

## Sample Trip & Notes on the PeopleNet System

1. Operations dispatches the truck (by order) for the driver to review load information from within the cab.
2. Upon arriving at the pick-up location, driver sends form 03 "Arrived at Shipper" Urgent from the PeopleNet system to Operations.
3. Once the truck is loaded the driver completes and sends form 04 "Loaded Call" Urgent or Later based on company discretion.
4. Upon arriving at the first stop, driver completes and sends form 05 "Arrival at Stop" Urgent or Later based on company discretion.
5. Prior to departing the first stop, the driver completes and sends form 06 "Departure from Stop-off" Urgent or Later based on company discretion.
6. When arriving at the final consignee, driver sends form 07 "Arrived at Consignee" Urgent or Later based on company discretion.
7. When the truck is empty, driver completes and sends form 08 "Empty Call" Urgent or Later based on company discretion.
8. Anytime during the process outlined above the driver can select form 11 "Request Directions" to get directions to a shipper, consignee or any stop-off. A driver can request payroll information by completing and sending form 12 "Payroll Information".
9. On a daily basis the driver should complete and send form 10 "Driver Status" for Hours of Service.
10. Drivers can communicate via form 15 "Directed Message" to send a free-form message to anybody within their address book.

### NOTES:

- Once a form has been selected, enter fields requiring data then select a transferring method (Urgent or Later). **URGENT** sends instantly to the recipient of the message. Messages sent **LATER** are sent on the next communication to or from the vehicle to the selected recipient.
- Committed on Pre-plan (# 01), Load Acknowledgement (# 02), Arrived at Shipper (# 03), Loaded Call (# 04), Arrived at Stop (# 05), Departure from Stop-off (# 06), Arrived at Consignee (# 07), Empty Call (08), Driver Status (10), Request Directions (11), Payroll Information (12), and Directed Message (15).

### 01 - Committed on Pre-Plan

1. Select form 01 to accept a pre-planned load assignment.

Pre-Plan Committed?  
Yes  
No

### 02 - Load Acknowledgement

1. Select form 02 "Load Acknowledgement" to pick from a multiple-choice option Yes or No. If all load assignments have been received & ETA is acceptable select Yes. Select No if there is a problem and contact dispatch immediately.

Load Acknowledgement?  
Yes  
No

### 03 - Arrived at Shipper

1. Select form 03 "Arrived at Shipper" once you are arriving at the load location. No additional data is required.

Arrived at Shipper

### 04 - Loaded Call

1. Select form 04 "Loaded Call" and enter all the following data once loading has been completed.

B/L # \_\_\_\_\_  
Weight \_\_\_\_\_  
Pieces \_\_\_\_\_  
Seal # \_\_\_\_\_  
ETA Date \_\_\_\_\_  
ETA Time \_\_\_\_\_  
Dropped Trailer # \_\_\_\_\_  
Current or PU Trlr# \_\_\_\_\_

### 05 - Arrived at Stop

1. Select form 05 "Arrived at Stop" when you arrive at an intermediary stop. You must enter a 2-digit stop #.

Arrival at Stop # \_\_\_\_\_

### 06 - Departure from Stop-Off

1. Select form 06 "Departure from Stop-Off" when you are departing from a stop. You must enter a 2-digit stop #.

Departure Stop # \_\_\_\_\_  
 B/L# \_\_\_\_\_  
 Weight \_\_\_\_\_  
 Pieces \_\_\_\_\_  
 Seal# \_\_\_\_\_  
 ETA Date \_\_\_\_\_  
 ETA Time \_\_\_\_\_

### 07 - Arrived at Consignee

1. Select form 07 "Arrived at Consignee" when you arrive at the final consignee. No additional data is required.

Arrived at Consignee

### 08 - Empty Call

1. Select form 08 "Empty Call" when you are unloaded at final consignee. This call must be made within 15 miles of the target city or town in order to integrate into the dispatch check call.

Order # \_\_\_\_\_  
 Dropped Trailer # \_\_\_\_\_  
 Current or PU Trlr# \_\_\_\_\_  
 B/L# \_\_\_\_\_  
 Weight \_\_\_\_\_  
 Pieces \_\_\_\_\_  
 Seals Driver Unload (Y/N)

### 10 - Driver Status

1. Select form 10 "Driver Status" to enter in 15 minute increments hours of service. The **first driver** enters their Month followed by the day in the first field, followed by the hours and minutes in the second field. The **second driver** enters their Month followed by the day in the third field, followed by the hours and minutes in the fourth field.

Driver 1 Date MMDD  
 Driver 1 Time HHMM  
 Driver 2 Date MMDD  
 Driver 2 Time MMDD

### 11 - Request Directions

1. Select form 11 "Request Directions" and pick from the multiple choice options. When you need directions to the shipper enter "S", consignees enter "C" or stops enter the number of the stop "1, 2, 3, 4, 5, 6, 7, 8, 9".

Shpr, Cons, Stop #  
 S  
 C  
 1  
 2  
 3  
 4  
 5  
 6  
 7  
 8  
 9  
 Order # \_\_\_\_\_

### 12 - Payroll Information

1. Select form 12 "Payroll Information" when you want to request data for a certain day by entering Social Security and the check date.

Soc Sec # \_\_\_\_\_  
 Check Date \_\_\_\_\_

### 15 - Directed Message

1. Select form 15 "Directed Message" when you want to send a message to a Unit or User.

Msg to Unit/User \_\_\_\_\_  
 Message \_\_\_\_\_  
 Message \_\_\_\_\_