

## APPENDIX: Driver Pick-up Procedures

### Steel Dynamics, Inc Engineered Bar Products Division – Pittsboro, IN

#### SAFETY IS OUR 1<sup>st</sup> PRIORITY

- Drivers must adhere to all posted signage, including but not limited to: 10 mph in-plant speed limit, complete stops at all railroad crossings, and entering buildings.
- All passengers under the age of 18 must remain in truck cabs at all times.
- Drivers (and any passengers who are allowed to exit the vehicle cab) must be wearing required clothing and safety gear: Hard hat, glasses, closed toe shoes (no sandals or flip-flops), long pants and shirts with minimum 3" sleeves.
- Always stay in full visibility of the overhead crane and forklift cabs and do not make any sudden moves that operators may not be expecting. Do not duck under crane cab or under trailer because the crane operator cannot see you! Never wander beyond the truck driveways and into shipping storage areas.
- Once parked for loading, do not move truck / trailer until directed to do so by the SDI loader.

#### STEEL LOADING LOGISTICS

- Loading hours are typically seven days per week and 24 hours per day unless notified in advance by SDI dispatchers. **Appointment times ARE NOT required, but the driver must have a valid, scheduled pick-up number.**
- All trucks must have an operating CB radio. On approach to Shipping Scale, tune CB radio to channel 10:
  - Provide the scale attendant the pick-up number, trucking company name, vehicle number and driver's first name. The scale attendant will direct driver to proper staging area. Instructions for first-time SDI visitors are available from the scale attendant.
  - The trailer must be made 100% ready for loading. This includes breaking down side-kits, clearing clutter from trailer deck and laying proper wood on deck. The driver is responsible to provide a minimum of 4 pieces of 4" x 4" x 8'-0" long hardwood dunnage lying horizontal across the width of the trailer. If the driver does not have this minimum amount, SDI has hardwood 4x4's available for purchase at \$5 each. If cash is not available from the driver, the carrier's freight bill to SDI will be debited the appropriate amount.
  - When loading time arrives, driver will be notified via CB radio (or in person) to proceed to loading door or area.
- Driver and SDI loader will review pick-list packaging requirements BEFORE loading begins. Driver is responsible for proper blocking and tarping of load. If vertical blocking is required, it must be placed on top of the horizontal dunnage, and not directly on the trailer deck.
- Upon completion of the loading process, driver must be prepared to immediately leave the loading area before tarping and tying down the load. This allows other trucks to be loaded in a timely manner:
  - Driver will take completed pick list to scale attendant for final weigh-out and paperwork (Bill of Lading, Scale Ticket and Material Certifications.)
  - **Driver "down-time" is NOT available on SDI property.** A public truck stop (1/4 mile east of the plant) is available for parking, showers, food, and fuel to accommodate any down-time before or after loading.
- All inbound and outbound truck traffic north of SDI must use I-74 (East or West) approaching or exiting the mill. County Road 275E, north of I-74 may not be used. Steel Dynamics is supporting all local law enforcement with this effort.