



THE PORT OF
VIRGINIA®

Truck Groups

July, 2023

PRO-PASS



Purpose:

To allow a motor carrier company dispatcher and/or driver to create, assign and update a reservation using multiple license plates within a Truck Group.



Terminology

Truck Group – a combination of multiple license plates assigned to one single group





Gate-In (G) – a truck within a group would match to a work-list, and the license plate would be dynamically updated to a reservation on the work-list as a driver arrives at the terminal



Dispatch on Demand (D) – drivers from a given company would select from an available list of jobs and time slots.

- Mobile application



Check-In – a type of “edit,” allowing a dispatcher or driver to update the license plate or empty container number/size prior to the end of the reservation hour, excluding the late grace period

Truck Group Management

 THE PORT OF VIRGINIA Port Manager   

Truck Groups Actions ▾ Add New Truck Group  

<input type="checkbox"/>	Truck Group Name	Status	Method of Assignment	Company	Remarks
<input type="checkbox"/> ▾	CUSTOMER2	Active	Gate In	HUDD Tester	⋮

Trucks  

Truck Plate	Status	Make	Model	VIN	State
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Creating a Truck Group

- Ten (10) character limit
 - No special characters or spaces will be permitted
- Truck Group name must be capitalized
 - Create based upon your market, customer, route, or movement type (i.e. import, export or empty)
- Select your company from the Trucking Company menu option
- Insert a description, if necessary
- GATE IN will be auto-selected
- Place any remarks, if necessary
- Select your trucks
 - Trucks must be registered within the motor carrier's Truck Management screen
 - Best practice is to have no more than 5-10 license plates/trucks

The screenshot shows the 'Add Truck Group' form in the Port Manager system. The form includes the following fields and options:

- Truck Group Name:** A text input field.
- Trucking Company:** A dropdown menu.
- Truck Group Description:** A text input field.
- Status:** A toggle switch currently set to 'Active'.
- Method of Assignment:** Two radio button options: 'GATE IN' (selected) and 'DISPATCH ON DEMAND'.
- Remarks:** A text input field.
- Trucks:** A table with columns for Truck Plate, Status, Make, Model, VIN, and State. An 'ADD TRUCKS' button is located in the top right corner of the table area.
- Buttons:** 'CANCEL' and 'SAVE' buttons are located at the bottom right of the form.

Reservation Creation

- Action Buttons
 - Edit vs Check-in
 1. Edits are to be done before the 30 min. mark of a reservation hour
 2. Check-in can be used up until the end of the reservation hour

• Single Move

The screenshot shows the 'RESERVATION VISITS' page with a table of reservation details. A red arrow points to the 'CUSTOMER2' value in the 'Reservation Priority' column.

Ticket	Visit Date	Slot	Terminal	Truck Plate	Reservation Priority	Driver Name	Action
VIG-0720-04276	07/20/2023	14:00:00 - 15:00:00	Virginia International Gateway	CUSTOMER2			Action

Move Type	Unit #	Ref	Status	Status	Slot	Line	ISO	Area	Block	Own
PICK IMPORT	TEMU6023591		CONFIRMED	VALIDATED	14:00:00 - 15:00:00	COSU	45G1	01A	G	No
Last Modified Date: 07/14/2023 08:07										

• Dual Move

The screenshot shows a reservation with two move types. The 'Drop Export' move is associated with unit 'MAGU5440964' and the 'Pick Import' move is associated with unit 'TCNU2967783'.

Move Type	Unit #	Ref	Status	Status	Slot	Line	ISO	Area	Block	Own
DROP EXPORT	MAGU5440964	USM0181614	CONFIRMED	VALIDATED	14:00:00 - 15:00:00	APLU	4500		G	No
Last Modified Date: 07/14/2023 13:37										
PICK IMPORT	TCNU2967783		CONFIRMED	VALIDATED	14:00:00 - 15:00:00	CMDU	45G1	01A	G	No
Last Modified Date: 07/14/2023 13:37										

Tracking & Tracing

- Reservation Management
 - Driver Turn-out Reasons:
 1. **Truck Group name is not capitalized on the Truck Group Management page**
 2. **License plate not included in the Truck Group**
 - “Missed” reservations
 1. **Motor carriers are required to remain below 5% week-to-week**
 - Exception’s list
- POV Tracking
 - Search by license plate
 - Gate Transactions - EIR reprints
- PRO-PASS
 - May be required to search by Truck Group Name or license plate

The screenshot shows the 'CONTAINER HISTORY' page of the PRO-PASS system. At the top, there are logos for 'THE PORT OF VIRGINIA' and 'PRO-PASS'. The page is divided into a left sidebar and a main content area. The sidebar contains a 'Tracking' section with a blue underline, and a 'Reports' section. The 'Tracking' section includes links for 'Container Search', 'Bookings/EDOs', 'Gate Transactions', 'Bill of Lading', 'Empty Pickup', 'Empty Returns', and 'Chassis Availability'. The 'Reports' section includes 'Empty Pickup', 'Empty Returns', and 'Chassis Availability'. The main content area has a header 'Enter container numbers:' and a text input field containing the text 'filtering & check-digit calculation enabled'. Below the input field is a teal button labeled 'Search All Terminals' with a dropdown arrow, and a white button labeled 'Clear'.

Questions / Comments

Reservations@vit.org





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