



## **Rules for Specialized Dispatch**

1. Drivers must call in by 10:00 a.m. daily and give hours logged to dispatch. On Mondays be prepared to give hours for Friday, Saturday, and Sunday.
2. Drivers must check call when empty.
3. Drivers must call in with load information such as B.O.L., weight, and number of pieces.
4. Drivers are expected to have some type of communication such as a cell phone or nationwide pager.
5. Drivers must notify dispatch at least one week in advance of time off, except in emergency situations.
6. If you are the only driver on the board or the last driver on the board you must take the load offered to you.
7. If a driver is going to be late for pickup or delivery the driver must call dispatch by 8:00 a.m..
8. Once you have accepted a load you must take the load unless there is another driver willing to accept it who can make pickup and delivery on time.
9. The first driver empty in an area is the first driver on the board in that area. A driver will have one hour to accept or turn down a load unless that driver is the only driver in that area who can make pickup and delivery on time. (See rule #6.)
10. If the driver who is first on the board does not choose a load the first day, they must take the first load the next day regardless of what the load is.
11. When a driver moves on their own from Area 1 to Area 2, the driver goes on the board for Area 2 as soon as they leave Area 1. However, if there is doubt about making on time pickup and delivery, customer service will come first in making a dispatch decision.
12. When a driver takes a "short" load they will retain their spot on the board for the area in which they loaded. Should they choose not to return to the area in which they loaded they will enter the board for the area in which they delivered based upon the time they became empty and not based on the "Short Trip" rule.
13. A "Short Trip" load will be considered a trip with 300 or less dispatched loaded miles East of the Mississippi River and 400 or less dispatched loaded miles West of the Mississippi River.
14. The time a driver calls in empty and enters the available board is on the honor system. When this is abused, other drivers and their families are affected. If a driver is caught and proven to have done this, he will be fined \$200.00 for the first offense. The penalty for a second offense is termination.
15. When a driver is at a plant in the Mid-West (Spring Hill KS, Tulsa OK, or Wichita Falls TX) he will be considered on the board for that plant ONLY.
16. For every 7 days a driver is away from home, they will be entitled to 2 days off.