

Tractor Trailer Driver Live Load Process



Entering Facility

1. Driver Receives Sign and Paperwork from Security (or Receiving Gate)
2. Driver Places Live Unload sign in window
3. Slide Trailer Tandems to Rearmost Position
4. Trailer Doors must remain closed until dock arrival. At the dock, follow Ford SPL "Trailer Door Opening" Procedure at Dock
5. After verifying dock is clear, proceed into dock on Green Light only
6. Turn off Engine, Engage Brakes, and remove Keys
7. Exit Tractor after removing keys wearing Hi-Vis Gear
8. Lower Landing Gear and Inspect Trailer
9. REPORT TO DRIVER WAITING AREA (Do not enter plant), report directly to area
10. Hang Keys on Key Board, Per Dock Number Provides visual verification for Hilo Operator

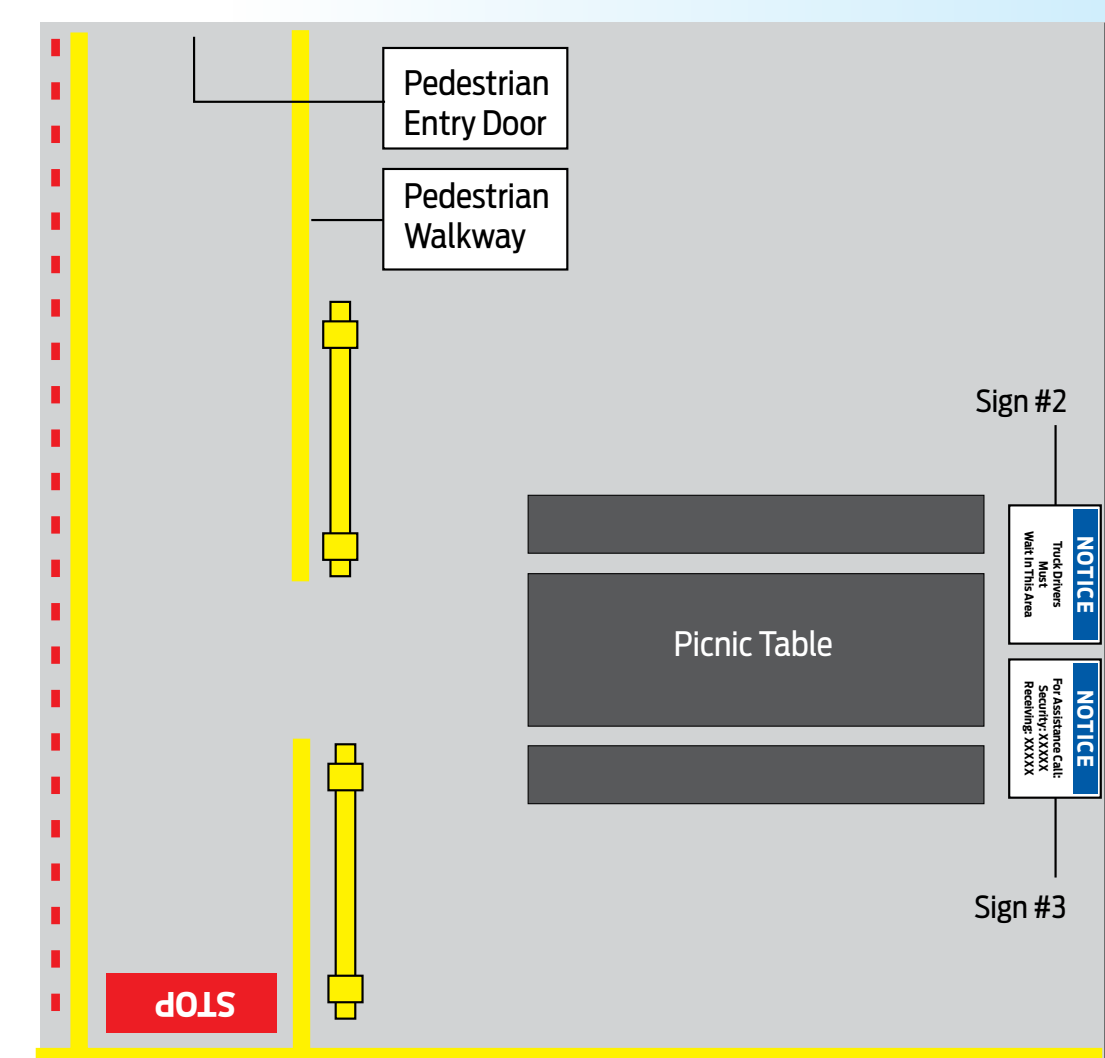
Live Load
unload in
Process



Red Light Flashing,
do not back in

Outside Restraint
Green Light Flashing,
okay to back in

If no light, stop. Do not pull away
and contact Dock Personnel



Sign #1
NOTICE
Truck Drivers
Must
Wait In This Area

Sign #2
NOTICE
For Assistance Call:
Security: XXXXX
Receiving: XXXXX

Sign #3

Exiting Dock

1. Forklift Driver informs Tractor Driver Load/Unload process is complete

Tractor Trailer Driver...

2. Retrieves keys from board
3. Performs Post Trip Trailer Inspection
4. Raises Landing Gear
5. Disengages brakes
6. On GREEN light only, pull Forward from dock to close doors and reset tandems
If no light, or RED light, stop. Do not proceed, contact Dock Personnel
7. Return Live Unload signage to Security or Receiving Gate

Live Load unload
in Process



Red Light Flashing,
do not pull away,
do not sit in truck

Outside Restraint
Green Light Flashing,
okay to pull away

If no light, stop. Do not pull away
and contact Dock Personnel

