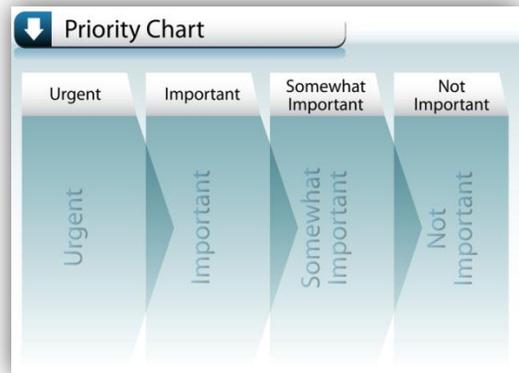


Life on the Road On Home Time

Home time is supposed to be a time for rest and relaxation – a time for you to unwind from the daily stresses of being a professional driver. However, between the work you have to do at home and the things you would like to do, home time can be just as stressful as driving. Fortunately, there are steps you and your family can take to make your home time useful.



Giving and Getting Quality Time

Don't just catch up on the things you have to do when you're on home time

Make sure you're spending time with friends and family

- Before going on home time, ask yourself: What do I have to do and what would I like to do?
- Make sure you are not just spending time doing things you have to do like going to appointments and paying bills. Consider putting family time in the "have to do" list.
- Being productive at home requires planning. This will help you know what needs to be accomplished and the kind of time frame you have.
- Write down everything you need to do and figure out how much time each item will take.
- Remember that everyone's expectations are different – sometimes what you want to accomplish will be out of sync with what your family expects.
 - Check in with them consistently to make sure everyone is on the same page as to what needs to get done when you're home

Being Home for Events

Just because you won't be able to go to every event doesn't mean you have to miss out – there are a number of ways you can celebrate

- Before you even begin driving, sit down with your family to determine what events are most important. Knowing this in advance will help your family understand when you will be home and what occasions you might miss.
- Even when you can't be home, make sure everyone feels valued. Call or send letters on the special events that you can't be home for.
- Also determine how vital it is to celebrate on the day of an important event. Keep in mind that your spouse's birthday will be just as meaningful no matter when you celebrate it.
- If there are multiple events in the same month, schedule a single party to celebrate all of them when you are home.

Life on the Road On Home Time

Making a To-Do List

Between family, friends, house, and relaxation, how can you make sure you have enough time to do it all?

- Every situation is different – A to-do list for someone who is single and renting will be different from someone who's married with kids.
- Make a list of everything you would like to complete and once done, prioritize everything into must-do vs. should-do.
 - Must-do tasks will be toward the top of the list while should-do items will take up the bottom portion
- Assign an expected amount of time to each task, but know that unexpected events may come up and some tasks may take longer than expected.
- While it's smart to prioritize your tasks, it's also important to be flexible.

Managing Family Expectations

Coming home isn't always the stress reliever you expect it to be, in fact it can often be more stressful than driving an 18-wheeler

- The key to a successful home time is communication and compromise.
- Before you go home, call your family and talk to them about what needs to be done around the house and what you would like to do as well.
- Create a schedule that blocks time off for specific things. Doing this will help you to see how much of your time is taken up and how much is leftover.
 - A schedule will also help with unexpected events because you will know where they can fit into the schedule.
- It's OK to ask your family for some time to relax and do something you enjoy. Just remember to divide your time between three things: What needs to be done, family activities, and time to yourself.

Scheduling Home Time

A positive home time experience begins with understanding how scheduling works and making sure everyone is on the same page

- Requesting home time begins by submitting a request via Macro 38. Give as much as advance notice as possible. Put in the request as soon as you know you'll need the time.
- You will receive an automated message indicating if the request was approved or not.
- In most cases, approved home time is based off of how many weeks you've been out and your last home time.
- If approved, continue to follow up with your Fleet Manager regarding the plan to get you home.
- Once you are home, send a Macro 63 to say you have arrived and when you will be returning.
- Contact your Fleet Manager the day prior to returning to verify when you'll be ready and receive your load information if you're assigned.
- Communicate with your Fleet Manager if you will be delayed for any reason.