



Reserved Commercial vehicles must be checked in one hour prior to departure.

The rules for commercial wait list are as follows:

- "First-come, first-served" upon check in at the ticket office. The driver must check in at the ticket office on arrival. Units CANNOT be waitlisted unless the truck and trailer are on the premises and there is a driver designated to load the unit.
- Drivers who go directly to the parking lot and don't check in are NOT ON THE LIST until they physical go to the ticket office and present themselves to the ticket agent.
- Pending space available tickets are sold in the order noted; if a driver doesn't show at the ticket office when their number is called, or declines passage, they are dropped from the waitlist.
- Drivers who miss this call or decline to travel if space is available will not be added to the waitlist for the next crossing.

Policy regarding "switching" trailers; For RESERVED TRAFFIC ONLY.

If a RESERVED UNIT is located at the opposite terminal, and the driver bringing that unit has checked in, the reservation will be honored provided that the driver/truck is on the vessel to come off the ship to take the reserved load. If no Driver or truck comes off the ship to take the reserved load it will not move and the reservation will be forfeited. It then falls into the waitlist category and a driver must be present to add it to the waitlist. This policy exists as there is insufficient time for a driver to follow the one hour check-in policy if they are travelling on the vessel to pick up the load. It recognizes that in such circumstances it is not economically feasible for companies to have drivers on-site to hold the space.

Customers using other companies to move their loads

It is recognized that some companies use other trucking companies to move their loads. The following covers the exception to the "No substitution" policy as regards Reservations.

- If a company is hauling a load for another company the request, via email including the reservation number, must be sent to the LMI Operations Manager and must come from the reservation holder. This must be done at least 24 hours prior to the departure date/time.
- If a company is hauling a load that belongs to another company and the above is approved then the company that "owns" the load is to be charged; not the company hauling the load.
- The company hauling the load must have a bill of lading that clearly states the reservation holder is the consignee or shipper of the load.

A handwritten signature in blue ink, appearing to read 'Dave Leyden'.

Dave Leyden, Operations Manager, LMI
Updated June 18, 2018