

Trip Planning

This resource guide is intended to educate and inform Professional Drivers on various safety-related topics. If you have any questions, please contact the Safety Department.

Planning Your Trip

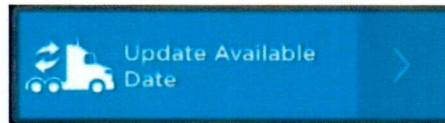
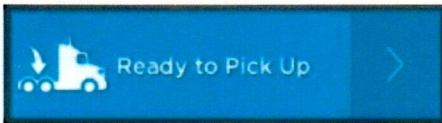
- Good trip planning:
 - Increases safety
 - Improves fuel economy
 - Eliminates fines
 - Improves on-time delivery and customer satisfaction
 - Increases your production potential
- Routing tools like CoPilot are helpful but you are responsible for taking other things into account:
 - Your hours of service
 - Locations to take breaks
 - Weather conditions
 - What time you have to arrive
- Since you are ultimately responsible for selecting a safe route, you will need to verify your suggested routing when planning every trip, every time.
- The following tools can help you plan your trip:
 - Your trip information
 - CoPilot
 - Permit Book
 - Weather
 - Motor Carrier Road Atlas
 - Werner Fuel Stop Guide

Availability

- What is it?
 - Your availability is when you will be ready for your next load assignment.
 - Your load assignments are based on your availability.
- Why is it important?
 - It is important that you communicate accurate availability to your Fleet Manager so they can get you a load assignment that fits your availability.
 - Inaccurate availability can hinder our ability to serve our customer and cause late loads.
 - Accurate availability times help improve your production through strategic load assignments.

Communicating Availability

- You can update your availability using the Form Messages application on your EDGE Connect tablet.



- You will also communicate your availability as you process jobs through the Workflow application.

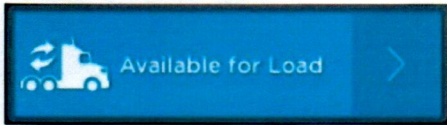
I am ready to pick up next load: Yes No
*required

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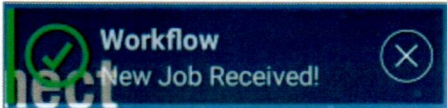
Trip Planning

Ready for a Load

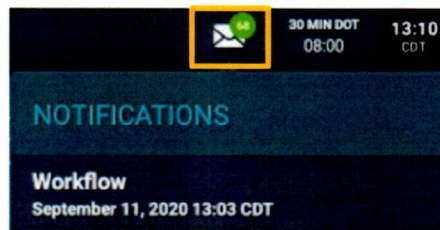
- When you are ready for a load, send an Available for Load message.



- Once you are assigned a job, you will receive a Workflow notification in the upper right corner of your tablet. This message appears no matter what screen you are on. This message will disappear after 3 seconds.

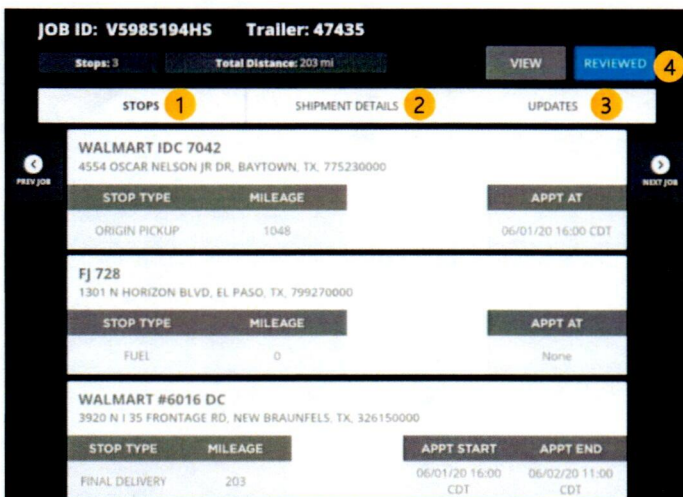


- You can access missed notifications by tapping the envelope icon at the top of your tablet.



Trip Information

- It is important to read all the trip information you receive. Each trip is unique and the information you get will vary.
- To access your jobs, tap the Workflow application. Your jobs will appear in the NEW tab.
- Below is an example of a job you may receive:



1	Stops: A list of stops you will complete as part of the trip
2	Shipment Details: Load remarks or notes
3	Updates: Updates made to your trip
4	Reviewed: Tap this once you have reviewed your stops, tap Activate and then View

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Trip Planning

Splits



TRUCK A picks up at the shipper

TRUCK A drops/splits at drop yard
TRUCK B picks up trailer

TRUCK B delivers trailer to
TRUCK A's consignee

- There are times when you will have to split your load. A split is when you conclude your trip by taking your loaded trailer to a location other than the customer, unhooking from it and leaving it for another driver to complete.
- Exceptions: There are some exceptions where you will remain hooked to the loaded trailer until the next driver arrives. Some examples:
 - Unsecured location: You are asked to split at an unsecured location like a truck stop
 - Freezable load: You are hauling freezable products and are splitting at a cold location
 - Hazmat load: Contact the Hotline if you have questions or concerns about your hazmat load
 - Special instructions: Your Fleet Manager has instructed you to remain with the trailer

Swaps



TRUCK A picks up at the shipper

TRUCK A and TRUCK B switch
trailers at a swap location

TRUCK A delivers to
TRUCK B's consignee

- There are times when you will swap your load or your trailer with another driver. A swap is when you give your load (or sometimes an empty trailer) to another driver and they give you their load in exchange.
- Repowers: Sometimes you will be asked to swap a load with a broken down tractor. This is known internally as "repowering a load." Pending your swap instruction, you will take an empty trailer or bobtail to the location and pick up the trailer that is attached to a broken down tractor.
- Staying hooked: When swapping loads, you will stay hooked to your trailer until you are ready to switch or swap.

Suggested Routing and Directions

- You will receive suggested routing and directions when a job is sent to you. You will receive CoPilot directions that are attached to each stop on your job. Directions appear as a blue Navigate button. You can also get directions by requesting them from your Fleet Manager and you should have a map with you at all times.
- Before starting your trip, verify that the suggested route is a safe one. If you have questions or concerns about the safety of the route, talk to your Fleet Manager.
- You should not rely on a personal GPS unit to route your trips for you. ALWAYS verify any routing you receive.
 - You are responsible for safely routing yourself to your location.
- For more information on how to use CoPilot, please go to the Drive Werner App or Driver Portal and click on References to access EDGE Connect Resources.

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TRIP DATA

TRP# _____ TRL# _____

_____ TOTAL LOCATIONS

ORIGIN / 1ST LOC: _____

ADDRESS _____

CITY/STATE: _____

PHONE #: (____) _____ - _____ x _____

FCFS _____ - _____ PRLD / LVLD
DATE TIME DATE TIME

TIME ZONE: PST _____ MST _____ CST _____ EST _____

APPT: _____

DH MLS _____ LD MLS _____ FB# _____

SHP # _____ SHP #2 _____

DRIVER LOAD Y / N DRIVER COUNT Y / N

PALLET EXCHG Y / N # PALLETS FOR PU

DUE FOR SERVICE Y / N DYS RMN

FINAL / LOCATION MILES FROM LAST _____

CONSIGNEE: _____

ADDRESS: _____

CITY / STATE _____

PHONE # (____) _____

APPT DATE ____ / ____ / ____ TIME: _____: _____

TIME ZONE: PST _____ MST _____ CST _____ EST _____

DROP # / APPT # _____

UNLOAD Y / N DROP TRL Y / N

PO # _____ PCS _____ WT _____

PO # _____ PCS _____ WT _____

MT TRL # _____ LIC # _____

LD TRL # _____ LIC # _____

SEAL # _____ # _____ # _____

TOTAL PCS. / CASES _____ PLTS _____ WT _____

- NOTE: DO NOT BREAK SEAL WITHOUT AUTHORIZATION
- CUSTOMER TO SIGN BILLS - SEAL INTACT

WERNER ENTERPRISES



Trip #

--	--	--	--	--	--

Tractor #

--	--	--	--	--	--

Trailer #

--	--	--	--	--	--

Load Date

____/____/____

Example:

V A 1 2 3 4 5 6 A L

Driver Name				Fleet Manager							
Type of Trip ("X" all boxes that apply):				Solo Trip <input type="checkbox"/>		Split Trip <input type="checkbox"/>		Team Trip <input type="checkbox"/>		Trainer Trip <input type="checkbox"/>	
Shipper Name				City			State				
Receiver Name				City			State				
TRIP EXPENSE/PAY RECORD						EXTRA PICKUPS AND DROPS					
Tolls	\$	Tarp	\$	City, State		City, State		City, State			
Scale	\$	Other	\$	1. _____	4. _____		7. _____				
Permit	\$	Driver Load*	\$	2. _____	5. _____		8. _____				
Maintenance*	\$	Driver Unload*	\$	3. _____	6. _____		9. _____				
Parts*	\$	Lumper Load*	\$	DEADHEAD INFORMATION (Start with last empty city & state and end with trip or split-origin city & state)							
Emergency Fuel	\$	Lumper Unload*	\$								
Fee	\$		\$	1. _____		3. _____					
Shag	\$		\$	2. _____		4. _____					
Layover	\$		\$	SPLIT TRIP INFORMATION (If a split trip, complete the following information)							
IF YOU HAVE CASH FUEL, CHECK THIS BOX <input type="checkbox"/> *Must be authorized through Qualcomm Macro 41			Total \$								
				Split Destination City _____		State _____					

USE FOR ONE TRIP ONLY!

Road Breakdown 1-800-228-0013 Hotline 1-800-331-0361 Permits 1-800-362-3076 Payroll 1-800-227-6849 Risk/claims 1-800-362-3058