

EV Grocery (Ambient) Carrier Guidelines

March 25, 2020

All drivers must adhere to the most up-to-date policies that the sites have in place.

- Social distancing must be maintained (6 feet from others where glass or other partition is not available)
- Self-quarantined people must not attempt to come to the sites
- People showing signs of COVID-19 must remain off site
 - Fever, Cough, Respiratory ailment
- Respiratory hygiene must be respected
- Wash & sanitize hands upon arrival
- Ensure following instructions from staff

In efforts to keep our team, our community and our stakeholders healthy we must ensure that we are adhering to all the guidelines set in place and taking every possible extra precaution feasible.

Please note these guidelines may change as the COVID-19 situation evolves.

Security will be on site at yard entry where drivers will be asked to verify they understand and comply with our current guidelines.

Dunnage Drop-Off

- If carrier is dropping off dunnage and bobtailing out, they will be given exit number upon entry and will be asked to:
 - Email paper work to evg-outbound@owfg.com or place paperwork in the back of the trailer
 - The driver will use the exit number given to them at time of entry

Trailer Drop-Off

- If carrier is dropping off an empty trailer and bobtailing out they will provide the trailer number upon entry and be given an exit number at the same time
- If carrier is dropping off a Purchase Order (PO) the vendor/carrier will be required to email their BOL and packing list to evg-outbound@owfg.com prior to them arriving at the facility (if paperwork has not been received, driver will be required to bring paperwork to the office)
 - At the entrance gate the driver will provide:
 - Their name
 - Photo Identification (to be verified by security guard on site)
 - Company
 - License plate number
 - PO # (s)
 - Trailer to be dropped in the yard, and proceed to exit gate with the location of the dropped trailer given to the CSR upon exit

Pick-up of CHEP Trailers

- Driver to advise at entrance gate they are picking up CHEP
 - Driver will need to provide CHEP reference # at gate
- Driver will enter office and we will write their name on the paperwork, advise their trailer#, and provide them with an exit #

Pick-up of Empty Trailers

- If carrier is dropping off dunnage (follow dunnage procedure) or bobtailing in, but required to pick up an empty trailer, they will need to communicate with security before exiting and provide:
 - Open doors to show empty trailer
 - Trailer number recorded
 - Driver name given
 - Identification checked
 - Time will be recorded

Pick-up of Outbound Loads

- When a driver is picking up an outbound load they will be required to provide:
 - Their name
 - Photo Identification (to be verified by security guard on site)
 - Company
 - License plate number
 - CMV #
 - Phone number
 - CMV # PICK UP Information
- The driver will be given the trailer number of the load they are picking up as well as the door it will be in
- If the light is green, the driver will hook up, secure load, and proceed to CSR office to inform they are ready for a seal and pick up their paperwork
- If the load is NOT ready, driver can wait in the yard, and will be contacted at the number provided, when the load is ready to go, and be given the door number and trailer number
 - Once the driver has hooked up and secured the load, they can proceed to CSR office and pick up their paperwork and inform us they are ready for a seal

Live PO Unloads

- Driver to give necessary information at entrance gate
- Driver will be directed to a door, or to come in the yard
- If there is no door the driver can wait in the yard and we will contact them via phone
- Driver to bring in paperwork as directed / or called
- CSR to process paperwork and give to receivers

EV

Logistics

- Receivers to review and sign paperwork
- Paperwork given back CSR
- Driver to enter to sign for paperwork