ARRIVAL AT FINAL:

[1] ON DUTY, Load/Unload
   (5-7 minutes)

[2] WORKFLOW, Arrival at Final

[3] Give the receiver BOL paperwork.

[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 done and 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.

Apply next SEAL to the trailer.

[10] ON DUTY, Training/Paperwork
   (You must be ON DUTY, to fill out WORKFLOW information and scan POD, Proof Of Delivery. This is the signed BOL.)

[11] WORKFLOW, Empty at Final
   Then WORKFLOW, Departed at Empty

   Then HOS, Load Tab, ADD NEW LOAD (See below for details)

[12] If you were *on time* for delivery, and it was *more than 2 hours to live-unload*, take a picture of your signed BOL (Proof of Delivery) and send it to 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] Head to the washout/fuel stop via your trip plan.
   (Be sure to be ON DUTY, Fueling, when waiting in the fuel island and fueling. ON DUTY, Other, Washout, when getting washed out at truck wash.)

**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.