



# Truck Transportation

Program 5791



## Loading and unloading

860-363

Student's name: \_\_\_\_\_

Competency 7



# Competency 7

## Knowledge Required for Loading

### Lesson Objectives:

- Knowing the competency
- Arrange the goods in the vehicle based on the information provided, while taking into account the regulations and maximizing the efficiency of the deliveries

## Understanding competency 7

**Total duration: 45 hours**

**Evaluation time: 2 hours**

Upon completion of this competency, you should be able to perform the maneuvers necessary to load and unload a truck in accordance with health, safety and regulatory requirements.

### Competency statement

Proceed with the loading and unloading of a truck.

### Competency elements targeted

1. Prepare the work.
2. Position the vehicle.
3. Perform the loading and unloading maneuvers.
4. Perform the weighing and adjustments.
5. Securing and untying the goods.
6. Communicate the information.

Competency 7 is split into **2** distinct **modes** of instruction:

1. **The theory** is the part where you make the connections between the various parts of the regulation and its application.
2. **Practice** is the application of what has been learned in simulated and/or real loading and unloading situations.

In the common language of road transport, some terms and abbreviations are commonly used. Here is a list of the most common ones.

### ABBREVIATIONS AND EXPRESSIONS

Abbreviations	English expressions	French expressions
AS A FULL LOAD	Considered a full load for special deliveries	Expédition considérée comme une charge entière même si elle ne remplit pas la semi-remorque
BDL	Bundle	Paquet, ballot
B/L (BOL)	Bill of lading	Connaissance
B/T	Bobtail	Solo, haut le pied (tracteur seulement)
COD	Cash on delivery	PSL (payable sur livraison)
COLL	Collect	Frais à percevoir (transport et/ou marchandise)
DELY	Delivery	Livraison
LOAD AND GO	Directly from a shipper to a consignee without going through a terminal	Chargé chez l'expéditeur et livré directement chez le consignataire sans passer par un intermédiaire
LTL	Less than truckload	Lots brisés, charge partielle
MIN	Minimum	Minimum
N/C	No charge	Sans frais de transport et/ou de marchandise
PACKING SLIP	Document detailing the content of a package or bundle	Document qui décrit le contenu de l'expédition
PCS	Pieces (number of)	Pièces (nombre de)
PKG	Package	Colis
PPD	Prepaid	Payé à l'avance
PRO No.	Freight bill number	Billet de livraison
P/U	Pick-up	Ramassage, cueillette
RO	Routing order	Acheminement, route désirée
RUSH, ASAP	Urgent, as soon as possible	Urgent
SLC	Shipper load & count	Chargé et compté par l'expéditeur
TL	Truckload	Charge complète
W/B	Waybill	Feuille de route

On the following bill of lading, can you find the five most relevant pieces of information for the driver regarding loading/unloading?

Write them on the next page and tell why they are important.



**Bureau Chef**  
17000 rue Aubin  
Mirabel, Québec  
J7J 1B1  
450-435-0167

www.cftr.ca  
**CONNAISSEMENT**  
Non negociable

**1-877-435-0167** Service à la clientèle

<b>BILL OF LADING NO. / N° DE CONN.</b> <b>P1440134</b>		PLEASE PLACE TOP OF BAR CODE STICKER STRAIGHT ON DOTTED LINE S.V.P. PLACER LA PARTIE SUPÉRIEURE DU CODE À BARRE AUTOCOLLANT EN LIGNE DROITE SUR LE POINTILLÉ						
<b>D/J</b> 28	<b>M</b> 09	<b>Y/A</b> 2020						
<b>SHIPPER / EXPÉDITEUR</b> CUSTOMER CODE / CODE DU CLIENT NAME / NOM Tuiles Olympia ADDRESS / ADRESSE 555 Rue Locke CITY / VILLE Saint-Laurent, QC H4T 1X7		<b>Declared Valuation \$</b> <b>Valeur déclarée</b> _____ <b>Per:</b> _____ Maximum liability of \$2.00 per pound ON THE ACTUAL WEIGHT OF THE SHIPMENT unless declared valuation states otherwise. A surcharge is applicable when the declared value is in excess of \$2.00 per pound. Responsabilité maximum de \$2.00/livre SUR LE POIDS RÉEL DE L'EXPÉDITION à moins d'indication contraire. Un supplément s'applique quand la valeur déclarée dépasse deux dollars la livre.						
<b>CONSIGNEE / CONSIGNATAIRE</b> CUSTOMER CODE / CODE DU CLIENT NAME / NOM Floor Fashion World Ltd (705-482-1679) ADDRESS / ADRESSE 2-34 Marshall Ave E CITY / VILLE North Bay ON P1A 1R1		<b>FREIGHT CHARGES / FRAIS DE TRANSPORT</b> <b>PREPAID / PORT PAYÉ</b> Bill Shipper / Facturer l'Expéditeur <b>COLLECT / À PERCEVOIR</b> Bill Consignee / Facturer le Destinataire  <b>X</b> Freight charges will be collect unless marked prepaid. Les frais seront à percevoir à moins d'avis contraire <b>- OR - OU:</b>						
<b>ROUTING / CARRIER</b> ROUTE / TRANSPORTEUR			<b>TRANSFER POINT / POINT DE TRANSBORDEMENT</b>					
<b>Pieces and Type of Packaging</b> Nombre de pièces et le Type d'emballage	<b>DG MD (X)</b>	<b>UN Number</b> Numéro UN	<b>Shipping Name And Description</b> Nom d'expédition et la description	<b>Class</b> Classe	<b>Packing Group</b> Groupe d'emballage	<b>Other</b> Autre	<b>Weight</b> Poids	<b>BILL THIRD PARTY FACTURER UNE TIERCE PARTIE</b> Cust.Code Code du Client  Name & Address Nom et Adresse
1skid	x	UN 1090	Acetone	3	II		636 kg	
12 skids		UN	Ceramic				16000 kg	
2 skids		UN	Glue and grout				4000 kg	
		UN						
		UN						
		UN						
<b>P.O. #</b>		<b>REF#</b>		<b>SHIPPER'S #</b>				
<b>SHIPPER: PLEASE COMPLETE THE FOLLOWING / EXPÉDITEUR: S.V.P. REMPLIR CE QUI SUIT</b>								
<b>TOTAL NO. OF PIECES</b> NOMBRE TOTAL DE COLIS 15		<b>DIMENSIONS OF SHIPMENT / DIMENSIONS DU CHARGEMENT</b> LENGTH / LONGUEUR		<b>WIDTH / LARGEUR</b>		<b>HEIGHT / HAUTEUR</b>		<b>C.O.D.</b> <input type="checkbox"/> C.O.D. FEE PREPAID / FRAIS C.O.D. PAYÉS D'AVANCE <input type="checkbox"/> C.O.D. FEE COLLECT / FRAIS C.O.D. À PERCEVOIR
<b>TOTAL CUBIC FEET</b> TOTAL PIEDS CUBES		<b>TOTAL WEIGHT</b> POIDS TOTAL 20636 kg		<b>DIMENSIONAL WEIGHT / POIDS DIMENSIONNEL *</b> _____ * 10 lb/cu.ft./li./p.c.		<b>AMOUNT</b> MONTANT \$ _____		C.O.D. charges will be collect unless marked prepaid / Les frais C.O.D. seront à percevoir à moins d'avis contraire.
<b>I HEREBY DECLARE that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to the Transportation of Dangerous Goods Regulations.</b> <b>JE DÉCLARE QUE le contenu de cette expédition est complètement et correctement décrit ci-dessus avec la désignation officielle de transport, qu'il est classé et emballé correctement, que les indications de danger pour les produits dangereux sont correctement appliquées ou affichées, et qu'il est, à tous les égards, en bon état pour être transporté selon les Règlements sur le transport des marchandises dangereuses.</b>						<b>CARRIER / TRANSPORTEUR</b> PER: _____		
<b>SHIPPER / EXPÉDITEUR</b> PER: _____						<b>UNIT NO. / NO.D'UNITÉ</b> _____		<b>CHECKER</b> CONTRÔLEUR _____
<b>NOTE: UNCRATED &amp; USED MERCHANDISE AT SHIPPER'S RISK. / THIS BILL OF LADING TO BE SIGNED BY SHIPPER AND CARRIER. MARCHANDISE DÉBALLÉE ET UTILISÉ AU RISQUE DE L'EXPÉDITEUR / CE CONNAISSEMENT DOIT ÊTRE SIGNÉ PAR L'EXPÉDITEUR ET LE TRANSPORTEUR</b>								

1.  
Piece of information:

Reason(s):

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2.

Piece of information:

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Reason(s):

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3.

Piece of information:

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Reason(s):

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4.

Piece of information:

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Reason(s):

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5.

Piece of information:

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Reason(s):

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Before taking possession of the goods, the driver must ensure that the vehicle is suitable **for picking up the goods**. What are the three points to check?

1.

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2.

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3.

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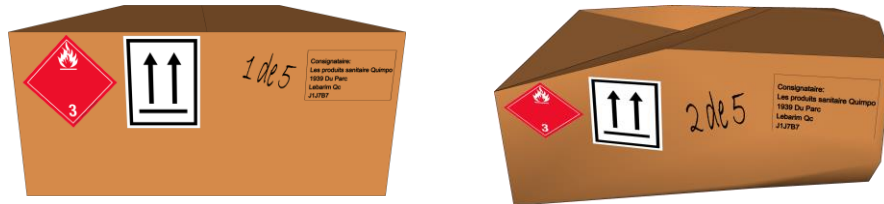
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## Identification of the goods

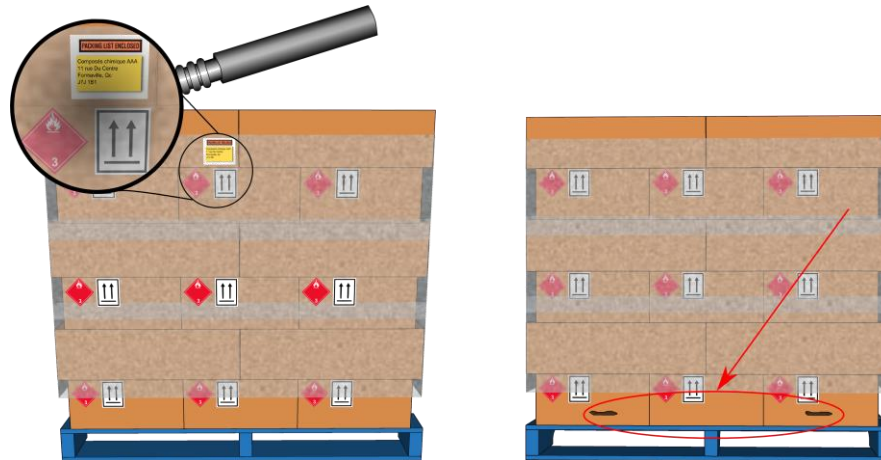
Drivers assigned to multiple pickups of goods must ensure that the goods are properly identified and meet their description (weight, volume, condition, etc.).

### Examples

Boxes



Pallets



And any of the goods



### Compliance

What does conformity of goods mean?

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**What should you do if there is excess, missing or damaged merchandise (O, S and D)?**

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## **Packing slip**

It is usually included in a self-adhesive envelope affixed to a box or to the last pallet of the shipment.



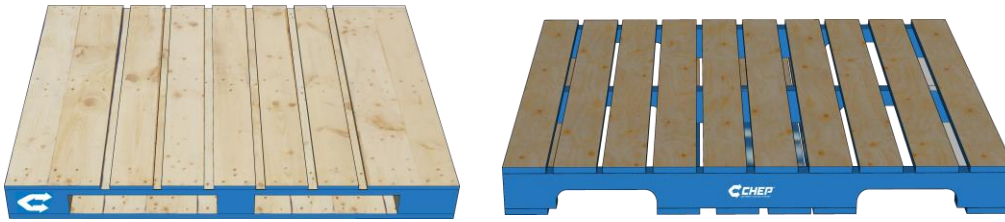
A packing slip is a document that contains details about the contents of a shipment. It is intended to inform transport agencies, government authorities and customers of the contents of the package or shipment.

The packing slip is created by the sender. Generally, it is inserted in a self-adhesive envelope on the package or on the last pallet of the shipment for easy access, if necessary.

## **Taking into account the weight of the pallets**

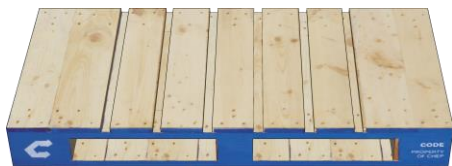
When the sender fills out the bill of lading, the weight of the pallets is often not included in the weight indicated. This can greatly influence the total weight of the shipment.

## Weight of empty pallets (for information only)



Hardwood pallets (CHEP) of 40" x 48"

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Half pallets of hardwood

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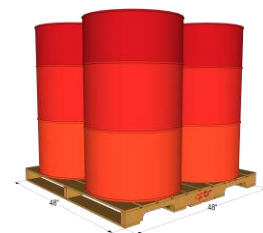
The (mixed) pallets are of various weights and sizes. Most of the time, they are non-returnable. However, if there is a name written on the side of the pallet, that means it is returnable. The price of a pallet can reach \$80.

The carrier will pay for the missing pallets if they are lost in transit, so it's up to you to be careful.



## Returnable pallets

Some senders ship their goods using their own pallets. The pallets are then identified by name and a process for returning the pallets is put in place. It is therefore important to follow the process, as it is the carrier who will pay for the missing pallets.



(7.1)





**Weight / volume ratio**

Since transport rates are based on the weight of the goods, it would be disadvantageous for transport companies to transport goods that are too light. For this reason, when the weight of the merchandise is less than 10 pounds/cubic foot, it is given this equivalence. It is the driver who must indicate the space that the goods occupy in the vehicle.

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**Check the delivery route before leaving**

If the driver's job is to do LTL transportation, then multiple deliveries and pick-ups will be required. The assigned semi-trailer will be loaded in a logical delivery order. It is then up to the driver to check for errors in the delivery order by checking the route established by the dispatcher and, if possible, checking the cargo inside the semi-trailer.

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**Here are some scenarios.**

Scenario 1

The home port is Montréal. From the information you find on the invoices (pro-bills), indicate in which order the delivery should be made, knowing that the first customer must be in Sainte-Agathe-des-Monts.


Stop #1, consignee:

Stop #2, consignee:

Stop #3, consignee:

Stop #4, consignee:

Stop #5, consignee:

		17 000, rue Aubin Mirabel, Qc J7J 1B1		ABITIBI - LA SARRE JOLIETTE BOUCHERVILLE LAVAL COWANSVILLE MONT-LAURIER GATINEAU MONTRÉAL VAUDREUIL		SAINT-HYACINTHE SAINT-JEAN-SUR-RICHELIEU SHERBROOKE	
DATE	UNITÉ - UNIT	CHAUFFEUR - DRIVER	CONNAISSEMENT - BOL	# PRO			
2029-05-05	8021	Joe Pickup	44665	154856			
EXPÉDITEUR - SHIPPER			CONSIGNATAIRE - CONSIGNEE				
Métal Gosselin Ltée 1591 Boulevard Albiny Paquette, Mont-Laurier, QC J9L 1M8			Aciers Sofatec Inc (Les) 867 5e Ave, Sainte-Anne-des-Plaines, QC J0N 1H02				
QUANT.	DESCRIPTION	POIDS - WEIGHT	COMME - AS	FRAIS - CHARGES			
4	Metal product box	6541 lbs					
HEURE D'ARRIVÉE - IN		HEURE SORTIE - OUT		DATE			
LIVRÉE PAR: DELIVERED BY:			REÇU PAR: RECEIVED BY:				

		<b>17 000, rue Aubin</b> <b>Mirabel, Qc</b> <b>J7J 1B1</b>		ABITIBI - LA SARRE JOLIETTE BOUCHERVILLE LAVAL COWANSVILLE MONT-LAURIER GATINEAU MONTRÉAL		SAINT-HYACINTHE SAINT-JEAN-SUR-RICHELIEU SHERBROOKE VAUDREUIL	
DATE	UNITÉ - UNIT	CHAUFFEUR - DRIVER	CONNAISSEMENT - BOL	# PRO			
2029-05-05	8021	Joe PickUp	45532	154722			
EXPÉDITEUR - SHIPPER			CONSIGNATAIRE - CONSIGNEE				
Kuehne & Nagel Ltée 2500 Avenue Marie Curie Saint-Laurent, QC H4S 1N1			Goulet Moto Sports St-Jérôme. 55 Rue Mathilde Saint-Jérôme, QC J7Y 1E3				
QUANT.	DESCRIPTION	POIDS - WEIGHT	COMME - AS	FRAIS - CHARGES			
7	Crates of moto ATV	2100 kg					
HEURE D'ARRIVÉE - IN		HEURE SORTIE - OUT		DATE			
LIVRÉE PAR: DELIVERED BY:			REÇU PAR: RECEIVED BY:				

		<b>17 000, rue Aubin</b> <b>Mirabel, Qc</b> <b>J7J 1B1</b>		ABITIBI - LA SARRE JOLIETTE BOUCHERVILLE LAVAL COWANSVILLE MONT-LAURIER GATINEAU MONTRÉAL		SAINT-HYACINTHE SAINT-JEAN-SUR-RICHELIEU SHERBROOKE VAUDREUIL	
DATE	UNITÉ - UNIT	CHAUFFEUR - DRIVER	CONNAISSEMENT - BOL	# PRO			
2029-05-05	8021	Joe PickUp	45548	154776			
EXPÉDITEUR - SHIPPER			CONSIGNATAIRE - CONSIGNEE				
Les Industries Radisson 136, rue Léon-Vachon Saint-Lambert-de-Lauzon, Qc, G0S 2W0			PJC Jean Coutu 225 Rue Principale E Sainte-Agathe-des-Monts, QC J8C 2V6				
QUANT.	DESCRIPTION	POIDS - WEIGHT	COMME - AS	FRAIS - CHARGES			
100	Toilet paper case	2500 lbs	6400 lbs				
HEURE D'ARRIVÉE - IN		HEURE SORTIE - OUT		DATE			
LIVRÉE PAR: DELIVERED BY:			REÇU PAR: RECEIVED BY:				

		17 000, rue Aubin Mirabel, Qc J7J 1B1		ABITIBI - LA SARRE BOUCHERVILLE COWANSVILLE GATINEAU	JOLIETTE LAVAL MONT-LAURIER MONTRÉAL	SAINT-HYACINTHE SAINT-JEAN-SUR-RICHELIEU SHERBROOKE VAUDREUIL
DATE	UNITÉ - UNIT	CHAUFFEUR - DRIVER	CONNAISSEMENT - BOL	# PRO		
2029-05-05	8021	Joe PickUp	45658	154896		
EXPÉDITEUR - SHIPPER			CONSIGNATAIRE - CONSIGNEE			
Les Industries Radisson 136, rue Léon-Vachon Saint-Lambert-de-Lauzon, Qc, G0S 2W0			Les produits EXM 870 Boulevard Michèle-Bohec, Blainville, QC J7C 5E2			
QUANT.	DESCRIPTION	POIDS - WEIGHT	COMME - AS	FRAIS - CHARGES		
2	Hardware product pallets	1500 kg				
HEURE D'ARRIVÉE - IN		HEURE SORTIE - OUT	DATE			
LIVRÉE PAR: DELIVERED BY:		REÇU PAR: RECEIVED BY:				

		17 000, rue Aubin Mirabel, Qc J7J 1B1		ABITIBI - LA SARRE BOUCHERVILLE COWANSVILLE GATINEAU	JOLIETTE LAVAL MONT-LAURIER MONTRÉAL	SAINT-HYACINTHE SAINT-JEAN-SUR-RICHELIEU SHERBROOKE VAUDREUIL
DATE	UNITÉ - UNIT	CHAUFFEUR - DRIVER	CONNAISSEMENT - BOL	# PRO		
2029-05-05	8021	Joe PickUp	45721	154500		
EXPÉDITEUR - SHIPPER			CONSIGNATAIRE - CONSIGNEE			
I-D Foods Corporation 1800 Desserte S Autoroute 440 Laval, QC H7S 2E7			Metro Plus Thibeault Ste-Sophie 2380 Boulevard Ste Sophie Sainte-Sophie, QC J5J 2P5			
QUANT.	DESCRIPTION	POIDS - WEIGHT	COMME - AS	FRAIS - CHARGES		
5 skids	Food products	4450 kg				
HEURE D'ARRIVÉE - IN		HEURE SORTIE - OUT	DATE			
LIVRÉE PAR: DELIVERED BY:		REÇU PAR: RECEIVED BY:				

Scenario 2

The home port is Montréal. Indicate the order in which the delivery should be made, starting with Drummondville. Note that the driver will have to perform the following pickup:

Sender:  
 AirBoss  
 970 Landry Street, Acton Vale (QC)  
 J0H 1A0  
 8 pallets of automotive products


Stop #1, consignee:


Stop #2, consignee:


Stop #3, consignee:


Stop #4, consignee:


Stop #5, consignee:

		17 000, rue Aubin Mirabel, Qc J7J 1B1		ABITIBI - LA SARRE JOLIETTE BOUCHERVILLE LAVAL COWANSVILLE MONT-LAURIER GATINEAU MONTRÉAL SAINT-HYACINTHE SAINT-JEAN-SUR-RICHELIEU SHERBROOKE VAUDREUIL	
DATE	UNITÉ - UNIT	CHAUFFEUR - DRIVER	CONNAISSEMENT - BOL	# PRO	
2029-05-06	8256	Speedy Gonzales	41888	156956	
EXPÉDITEUR - SHIPPER			CONSIGNATAIRE - CONSIGNEE		
Camden Iron & Metal 1257 S 2nd St, Camden, NJ 08104, USA			Airex Industries Inc 3025 Rue Kunz, Drummondville, QC J2C 6Y4		
QUANT.	DESCRIPTION	POIDS - WEIGHT	COMME - AS	FRAIS - CHARGES	
8	pallets recycled products	12000 lbs			
HEURE D'ARRIVÉE - IN		HEURE SORTIE - OUT		DATE	
LIVRÉE PAR: DELIVERED BY:			REÇU PAR: RECEIVED BY:		

		17 000, rue Aubin Mirabel, Qc J7J 1B1		ABITIBI - LA SARRE JOLIETTE BOUCHERVILLE LAVAL COWANSVILLE MONT-LAURIER GATINEAU MONTRÉAL		SAINT-HYACINTHE SAINT-JEAN-SUR-RICHELIEU SHERBROOKE VAUDREUIL	
DATE	UNITÉ - UNIT	CHAUFFEUR - DRIVER	CONNAISSEMENT - BOL	# PRO			
2029-05-06	8256	Speedy Gonzales	44581	155362			
EXPÉDITEUR - SHIPPER			CONSIGNATAIRE - CONSIGNEE				
Uniboard Canada Inc 152 Route Pouliot Sayabec, QC G0J 3K0			Armoires de cuisine Multi-Concept 1340 Rue Bernier Saint-Jean-sur-Richelieu, QC J2W 1G4				
QUANT.	DESCRIPTION	POIDS - WEIGHT	COMME - AS	FRAIS - CHARGES			
3	bundles MDF (4' x 8')	3750 kg kg					
HEURE D'ARRIVÉE - IN		HEURE SORTIE - OUT		DATE			
LIVRÉE PAR: DELIVERED BY:			REÇU PAR: RECEIVED BY:				

		17 000, rue Aubin Mirabel, Qc J7J 1B1		ABITIBI - LA SARRE JOLIETTE BOUCHERVILLE LAVAL COWANSVILLE MONT-LAURIER GATINEAU MONTRÉAL		SAINT-HYACINTHE SAINT-JEAN-SUR-RICHELIEU SHERBROOKE VAUDREUIL	
DATE	UNITÉ - UNIT	CHAUFFEUR - DRIVER	CONNAISSEMENT - BOL	# PRO			
2029-05-06	8256	Speedy Gonzales	45666	155226			
EXPÉDITEUR - SHIPPER			CONSIGNATAIRE - CONSIGNEE				
Kaycan 2505 Rue Halpern, Saint-Laurent, QC H4S 1N9			Aluminium Goulet & Fils Inc 27 Rue Azarie-Côté, Granby, QC J2J 2Y9				
QUANT.	DESCRIPTION	POIDS - WEIGHT	COMME - AS	FRAIS - CHARGES			
42	Outer cover box (24 foot)	6000 kg					
HEURE D'ARRIVÉE - IN		HEURE SORTIE - OUT		DATE			
LIVRÉE PAR: DELIVERED BY:			REÇU PAR: RECEIVED BY:				

		17 000, rue Aubin Mirabel, Qc J7J 1B1		ABITIBI - LA SARRE JOLIETTE BOUCHERVILLE LAVAL COWANSVILLE MONT-LAURIER GATINEAU MONTRÉAL		SAINT-HYACINTHE SAINT-JEAN-SUR-RICHELIEU SHERBROOKE VAUDREUIL	
DATE	UNITÉ - UNIT	CHAUFFEUR - DRIVER	CONNAISSEMENT - BOL	# PRO			
2029-05-06	8256	Speedy Gonzales	41589	156461			
EXPÉDITEUR - SHIPPER				CONSIGNATAIRE - CONSIGNEE			
Betz Dearborn Canada Inc 75 Boul Hymus Pointe-Claire, Quebec H9R 1E2				Cascades Papier 408 Boulevard Marie Victorin Kingsey Falls, QC J0A 1B0			
QUANT.	DESCRIPTION	POIDS - WEIGHT	COMME - AS	FRAIS - CHARGES			
6 totes tank	Acid	8156 kg					
HEURE D'ARRIVÉE - IN		HEURE SORTIE - OUT		DATE			
LIVRÉE PAR: DELIVERED BY:			REÇU PAR: RECEIVED BY:				

		17 000, rue Aubin Mirabel, Qc J7J 1B1		ABITIBI - LA SARRE JOLIETTE BOUCHERVILLE LAVAL COWANSVILLE MONT-LAURIER GATINEAU MONTRÉAL		SAINT-HYACINTHE SAINT-JEAN-SUR-RICHELIEU SHERBROOKE VAUDREUIL	
DATE	UNITÉ - UNIT	CHAUFFEUR - DRIVER	CONNAISSEMENT - BOL	# PRO			
2029-05-06	8256	Speedy Gonzales	41253	156337			
EXPÉDITEUR - SHIPPER				CONSIGNATAIRE - CONSIGNEE			
Pacific Bolt Manufacturing Ltd. 5250 272 St, Langley Twp, BC V4W 1S3				BMR-Acton Vale 950 rue Landry Acton Vale, Quebec J0H 1A0			
QUANT.	DESCRIPTION	POIDS - WEIGHT	COMME - AS	FRAIS - CHARGES			
3	skids bolts and fasteners	5789 lbs					
HEURE D'ARRIVÉE - IN		HEURE SORTIE - OUT		DATE			
LIVRÉE PAR: DELIVERED BY:			REÇU PAR: RECEIVED BY:				





