



Instructions: Cut out each card and fold along the solid line. Use the blank cards to make your own.

Driver Guidelines

1. Implement a "no stop" policy for drivers picking up containers for local delivery.
2. Prepare a driver handbook listing security rules so drivers can be held accountable. Make it part of the hiring procedures so drivers know they will be terminated if they violate these company policies.
3. Make sure each driver has a 24-hour phone number for management personnel in the event of an emergency.
4. Use padlocks on all pickup and delivery units and require drivers to lock all doors when away from the unit.
5. Give NO high value loads to drivers with less than six months service with the company.

Personnel Checks

1. Require all personnel, including vendors, contractors, maintenance and clerical personnel who have access to cargo areas provide a detailed employment application which contains a photograph of the applicant and lists his/her residences and prior employment for the past 10 years, as well as references.
2. Screen all employment applications to verify address and prior employment and conduct criminal background checks for all locations of residence for the past seven years.
3. Have applicants list all vehicles, including license numbers and descriptions that they use for work.
4. Employ a random drug testing program, including "probable cause" testing.



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Operational Practices

1. Establish operational guidelines that will reduce the chances of being victimized. For example, when possible, don't leave containers or loaded trailers in the lot overnight.
2. Don't accept late deliveries you will not be able to off load that day.
3. Make frequent yard checks at varying times.
4. Keep complete records of all equipment in the yard overnight, especially license plate numbers, container and trailer numbers.
5. Make the facility a tough target. Take advantage of every trick you can to make a thief's job more difficult.
6. Consider installing fuel and/or brake cutoff valves, tracking devices and other security devices on your equipment. Heavy-duty padlocks should be mandatory on trailer/container doors.
7. Install high quality pin locks on trailers or containers that must be left in the yard overnight.
8. Limit the number of employees who have access to shipping info.
9. Get to know the police officers that work the area. Make it a point to acquaint them with your operational procedures.
10. Set up a reporting procedure, including a substantial reward plan, so company drivers and other employees can and will provide the company with information on possible criminal activity.
11. Install time-lapse surveillance cameras in the yard and locate them so they clearly identify a driver and tractor/trailer leaving the yard. .
12. Paint tractor or trailer numbers on the roofs so they are visible from the air.

Physical Security

1. Either provide your own guards or hire a reputable guard service. Question any service about hiring practices, criminal background checks and bonding.
2. Spot check the guards on an irregular basis to make sure they're doing the job you want done.
3. Place the guard in an inaccessible area where he/she can monitor activities on the facility and yet be secure and safe from assault. Make sure the guard has good communications and knows whom to notify in the event of a problem.
4. Do a physical security audit of your facility. Are you utilizing lighting, fencing and CCTV to the best advantage? Personnel access should be restricted to only those areas that concern them. Truck drivers don't need to be in the warehouse and warehouse workers don't need to be in areas out of their job description.
5. Limit yard access to those personnel and vehicles that must be there. NO personal vehicles!!
6. Set up specific procedures concerning type of documentation required before driver is allowed to leave the yard. Hold guards accountable for obtaining this documentation



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A large blank area for creating a card, defined by a solid vertical line and two horizontal dashed lines.