Freight Training Template

## Beginners Guide to Book Loads

1. What you will need to book loads

Computer – Laptop or Desktop

Internet –High speed internet

Phone – landline or cell phone

Email account

MC number which is a number that the FMCSA assigns carrier companies when hauling cargo across state lines. They also assigns your DOT number which is an identification number that allows FMCSA to motor a company safety record (inspections and audits). They call this having your own Authority.

Insurance – You must have Commercial Insurance in order to operate.Graphical user interface, application, table

Description automatically generated

Equipment types of truck you using to transport goods across state lines.

1. Steps to booking loads.

Pick load board – Truckstop, DAT, etc.

Filter your search – Type of equipment, dead-head miles, date, city and state you are booking load to leave out of.

Once you have landed a load take the next three steps

1. Confirm with shipper the time and place of pickup
2. You need what they call a rate con (Has information for you and the carrier.
3. Have the driver head to pickup location at the specify time.
4. Services that are offered with booking loads.

Filling out packets

Emailing brokers on current loads

Problem solving between carrier brokers and shippers.

Spreadsheet of loads and payout breakdown

1. Keeping up with drivers’ location and help plan route.

Always know where your drivers are always.

Correspond with broker if unseen events occur example are traffic, truck maintenance.

1. Factoring a load

Pick a factoring company.

Enter invoice and POD into system for payment.

Make sure you know the breakdown of fees and payout.

1. Do and don’t in looking for loads

Always keep communication with brokers

Research the market to make sure you are getting the best rate.

Bid on loads that are a good fit.

Don’t

Don’t accept a load that is not approved by your factoring company.

Don’t take and load that is too heavy for your equipment

Don t be bullied into a load you don’t want

Don’t under bid on a load (if broker don’t want to pay a good rate pass)

1. Know the market

Research platform to see what the latest rate is for your type of equipment

Make sure to find the latest updates on FMSCA laws and rates for trucking

1. Verbiage you need to use when booking loads

You can use simple verbiage when talking to broker about a specific load. Never use ….

1. Setting up email correspondence

Pick a good email account to communicate

Set up the email so you will know when the broker is contacting you

This email should only be a stand along no other emails

1. Filling out packet for brokers

Make sure to save copy for your records for future in the event you need to reach out to broker.

1. Problem solving with Brokers and Shippers

How to report Fraud company

If you have issues with the shipment first order of contact is Broker, next is the load board you can report them to unpaid invoices section. If you still haven’t gotten resolution report them FMCSA.

When weather or truck related issues arise, make sure to let the broker know in advance.

1. Load board essentials—A load board is a platform where brokers and dispatchers communicate about available. A dispatcher uses it to find freight in the driver’s location