

HWRT – N. Little Rock

Shell Terminal ID: **Y731**

Shell Loading

Effective 01/26/2016

Rack Customer Pick Up



Loading Procedures and Rules

When Entering Terminal

1. Stop at Yellow Line, get out and do an inspection of your Tractor and Trailer
2. Turn off all lights, radios, CB's, cell phones and engine
3. Connect Scully plug to trailer
4. Connect vapor hose; make sure both ears on coupler are closed tight on trailer fitting
5. Connect correct riser to trailer
6. Insert Driver Card
7. Enter Pin Number
8. Enter Trailer Number
9. Select Supplier – If Applicable
10. Select Customer – If Applicable
11. Select Account – If Applicable
12. Select Destination – If Applicable
13. Confirm Information
14. Select Loading Arm
15. Select Product
16. Enter Product
17. Enter Preset
18. Press Enter to start Product
19. At no time is the driver to leave meter while product is loading
20. After loading, remove riser from trailer
21. Disconnect vapor recovery hose from trailer
22. Disconnect Scully plug from trailer
23. Remove loading Card from card reader
24. Pull truck out of loading rack
25. Complete required information on Bill of Lading
26. Leave top copy of completed paperwork downstairs in basket
27. Driver takes the last three – (3) copies of Bill of Lading
28. Carriers are responsible for any spills or damage to terminal equipment

Rules: NO SMOKING

1. Always stay by you truck while loading
2. Once in line, do not Back Up – to move from one lane to another
3. There is not to be any type of Cell Phone usage while loading i.e. Blue tooth ear piece
4. All phone usage is to be done inside the Office Building
5. Once loading to not open any doors to you tractor
6. There is to be no eating, drinkard, outside of drivers room (SUN FLOWER SEEDS)
7. Throw you trash in Trash dumpster
8. Always pull out of the rack when finished loading

Load Linits:

Gas Loads cannot exceed Legal Poundage per IDOT
Split cannot exceed Legal Poundage per IDOT
Fuel Oil cannot exceed Legal Poundage per IDOT

Failure to follow these rules will result in disciplinary action. Up to loading privileges revoked.

NOTE: FOR ANY AUTHORIZATION PROBLEMS CALL THE LOADING
SUPPORT SERVICE HELPDESK AT 800-345-6666.

**Please use a safe phone/location as Specified in your Driver
Training Instructions.**