



## General Procedures – Trucking Shipments to the terminal

*Speed Gate* will minimize the time required to process a driver delivering traffic to the terminal provided the customer has electronically transmitted the Bill of Lading prior to the unit's arrival at the gatestand.

- Prior to passing through the *Speed Gate* portal all loads must be sealed using CN seal.
- The driver pulls through the portal at a speed not exceeding 25 km/hr. The driver must not enter the portal until sufficient distance exists to operate completely through the portal.
- The driver places the registered finger on the biometric reader to provide positive identification. Drivers who are not registered will be directed to the terminal office for registration. After registration, a previously non-registered driver will be directed to the [self-help](#) area to complete the ingate process.
- If the driver is registered to haul for multiple cartage companies, confirmation of the company for which the traffic is being hauled will be requested.
- Guided by the gatestand prompts, the driver inputs the unit initials and number. The driver's input is validated by Optical Character Recognition software. If the equipment's (container and chassis or trailer and tractor license plate) identifying marks are obscured such that the Optical Character Recognition software cannot identify the equipment, the operator will intervene.
- If a complete Bill of Lading has been received electronically the driver will be prompted to confirm the shipment does not contain Dangerous Goods.
- If a complete Bill of Lading has not been received electronically the unit will be accepted provided the driver inputs sufficient information at the gatestand to load the unit to rail. To ensure prompt shipment, the driver should be familiar with the critical information on the paper Bill of Lading.
- At the completion of the input the gatestand will print a transaction ticket for the driver and the driver will be prompted for pick-up information.
- The Bill of lading must be deposited as directed by the gatestand screen (in the drop box at the gatestand, in the terminal office, or the paperwork is not required by CN)
- Two-way voice communication is available between the gatestand and the gate operator in the event the driver requires assistance.