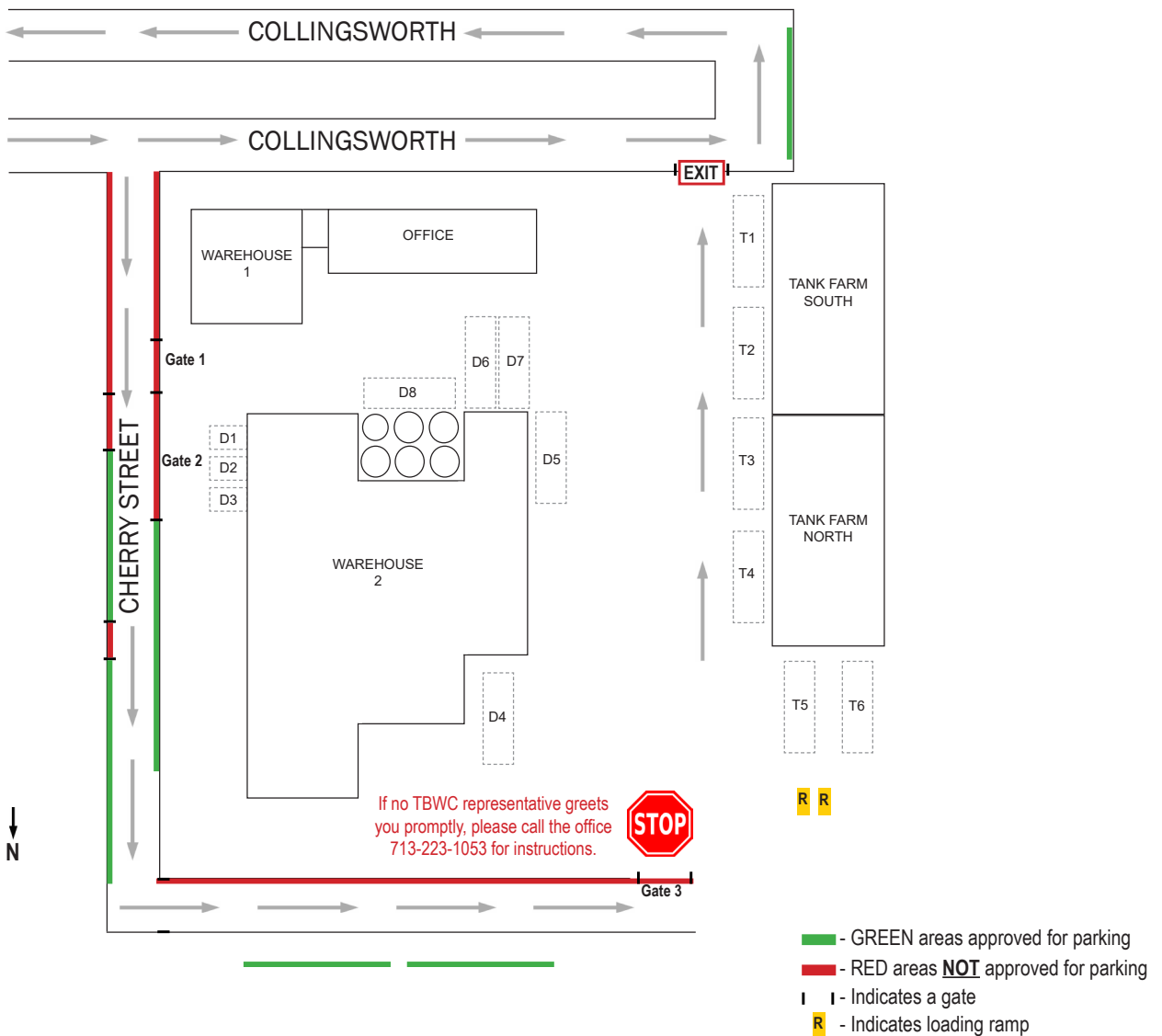


DRIVER INSTRUCTIONS



- Do not park in the first 100 feet from Collingsworth Street on Cherry Street. This blocks emergency vehicles and oncoming traffic.
- All drivers are required to wear proper PPE (Footwear, Hard Hats, etc.) while at our facility.
- Never park near, or in front of, any gates. Do not block gates, driveways, entrances or exits from TBWC or neighboring businesses and ensure all traffic is able to proceed. NEVER pull into our facility without being instructed to do so.
- **Stay in your truck.** Call us at 713-223-1053 (press 1 for our Traffic Department) to notify us of your arrival. If no answer, leave a detailed message with your phone number, your company name, any reference or loading number and who you are loading/unloading for. If you do not receive a timely response, call again. If you do not get an answer, you are welcome to walk in and go to our Traffic Office (located on the southeast end of our property) and someone will assist you, but you must be wearing proper shoes (no open-toed shoes) and a hard hat.
- We will give you further directions to get to your designated unloading/loading location.
- Do not arrive more than 30 minutes before your scheduled appointment. Doing so, may result in having to leave and return if you are disrupting the flow of scheduled traffic.

PLEASE NOTE: If you arrive before your scheduled appointment, you must park at the furthest most point from your designated loading/unloading area. Drivers can cause unnecessary traffic delays when they do not follow this policy. We suggest calling from an off-site location (scales, truck stop, etc.) before arrival to TBWC, especially if arriving more than 30 minutes before your scheduled appointment.



Loading Location: _____