

**SACP ROAD SERVICE POLICY**  
**Revised September 2016**

**General**

With the exception of MAJOR ROAD SERVICE REPAIRS ONLY (as defined below) Motor Carriers using CCM Pool equipment in need of road service will make arrangements for repairs. Individual repairs made must be of equal quality to restore the equipment to original manufacturer's specifications. The cost of repairs must not exceed reasonable and customary cost of identical repair at an authorized SACP vendor location.

Except as outlined below, the costs for these repairs are to be paid by the Motor Carrier at the time of service. Incomplete repairs, or repairs of inferior quality that are not to the original equipment manufacturer specifications, will not be reimbursed to the Motor Carrier. Cost of repairs required by the Pool to complete any improper repairs will be re-billed to the Motor Carrier within 30 days of the date of the repair.

**Liability of Expenses**

Before accepting delivery of a South Atlantic Chassis Pool (SACP) Chassis, drivers shall conduct a pre-trip inspection in accordance with the rules and regulations of the FMCSA and pre-trip guidelines set out in Exhibit A of the UIIA. The pool will assume responsibility for road service expenses incurred by the Motor Carrier (MC) resulting from defective equipment failure due to normal wear and tear. In the case of tire failure, this will include peeled retreads, casing and/or tread separations. MC's will assume responsibility for expenses resulting from operational damage and/or neglect; in the case of tire failure, this will include failure due to impact break, cuts, curbing, dragging, run flat, slid flat, etc., or tires that have been run on to the point that the original cause of failure can no longer be determined. The SACP will not be responsible for flat repairs or tube/flap issues.

Replacement parts must be new and tires must be either new OEM or new recap tires. Used replacement tires or parts will not be accepted and will not be reimbursed. *All repairs must meet IICL standards.*

**Major Mechanical Repairs**

In the case of major repairs, which are defined as repairs to wheel ends, *bearing failure* or other major structural defects not caused by an accident, the Pool requires that the MC contact the Pool Manager (PM) prior to repair.

The PM will evaluate the need for road service and make the best decision to mitigate cost.

After normal business hours the MC with a major mechanical defect on a chassis may call a Pool approved OTR vendor directly. The MC must notify the PM as early as possible the next business day of any OTR mechanical service required. Unless pre-arrangements are made with the Pool, MC's performing such repairs and not utilizing one of the approved

OTR vendors could result in denial of reimbursement, and are subject to rebill if the repairs are not properly performed or the costs exceed the reasonable and customary cost of identical repair at an authorized SACP vendor location.

*The SACP hereby expressly disclaims any responsibility to pay or reimburse any Trucker/Motor Carrier for incidental charges such as driver waiting time, missed appointment fees, per diem, or similar charge unless substantial and agreed to by the pool manager.*

### **Return of Parts/Tires Replaced over the Road**

The MC will be responsible for returning failed parts/tires for any road service repair for which they will pursue reimbursement of expenses. Returns will be made to the originating location, or if not returning the chassis there, to a pool destination where the MC will receive a receipt for tires/parts. If the MC is returning the chassis to a destination where a receipt is not available, the MC will have the returned items noted on the inbound TIR/EIR/delivery receipt, and notify the pool M&R vendor for the returning location. If the M&R vendor is not available at the time of interchange, the MC must contact the Pool office the next business day.

*Upon return of the tire casing, or other parts to a SACP approved location, the driver will be issued a "Tire/Component Receipt". Tires that are slid-flat, cut, run-flat, have impact damage or have been run on to the point where the original cause of failure can no longer be determined will not be eligible for reimbursement. Issuance of "Tire/Component Receipt" does not guarantee reimbursement*

It is the responsibility of the motor carrier to ensure that vendors apply the following markings to each repaired tire at time of removal and prior to turning in for tire/component receipt:

- Chassis Number
- Tire Position
- Cause of Failure Location
- Date
- Cause of Failure

### **Procedures for Reimbursement**

If it is the opinion of the MC that the road service repairs performed were due to equipment failure and are the pool's responsibility, the MC may pursue reimbursement by submitting an invoice to the pool *within 45 days of repair date*.

Such an invoice must be accompanied by copies of the road service vendor's invoice and the receipt showing the return of the failed parts or tires.

If upon inspection of the failed parts or tires the pool determines the failure to be owner responsibility, the pool will approve the invoice for payment. If upon inspection of the failed parts or tires it is determined the failure is the MC responsibility, or if the failed parts or tires were not returned, the pool will reject the invoice for payment. Further, if the

tire has been run to the point that the original cause of failure cannot be determined, the liability will fall on the MC as this is a result of continuous running on a flat or malfunctioning tire. In any case, if it is determined that the repairs made and the parts or tires replaced have not restored the equipment to its original condition (same size and type and meeting IICL criteria) the MC will be invoiced for the cost of the pool to do so.

Parts or tires will be held by the pool for (7 days) from the date of return in the event of a dispute over responsibility.

### **Invoice Submission Requirements**

The following documents are required for any Motor Carrier seeking reimbursement by the Pool for the recovery of costs associated to an Over the Road service call event.

- A. An original, uniquely numbered invoice that has the following details:
  - 1. Chassis Number
  - 2. Container Number
  - 3. Invoice date
  - 4. Date of breakdown
  - 5. Repair Service Vendor name, address and phone number
  - 6. Location of breakdown (address or road location)
  - 7. Cost of services performed (must match road service amount).
  - 8. Any information required below that was not included in the OTR vendors original work order and/or invoice.
  
- B. Over-the-road Service vendor's original work order & invoice showing: \*See Appendix 1 for sample work order
  - 1. Date and time of repair
  - 2. Chassis #
  - 3. Container #, if applicable
  - 4. Service Vendor's printed name (clearly legible), address, telephone #
  - 5. Trucking company name that made the emergency service call - must match invoice.
  - 6. Truck driver's name and signature.
  - 7. If the MC has pre-arranged with the PM to accept pictures in lieu of parts, pictures must be included showing detail of damage to parts/tires.
  - 8. Copy of letter from the PM or Corporate M&R allowing MC use of pictures in lieu of returning parts/tires.
  - 9. Copy of Bill of Lading or cargo manifest of container load not required, but the Pool reserves the right to request and receive proof of cargo weight.

10. Itemized list of all repair items addressed during the road service call and reasons for correction.
  11. If tire(s) is (are) replaced - reason for tire replacement
  12. Tire Position/s on chassis
  13. Replacement tire type - such as 1000 x 20 Bias OEM or recap.
  14. Brand, DOT tire number off and on. All information must be on the original vendor receipt, and not added on.
  15. DOT Number must include Date Code, for example 1211
  16. Approved Pool OTR vendor work order if applicable.
- C. *Original of fully executed tire/component receipt obtained from the Pool facility or a copy if receipt sent to trucking company after return of parts.\*See Appendix 2 for sample receipt*
1. Issuance of parts and/or tire receipt does not authorize reimbursement
  2. Cause of failure must be verified by CCM M&R staff and cost not to exceed \$350.00 per tire
  3. *Chassis number, tire position, date, cause of failure, DOT numbers and type of tire installed must match documentation within submitted invoice, vendor work order and tire/component receipt to be considered for reimbursement.*
- Invoice must be submitted with complete documentation and received by the Pool within 45 days of the service incident or, if using an approved OTR vendor, within 45 days of the OTR vendors invoice. Invoice and all supporting documents may be sent to Pool at below address, or by email to [sacpotrinv@ccmpool.com](mailto:sacpotrinv@ccmpool.com).

South Atlantic Consolidated Chassis Pool  
537 Long Point Road, Suite 204  
Mt. Pleasant, SC 29464

---

South Atlantic Consolidated Chassis Pool  
537 Long Point Road, Suite 204  
Mt. Pleasant, SC 29464

Appendix 1-Sample over-the-road Service vendor original work order and invoice

**Mechanic Company Name**

**INVOICE**

123 Main St.  
 New York, NY 654321  
 Phone 123-456-7890

INVOICE #[100]  
 DATE: 1/1/2016

**TO:**  
 Motor Carrier Company Name  
 321 Boulevards St.  
 New York, NY 123456  
 987-654-3210

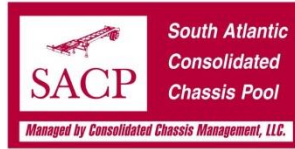
CHASSIS NUMBER	CONTAINER NUMBER	DATE OF REPAIR
ABCD-123456	DCBA-7654321	01/01/2016

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Service Call	100	\$100.00
1	Tire install (2 10.20 bias tires)	75	\$75.00
1	10.20 New Recap tire	150	\$150.00
100	Mileage	.25	\$250.00
DOT on	1YJB2415		
DOT off	6E3T0406		
Tire position	LIR		
Cause of failure	Peeled cap		
Repair Location	Interstate 25, mile marker 16.		

SUBTOTAL	\$575.00
SALES TAX	\$46.00

TOTAL DUE	\$621.00
-----------	----------

# Appendix 2-Proper Way To Complete SACP Tire Receipt



Location \_\_\_\_\_

The location needs to be terminal specific

The chassis and container number. If no container is present use N/A.

## South Atlantic Chassis Program Tire / Component Receipt & Confirmation of Repair

The date the tire casing was turned in

CHASSIS NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_  
CONTAINER NUMBER: \_\_\_\_\_

The DOT number or most recent capper code on the casing. The number should go in the corresponding tire position.

**TIRE(S) / COMPONENT(S) RETURNED**  
**TIRE(S) RETURNED: (PLEASE INSERT DOT# AND REASON FOR FAILURE)**

LIF _____ / _____	RIF _____ / _____
LOF _____ / _____	ROF _____ / _____
LIR _____ / _____	RIR _____ / _____
LOR _____ / _____	ROR _____ / _____

COMPONENT(S) RETURNED: \_\_\_\_\_

**REASONS FOR FAILURE:**

A) RUN FLAT – DRIVEN ON FLAT	F) CAP PEELED IN FULL OR PART
B) IMPACT DAMAGE	G) BUBBLE IN TIRE
C) CUT TO CORD	H) BALD
D) FLAT	I) OTHER: _____
E) SEPARATION OF TREAD	

COMMENTS: \_\_\_\_\_

NO OTR INVOICE WILL BE ELIGIBLE FOR REIMBURSEMENT IF (BLOW OUT) IS THE CAUSE OF THE TIRE FAILURE!

Circle the cause of failure

The DOT number of the tire that was installed. This must come from the tire on the chassis AND match the DOT number on vendor invoice. The number should go in the corresponding tire position.

**TIRE(S) / COMPONENT(S) INSTALLED**  
**TIRE(S) INSTALLED: (PLEASE INSERT DOT# AND TYPE OF REPLACEMENT TIRE)**

LIF _____ / _____	RIF _____ / _____
LOF _____ / _____	ROF _____ / _____
LIR _____ / _____	RIR _____ / _____
LOR _____ / _____	ROR _____ / _____

COMPONENT(S) INSTALLED: \_\_\_\_\_

**TYPE OF REPLACEMENT TIRE(S):**

A) NEW "OEM" TIRE	D) USED RETREADED TIRE
B) USED "OEM" TIRE	E) TIRE NOT REPLACED
C) NEW RETREADED TIRE	F) OTHER: _____

COMMENTS: \_\_\_\_\_

CHASSIS MUST BE AVAILABLE FOR INSPECTION WHEN COMPONENTS ARE RETURNED

Any pertinent comments should be added here. This includes noting if a chassis is not present during the casing return.

Circle type of tire installed

**IMPORTANT:** A COPY OF THIS RECEIPT MUST BE ATTACHED TO ANY OTR INVOICE SUBMITTED TO THE SACP IN ORDER TO BE ELIGIBLE FOR REIMBURSEMENT

COMPANY RETURNED BY: \_\_\_\_\_ DRIVER'S SIGNATURE: \_\_\_\_\_  
VENDOR RECEIVING TIRES: \_\_\_\_\_ MANAGER'S SIGNATURE: \_\_\_\_\_

Driver Signature

Name of CCM M&R Vendor issuing tire receipt

M&R vendor signature