

ARRIVAL AT SHIPPER:

[1] ON DUTY, Load/Unload

(5-7 minutes)

[2] WORKFLOW, Arrived at Shipper

[3] Give the shipper pickup number.

(Usually PU number, or one of the many numbers in WORKFLOW or MESSAGES.)

[4] Slide Tandems to the rear.

(You can sometimes do this at the dock, depending on the customer, but needs to be done before docking.)

[5] Park the truck/back into the dock.

[6] When waiting and not working:

SLEEPER BERTH, Break

(Any time you are waiting inside the truck.)

or

OFF DUTY, Break

(Any time you are waiting outside the truck, such as break rooms, restrooms, etc.)

[7] ON DUTY, Other, and manually type in BOL

(When you are getting your paperwork. 5-7 minutes)

[8] Slide tandems.

(To the hole you believe is best based on your cargo placement.)

[9] Apply MEAT LOCK to the trailer.

[10] ON DUTY, Training/Paperwork

(You must be ON DUTY, to fill out WORKFLOW information and scan BOL pages.)

[11] WORKFLOW, Loaded and Rolling

Then WORKFLOW, Departed Loaded Call

[12] If you were on time for the shipper, and it was more than 2 hours to live-load, take a picture of your BOL and send it to [Detention@Stevenstransport.com](mailto:Detention@Stevenstransport.com).

(You should always have your arrival Date and Time on your BOL for pickup and Delivery.)

(Be sure to put the load number and your truck number in the subject line. Example: 6832132/18993.)

[13] Leave the shipper.

ON DUTY, Load/Unload - If you have to stop for inspection by a guard upon exiting.

[14] Scale your load

(Nearest along route/Nearest scale. Do not pass a weight station before scaling!

ON DUTY, Scale

Scale your load using the CAT scale app, or manually.

Send in FORM MESSAGE 15

(Be sure to be ON DUTY, Scale when scaling, moving tandems or getting scale ticket.)

[15] Head to the receiver/fuel stop via your trip plan.

(Be sure to be ON DUTY, Fueling, when waiting in the fuel island and fueling.)

NOTES:

These ON DUTY compliance status are crucial to being legal. For questions, comments or complaints, please call Compliance at 1-800-527-7094. Drivers are getting severe fines for non-compliance with these HOS rules, plus it will cost you and Stevens Transport CSA points and go on your permanent DAC report.