



101 E State Pkwy
 Schaumburg, IL 60173
 Phone: 847.490.8886
 Fax: 847.490.9882

Check-in Policy

It is mandatory for each driver to call and check-in his/her current status. In order to better serve all our customers, owner operators and company drivers, you must call and check-in at least three times per day (when on-duty):

- 1. MORNING CHECK-IN STATUS.** Every morning (except when off duty) as early as possible, driver has to check-in his/her current status. No load can be effectively assigned before this is done.
- 2. NOON CHECK-IN STATUS.** Every working noon (between 11:00AM and 1:00PM) driver has to check-in his/her current position and status. This check-in information is used for vehicle/load tracking purpose.
- 3. AFTERNOON CHECK-IN STATUS.** Every working afternoon (between 3:00PM and 5:00PM) driver has to check-in his/her current position and status. This check-in information is used for vehicle/load tracking purpose.

Driver MUST call and check-in every time:

- WHEN LOADING IS COMPLETED (LOADED)
- WHEN UNLOADING (EMPTY)
- IF LUMPER OR ANY OTHER FEES APPLIED
- IF HE/HER HAS ANY PROBLEM(S) OR ANY DELAY(S) ANYWHERE LASTING MORE THAN 15 MINUTES
- IF HE/HER GOT STOPED, TICKETED OR ORDERED OUT OF SERVICE BY THE D.O.T. OR POLICE

DETENTION - Driver MUST immediately notify BROKER or our DISPATCH of any late pick-up and/or delivery. As per the Company Policy and Procedure and per Lease Agreement a \$50.00 fine will be assessed against any driver/owner-operator that misses his/her check-in appointment.

SEAL - Please, use seal for every load you take. If shipper does not provide you with one, use the seal provided by Timex Logistix and be sure that the shipper writes down the seal number on the BOL. If you have any problem with getting your trailer sealed, please call your dispatcher immediately. Getting your trailer sealed will minimize the problems with damaged or missing load.

IMPORTANT:

Directions supplied by Timex Logistix, Inc., or its employees or agents either orally and/or written are for informational purposes only. It is driver's and/or owner-operator's sole responsibility to confirm that it may lawfully operate a loaded vehicle of any weight, commodity or dimension over the road, highway, bridge or route. Driver and/or owner-operator shall be solely responsible for any fines, penalties or citations occurring as a result of operating any vehicle and/or equipment over any road, highway, bridge, or route in violation of any regulation law or ordinance.

I HAVE READ AND UNDERSTAND THE COMPANY RULES AND DO HEREBY AGREE TO FOLLOW THEM:

Owner Operator or Company Driver

Date

