

Dispatching and Beyond



# ***Free Dispatcher Course***

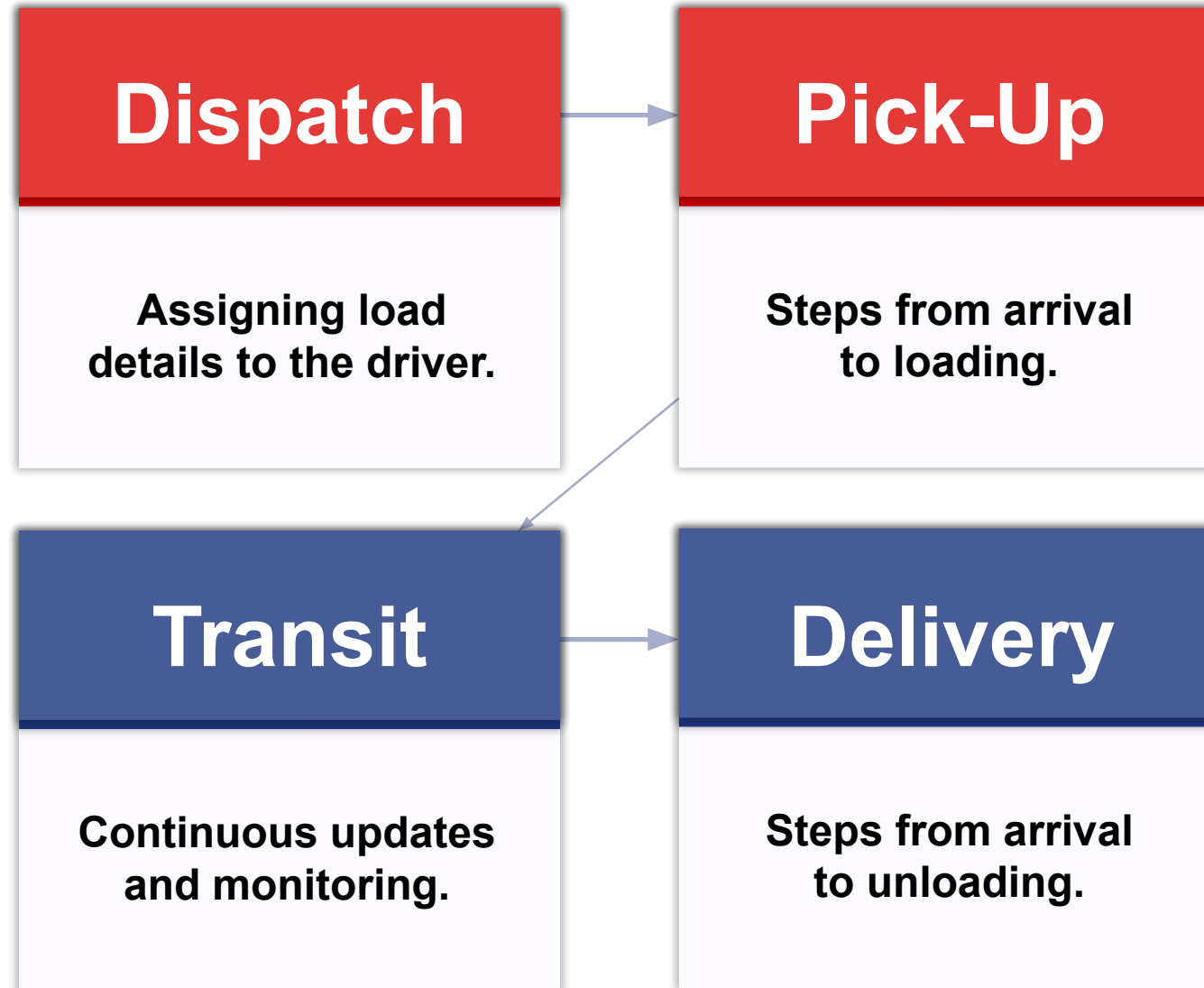
For Kyrgyz community entering  
the US Trucking Industry

Created by **Adele Aidin**

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## **8. Transit Process**

## TRANSIT STAGES



## TRANSIT STAGES

# 1. Dispatch

### Clear Communication

Ensure the driver fully understands all details.

### Accuracy Check

Verify that the information provided is accurate and complete.

### Confirmation

Driver must confirm receipt and acceptance of instructions.

### Outcome:

Dispatch is complete only when the driver confirms understanding.

LOAD # 123456

PICK UP : 08/25/2022

TIME: 07.00-16.00

PU #: 123456

ADDRESS: Eastman Chemical Compa  
100 N Eastman Rd  
Kingsport TN 37662

For the driver:

- seal: Must be
- weight: 43 500 LBS
- temperature: Dry or temp 35 F (CONTINUOUS mode)
- Product: freight all kinds
- trucking: Must be accepted if they send

DELIVERY : 08/25/2022

TIME: 07.00-16.00

DEL# 123456

ADDRESS: DHL Global Forwarding  
1225 Mustang Dr  
Grapivine TX 76051

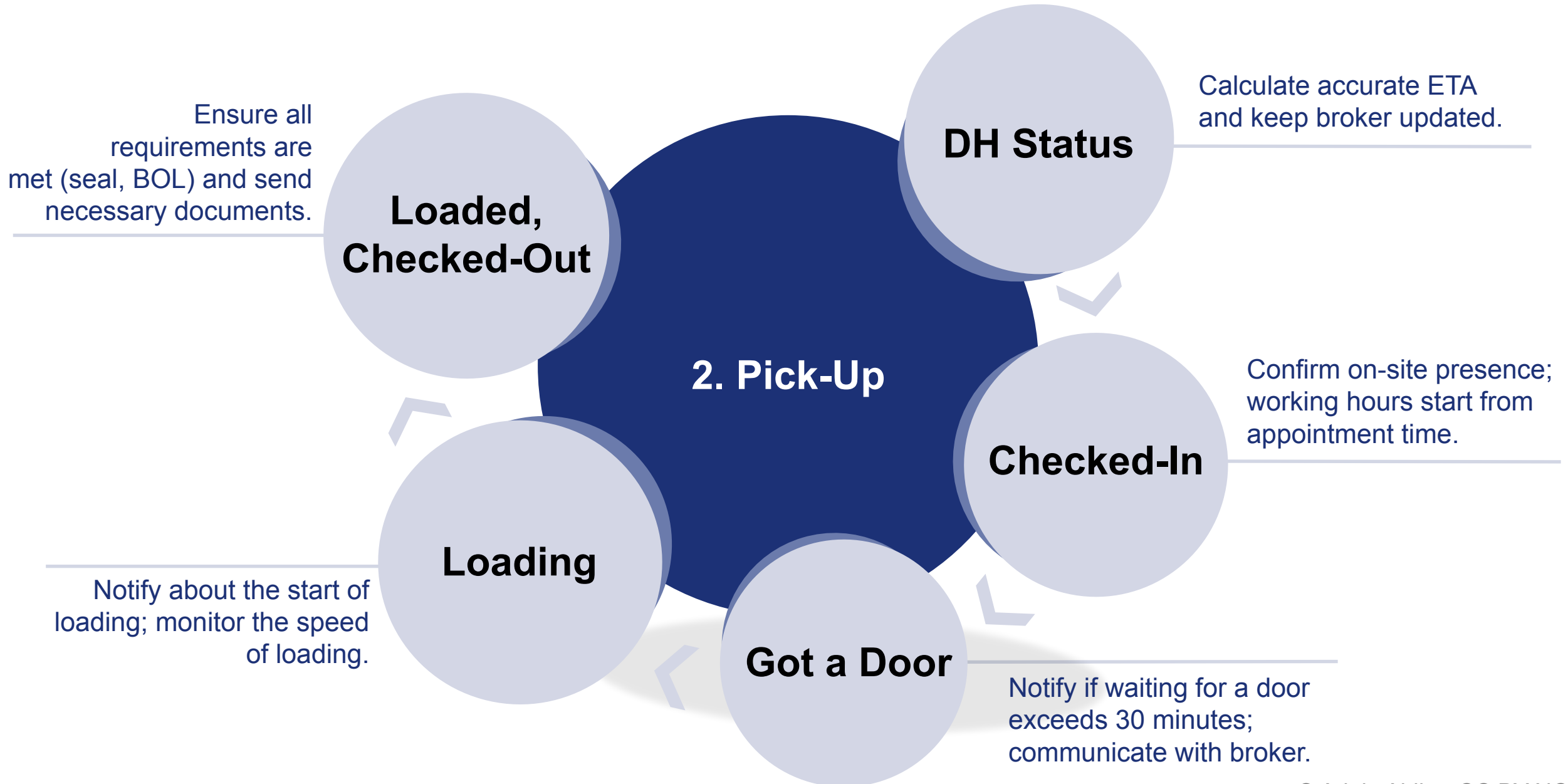
<https://goo.gl/maps/SwtqPSW9MkASA4Q69>

Eastman Chemical Company · 100 N Eastman Rd, Kings...  
★★★★☆ · Chemical manufacturer



<https://goo.gl/maps/hnqL3WbPKKeReSze9>

## TRANSIT STAGES



# CRITICAL SITUATIONS

## Facility Location Issues

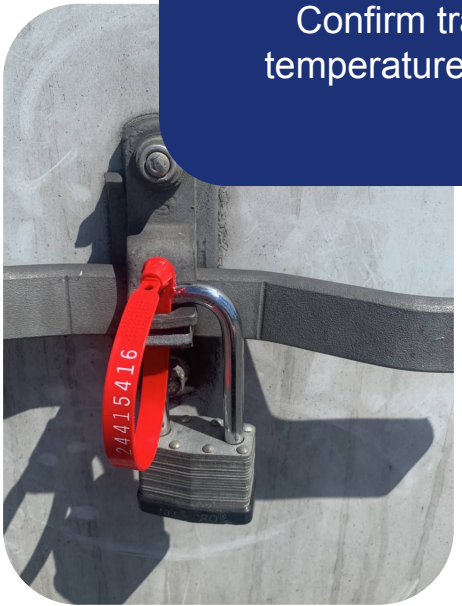
Verify all address details; check for special instructions or recent changes.

## Late Arrival

Use accurate ETA calculations; update the broker proactively.

## Pre-Loading Requirements Not Met

Confirm trailer readiness (clean, correct temperature, empty scale ticket, load locks, GPS tracking).



**3**  
TICKET NUMBER

**CAT SCALE**  
CERTIFIED AUTOMATED TRUCK SCALE  
CAT SCALE COMPANY  
P.O. BOX 630  
WALCOTT, IA 52773  
(563) 284-6263  
www.catscale.com

**THE CAT SCALE GUARANTEE**  
The CAT Scale Company guarantees that our scales will give an accurate weight. What makes us different from other scale companies is that we back up our guarantee with cash.

**"WEIGH WHAT WE SAY OR WE PAY"**  
If you get an overweight fine from the state **AFTER** one of our CAT Scales showed a legal weight, we will immediately check our scale and we will:  
(1) Reimburse you for the cost of the overweight fine if our scale is wrong, OR  
(2) A representative of CAT Scale Company will appear in court **WITH** the driver as an expert witness if we believe our scale was correct.

**IF YOU SHOULD GET AN OVERWEIGHT FINE, YOU SHOULD DO THE FOLLOWING TO GET THE PROBLEM RESOLVED:**  
1) Post bond and request a court date.  
2) Call CAT Scale Company direct 24 hours a day at 1-877-CAT-SCALE (toll free).  
3) **IMMEDIATELY** send a copy of the citation, CAT Scale Ticket, your name, company, address, and phone number to CAT Scale Company Attn: Operations Manager.

\* The four weights shown below are separate weights. The GROSS WEIGHT is the CERTIFIED WEIGHT and was weighed on a full length platform scale.

DATE:	6/1/19	STEER AXLE	12000 lb
SCALE:	CAT 003	DRIVE AXLE	20300 lb
LOCATION:	Iowa 80 TA	TRAILER AXLE	24120 lb
	I-80 Exit 284		
	Walcott IA	* GROSS WEIGHT	56420 lb

PUBLIC WEIGHMASTER'S CERTIFICATE OF WEIGHT & MEASURE

IMPRINT SEAL HERE (IF APPLICABLE)

This is to certify that the following described merchandise was weighed, counted, or measured by a public or deputy weighmaster, and when properly signed and sealed shall be prima facie evidence of the accuracy of the weight shown as prescribed by law.

LIVESTOCK, PRODUCE, PROPERTY, COMMODITY, OR ARTICLE WEIGHED \_\_\_\_\_

COMPANY \_\_\_\_\_ TRACTOR# 067 TRAILER# \_\_\_\_\_

FEE 11.50 WEIGHMASTER OR TICKET# \_\_\_\_\_ FULL WEIGH (IF REWEIGH) \_\_\_\_\_

DRIVER IN TRUCK UNLESS CHECKED HERE: \_\_\_\_\_

© CAT Scale Company 7/99



CRITICAL SITUATIONS

Load Not Found  
or Already Taken

Verify PU number; request TONU if necessary.  
Call the facility ahead to prevent this.

Unsafe Loading

Report immediately and get broker approval  
to proceed.

Loading Delays

Notify the broker if waiting  
exceeds 30 minutes and prepare  
for detention requests.

Date: \_\_\_\_\_ Page 1 of \_\_\_\_\_

**BILL OF LADING**

<b>SHIP FROM</b>		Bill of Lading Number: _____					
Name: _____		BAR CODE SPACE					
Address: _____							
City/State/Zip: _____							
SID#: _____		FOB: <input type="checkbox"/>					
<b>SHIP TO</b>		CARRIER NAME: _____					
Name: _____		Trailer number: _____					
Address: _____		Seal number(s): _____					
City/State/Zip: _____		SCAC: _____					
CID#: _____		Pro number: _____					
FOB: <input type="checkbox"/>							
<b>THIRD PARTY FREIGHT CHARGES BILL TO:</b>		BAR CODE SPACE					
Name: _____							
Address: _____							
City/State/Zip: _____							
SPECIAL INSTRUCTIONS: _____		Freight Charge Terms: (freight charges marked otherwise)					
		Prepaid _____ Collect _____					
		<input type="checkbox"/> Master Bill of Lading: with Bills of Lading (check box)					
<b>CUSTOMER ORDER INFORMATION</b>							
CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)				
			Y N				
			Y N				
			Y N				
			Y N				
<b>GRAND TOTAL</b>							
<b>CARRIER INFORMATION</b>							
HANDLING UNIT		PACKAGE		COMMODITY DESCRIPTION		LTL ONLY	
QTY	TYPE	QTY	TYPE	WEIGHT	H.M. (X)	NMFC #	CLASS
<b>GRAND TOTAL</b>							
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____						COD Amount: \$ _____	
						Fee Terms: Collect: <input type="checkbox"/> Prepaid: <input type="checkbox"/>	
						Customer check acceptable: <input type="checkbox"/>	
<b>NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. • 14706(c)(1)(A) and (B).</b>							
RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.						The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.	
SHIPPER SIGNATURE / DATE _____						Shipper Signature _____	
Trailer Loaded: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver						Freight Counted: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver/pallets said to contain <input type="checkbox"/> By Driver/Pieces	
CARRIER SIGNATURE / PICKUP DATE _____						CARRIER SIGNATURE / PICKUP DATE _____	