Driver Check In

It is the Driver's responsibility to have paperwork organized when checking in back at the terminal.

1. **City Pick Up Manifest on top and filled out completely**
   - Is Driver employee number on manifests?
   - Is the correct trailer noted?
   - Insure that no P&D Log documenting has been missed ("Time In" & "Time Out").
   - Is this a "Spotted Trailer Pick Up"? If so, space provided for "Spotted" must be checked.
   - Is this a "Partial Spot" pick up? Exception code "V" = Partial Spot - must be noted by all shipments that were included in the "trailer spot" pick up.
   - Is the "Area____" space filled in? AREA IS WHERE THE MOST PRODUCTIVE WORK WAS PERFORMED.
   - Etc. – *refer to City Pick Up Manifest (auto and manual) modules*

2. **Bill of Ladings are to be turned in under the Pick Up Manifest**
   - Insure that ALL are accounted for and that accompanying documents such as packing lists or export papers are with the appropriate Bill of Lading. Pro number must be on all accompanying documents. Do Not cover any info on BL with LME Pro Sticker.
   - Drivers must be signing for shipments correctly – date, trailer number, stop time, specific handling units, signature & any exceptions

3. **City Delivery Manifest is next**
   - Insure that no P&D Log documenting has been missed ("Time In" & "Time Out").
   - Is this a "Spotted Delivery Manifest"? If so, space provided for "Spotted" must be checked.
   - Is this a "Partial Spot" delivery? Exception code "V" = Partial Spot – must be noted by all shipments that were included in the "trailer spot" delivery
   - Is the "Area____" space filled in? AREA IS WHERE THE MOST PRODUCTIVE WORK WAS PERFORMED. TEPF info.
   - Are Exceptions clear and specific
   - Any Handling Unit changes (ie: Driver had to break down pallet & unload pc by pc, etc)? Note: check in clerk may want to highlight handling unit changes as well as additional services noted.

4. **Delivery Receipts next**
   - DRs must be filled out completely, clearly and accurately. Stop times – IN/OUT- noted on DRs also.
   - Sort out Clear DRs, DRs with Exceptions, Returns (Full & Partial), Cash or Check deliveries, DRs with assessorial services performed notated. Advise Check In clerk of these DRs.
   - Are exceptions clearly noted on Delivery Receipt and Delivery Manifest?

5. **Vehicle Inspection Report**
   - Equipment defects reported by Driver – check in clerk must communicate trailer defects to a Supervisor immediately to eliminate any loading of bad equipment.

It is critical that Run Start / Odometer reading and Run End / Odometer reading (gate to gate time) are filled in by Driver.

It is critical that "Time In" and "Time Out" entries are notated at the time of deliveries and pick ups. DO NOT FILL THESE IN AFTER "RUN" IS COMPLETED – Enter as stops are performed. Stop time is part of the costing calculation.

It is also critical that all P&D Paperwork is checked at the time the "Driver Check In" is being performed to insure that NOTHING is missing ~ P&D Log entries, B/Ls, DRs, Driver Employee #, etc. Any problems must be solved at the POINT OF DRIVER CHECK IN.

Upon entering the gate or yard, Driver is to immediately bring paperwork from the days work into the office and hand in to supervisor or clerk for check in.

If your terminal pulls skeleton bills for completed pickups performed, Driver is to call for a door (if not pre-assigned), park trailer at door & then come up & Check In

- Any questions on missing paperwork, delivery exceptions or any other Check In issues, must be taken care of – with Driver – at point of Driver Check In.

Driver Training Module

LME