

CANADIAN TRUCKING ALLIANCE

BOL & POD PROCESS - DOCUMENTATION: COVID-19 UPDATE

March 16, 2020

*Disclaimer: Due to the COVID-19 pandemic, carriers may choose to change their signature process to mitigate the spread of the virus. Below is a sample of the type of policy changes carriers could consider while modifying their own specific policies. **NOTE:** the below is not intended to replace a carrier's current policy. The below is intended for educational purposes only as carriers consider and revise their own policies in the wake of COVID-19.*

NEW PROCESS PICKUPS:

1. Driver to back up into shippers' door and enter through the shipper/receiver entrance as usual.
 - a) Driver to report arrival verbally (avoiding personal contact while maintain 2 meters distance) after which the driver will return to their truck
 - b) Shipper will load freight and sign as shipper on BOL "AS PER [Carrier Name] & Date"
 - (a) shippers load & count
 - ii) Shipper to keep a copy and secure the CARRIER COPY BOL on the last pallet inside the trailer.
 - iii) Any discrepancies in physical count are determined at carrier's cross dock (offloading) and shipper will be notified.
2. Drivers are directed not to spend any unnecessary time inside the shipper's facility and should wait outside or in the truck until being advised that loading is completed
 - a) Shipper to advise driver of completion (e.g.: bang on the inside of the trailer wall, knock on the driver's window, etc.,) and (or) immediately contact Dispatch that loading has been completed
 - (1) It will be the shipper's responsibility to ensure the driver is advised of completion
 - (a) and (if LTL advised as to what was loaded on the trailer.

NEW PROCESS DELIVERIES:

1. Drivers to back into receiver's door, enter through the regular shipper/receiver entrance
 - a) Report arrival (maintaining 2M distance and avoiding unnecessary personal contact), driver to request the receivers name and return to their truck
 - (i) delivery paperwork POD – will be secured to the freight
 - b) Reciever to offload freight
 - (i) receiver to email their primary contact at DISPATCH if any discrepancies with the freight vs POD.
 - (1) driver will record on carrier copy of the POD "AS PER (receivers name) and date" as obtained verbally in step 1,a.
2. Driver not to spend any unnecessary time inside the shipper/receiver facility and wait outside or in truck until being advised that loading is completed
 - (i) receiver to advise driver of completion (ie: bang on the inside of the trailer wall, knock on the driver's window, etc.,) and (or) immediately email DISPATCH that loading is completed
 - (a) It will be the receiver's responsibility to ensure the driver is advised that they can depart

NOTE: While Drivers have been instructed to maintain 2 meters distance from shipping/receiving staff and have been advised to avoid any unnecessary time spent in public spaces, it is essential that washrooms and other facilities remain open to drivers. These facilities are essential provisions for drivers as the provision of facilities including hot water and soap remains crucial.