

Transport Driver Orientation Record (Always Keep This Sheet With You)

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Rev 24

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Gatehouse Operations; Phone: 902-421-1778 Ext 394 | Email: psah-gatehouse@globalpsa.com

For more information go to www.psahalifax.com, click Gate View then Transport Driver Orientation



Print Name:

Sign Name:

Date:

Marshalling Yard

- Ready container/equipment for delivery or receiving: Unhook chassis locks or tie downs. All door handles on full containers must be in lock handle retainers. Ensure that the seal numbers are facing out. Clear off reefer temperature display. Confirmed GPN Truck Appointment(s).
- Proceed to Entry Processing Area only when 'Ready To Go'.

"Ready to Go" Required Information

- Full In: A contract or booking number, the total weight of the cargo or the gross weight. GPN Truck Appointment.
- Empty In: Name of shipping line and contract or booking number (export only). GPN Truck Appointment.
- Full Out: The container number and the last four digits of BL# or Cargo Control number. GPN Truck Appointment.
- Empty Out: A contract or booking number. GPN Truck Appointment.

Entry Processing Instructions

- Lanes 1, 2 and 3 are reserved for HPA badge holders.
- Lane 4 must be used if visitor badge is required and/or when assistance is needed. Fast/Express must visit security for registration.
- All trucks shut down at all posted stops at the gate-in.
- All trucks shut down once on the gate-in scale at lift-gate.
- Press the button on kiosk to initiate "call to gate" and scan your ID badge.
- Engine can start and proceed on terminal once all tickets are received and the lift-gate is up.
- Flashing Lights or Beacon Light is required on until Yard Exit.

Avoid These Hatched Areas

- Problem hatched-out areas marked **AVOID** on map include;
 - Front of the second building on the left coming off the scale.
 - Front of the Hot Room.
 - Front of maintenance Garage.

Approved Stretch/Shrink Areas

- Areas are marked on map with symbol Ⓢ and include these areas only;
 - Marshalling Yard.
 - South side of the West End of F section.
 - East side of W section.
 - Break Water Fence.
 - Trouble Area.

Yard Exit Instructions

- All trucks shut down at all posted stops at the gate-out.
- All trucks shut down once on the gate-out at lift-gate.
- Scan the ticket received at the gate-in and press the button to initiate "call to gate".
- Once a Gate Coordinator has approved your exit, the lift-gate will be opened, and you may leave the terminal.
- If gate arm up do not leave until you are told all is ok.

Gate Hours

7:00am – 4:30pm (entry cut-off)

Snow Scraper

Do I have snow or ice on top?
Stop before scraper, call and ask: 902-421-1778 Extension 394

Automatic (One Operator)

Do not attempt to drive under plow if not returned to top height position.

- Line up the front of container with Scraper support posts.
- Exit tractor and open panel door. Switch should be on 'Auto'.
- Locate and remove control box and lower plow completely until plow stops.
- Return control box to inside the panel box. Close and lock the panel door.
- Return to truck and drive forward slowly until plow comes completely off the container.

Manual (Two Operators)

Do not attempt to drive under plow if not returned to top height position.

- Operator 1 – Open the panel door.
- Operator 1 – Move switch inside panel to 'Manual'.
- Operator 1 - Locate and remove control box and lower plow to desired height.
- Operator 2 - Drive forward slowly until plow comes completely off the container.
- Operator 1 – Using control box return plow to top height position.
- Operator 1 - Move switch inside panel to 'Auto'
- Operator 1 – Return control box to inside the panel box. Close and lock the panel door.