out loud** — what moves, where, in what order — and pick up the material tickets for every drop. Saying it back catches a mix-up before it burns a trip.
3. Check yesterday's post-trip DVIR for open defects before touching the keys. Mechanic signed off — fine. Still open — stop and ask.

Done when: you can say today's run order from memory, tickets in hand, and your rig has no open defects hanging on it.

BEFORE THE TRUCK MOVES

1. Full pre-trip: fluids, tires, brakes, steering, mirrors, horn, wipers, a look underneath for fresh leaks. Fill the DVIR as you go, not from memory later.
2. Hook the trailer per standard: coupler locked, tug test in low gear, chains crossed under the tongue, breakaway cable to the truck frame — never to the chains.
3. Plug the 7-pin and test ALL lights on a full walk-around. No brake lights is a rear-end collision and a DOT fine in the same afternoon.
4. Check the load: heavy low and forward over the axles, rated straps only, edge protectors where straps cross steel, tug every strap.
5. Check the route against low bridges and weight limits before trusting GPS — GPS routes cars, and a bridge strike ends careers.
6. Anything changed from last night's post — confirm the new plan with the Supervisor before rolling.

Done when: DVIR signed, every light works, every strap tight, Supervisor confirmed your run order.

ON THE ROAD, EVERY LEG

1. Drive like a cop is behind you: posted speed, full stops, phone in the cradle. Texts wait until parked.
2. Log and delivery notes current at each stop — not rebuilt at day's end.
3. A few miles out, pull over safe and re-tug every strap. Loads settle in the first stretch; those five minutes keep an excavator off the highway.
4. Feel the rig. Sway, steering change, a new sound — fully off the road and look. Never drive it out.

Done when: you arrive with the load exactly as it left, log current, zero tickets or phone-in-hand moments.

AT EVERY DELIVERY OR JOB SITE

1. Park where the Crew Lead directs: out of the travel lane, off the locate marks, not blocking the bore path or a trench.
2. Chock the wheels and set cones BEFORE unhooking or unloading anything.

3. Load or unload exactly what's dispatched — no side favors, no "while you're here" without the Supervisor's OK.
 4. Get proof at every drop: signature on the ticket, or a timestamped photo of the material with something recognizable in frame.
No proof, no billing.
 5. Full walk-around before pulling out: straps, lights, doors, chocks and cones back on, nothing and nobody behind you.
- Done when: material is where the Crew Lead wants it, proof captured on every drop, walk-around done before every departure.*

LAST HOUR, BEFORE YOU HEAD IN

1. Call or text the Supervisor before the final leg — sometimes there's one more move; better now than after you park.
2. Fuel FULL on the way in. A morning fuel stop makes a whole crew late tomorrow.
3. Write the odometer on the fuel receipt; keep it with the day's paperwork.

Done when: Supervisor released you, tank full, odometer on the receipt.

BACK AT THE YARD, BEFORE YOU LEAVE

1. Post-trip DVIR on truck AND trailer. Every defect written up same day — reported tonight it's fixed by morning; reported tomorrow it shuts a crew down.
2. Tell the Supervisor directly about any defect (text is fine). Paper alone sits unread overnight.
3. Clean the cab; park per the posted yard map; secure the trailer; lock everything; keys in the key box.
4. Turn in the day's package to the Supervisor: fuel receipts, mileage, delivery confirmations, both signed DVIRs.

Done when: a fueled, clean, locked truck sits in the yard, the full package is with the Supervisor, and no surprise waits for whoever starts it tomorrow.

WHEN THINGS GO WRONG — THE IF/THEN CARD

IF THIS HAPPENS	DO THIS	WHO YOU CALL
Trailer lights dead at hookup	Unplug the 7-pin, check for bent/corroded pins, clean, reseal. Check trailer ground and truck fuses. Try the spare pigtail. Still dead after 15 minutes — stop wrenching; the rig does not move without brake and turn lights.	Nobody if you fix it. Supervisor after 15 min so he can re-plan the moves
Pre-trip finds a real defect — brakes, steering, tire, spring	Write it on the DVIR; do not drive it. Don't talk yourself into "one trip." A known defect driven is your CDL and the company's DOT rating.	Supervisor before the truck moves an inch
Flat or blowout on the road	Grip the wheel, ease OFF the gas — no brake slam. Slow, get fully off the roadway. Hazards, triangles out. Wait away from traffic.	Supervisor now with location and tire — he arranges road service
Pulled over by DOT	Polite. License, med card, registration, today's DVIR. Answer only what's asked. Placed out of service = the truck does not move, period.	Supervisor when the stop ends. Job shut down: Supervisor escalates to Owner, not you
Load shifted — sway, loose straps, cargo moved	First safe flat spot: re-set heavy-low-forward, swap any cut strap from spares, tug-test all. Don't drive on and hope — shifted loads only get worse.	Nobody if you fix it solo; Crew Lead or Supervisor if you can't
Site refuses the load / nobody to receive	Never dump unsigned — it doesn't bill and it walks off. Stay put or stage secure; photo whatever you do with time and location.	Supervisor before you leave that site
You hit something backing up / truck damaged — even a mirror	Stop. Don't move the truck. Photograph everything before anything moves. No "my bad," no signing anything beyond what an officer requires.	Supervisor immediately from the scene; utility struck or injury — he calls the Owner
Fuel card declines	Try another pump or station once. Declines again — don't pay out of pocket on your own; wait for instructions, keep receipts if told to pay.	Supervisor before spending your own money; over \$500 goes to the Owner through him

Two people dispatch you at once	Don't pick a winner, don't split the difference — a half delivery strands two crews. Note who asked what; run the order the Supervisor sets.	Supervisor now — dispatch order is his call
GPS wants a low bridge or posted weight limit	Never chance it — “probably fits” is how trucks get peeled open. Find the legal truck route, even +20 minutes.	Nobody — just text the receiving Crew Lead your new ETA
Too sick, too tired, out of hours	Say so before you turn the key. Park it if you're already out.	Supervisor before you drive. Never a firing conversation — hiding it is
Waved onto fresh marks, soft ground, or next to an open trench	Don't, no matter who waves. A loaded truck crushes utilities and caves trench walls. Park only where the Crew Lead directs; chock it.	Crew Lead on site; Supervisor if the spot still feels unsafe

NEVER — THESE END CAREERS

- Never drive with a known safety defect — brakes, steering, tires, lights. It's your license and our operating authority.
- Never falsify a DVIR, log entry, or delivery confirmation. Pencil-whipping is instant termination.
- Never leave ANY contact unreported — pole, mailbox, mirror, parked car. The dent is a repair; hiding it is a firing and maybe a charge.
- Never roll with an unsecured load, even “just across town.” Most drops happen in the first mile.
- Never admit fault or sign anything at an accident or DOT stop beyond required documents.
- Never hand the wheel to anyone not on the company's insurance — not even “just around the yard.”

YOUR PROOFS — WHAT SOMEONE CHECKS TONIGHT

- Signed pre-trip AND post-trip DVIRs, truck and trailer, defects written up same day.
- A delivery confirmation for every drop — one per leg, no gaps.
- Fuel receipts with odometer readings, plus mileage, turned in.
- Log current through end of day — no reconstructed entries.
- Full, clean, locked truck parked per the yard map, ready for tomorrow's posted start.
- Supervisor personally told about any defect or incident before you go home.

I have read this chapter, been trained on it, and can run this day. Employee: _____ Date: _____ Trainer: _____
 _____ Date: _____