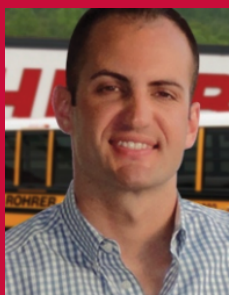




**HAPPY
NEW YEAR!**
DECEMBER 31, 2018

A MESSAGE
FROM OUR VP,
DAVID SCHRANTZ!



Happy New Year!

As the years fly by, I realize more and more what the last few weeks of the year is really all about. Outside of our individual religious beliefs, whatever they may be, this season is all about expressing gratitude for the many wonderful gifts we have in our lives as well as showing those that are close to us how much we truly care.

Every year, I seem to be more and more amazed at the gratitude our team has for one another and the gestures through which they show it. Not that it is exclusive to this time of year, but the parties our Supervisors and drivers organize and contribute to, the little gifts exchanged among department staff, and the delicious goodies that are baked and distributed around the buildings are just a few of the wonderful things this season brings.

What is most inspiring to me, though, is how our team rallies around those team members that may need a little support through the holiday season. In most cases, they do not even know who they are helping or what area of the company they work in, they just do it out of the kindness of their hearts. It truly is the definition of selflessness and I could not be more proud of those who make it possible. It is truly special!

Heading into the New Year, these acts of kindness and love toward one another serve as incredible motivation for me. With the challenges that I face on a daily basis, it is these interactions that have the power to stick with me and make my "problems" a bit easier to manage. I can only hope that you feel rejuvenated in the same way.

So, with your continued dedication, generosity, and positive spirit, I look forward to sharing a very successful and prosperous 2019 with you!

IN THIS EDITION...

- COMPANY NEWS
- SAFETY ANNOUNCEMENTS
- HR REMINDERS
- FUN STUFF
- RECENT HAPPENINGS
- AND MORE!

IN THE SPIRIT OF THE SEASON!



Our teammates in the Duncannon office spread a lot of Christmas cheer on December 19th, with an office-wide Ugly Sweater Contest! We had a great turnout, with 10 of our colleagues showing up in outfits that SCREAMED Christmas. Congratulations to **Laura Rowe**, **Kathy Kresge**, and **Kathy Gilbert**, for winning Ugly, Uglier, and Ugliest sweaters, respectively! We hope everybody had a lovely holiday season!

SAFETY ANNOUNCEMENTS

Motor Vehicle Semi-Annual Review

During the last 6 months, we have been completing our semi-annual review of Motor Vehicle Records for all Rohrer employees. Kathy Kresge has been working with supervisors to complete this detailed project. This is a requirement of the Federal Motor Carrier Safety Regulations, and it must be done annually. Rohrer has decided to do it twice a year in order to minimize any issues.

IMPORTANT REMINDER

All employees must remember the policy manual requirements:

** A copy of all traffic citations received by an employee must be forwarded to the safety department **within 24 hours** of receipt or the **next business day**. This includes any citations in a Rohrer vehicle **or** a personal vehicle.

WELLNESS COACHES

Our Wellness Coach Josh held a "Fall into Winter Wellness" Bingo contest over the months of November and December. Each Bingo square had a different healthy task to accomplish, and for each Bingo completed, players got entered into a raffle. The winners of the Bingo raffle for November program were as follows:

1st Place

Travis Willier - \$75.00

2nd Place

Deb Swinehart - \$50.00

3rd Place

Ann Aleman - \$50.00

Each winner received a gift certificate to Giant Grocery Store. Congratulations to the winners and thank you to everybody who participated!

This Period's Slogans...

The slogans for December, January and February 2018-2019 are:

DRIVERS

"Think smart before you start."

SHOP

"Know safety no pain, no safety know pain."

OFFICE

"Safety comes in a can, I can, You can, We can be safe."

You can also find these on our website under "Employee Information!"

Safety Slogan Winners!

The safety slogan winners for the fourth bonus period were as follows:

Shop/Office:

Kathy Hare and Colleen Little

Drivers:

Joan Myers, Roseann Klinger, Paula Brosius, Tony DeRosa, Josiah Clemens, and Nancy Batista

Congratulations to the winners, who were all awarded a \$100.00 gift certificate!

NEW VAN TRAINERS

We had a strong start to November by bringing on 2 new van trainers, **Alana LaBuda** and **Erica Borrero**, to help out with the training of Van Drivers and Van Aides. We have purchased a wheel chair, a car seat, and a booster seat to aid in their training program. We have also sent new securement straps for the wheel chair vans. Alana and Erica are a great addition to the training program servicing Hazelton, North Schuylkill, and Weatherly School Districts!

WINTER DRIVING SAFETY TIPS

We're expecting some nasty weather over the next few months, so here's a few tips that will help you stay safe:

1. Be proactive- always have at least half a tank of gas, always check your tire inflation, and make sure they have adequate tread.
2. If you don't have to ride, stay inside!
3. Slow down- accelerating, braking, or turning suddenly on snowy roads will cause your wheels to spin and you to lose traction.
4. Know your brakes- if your car has ABS, apply firm constant pressure to prevent slipping on ice. If it doesn't, you may have to pump your brakes manually to prevent locking up and slipping.
5. Drive defensively- keep 2-3x the distance between yourself and other cars than you would in dry weather.

FIRST AID CLASSES

On December 15th and 22nd, the Safety Department hosted a First Aid, CPR, and AED class at the Duncannon office. We originally scheduled the 15th for the class, however the response from employees was overwhelmingly great. After that, we booked a second class for the 22nd to accommodate everyone.

The classes were instructed by **Marsha Davis**, a certified Red Cross Instructor and EMT for Susquehanna Township Emergency Medical Services. All materials and refreshments for the class were provided, and everyone did a great job learning and participating in the 4 1/2 hour class.

Is Retirement in your Future?

Why not take advantage of Rohrer Bus's 401K plan with an employer match! Open enrollment is the first of each month- so convenient to enroll. Just call the payroll office at (717) 957-3811 for more information and begin planning for your future TODAY!

LST Exemption Forms

The Local Service Tax (LST) Exemption Forms are available for 2019. This annual exemption needs to be completed, along with supporting documentation, in order to receive the exemption from the \$52 a year tax (\$2.17 per pay) for those jurisdictions that impose one.

The most common exemptions include:

1. Multiple employers: Need a current paystub that shows the deduction from another employer.
2. Income expected to be under \$12,000 for the year from all sources: Need your 2018 W-2 or last paystub from 2018.

The completed LST Exemption form and the supporting documentation needs to be submitted in order to start or renew the exemption for 2019.

Call the Payroll office in Duncannon at (717) 957-3811 to inform us that you are interested in the exemption so we can send you the LST Exemption form for your District, and answer any additional questions you may have. The LST Exemption form needs to be returned to the Payroll Department by **January 9th, 2019**.

HR
CORNER

NEW REFERRAL BONUS PROGRAM!

In case you haven't heard yet, we just **reworked our referral bonus program** to include bus and van drivers, as well as shop and office employees! This means that no matter if you currently work at Rohrer Bus as a driver, in the office, or in the shop, you can earn a referral bonus if you refer a qualified employee to a driving, shop, or office position.

The referral bonus for **EVERYONE** (van drivers, bus drivers, office workers, and shop workers) is now \$200. You receive the bonus **only** once the employee you refer gets hired and earns \$2000 with Rohrer Bus. The employee you refer **MUST** state explicitly on their application and in their initial interview that you referred them, in order for you to be considered for a referral bonus.

We're currently looking to hire school bus and van drivers in many school districts, as well as positions in our Matamoras and Duncannon locations! For more info on these positions, see **Page 4** or visit rohrerbus.com/careers !

ROHRER BUS WORD SEARCH V2!

R	J	U	K	J	N	A	X	K	G	P	S	C	T	L
I	K	X	X	O	V	O	S	J	S	D	M	D	O	R
B	Q	M	J	H	R	O	B	Y	E	X	U	D	B	M
P	I	B	C	Z	D	F	F	N	S	S	F	J	H	P
X	U	Q	O	H	H	L	U	D	N	A	B	R	A	P
Z	B	I	S	O	C	Z	D	B	G	F	L	N	K	G
B	T	S	Q	E	J	O	U	H	O	V	A	E	U	O
P	J	J	T	Q	N	S	P	L	R	E	Z	L	S	Q
P	I	H	S	R	E	L	A	E	D	L	G	W	O	P
M	J	T	B	S	A	U	O	U	O	N	E	M	W	Q
U	P	U	B	U	K	P	L	O	I	J	G	Q	H	X
V	W	S	N	A	V	K	H	V	N	T	P	U	X	M
N	V	E	F	E	E	C	I	V	R	E	S	P	I	P
B	P	J	F	B	S	R	A	J	H	S	N	K	J	G
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PARTS
SERVICE
SALES
SCHOOL

BUSES
VANS
DEALERSHIP
DRIVING

Here's what we
have in STORE for you!



The Rohrer Bus Online Apparel Store will be open from January 7 to January 21! This means that all orders will be delivered during the **first week of February**, just in time for Valentine's Day. This is the perfect opportunity to get a small gift for a loved one, or just show your love for Rohrer Bus! We'll have a bunch of classic items available (t-shirts, polo shirts, sweatshirts, etc.) as well as new, highly requested items (children/baby attire, camo accessories, cardigans, backpacks, etc.) An email will go out containing the link to the store during the **first week of January**, so keep an eye out for that!

KNOEBELS UPDATE - WE NEED YOU!



Our 2018 Knoebels Committee

Our last Knoebels Company Picnic was an incredibly fun day, wouldn't you say? All of the fun things we were able to do were thanks to our Knoebels Picnic Committee, a new group that came together to make the 2018 picnic the best picnic that Rohrer Bus ever had!

In order to make 2019's picnic even better than 2018's, we're going to **need more volunteers** to be on the Picnic Committee. Any volunteers for day-of activities would be greatly appreciated. Examples of some activities we will need help with include assisting with guest check-in, overseeing games, or passing out raffle prizes. Volunteering for one of these activities will still give you **plenty of time** to spend with your friends and family, and earn you a **Picnic Committee t-shirt** at no cost to you!

Our Picnic date is **June 8th, 2019**, so if you're available that weekend, please consider volunteering. If you would like to help us make the 2019 Picnic an amazing day, we would love to hear from you! Email erouse@rohrerbus.com if interested, and we look forward to working with you!

DID YOU KNOW...



...that Rohrer Bus sells new and preowned minivans that are **handicap accessible**? These vans are essential for helping people with physical disabilities travel with ease. Unfortunately, many people don't know where to start looking to purchase a handicap accessible vehicle, so that's why we need your help!

If you have a neighbor, family member, or know of anyone else who is in need of a new or preowned accessible van, **direct them to us at Rohrer Bus!** If you refer a customer who ends up purchasing a handicap accessible van, **you will receive a \$200 finder's fee!** All you need to do is refer your contact to Kay Hornberger at (717) 957-2141 ext. 1352 or khornberger@rohrerbus.com. They **MUST** tell Kay that you referred them in order for you to receive your finder's fee. Your \$200 finder's fee will be automatically added onto your paycheck. Thank you for your help!



FULL-TIME POSITIONS!

Service Technician- Duncannon/Matamoras

The Service Tech repairs vehicles and equipment in a safe, timely and cost-effective manner.

Body Shop Technician- Duncannon

The Body Shop Tech performs panel replacement, basic metal bumping, solid painting work, and basic fiberglass repair work. The candidate assists in major body repair projects.

Wash Bay Technician- Duncannon

The Wash Bay Tech is responsible for cleaning and detailing both vehicles and building and grounds.

Title Clerk Sales Assistant- Duncannon

The Title Clerk works in the Sales Department and is responsible for running all processes regarding customer titling and invoicing.

All of these positions offer **health, vision, dental, life, and disability insurance, 401K, PTO, and holidays off.**

If you know anyone who might be interested in any of these careers, please encourage them to call us at (717) 957-3811 or apply online at rohrerbus.com/careers! **UPDATE: All of these positions are eligible for the new referral bonus program! See Page 3 for more details.**