

# CPKC



## Motor Carrier Instructions



September, 2024

## CPKC Home Safe



Home Safe starts here

*Starting with the first minute every day, my:*



## Commitment

- I don't want to be injured.
- If I am at risk I expect a co-worker to let me know.
- I don't want a co-worker injured.
- I have the courage to speak up if I see a hazard or someone at risk.

100% Compliance

Accountability

Courage

*Throughout every day, I will:*

## Action



- Give a heads up.
- Offer and ask for support (help).
- Warn people I believe are at risk.
- Identify, report, and remove hazards.

Mutual Respect

Partnering

Coaching

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# Driver Safety Rules

# CPKC

## Safety Rules Enforcement Policy

### First Violation:

24-hour suspension

### Second Violation:

72-hour suspension

### Third violation:

Indefinite Ban

This policy serves as guideline only; management reserves right to adjust bans depending on nature of violation.

# Safety Rules

## A GENERAL CONDUCT AND SAFETY

- A-1 No contraband such as drugs, alcohol, controlled substances, or weapons.
- A-2 No violence, threats, profanity, discrimination, harassment, or physical confrontations.
- A-3 No personal bolt cutters allowed. Drivers are not to break seals.
- A-4 Always stay awake, alert and aware of your surroundings.
- A-5 Use portable toilets only.
- A-6 No dumping or littering.
- A-7 Report all unsafe conditions and incidents or injuries to terminal management.
- A-8 No use of electronic devices or headphones while:
  - Driving a vehicle unless parked safely.
  - Being serviced by lift machine.
  - Near tracks or in unsafe conditions.
- A-9 Minimize time in the terminal – no breaks, lunches or unnecessary stops allowed.

## **B PERSONAL SAFETY EQUIPMENT**

- B-1 Wear PPE in good condition including:
- Hard hat
  - Safety glasses with side shields while outside cab or if window is open
  - High visibility vest or clothing fully zipped up
  - Closed toe/heel CSA approved footwear. No open toe/heel shoes, sandals, or flip-flops. Footwear must be fully laced up.
- B-2 No headgear that obstructs vision or movement.

## **C GATE OPERATIONS**

- C-1 Remove all dunnage and garbage from empty units prior to arrival.
- C-2 Inspect empty containers and report bad order/damage at in-gate. Failure will result in charges.
- C-3 All chassis corner pins must be unlocked prior to being serviced and before leaving chassis in terminal.
- C-4 Maintain lane spacing of at least 10 feet between trucks.
- C-5 Do not use horns in gate lanes.

## **D VEHICLE OPERATION AND SAFETY**

- D-1 Maximum speed for trucks is 25 km/h (or 15 mph) unless posted otherwise.
- D-2 Seat belts are mandatory while vehicle is in motion.
- D-3 Keep headlights, hazard lights, and chassis rear lights on.

- D-4 Do not block or park in restricted areas.
- D-5 Travel only on designated roadways. No driving between or through container stacks.
- D-6 Make full stops at railway and roadway crossings. Use caution at blind corners and turns.
- D-7 Maintain 10 feet clearance from railway tracks or railcars.
- D-8 Stay in vehicle in loading/unloading areas and remain inside the cab during servicing.
- D-9 Exit only to lock/unlock chassis pins or identify containers in designated zones.
- D-10 Do not walk, work, or stand under suspended loads.
- D-11 Do not approach, mount, or ride any rail or Intermodal equipment.
- D-12 Any exceptions to gate instructions must be reported prior to outgate.

## **E ACCESS CONTROL AND IDENTIFICATION**

- E-1 Drivers must be registered to enter the property.
- E-2 No passengers allowed on CPKC property without written authorization from CPKC in advance. This includes trainers and safety observers.
- E-3 All occupants must present proper identification.
- E-4 Trainers or safety observers need written authorization from terminal management.
- E-5 Flatbed trailers will not be serviced without pre-authorized written consent from CPKC.
- E-6 Display driver number in the vehicle front and rear window.

## **F INSPECTION PROCEDURES**

- F-1 Properly open and close trailer/container doors for inspections.
- F-2 Remove all zip ties and securement devices from chassis and container locks.
- F-3 Ensure seal integrity for all loads.
- F-4 Conduct pre-trip and visual inspections before departure.
- F-5 Remove any foreign objects attached to containers.
- F-6 Report minor container or chassis issues (bad order/re-torque) to garage for immediate inspection and repair. If repairs aren't possible, follow instructions to swap or leave equipment as directed.
- F-7 Ensure proper securement and roadability of the vehicle prior to departure.
- F-8 Conduct a tug test to confirm kingpin securement.
- F-9 Avoid sudden turns or excessive speed while moving with an unlocked chassis-container.
- F-10 Shut off engine, remove keys from ignition and apply parking brake during inspections.
- F-11 Hazardous goods containers must display placards on all four sides before in-gate or out-gate. Invalid placards must be removed.

## **G TERMINAL NAVIGATION**

- G-1 Cross railroad tracks only at designated crossings, stopping completely to look and listen for trains before proceeding.

- G-2 Yield to Intermodal equipment and other active machinery. All ramp equipment has the right away, including CPKC service vehicles.
- G-3 Do not drive under suspended loads.
- G-4 Unattended vehicles must be shut off with parking brakes applied.
- G-5 Park only in authorized areas.
- G-6 Do not pass behind vehicles backing up.

## **H LOADING AND UNLOADING PROCEDURES**

- H-1 When receiving a container, the following process applies:
  - Ensure chassis is correct length and twist locks are unlocked.
  - Pull ahead of container.
  - **Follow horn signals:**
    - **STOP – 1 blast**
    - **FORWARD – 2 blasts**
    - **BACKWARDS – 3 blasts**
  - Back up slowly as the operator prepares to load the container.
  - Move to safe location, secure chassis locks, and exit terminal.
  - Ensure chassis is correct length, flippers are set correctly for regular or high cube containers and twist locks and pins are unlocked.

- H-2 Do not exit the vehicle unless directed.
- H-3 Report any loading issues to ramp personnel. Do not adjust loads in the live-lift area.

## **I INCIDENT REPORTING**

- I-1 Report all accidents, incidents or injuries immediately.
- I-2 Do not move equipment after an incident unless directed by a supervisor.
- I-3 Complete all incident forms and injury reports before leaving the terminal.
- I-4 Contact CPKC Police Service at 800-716-9132 for accidents or safety concerns.
- I-5 Must be familiarized with terminal muster points in case of emergency.

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# Intermodal Shipping Guide

Ship your products safely and securely with CPKC. We've put together the following guide to help you with what you need to know when shipping intermodal with CPKC.

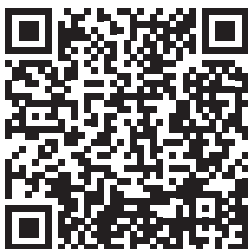
## Intermodal Shipping Guide



Scan QR Code or click the image to view the Intermodal Shipping Guide on our web page.

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# CPKC Network Intermodal Service Schedule



Scan QR Code or click the image to view the  
CPKC Intermodal Service Schedule on our web page.



# CPKC

## CPKC Customer Service Contact Information



Scan QR Code or click the image to connect with  
the CPKC Customer Service Team.