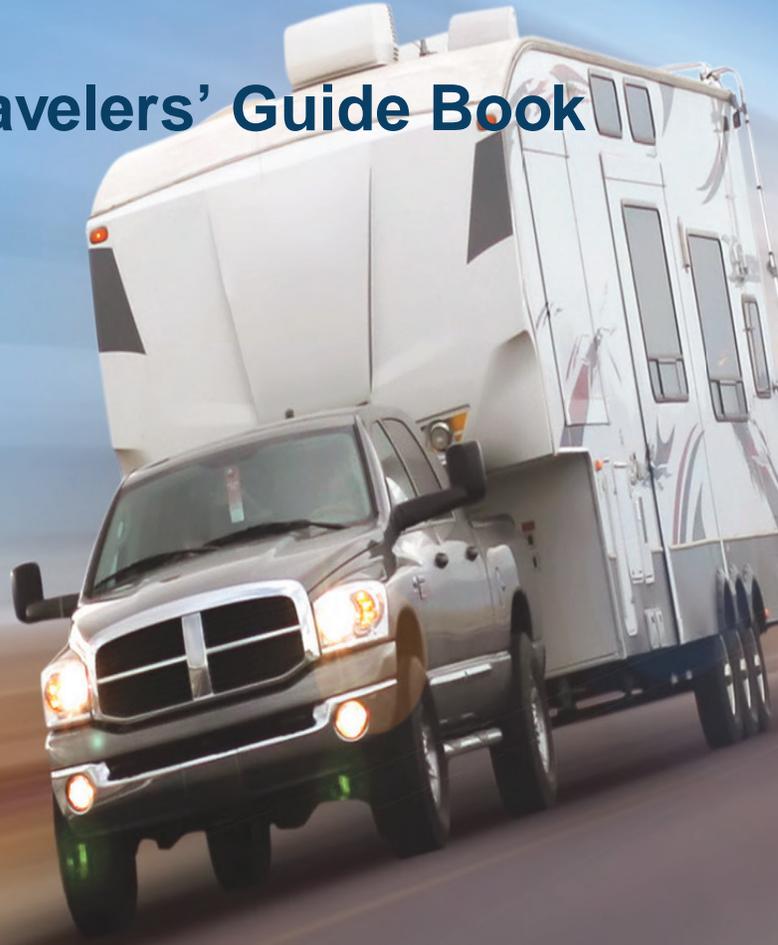




SOUTHERN CROSS

Trusted Partners of Utilities Everywhere Since 1946

Travelers' Guide Book

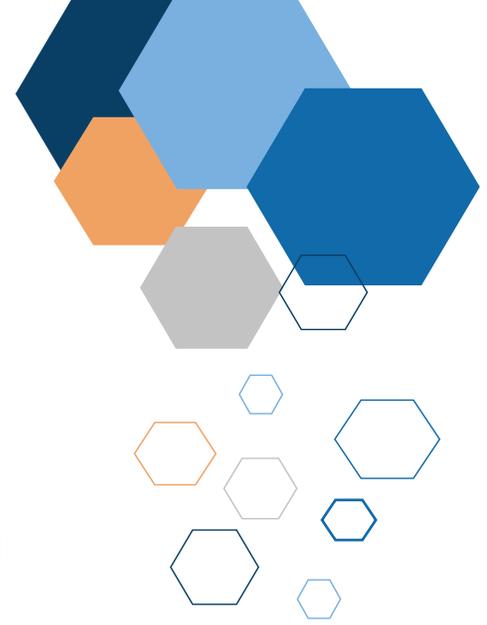


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INTRODUCTION

Welcome to the Southern Cross Travelers program!

It is a pleasure to have you join our mobile field technician team. The enclosed information is designed to serve as an introduction and guide with some necessary information you will need for our travelers program.

For over 70 years Southern Cross has been a "Trusted Partner of Utilities Everywhere" and we are proud of our history as an industry leader, innovator, and effective partner. Located just outside the Atlanta metropolitan area; Southern Cross has work with utilities across North America and we would love for you to join our team. The mobile traveler program is unique and special to us because our travelers have chosen to live full time in their RV and work countrywide to assist us at our different project locations across the nation.

As you navigate through this booklet, please take a moment to familiarize yourself with page 22 of this guide. These important numbers will help you should you need assistance along the way.

Again, Welcome to the Southern Cross Travelers Program...We're glad you're here!

OUR HISTORY

Southern Cross was founded shortly after World War II by James Chaisson, who volunteered for the Marines and fought in the Pacific theater, earning the Navy Cross, Bronze Star, and a Purple Heart for extraordinary heroism in the Battle of Sugar Loaf Hill on Okinawa. While navigating the south Pacific, the young Marine could always locate a constant point of reference in the sky — the Southern Cross Constellation.

Prior to the war, Chaisson had worked in the utility industry clearing rights of way for natural gas pipelines. He discovered it was possible to locate leaks by noting changes in the vegetation along the pipeline. When he returned after the war, Chaisson applied his careful observations to invent leak detection technology as a tool for pipeline safety. Chaisson named his company Southern Cross after the constellation he had relied upon in the South Pacific. We proudly retain the constellation logo in honor of our founder.

ABOUT US

A PROUD HISTORY Balanced By Our Constant Forward Focus

To date, Southern Cross Inc. has been a leader in utility field services since its founding in 1946. Our company aims to partner with natural gas, electric, water, and oil utilities to ensure mutual success with our partnerships. We offer a wide range of utility services, professional services, and advanced technology solutions.

We provide the utility industry with many routine field services, including leak detection, AMI/AMR installation and maintenance, standard meter services, regular field services, pipeline integrity, and related services.

Southern Cross manufactures the Flame Pack 400 Flame Ionization unit and the 46' Hawk laser-based units at our headquarters just outside of Atlanta, Georgia. We also sell and repair equipment across the gas industry, offering our customers a wide range of solutions for their next gas service project.

OUR MISSION

Solve Customer Problems.

OUR CORE VALUES

Partnership

Commit to the success of our people and customers.

Integrity

Do the right thing!

Innovation

Deliver results through technology driven solutions

Teamwork

Collaborate to achieve common goals.



SOUTHERN CROSS

Trusted Partners of Utilities Everywhere Since 1946

TRAVELERS PER DIEM POLICY

It is company policy to reimburse employees within acceptable IRS standards for defined expenses incurred by the employee in the pursuit of company business. The intent of this reimbursement is to cover those expenses incurred by the employee over the normal expenses the employee would incur.

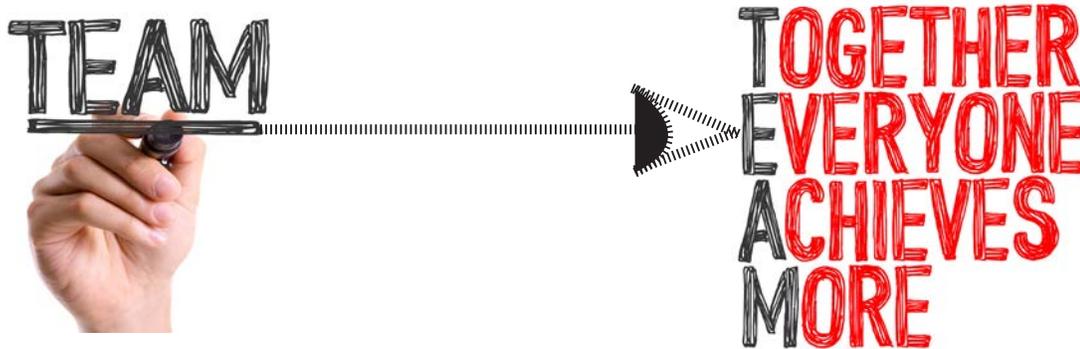
A. Eligibility

- a. Applies to all RV traveling employees of Southern Cross Inc.
- b. Working a minimum of 100 miles from home address of record.
- c. Working in current location less than 12 months.

B. Specifics

- a. The IRS tax code includes certain guidelines on legitimate travel expenses that are allowable for tax reporting purposes.
 - i. All expenses must be ordinary, reasonable, necessary, and have a valid business purpose.
 - ii. This policy covers items normally encountered as business or travel expense. The company expects its employees to use good judgment. The company recognizes there will be times when you must exceed “normal” expenses. Such occasions should be the exception and not the rule and should be adequately explained on the expense report. The employee should always keep track of his/her exact expenditures.
- b. RV Sites selected should be those that are well established, reasonable in price, and conveniently located in relation to the traveler’s work.
- c. Mileage rate during relocation will be reimbursed at the published federal mileage rate +\$.25 per mile. The mileage rate covers all vehicular costs, including tolls, repairs, and fuel. Travel path will be verified using commercially available websites (ex. MapQuest, Google Maps) to confirm use of the “shortest route” option.





- d. For each employee with viable transportation, weekly per diem rate of \$300.00. The weekly per diem rate covers up to \$650.00 per month of lot rent, utilities and other cost associated with rental site. Cost incurred for rental sites above the allotted \$650.00 per month will be reimbursed to the employee with proper pre-approval, documentation and receipts.
- e. For technicians that are part of a team sharing the same RV/Mobile Home, weekly per diem rate of \$250.00 will be paid to each Traveling technician with viable transportation.
 - i. Included in the weekly per diem rate is a site rental cap of \$650 subject to increase for each additional individual sharing the same RV/Mobile Home to cover lot rent, utilities and other cost associated with the rental site. Example, an individual traveling technician in a RV/Mobile Home will have a site rental cap of \$650, if 2 traveling technicians in same RV/Mobile Home they will have a site rental cap of \$1,300, if 3 traveling technicians in same RV/Mobile Home they will have a site rental cap of \$1,950. Cost incurred for rental sites above the allotted rental cap per month will be reimbursed to the employee/employees with proper documentation, receipts and approvals.
- f. Per Diem is not paid when an absence occurs without compensation.

C. Approval Process

- a. An individual may not approve his or her own travel or reimbursement. The SCC expense sheet or an electronic record through a provided third-party vendor must be approved by a Manager for all reimbursements. Reimbursements occur on the typical payroll cycle.



BENEFITS ENROLLMENT

Permanent Full Time employees will be able to enroll in company insurance plans (medical, dental and vision and more) with coverage available on the first month following your date of hire.

1. You may begin the enrollment process (2 weeks after your start date) by going to <https://pbenroll.com>
2. First time users will select “New User Registration” to create a Username & Password.
3. The Company Identifier will be: southerncross.

TAXES.....

We all have to pay them; so please be aware that your State tax is based on where you work and not where you live. You might have to file state taxes based on the projects you work throughout the year. You can login to the Oasis self-service

website at <http://www.oasisadvantage.com/employee-services> to view your information including your pay stubs, W-2's and obtain the service center contact number.

You will report to your hiring manager/supervisor for the project(s) you work on. They can provide instructions on how to complete your weekly time sheet, per diem and relocation information.

The talent acquisition coordinator (TAC) works with the project managers to help travelers find placement. Mobilization letters are sent out from the TAC once it is time to relocate to another project.



An expense sheet is to be submitted weekly to your project manager. Please be sure to complete all fields accurately to include your name, employee number and client code. Odometer readings are required to be entered onto your sheet daily. Proper completion of your expense sheet will speed up the approval process.

PERSONAL VEHICLE USE POLICY

This policy has been prepared as an orientation on what is expected of you in the operation and maintenance of your vehicle for company purposes. You are entrusted to use good judgment and have a complete understanding of the responsibilities involved, both of which are necessary to continue to drive for company business.

A. MINIMUM REQUIREMENTS

Any employee driving on company business must meet the following requirements:

- Possess a valid driver's license
- Maintain an acceptable driving record per company policy
- Maintain a certificate of insurance from their personal auto carrier with minimum limits of \$100/300/100 or \$300,000 CSL.
- Follow the guidelines stated in this policy at all times
- Be subject to annual audit and review



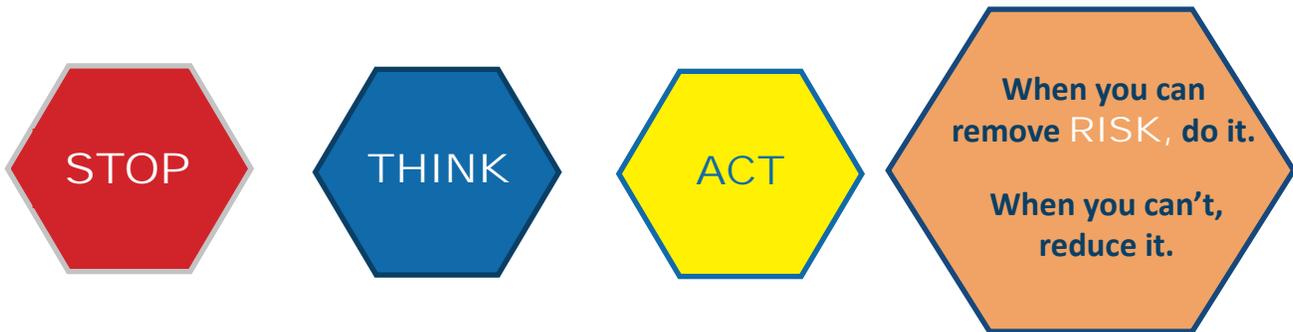
B. VEHICLE CARE

As is required for company-provided vehicles it is recommended to keep your vehicle in a clean, well-maintained condition. The following items are recommendations to keep your vehicle in optimum condition.

- **Tire Care and Replacement:** Tire mileage is directly proportional to driver techniques, alignment, tire pressure and wheel balance. All of these factors are under your control. Tire pressures must be checked regularly (and kept at a PSI level as designated in the vehicle manual or as designated on the inside door panel of the vehicle) and tires visually inspected. Alignment and wheel balance problems must be corrected immediately to avoid drastic tire wear.
- **Maintenance and Repair :** Neglecting to maintain a vehicle could result in the driver being charged for any resulting repairs. Unusual wear and tear above industry average or neglecting to maintain your company-provided vehicle may result in the loss of your vehicle and further disciplinary action. It is the driver's responsibility to have the scheduled maintenance performed at the designated intervals to ensure maximum vehicle performance for safety, operating efficiency and extended life of the vehicle:
 - Change oil according to manufacturer's suggested maintenance schedule
 - Keep tires inflated to the proper PSI rating
 - Have tires rotated every 10,000 miles
 - Frequently inspect belts and hoses for cracks, leaks or loose fittings Driver safety checklists should be performed in writing at least every two weeks.
 - Drivers should inspect all safety related equipment, including headlights, taillights, brake lights, turn signals, running lights, license plate lights, etc. Also, check tire tread for proper tread depth, windshield wipers and horn operation.

C. SAFETY

- It is company policy that seat belts be used at all times, not only by the driver but by all passengers as well. Drivers are prohibited from overloading and/or overcrowding a vehicle that may result in unsafe operation. It is the guideline to not carry more passengers than the number of occupant safety restraint systems in the vehicle. Drivers are responsible for wearing and enforcing the use of safety restraints by all occupants.
- Driving is a full-time job. Avoid all distraction. Concentrate on the other driver by assuming that person will not do what is expected.
- Roads are crowded. Consider all vehicles as potential accidents looking for a place to happen.
- Beware when entering intersections. Always count to two before entering an intersection from a stoplight or stop sign.
- Signal entry onto freeways and stay in the center or inside lane for ease of emergency maneuvering.
- Do not insist on the right-of-way. Assume the other driver will.



- During winter driving, use caution as bridges are slippery and freeze before roads because they lack the warmth of the ground under them.
- Drivers must operate a vehicle only at a speed appropriate to the road, traffic and weather conditions.
- Loose items that could be blown out of pickup boxes or off the flatbed should be secured before driving the vehicle.
- Use turn signals for parking, lane changes, and all turns in shopping and office center parking lots.
- Always keep a full level of windshield washer solvent.
- Before night driving, wipe off your headlights. If you are wondering whether or not you should turn on your headlights, turn them on.
- Driving while consuming alcoholic beverages or other drugs, or while under the influence of alcohol or other drugs is never acceptable.

D. PARKING GUIDELINES

- All vehicles should be pulled through or backed into parking spots, including driveways, at all times.
- Always back slowly, at idle speed. Never rush backing up.
- When possible use a spotter for congested and difficult situations.
- When necessary, signal to others your intentions by using your flashers and your horn.
- Roll down a window and turn off the radio so warnings can be heard.
- A traffic cone should be placed in front & behind the vehicle anytime the vehicle is parked on a street.
- All employees must complete a 360 degree walk-around prior to moving a vehicle from a parked location.

E. CELL PHONE USAGE

- Keep cell phone and blue tooth off while the vehicle is moving.
- Allow voicemail to handle your calls and return them when safe.
- If you need to place or receive a call, pull off the road to a safe location and stop the vehicle before using your phone.
- Ask a passenger to make or take the call.
- Inform regular callers of the best time to reach you based upon your driving schedule.
- Under no circumstances is texting while driving allowed.
Any accident resulting from negligence due to phone or hands-free device usage will be subject to the at-fault conditions as described in the accident section of this manual.



F. OTHER Expectations

- Firearms or other weapons are not allowed in your vehicle while on company business. Possession of weapons on company property by anyone other than a licensed law enforcement officer is grounds for termination.
- Drivers are not to transport any hazardous material or waste in company vehicles or in any vehicle while on company business unless such hazardous materials are ordinarily handled by the company as part of normal business operations. Non-hazardous materials transported in a company vehicle or in any vehicle while on company business that may potentially cause injury because of sudden impact must be properly secured.

G. ACCIDENTS

A valid insurance card and vehicle registration shall be carried in the vehicle at all times. If you are involved in an accident, please follow these instructions after calling 911:

1. When an accident involves another vehicle, obtain the following information:
 - Driver's name (and owner's name if different from the driver)
 - Address
 - Telephone number
 - Name of insurance company and policy number
 - VIN, vehicle year, make, and model
 - Vehicle license plate number.
2. If possible, obtain names, addresses, and telephone numbers of any witnesses, including name, badge number, department name, and address of any investigating law enforcement agency.
3. Notify your Project Manager and/or Project Supervisor of accident and location.
4. Identify yourself and show your driver's license and insurance identification card. Do not discuss insurance policy. Do not assume the blame for the accident and, above all, do not agree to any settlement.
5. Cooperate with the investigating law enforcement officers. Answer their questions factually and avoid commentary beyond that. Do not insist that a citation be issued to the other operator. Despite your opinion, the officer may be trying to decide responsibility for the accident and an overly aggressive attitude on your part may result in a decision against you. In a given situation, the officer might ask if you want a citation issued to the operator. If so, answer in the affirmative and explain that this is your company's preference.
6. Note if there are any injuries reported by anyone involved in the accident.
7. It is your responsibility to notify any state and/or local agency (police, etc.) of the accident and to file the appropriate written report as required by state law, in addition to notifying management.
8. When the accident does not involve another vehicle, or the vehicle gets damage, do the following:
 - If necessary, contact 911.
 - Contact your Project Manager and/or Project Supervisor of incident and location.
9. In all instances, an accident report form must be completed.



H. POST-ACCIDENT



Employees are subject to a DOT drug screen testing when they cause or contribute to accidents that involve a company vehicle, machinery, equipment, or property and/or result in an injury to themselves or another employee. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner. If testing is administered outside the two (2) hour guideline, contact the Safety Director for approval.

I. TRAFFIC AND PARKING VIOLATIONS

Three (3) minor violations within a 12-month period will result in disciplinary action, up to and including termination.

Minor violations include:

- Speeding less than 25 mph over the limit
- Failure to wear seat belt
- Failure to stop at a stop sign or stop light

If you receive a major driving violation conviction, it will result in you will lose the privilege of driving on company business in any manner. It may also subject you to further disciplinary action, up to and including termination.

Major violations include:

- Driving under a suspended or revoked license
- Hit and run or leaving the scene of an accident
- Vehicle theft due to negligence (including failure to park the vehicle in a secure, well-lit area or parking garage, failure to lock doors, leaving keys in plain view, or leaving a vehicle running while unattended)
- Vehicular manslaughter, homicide or assault arising out of the operation of a motor vehicle
- Use of false motor vehicle documents, such as license or registration
- Failure to obey school crossing guard or any school bus violation
- Passing on the wrong side, on a hill or where prohibited
- Reckless, careless or negligent driving
- Driving on the wrong side of a divided highway
- Participating in racing or a speeding contest
- Driving while under the influence of alcohol, even if under the legal limit; driving while intoxicated at the legal limit or above; and/or driving while under the influence of drugs, whether prescription drugs or any controlled/illegal substances
- Implied consent or refusing the test
- Speeding more than 24 mph over the limit
- Eluding a police officer
- Failure to keep an acceptable motor vehicle record

J. MILEAGE REIMBURSEMENT

Reimbursement will be paid for maintaining proper insurance and the operating expenses of the car by multiplying the number of miles traveled by the current published federal mileage rate. Based on the IRS established policies the reimbursing of commuting (travel between home and the initial or final work site) is not reimbursed.

a. Specifics

- i. Southern Cross requires the accurate tracking of mileage for business travel that occurs after arriving at your initial work location. Mileage will be reimbursed for reported and verified business travel between work locations. Southern Cross tracks the GPS location and historical path of your company provided cell phone and will use this data to capture and validate actual mileage and use of direct travel paths. Travel path will also be verifiable using commercially available websites (ex. MapQuest, Google Maps) to confirm use of the “shortest route” option.
- ii. Reimbursed travel is only from the initial reporting location of either company office or the employee’s initial field job site and all other job sites for the remainder of the day using the shortest reasonable travel path/distance (see example 1 below). Mileage from your primary residence to the first job site is considered “commute” and is not a reimbursable expense except as outlined below.
- iii. There may be times that an employee is required to travel outside of the normal customer locations. In those cases, reimbursement will be granted on a case by case basis for mileage to and from home to the extent the trip exceeds 20 miles each way (see example 2 below). If you are unsure of your specific situation, seek approval from your manager first. Project managers will determine what locations fall inside and outside of “normal” customer locations.
- iv. There may be times where an employee may require overnight lodging as part of their job. In these cases, mileage to and from the hotel is eligible for reimbursement if the travel is work related.



b. Travelers

- i. For those employees who have a travel trailer and receive per diem, your RV/Camper is considered your “primary residence” for purposes of calculating your commute. Thus, mileage to and from your home is considered “commute” and will not be reimbursed. Mileage from the final customer site of the day to your home would be considered “commute” as well.



Traveler, Maureen Evans



Travelers, Mike and Terry Riedel

- ii. All efforts are expected to be made to find RV/Camper parking closest to the work site. When availability is limited, with approval, mileage will be paid for commuting miles more than 20 miles.



c. **Examples**

i. *Example 1*

Trip 1 – Employee leaves home in the morning and drives 10 miles to the first customer site of the day. **No Reimbursement - Commute**

Trip 2 – After completing work at first site, employee then travels 7 miles to next customer site. **7 miles Reimbursed – Work Travel**

Trip 3 - After completing work at 2nd site, employee then travels 12 miles to next customer site. **12 miles Reimbursed – Work Travel**

Trip 4 – Employee finishes work for the day and drives 20 miles home.

No Reimbursement – Commute

ii. *Example 2*

Trip 1 – Due to customer needs, employee leaves home and is required to travel away from normal area to customer site 50 miles away. **30 miles Reimbursed – Travel Outside of normal work area. 20 miles commute.**

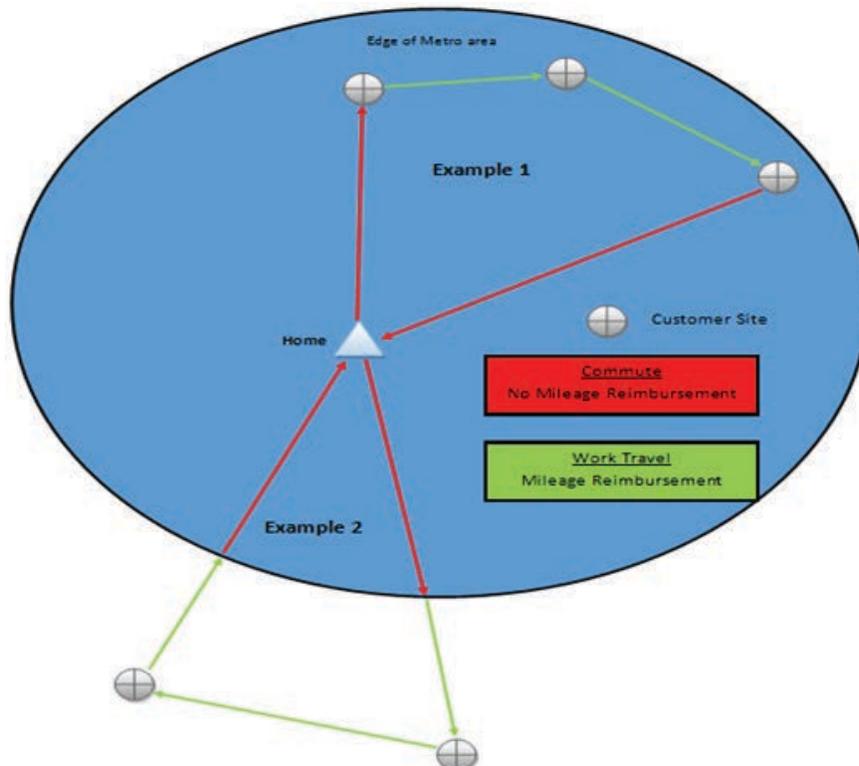
Trip 2 – Employee completes work and then travels 30 miles to next customer site.

30 miles Reimbursed – Work Travel

Trip 3 – Employee finishes work for the day and drives 50 miles home.

30 miles Reimbursed – Travel Outside of normal work area. 20 miles commute.

d. **Diagram of Examples**



e. Expenses

- i. Allowable Mileage Expenses
 - 1. Work Related Meetings
 - 2. Travel between Southern Cross job sites
 - 3. Pre- approved work-related errands (post office, supply stores, etc.)
 - 4. Training and classes if work-related and approved by the manager.
- ii. Unallowable Mileage Expenses
 - 1. Commuting between home and the local office/initial work site
 - 2. Commuting between the last work site and home
 - 3. Traveling to/from lunch or breaks
 - 4. Other travel in between site visits that is not work-related

f. Approval Process

- i. An individual may not approve his or her own travel or reimbursement. The SCC expense sheet or an electronic record through a provided third-party vendor must be approved by a Manager for all reimbursements. Reimbursements occur on the typical payroll cycle.

WEEKLY SURVEY DATA SUMMARY and TIMESHEET										EXAMPLE										CONTRACTOR FOR:																			
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0-Jan-1900		1/1/0000		404-555-1212																																			
Technician signature		Technician's Phone #		Client Approval		Date																																	
Direct Deposit - On-file		Any City		USA																																			
Mail Stub To -		Homebase		City		State																																	

FIELD OPERATIONS GUIDE

Authority Matrix- Field Operations

Should: determine who has the authority to make decisions for tasks that occur during a project.

Field Operations

Task or Decision	Person or Function				
	Sup.	PM	VP Ops	COO	CEO
Personnel					
Headcount to budgeted level		A			
Headcount above budgeted level			A	A	
Add new position to budget			A	A	
Supervisor position			A	A	
Technician salary		A	A		
Dismissal of employee- W/ HR		A			
Grievance Responses/Settlements- W/ HR Manager		A	A	A	
Transfer of employees			A		
Use of travelers			A		
External Purchases					
Office Supplies within budget	A	A			
Office supplies above budget			A		
Phones & Computers		A			
Job, Safety & Uniform equipment		A			
Fuel Gas for survey		A			
Repairs to equipment	A	A			
Mileage above budget			A		
Client entertainment		A			
Client engagements (sponsorships, etc.)			A		
Extra phone chargers, external batteries, etc.			A		
Job performance gifts/rewards		A	A		
Vehicles					
Regular Maintenance	A	A			
Repairs to vehicles		A	A		
Purchase/Lease of new vehicle			A	A	
Insurance/Claims					
Fines and penalties			A	A	
Accident claims			A		
Rent/Real Estate					
Office Rent			A		
Office Utilities		A			

FIELD OPERATIONS GUIDE CONTINUED

Authority Matrix- Field Operations

Internal Purchasing					
Equipment as budgeted	A	A			
Equipment above budget			A	A	
Transferring Assets					
Transfer of equipment			A		
Travel					
Training expenses		A			
Technician travel above budget			A		
PM Travel within budget		A			
Contract					
New Contracts			A	A	A
Change Orders		A	A		
Compliance dates		A			

TIPS and ADVICE

Todd and Heather are one of our seasoned mobile travelers teams. Their tips and advice to new travelers is:



RV Travelers, Todd Billis and Heather Overholtz

"Do some research online ahead of time. A couple of RV park websites are campgroundreviews.com and rvparky.com. Apps are available for download as well."

"Some Walmart's and truck stops allow you to park an RV overnight."

"Your personal insurance has affordable road side assistance options. This could be a more cost-effective choice instead of purchasing from another party."

RV Campgrounds

Personal Insurance

Sara & Gabe Campos' Advice:



RV Travelers, Sara and Gabe Campos

"Do your research. Map out your route and reserve your campgrounds in advance. Especially ahead of any weather event. If you are traveling with a family, plan for plenty of potty breaks!"

"The positives to being a traveler are being able to see and experience different states in the U.S., and give the kids a different look at the world."

Do Research and Stay Positive

Donna and Mike Bender's Tip:

"Invest in high quality weather gear-Some examples: Waterproof Gore-Tex boots, Rain gear from military issued, Cooling vest and a hat. Donna says, "Having these items as a traveler makes our job a more pleasant experience!"



Weather Advice

Mike and Terry's Advice:

RV Travelers, Mike and Terry Riedel



Flexibility

"Always stay flexible and be ready to go at a moments notice."

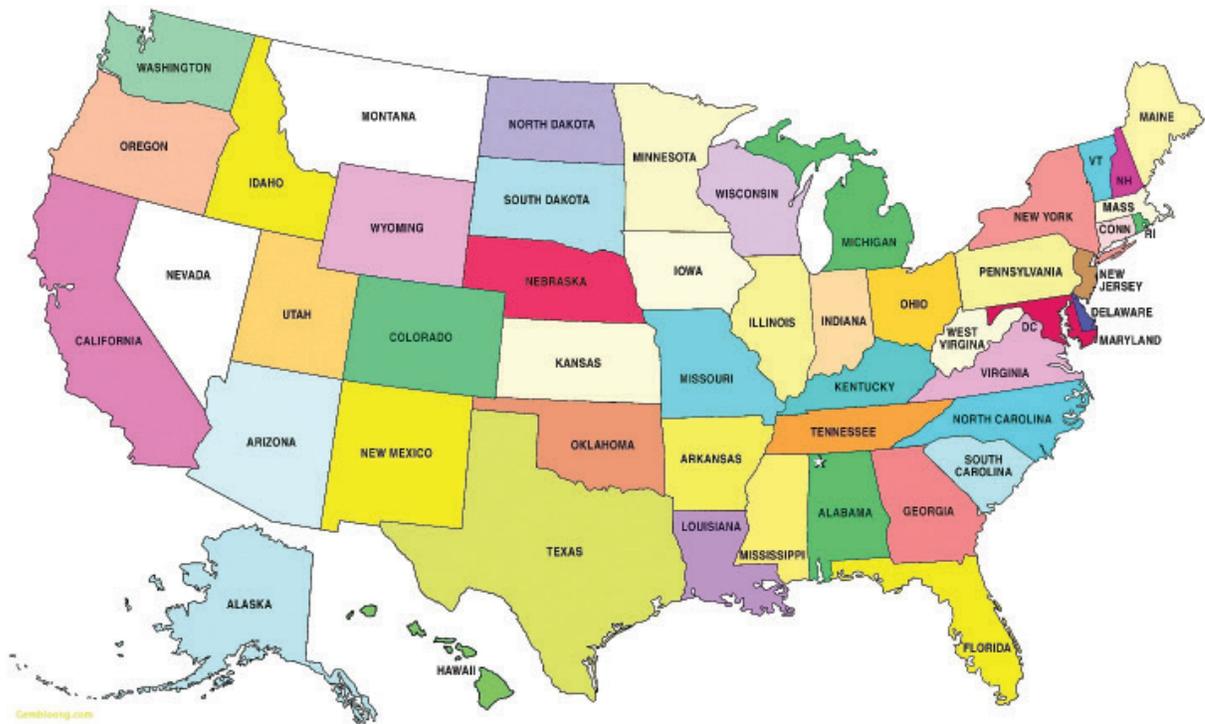




Final Words

At Southern Cross, we want to make sure your start and transition to the different locations is smooth. We hope you will have a great experience and make great memories working in our traveler program.

SAFE TRAVELS!



IMPORTANT CONTACT INFORMATION

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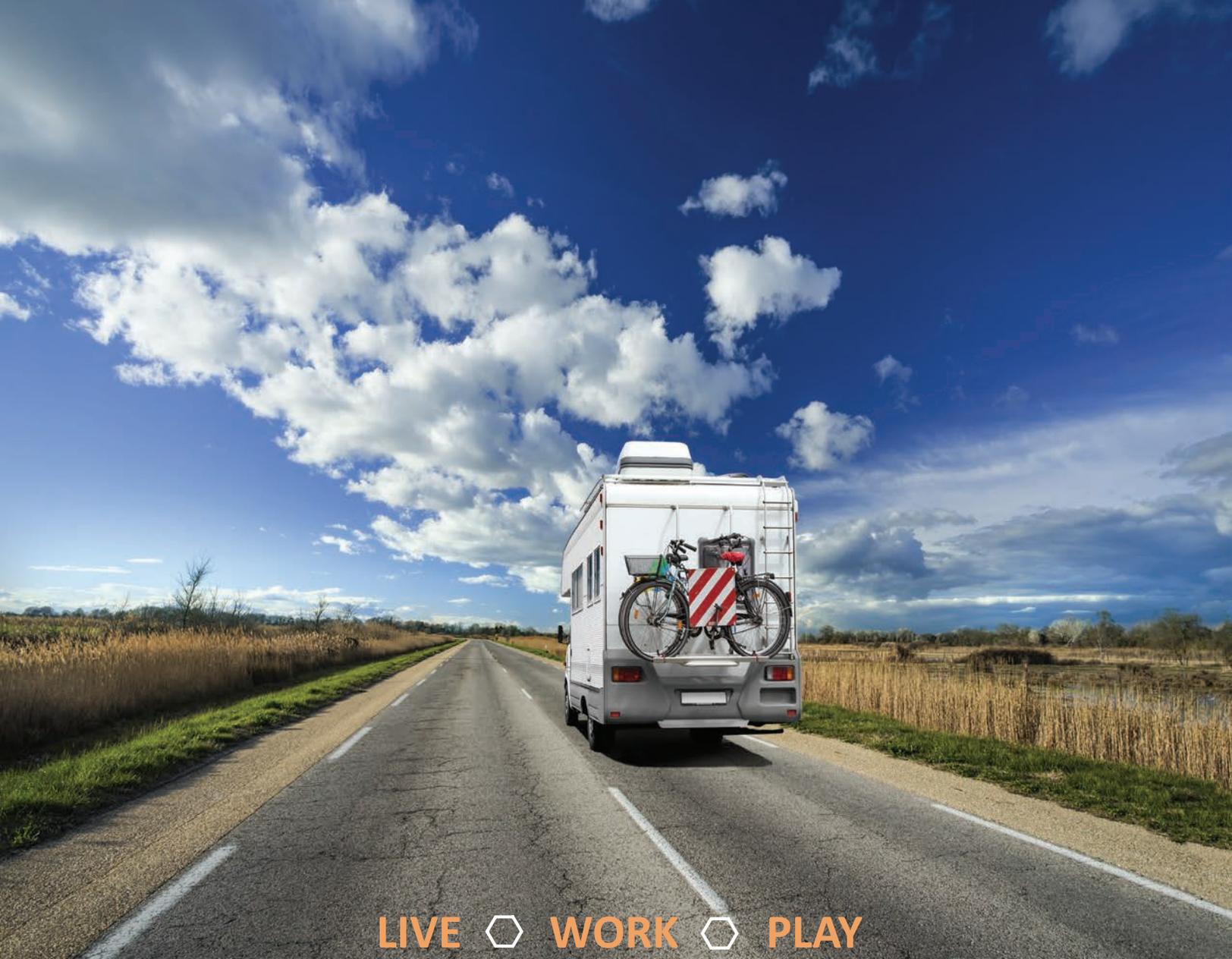
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