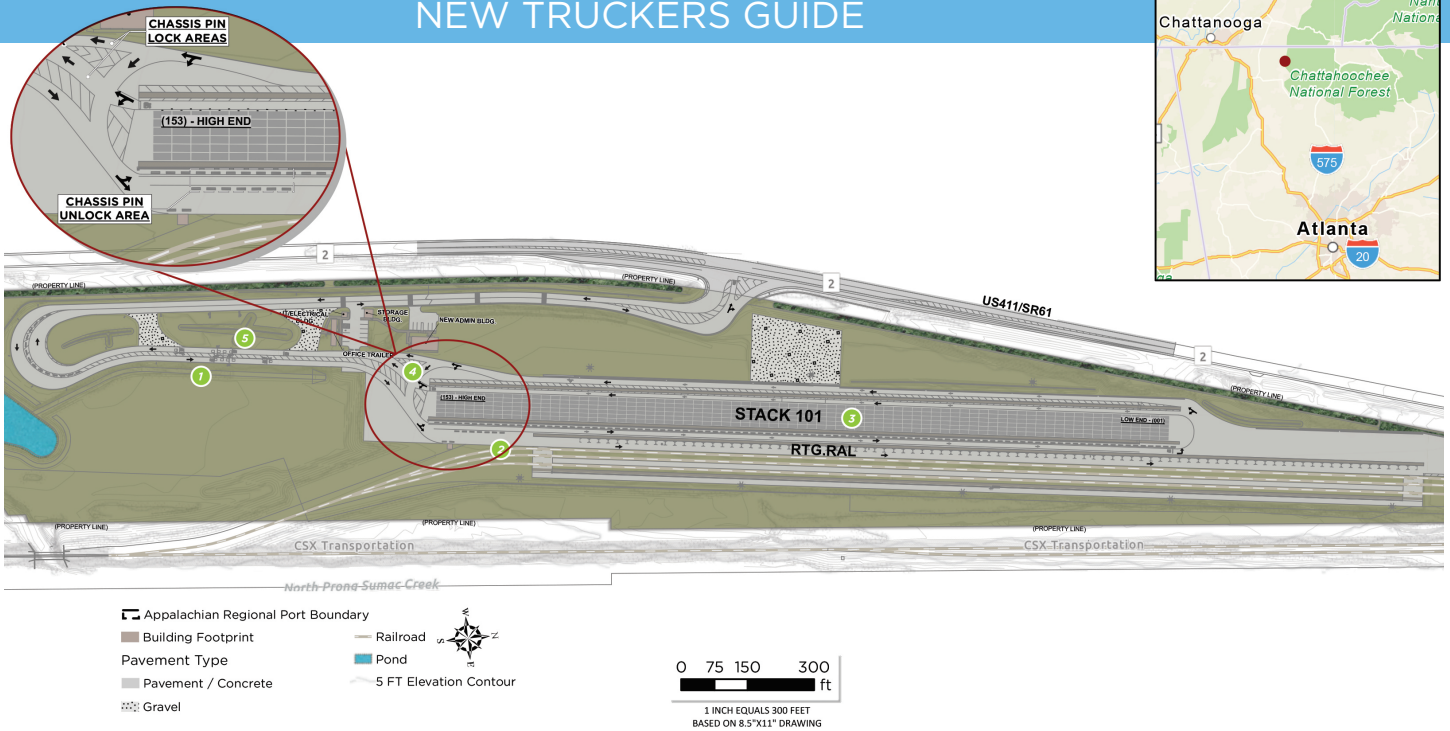


NEW TRUCKERS GUIDE



TERMINAL OPERATION PROCEDURES

1

ARRIVE AT IN-GATE

- 1 Scan/type in license
- 2 Input required pick-up info
 - Pin
 - EDO (Empty P/U)
 - Container #
- 3 Location displayed on screen
 - Format is Stack#.Bay#
ex. 101.120
 - RTG.RAL is trackside
- 4 Advance onto terminal

2

UNLOCK ZONE

- 1 Navigate to zone & unlock pins
 - If not dropping, ensure pins in proper position for mounting P/U container
- 2 Trash goes in trash cans
 - Including zip ties
- 3 Call office with any issues
 - 706.517.8264

3

PICKUP/DROP-OFF

- 1 Navigate to assigned bay
 - Bay# on asphalt
- 2 Center up chassis with bay
- 3 Use Crane phone if necessary
- 4 Hardhat required under crane
- 5 Horn Meanings
 - 1 = Pull forward
 - 2 = Reverse
 - 1 honk to follow signaling good position

4

LOCK ZONE

- 1 Navigate to zone & lock pins
 - No P/U, go to out gate
- 2 Call office with any issues

5

ARRIVE AT OUT-GATE

- 1 Scan/type in license
- 2 Complete visit on screen
- 3 Exit terminal



TERMINAL SAFETY

- Obey all terminal signage
- 10mph speed limit on terminal
- Hi-vis safety vest & closed toe shoes required on terminal
- Hard hat required under crane
 - Courtesy hardhat provided on west side of crane
- Phone located on west side of crane to communicate with operator
- Do not drive under suspended loads
- Do not park on or block Crane pad
 - Crane has right of way at all times
- Follow operator instructions
 - Horns
 - Loudspeaker commands
 - Encouraged to have window cracked to hear horns/loudspeaker
- No firearms allowed on terminal



GATE HOURS

MONDAY - FRIDAY

7AM TO 6PM

WEDNESDAY - CLOSE AT 5PM

Last truck to in-gate is 15 mins prior to gate closure



Appalachian Regional Port

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