




## **PEI'S DRIVER BOL PROCEDURE**

- \* Driver is to fill out a PEI BOL with every load.**
- \* Driver is to watch freight load onto the truck and document the correct piece count.**
- \* Driver is to document weight of shipment, if weight is in question driver is get a weight ticket as close to shipper as possible.**
- \* Driver is to have PEI reference number (get this info from dispatcher) on top right corner of BOL as BOL number.**
- \* Driver is to identify commodity and kind of package on PEI BOL.**
- \* Driver is to record piece count, special instructions, and kind of package as trailer is being loaded. (Do not copy original BOL)**
- \* Driver is to have shipper sign PEI BOL as well as provided BOL**
- \* Driver is to never leave the shippers dock without a PEI BOL completed.**
- \* Driver is responsible for having BOL's at all times.**
- \* Driver must document any physical signs of damage and have shipper acknowledge with signature and call dispatch immediately.**
- \* Driver should always make sure load is secure.**

**Note: Driver must watch the load and unload of every shipment, and NEVER be in the cab of his truck during this time. There will be a rate reduction/penalty deducted from pay if the above procedures are not followed.**

**I have read and understand the procedures listed above and will perform all duties**



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