

ONBOARDING INFORMATION PACKET

Thank you for your interest in leasing with ATM Transportation Services!

Please read carefully!!

Dispatching

Option 1:

If you have trucking experience and self dispatching experience, you may be permitted to self dispatch under our authority.

You will book your own loads. We will be here to advise you IF NEEDED, but ultimately you will be responsible for negotiating your pay rates with brokers.

When booking your own loads, ALL brokers must be approved by OTR solutions factoring. Our factoring company ensures that we are working with CREDIBLE brokers so that we GET PAID.

While looking at the load boards, especially on DAT, the app will show whether or not OTR will factor. When walking you through booking, we will show you how to find this.

Option 2:

You may hire your own trusted dispatcher. We will provide them with required authority documents to book loads.

Option 3:

If you are new to trucking, you will be required to be dispatched for one-two weeks by our partnering dispatchers. We are partnered with reliable dispatchers you would have access to. They charge 10% weekly gross.

If you have never dispatched yourself before, you will be required to do independent learning.

YOUTUBE has multiple videos that will help!

Go to youtube: type in: How to use DAT app load board to book loads for box truck/hot shot (whatever your equipment type is)

AFTER you have familiarized yourself with the process , we will walk you through and practice booking your own loads with you until you're ready! :)

Ultimately, you get to decide where YOU want to go!

When booking your own loads, ALL brokers must be approved by OTR solutions factoring.

PAYMENTS

****2 DAY PAY AVAILABLE.**

Payment Options:

Option 1:

The lease-on fee is 15%

Factoring is already included in order to get paid within 1-3 business days.

You keep 85% of the total gross!

****Incentive****

Once the driver reaches \$5,000 for the week, the split becomes 88/12!

Option 2:

The lease-on fee is 20%

Factoring is already included in order to get paid within 1-3 days.

You keep 80% of the total gross!

You now have access to fuel advances. You will receive a fuel card/cash advances and will be able to receive up to 30% of load pay in advance to cover fuel expenses. Deposits will be initiated the same day if the driver submits BOL before 4 PM. Fuel Advances should be received within 24 hours of deposit. Driver will be eligible after 2 weeks of successfully completing loads.

****Incentive****

Once the driver reaches \$5,000 for the week, the split becomes 88/12!

Weekly commercial insurance automatically comes out of the first load pay of the week. NO DOWN PAYMENT NECESSARY :)

EXCEPTION: If you are running with Amazon, you will be required to submit a down payment seeing how Amazon pays weekly.

Weekly insurance payments vary from 200-350/week depending on your equipment.

SAMPLE Work Week

Work week starts every Monday and ends the following Monday at 11 AM.

Example: Driver has completed a few loads totaling \$5,000. They have completed these loads by Thursday. If a driver books a weekend load for \$2,200, then the pay for this load changes from 85% to 88%.

Sample Week:

Monday-Tuesday

Load 1: \$2200 Pay 85%

Insurance: \$250

Total Driver Pay: $\$1870 - \$250 = \$1620$

Wednesday-Friday

Load 2: \$2800 Pay 85% Total Driver Pay: \$2380

Friday- Monday (Before 11 AM)

Load 3: \$2,200 Pay 88% Total Driver Pay: \$1936

Weekly commercial insurance automatically comes out of the first load pay of the week. NO DOWN PAYMENT NECESSARY :)

NOTE: ALL drivers are required to prepay an additional week of insurance. This will cover a full week. At some point, drivers will need to do maintenance or have a family obligation. This second insurance payment will ensure that insurance is not canceled from not running any loads for the week. Once a driver uses his "free week", they will be required to make-up that payment the following work week.

So, if your weekly insurance payments are \$250. During week 1, \$500 will be deducted from driver pay. The second insurance payment will be deducted from the second load that is completed.

Weekly insurance payments vary from 200-350/week depending on your equipment.

Onboarding CHECKLIST

After you decide to proceed with on boarding, here are the next steps:

- Fill out the application and upload all documents.
- After we receive quotes from our insurance, we give you the weekly rate for your equipment.
- Sign independent contractor agreement.
- Sign MVR Release Form
- Driver will need to get decals made. We will give you a picture of our company info that will need to go on the side of your truck. You will be responsible for completing that task. Once completed, send pictures of your equipment with decals properly placed on each side of your truck.
- SECURE your rental truck if renting.
- You receive a driver profile via email that will include all documents you will need to have printed out and neatly placed in a binder to keep in your truck at all times for DOT regulations.
- We will complete any necessary practice with booking loads.
- Start working on booking your first load.
- AFTER the first rate confirmation is received, the driver has loaded the first load onto the truck and BOL is received, insurance coverage for your truck will be activated.

Frequently Asked Questions

Can I lease a truck from you?

No. MUST HAVE OWN EQUIPMENT.

I have a 26 foot box truck. I only have a ramp. Do I need a lift gate?

Short Answer is no. It depends on the load.

When viewing load boards, many times the broker will say whether that particular load requires a lift gate in the description. All loads vary. There are plenty of loads that do not require lift gate service.

Do you have local loads? Do you do local or OTR?

ATM Transportation Services does not have loads. We are not brokers. We are currently partnered with experienced/reliable dispatchers that you are free to use. They charge 10% of weekly gross.

For SELF Dispatchers:

You will be responsible for finding loads through load boards of your choosing. However, you are free to hire your own dispatcher and pay them as you see fit. Most drivers use DAT. You will need to familiarize yourself with the load boards if you haven't already. You will be able to look and see the loads in which you are interested in. If you want to stay local, then you'd adjust your search criteria accordingly. (Ex: Within 200 miles)

I have my own factoring, can I use my factoring company?

No.

When leasing on to another authority/company, you'd be running under their entire setup- including factoring and commercial insurance.

You could use your factoring company IF you are running under YOUR authority.

I have my own commercial insurance, do I still need yours?

Yes, any truck you lease on to another carrier/company has to be covered by their insurance. Our insurance covers minimum requirements for most brokers. (\$1,000,000 liability/\$100,000 cargo) You will still need your own bobtail insurance while using your truck for personal use.

Most drivers pay \$100-\$300/week depending on equipment.

I do not own a box truck but I can rent one, is that okay?

YES! That is fine.

There is a \$100/week insurance charge to add a driver to our commercial policy. Many drivers use BUDGET, RYDER, ENTERPRISE etc. for renting/leasing. All drivers are responsible for securing their rental truck.

May I have a team driver?

ALL drivers must be approved by our company.

Under no circumstances is an unauthorized driver allowed to haul freight under our authority.

If an unauthorized driver hauls freight and gets into an accident, no claims will be approved through the carrier's insurance. Legal action may occur.

When do we get paid?

Short Answer: 1-3 business days.

After a load has been delivered and paperwork is turned in, processing will begin. If all paperwork is turned in BEFORE 11 AM, it will usually be processed the same day and the deposit will be initiated the next business day.

Do I need an ELD?

Yes. You will be required to have an ELD in your vehicle AND keep a paper log book. Drivers are required to be set up with our ELD provider and cost will be deducted from driver pay.

If you are already set up with an ELD provider, then you will need to provide our company access to view ROD. Weekly RODs will be required to be turned in for compliance.

**** MUST have a physical ELD device in the truck. A phone app is not acceptable. The app may not allow you to retrieve past RODS if there is no device connected.**

SELF DISPATCHING TIPS

We only use brokers who factor with OTR. There are plenty of double brokers out there and by doing these credit checks, it ensures that we only work with the best and that everyone gets PAID in a timely manner. Therefore we do not use quick pay services.

****Exception:** If a driver wants to use a broker that does not factor with OTR, the driver will be required to pay 15% in advance from the previous load. Once payment is received from an unfactored broker, funds will be deposited into the driver's account next business day.**

If you are unsure about a broker's credibility, send their MC number and we will gladly look into them.

**** Before booking a load, make sure the destination of your booked load has plenty of loads coming out of that city/state. This will help prevent you from driving into dead zones.****

****Before you call to book a load, HAVE YOUR PRICE IN MIND.** Have your calculations done so that you are prepared. If it's a pretty decent load, chances are, there is competition for that load and the broker is looking to move quickly.

****If you are trying to drive locally, **THERE IS USUALLY A LOT OF COMPETITION for the local loads.**** This is normal. Most people like to stay close to home. Don't be surprised/discouraged if the loads come and go quickly in your town. The real potential is in OTR.

PLEASE CHECK THE WEATHER! If you see that rain is in the forecast in your destination city and the temperature is forecasted to be below 32 degrees, the roads are likely to be ICY. PLEASE USE YOUR BEST JUDGMENT especially in the WINTER MONTHS.