

Carrier Requirements

Please fax the following company information, as soon as possible, to become an approved Carrier. These documents must be on file before your truck can be dispatched.

- Carrier Profile, this form must be completed. (including references)
- Common and/or Contract Carrier Authority.
- Cargo Insurance certificates. (\$100,000.00 minimum)
- Liability Insurance certificates. (\$750,000.00 minimum) (\$1,000,000.00 when hauling Hazmat.)
- Independent Contractor Agreement. This agreement must be completed, signed and returned via fax before your truck is dispatched, please initial and return all three pages.
- W-9 Taxpayer Identification form.
- Workers' compensation Hold Harmless document.
- U.S. Department of Transportation Motor Carrier Safety Rating.
- Hazmat certificate. (if applicable)
- The load confirmation will be faxed to your office after all of your documents have been received.

Note: These certificates must show Metro Express Transportation Services Inc. as the certificate holder on your Liability Policy and on your Cargo Policy. An original document must be faxed to 314-993-8707 before your truck is dispatched. All drivers must be dispatched by a Metro Express Dispatcher.

CARRIER TERMS:

- Driver must have an active cell phone in his/her possession at all times during the time period of this delivery
- Driver must call 888-669-3813 if he/she is unable to meet the specified pick up and delivery times.
- Driver must immediately call when he/she arrives at the pick up point and record this "Arrival Time" on the Bill of Lading.
- Driver must call from the dock of the pick up point when loaded and must report the Bill of Lading Number and record on the Bill of Lading the "Piece Count", "Weight" and "Departure Time".
- Driver must call Metro Express Transportation Services en route, in accordance with the check call schedule agreed to by the carrier's dispatcher.
- Driver must call on arrival, at the destination and this "Time In" must be recorded on the Bill of Lading.
- Driver must call from the dock of the destination, when empty, to report and record the "Proof of Delivery" and the "Time Out" on the Bill of Lading.
- All Bills of Lading, Delivery Receipts and Invoices must be submitted to Metro Express, using Epay Manager, within 48 hours of delivery.
- No truck can be dispatched until a rate confirmation is signed, by an authorized carrier representative, without changes, and faxed to Metro Express Transportation Services, Inc. at 314-993-8707.
- Failure to comply with any of these requirements will result in a fine of \$50.00 per occurrence.
- No shipment may be tendered to another carrier without the written consent of Metro Express Transportation Services. Failure to obtain such authorization will void the carrier's contract and rate agreement, for each unauthorized shipment tendered to another carrier.