

TRUCK DRIVER'S HANDBOOK





**IN CASE OF EMERGENCY
CALL MGT SECURITY**

(514) 257-3067

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MANAGEMENT

MONTREAL GATEWAY TERMINALS PARTNERSHIP

514-257-3040
305, CURATTEAU STREET
MONTREAL (QC)
H1L 6R6

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1. MISSION AND VALUES

1.1. MISSION

Specializing in the handling of shipping containers transported between international markets and domestic industrial centers on behalf of shipping lines, MGT engages qualified and experienced personnel and uses ultra-modern equipment to offer a service founded on reliability, consistency and compliance with its commitments. MGT additionally ensures a customer experience based on quality business relationships, accessibility and customization.

Environmentally conscious, MGT contributes to the well-being of society through the implementation of innovative approaches for the protection of the environment.

1.2. VALUES

- **Partnership** : collaboration to carry out concerted actions for profitability, business development, customer satisfaction, and attention to employees
- **Integrity** : client and staff approaches based on MGT's core principles (loyalty, openness, collaboration, in-house solutions);
- **Efficiency** : ability to produce expected outcome, desired gain and anticipated productivity with flexibility;
- **Respect** : MGT is dedicated to its customers, employees and stakeholders and is committed to taking their needs and expectations into account;
- **Service** : constant and reliable with a prevailing respect for commitments and a positive customer experience.

2. RULES AND REGULATIONS

2.1. AT ALL TIMES



ACCESS IS FORBIDDEN TO CHILDREN



ACCESS IS FORBIDDEN TO ANIMALS



THE USE OF A CAMERA OR VIDEO RECORDER IS FORBIDDEN



THE POSSESSION OR USE OF ALCOHOL OR DRUGS IS FORBIDDEN

2.2. PEDESTRIAN TRAFFIC IN THE TERMINAL



WEARING A SAFETY HELMET IS MANDATORY



WEARING APPROVED SAFETY SHOES IS MANDATORY



WEARING A HIGH-VISIBILITY SAFETY VEST IS MANDATORY



WEARING PANTS IS MANDATORY



USE THE WALKWAYS



NEVER WALK IN THE GANTRY CRANE PATHS



NEVER CLIMB ON THE TERMINAL HANDLING EQUIPMENT



NEVER OPEN CONTAINERS IN TERMINAL

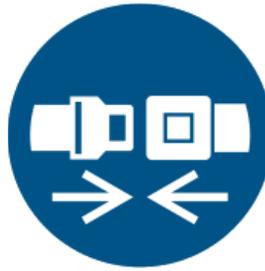
2.3. OPERATING A VEHICLE IN THE TERMINAL



SPEED LIMIT 20 KM/H



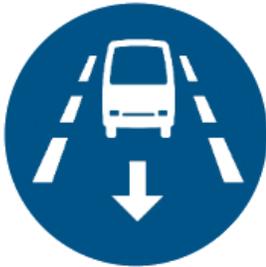
HAVE IN YOUR POSSESSION
A VALID DRIVER'S LICENCE,
INSURANCE CERTIFICATE
AND VEHICLE'S
REGISTRATION
CERTIFICATE



FASTEN YOUR SEATBELT AT
ALL TIMES



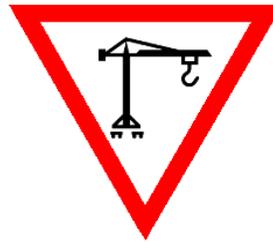
TURN ON THE FLASHING
LIGHTS, STROBE LIGHTS OR
DISTRESS LIGHTS



DRIVE IN THE INDICATED
DIRECTION OF TRAFFIC AND
OBEY THE SIGNS



KEEP A SAFE DISTANCE
FROM THE TERMINAL
HANDLING EQUIPMENT



THE TERMINAL HANDLING
EQUIPMENT ALWAYS HAS
THE RIGHT OF WAY



USE OF A TELEPHONE OR
RADIO IS PROHIBITED



NEVER DRIVE IN THE
GANTRY CRANE PATHS



NEVER DRIVE BETWEEN
THE CONTAINER BLOCKS



TURN OFF YOUR ENGINE IF
YOU ARE NOT IN MOTION

ANY PERSON REFUSING TO COMPLY
WITH MGT'S RULES MAY BE SUSPENDED
FROM HIS/HER DUTIES OR REFUSED
ACCESS TO THE TERMINALS

2.4. ENVIRONMENTAL POLICY

Montreal Gateway Terminals Partnerships vision is to be an environmentally sustainable company. By developing and maintaining protocols to protect the environment, Montreal Gateway Terminals Partnership shall remain as a staunch environmentally safe and secure ally.

Montreal Gateway Terminals Partnership, located in the Port of Montreal, is comprised of two separate terminals specializing in marine container operations providing services to meet the present and future needs of employees, customers and contractors.

Montreal Gateway Terminals Partnership is committed to ensure that all reasonable efforts are taken to mitigate environmental impacts and prevent pollution by dedicating adequate financial and human resources for the development and maintenance of its Environmental Management System.

Montreal Gateway Terminals Partnership shall set objectives and targets relevant to the improvement of its environmental performance, in addition to monitor and measure the activities that can have a significant impact on the environment.

Montreal Gateway Terminals Partnership conforms to all applicable federal, provincial and municipal environmental laws and regulations, as well as Port of Montreal, corporate requirements and all other requirements applicable.

In order to monitor the implementation of the Environmental Management System and to review and justify the need for enhancement, an annual environmental report shall be presented to the Board of Directors, communicating significant initiatives and performance indicators.

Montreal Gateway Terminals Partnerships Environmental Policy statement is available to the public upon request, and is communicated to employees and contractors.

Michael Fratianni

Chief Executive Officer, June 6th 2014

TRUCKERS MUST TAKE THE NECESSARY MEASURES TO STAY ON COURSE WITH THE «**C.A.P.**» :
COMPLIANCE WITH THE LEGISLATION AND REGULATIONS AND OTHER APPLICABLE REQUIREMENTS;
AMELIORATION OF ENVIRONMENTAL PERFORMANCE ON A CONTINUOUS BASIS;
PREVENTION OF POLLUTION (CONSERVATION AND RESPONSIBLE USE OF NATURAL RESOURCES).

2.5. ACCESS AUTHORIZATION AND PORT ACCESS CARD

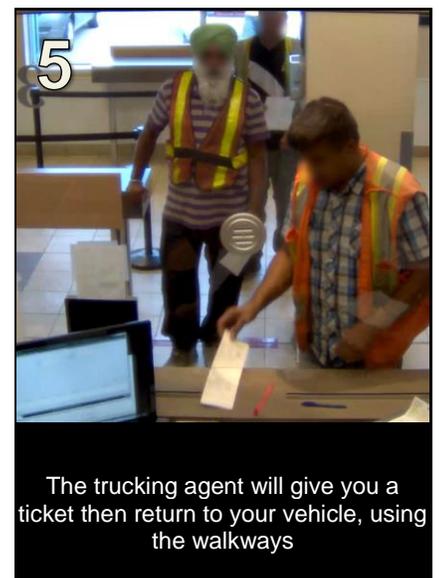
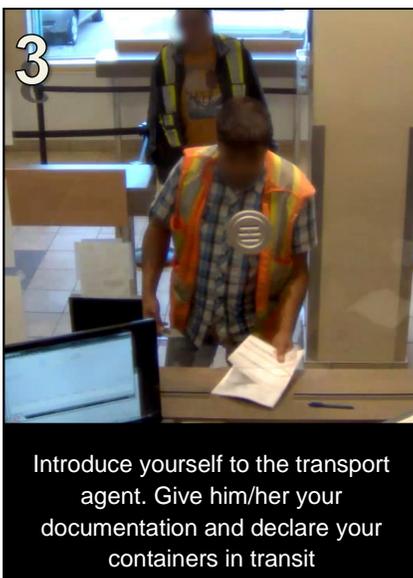
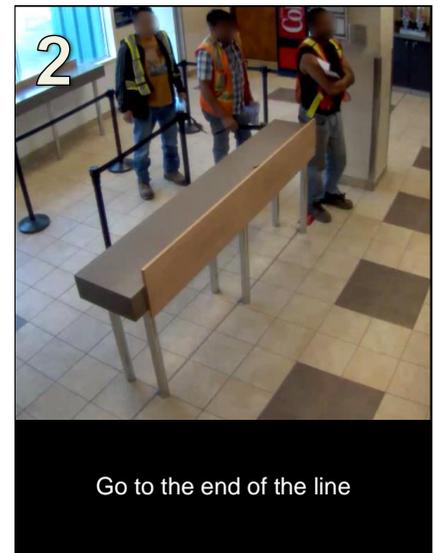
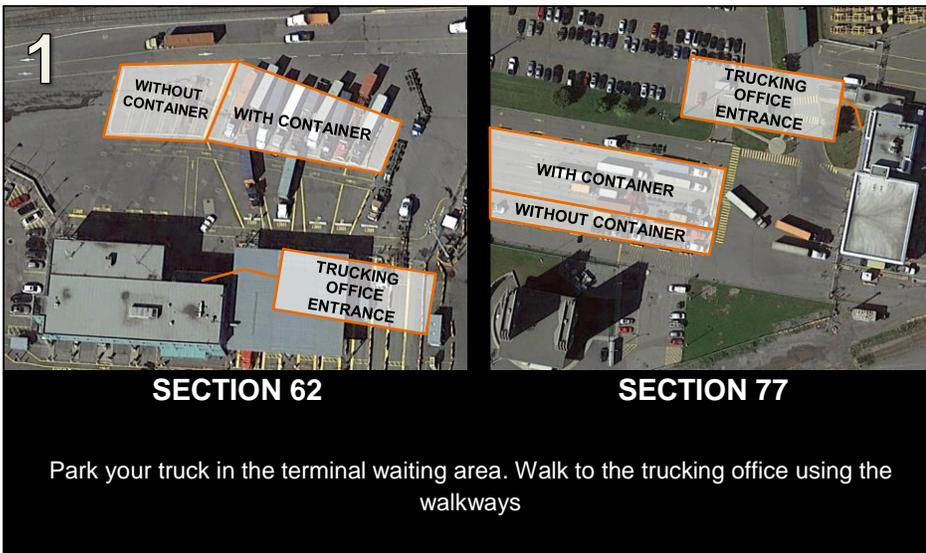
Access to the terminals is restricted to the persons registered in our access control system. Persons without a Port Access Card will be refused access to the terminals. All persons without a Port Access Card must report to the MGT Security Office located at the corner of Curatteau Street and Notre-Dame Street.

The Port Access Card must be visible at all times and presented to a security officer on request. You must wear it above the waist and over your clothing at all times. A person who does not wear his/her pass visibly is liable to a warning or to a Federal Government fine. It is forbidden to lend or give your pass to another person. Contact MGT Security if your card is lost, stolen, damaged, defective or expired.



3. OPERATIONAL PROCEDURES

3.1. WAITING AREA AND TRUCKING OFFICE



3.2. ENTERING THE GATES WITH A CONTAINER (20-209.03-M01)



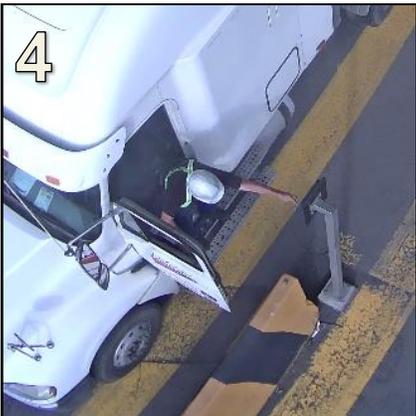
Place your truck in position to enter on the stop line in front of the barrier



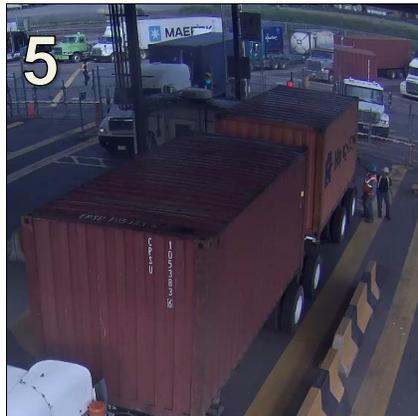
When the barrier opens, move your truck forward into the entrance bay and stop at the stop line



Shut off your truck engine



Pass your card in front of the card reader



Get out of your truck and join the checker at the back of the truck



When the checker has finished your transaction, go back to your cab and start your engine



When the barrier opens, exit the truck bay, giving pedestrians the right of way

3.3. ENTERING THE GATES WITHOUT A CONTAINER



1
Place your truck in position to enter on the stop line in front of the barrier



2
When the barrier opens, move your truck forward into the entrance bay and stop at the stop line



3
Pass your card in front of the card reader



4
When the barrier opens, exit the truck bay, giving pedestrians the right of way

3.4. UNLOADING WITH A TOPHANDLER



Proceed to the location indicated on your ticket



Wait inside your truck for the tophandler (make sure that all the twist locks of your trailer are unlocked)



The operator will signal you with his/her horn that the unloading operation is completed



Proceed to the waiting area for the exit bays

3.5. UNLOADING WITH AN RTG CRANE (“TRANSTAINER”)



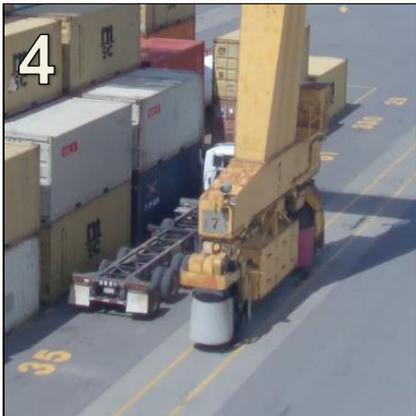
1 Proceed to the location indicated on your ticket



2 Get out of your truck and located your container in the stack



3 Make sure that all the twist locks of your container are in receiving position



4 Wait in your truck for the RTG



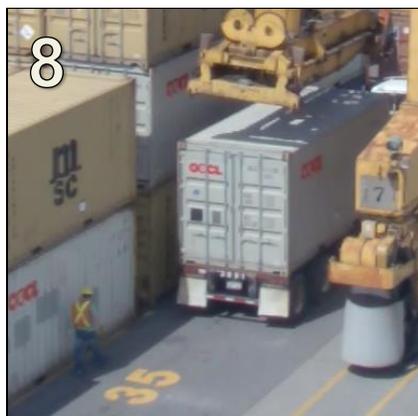
5 Signal the position of your container with your hand



6 Stand behind your trailer at a distance of +/- 5 metres



7 Using hand signals, help the operator position the container on the trailer



8 Do not approach the trailer as long as the spreader is not completely detached from the container



9 Proceed to the exit bays

3.6. COMMUNICATION BETWEEN TRUCK DRIVER AND RTG CRANE

Communication between the truck driver and Transtainer (RTG) operator

- Please use your fingers or the numbered signs (1 to 6) to indicate to the Transtainer operator the pile where your container is located.
- Do not count the empty spaces. Count only existing piles. Pile # 1 is closest to the truck.

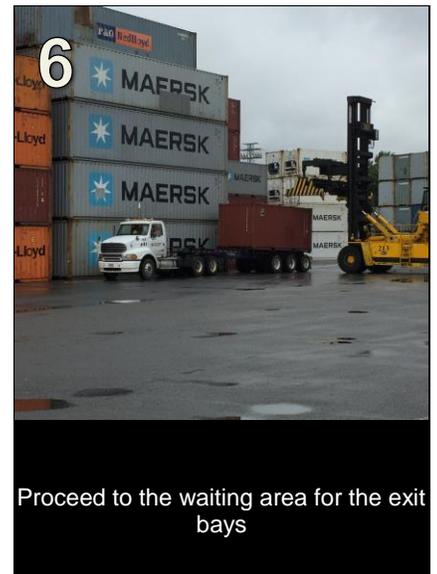
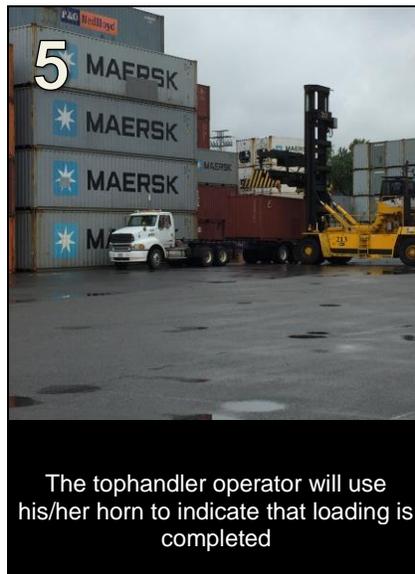
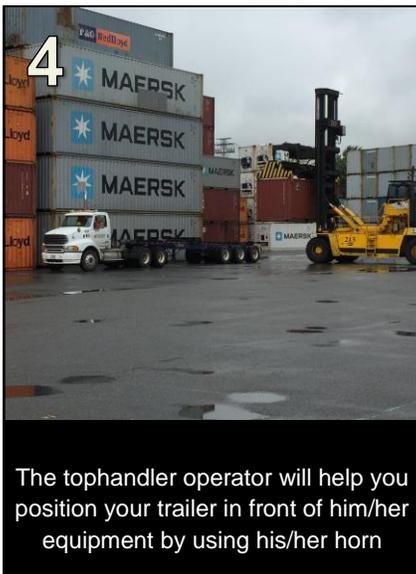
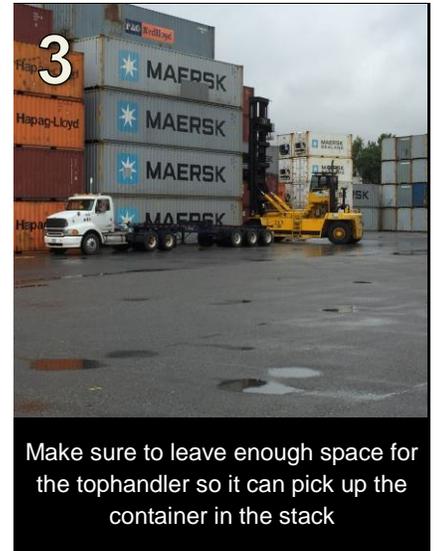
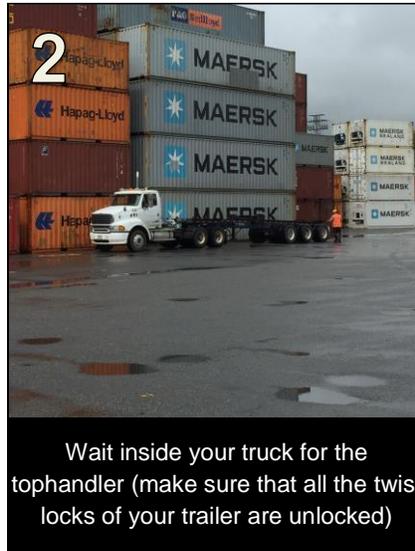
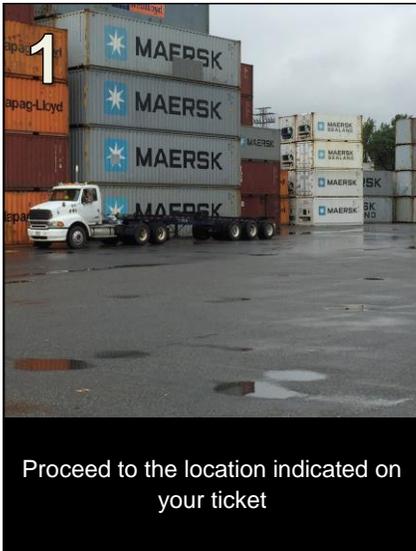
EXAMPLES

THE FOLLOWING CODES ARE USED ONLY TO INDICATE THE HEIGHT POSITION IN THE PILE. (KNEE, EMPIRE STEVEDORING, TERMONT AND LOGISTEC TERMINALS) * EXCEPTION: CAST TERMINAL

HEAD				
SHOULDER				
WAIST				
KNEE				
GROUND				
	5	4	3	2
	CONTAINERS	CONTAINERS	CONTAINERS	CONTAINERS

*** EXCEPTION: CAST TERMINAL**
THE FOLLOWING SYMBOLS ARE TO BE USED AT CAST TERMINAL:
FOOT = 1; KNEE = 2; WAIST = 3; HEAD = 4

3.7. LOADING WITH A TOPHANDLER



3.8. LEAVING THE TERMINAL WITH AN IMPORT CONTAINER



When the barrier opens, move your truck forward into the exit bay and stop at the stop line



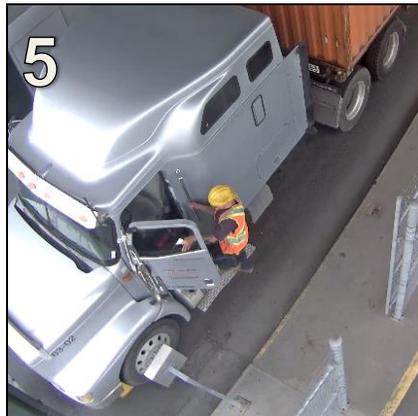
Shut off your truck engine



Pass your card in front of the card reader



Get out of your truck and join the checker at the back of the truck



Return to your cab and start your engine



When the barrier opens, exit the truck bay, giving pedestrians the right of way

3.9. LEAVING THE TERMINAL WITH AN EMPTY CONTAINER



1
When the barrier opens, move your truck forward into the exit bay and stop at the stop line



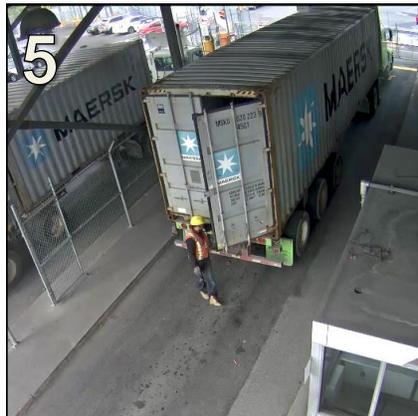
2
Shut off your truck engine



3
Pass your card in front of the card reader



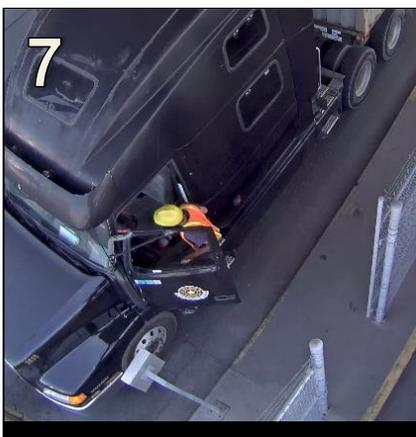
4
Get out of your truck and wait for the checker at the back of the truck



5
If you desire, you can open the container



6
When the checker has completed your transaction, go to the printer to get your transaction receipt



7
Pass your card in front of the card reader



8
Drive away from the terminal

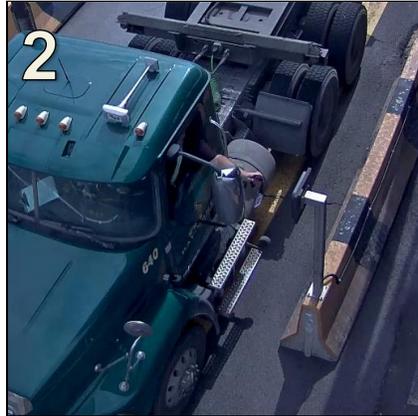
Return to your cab and start your engine

When the barrier opens, exit the truck bay, giving pedestrians the right of way

3.10. LEAVING THE TERMINAL WITHOUT A CONTAINER



1
When the exit bay is free, move your truck forward and stop at the stop line (in Section 62, exit by Bay #2)



2
Pass your card in front of the card reader



3
When the barrier opens, exit the truck bay, giving pedestrians the right of way

3.11. WIDE LOAD

To ensure efficient coordination of your wide load at the terminal, call MGT Security (514-257-3067) as soon as your driver enters the « Port of Montreal Commun Gate ».

4. EMERGENCY MEASURES

4.1. EMERGENCY

Every person who witnesses an unusual situation involving a threat to health and safety, environment, buildings or equipment (e.g. fire and explosion, leak and spill of hazardous materials, natural disaster, public disorder, etc.) must:

- Stay away from the incident;
- immediately contact the MGT Security at **514-257-3067**;
- if there is no imminent danger, take the necessary measures to control the situation until the response team arrives. Never exceed your ability to respond;
- ensure that everyone remains in place, including the persons involved, witnesses and the equipment;
- stay on site, at a safe location, until the response team arrives;
- notify people to stay away from the incident;
- complete the witness report, which will be provided by a security agent.

4.2. IN CASE OF AN EVACUATION

- Interrupt your work;
- shut down equipment or vehicles;
- stay calm and don't give in to panic
- follow the instructions given by the security agents;
- leave the building or the terminal, using the nearest exit (see evacuation plan on pages **20 and 22**);
- proceed immediately to the gathering point (see evacuation plan on pages **20 and 22**);
- stay outdoors and do not attempt to go back into the building or a workplace;
- return to the workplace once the authorization is given.



5. HEALTH AND SAFETY AWARENESS

5.1. PREVENTION OF VIOLENCE

MGT is committed to offer a safe work environment. We do not tolerate any violence on our sites. Perpetrators of violent acts at work are liable to disciplinary measures and may be the object of criminal charges.

If you are a victim of a violent act:

1. Inform MGT Security at **514-257-3067**;
2. Complete a written statement, specifying the context, the date and the time.

5.2. VEHICLES AND HANDLING EQUIPMENT

- Drive \pm ten (10) metres away from the container stacks when you are not loading or unloading a container;
- Pay attention to the container movements and stay away from equipment in motion. Stay \pm two (2) containers away from container movements and never drive under a moving container.
- Consider the space between the container stacks and the number of vehicles when you make a U-turn;
- Ensure that the handling equipment operators are aware of your presence when you drive near them and do not move into their blind spots.

5.3. WORKING AT HEIGHTS

A **safety harness** is mandatory when working at a height of more than 2.4 metres.

5.4. RESERVED LANE FOR CHECKERS

At Section 62 (Racine), a reserved traffic lane near the railway tracks must be used **only** by the checkers.



6. SECURITY AWARENESS

6.1. SUSPICIOUS OBJECTS OR BEHAVIOUR

If you notice the presence of a suspicious object or suspicious behavior that could threaten security, contact the MGT Security immediately at **514-257-3067**. Here are some examples of abnormal behavior at MGT:

- A person is walking with a camera;
- A person enters or leaves the terminal with a large bag;
- A vehicle is parked outside the parking area;
- A person is climbing over the fence of the perimeter;
- The rear trunk of vehicle is concealed by a cover;
- A vehicle is driving slowly and making stops near the perimeter.

6.2. INSPECTION

Your vehicle, its contents and transported objects are subject to inspection by a security officer (at the entrance, at the exit or in the terminal).

7. ENVIRONMENTAL ISSUES AWARENESS

7.1. GREENHOUSE GAS / ATMOSPHERIC EMISSIONS

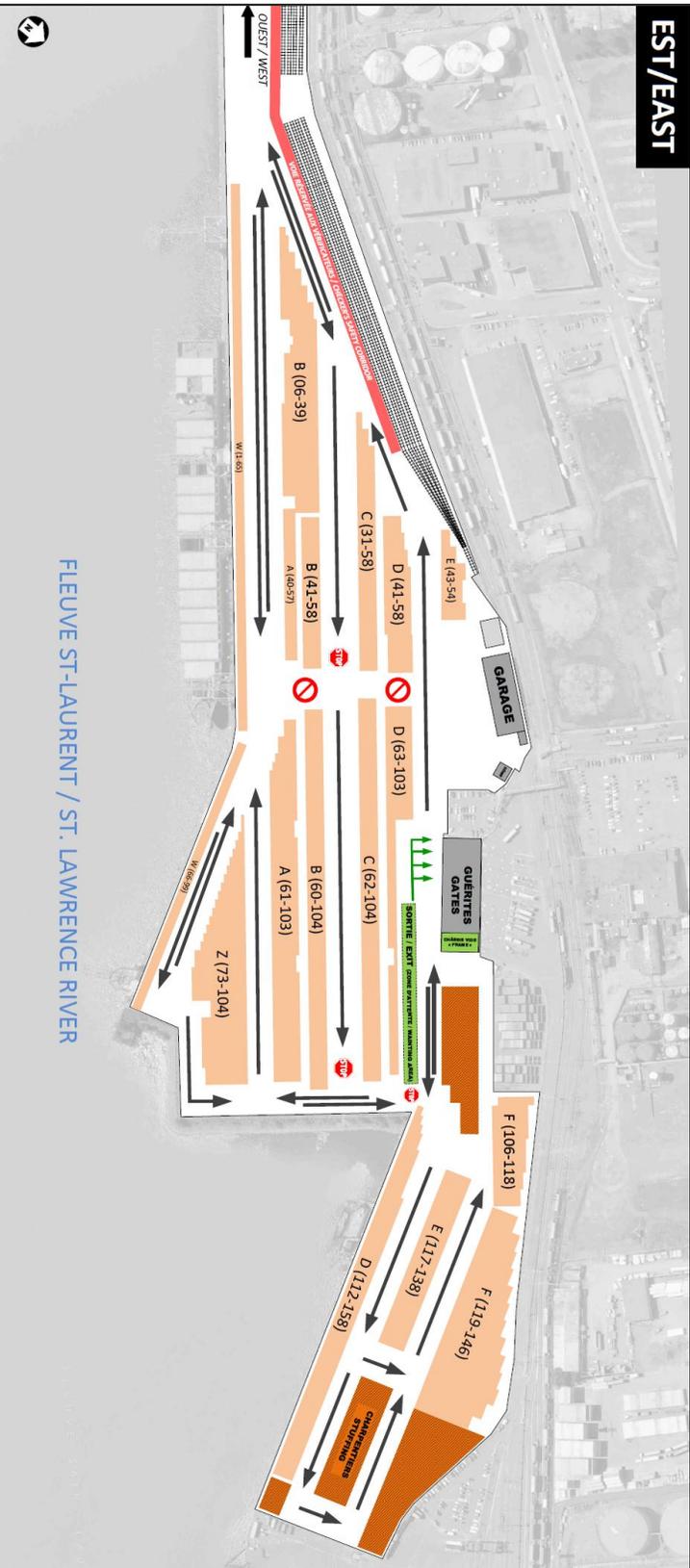
Care must be taken to minimize dust emissions during transportation activities. In addition, to limit greenhouse gas emissions (e.g. CO₂ from vehicle exhaust gases), it is recommended to limit idling of truck or vehicle engines.

7.2. SEWER DISCHARGE

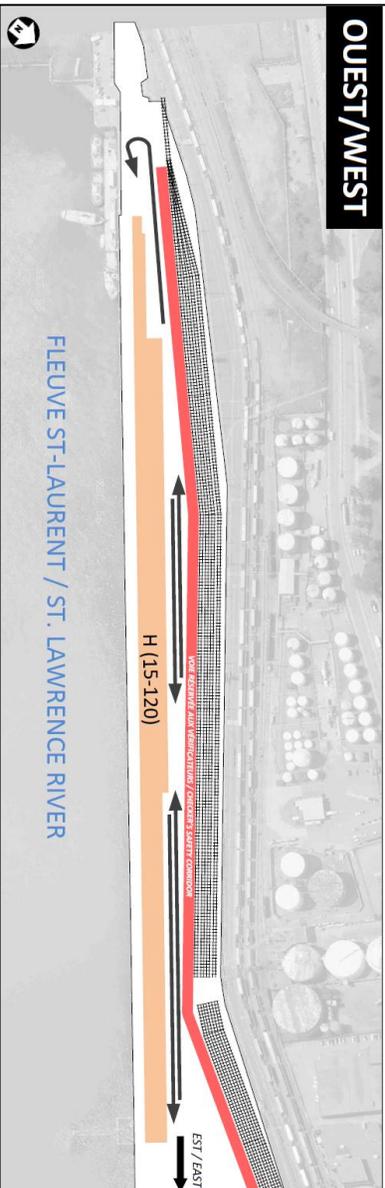
No discharge shall be released into the MGT sewer system, into the surface water or into the river.

PLAN DE CIRCULATION / TRAFFIC PLAN

EST/EAST



QUEST/WEST

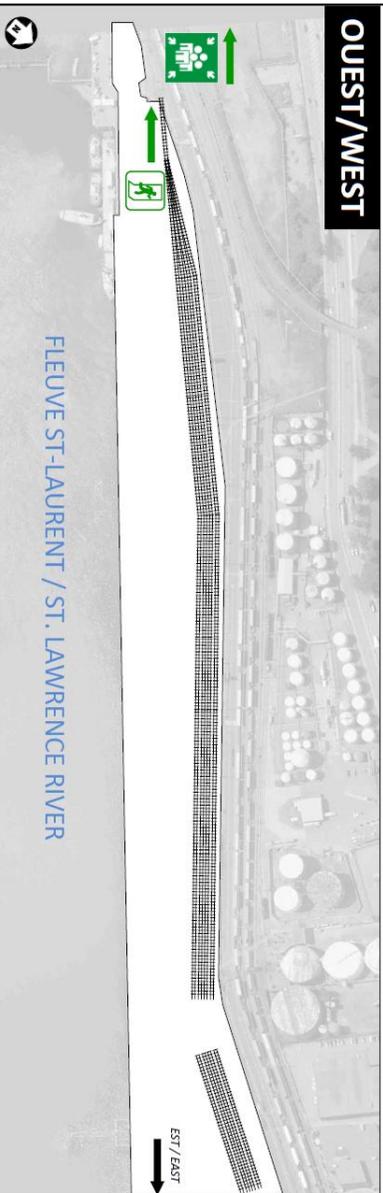
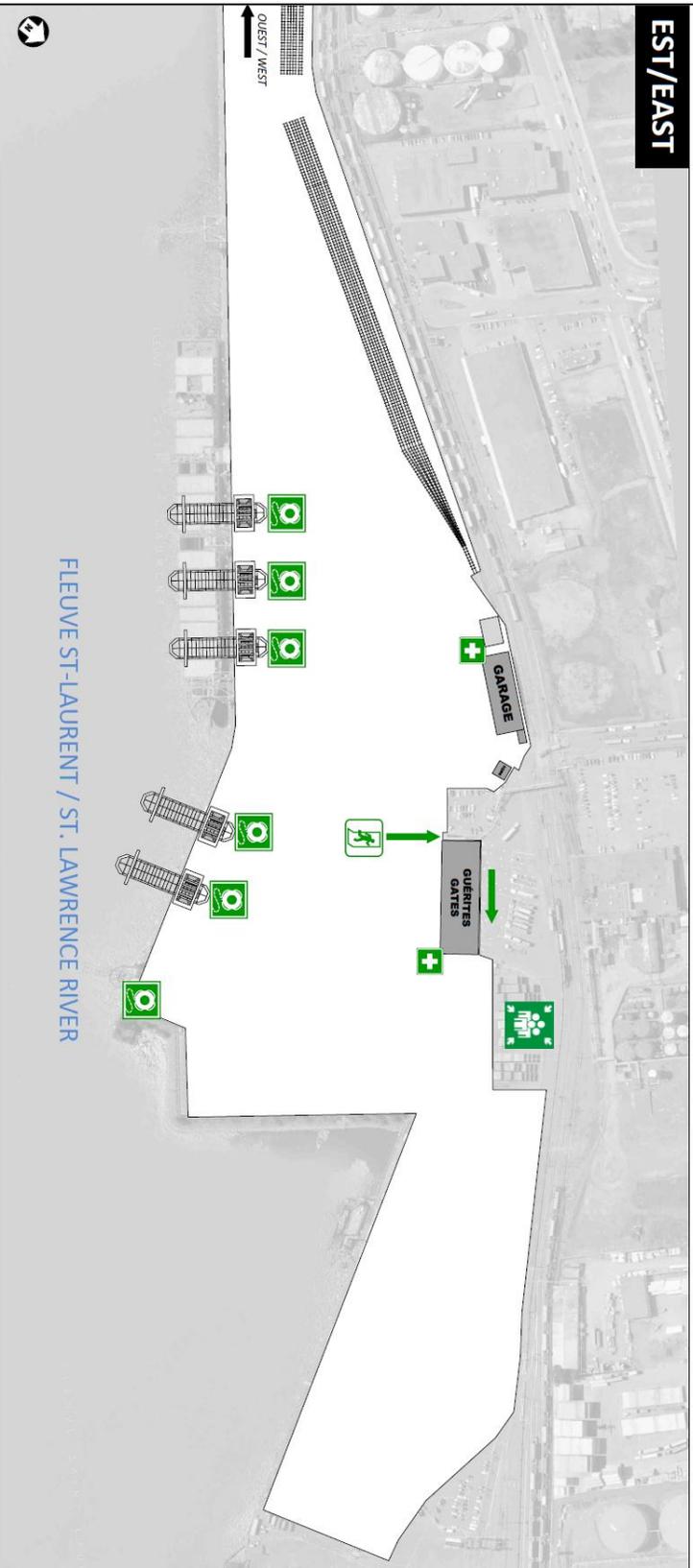


- LÉGENDE / LEGEND**
- ZONE D'ENTRÉPOSAGE / STORAGE AREA
 - SENS DE LA CIRCULATION / TRAFFIC DIRECTION
 - VOIES RÉSERVÉES POUR VÉRIFICATEURS / BARRE SAFETY CONDITIONS FOR CHECKERS / BARRE
 - PASSAGE INTERDIT / NO ENTRY
 - ARRÊT OBLIGATOIRE / MANDATORY STOP

SECTION 62 TERMINAL

DATE : JANVIER 2016

PLAN D'ÉVACUATION / EVACUATION PLAN



LÉGENDE

- VOIE D'ÉVACUATION
ESCAPE ROUTE
- SORTIE D'URGENCE
EMERGENCY EXIT
- POINT DE RASSEMBLEMENT
ASSEMBLY POINT
- PREMIERS SOINS
FIRST AID
- BOULE DE SAUVETAGE
LIFE PRESERVER

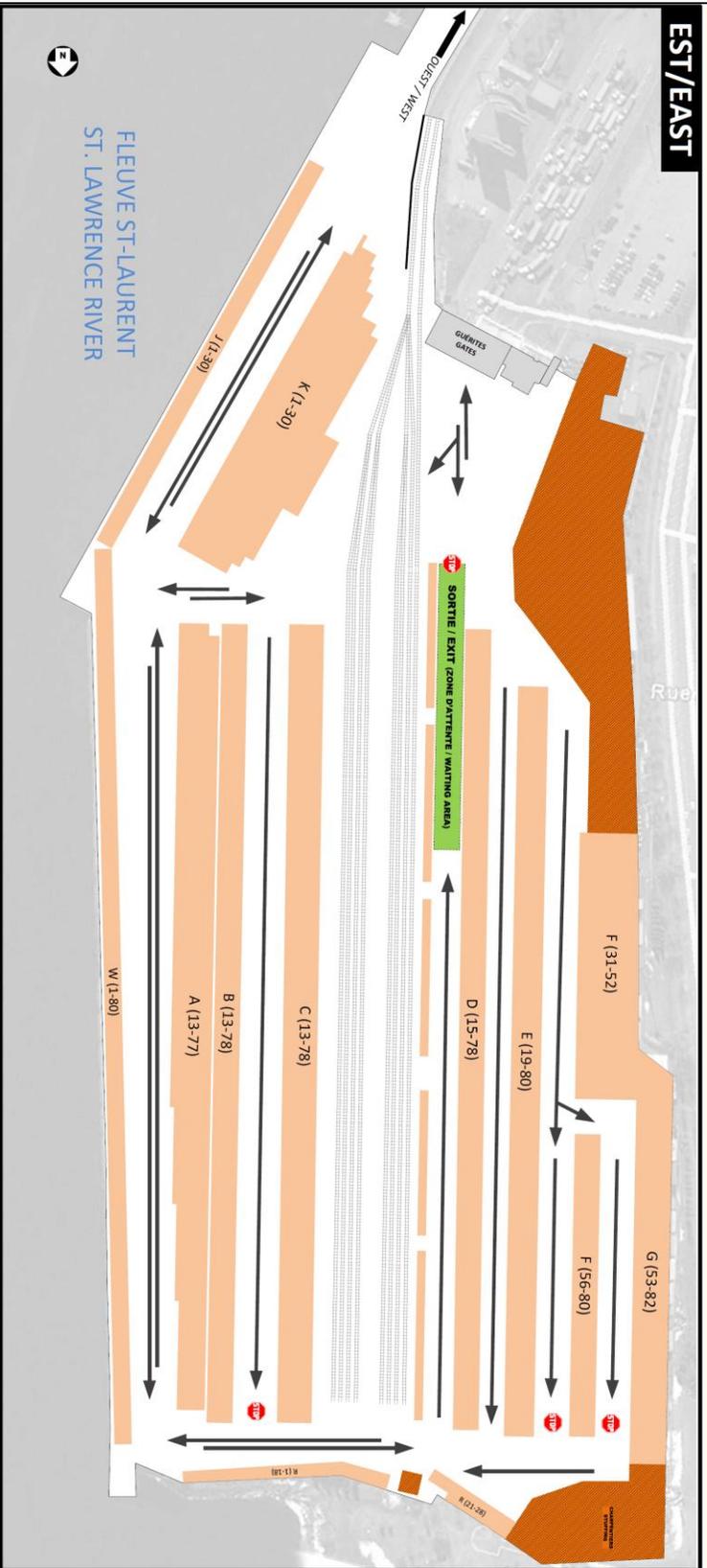
EN CAS D'INCENDIE IN CASE OF FIRE

- ACTIVEZ L'ALARME INCENDIE
ACTIVATE FIRE ALARM
- CONTACTEZ LA SÛRETÉ 514-537-3067
CALL SECURITY
- ASSISTEZ LES VICTIMES
ASSIST THE VICTIMS
- ÉLOIGNEZ TOUS LES PERSONS EN DANGER
KEEP PEOPLE AWAY FROM DANGER ZONE
- SANS PRENDRE DE RISQUE, UTILISEZ L'EXTINCTEUR
IF THERE IS NO DANGER, USE FIRE EXTINGUISHER
- DIRIGEZ-VOUS VERS LE POINT DE RASSEMBLEMENT. NE REVENEZ JAMAIS EN ARRIÈRE.
DIRECTIVE TO YOUR ASSEMBLY POINT. AVOID RETURNING TO DANGER ZONE.

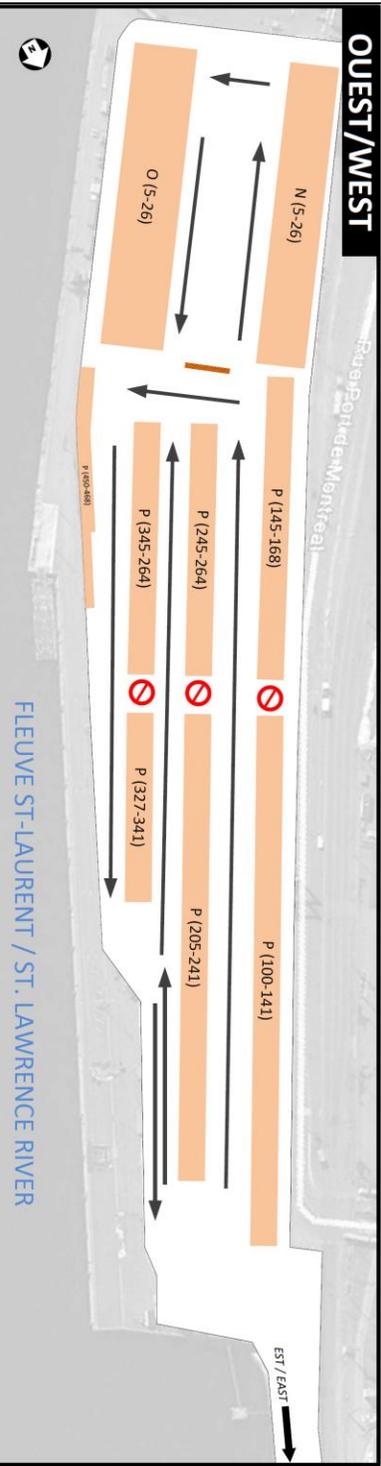
SECTION 62 TERMINAL

DATE: AVRIL 2015

PLAN DE CIRCULATION / TRAFFIC PLAN



OUEST/WEST



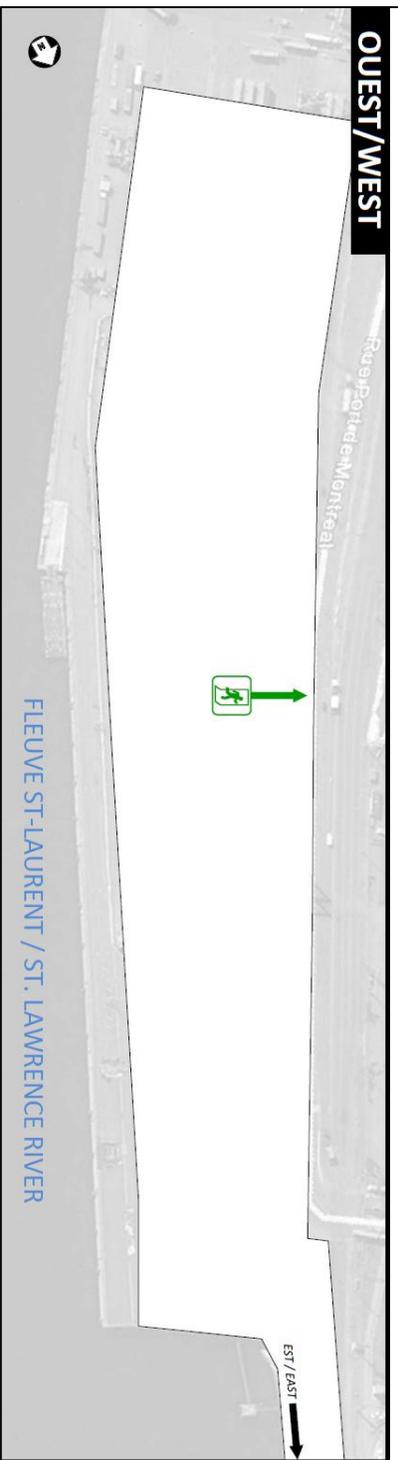
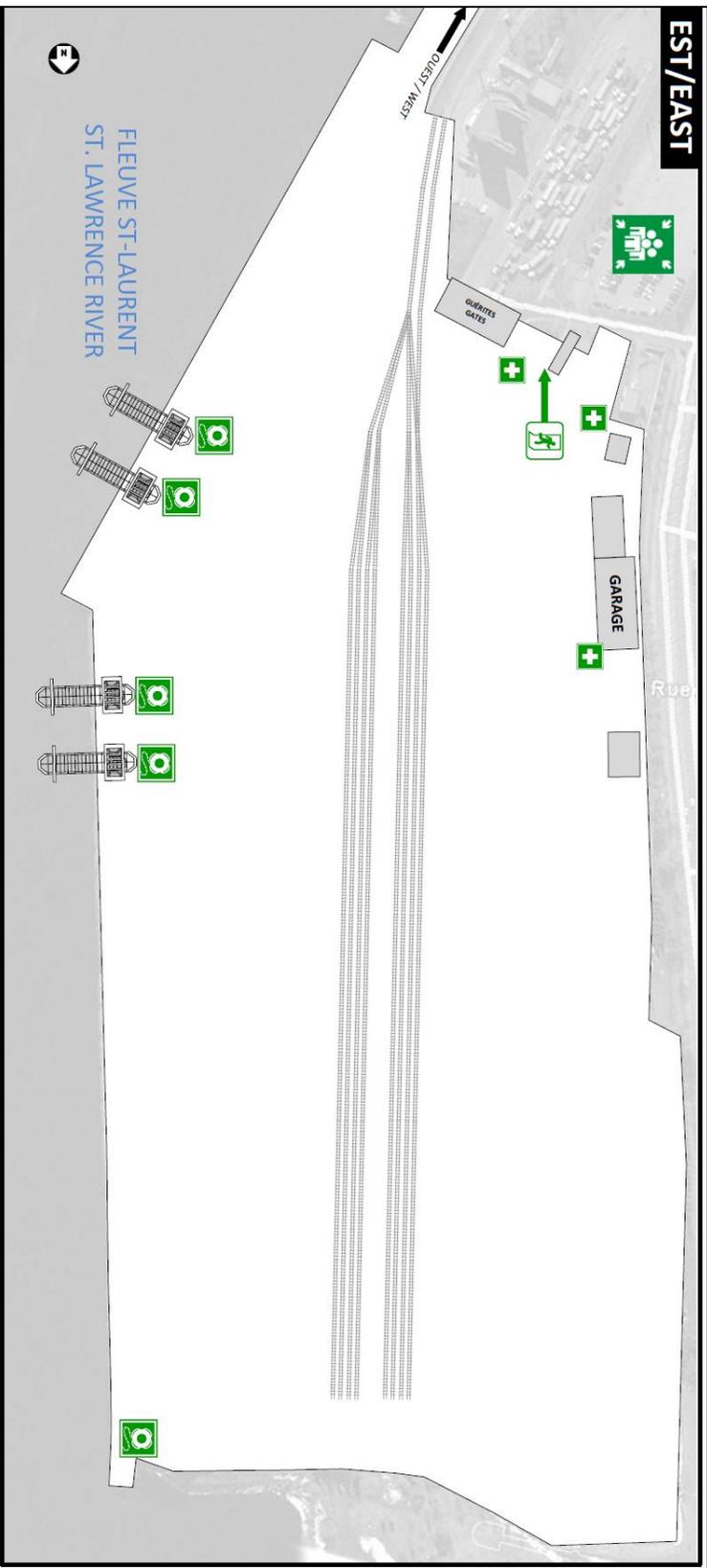
LÉGENDE / LEGEND

- ZONE D'ENTREPOSAGE / STORAGE AREA
- SENS DE LA CIRCULATION / TRAFFIC DIRECTION
- PASSAGE INTERDIT / NO ENTRY
- ARRÊT OBLIGATOIRE / MANDATORY STOP

SECTION 77 TERMINAL

DATE : JANVIER 2016

PLAN D'ÉVACUATION / EVACUATION PLAN



LÉGENDE

	VOIE D'ÉVACUATION ESCAPE ROUTE
	SORTIE D'URGENCE EMERGENCY EXIT
	POINT DE RASSEMBLEMENT ASSEMBLY POINT
	PREMIERS SOINS FIRST AID
	BOUÉE DE SAUVETAGE LIFE PRESERVER

**EN CAS D'INCENDIE
IN CASE OF FIRE**

	ACTIVER L'ALARME INCENDIE ACTIVATE FIRE ALARM
	CONTRÔLEZ LA SÛRETÉ 514-357-3867 CALL SECURITY
	ASSISTEZ LES VICTIMES ASSIST THE VICTIMS
	ÉLOIGNEZ TOUTES PERSONNES EN DANGER KEEP PEOPLE AWAY FROM DANGER ZONE
	SANS PRENDRE DE RISQUE, UTILISEZ L'EXTINCTEUR. NE DANSEZ JAMAIS AVEC LE FEU. WITHOUT TAKING ANY RISK, USE FIRE EXTINGUISHER. NEVER DANCE WITH FIRE.
	DIREZ-VOUS VERS LE POINT DE RASSEMBLEMENT NE RENDEZ JAMAIS PROCÉDÉ DIRECTEMENT TO YOUR ASSEMBLY POINT. AVOID RETURNING TO DANGER ZONE

SECTION 77 TERMINAL

DATE: MARS 2015

