

# **DRIVERS PLEASE READ ALL PAGES – KEEP IN PERMIT BOOK FOR REFERENCE**

## **TRANSIT GROUP LLC**

### **Policies and Procedures for our Professional Drivers**

#### **FUEL AND TOLLS**

We use EFS Fuel cards for fueling, which work on the ComData Network. We also load card with \$200 cash each week for drivers expenses, such as tolls, etc.

#### **PROCEDURES FOR EACH LOAD**

Always be on time. On time pickup / delivery is 15 minutes early.

Your trailer should be completely empty, and broom clean when picking up freight. Do not leave your load locks in the trailer when getting loaded or unloaded. You will eventually lose them, the shipper / receiver will move them out of the way, and will forget/won't bother to put them back in the trailer.

Dispatch will convey all pertinent load information, usually by text message. This information should include Shippers name and address, a load pickup number (usually required by shipper), the brokers name (sometimes helpful when picking up), pickup time(s) and delivery location, and delivery time. If you don't feel you have all necessary information on a load (for instance no delivery time was sent with information), please double check with dispatch to make sure this information won't be required.

When you receive your paperwork from the shipper, LOOK AT THE BILL'S, make sure it's the right load, and going to the destination / address dispatch told you.

Check to make sure the Bill's do not have some other Brokers / Carriers name on it. That should be

corrected before you sign for the load, we will have trouble getting paid for load if some other broker / carriers name is on the bills.

\* Check to make sure you have a actual BOL, and not a Invoice or a Pick Sheet. BOL is a Federal Regulation, and must show shippers name and address, receivers name and address, and the weight and description of the goods.

When delivering and receiver signs off, is signature legible? Have receiver print name if not, or ask the person their name and print it on yourself. Make sure you get all pages of the BOL. If BOL says 1 of 3, and you only hand in 2 pages, we may not get paid for the load.

Get good ledge-able POD's / bill's – make sure our copy is readable

If you paid for unloading, you must ALWAYS get a receipt.

Whenever your trailer is loaded or unloaded, take a look inside to make sure product is not obviously damaged, loaded properly, and no damage has been done to the trailer.

At some point, dispatch will send you a TG LOAD # - which is our load number created when the load is entered into our dispatch system.

Write the TG LOAD # number on all load paperwork associated with that load. (BOL's, packing slips, lumber receipts, scale tickets, tolls associated with the trip etc.)

Keep all load paperwork in good condition.

Keep and turn in ANY AND ALL paperwork associated with the load. Sometimes customers require we produce gate passes, trailer control records, packing slips, scale tickets, etc.

## **CUMMUNICATION WITH COMPANY / DISPATCH**

Text your dispatcher the following information as it happens:

Whenever you arrive at a shipper or receiver.

When you are in dock.

If you can tell if your being loaded / unloaded (truck moving) let us know.

When you depart a shipper or receiver.

**CHECK YOUR BILL - ANY SHORTAGES / DAMAGES must be reported before you leave.  
AND REPORT ANY UNLOADING CHARGES IMMEDIATLY.**

## **TO GET MONEY TO HIRE A LUMPER / UNLOADING**

We use EFS Checks – make sure you have a small supply with you at all times.

Text the amount required to dispatch. After normal hours, text Steve at 585-590-7002  
You will receive a OK text back, we will work on the numbers and send them right over to you.  
If you don't receive a OK shortly after sending your text, especially in the middle of the night,  
please call.

Dispatch must be notified ASAP of unloading charges.

During regular business hours, text or call dispatch for EFS checks.

FOR EFS CHECKS AFTER HOURS TEXT STEPHEN AT 585-590-7002

## **WEEKLY PAPERWORK**

Please turn in weekly paperwork as soon as possible at the end of the week. Upon your return on Friday night or Saturday morning is preferred. We normally process the paperwork over the weekend.

Turn the entire weeks paperwork in at once, in one package unless instructed differently.

Weekly paperwork package consist of all logs (unless electronic logging is used), a completed trip report, all receipts (including fuel), unloading/lumper receipts, and all load paperwork. Remember to write TG LOAD # on all paperwork associated with the load.

Keep any remainder of company advance money not used, do not put in in your envelope, this will be deducted as a payroll advance.

ALWAYS Put all paperwork in a large envelope.

DO NOT rely on a paperclip to hold everything together, without a envelope.

Put paperwork in Paperwork mailbox outside at office trailer (not Postal mailbox at road). Do not leave in your truck for us to find. DO NOT LEAVE PAERWORK WITH SHOP PERSONAL, MECHANICS, etc, they are busy and not responsible for your paperwork.

If you are not returning to Medina, NY for the weekend, some type of arrangement must be made for us to get paperwork. SOMETIMES bill's can be faxed to 585-219-5732.

Usually originals are required, and you can send them via UPS Trip Pak available at almost any truckstop. Send to: Transit Group, 11159 Ridge Road, Medina New York, 14103.

When sending Trip Pak, FedEx, etc. - always take a picture of the label with tracking number and send picture to company immediately upon sending package.

NEVER send bills in the mail without tracking.

Your paid for all loads delivered until midnight on Friday. Your paycheck is direct deposited by the following Friday via ACH transfer.

## **EQUIPMENT ISSUES**

Please text any minor equipment issues to Steve at 585-590-7002 as soon as you know about them. Include unit number and problem – “Trailer 900 has loose floor board.”

More serious issues, call Steve at 585-590-7002.

**IF YOU BRING A TRAILER IN AND FIND A SERIOUS PROBLEM:**

**LOCK OUT THE TRAILER** with a emergency air line lock so nobody else will take the trailer.

Leave key affixed to lock out device so the mechanics can move trailer.

Text issue to Stephen Dunn at 585-590-7002.

**NEVER** use a locked out trailer.

A GPS tracking system is installed on all company operated equipment (including owner operators tractors), and must be kept operational at all times. This equipment is used for both electronic logging purposes, and road and fuel tax tracking.

**ANYTIME THE GPS SYSTEM IS UNPLUGGED OR DISABLED, WE GET A MISSING DATA ERROR, and this error will cause big problems with DOT and ROAD AND FUEL TAX REPORTING.**

**TRACKING** – Many customers, shippers, brokers, etc. require load tracking, and many use the drivers cell phone to track the load. Sometimes it requires downloading an application, replying to a text message, etc. In these cases, its required that you comply, and allow load tracking on any load requested.

## **OCCASSIONAL CUMMUNICATION WITH BROKERS**

Our company uses many brokers, and sometimes broker is going to require you to call them, or they may call you. In these cases, it is required that you effectively communicate with them. Call promptly when requested, and please answer phone when called.

## **ALWAYS MAINTAIN THE FOLLOWING REQUIRED EQUIPMENT:**

Cargo seals – for loads that need to be sealed.

Blank BOL (Bill of Laden) for creating our own bills.

Trailer Air Line lock out device

At least 2 load locks or Cargo straps, depending on how your trailer is equipped (more preferred)

Tin snips – something for cutting seals on trailer doors. You might think you don't need them, because most seals break easy, but some of these seals are very hard to get off without a tool

Air hose, air chuck and tire pressure gauge.  
Padlock for locking your trailer doors.  
Personal Safety Equipment - Steel toe shoes, vest, hard hat, safety glasses.

If running a Reefer – temperature probe / measuring device (nice for monitoring tire and brake temperatures also)

Check your permit book, fire extinguisher (make sure fire extinguisher is properly charged), and flairs.  
Check to make sure your unit has current inspection sticker, HUT sticker, and IFTA sticker, and registration sticker in windshield.

## **PERMIT BOOK**

Should be in good condition, and contain the following items (All items should be CURRENT):

Truck registration, insurance ID card or certificate, NY HUT Certificate, Operating Authority, IFTA License, Registrations for all trailers (including the one your operating), Master lease for all trailers, if your a owner operator a copy of the lease is required, **NEW ELD REQUIREMENTS – WRITTEN OPERATING INSTRUCTIONS FOR DATA TRANSFER, AND WRITTEN ACTIONS/PROCEDURES FOR MALFUNCTIONS, AND 8 DAY SUPPLY BLANK LOG SHEETS.**

## **Other recommended equipment:**

This equipment is not required, but it's a great idea to have, might be a great help to you sometime.

Trailer 5<sup>th</sup> wheel lock / or air line lock – In case you need to drop your trailer for some reason, this lock goes around 5<sup>th</sup> wheel pin so someone cannot easily hook onto trailer.

Heavy tow chain. You might need a pull sometime – also great for when you need to bend a mudflap hanger back, etc.

Hammer – nice for sticky trailer tandem release pins.

Bolt cutter – seals.

Booster cables.

Wheel chucks – helpful when sliding tandems.

Small tool kit.

5<sup>th</sup> wheel puller tool.

## **Some good things to have for advanced drivers / owner operators**

Tire plug kit

Brake chamber cage bolts  
Water less hand cleaner  
Rags  
Mudflap (nice with hanger)  
Jack  
Lug wrench

Brake adjusting tool  
Valve stem

#### Company drivers

Never move a truck without a complete pretrip (DVR), and a updated log book in progress.

Try to take the most efficient route possible.

Fuel mileage is closely tracked – minimize idle time whenever possible – always shut off truck.

Equipment left at company terminal when not in use.

Put your padlock on your trailer whenever there is a load in it.

No personal use of vehicle.

No unauthorized DRIVERS of vehicle – THIS CAN RESULT IN IMMEDIATE TERMINATION.

No unauthorized riders.

The load paperwork always stays with the load. If you drop you load for delivery by another driver, or you load a load you are not delivering, paperwork goes in the trailer. If the trailer is sealed, use document box on front of trailer.

Pleased be advised the company cannot be held responsible for lost, stolen, or broken personal items in company vehicles, or your personal vehicle, or your personal vehicle it's self at any time.

WHAT IS A BLIND SHIPMENT ??? If your not sure, ask – we do them sometimes