

Driver Pickup Instructions



Lumber Warehouse

PURPOSE:

The following procedure must be followed picking up and delivering lumber from the warehouse. Specific POP (Proof of Pickup) and POD (Proof of Delivery) are required.

Safety vests and closed-toe footwear are required.

CHECK-IN:

1. Go to the Shipping/Receiving Will-Call Office.
2. Provide Order Number(s).
3. Sign Delivery Form/Ticket provided.



VEHICLE POSITION:

1. Park in designated loading area as directed by sign or staff.
 - Park in alternative lot if primary is full (directed by staff).
2. Load product securely (follow official safety guidelines).
3. Take 3 photos of loaded product (right, left and back of vehicle).
4. Confirm PO (Purchase Order) is picked up and documented.
5. Sign and take picture of PU slip at DC.



IN ROUTE-ONERAIL DRIVER APP

1. Follow all appropriate prompts in-app.
2. Advance all event checkpoints.

AT DELIVERY:

1. Customer MUST sign Delivery Ticket before unloading.
Take Proof of Delivery (POD)
2. Take and upload 3 photos of unloaded product (right, left and back of product).
3. Take and upload picture of Delivery Ticket.

