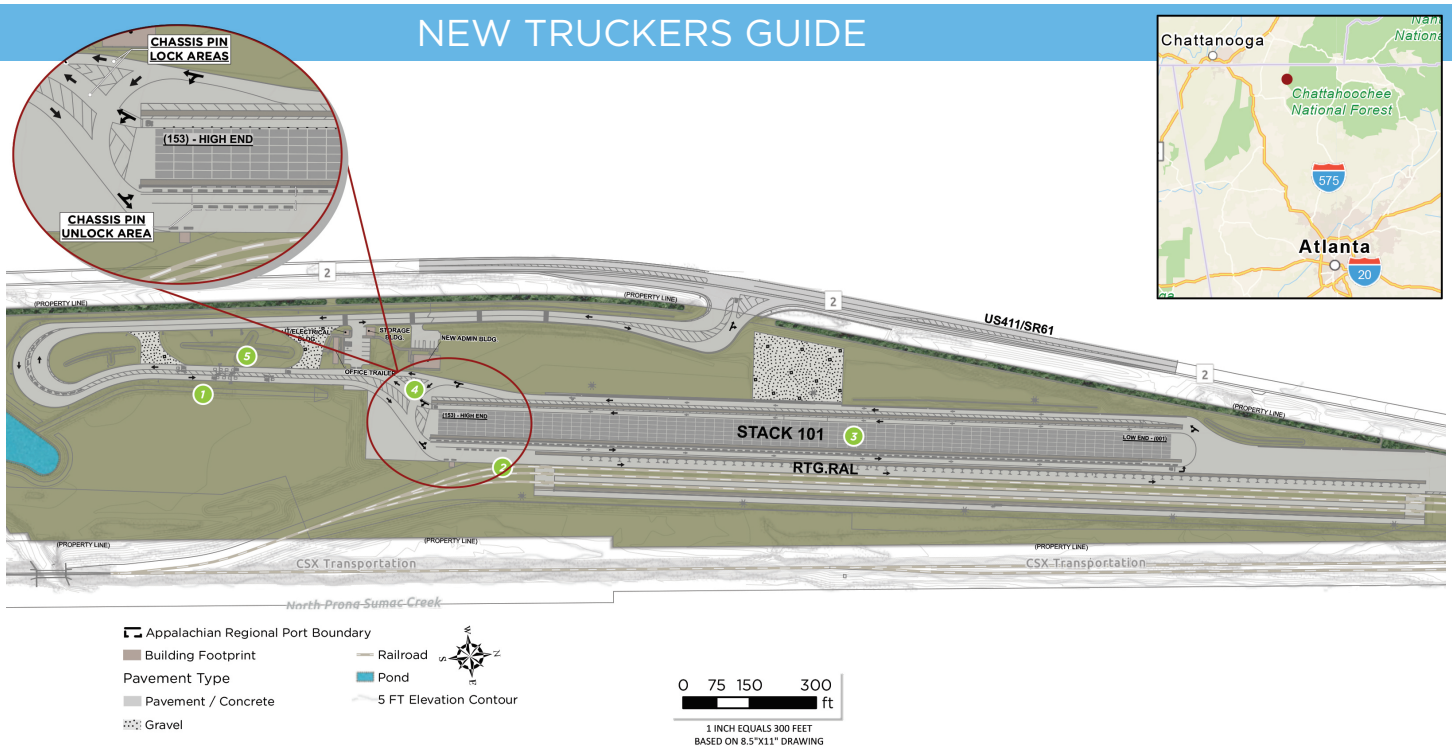
APPALACHIAN REGIONAL PORT

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
- 20mph 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 30 mins prior to terminal closure

GEORGIA PORTS

Appalachian Regional Port

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