

Connecting

SEPTEMBER/OCTOBER 2020

NEWS FOR MANAGERS & MECHANICS

7 Ways to Rise Above the Chaos and Manage Your Stress

We've all been there. Things at work can get stressful. The chaos escalates those situations until things start to feel out of control and you're slowing losing your grip.

Chaos can continue to heighten your stress levels—and we all know how harmful that can be for your mental and physical health. It can even damage your workplace relationships, which is one factor contributing to the insolvability of the problem you're facing. Couple those relational strains with the fact that nobody is thinking clearly, and you've gotten yourself into quite a mess. In the moment, you might not be sure which way to turn, or how to make progress. It can easily start to feel like you're just stuck. But that's not true! There are quite a few things you can do to rise above that situation, gain some perspective, maintain your mental health and get the problem solved. Here are a few of our favorites.

Focus on Priorities If you're not sure what your priorities are in a given situation, focus on setting priorities. Choose the things that are most important. Get those things straightened out first before addressing any of the other factors. Focusing on the most important things helps you to keep your "eye on the prize," and steadies your perspective through the stress.

Do Something Kind The easiest way to drag yourself out of a negative mindset is to be intentional about doing something kind for someone else. That might be complimenting a coworker, buying coffee for a stranger or straightening up the breakroom. Take a minute to shift your attitude by physically doing something to draw you out of that negative rut.

Literally Step Away Go for a quick walk outside the office. Run and grab lunch. Head to a coworker's cubicle for some office chit-chat. It doesn't matter where you go, but you've got to get away from the situation. Take just a minute to step away and take in a different environment. Leave the stress in the old place, take a breath of fresh air and head back in to the situation recharged and ready to go.

Grab Some Water Water is refreshing. Your body loves it! The act of grabbing a nice cold drink of water can be just the wakeup call you need to spark some new energy and new ideas. It is also an excuse to literally step away from the situation if you need to go refill your water bottle. Enjoy this simple refreshment, and use it to rejuvenate for the problem at hand.

Make A List Sometimes the most stressful part of a problem is not knowing where to go next. Making a list helps you to get organized. It helps you to lay out all of the pieces of the puzzle in one place. You'll be able to see what's most important. But you'll also be able to more clearly see how each piece fits and what needs to happen first.

Delegate You can't (and shouldn't) handle everything on your own. You have coworkers for a reason. You're all working together for a common goal—the good of the company. If there are tasks that are just causing clutter, delegate those to someone else. Find a better place for them, and a better person to do them so you can get some things off your plate.

Breathe Just take a minute, and breathe. Taking a deep breathe helps you to not only slow the situation down, but slow your body down as well. It helps you to get everything inside of you working in the same rhythm. Then all you need to do is stick with that rhythm to get your work done.

Stress happens. It's a normal part of the workday. If you're not careful, stressful situations can quickly escalate into chaos. Don't let those chaotic situations ruin your day or damage your health journey—and don't let your employees fall into that pattern either.

IMPORTANT

Total Compliance Solutions must have accurate information for all 4.0 employees. New employees should be added as soon as possible. Random selections will only be made from ACTIVE employees. Therefore, the list needs to be current and up-to-date with only current employees in the pool for random testing.

If a employee is *no longer current*, you must email the Total Compliance Employee Update Form (example found in the Manager's Guide) to change their employment status.



Leave everyone and everything better than we found them—Mike Hennek

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FALL BUILDING CHECKLIST

- WINTERIZE AIR CONDITIONING SYSTEM
- GET HEAT SYSTEM READY FOR WINTER
- TEST SMOKE AND CARBON MONOXIDE DETECTORS. REPLACE BATTERIES
- POWER-WASH WINDOWS AND SIDING
- CHECK WATER SOFTENER, ADD SALT AS NEEDED
- FLUSH HOT WATER HEATER AND REMOVE SEDIMENT.
- INSPECT ROOF FOR LEAKS, MISSING SHINGLES OR FASTENERS
- TURN OFF & DRAIN OUTDOOR WATER FAUCETS
- CHANGE FURNACE FILTERS, VACUUM FILTER AREA IF NEEDED. VACUUM HEAT EXCHANGE RADITORS
- TEST SUMP PUMP
- REMOVE LEAVES AND DEBRIS FROM GUTTERS AND DOWNSPOUTS
- RUN WATER IN FLOOR DRAINS AND FLUSH TOILETS IN UNUSED SPACES (UNLESS FIXTURES HAVE BEEN WINTERIZED
- CLEAN & INSPECT EXHAUST VENTS
- CLEAN CARPETS
- OIL GARAGE DOOR TRACKS, ROLLERS, AND HINGES
- INSPECT HOSES/WATER LINES FOR LEAKS
- CHECK SINKS AND TOILETS FOR LEAKS
- CHECK ALL CORDING AND WIRING FOR DAMAGE
- PAY SPECIAL ATTENTION TO SNOW AND ICE BUILDUP IN DOORWAYS CAUSING AIR GAPS AND HEAT LOSS



DATES TO KNOW

- OCTOBER 16TH—4.0 DAY OFF—ENJOY SOME DOWN TIME!
- OCTOBER 21-25—NATIONAL SCHOOL BUS SAFETY WEEK
- NOVEMBER 1ST—DAYLIGHT SAVINGS



The Clearinghouse offers employers a centralized location to query driver information and report drug and alcohol program violations incurred by their current and prospective employees holding CDLs and CLPs. The employer must use the Clearinghouse to:

- Conduct a full query of the Clearinghouse as part of each pre-employment driver investigation process.
- Conduct limited queries at least annually for every driver they employ.
- Request electronic consent from the driver for a full query, including pre-employment queries.
- Report drug and alcohol program violations.
- Record the negative return-to-duty (RTD) test results and the date of successful completion of a follow-up testing plan for any driver they employ with unresolved drug and alcohol program violations.

A query for pre-employment of a driver must be submitted to Dan with the following information:

1. Full name
2. Date of birth
3. Driver's License Number

BIRTHDAYS

SEPTEMBER

2nd—Cindy Hagfors
3rd—Pat Boerboom
5th—Corey Segarra
14th— Joe Tulkki
25th— Bill Drummer
28th—Jeremiah Stone

OCTOBER

2nd—Chantel Peterson
2nd—Paul Davis
3rd—Liz Lunzer
3rd—Jim Lindsfor
7th— Tim Larson
8th—Stephanie Lockett
21st—Lanny Woods
26th—Lizzi Hennek
27th—Frank Moyer



Student Capacity Plans

Example of a Bus with Capacity of 77

In Person Learning with 100% Student bussing

Student capacity is 72 (no student in the seat behind & 1 student in the seat across.)

Hybrid with 100% Elementary & Hybrid Secondary

39 students—50% capacity for all students even if only 1 secondary student rides



EAST CENTRAL



Meet the New Manager in the 4.0 Family!

Frank Moyer

If you're done with Payroll...



Have you checked your Slip & Fall List?

REMINDER

Electronic copies of all routes, including the assigned driver, is due by November 1st. Copies should be sent to: Dan, Aaron, and Bill