

EV Perishables Carrier Guidelines

March 25, 2020

All drivers must adhere to the most up-to-date policies that the sites have in place.

- Social distancing must be maintained (6 feet from others where glass or other partition is not available)
- Self-quarantined people must not attempt to come to the sites
- People showing signs of COVID-19 must remain off site
 - Fever, Cough, Respiratory ailment
- Respiratory hygiene must be respected
- Wash & sanitize hands upon arrival
- Ensure following instructions from staff

In efforts to keep our team, our community and our stakeholders healthy we must ensure that we are adhering to all the guidelines set in place and taking every possible extra precaution feasible. Please email any concerns to Marianne_Mercier@owfg.com.

Further to the above EV Logistics will be implementing the following this week:

Security will be on site at yard entry where drivers will be asked to verify they understand and comply with our current guidelines.

Drop empty trailer

- Stop at in-gate (if bobtailing out receive exit number, if pick up follow respective procedure)
- Stop at security tent to answer questionnaire, asks if driver has CSR phone #
- Drop trailer, proceed to exit gate
- CHANGES: Do not come into the office

Pick up empty trailer

- Stop at in-gate (receive exit number)
- Stop at security tent to answer questionnaire, asks if driver has CSR phone #
- Pick up trailer, proceed to security tent
- driver opens trailer to show its empty
- Security guard will record on sheet:
First and last name, ID check done, trailer #, empty check done
- Proceed to exit gate
- CHANGES: Do not come into the office

Pick up loaded trailer

- Stop at in-gate
 - Load ready: CSR advises trailer number
 - Load not ready: CSR advises driver to park in the back of the yard, wait for call
- Stop at security tent to answer questionnaire, asks if driver has CSR phone #
- Driver hooks up and does pre-trip, proceeds to security tent, calls CSR for seal
- TL brings drivers paperwork only (birds-eye views and copies of BOLs), seals trailer
- Security guard will record on sheet:
First and last name, ID check done, trailer #
- Proceed to exit gate
- CHANGES: CSR take phone number, do not come into the office, TL brings paperwork

Drop off loaded trailer

- Stop at in-gate
- Stop at security tent to answer questionnaire, asks if driver has CSR phone #
- Driver parks in safe spot at beginning of yard and waits
- CSR will process paperwork, which has been sent in by vendors ahead of time
 - CSR will call driver if they are missing paperwork, driver will come into the office
 - If PO has weighted items, boarder paperwork or HACCP certifications that wouldn't be able to be sent ahead of time, CSR will call driver to bring paperwork inside
- TL seals the trailer
- Driver backs it up against the concrete wall
- Proceed to exit gate
- CHANGES: Do not come into the office unless requested

Live PO unloads

- Stop at in-gate
 - driver will be directed to a specific door
 - if no door in range is available, driver will be asked to wait at the end of the yard, CSR will call them once door is available
- Stop at security tent to answer questionnaire, asks if driver has CSR phone #
- Driver backs into respective door
- CSR processes paperwork, which has been sent in by vendors/carriers ahead of time
 - CSR will call driver if they are missing paperwork, driver will come into the office
 - If PO has weighted items, boarder paperwork or HACCP certifications that wouldn't be able to be sent ahead of time, CSR will call driver to bring paperwork inside
 - driver brings paperwork into office, then returns to his truck to wait
- Rcv finished: CSR contacts driver via waitwhile app,
 - Processing complete with paperwork received ahead of time: gives exit number
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- Processing incomplete or with paperwork from driver: Driver returns to office, receives exit number
- Proceed to security tent
- Security guard will record on sheet:
First and last name, ID check done, trailer #
- Proceed to exit gate
- CHANGES: some drivers do not come into office,

We will be using the **Waitwhile** application to take drivers phone numbers and be able to communicate through this app.