



**ROCKDALE OPERATIONS**  
**Single Point Lesson**  
**TRUCK DRIVER RULES**



Posted: 6/05/08

Revision 2

**THE FOLLOWING PROCEDURE FOR TRUCKERS  
ENTERING ALCOA PROPERTY WITH THE INTENT OF  
LOADING/UNLOADING MUST BE ADHERED TO:**

1. TRUCKS PICKING UP OR DELIVERING LOADS WILL BE LOADED/UNLOADED ON A FIRST COME, FIRST SERVE BASIS.
2. FOR YOUR SAFETY AN ELEVATED PLATFORM IS PROVIDED FOR YOUR USE WHEN ANY TASK REQUIRES YOU TO BE FOUR FEET OR MORE OFF THE GROUND. PRIOR TO ENTERING THE PLANT TO PICK UP OR DROP A LOAD YOU MUST USE THIS STATION TO UNTARP, BREAKDOWN/RAISE ANY SIDE RAILS, REMOVE TARP BOWS, MOVE ANY DUNAGE, RELOCATE CHAINS/STRAPS AND/OR TARPS. ALSO YOU MUST USE THIS AREA FOR TARPING OR SECURING LOADS PRIOR TO DEPARTURE FROM THE PLANT PROPERTY.
3. CHECK IN WITH SCALE ATTENDANT (M-F 8 A.M. TO 4 P.M.) IN THE THE BUILDING AJACENT TO THE TRUCK SCALE AND SIGN IN.
4. AFTER HOURS DELIVERIES/PICKUPS CHECK IN WITH THE SECURTY GUARDS LOCATED WEST OF THE TRUCK SCALE.
5. **SHUT YOUR ENGINE OFF WHEN EXITING THE TRUCK.**
6. YOU WILL BE INSTRUCTED BY THE SCALE ATTENDANT/SECURITY WHERE TO GO TO PICK UP OR UNLOAD YOUR LOAD.
7. SECURITY WILL CALL YOU ON CHANNEL 19 WHEN IT IS YOUR TURN TO ENTER THE PLANT.
8. BEFORE TRAVELING INTO THE PLANT, YOUR HEADLIGHTS MUST BE TURNED ON.
9. ONCE INSIDE THE PLANT YOU ARE NOT PERMITTED TO LEAVE THE CAB OF YOUR TRUCK UNLESS REQUESTED BY THE LOADING/UNLOADING PERSONNEL.
10. YOU WILL BE GIVEN YOUR SHIPPING DOCUMENTS OR PROOF OF DELIVERY DOCUMENTS BY THE PERSON LOADING/UNLOADING YOU.