Driver Log
ABC Company

Drivers delivering or receiving cargo must be positively identified before cargo is received or released. Drivers must present government-issued photo identification to the facility employee granting access to verify their identity. If presenting a government-issued photo identification is not feasible, the facility employee may accept a recognizable form of photo identification issued by the highway carrier company that employs the driver picking up the load.

The employee granting access to the driver should complete this form, not the driver, to ensure legible and accurate entries.

Driver Name	Company	Truck Number	Container/Trailer Number	Seal Number	Photo ID Verified Y/N	Date	Time In	Time Out

Reminders:

A cargo pickup log must be kept to register drivers and record the details of their conveyances when picking up cargo. When drivers arrive to pick up cargo at a facility, a facility employee must register them in the cargo pickup log. Upon departure, drivers must be logged out. The cargo log must be kept secured, and drivers must not be allowed access to it.

Prior to arrival, the carrier should notify the facility of the estimated time of arrival for the scheduled pick-up, the name of the driver and truck number. Where operationally feasible, CTPAT members should allow deliveries and pickups by appointment only.

When a carrier has regular drivers that pick-up goods from a certain facility, a good practice is for the facility to maintain a list of the drivers with their pictures. Therefore, if it is not feasible to let the company know which driver is coming, the company will still be able to verify that the driver is approved to pick up cargo from the facility.

Delivery of goods to the consignee or other persons accepting delivery of cargo at the partner's facility should be limited to a specific monitored area.

CTPAT Program

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