

Gate Procedures for Hearing Impaired Drivers

TTI is committed to compliance with the Americans with Disabilities Act (ADA), as amended, and related federal, state, and local laws pertaining to individuals with disabilities. Consistent with this commitment, TTI has in place the following gate procedures and related accommodations for hearing impaired drivers. These procedures are subject to review and modification in TTI's sole discretion and will be applied in a manner consistent with the letter and spirit of the ADA and related laws.

Any questions about these procedures and any questions about access to TTI's terminal may be directed to: HearingImpairedDrivers@TotalTerminals.com.

General Arrival & Exit Gate Procedures

Whether they are delivering to or picking up at TTI's terminal, hearing impaired drivers should always bypass the in-gate lanes and proceed **directly** to Lane 16 or Trouble Window "A" and report to the Marine Clerk. Hearing impaired drivers do **not** need to use the pedestals as they will be assisted by the Marine Clerk at the Lane 16 Booth.

Upon arrival at Lane 16, the Marine Clerk will instruct the driver consistent with the following general procedures:

- **Inbound Container or Bobtail/Bare Chassis In (see Section A):** If the driver has an empty inbound container or if the driver is a bobtail/bare chassis in, the Marine Clerk will process driver at the Lane 16 Booth.
- **Inbound Load (see Section B):**
 - If the driver is bringing in a load, the driver should give all required information to the Marine Clerk at the Lane 16 Booth. The driver will then take their load to inbound Lane 1.
 - Once on the scale (Scale 1), the Marine Clerk will process the load in and print the Equipment Interchange Report (EIR) for the driver. The EIR (also called a "ticket") will have printed instructions that will direct the driver to have the container decked or parked on wheels.
 - The EIR/ticket will also have pick-up instructions if the driver is also picking up a container (empty or load).
- **Picking Up (see Section C):** If the driver is there only to pick up a container (empty or load), the Marine Clerk at Lane 16 will instruct the driver to exit outbound using Lane 20 after the driver has the container. If the driver does not get an autoprint EIR/ticket out or if there is a problem with verification, the driver should walk to the Lane 16 Booth and see the Marine Clerk for processing outbound.
- **Exiting:** When exiting the terminal, the driver must use outbound Security Lane 1 (the lane closest to the Administration Building) to show their gate pass.

Note: If at any time a driver needs assistance, the driver should return to the Marine Clerk in either the Lane 16 Booth or at Trouble Window "A" for additional assistance. If they are unable to help, they will contact TTI Management who will obtain appropriate assistance for the driver.

Terminal Operating and Safety Rules

All drivers are expected to adhere to the following Operating and Safety Rules, which are strictly enforced to guarantee the health and safety of those on TTI's premises. Failure to follow these rules will result in fines and/or suspension of driving privileges. Any driver who has any questions about these rules should **immediately** inform TTI by contacting the Marine Clerk at the Lane 16 Booth or at Trouble Window "A."

- All drivers **MUST** remain in their vehicles at all times while in the container yard.

- **ANY DRIVER WALKING THROUGH CONTAINER PILES WILL BE EJECTED FROM THE FACILITY FOR SAFETY VIOLATION.**
- U-TURNS are NOT permitted while on terminal.
- All Truckers MUST wear high visibility safety vests at all times while on TTI premises.
- Cell phone use is prohibited while driving.
- Absolutely no passengers allowed in truck.
- Watch for pedestrians crossing at gate area.
- Follow all written and verbal instructions: Failure to do so will result in fines and penalties.
- The maximum speed in the container yard is 25 M.P.H., and the maximum speed at the gate is 15 M.P.H.
- Observe and obey all traffic patterns and stop signs.
- Do not cut across traffic lanes or container runs.
- Yard horn signals:
 - One horn blast means "Stop"
 - Two horn blasts means "Pull Forward"
 - Three horn blasts means "Back Up"
- **All Yard Equipment has the right of way at all times!**
- Stay clear of all Ship Operations.
- Stay off of the high line.

A. Procedures When Delivering an Empty

- All drivers are responsible for making sure that their chassis pins are unlocked.
- The driver should bypass all in-gate lanes and go to Lane 16, where the Marine Clerk in the Lane 16 Booth will assist the driver.
- When the driver arrives at the Lane 16 Booth, the driver must provide the Marine Clerk with all of the proper information:
 - Valid Driver License
 - Valid Tractor License
 - Trucking Company
- The driver then will be provided with an Equipment Interchange Report (EIR) which will tell the driver where to go to have the empty container decked.
- **While in the Yard**
 - Empty containers must be free of cargo, old placards, and trash.
 - Read the interchange and verify all information is correct:
 - Gate pass
 - Container number
 - Chassis number
 - Trucking company
 - Driver's license number
 - Drivers who fail to park or deck their containers in the assigned location are subject to a fine.
 - If driver encounters any problems or has questions, go to the Marine Clerk at the Lane 16 Booth or at Trouble Window "A."



B. Procedures When Delivering a Load

- All truckers are responsible for making sure that their chassis pins are unlocked.
- The driver should bypass all in-gate lanes and go to Lane 16, where the Marine Clerk in the Lane 16 Booth will assist the driver.
- When the driver arrives at the Lane 16 Booth, the driver will provide the Marine Clerk with all of the proper information:
 - Valid Driver's License
 - Valid Tractor License
 - Booking Number
 - Seal Number
 - Trucking Company
 - Tractor Weight
- **IT IS THE DRIVER'S RESPONSIBILITY TO DELIVER THE CORRECT CONTAINER NUMBER AGAINST THE CORRECT BOOKING: TTI WILL NOT BE HELD RESPONSIBLE FOR A CONTAINER THAT IS MISDELIVERED AGAINST A WRONG BOOKING**
- When the driver arrives at the Lane 16 Booth, the driver will provide the Marine clerk with all the proper information.
- If the driver did not receive a decking spot after their container was weighed, the clerk in the Lane 16 Booth will contact the yard planner and obtain a decking location.
- The Marine Clerk in the Lane 16 Booth will ensure the driver gets a correct Equipment Interchange Report (EIR) indicating where the driver should take their container. This process bypasses secondary pedestals in the yard.
- **While in the Yard**
 - Read the EIR and verify all information is correct:
 - Gate pass
 - Container number
 - Chassis number
 - Seal number
 - Booking number
 - Tractor weight
 - Trucking company
 - Driver's license number
 - Failure to obey delivery instructions, parked or flipped, for delivery of container will result in a fine.
 - Follow all Terminal Operating Rules: Failure to do so will result in fines and suspension of driving privileges on the terminal.
 - If the driver encounters any problems or has questions, they should go to the Marine Clerk in the Lane 16 Booth or Trouble Window "A."

C. Procedures When Picking Up a Load or Empty

- All drivers are responsible for making sure their chassis pins are locked prior to exiting the terminal.
- The driver should bypass all in-gate lanes and go to Lane 16, where the Marine Clerk in the Lane 16 Booth will assist the driver.

- When the driver arrives at the Lane 16 Booth, the driver must provide the Marine Clerk with all of the proper information:
 - Valid Driver's License
 - Valid Tractor License
 - Trucking Company
 - Valid Pin Number (required when picking up a load only)
 - Booking and Release Numbers (required when picking up an empty only)
- The Clerk will provide the driver with an Equipment Interchange Report (EIR), which tells the driver where to pick up the load / empty container.
- **While in the Yard to Pick Up a Load:**
 - Read the EIR and verify all information is correct:
 - Gate pass
 - Container number
 - Trucking company
 - Driver's license number
- **While in the Yard to Pick Up an Empty:**
 - Drivers are **not** permitted to open container doors on terminal. To inspect the empty for damage, please proceed to the Lane 16 Booth and inform the Marine Clerk.
 - If the chassis is damaged, go to Roadability for assistance.

At the Outgate and before taking out the load:

- Read the EIR and verify all information is correct:
 - Gate pass
 - Container number
 - Chassis number
 - Trucking company
 - Driver's license number
- If the driver encounters any problems or has questions, they should go to the Marine Clerk in the Lane 16 Booth or Trouble Window "A."