

## Unloading & Loading Guidelines

**Unloading:** Ensure the container is unlocked from chassis at the “In-Gate” and remains unlocked during the unloading procedure. Do not move the truck until GCT Equipment has lifted the container from the chassis to block.

**Loading:** Pull truck slightly ahead of the loading position. When GCT Equipment has the container ready for loading, carefully back up. GCT Equipment will load the container onto the chassis. Do not move the truck until GCT Equipment moves clear from container. Do not lock the container to the chassis until at the “Out-Gate”.

**Injury:** In case of sustained injury, immediately inform GCT personnel and request First Aid.

**Emergency Terminal Evacuation Procedure:** Follow instructions of GCT personnel. If required, evacuate to a “Muster Station” noted on Deltaport or Vanterm yard maps located at Trouble Booth/ Gate House or GCT Website.

**Accidents:** In case of an accident, do not move the truck unless there is immediate danger. The truck and driver must remain in position to participate in the accident investigation and provide relevant documentation. The truck driver may collect information during the investigation. All damage to the truck or chassis must be reported prior to leaving the Terminal.

**Failure to report a claim for damage to truck, chassis, equipment, container or cargo prior to exiting the Terminal shall release GCT from any liability.**

**Liability:** GCT shall not be held liable for any damage caused to a truck, chassis, equipment, container or cargo that is deemed unsuitably maintained, any pre-existing damage or damage considered to be normal wear and tear which ultimately results in further imminent damage. For full details on company claims policy contact GCT Risk Management group. Please refer to the “Accident Mitigation Procedures for Street Truck/ Vehicle Accidents on Terminals” found on GCT website.