

AccuFleet Insider

Vol 1 Issue 3
August 1, 2019



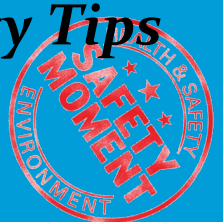
Do you have the cutest pet at AccuFleet?

AccuFleet Insider is currently accepting entries for our cutest pet photo contest. Winning Pet photo will receive a \$50 Gift Card.

Our judges will pick 5 Pets to compete for the number 1 spot. The following month you, our readers will vote on AccuFleet's top pet.

Text "AFITRIVIA" to 40458 to enter.

Hot Weather Safety Tips



1. **Stay hydrated.** Drink plenty of fluids; drink about 16 ounces before starting and 5 to 7 ounces every 15 or 20 minutes.
2. **Avoid dehydrating liquids.** Alcohol, coffee, tea and caffeinated soft drinks can hurt more than help.
3. **Wear protective clothing.** Lightweight, light-colored and loose-fitting clothing helps protect against heat. Change clothing if it gets completely saturated.
4. **Pace yourself.** Slow down and work at an even pace. Know your own limits and ability to work safely in heat.
5. **Schedule Breaks.** Take time for rest periods and water breaks in a shaded or air-conditioned area.
6. **Use a damp rag.** Wipe your face or put it around your neck.
7. **Avoid Getting Sunburn.** Use sunscreen and wear a hat if working outside.
8. **Eat smaller meals.** Eat fruits high in fiber and natural juice. Avoid high protein foods.

Employee of the Month



Andres Larrea has been with AccuFleet since October 2018. Employee had a bumpy start with being on time, but has since corrected it. He is always willing to help out his co-workers to complete the task at hand when they slow down or fall behind. He is also always willing to help teach/train new hires so that they are successful in the function they were hired for. Mr. Larrea is driver/scissor lift/spider certified and is always willing to do the extra. Mr. Larrea was recently promoted to Lead of our new secondary wash crew.



Who's Who?

Brian M. Giacona, born July 2, 1979, is AccuFleet International's Vice President of Operations, based in Newark, NJ. A native to Middlesex County, NJ, Brian graduated from Middlesex County Vocational High School in 1997 and continued his education at Middlesex Community College while working on a career in aviation.



Brian has more than 20 years of experience which began in 1997 at Kiwi International Airlines, where he served as an Operations Agent. In 1999, he began a short career at Pro Air Inc, a small start-up carrier based out of Detroit Michigan where he served as the Station Supervisor in Newark. From June 2000 through November 2002 Brian was the Station Supervisor for National Airlines. In December 2002, he joined America West Airlines as a Duty Manager in Newark and later continued his roll with US Airways after the merger between the two carriers was complete. Determined to continue moving forward with his career and relentless in his pursuit of excellence in the field of aviation, Brian joined Aircraft Service International Group in 2007 as the Health, Safety, Environmental and Training manager in Newark Airport where he worked until joining the AccuFleet team in July 2011 as the Station Manager in Newark, NJ.

Since that time Brian has expanded his roles and responsibilities with AccuFleet and now serves as the Vice President of Operations having oversight of all AccuFleet's locations.

Interact with AFI

We want to hear from you! Catch an epic picture? Got a story? See something unique? Have a question for Operations, Safety or HR? Bring it to us! We want you to help us build each issue.

Text "ACCUFLEET" to 40458 or email accufleetinsider@accufleet.com.

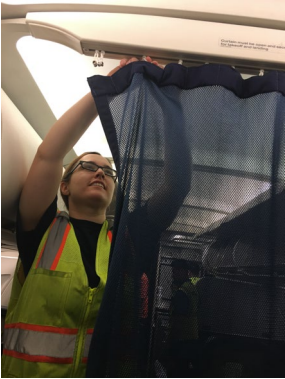
All material must be submitted no later than the 15th of each month in order to be considered.

Human Resources

When are employers legally responsible for employees outside their scheduled work hours? The question often comes up in the context of pay for nonexempt (hourly) employees. Regular commuting (from home to work and back) is not generally considered compensable time under the federal Fair Labor Standards Act, although employers are required to pay for travel time in other circumstances. For example, an employee who is given a special one-day assignment in a city different from the usual worksite and returns home the same day must be compensated for the time spent traveling to and from that other location (minus the time the employee would have spent commuting to and from the regular worksite), according to the U.S. Department of Labor. Additionally, attendance at lectures, meetings, training programs and similar activities must be counted as work time — unless it is outside normal hours, voluntary, not job-related *and* no other work is concurrently performed.

A day in the life of a Changeout Agent

A question we hear often while recruiting and interviewing is “What is a Changeout Agent?”

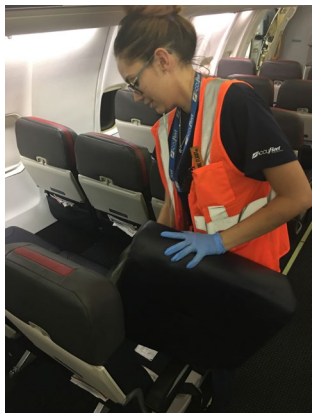


Changeout agents specialize in aircraft seat covers. Airlines use covers, either leather or cloth, to cover over the cushions that passengers sit on. A typical shift for a Changeout agent starts with building a workload based off

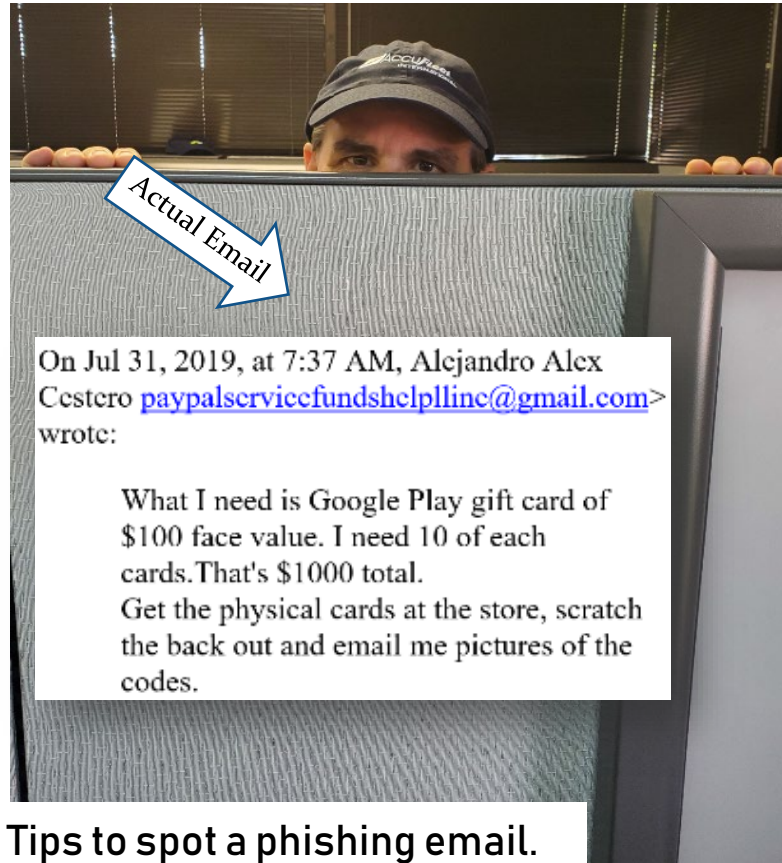
of aircraft RON's (Remain Over Night). Once the list is comprised, the hunt for tail numbers begins. One of the challenges that occur daily is searching for a specific aircraft because delays, swaps and moves happen regularly at all airports. PHX changeout agent, Ashley Taylor, states “We stay very busy during the shift performing leather cleaning, changing out curtains and damaged covers.” As a Changeout Agent you can rest assure there are



many aspects of the job to keep you engaged which in turn makes your day go by faster. Ashley loves working with United Airlines the most and looks forward to the daily interactions with the maintenance teams. After a job well done, she calls to request a Maintenance Technician come inspect



and sign off the removal and replacement of her task. Once final inspection is approved, a quick break then off to find the next aircraft in need of an interior appearance boost.



Tips to spot a phishing email.

TIP 1: LOOK BUT DON'T CLICK

Cybercriminals love to embed malicious links in legitimate-sounding copy. Hover your mouse over any links you find embedded in the body of your email. If the link address looks weird, don't click on it. If you have any reservations about the link, send the email directly to your security team.

TIP 2: CHECK FOR SPELLING MISTAKES

Brands are serious about email. Legitimate messages usually do not have major spelling mistakes or poor grammar. Read your emails carefully and report anything that seems suspicious.

TIP 3: ANALYZE THE SALUTATION

Is the email addressed to a vague “Valued Customer?” If so, watch out—legitimate businesses will often use a personal salutation with your first and last name.

TIP 4: DON'T GIVE UP PERSONAL OR CONFIDENTIAL INFORMATION

Most companies will *never* ask for personal credentials via email--especially banks. Likewise most companies will have policies in place preventing external communications of business IP. Stop yourself before revealing any confidential information over email.

TIP 5: BEWARE OF URGENT OR THREATENING LANGUAGE IN THE SUBJECT LINE.

Invoking a sense of urgency or fear is a common phishing tactic. Beware of subject lines that claim your “account has been suspended” or ask you to action an “urgent payment request.”

