

GMC

**MOTOR
HOME**

**EMPLOYEE
HAND•BOOK**



Welcome To the home of the GMC Motor Home



GMC introduces a new industry — — for Pontiac and surrounding communities — — the manufacture of GMC Motor Homes.

It means more jobs for more people and greater prosperity for our community.

This industry and our livelihood depends on quality workmanship to grow.

REMEMBER!

*Our customers expect quality — —
They depend on us.*

MOTOR HOME HISTORY

In 1968, GMC's Product Development Department was busily engaged in reviewing the concept of using mini buses to move people from their front door to a link-up with a mass transit system on a main throughfare. During this investigation various sized vehicles were conceived and their market potential analyzed.

Out of this research evolved a new chassis and body design with a potential for a variety of applications, including a motor home. By 1970, work on utilizing the new chassis and body for a self-contained motor home was intensified and in early 1972, it was announced that GMC Truck & Coach would produce and market in 1973 the world's finest motor home. And so, you are helping to record another chapter in the illustrious history of GMC Truck & Coach which started at the turn of the century.

Personnel from numerous departments have spent thousands of hours planning the motor home. All this work is for naught though unless you do your utmost to build the best motor home ever produced. Working together we can build a motor home in which we can all take pride.

IT'S NOW UP TO US.

There are few, if any, jobs in which ability alone is sufficient. Needed also are loyalty, sincerity, enthusiasm and team play.

MOTOR HOME FEATURES

The GMC motor home utilizes front wheel drive, a low and wide frame, tandem independent rear suspension, and an aluminum and molded-fiberglass body.

GMC produces 23 and 26 foot motor home versions in the 10,500 pound gross vehicle weight class.

The GMC motor home is marketed through qualified General Motors car and truck dealers at key locations with personnel and facilities for single-stop service and warranty responsibility for the complete vehicle, including living area installations and appliances.

The chassis and body shell is produced and assembled at GMC Truck & Coach facilities in Pontiac, while the interiors will be built and installed according to GMC specifications by the Gemini Corp. of Mount Clemens, Michigan. Gemini is a subsidiary of PRF Industries Inc., an established producer of motor home bodies and interiors.

The motor home is eight-foot high and eight-feet wide. The 26-foot model has a 160 inch wheelbase; the 23-foot version's wheelbase is 140 inches.

It is powered by a 455 cubic inch V8 engine with four-barrel carburetion and 265 net horsepower, and is equipped with a three-speed automatic transmission.

Its six wheel braking system includes front wheel disc brakes and drum brakes at each of the four rear wheels.

Fifteen distinct interiors are available, including complete kitchen, sleeping and bath accommodations, twin dinettes with removable tables, vinyl-faced paneling, a thermostatically controlled LPG furnace, and a dual-passenger front seat.

The difference between failure and success is doing a thing nearly right and doing it exactly right.

NEVER BEFORE

HAVE

You

THE MOTOR HOME PEOPLE FROM
GENERAL MOTORS . . . HAD SUCH AN
EXCELLENT OPPORTUNITY TO BE

#**1**

IN THE INDUSTRY!



GMC
SAFETY
ATTENDANCE
QUALITY

**LET'S GET THE BALL
ROLLING!**

CRAFTSMANSHIP is more than buildings and facilities. It's you and I working together to be the best there is! **SO...**

✓ Take pride in our new addition.

✓ Pledge the best work of which we are capable.

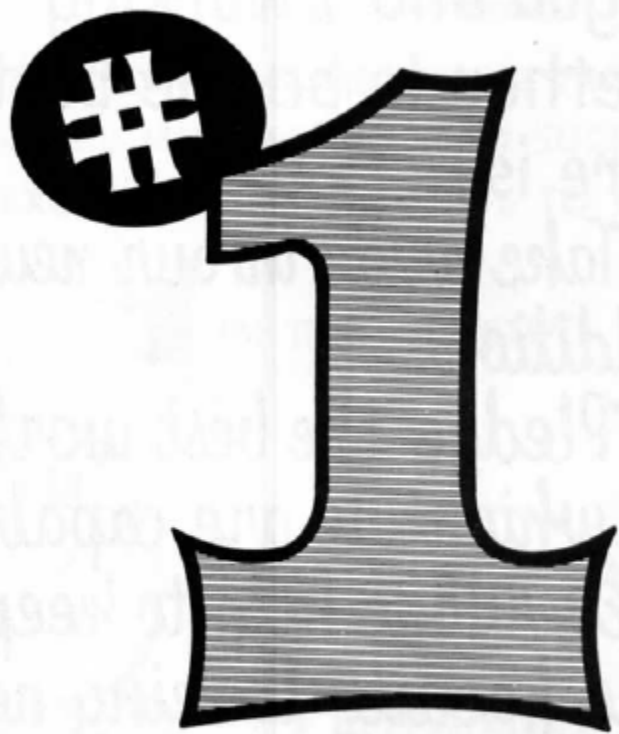
✓ Everyone help to keep the facility looking new and clean.

✓ Observe all safety rules.

Remember the customer

And...

We Will Be

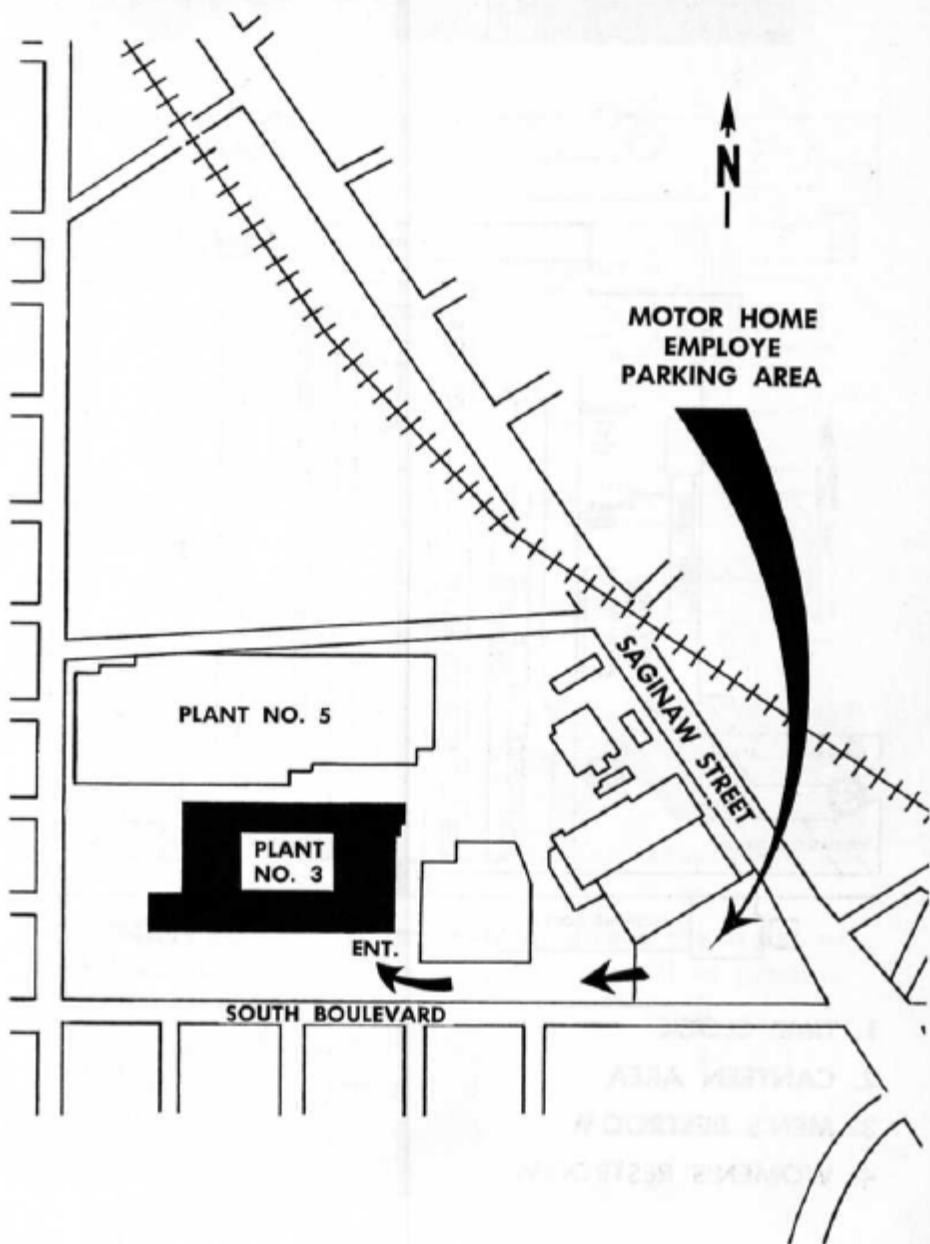


WITH THE SAFEST, BEST BUILT

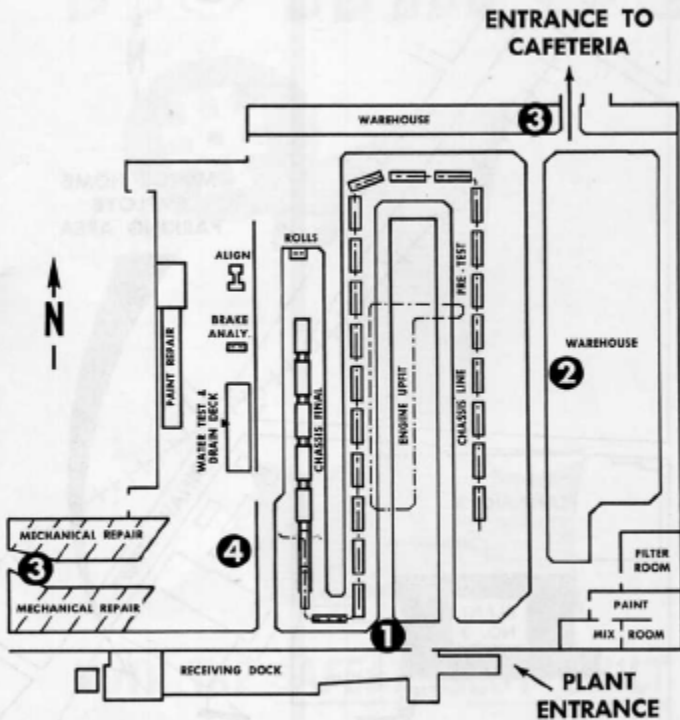
MOTOR HOMES

EVER PRODUCED!

Employee parking is provided in a lot at the intersection of Saginaw and South Boulevard.

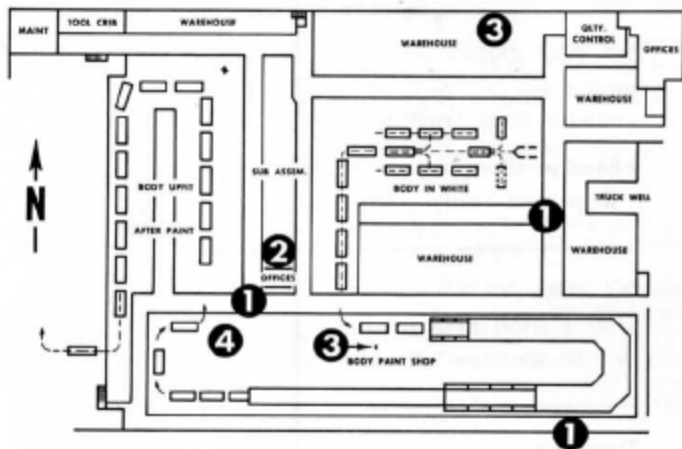


PLANT LAYOUT – FIRST FLOOR



1. TIME CLOCK
2. CANTEEN AREA
3. MEN'S RESTROOM
4. WOMEN'S RESTROOM

PLANT LAYOUT – SECOND FLOOR



Quality is never an accident. It is always the result of an intelligent effort. There must be a will to produce a superior article.

The best operators are cooperators.

DO YOU KNOW —
you are safer at work than at home?

- Because our Safety program aims to protect you.
-

DO YOU KNOW —
serious eye injuries have been eliminated in GMC Truck & Coach?

- Because all employees in the shop wear safety glasses.
-

DO YOU KNOW —
after a short time of training you will be an expert on your job?

we all
follow
these
rules

Therefore —
QUALITY Motor Homes and customer satisfaction depends on your attendance and workmanship every day.

AND for many other reasons —

- to protect you
- to make your job more enjoyable
- to make our customers happy they bought a GMC Motor Home

SHOP SAFETY RULES and RECOMMENDED PRACTICES

1. Approved eye protection must be worn while working, or in work areas at all times. Dark lenses are not to be worn unless authorized by the safety department.
 2. Loose clothing, long sleeves, bracelets, wrist watches, and similar jewelry are not to be worn around machinery.
 3. All employees with long hair must wear approved safety caps or other safety department approved means to completely enclose their hair.
 4. Safety shoes are recommended for all operations. Leather shoes with substantial soles and heels are required. Open toed shoes, high heels, house slippers, canvas shoes, sneakers, etc. are not permitted.
 5. Cleaning clothing and cooling ones self by use of air hoses is strictly forbidden.*
 6. Jumping or stepping across open work pits is strictly forbidden.
 7. The use of gasoline or other highly flammable or toxic solvents for washing hands is strictly prohibited.*
 8. Good housekeeping rules must be observed. The failure to observe the rules of good housekeeping is prohibited.*
 9. Only employees authorized by the safety department are permitted to drive shop power trucks.*
 10. No passengers are allowed on a fork truck, jitney, tractor, etc., unless authorized by the safety department.
 11. Loose materials such as drums must be banded prior to movement, if not contained within an approved rack or dolly.
 12. Riding of battery powered hand transporters is forbidden.*
 13. The climbing of storage racks is forbidden. A ladder or other safety department approved device is required.
 14. Hand tools are to be used for their intended purpose only.*
 15. Dual controls must be used, when required by the safety department.*
 16. All safeguards must be in place before operating a machine.
 17. Do not remove chips or excess material from machinery while it is in operation.
 18. Only authorized employees will make repairs, adjustments and changes to machinery and equipment*
 19. When changing or repairing machines, the power must be shut off and locked out.
 20. When changing or working on dies in presses, the power must be shut off and locked out, and the safety block in place.
 21. All oxygen, acetylene and other high pressure cylinders, are to be properly secured at all times. Safety caps must be in place whenever tanks are not in use.
 22. All accidents or injuries must be reported to your supervisor.
 23. Report any unsafe equipment or hazardous conditions to your supervisor.
 24. Personal protective equipment must be worn on certain specified operations.
 25. All hazardous materials must be stored in authorized containers.
- *These rules or activities are also covered by shop rules.
- This list of items is not intended to be all inclusive. There may be many other activities which would be contrary to good safety practices.

SHOP RULES and REGULATIONS

Whenever large numbers of people work together, it is necessary to have rules and regulations to protect all employes.

Our rules and regulations at GMC Truck & Coach Division are designed to aid all employees to work in harmony with each other.

Employes who do not observe the rules and regulations will subject themselves to disciplinary action.

★ SHOP RULES ★

1. Absence without reasonable cause.
2. Reporting late for work.
3. Distracting the attention of others, or causing confusion by unnecessary shouting, catcalls, blowing horns, or demonstration of any kind on company premises.
4. Making scrap unnecessarily; faulty or careless workmanship.
5. Failure to wear badge in plain sight.
6. Assignment of wages or garnishments.
7. Throwing refuse or objects on floor or out of windows.
8. Smoking in restricted areas.
9. Failure to ring your own time card, ringing a card other than your own, or permitting your card to be rung by another.
10. Stopping work or making preparation to leave work (such as washing up or changing clothes) before lunch period or authorized quitting time.
11. Leaving work assignment or plant during working hours without permission or failure to return to work after lunch period without permission.
12. Wasting time or loitering in toilets or on any company property during working hours.

13. Unauthorized soliciting or collecting contributions for any purpose whatsoever during working time.
14. Unauthorized distribution of literature, written or printed matter of any description in working areas on Company premises during working time.
15. Posting or removal of notices, signs, or writing in any form on bulletin boards or company property at any time without the specific authority of Management.
16. Gambling, lottery or any other game of chance (or the possession of gambling paraphernalia) on Company premises at any time.
17. Littering, or contributing to poor housekeeping, unsanitary, or unsafe conditions, on plant premises.
18. Unauthorized operation or use of machines, tools, or equipment.
19. Horseplay, scuffling, running or throwing things.
20. Assaulting, threatening, intimidating, coercing or interfering with employes or supervision.
21. Possession or drinking of liquor or any alcoholic beverage on Company property or while on job assignment. Reporting to work under the influence of alcohol, when suffering from alcoholic hangover or in an unsafe condition.
22. Restricting output.
23. Failure or refusal to follow the instructions of supervision or to do your job assignment. (Do your work assignment and follow instructions; any complaint may be taken up later through regular channels.)
24. The making or publishing of false, vicious or malicious statements concerning any employe, supervisor, the Company, or its products.
25. Abusive language to any employe or supervision.
26. Disregard for safety rules or common safety practice.
27. Falsification of personnel records or other records.
28. Fighting on the premises at any time.
29. Using another's badge or pass or permitting another to use your badge or pass to enter the property.
30. Immoral conduct or indecency.
31. Possession of weapons on company property at any time.
32. Misuse or removal from premises without proper authorization of employe lists, blue prints, company records, or confidential information of any nature.
33. Theft or misappropriation of property of employes, or of the Company, or in the Company's custody.
34. Sabotage or deliberate destruction of any property belonging to the Company, its employes, or in the company's custody.
35. Careless use, misuse or abuse of any tools, equipment, materials, products or other property, owned by other employes or by the Company, or in the Company's custody.
36. Use, possession, distribution, sale or offering for sale, of narcotics or dangerous drugs including marijuana or any hallucinogenic agents, on company property at anytime. Reporting for work under the influence of narcotics or dangerous drugs.
37. Repeated violation of Shop or Safety rules.

★ REGULATIONS ★

TIME AND PAY REGULATIONS

1. WORKING HOURS will be established by Management to meet production requirements.
2. PLACE CLOCK CARD in proper space in the rack. Do not carry it with you unless instructed otherwise.

3. IF YOUR CLOCK CARD IS NOT IN RACK use a "blue" card (a supply of which is in the rack) and punch in regular manner, being sure to write in your clock number and name.

4. FAILURE TO RING. Employees are to register all time worked on clock cards. SHOULD YOU FAIL to ring your card, call it to your foreman's attention within 24 hours, and have him approve card for time not punched. No penalty will result for the first failure to ring in a clock card if approval is secured from your foreman. Any further failure to ring your clock card within the same period or frequent failure to ring may result in a penalty.

5. EMPLOYEES MORE THAN THIRTY MINUTES LATE must report to foreman before they will be permitted to go to work.

6. WHEN LEAVING THE PLANT on other than company business, including lunch period, employes should punch their clock cards out and in.

7. LOST BADGES must be reported at once to the Employment Department and will be replaced at a charge of \$2.00.

8. NO PAY CHECKS will be issued to employes who have less than eight hours on their clock card for the current week, unless a tool clearance is obtained.

SAFETY AND FIRST AID

9. SAFETY RULES and common safety practices must be followed to protect yourself and fellow workmen.

10. IN CASE OF INJURY IN THE PLANT, EVEN THOUGH SLIGHT, BE SURE TO OBTAIN FIRST AID TREATMENT AT ONCE AT COMPANY HOSPITAL OR FIRST AID STATION.

11. DO NOT ALLOW ANYONE TO REMOVE FOREIGN BODIES FROM YOUR EYES OR TREAT ANY INJURY, OUTSIDE OF REGULAR FIRST AID ROOMS.

12. WHEN AN INJURY RECEIVED IN THE PLANT CONFINES YOU TO YOUR HOME OR CAUSES YOU TO BE UNABLE TO WORK, telephone or write the First Aid or Personnel Department immediately so that proper medical care may be provided if necessary or required.

13. PERSONS SUBJECT TO PHYSICAL SEIZURES of any type will be released due to the possibility of severe or fatal injury.


GENERAL REGULATIONS

14. REPORTING ABSENCES. Be sure to let your foreman know, in advance, when you expect to be away from work. When absence is unexpected, as in the case of SICKNESS, TELEPHONE OR WRITE THE Employment Department at once and tell them when you will return to work. If you are absent more than five working days you may be required to pass a physical examination by the Medical Department before returning to work.

15. PACKAGE PASS must be secured from Superintendent or foreman to remove any property, except lunch boxes belonging to the employe. However, Plant Protection patrolmen are required to inspect all packages and lunch boxes.

16. BADGES, TOOLS, GOGGLES, ETC. Employes must account for these when leaving the Company's employ or when taking a leave of absence. Missing articles will be charged to the employe according to their value.

17. CHANGE OF ADDRESS. An employe should report promptly any change of address to the Records Section, Personnel Department. The employe's address on file in the Records Section is the one used by the company when notifying him to report for work, and it is the employe's responsibility to keep it current.



**YOUR ABSENCE LETS THE
OTHER GUY DOWN.**

- **NEITHER A WHISTLE NOR A CLOCK IS NEEDED TO TELL THE 100% MAN WHEN TO GO TO WORK OR WHEN TO QUIT.**



- **THE BEST ATTITUDE TO HAVE TOWARD ONE'S DAILY WORK IS KEEP-AT-IT-TUDE.**

GMC

**THE MOTOR
HOME
PEOPLE
FROM
GENERAL
MOTORS**