Driver & Parking Guide
At BNSF Intermodal Facilities

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BNSF DRIVER & PARKING QUICK REFERENCE GUIDE

BNSF’s Intermodal network is made up of some of the largest and most modern intermodal facilities in the industry – facilities that are designed to move your shipments across the BNSF system.

This Driver Reference Guide is designed so the driver can enter and depart a BNSF Intermodal Facility. This document contains tips about in-gate and out-gate procedures, and parking information. This information can also be accessed on the BNSF website at http://www.bnsf.com/markets/intermodal/references.html.

As a reminder, shipping instructions must be submitted before attempting to in-gate equipment. Without shipping instructions, delays may be experienced when attempting to in-gate the shipment.
IN-GATE AND OUT-GATE PROCEDURES

GENERAL FACILITY INFORMATION
- While on BNSF property, please be sure headlights are ‘on’ at all times.
- For additional safety, please refrain from using cell phones. If cell phones must be used, please park in a safe area when using the phone.
- Please adhere to all posted facility rules and instructional signs.

IN-GATE DRIVER PROCEDURES
- All tractors entering the facility must be stenciled with the company name, regardless if the tractor is owned or operated by the truckload carrier or an independent drayage company.
- Driver will need to stop at checkpoint stop signs, wait for the inspector to move the cone, and then proceed forward when motioned to do so.
- Know the alpha character of the trailer/container stated on the shipping instructions (if the characters are not stenciled on the side of the trailer/container), for example, NONZ, PVTZ, etc.
- Driver should ensure the dispatcher has submitted shipping instructions for the shipment prior to gate arrival.
- Know the destination facility of the trailer/container, for example, Los Angeles, San Bernardino, etc.
- All bill of lading and paperwork should be placed in the nose-box or inside the trailer/container. Checkpoint personnel will not keep the paperwork, except on hazardous materials shipments.
- In the event the shipment is hazardous, be sure to have a copy of the paperwork for the facility personnel. All other documents should be placed in the nose-box or inside the trailer/container.
- If the actual shipper has not sealed the shipment, checkpoint will apply a BNSF seal.
- An additional carriage-bolt will be applied to the trailer/container at the time of in-gate for added cargo safety while in transit.
- Trailer/container doors of empty shipments will be opened for inspection.
- When checking in, the checkpoint personnel may advise on lot and row number to deliver (drop) the trailer/container. Refer to the J-1 (buck slip) for parking lot and row number.
- A J-1 (buck slip) will be given at the time of check-in, as a receipt of interchange from the carrier to the BNSF.
- For refrigerated trailers/containers, check the refrigerated (reefer) shipment’s fuel tank. The fuel tank must be at least ¾ full.
- For refrigerated trailers/containers, check the temperature setting as stated on the bill of lading. It must be within 5 degrees of the stated temperature.

OUT-GATE DRIVER PROCEDURES
- In order to obtain the shipment, the driver will be required to have the shipment’s pick-up number, as supplied by the dispatcher.
- Driver will need to do a visual inspection of the shipment for any equipment damage.
- All damages must be entered into the system by the checkpoint personnel. PLEASE NOTE: HAND WRITTEN NOTES OF DAMAGE WILL NOT BE ACCEPTED FOR REIMBURSEMENT OF CARRIER REPAIR.
- In the event the trailer/container is not roadworthy due to equipment damage, the driver should ask for an operations manager and request a SRL (Service Request Log) be created on the shipment so repairs can be made.
- If the shipment is roadworthy, general repairs are usually handled by a vendor established by the trailer/container carrier, not the BNSF, once the trailer/container is out-gated.
- Bolt cutters will be provided for drivers to remove the carriage-bolt.
- The driver will also be given a J-1 (buck slip) at the time of out-gate. Ensure equipment damage is typed (not hand written) on the J-1.
- Confirm the seal record printed on the J-1 at time of out-gate matches the actual seal on the trailer/container itself.
BNSF’s Best Practices
Trailer/Container Parking Techniques

Tips to Achieve Damage Free Parking at BNSF Intermodal Facilities

- A significant source of trailer/container damage occurs during parking and pulling trailers/containers.
- BNSF and its trucking partners spend millions of dollars each year repairing trailers/containers damaged in parking incidents.
- The following outlines some of the “Best Practices” parking techniques.

Long Rigs

- Drivers of long rigs have an especially difficult challenge parking damage free.
- Rigs, as long as 75 feet, can maneuver in aisles as narrow as 65 feet for straight parking and 55 feet for angled parking.

Before Parking

- Be alert while driving through the facility -- drive defensively.
- Focus while parking.
  - Put down or turn off cell phones while parking.
  - Turn off AM/FM and CB radios, if they are distractions.
  - Remove headsets.
- Check the tandem wheel location (forward or back) and consider how it will affect your parking.
- Be sure mirrors are clean and properly adjusted.
PARKING BEST PRACTICES

STAY CLOSE

- Stay close to the left-hand side when approaching the desired parking space.

LOOK

- Check the parking space for adequate side clearance and depth.

PULL PAST

- Pull past the desired parking spot about ½ space (more for longer sleeper cabs) and start to swing right.
PARKING BEST PRACTICES

BE AWARE

- Be aware of trailers/containers extending past the limit-line and across the aisle from the parking space (may be in blind spot while backing up).

“TAKE OWNERSHIP” OF THE AISLE

- Use the entire aisle; swing right for a better angle. This prevents others from trying to squeeze through when attempting to park.
PARKING BEST PRACTICES

USE TRAILER/CONTAINER ON LEFT TO GUIDE

- Find a parking space with a trailer/container on the left.
- Use the trailer/container on left as a guide.
- Leave room for the next driver to reach the landing gear handle when done.

WHEN IN DOUBT, START AGAIN

- When in doubt, pull out and start again. Do not try to park in a bad position.
- Find another spot.
- It is better to take one or two extra minutes than to damage trailers/containers.

STOP TRAILER NOSE/CONTAINER END AT THE LIMIT-LINE

- Use the limit-line to gauge where to stop.
- Stop the nose on the limit-line.
- Avoid damage to the bumper and doors.
- Do not use the “touch parking” method on K-rails or other trailers/containers.
- Check position on limit-line when disconnecting the glad-hands. Reposition the trailer/container if necessary.
ADDITIONAL PARKING SUGGESTIONS

• Please do not attempt to "blind side" park (parking with cab jack-knifed to blind side).

• Please do not pull through a parking space.

• Please stay clear of other trucks that are in the process of parking.

• Please do not attempt to hook-up the trailer/container from the side.
  – If the “set out” angle is not adequate:
    • Ask the hostler to reposition the trailer/container.
    • Ask the hostler to move any trailer/container blocking or preventing a proper hook-up.

WHEN PULLING TRAILERS/CONTAINERS FROM PARKING SPACES

• Look and check the position of trailers/containers adjacent to the parking space.

• Pull out straight from a parking space, as far as possible, and then turn.

• Monitor the trailer/container when pulling out of the parking space. Maintain clearance on left side.

• Turn left, unless circumstances prevent.