

## Daily / Load / Stop / Unload Procedures

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### Always do Daily:

- Correct and Certify E-log.
- Perform a EVIR prior to driving.
- Send **Macro 19** "ETA/PTA Update".
- Plan trip for the day.
- Perform a Post Trip Inspection at end of driving day.

### While Training do Daily:

- Behind The Wheel (BTW) Log.
- Scan Training Module and PTDI.
- ETA: Estimated Time of Arrival
- PTA: Projected Time of Availability
- DM: Driver Manager (Dispatcher)

*Always Bring E-Log Current Before Driving!*

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### When Preplanned:

- Verify that you can safely and legally complete load. If not, contact DM immediately.
- Send **Macro 10** "Preplan Commit".

### When Dispatched:

- Verify that you can safely and legally complete load. If not, contact DM immediately.
- Record load information.
- If you need directions to any stop, send **Macro 08** "REQUEST DIRECTIONS"
- Plan Route and Fuel stops.

#### Common Macros:

**Macro 00** "FreeForm"

**Macro 01** "Arrive at Shipper"

**Macro 02** "Loaded Call"

**Macro 05** "Arrive at Consignee".

**Macro 06** "Empty Call"

### At Shipper (Origin):

- Send **Macro 01** "ARRIVE AT SHIPPER" upon arrival:
- Write down Trailer #, Pickup #, PO #, Etc.
- Fill out Trip Sheet.
- Check in at shippers' office with pickup information in hand.
- Once you are loaded: send **Macro 02** "LOADED CALL".
- Update E-Log with current Trip and Trailer.
- Keep all BOL's and other paperwork with Trip Sheet.

*If in doubt about axle weight, scale at nearest CAT scale.*

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### At Consignee (Destination):

- Send **Macro 05** "ARRIVE at CONSIGNEE"
- Check in receiving office with delivery # and bills in hand.
- Once empty:
- Send **Macro 06** "EMPTY CALL".
- Scan Trip Sheet, BOL, Expense Receipts, and any other documents through Transflo as soon as practical after delivery.
- Send **Macro 15** "Available"
- ❖ At any customer - If it appears you may be delayed, send **Macro 22** (DETENTION).
- ❖ Keep in contact with DM if delayed further.

*If you are delayed enroute, and it appears you will not be able to make your appointment on time, contact your DM immediately.*

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### At Stop(s):

- Send **Macro 03** "ARRIVE AT STOP"
- Stop for Pickup
  - Write down Trailer #, Pickup #, PO #, Etc.
  - Check in at shippers' office with pickup information in hand.
- Stop for Delivery
  - Check in receiving office with delivery # and bills in hand.
  - Send **Macro 04** "DEPART STOP"

### Pickup at Yard:

- Send **Macro 01** "ARRIVE AT SHIPPER".
- Bills and Seal Manifest will be either at Guard Shack if at Knight yard or in bill box on front of trailer.
- Ensure that Seal is intact and matches BOL. If not, contact DM and Claims.
- Send **Macro 02** "LOADED CALL"

### Drop at Yard:

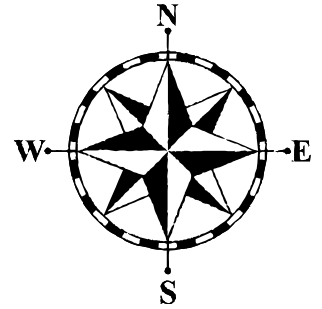
- At Knight yard, have guard sign seal manifest and leave bills and copy of delivery receipt with guard.
- If not at Knight yard or there is no guard, leave bills and copy of delivery receipt in bill box on the front of the trailer.
- Send **Macro 21** "DROP FOR RELAY"
- Scan Trip Sheet, BOL, Delivery Receipt, Expense Receipts, and any other documents through Transflo as soon as practical after Drop.

### Relays

- If asked to do a relay, and can,
- Fill out a Delivery Receipt for current load.
- Contact DM if you cannot help with relay.
- After both drivers arrive at the relay site,
- Verify that seals are intact on both trailers.
- Perform EVIR on new trailer
- Exchange Bills with the other driver.
- Swap trailers with other driver.
- Send **Macro 21** "DROP FOR RELAY"
- Scan Trip Sheet, BOL, Delivery Receipt, Expense Receipts, and any other documents through Transflo as soon as practical after Drop.
- After you have been dispatched on new load:
- Send **Macro 01** "ARRIVE AT SHIPPER".
- Send **Macro 02** "LOADED CALL".
- Fill out Trip Sheet for new load.

### Routing

- Write down:
  - Where you are (City, ST).
  - All stops (City, ST).
  - ROUTE SOLUTION information.
  - FUEL STOP SOLUTION information.
  - All DIRECTIONS.
1. Find all stops on State map then on U.S. map.
  2. Use the index in back of Atlas
  3. Starting from where you are, follow ROUTE SOLUTION on map.
  4. Determine how directions merge with ROUTE SOLUTION.
  5. Find all FUEL STOPS on map.



### Scaling Loads

The standard weights allowed are

- |                   |   |            |
|-------------------|---|------------|
| • Steering Axle   | = | 12,000 lbs |
| • Drive Tandems   | = | 34,000 lbs |
| • Trailer Tandems | = | 34,000 lbs |

The standard kingpin to center of rear axle setting is 40'.  
(CA Setting)

What to do if you are over-weight:

If Trailer Tandems are:

- |       |                       |
|-------|-----------------------|
| Heavy | Move Tandems Rearward |
| Light | Move Tandems Forward  |

If Drive Tandems are:

- |       |                                     |
|-------|-------------------------------------|
| Heavy | Move Trailer Tandems Forward        |
|       | -OR-                                |
|       | Move 5 <sup>th</sup> Wheel Forward  |
| Light | Move Trailer Tandems Rearward       |
|       | -OR-                                |
|       | Move 5 <sup>th</sup> Wheel Rearward |

If Steering is:

- |       |                                     |
|-------|-------------------------------------|
| Heavy | Move 5 <sup>th</sup> Wheel Rearward |
| Light | Move 5 <sup>th</sup> Wheel Forward  |