

# Rules for Truck Drivers

## Alcoa East / West - Massena, NY

*Violators will be reported to their Companies!!*

- The following must be worn whenever you are outside your cab.
  - Fluorescent/Reflective Vest
  - Safety Glasses with Side Shields
  - Hard Hat
  - Long pants
  - Long Sleeve shirt
  - Closed Toed Shoes
- DRIVERS ARE NOT ALLOWED TO CLIMB ON TOP OF TRAILERS/TANKERS, ETC. unless working inside a loading dock or Tarping Station. This includes any trailer access for the removal and replacement of side-kits.  
**VIOLATORS WILL BE BANNED FROM ALCOA PROPERTY.**
- No smoking is allowed inside any building or within 25 feet of the Bldg.
- Sunglasses or tinted glasses are **not** allowed inside the buildings.
- Disposable and recyclable aluminum, tin and glass beverage containers are **prohibited** within the fence of Massena Operations. If you have any of these containers in your vehicle, they are to be disposed of, or left at the gate, prior to entering the plant.
- Drivers are to remain in the designated location at each loading/unloading area. Designated pedestrian walkways will be used to access offices or bathrooms. **DO NOT WANDER!**
- When the truck or trailer, is being loaded/unloaded, the driver must remain 15 feet from the vehicle or in an area that will be designated by the loader.
- Drivers are responsible for blocking, securing & tarping their loads, maintaining legal weight limit and proper load distribution.
- Trucks are NOT to be left running when the Driver is not in the seat.
- Overhead Doors: Please follow instructions posted at each loading unloading dock.

	<u>WEST</u>	<u>EAST</u>
11. Phone Numbers:	Emergency: 315-764-4500	Emergency: 315-764- 6211
	Guard House: 315-764-4128	Guard House: 315-764- 6190

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I have read and understand the above rules:

Truck Driver Signature: \_\_\_\_\_

Company (print): \_\_\_\_\_ Trip Number: \_\_\_\_\_ Date: \_\_\_\_\_