



BT TRANSPORT & LOGISTICS PTY LTD
Trading as BT Transport & Logistics, LDJ Logistics
and S&S Freight Services



1800 LOAD BT
1800 562 328

ABN 34 114 695 108

PO Box 211 DRY CREEK SA 5094
31-41 Kapara Road, Gillman SA 5013

www.bttransportlogistics.com.au

Standard Operating Procedure

Effective as of 14 July 2020

Applies to: All BT drivers and sub-contractor drivers

CONTACTLESS DELIVERY & POD

As a company, BT Transport & Logistics and our divisions LDJ Logistics and S&S Freight encourage Contactless Delivery and POD in order to minimise the spread of infections that can be transmitted via touching surfaces.

The following process is to be followed:

Always maintain social distancing.

We encourage ALL drivers to wear face masks, gloves and protective eyewear / glasses while outside their vehicles. ***If you have been to a published COVID-19 hotspot in the 2 weeks prior to the delivery, you MUST wear gloves and a face mask at all times when outside your vehicle.***

Obtaining the POD – Using the BT Transmate App:

1. Open the Signature Screen
2. Sign C/L (for contactless) in the signature screen
3. Type C/L (for contactless) and **the recipient's name** in the field underneath
4. Tap submit
5. Open the Photo screen of the app
6. Take a photo of either the recipient, their name tag, or their signature on a hardcopy document;
OR take a photo of your truck/load that somehow identifies the delivery location
7. When the photo appears, select OK (or retake if the photo is not suitable, e.g. blurry)
8. Underneath the photo, select "PHOTO"
9. Tap Submit
10. Tap Return to Consignment

Continue with the consignment as normal.

If a hardcopy POD (3rd party paperwork) is required:

We still encourage contactless delivery; where this is not possible we encourage the receiver to use their own pen to sign their name. If they are signing, they also need to print their name.

Remember to always maintain social distancing while acquiring a signature.

After handling the paperwork, wash your hands thoroughly and/or use hand sanitiser.