



Print and Sign:

Date:



Halterm Container Terminal Limited

# Transport Driver Orientation Record

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Rev 4

Date: 4/6/2017

IMS-11-02

## Marshalling Yard

- Ready container/equipment for delivery or receiving; Unhook chassis locks or tie downs. All door handles on full containers must be in lock handle retainers. Proceed to Entry Processing Area only when 'Ready To Go'

### "Ready to Go" Required Information

- Full In: A contract or booking number, the total weight of the cargo or the gross weight.
- Empty In: Name of shipping line and contract or booking number (export only).
- Full Out: The container number and the last four digits of BL# or Cargo Control number.
- Empty Out: A contract or booking number.

## Entry Processing Instructions

- Lanes 1, 2 and 3 are reserved for Fast/Express and HPA badge holders.
- Lane 4 must be used if visitor badge is required and/or when assistance is needed.
- Press the button on kiosk to initiate "call to gate" and scan your ID badge.
- You may proceed once all tickets are received and the lift-gate is raised.

## Hatched and Stretch Areas

- Problem hatched-out areas to avoid include:
  - Front of the second building on the left coming off of the scale.
  - Front of the Hot Room.
  - Front of Maintenance Garage.
- Areas to stretch a chassis are in the:
  - Marshalling Yard.
  - South side of the West End of F section.
  - East side of W section.
  - Break Water Fence.

## Yard Exit Instructions

- Scan the ticket received at the gate-in and press the button to initiate "call to gate".
- Once a Gate Coordinator has approved your exit, the lift-gate will be opened and you may leave the terminal.

## Discharging Procedures in All Sections

- Equipment must be ready to deliver. Equipment problems must be resolved outside of the sections.
- Line-up in sections, close to the solid yellow lines.
- Small adjustments may be needed to have the container properly positioned.
- Remain in the truck during the discharge and remain alert to the discharge process. Do not drive away until the container is completely off the equipment.

## Loading Procedures - All Sections

- Equipment must be ready to receive container. Equipment problems must be resolved outside of the sections.
- Line up in sections close to the solid yellow lines.
- Remain in the truck during the loading process and remain alert. Only install pins when the spreader is clear of the container. Exit the vehicle between the truck and the crane leg; do not go between truck and pile of containers
- Do not drive away until the spreader is completely released from container.

### Gate Hours

**8:00am – 4:30pm (entry cut-off)**

### Snow Scrapper

#### **Automatic (One Operator)**

Do not attempt to drive under plow if not returned to top height position.

- Line up the front of container with Scrapper support posts.
- Exit tractor and open panel door. Switch should be on 'Auto'.
- Locate and remove control box and lower plow completely until plow stops.
- Return control box to inside the panel box. Close and lock the panel door.
- Return to truck and drive forward slowly until plow comes completely off the container.

#### Manual (Two Operators)

Do not attempt to drive under plow if not returned to top height position.

- Operator 1 – Open the panel door.
- Operator 1 – Move switch inside panel to 'Manual'.
- Operator 1 - Locate and remove control box and lower plow to desired height.
- Operator 2 - Drive forward slowly until plow comes completely off the container.
- Operator 1 – Using control box return plow to top height position.
- Operator 1 - Move switch inside panel to 'Auto'
- Operator 1 – Return control box to inside the panel box. Close and lock the panel door.