



U. S. VENTURE, INC.  
TERMINAL PROCEDURES  
LOADING, UNLOADING & FACILITY ACCESS  
**MANDATORY SAFETY RULES AND PROCEDURE**

1. Each Driver must be authorized by carrier/employer to receive Terminal access and loading/unloading privileges.
2. Driver is required to have valid driver's license endorsements and training for transportation of products.
3. Required driver PPE: Oil-resistant, slip resistant work shoes/boots, Shirts with sleeves (short sleeves are okay, no muscle shirts) and long pants. Clothing or jackets made of polyester, rayon or nylon prohibited
4. Driver must remain in attendance of the vehicle at all times and have a clear view while loading or unloading operation is taking place.
5. Smoking is prohibited on Terminal property.
6. Prior to entering loading rack, make complete stop at yellow line, or at least 30 feet behind any truck loading, depart transport and inspect for hot brakes and damaged exhaust system. Inspect rack staging area for free product and vapors. Report unsafe conditions to Terminal staff immediately, transport prohibited to enter rack area until hazardous conditions are corrected.
7. Driver must obey all traffic and facility signs.
8. Lights, radios, CB's, cell phones and electrical accessories must be turned off before pulling into rack. Cell phones are allowed only for troubleshooting with terminal staff.
9. Truck engine must be shut off during loading.
10. Trailer must have working air brake interlock system connected to both vapor recovery and product lines.
11. No truck repairs are permitted while the vehicle is under rack.
12. Disabled trucks must be towed from rack before jumping battery. Do not push any truck.
13. No unauthorized passengers are allowed in the Terminal. No domestic animals are allowed on premises.
14. Report all spills to Terminal personnel immediately. In the event of a spill, engines must be shut down and transports must not be moved. Engines may not be re-started until authorized by Terminal staff.
15. Disconnect hoses and check for leaks from tanker truck before moving truck out of rack.
16. Verify BOL accuracy and sign where required. BOL changes will not be made once the transport has left the terminal.
17. Follow Terminal security procedures. Report all suspicious activity to Terminal manager immediately. Stay out of all areas marked "Restricted". Failure to do so may result in revocation of loading/unloading privileges.
18. Legal load limits are the responsibility of the driver.
19. Drivers are not allowed to climb their trailers for any reason unless approved Terminal fall protection is being used that complies with OSHA regulations.
20. If applicable, Terminal staff will train drivers in butane and/or propane safety procedures.
21. If applicable, disengage **DPFS** device (**D**iesel **P**articulate **F**ilter **S**ystem) while on Terminal property.
22. Backing completely out of Terminal loading rack area is prohibited. Drivers must drive forward out exit driveway and go back around to entrance gate.
23. API-1640 minimum trailer cleaning requirements must be followed (see posted requirements).
24. Slop management requirements must be followed (see posted requirements).

**DRIVER TRAINING CHECKLIST**

(Driver must initial to indicate his/her competency)

- \_\_\_\_\_ A) Proper connection procedure of all equipment.
- \_\_\_\_\_ B) Location of emergency shutdown switch, fire extinguishers and foam switch (if available).
- \_\_\_\_\_ C) Use of automation equipment.
- \_\_\_\_\_ D) Bill of Lading procedures.
- \_\_\_\_\_ E) Location of telephone and emergency phone numbers.
- \_\_\_\_\_ F) Terminal security procedures, including HLS and MARSEC levels.

**DRIVER CERTIFICATION:**

*I certify that I have read and understand the above rules and procedures and will comply with these procedures while loading/unloading at any U.S. Venture Terminal. I understand that my failure to comply with these procedures may result in the loss of my loading/unloading privileges. I further understand that U.S. Venture may amend the rules and procedures from time-to-time at its sole discretion and will require refresher training. I further certify that I have been checked by U.S. Venture personnel for proper operating procedures and that I am the only person authorized to use this driver ID#.*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

Carrier: \_\_\_\_\_

G3 Driver ID # \_\_\_\_\_

Signature: \_\_\_\_\_

**Terminal Location:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Green Bay, WI              | <input type="checkbox"/> Bettendorf, IA    | <input type="checkbox"/> Bryan, TX      |
| <input type="checkbox"/> McFarland, WI              | <input type="checkbox"/> Indianapolis, IN  | <input type="checkbox"/> Fort Worth, TX |
| <input type="checkbox"/> Milwaukee Granville, WI    | <input type="checkbox"/> Cheboygan, MI     | <input type="checkbox"/> Houston, TX    |
| <input type="checkbox"/> Milwaukee Jones Island, WI | <input type="checkbox"/> Rogers City, MI   | <input type="checkbox"/> Melissa, TX    |
| <input type="checkbox"/> Chippewa Falls, WI         | <input type="checkbox"/> North Augusta, SC | <input type="checkbox"/> Pecos, TX      |
| <input type="checkbox"/> Montgomery, AL             | <input type="checkbox"/> Spartanburg, SC   |   |

U.S. Venture Associate authorizing ID#: \_\_\_\_\_ Date: \_\_\_\_\_

U.S. Venture Associate Validated driver's license requirements

U.S. Venture Associate Validated Online Training

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**Access Cancellation**

Date: \_\_\_\_\_ G3 Driver ID #: \_\_\_\_\_

Driver ID# canceled: Yes  No  U. S. Venture Associate canceling ID#: \_\_\_\_\_