

Driver Paperwork Submittal Instructions

Drivers,

In our current industry – we are experiencing refusals to pay the carrier’s invoices for just about any reason now. We are therefore, requesting that all drivers assist in the proper submittal of all paperwork to avoid any issues or confusions, etc. Please see below.....

- All drivers must download an app from an app store for PDF files like: Adobe Scanner
- All files must be submitted via PDF except photos.
- We encourage photos of any cargo on flatbeds, in reefers with temp indicators, in dry vans, etc.
- We encourage any CAT SCALE weigh tickets with your empty weights when dispatched a heavy load so that the shipper cannot over gross the unit or the axles. This helps collect over gross fees, etc. Get your loaded weight too.
- We need shipper and receiver or any other stops IN and OUT times recorded on the BOL
- We need every page of the BOL. Make sure you get every page from the shipper and don’t let a receiver keep any pages. They have copy machines. Any missing pages causes delay in payments to the carrier, dispatcher, driver, etc.
- We suggest scanning every page upon receipt from the shipper and before you arrive at the receiver in case they damage a page and render it unreadable.
- Any load changes must be documented on the BOL or RC or in email. Written.
- When you send your paperwork – please send in organized file names for example:

A TQL load would be saved as: TQL250142249LumperReceipt-Mike which is: the broker’s name, load number, the type of file like: lumper receipt, BOLpg1, POD or Proof of Delivery aka: has the receiver’s signature, RC is rate confirmation, DI is driver Instructions, and Mike is the driver’s name.

POD = Proof of Delivery like a signature from the receiver, a Walmart or Costco sticker.

RC = Rate Con

DI = Driver’s Instructions

BOL= Bill of Lading with page number

Lumper Receipts, Gate Passes, Inventory list, etc.

We appreciate any cooperation in this matter as it really helps get the team paid and helps in collecting accessorial fees like: detention, over gross fees, layover, etc.