

GUIDE FOR DRIVERS

Dear drivers, we have collected information for you that will help you in your work. This guide is aimed not only at newcomers, but also for those who have been working for a long time.

Phone numbers of managers and who works with what country:

Robertas (+31-683-526313) - planning;

Yuri (+31-626-428773) - local trips (Holland, Belgium) with Russian-speaking drivers;

Audrius Poškus (+370-616-73479) – local trips (Holland, Belgium) with Lithuanian

drivers;

Paulus (+370-630-01434) - Sweden;

Audrius Pačkauskas (+370-630-01435) - Norway, Denmark, northern Germany;

Thomas (+370-659-83137) – England, southern Germany, Finnish trailers and Disconnecting another trailers in Travemund;

Mindaugas (+370-651-22414) - Copenhagen (with Russian-speaking drivers).

1) When getting a truck on Saturday, do not forget and do not be too lazy to check the basic things, for example, whether the warranty of the fire extinguisher has expired, whether there is an ARD box and whether it is complete (unless of course there is a seal, then we do not open it), there must be 2 emergency signs, cards SHELL and DKV with PIN codes. The truck must have acceptance certificates, if necessary, mark the damage, damage. See if you have ADR boots, if not or if they are torn, then you can take the Dutchmen on the first floor - Joost or Hakan, Joost also gives out work clothes. Also on Saturdays, until 11-12 o'clock, mechanics go to the base and change tires (tyres). We recommend that you inspect the tires of the truck and trailer (does not let air through), because then you will have to change the tires yourself.

2) The trailer must be fastened with straps and 17 fasteners. It's good to have an extra 10 extra clasps in the car, but don't stock up on more, because. may not be

enough for others. If you really need fasteners or there are not enough belts in the trailer, then contact the mechanics, they should give.

3) In case of damage to the trailer, there are books designed to monitor (account) damage. Having hitched the trailer, inspect the damage, fill in the book and scan. But this does not mean that the mechanic is constantly watching the damage on the computer and knows when the trailer will return. When you return to the base, be sure to inform additionally about the problems, in such cases we pass it on to the Dutch, they do not plan to repair the trailers and can repair them on the same day or the next. On weekdays, mechanics work until 17:00, and on Saturdays until lunch.

4) When the tractor should be sent to the service - always inform the management. About the need for regular maintenance, we get lists from the services themselves. It is not necessary to inform the service in case of minor maintenance (replacement of light bulbs, replenishment of liquids, etc.), because the service does all this under the contract, but still you must inform the management about all this. If there is external damage (for example, some part cracked or broken after the accident), then the mechanics of our company (Vosas) will repair it. Service addresses:

Skania: Solingenstraat 6, NL-7421 ZT Deventer

Mercedes (Wensink): Dortmundstraat 8, NL-7418 BH Deventer

DAF: Paramariboweg 76, 7333 PB Apeldoorn

5) In the event of an accident, proceed as follows - take photographs, collect as much information as possible from the second party and ALWAYS fill out a traffic accident declaration, even if the other party does not want to do this, still write down everything that can be written down, because the insurance company by law may not pay the victim the full amount for the damage caused, if it is not provided with full information, and then the rest will have to be paid to our company. Also, the insurance company needs a written explanation, copies of the car registration certificate and driver's license. And be sure to inform management.

6) In no case do not enter into conflict with the client (be patient - the client is always right). Immediately report conflict situations to management, as it is better if the complaint is from our side, and not from the side of the client, who pay us all a salary. And the owners of the company react very negatively to the threat of losing a client.

7) Change of pallets: in the Netherlands, Belgium and Germany - everywhere you take back euro pallets. In the case when you need to load a full trailer or are waiting for special clients, such as Schenker, Damco, Toyota, you need to consult with the management what to do. In Denmark, we only take empty pallets from the client Koopman Emmelood. In other countries - in Sweden, Norway, England - do not change pallets anywhere. It is also important if you are unloading / receiving pallets back / not receiving them back - in any case, note this fact in the CMR or on the trip list, in the box provided for this. Then the Dutch will not ask anything, and we will not bother you with unnecessary questions.

8) In addition to the base in Deventer, our company "Vosas" has 2 more bases in Holland:

Vos Limburg, Europastraat 1, 6014 CD Ittervoort
Vos Alblasserdam, Edisonweg 37, NL-2952 AD Alblasserdam.

These firms have the same rules as in Deventer - if necessary, you can leave empty pallets, take tires or corners, or stand to rest.

9) Local trips - if they are especially on Friday, then from about 21 o'clock in the evening sheets with a preliminary direction will be left in the office on the windowsill, you can also ask the Dutch for when the start is scheduled. When you load, be sure to inform about any discrepancies in pallets, meters, how much space is left and write the TOR number on the CMR (both on local trips and on export trips). TOR numbers are needed in order to "link" cargo and CMRs, for example, the Dutch, who prepare documents for trips by number, distinguish which CMR corresponds to which trip. Also, when you yourself need to select which CMR is intended for unloading, but the address does not match, then this can always be done by comparing the TOR number written on the CMR and printed on the trip list. The TOR numbers are also visible on the on-board computer in plan. This will be shown in the figure below (on the CMR we write a 6-digit number and after the dash the digits of the second number to zero, in the image: 753201-1):

TO0753201 10000			
VB AIRSUSPENSION FRANKENWEG 3 NL-7051 HV VARSEVELD		FAHRZEUGBAU MEIER IN DER HERRNAU 7 DE-90518 ALTENDORF	
Load		612	
20-02-20	09:00:00	16:00:00	20-02-21
LAAD REF: vo2000160/vo2000457		08:00:00 16:00:00	
C.O.W.		VOS TRANSPORT	

2 Exemplaar voor Exemplaar voor		geadresseerde Empfänger	VRACHTBRIEF - VERVOERDOCUMENT FRACHTBRIEF - TRANSPORTDOCUMENT	(CMR) (AVC-2002)	Versendingscode Code Frachtführer
1 Expéditeur (nom, adresse, pays) / Absender (Name, Adresse, Land)		VB Airsuspension Gulpenweg 6 7051 HT VARSEVELD NEDERLANDS		NL 1544524	
2 Destinataire (nom, adresse, pays) / Geschickte (Name, Adresse, Land)		FAHRZEUGBAU MEIER In der Herrna 7 90518 ALTENDORF GERMANY		UAB VOS	
3 Lieu prévu pour la livraison de la marchandise (lieu, pays) / Plaats (bestemd) voor de aflevering der goederen (plaats, land) / Auslieferungs-ort des Gutes (Ort, Land)		17 Transporteur (nom, adresse, pays) / Frachtführer (Name, Adresse, Land)		453201-1	
4 Lieu et date de la prise en charge de la marchandise (lieu, pays, date) / Platz und Tag der Übernahme des Gutes (Ort, Land, Datum)		18 Réserve et conditions de transport / Vorbehalt und Bedingungen des Frachtführers		UAB VOS Lithuanian Pamerska 100 10130 Vilnius Lithuania	
5 Documents annexes / Bijgevoegde documenten		Bijgevoegde documenten			

1) How to read the trip list:

No. NO06130 1 Trip Document

Truck No. 1157 JHL475 2

Trailer No. 803 ON-40-XG 3

Driver No. 6073 Berzinskas, Raimudas 4

Date 18-07-21

Driver Instructions : direkt 15.00 5

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VOS


Vos Expeditie Deventer B.V.

Logincode Tran 037768 6

Boat	TT-LINE FAHRANLAGER TRAV	Starting Date	18-07-22	Einding Date	18-07-22
		Starting Time	09:30:00	Ending Time	17:45:00
Boat	TT-LINE FAHRANLAGER TRELL	Starting Date	18-07-25	Einding Date	18-07-26
		Starting Time	23:55:00	Ending Time	09:45:00
TO0659908 10000					
BURROWS NETHERLANDS BV KLARENANSTELERWEG 7 NL-6468 EP KERKRADE		ASKO SENTRALLAGER AS DELIVEIEN 33 NO-1540 VESTBY		Unload Instruction Unloading : please send the transit documents/arrival notice to our forwarder firmaposthalvorsen-spedisjon.no -Export doc	
Unload 16		803 3		Shipment Method DDP	
18-07-20 08:00:00 18:00:00 18-07-25 00:00:00 23:00:00		Onv./Verz. Paraaf (naam in blokletters)		Aantal Euro Pits geruild	
LOS REF: 10668089 VOS TRANSPORT DEVENTER LONDENSTRAAT 5		11		12	
		2,00 PALLET 1 053,00 0,80 3,07 Papierproducten			
		13 14 15			

1. Trip number
2. Garage number and license plate number of the truck
3. Garage number and license plate number of the trailer
4. Driver code and name (sometimes the Dutch enter the wrong data, then be sure to inform the management, while doing all the necessary work)
5. Instructions for the driver - start time or other important information may be written
6. Log-in code to on-board computer (always the same)
7. This sample shows a trip to Norway, where the boat departure time is printed. There may also be information about other boats and bridges.
8. Sender
9. Recipient
10. Additional Instructions
11. Signature space, use when there is no CMR on local trips
12. Number of pallets returned, use when there is no CMR on local trips
13. Number of pallets
14. Weight
15. LDM - how many meters in the trailer (in length) the load took
16. Unload - unloading, Load - loading
17. Ref number (when unloading, then unloading, and when loading, then loading)
18. Sometimes the cargo needs to be unloaded not directly at the recipient, but at the logistics warehouse. Below is a sample, as noted (the plan should also indicate that unloading is at the logistics center):

TO0660301 80000				Unload Instruction	
MOTIP DUPLI WOLFRAAMWEG 2 NL-8471 XC WOLVEGA		GULE OG SKRIVARHAUG BILDELER PRESTEGARDSVEIEN 160 NO-6430 BUD		Ontv./Verz. Paraaf (naam in blok)	
Unload		803			
18-07-20	08:00:00	17:00:00	18-07-25	08:00:00	17:00:00
				4,00 EURO	1 622,00
LOS REF:		TRONDHEIMS TERMINALEN			
VOS TRANSPORT		TRONDHEIM		TRANSITTGATA 18	
DEVENTER		LONDENSTRAAT 5			

TO0659908 110000				Unload Instruction	
CORDSTRAP EXPORT NOBELSTRAAT 1 NL-5807 GA OOSTRUM		YARA NORD AS ORNESVEIEN 3 NO-8160 GLOMFJORD		Ontv./Verz. Paraaf (naam in blok)	
Unload		803			
18-07-19	08:30:00	16:30:00	18-07-27	08:00:00	15:00:00
				2,00 COLLI	2 537,00
LOS REF:		TRONDHEIMS TERMINALEN			
VOS TRANSPORT		TRONDHEIM		TRANSITTGATA 18	
DEVENTER		LONDENSTRAAT			

11) In the Netherlands, customers and the police are especially stern about ADR shipments.

When you are carrying such a load, open the ADR tables and keep them open while you unload until the unloading is completed. You also do it when loading is in progress, to see that we are leaving with them. Also be sure to secure the load.

12) When you return to the base with full loads destined for one recipient (from DE, DK, SE, NO), then park the trailer and put the CMR in the trailer box, and if it is broken, leave it at the end by opening the doors near the load . Do not bring CMR to the office, because in the evening it is difficult for the Dutch to explain anything and as a rule the documents disappear. When loading a full load on a local trip (NL, BE), always bring the CMR to the office, except for Toyota (Middelfart) and Schenker (Varnamo, Oslo) loads, leave such CMRs in the trailer box. When you return to the base with a groupage (various) cargo from any country, put the trailer only near the ramp. During the day, you will receive the CMR unloading sheet at the office, at night - these sheets are in stock.

13) In Holland some unloading CMRs are sometimes missing during unloading. In this case, pay attention to where the cargo comes from, if from NL itself to NL, then CMR is not needed. When you unload, then have the client sign on the waybill in the appropriate place. If the cargo is international and there is no CMR and the office is not yet working, then you write out your own and inform the management, then if there are problems during unloading, then we will look for where the original CMR is located.

14) Refueling instructions will be provided separately.