

K&B Transportation Driver Paperwork Requirements

The following items are required for every driver at K&B, please make sure you are aware of these requirements.

- You must turn in EVERY trip document. This includes all pages for all Bill of Ladings, Fuel receipts, Scale receipts, Lumper receipts, Washout receipts, and payroll reimbursements. THERE IS NO EXCEPTION TO THE RULE-EVERY LOAD-TYSON, HILLSHIRE DEDICATED, OR ANY OTHER CUSTOMER, ALL MUST BE SUBMITTED.
- You will be expected to turn in all documents within 48 hours of final delivery of the load or relay of the load. If you are relaying and not completing the load then turn in any documents you have along with fuel, scales, washouts, lumpers.
- You must use a Transflo Express Trip sheet for every load, only one load per trip sheet, whether you are scanning at a truck stop, at the terminal, or using your phone.
- The Transflo Express Trip sheet should be completed fully and legibly
- You should write your name, truck number, and load number (K&B order/trip number) at the top of every document page you scan in.
- Each document needs to be scanned or photographed on its own page, DO NOT TAPE RECEIPTS TO BOL'S OR OTHER DOCUMENTS.
- ONLY ONE TRIP PER COVER SHEET, DO NOT SENT MULTIPLE TRIPS UNDER ONE TRANSFLO EXPRESS TRIP SHEET/LOAD NUMBER.
- DO NOT SEND MULTIPLE TRIPS AT THE SAME TIME-SCAN ONE TRIP FOLLOWED BY 6 MORE. EACH TIP SHEET AND INFO MUST BE SCANNED AS A SEPARATE PACKET.
- If you paid cash out of pocket for any truck expense or business required items (ex. Scale, fax, copies, oil, coolant, washer fluid), write "CASH PAID" and the PO number that you were given by your dispatcher on the top. Make sure these are on a separate sheet and not on any BOL's or other paperwork.