

Load bar coded Cover Sheets

When setting up an Outbound Linehaul trailer or City Peddle trailer to be loaded or a Trap Trailer at your dock, **print a bar coded trailer cover sheet.**


When setting up an outbound trailer in the “Load/Close” option (Option 5 on Dock Automation Menu), a bar-coded trailer cover sheet will automatically print.

When setting up a City Peddle trailer. Go to option titled “Print Trlr/SCAC Bar Code” (Option 13 on Dock Automation Menu). Any Trap Trailers set up at the dock – use Option 13 to print cover sheets for those trailers so that location of shipments containing Hazardous Material is known.

City Trailer bar coded cover sheet

Racks		_____		_____	
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	

Loaded by: _____		(TOP VIEW)		3251234567	
Blocked/Braced: Y N		FRONT		_____	
Pallet Jack: Y N		1/4		_____	
2-Wheeler: Y N		1/2		_____	
Swept out: Y N		3/4		_____	
Trlr Defects: _____		FULL		_____	
Date: ____/____/____	Time: ____:____	BACK		_____	
Cube #	Feet LTL	NOTE: Diagram ALL Hazardous Material		_____	
Driver #	Seal #	Placards Yes or No? If Yes, Placards needed _____		_____	
Supervisor		FST FNL TRAILER 053123		_____	




053123

Outbound Linehaul Trailer bar coded cover sheet

Racks		_____		_____	
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	

Loaded by: _____		(TOP VIEW)		FRONT	
Blocked/Braced: Y N		1/4		_____	
Pallet Jack: Y N		1/2		_____	
2-Wheeler: Y N		3/4		_____	
Swept out: Y N		FULL		_____	
Trlr Defects: _____		BACK		_____	
Date: ____/____/____	Time: ____:____	NOTE: Diagram ALL Hazardous Material		_____	
Cube #	Feet LTL	Placards Yes or No? If Yes, Placards needed _____		_____	
Driver #	Seal #	FST FNL TRAILER 048371		_____	
Supervisor		SDY SDY		_____	



048371

- Hazardous Material: Loaders are to **diagram location** of shipments containing Hazardous Materials.
- Pallet Racks: Note pallet rack/freight table 4 digit numbers when utilized on outbound trailers
- Supervisors to sign off on completed loads, insure all applicable fields are populated on the left side of cover sheet and fill in “Placards needed” field on cover sheet
- A copy of this cover sheet to travel with Driver so that location of shipments containing Hazardous Material is known