

# JTLC Drop Trailer Procedure

When dropping a trailer follow this process.

1. Is the drop a delivery or relay?
  - a. If a drop, leave all bills with the trailer and move on to step 2.
  - b. If delivery make sure to get bills signed and keep them.
  
2. Is the yard secured? (Secure yards are fenced with a guard or gate with lock on it).
  - a. Yes: Is the load high value or JIT Automotive?
    1. Yes: Lock trailer with pin lock and padlock.
    2. No: Ok to leave trailer without locks.
  - b. No: Lock trailer with pin lock and padlock.