

## ***Using DAT to Book Freight Contracts***

**Introduction:** C & C USA Corp is a trucking company who is hiring new drivers and owner operators. Drivers have the option to search load boards for loads they would like to cover. This video will give them an introduction to using DAT to find loads.

### **Learning Objectives:**

Upon completion of the training, the learner will be able to:

- Describe parameters used to search the load board
- Identify important information in the load posting
- Identify additional information to ask for when contacting the freight broker from the posting

### **Outline:**

1. Introduction
  - a. Welcome to C & C USA Corp
  - b. Explain drivers sometimes have the option to search for their own loads
2. Explanation of DAT load board
  - a. Search by parameters
  - b. Results show available freight
  - c. Look at posting to see information contained
3. Contacting the broker by phone or email
  - a. Additional information – Pickup and delivery times, weight, commodity, special instructions, etc.
  - b. Negotiating a rate
  - c. Send information to dispatch
4. Summary and conclusion

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1. Introduction			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
C & C USA graphic Video of trucks on the road	Welcome to our module on getting started with using the DAT load board. Here at C&C USA we want to give our drivers the tools they need to keep their trucks rolling by booking loads that work with your hours of service, pay and schedule needs. One tool we offer is the ability to search for your own loads. This video will walk you through the steps to search for your own load so that you can be involved in the load securing process if you so desire.	Transitions as appropriate	

2. Screencast of DAT load search			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Screencast of demonstration of how to complete search fields	Let's get started by logging into DAT. Go to d a t dot com forward slash login. Come over to D A T Truckers Edge. Click on that, and then you will enter your login credentials. After you get logged in you will come to this screen that says Dashboard.	Use a callout to show the web address  Use spotlight visual effect to highlight the fields as the audio explains them	

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	<p>Today we are going to be looking over on the left hand side at how to search loads. There's other options here that we'll talk about on a different day.</p> <p>Click here. We'll enter our origin city. Let's say today we're in Columbus, Ohio, looking for load out of here.</p> <p>The next blank. We put in the miles that we are willing to deadhead from Columbus. We are saying we are willing to drive 150 miles outside of the city to find a load. That's a little bit high, especially for a city so let's put it down to 50. We're going to go 50 Miles.</p> <p>Our destination, let's say we are wanting to get near Nashville, Tennessee. Click on that. Then here we've got our deadhead from our destination city, So we're willing to go 150 miles. You can change that as needed.</p>		
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	<p>The next field that we're looking at is your truck type. Make sure you select the right type of truck that you are running for that day. Reefer, flatbed, or van.</p> <p>Then you put in your length of your trailer. Most of ours are 53 ft.</p> <p>You need to know how much weight your truck can scale. To find that you need to know your empty truck weight with your fuel tank full. You'll subtract that out, that's probably going to be around 40 to 45,000 pounds.</p> <p>The next field we can narrow it down to a full or partial load or both.</p> <p>And then you can say you're willing to look back 24 hours on the load board, or you can limit that to some smaller number.</p> <p>Then we hit search.</p>		
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3. Screencast of results screen			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Screencast of results screen	<p>You are going to get a listing here of all the loads that meet your criteria. You can see this first one that's highlighted here. It was posted 14 minutes ago today. The city that it's out of is 16 miles from Columbus and it's going to Jackson, Tennessee, which is 130 miles from Nashville our destination city.</p> <p>Here it gives the mileage on the trip and type of trucks that it needs. That's a van load. It weighs 15,000 lbs. It is a full load.</p> <p>These numbers tell you the credit score and the days to pay from the broker. We'll talk more about that in the next video.</p> <p>When we have this one highlighted it will give any additional information over here on this right hand side in this window.</p>	Use zoom and pan to point out specific parts as appropriate	

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	<p>The same information that I just went over in that highlight gives you the same information; the brokerage company and email address for contact.</p> <p>The pickup date. Sometimes it goes ahead and gives you the pick up date and time and the delivery date and time and sometimes you don't know that information until you contact the broker. Again, the same information, it's a full band load 53 feet, 15,000 lbs and then it gives you a phone number for the broker.</p> <p>After you find a load that will work for you. You can reach out to your dispatcher and have them finished booking the love for you. Or there will be another video that explains how to reach out to the broker and get the required information and where to go from there.</p>		
<b>4. Conclusion</b>			
<b>Visuals/Graphic</b>	<b>Script/Audio</b>	<b>Programming/Animation Notes</b>	<b>Comments</b>

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<p>Stock video of truck with C &amp; C USA logo overlay</p>	<p>Thank you for watching this module on using the DAT load search. If you have any questions, please contact one of our dispatchers. You are now ready to move on to the next module on contacting the broker and booking the load.</p>		
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