JAK Logistics LLC Standard Operating Procedure (SOP) – Finding and Booking Loads on DAT

1. Purpose

This SOP outlines the standardized procedure for using the DAT Load Board to find, evaluate, and book freight loads efficiently and safely for JAK Logistics LLC or any trucking operation using the DAT platform.

2. Scope

This SOP applies to all dispatchers, owner-operators, and booking agents responsible for securing freight using the DAT Load Board.

3. Responsibilities

- • Dispatcher or authorized personnel are responsible for logging into DAT, evaluating load opportunities, and communicating with brokers.
- • Ensure all bookings align with company profit margin requirements and safety guidelines.

4. Required Tools and Access

- • Active DAT Load Board subscription (Power or TruckersEdge).
- • Internet-enabled device (laptop/tablet).
- • Company MC Number and DOT credentials.
- • Email and phone access for broker communication.
- • TMS or spreadsheet to log loads.

5. Procedure

- Step 1: Login to DAT Load Board using company credentials.
- Step 2: Enter key search filters:

  - Equipment type (e.g., dry van, reefer, flatbed)

  - Origin and destination

  - Radius (typically 150 miles from origin)

- Date range for pickup

- Minimum rate per mile (e.g., $2.25/mi)

- Step 3: Sort results by rate or relevance.
- Step 4: Evaluate top load candidates by clicking on details.

  - Confirm weight, commodity, miles, RPM, accessorials, and pickup/delivery times.

  - Vet the broker's rating and credit score (preferably 85+ credit rating).

- Step 5: Contact broker using phone or email.

  - Introduce company, MC#, and express interest in the load.

  - Clarify all rate components, layover/detention policy, lumpers, and accessorials.

- Step 6: Confirm booking and request Rate Confirmation.

  - Verify rate sheet before signing.

  - Upload confirmation to TMS or dispatch records.

- Step 7: Communicate pickup instructions and details to the driver.
- Step 8: Track load and confirm with broker upon delivery.

6. Documentation
- • Save all rate confirmations digitally (PDF/Email) under load number.
- • Log booked loads in company TMS or dispatch tracker.
- • Maintain broker contact history and notes for future reference.

7. Compliance and Safety
- • Only book loads with brokers with an active bond and safety record.
- • Never double-broker a load.
- • Avoid booking freight with unknown or unrated brokers unless approved by management.

8. Review and Audit
- • Management will review weekly booking activity and DAT usage logs.
- • Dispatcher performance will be evaluated based on RPM, deadhead reduction, and service reliability.