



2025 SPRING START UP SAFETY MEETING

Dispatch

Zach, Maggie, Jess

dispatch@mjtruckingco.com / 612-599-4372

- Dispatches are sent via email. If you do not receive a dispatch or no work text by 6pm please text dispatch.
- Minimum of 24 hours' notice if you are unable to work, will be late, or have to leave early. Must notify via email or text, no phone calls.
- If you have to leave early, break down, or any other situations that affect your attendance, communicate this with dispatch immediately.
- Please read your dispatch thoroughly – verify all drop pins work, you have any required apps(and/or corresponding codes) and you understand the directions. If you have any questions about your dispatch, reach out the night before for clarification, not the morning of.
- If we do not answer your call, please leave a detailed voicemail or send a text message and we will get back to you. Calling multiple times slows down the process tremendously.
- Revisions will come via email throughout the day (if any) make sure you are checking this periodically and set up your phone to receive email notifications.
- Reply to your dispatch with your truck number (and truck type if you have multiple)
- If there is any damage caused or an accident while you are working, please notify dispatch immediately. There is now an accident form on our website that must be completed with as much detail as possible by the end of the day the damage or accident occurred.

**Accident /
Damage Form:**



Estimators/Project Managers

Mac & Josh

Mac Cell : 952-297-7103

Josh Cell : 952-254-1690

- M&J Truck Foreman
 - The M&J truck foreman on the job is the first line of contact for issues/concerns regarding that job for that day. If they can't help, they will be able to contact foreman or the project manager to get an answer.
 - When a truck foreman is signing in/out they are doing their jobs as directed by the estimators/PM's. If you have discrepancies, please let the truck foreman know you do not agree, and text/call the projects PM.

- Truck foremen are responsible for all the drivers dispatched to the job for the day. If you have to leave early, breakdown or have any other situations that affect your round times or attendance you need to communicate with M&J Dispatch and the truck foreman.
- Send picture of your ticket to M&J Dispatch if emergency and you cannot get signed out.
- Drivers are our eyes and ears out on the road daily. Let the truck foreman know if there are ideas that can help the project be more efficient.
 - Different better haul route
 - Accident on the primary haul route
 - CB channels on jobs/pits
 - Updated dropped pins
- Revisions are sent throughout the day, please watch your phone!
- The more notes on your tickets the better. The office staff that process the tickets do not know what is going on at the jobsite. Also, tickets are receipts for the contractor.
 - Please write actual load times, do not round.
 - First load time is start time.
 - If jobs have multiple load sites or dumpsites please note where each load came from/went.
 - Note delays like waiting on fuel trucks, operators showing up late, trains, accidents on route, equipment breakdowns, etc.
- Always looking for dump sites and additional material sources. Let us know if you know of anyone looking for material or hear of someone that has excess to get rid of.
- In the end trucks on the job are recruiting work for themselves.
 - The Contractor's Foremen notice trucks that are producing and making the jobs run smoothly. A lot of the times they call us and request that truck back
 - Foremen also tell their dispatchers and project managers who they would like on their next project.
- We work as a team to lock down projects. If the drivers drive the speed limit, haul full capacity loads and be honest to the contractor we as estimators can bid work more aggressively!

Tickets

Matt, Alyssa, Maddy

ap@mjtruckingco.com / 952-595-6555 x4

- An M&J ticket MUST be completed for all Dispatches – no exceptions!
- Tickets are due the Monday following the week worked. If tickets are received late, they will not follow the pay schedule.
 - We appreciate tickets being submitted as fast as possible. Daily submission is best, but submitting tickets over the weekend so we have them Monday morning is good as well.
- If tickets are over 14 days late, they will not be paid until the contractor invoice is paid. There is no guarantee of payment for late tickets.
- Contractor tickets are required to be turned in with M&J tickets (Bolander, Rachel, Valley Paving, Veit, etc.)

**Tickets & Pay –
M&J Website:**



- Always keep your gold trucker copy as your company's back up. This may be requested & is good backup to have if something were to happen with the office copies. Taking a picture for back up is also smart practice.
- How to submit tickets:
 - Scanned PDF to ap@mjttruckingco.com – black & white, entire ticket must be legible and completed. Photos are NOT accepted. The most efficient way is to scan & email tickets before you get out of your truck at the end of the day. This eliminates all risk of a lost or late ticket. If scanning in PDFs, we do not need duplicates mailed in.
 - Dropped off at Office – entryway is open 24/7 for you to drop off tickets, as well as the drop box below our mailbox at the top of the hill.
 - Mailing tickets is a very unreliable option and typically will never follow the pay schedule. We recommend not mailing in your tickets. *(M&J is not responsible for tickets missing during transit)*

M & J Trucking Co., LLC

538601

20000 Kenrick Ave • Lakeville, MN 55044 • Main: 952-595-6555 • ap@mjttruckingco.com

| Truck#: 21 | Trailer#: | Date: 6-27-25 | <table border="1"> <tr> <th>TOTAL LDS</th> <th colspan="2">TIME</th> <th>TOTAL HRS</th> <th>TRUCK TYPE</th> </tr> <tr> <td>18</td> <td>START</td> <td>STOP</td> <td>10</td> <td> ☐ 11 - 12 CY
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 | TIME | | TOTAL HRS | TRUCK TYPE | 18 | START | STOP | 10 | ☐ 11 - 12 CY
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Invoices

- Invoices must match the hours on your tickets. All hours/invoices are subject to change pending any adjustments by foreman and/or contractors. if there is a discrepancy you will see the adjustment notes on your settlement.
- Please break out Invoices weekly (or daily).
- Email invoices to ap@mjtruckingco.com or turn them in with your tickets by Monday following the week worked.

Parking

Matt

matt@mjtruckingco.com / 952-595-6555 x4

Brokered Parking Interest Form:



- Our lot typically runs at capacity
- We offer annual and monthly payment options
- Interest form on our website (www.mjtruckingco.com) – Please complete this and we will reach out with next steps if we have availability or add your to the waitlist.

Fuel

- Fuel card offered to all brokered units
 - Text the Office to get Fuel Cards ordered (952-595-6555)
 - New or replacement fuel cards take a week or more to come in, please plan accordingly
- Deducted in parallel with trucking dates from your settlements
 - Any fuel charged during non-brokered times will be charged an additional 20% fee.
- Shop fuel only offered to brokered parking tenants
- Must notify Office immediately via text or email when brokered status changes
- 8% transaction fee on all fuel
 - FOR SHOP FUEL ONLY: The price you see on the pump is the total price with the 8% fee included. The price per gallon will be shown separately from the 8% fee on your settlement.

*PUMP WILL SHOW \$3.79 TO MAKE THE MATH FOR YOU EASIER WHEN YOU ARE FUELING					
Date/Time	Vehicle	Merchant	Qty		Total Price
7/2/2024	M&J EXAMPLE	M&J SHOP	100	\$3.51	\$351.00
				FUEL FEE	\$28.08
				DIESEL TOTAL	\$379.08
				DIESEL TOTAL	(\$379.08)

R&K Repair

Russ & Veronica
952-457-2329 Cell
952-595-6555 x2

- By schedule only (no walk ins) – Call or text to schedule
- Absolutely No operators/drivers on the shop floor – liability issues
- Absolutely No customer supplied parts will be installed
- We will contact you when the repair is completed or for additional repair approvals
- It is your responsibility to let dispatch know when your repair is completed
- If there is going to be work done inside the cab, CLEAN IT OUT beforehand.

Contracts

Brooke

info@mjtruckingco.com / 952-595-6555 x1

- ALL contract documents must be completed and current to be dispatched/paid.
- No pay will be released with missing contract/documents.
- It is your responsibility to send in any renewed documents throughout the year (ID, Medical Card, etc) as soon as you get a replacement. Including temporary ID.
- Any changes to your address, truck (adding or removing) must be emailed to info@mjtruckingco.com
- If you have any business certifications (DBE, etc) send a copy of your certificate with your contract.
- If you refer someone, or are referred by someone, make sure that is on your contract so we know who gets the referral bonus at the end of the year!

**Owner Operator
Interest Form:**



Settlements

Brooke

brooke@mjtruckingco.com / 952-595-6555 x1

- ABSOLUTELY NO PAY RELEASED WITHOUT A COMPLETED CONTRACT
- Bi-Weekly payments (See attached pay schedule)
- Settlement will be emailed out no later than Wednesday on a settlement week. Please review this and respond to this email with any questions you may have right away.
 - Please look these over thoroughly – If there are any tickets under the 'In Process' section, those will not be paid out that week. Read the note attached to that ticket for reasoning.

- Adjustments & Deductions will be emailed out no later than Thursday morning for ACH Payments.
 - If you have no deductions or receive a paper check, you will not receive this email.
- Deductions include but not limited to: Fuel, Parking, R&K, etc.
 - Any R&K invoices will be deducted from your settlement in full unless an agreement has been made with Brooke. Please reach out to brooke@mjtruckingco.com or text the office to set up a payment arrangement.
 - ALL payment arrangements are made over email or text. Absolutely no payment agreements will be made in person or over the phone. Must be in writing.
 - R&K invoices for M&J brokered units will be paid via Settlements unless paid in full at time of completion.
- ACH will hit your accounts Friday – if you do not receive your ACH by noon, please reach out to Brooke.
 - If you need to set up or change your ACH, please fill out a new direct deposit form.
- Paper checks are either mailed out or set out in the entry way Friday afternoon.
 - USPS is extremely unreliable and we cannot guarantee delivery. Plan accordingly.

2025 Pay Schedule

Dates Worked 2 weeks	Tickets Due Monday	Pay Date Friday
4/13-4/19	21-Apr	
4/20-4/26	28-Apr	5/9/2025
4/27-5/3	5-May	
5/4-5/10	12-May	5/23/2025
5/11-5/17	19-May	
5/18-5/24	26-May	6/6/2025
5/25-5/31	2-Jun	
6/1-6/7	9-Jun	6/20/2025
6/8-6/14	16-Jun	
6/15-6/21	23-Jun	7/3/2025
6/22-6/28	30-Jun	
6/29-7/5	7-Jul	7/18/2025
7/6-7/12	14-Jul	
7/13-7/19	21-Jul	8/1/2025
7/20-7/26	28-Jul	
7/27-8/2	4-Aug	8/15/2025
8/3-8/9	11-Aug	
8/10-8/16	18-Aug	8/29/2025
8/17-8/23	25-Aug	
8/24-8/30	1-Sep	9/12/2025

Dates Worked 2 weeks	Tickets Due Monday	Pay Date Friday
8/31-9/6	8-Sep	
9/7-9/13	15-Sep	9/26/2025
9/14-9/20	22-Sep	
9/21-9/27	29-Sep	10/10/2025
9/28-10/4	6-Oct	
10/5-10/11	13-Oct	10/24/2025
10/12-10/18	20-Oct	
10/19-10/25	27-Oct	11/7/2025
10/26-11/1	3-Nov	
11/2-11/8	10-Nov	11/21/2025
11/9-11/15	17-Nov	
11/16-11/22	24-Nov	12/5/2025
11/23-11/29	1-Dec	
11/30-12/6	8-Dec	12/19/2025
12/7-12/13	15-Dec	
12/14-12/20	22-Dec	1/2/2026
12/21-12/27	29-Dec	
12/28-1/3	5-Jan	1/16/2026

Misc Information

- Check your dump box/tub in between each load and at the end of the day. Make sure they are clean. If you contaminate a pile, you may be charged for the material and trucking.
- Don't assume all the trucks around a job site have the same directions as you, always load and dump at your directed sites.
- CB Radios – ONLY use for job related conversations. Use them respectfully and responsibly.
- Follow rules at pits and jobsites – not following these may result in being removed from the job
- Bathroom facilities – Please use the facilities that are provided on site or at the pits. Do not urinate anywhere other than these facilities. If there are no bathroom facilities on site and you have checked with the foreman, please notify dispatch.
- Be on time! We cannot stress enough how important this is. If you will not be ready to get loaded at your dispatch time, please notify dispatch right away
- Referrals – For anyone you refer to M&J, you will receive \$0.50/hour for any hours they work throughout their first year. Make sure they put you down on their contract!

M & J Clothing Shop is NOW OPEN!

Open now through May 11th. ALL orders will need to be picked up at M&J Office. We expect to have the orders to us by mid June. We will send out an email once everything is in.

These are custom order items and there are no refunds or exchanges.

<https://mjtrucking2025.itemorder.com/>

