

Voices and Values Newsletter

Never Settle for Less!

XAG + Zones – Sidney, ME

January 2013

P&D Paperwork: a Refresher

Delivery Receipts (D.R.s) - Beyond the basics:

- Note the number and type of pieces delivered and any damage
- If shrink wrap is intact on the freight, check the box on the d.r. (lower left corner)
- **Returns:** please fill out **the back** with the reason for the return, the date, the trailer number, the time, and your signature. **Refused shipments:** write the name of the person refusing the freight, and/or the company, and their phone number.
- Note arrival **and** departure times (needed to apply some accessorial fees)
- **C.O.D.s:** write down the payment method and the amount

Bills of Lading (BOLs)

Bills of lading should be complete and easy to read. Please check them for the following:

- **shipper and consignee names and addresses**
- **payment terms: prepaid or collect**
 - same as shipper: prepaid
 - same as consignee: collect or prepaid
 - different company (third party): prepaid; address must be complete
- **commodity description, piece count, and weight listed and legible** – the description should be specific, not “pallet” or “skid”; please write your initials next to any changes.
- **NMFC item number & freight commodity class**

Hazmat Bills of Lading (U.S.)

Please call us before taking hazardous materials, especially if they're from customers who don't usually ship them. ***We can face fines if their paperwork doesn't meet these requirements.*** Using your *Emergency Response Guidebook*, please check the BOL for:

- A description in the correct format that matches what is on the freight. Starting this month, hazmat descriptions must follow this format: **ID number, proper Shipping name, Hazard class, Packing group** (if applicable) - **ISHP**. For example: *UN1090, Acetone, 3, II*
- Notation that it's hazardous material ("HM" box checked off on Con-Way BOL)
- A shipper's certification -- already on Con-Way BOLs (example: *"This is to certify that the above-named materials are properly classified, described, packaged, marked, and labeled..."*)
- An emergency contact phone number
- Weight as unit of measurement: pounds (lbs.) or kilograms (kg) – on Con-Way BOLs
- The specific packaging (example: cartons, drums, cylinders -- **NOT** pallets). “Pallets” is acceptable only for loose batteries on a pallet.
- The shipper's signature and your signature

If possible, please fax a copy of the BOL to XAG (207-547-4845 or 1-800-475-4491), so we can check it before you accept the freight.

Christmas Toy, Clothing, and Food Drive a Success

The VVT thanks everyone who contributed to our December donation drive. Again, we made a difference. We donated clothing and toys to 10 needy boys and girls and about 200 pounds of food (including 150 lbs. of potatoes from XPQ) to the Sidney Food Cupboard and the Second Baptist Church. This Christmas, the Food Cupboard served 34 families and gave toys to 38 children – *we helped them have a Merry Christmas.*



Yard Safety Tips from the VVT

- Leave space between your trailer tire and the chock block, so the chocks can be removed.
- When dropping a trailer, you can leave your landing gear ½ inch to two inches above the ground.

Winter Driving Safety Tips

- ✓ **Black ice:** Black ice is a weather phenomenon in which an extra thin layer of ice forms on the road. Its shine can fool drivers into thinking it's water. This shiny ice surface is one of the most slippery road conditions. Black ice is likely to form first under bridges and overpasses, in shady spots, and at intersections.
- ✓ **Brake gently** to avoid skidding
- ✓ **If you begin to skid:**

If you find yourself in a skid, steer in the same direction that the rear is sliding toward. Don't brake, simply take your foot off of the gas if you need to slow to match your speed of travel with the speed of your tires to regain traction.

- ✓ **Stay alert** -- keeping a window slightly open to provide fresh air is a good idea.
- ✓ **Turn on your lights** and keep them clean.
- ✓ **Turn OFF the cruise control** -- Don't use cruise control or overdrive on icy roads.
- ✓ Drivers need to be aware of becoming overconfident if they have anti-lock brakes. If the brakes happen to lock, release them to avoid sliding. This will help to regain steering.
- ✓ Watch for melting or hard-packed snow and strong side winds.
- ✓ Check for ice by feeling the back of your mirror and watching the spray off tires.
- ✓ Watch for your trailer pushing you on curves and turns.
- ✓ Shifting product and icy roads are not a good combination. **Drivers should monitor shipper's loading procedures** to ensure weight has been evenly distributed within their trailer.
- ✓ **Don't ask your truck to do more than it can.** If you don't feel comfortable driving, **park it.**
- ✓ **ALWAYS wear your seat belt!**

IMPORTANT DATES

January 1 - New Year's Day - no operations

January 14 - new bids start

January 21 - Martin Luther King, Jr.'s birthday (observed)

JANUARY BIRTHDAYS

Rick Janes (XJJ) - January 19

Burns Gray (XAG) - January 25

SERVICE ANNIVERSARIES

*Rick Barberi, Jeff Kendall, Tim Whiting,
Dennis Morrissey - 19 years*