

## Detention Documentation



# BUCHANAN

*Hauling & Rigging Inc.*

Phone (260) 471-1877 \* Fax (260) 918-4443 \* Email: rates@buchananhauling.com

Buchanan Load # 1

PLANT NAME \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

SCHEDULED ARRIVAL TIME \_\_\_\_\_ DATE \_\_\_\_\_

IN TIME \_\_\_\_\_ OUT TIME \_\_\_\_\_ TOTAL HOURS \_\_\_\_\_

AUTHORIZED EMPLOYEE NAME \_\_\_\_\_

(Print Clearly)

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ BADGE # \_\_\_\_\_

(Authorizing Employee)

DATE SIGNED \_\_\_\_\_ TIME SIGNED \_\_\_\_\_

DRIVER NAME \_\_\_\_\_ TRUCK # \_\_\_\_\_ TRAILER # \_\_\_\_\_

DRIVER SIGNATURE \_\_\_\_\_

\*\*\*\*\* **Drivers must follow all procedures below.** \*\*\*\*\*

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- ALL ITEMS ON THIS FORM MUST BE COMPLETED.
- DISPATCH MUST OBTAIN WRITTEN RATE CONFIRMATION. ATTACH A COPY TO THIS FORM.
- IN TIME, OUT TIME, DATE AND AUTHORIZED SIGNATURE MUST BE ON THE BOL.
- CALL DISPATCH AT ARRIVAL, AFTER SITTING FOR 2 HOURS, EVERY 2 HOURS AFTER THAT AND AGAIN AT DEPARTURE.
- PROVIDE DISPATCH WITH THE NAME, TITLE AND, IF POSSIBLE, BADGE NUMBER OF AUTHORIZING EMPLOYEE.
- DOCUMENT TIMES PRECISELY.
- THIS FORM MUST BE SIGNED BY AN AUTHORIZED EMPLOYEE.
- FAX THIS FORM INTO THE RATES LINE (260) 918-4443.
- SEND THIS ORIGINAL IN WITH YOUR PAPERWORK VIA TRIP-PAK.
- KEEP A COPY FOR YOUR RECORDS.