

Picking Up Freight

D-01

One of the most important responsibilities of a driver is to properly pick up, check and sign for freight. The bill of lading and the freight must be compared to insure they match. Any discrepancies in the count or condition of the freight must be corrected before loading the shipment and signing the bill.

Be aware of the following items:

- Count the freight. Make sure totals match the bill of lading. Sign with accurate handling unit totals.
 - If individual piece count cannot be made, be sure to sign Bill of Lading as “STC” (said to contain). Example: “1 s/w plt stc 145 pcs”
 - If signing Bill of Ladings out for a spotted trailer pickup that the shipper loaded shipments onto, be sure to sign Bill of Ladings as “SLC” (shipper load & count)
- A Bill of Lading must be obtained for each shipment picked up. Example: A pack list is NOT a Bill of Lading.
- Export Documents for shipments destined to Canada **MUST** be obtained at the point of pick up and kept with the Bill of Lading and turned in with BL at Driver Check In back at the Terminal.
- Inspect the freight for labels. Insure that accurate & legible “Ship To” labels are on the freight being picked up. Deface or remove old markings (old Ship To or Pro stickers). Pro sticker freight with accurate LME Pro Stickers.
- Inspect the condition of the freight and notate any apparent damage. Freight picked up needs to be thoroughly checked and any notations (such as damage to packaging: cartons, pallet, etc or product) clearly noted on the Bill of Lading.
- Notate the Bill of Lading if the shipment appears “used”
- Inspect the packaging. The P&D Drivers are the carrier’s first line of defense against improperly packaged shipments. It is very important to note the packaging at the time of pick up. Note on the Bill of Lading at pick up if the freight is not packaged properly, not crated, product overhangs pallet edges, no packaging at all, freight is used, packaging is used, drums are fatigued/used, etc. Contact your dispatcher if the packaging appears inadequate.
- Do not pick up freight where there is a declared value on the bill of lading
- Do not pick up freight with penalties for guaranteed delivery by a specific time
- Do not pick up freight that requires protective service to a specific temperature.
- Familiarize yourself with the types of freight on the LME **Prohibited Freight** list. Contact Dispatcher or Terminal Manager if any questions arise.
- Familiarize yourself with the **Restricted Hazardous Materials** list. Contact Dispatcher or Terminal Manager if any questions arise.
- Secure loaded shipments to insure they make it back to the terminal safely and in good shape.