WHILE IN YARD

-Must wear High Visibility Reflective vest at all times in the Facility.

-Must wear Boots. Drivers cannot be wearing Flip Flops

-Speed limit is 15 MPH

-No Shuttling/ Driving around in a Unit to look for other Units/ Driving to the Restroom/ or to get Baytags

-Cannot park/drive truck near office. Must park where they load, and walk to the office.

-No Staging future Loads. Can only stage if taking on Current Load.

-Must take Unit from Bay Straight to Truck.

IF DAMAGE IS FOUND

- Contact LDS

- If 1-2, LDS will sign off

- If 3-Above, LDS will contact Terminal Manager to verify Damage, after verification, trucker can take Unit

- If unit is moved before LDS is contacted, LDS will not be able to verify the damages and trucker will be responsible for the unit.

YARD EXITING

-Must give Guard a BOL and Bay tag(s) for units taken( Printed in Ink, Cannot be hand written down)

-If unit has no Bay tag, Contact Office ( if office is closed, Trucker will either have to wait till open, or Drop unit from load)

- We are working with UP to try and put a printer in the guard, so if a trucker is missing a bay tag after hours, they can get it printed. (This does not mean they can get their whole load printed out. Only 1-2 baytags if needed, but only after hours when office is closed)(Otherwise they have to walk to the office and get a baytag from there).

IN CASE UNIT IS MOVED BY TRUCKER

- If trucker moves unit without verifying if it has a Bay Tag, or gets the wrong unit, please do not put unit back in Bay. Instead, either leave it in Loading Lanes, or Bring it next to Office in AA/BB, put Windshield wipers up, and Notify Dispatcher to contact office about the Inquiry.

- Office will replace Bay-tag/ Re-bay unit in the morning

ANOTHER YARD RULE

- Trucker can only come in to yard if Loading Units from MILPITAS

- If trucker has a Partial Load, and currently has units on their truck, Please show your previous Load Sheet for those vehicles, and how many vehicles they are picking up to the guard.

- Trucker need to Enter, Load, and Exit.

- Trucker cannot park his truck inside, and then load the next day ( not a Truck Stop)

- If trucker leaves the Yard with a Load, and Dealer/Destination is not accepting Units/ is closed or something happens to the Truck, Trucker is Responsible for that load, and will not be allowed back into the Yard to park. (you can try to sweet talk the Manager on this one, Try at your own Risk ;)

HOURS OF OPERATION

-Main Office: 8am - 3:30pm (Possibly Longer depending on work)

-LDS: 7am-2pm (Varies)

-Yard: Open 24/7