

## QUALCOMM MESSAGING SEQUENCES

<u>Straight Load</u>	<u>Drop Leg Load</u>	<u>P/U Leg Load</u>	<u>Multi-Stop</u>	<u>Multi-P/U</u>
# 15	# 15	# 15	# 15	# 15
# 3	# 3	# 3	# 3	# 3
# 4	# 4	# 4	# 4	# 4
# 5 & # 17	# 5 & # 17	# 37 [Replaces #5]	# 5	# 5
# 6	# 6	# 6	# 10 [Xtra Stop]	# 8 [1 <sup>st</sup> Xtra P/U]
# 7	# 36	# 7	# 11 [Xtra Depart]	# 9 [1 <sup>st</sup> Xtra Depart]
			# 6	# 6
			# 7	# 7

[Use Msg # 40 & # 41 to obtain Pick Up and Delivery Directions for each load]

Leg [or Relay] Load: When you P/U a Relay Load send Msg # 37 and then send Msg # 17 to give Dispatch an ETA.

### DROP LOT CODES TO USE WITH Msg # 52 & Msg # 53

PA - EMMAUS, PA	RD - TSX, HARVEY, IL	IS - IP, SHELBYVILLE, IL
MO - RBT, MORTON, IL	GD - GARLAND, TX LOT	UB - ULINE, BRASELTON, GA
P6 - ULINE, ALLENTOWN, PA	P7 - ULINE, ALLENTOWN, PA	UC - ULINE, COPPELL, TX
LA - SHREVEPORT, LA [W&B]	U1 - ULINE, PL. PRAIRIE - WI	UP - ULINE, PL. PRAIRIE - W3
TG - TSX, TUCKER, GA DROP LOT	SS - SHELBYVILLE, IL KCM SHOP	IN - TSX, INDIANAPOLIS, IN

### QUALCOMM "CANNED" MESSAGES

00 - FREE FORM MSG TO DISPATCH	30 - I CAN WORK THIS WEEKEND
01 - FREE FORM FOR PAYROLL INQUIRY	31 - DRIVER TICKETS - TO SAFETY
02 - 40% REVENUE ADVANCE ON TRIP	32 - OVERAGE/SHORTAGE/DAMAGE REPORT
03 - DEPARTING FOR SHIPPER	33 - ACCIDENT/INCIDENT REPORT [Take Pictures & Call In]
04 - ARRIVED @ SHIPPER [Or Drop Lot]	34 - DAMAGED TRAILER REPORT
05 - LOADED, DEPARTING SHIPPER	36 - DROPPED LEG LOAD
06 - ARRIVED @ DESTINATION	37 - PICKED UP LEG LOAD
07 - EMPTY @ DESTINATION	38 - REQUEST FOR WEEKLY MANIFEST MILES
08 - ARRIVED @ P/U # ____	39 - BREAK RESET
09 - DEPARTING P/U # ____	40 - DIRECTIONS TO SHIPPER OR PICK UP LOCATION
10 - ARRIVED @ STOP OFF # ____	41 - DIRECTIONS TO RECEIVER OR DROP LOCATION
11 - DEPARTING STOP OFF # ____	42 - P/U & STOP OFF DIRECTIONS
12 - PRE-APPROVED SPECIAL PAY	44 - <b>ON DUTY START TIME &amp; AVAILABLE HOURS</b>
13 - DETENTION NOTIFICATION	45 - SUGGESTION BOX
14 - MY CORRECT ODOMETER READING	46 - TRIPLE PLAY PROGRAM
15 - <b>CONFIRM DISPATCH [LOAD]</b>	50 - CHANGE CELL PHONE #
17 - <b>ETA or CHECK CALL</b>	52 - FIND EMPTY TRAILERS AT LOCATION/LOT
18 - OPEN FUEL CARD FOR OFF NETWORK	53 - DIRECTIONS TO DROP LOT
20 - LOT CHECK REPORT	54 - BOOST YOUR MILES
21 - LUMPER COMCHEK NEEDED	55 - NEW DRIVER REFERRAL INFORMATION
22 - CONFIRM LEGGING TRIP	56 - BOBTAIL
23 - REQUEST FOR TIME OFF	57 - BROKER CALL CONFIRMATION
24 - BREAKDOWN (Follow w/Call to Dispatch)	60 - CRITICAL MESSAGE
25 - RUNNING LATE	

### **APPOINTMENT TIME KEY [ALL DELIVERY & PICK UP TIMES ARE IN CENTRAL TIME ZONE]**

**IF YOUR DELIVERY TIME ENDS IN A "0" IT IS AN APPOINTMENT**

**IF YOUR DELIVERY or P/U TIME ENDS IN A "1" IT MEANS "...AFTER..." {NO EARLIER THAN}**

**IF YOUR DELIVERY or P/U TIME ENDS IN A "9" IT MEANS "...BEFORE or NO LATER THAN..."**

0700 - APPOINTMENT AT 0700 [7:00 AM]

1700 - APPOINTMENT AT 1700 [5:00 PM]

1401 - AFTER 2:00 PM [Usually Pre-Loaded]

1901 - AFTER 7:00 PM

1201 - AFTER 12:00 noon

1459 - BEFORE OR NO LATER THAN 3:00 PM

1959 - BEFORE OR NO LATER THAN 8:00 PM

2159 - BEFORE OR NO LATER THAN 10:00 PM

**The following 2 codes are exceptions to the rule:**

**2359 - OPEN SHIPPING/RECEIVING 24/7, FCFS**

**2222 - NO APPOINTMENT TIME HAS BEEN SET,**

**APPT. TIME WILL BE SENT LATER**

**SAFETY DEPARTMENT** - **1-800-926-5526, Opt # 5**

**IT IS MANDATORY TO CALL SAFETY IMMEDIATELY WHEN YOU HAVE AN ACCIDENT, RECEIVE A DOT INSPECTION, OR ANY CITATION, FINE, OR WARNING. ALL CITATIONS, INSPECTION FORMS, OR PAPERWORK RECEIVED MUST BE FAXED TO 1-309-285-8187 AT THE 1<sup>ST</sup> OPPORTUNITY ON SAME DAY.**

**CALL DIRECTLY TO THE SAFETY DEPARTMENT FOR ANY QUESTIONS ON SAFETY RELATED ISSUES, i.e. ACCIDENTS, INCIDENTS, HOS RELATED QUESTIONS, INSPECTIONS, CITATIONS, FINES, WARNINGS, ETC.**

**FOR LOGGING ISSUES PLEASE CALL: 1-800-926-5526, Opt # 5 [during regular business hours.]**

**AFTER HOURS: ACCIDENTS & INCIDENTS CALL NIGHT OR WEEKEND DISPATCH @ 1-800-926-5526, Opt #7. On duty Staff will record your accident/incident information and contact On-Call Safety Personnel as appropriate.**

**BREAKDOWN & MAINTENANCE** - 800-926-5526 Opt # 4 Days; Ext 217 & 249 Evenings

**HOURS: Monday through Friday: 0630 TO 2230 Saturday: 0800 TO 1700 Sunday: 0800 TO 1700 (Repairs can only be made with the authorization of the Maintenance Department)**

**AT ALL OTHER TIMES CONTACT NIGHT OR WEEKEND DISPATCH FOR ASSISTANCE WITH BREAKDOWN ISSUES.**

**NIGHT & WEEKEND DISPATCH: 1-800-926-5526, OPT # 7**

**PAYROLL** - **1-800-926-5526 OPT # 6**

**SPECIAL PAY ISSUES: CALL YOUR DRIVER MANAGER WITH ALL SPECIAL PAY ISSUES. LAYOVER, DETENTION, LOCAL WORK, HOURLY PAY.**

[For all Detention Time be sure you send Msg # 13 when you have been on-site 90 minutes. If on a broker load call the broker at 90 minutes, and send Msg # 57, Broker Confirmed.] Once your detention time is completed please send Q/C Msg # 12 to request payment for this time. **This is required if you wish to be paid..!**

**\*\*\*\*WRITE YOUR TIME IN AND TIME OUT ON YOUR BOL'S\*\*\*\***

**\*MAKE IT A HABIT TO WRITE YOUR NAME, TRUCK NUMBER AND TRIP NUMBER ON EACH BOL AND THEN CIRCLE THIS INFORMATION. THIS IS REQUIRED INFORMATION.**

[Detention will not be paid unless you follow the steps outlined above.

**IF YOU STILL HAVE UNRESOLVED ISSUES PLEASE CALL SPECIAL PAY @ 1-800-926-5526 EXT 240**

**DO NOT BOBTAIL AT ANY TIME W/O PERMISSION FROM DISPATCH AND A QUALCOMM CONFIRMATION MESSAGE.**

**Risinger Transfer releases its' Drivers from responsibility for their TRACTOR, TRAILER & FREIGHT while loading, unloading or on meal breaks – these times may be logged Off Duty, Line #1.**

**ON TUESDAYS AT 11:00 A.M. WE HAVE A CONFERENCE CALL FOR ALL DRIVERS. DURING THESE CALLS WE WILL ANNOUNCE NEW INCENTIVE PLANS, SAFETY MEASURES, CHANGES IN POLICY AND PROCEDURE, DRIVER NEWS, MAINTENANCE “FAST LANES,” NEW CUSTOMERS AND OTHER ITEMS THAT ARE OF BENEFIT TO OUR DRIVERS AND THEIR SUCCESS. YOU WILL BE SENT A QUALCOMM MESSAGE WITH INSTRUCTIONS ON HOW TO CALL IN AND LOG ON TO THIS CALL. IF YOU MISS THIS CALL PLEASE CALL IN AND LISTEN TO THE RECORDED CONFERENCE CALL LATER. INSTRUCTIONS ARE INCLUDED IN YOUR QUALCOMM MESSAGE & in Permit Books.**