

PM_PRO_005_V5 Team Taxi Truck Booking Procedure

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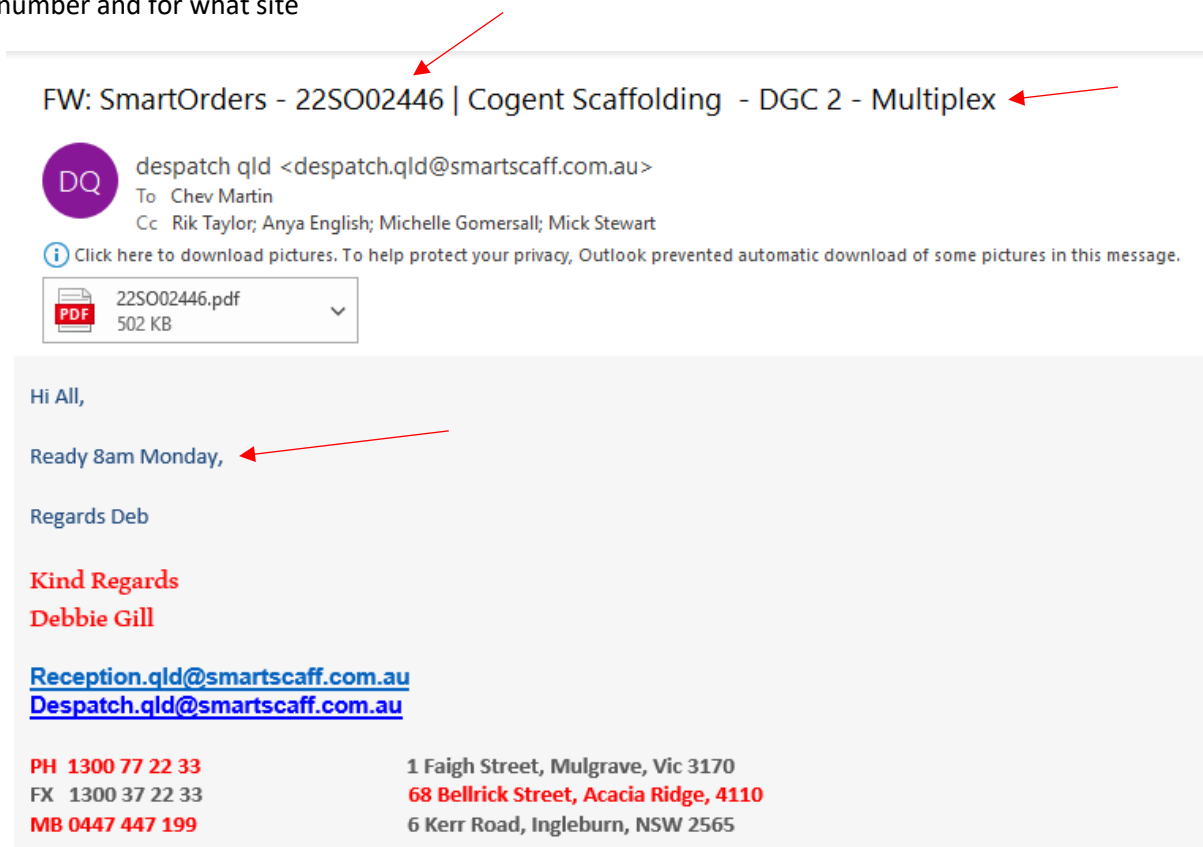
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For a step by step flow chart See Appendix 1

From SmartScaff to site

SmartScaff from SmartScaff will email the correct recipients the gear list put in by the Leading Hand via the SmartScaff Web page.

SmartScaff will provide specific information - when the gear will be ready at SmartScaff, order number and for what site



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Note:

Our main Trucks booked:

- 8 Tonne (8m tray) 7 tonnage max. *(Anything that is too heavy for Hoani's Truck)*
- 12 Tonne (8m tray) 10.5 tonnage max *(only when gear is not very long)*
- 14 Tonne (9m tray) 10.5 tonnage max *(when you need extra tray length)*
- Semi (13m tray) anything over 10.5 tonnage, 24 tonnage max.

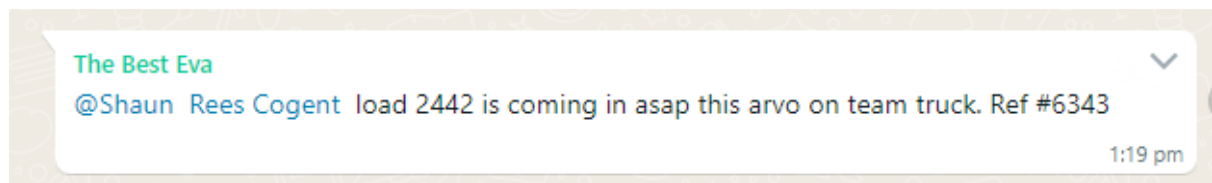
Calling TeamTaxi

Ph: 1300 138 326

Provide the information required:

- **Company:** Cogent Scaffolding
- **Name:** Your name, leading hands name,
- **Purchase Order Number** – Put the site name and SmartScaff Order Number(this is for invoicing purposes only)
- **Load** length and weight & truck size required
- **When** it is required at SmartScaff
- **Where** the load is required (regular sites will be listed in our favourites list, which you can inform the operator on. You can always create a new regular site into that list if needed by asking operator)
- **Any Special requirement** i.e. if a preload (gear is required 6-6:30 am or gear is loaded late in afternoon) or site requires a gate around the truck for dogman to crane off the truck safely.
- Team Taxi will Provide a **Job Booking Number** which will be on the Team Taxi online

Once truck is booked, message leading hands on WhatsApp group to let them know that truck is booked and when for.



Reply to SmartScaff's email for that particular order, and let her know that truck is booked and when it will be at SmartScaff

RE: SmartOrders - 22SO02444 | Cogent Scaffolding - Multiplex Queens wharf



Gavin Keffe

To despatch qld; Drew Taylor

Cc Rik Taylor; Anya English; Michelle Gomersall; Mick Stewart

Hi deb,

Team will pick up this load and load 2443 today at 2pm cheers

Kind Regards,

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Cancel or changing booking

To cancel or change a booking, ring up Team Taxi, let them know the Job Number and that you would like to change/cancel the booking. Let Leading Hand and Deb know about the change/cancel.

Book Team Taxi on Web

Head to the Team Taxi Website: www.teamtransport.com.au/online-bookings/

Login: Cogent1

Password: OP2716a

Choose **Book Job**



Client Services

Book Job	Place a Booking
Track Jobs/PODs	Track Recent Bookings
Query Job	Enquire on a Booking
Addresses	Manage Frequent Addresses
Invoices	View Invoices
Logout	Log Out

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Job Information:

Job Information

Account	COGENT SCAFFOLDING
Your Name	
Purchase Order#	
Reference 2	
Your Ref #	
Description of Goods	
Goods	--Select-- ▾

Your Name: Put your name, leading hands name and SmarScaff Order Number

Purchase Order#: Put the Site name e.g. Queens Wharf = QW, Tweed Valley Hospital = TVH

Description of goods: a brief description of truck booking, e.g. backload,

Goods: Scaffold

Service Information

Service Information

Time/Date	☒ Ready Now ☐ 10:30 am ▾ 8 Sep 2022 ▾
Service	-- Select Service -- ▾
Weight	kg
Extras	-- Select -- ▾
Dimensions	L x W x H m

Time/Date: When it is required at Smarscaff or Site (for backload)

Service the size and type of truck required

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From

From

Frequent Address
 Select Address or enter below

Suburb -- Select Suburb --

Address/Details

Notes/Site Contacts

☐ Add to Frequent Addresses

Frequent: choose the address the Truck is first going to e.g. Smart Scaff (**Note:** If it is not a frequent address, type the address manually, and if it is going to be a frequent address, tick *Add to Frequent Addresses* box)

Everything below will auto populate

Note/Site contact: Put the leading hands name and any extra info

To

To

Frequent Address
 Select Address or enter below

Suburb -- Select Suburb --

Address/Details

Notes/Site Contacts

☐ Add to Frequent Addresses

Crane/Delivery Time Slot

Add stop

☐ Return Job

Frequent: choose the address the truck will be delivering to e.g. Queens Wharf #1(See above to add a new frequent address)

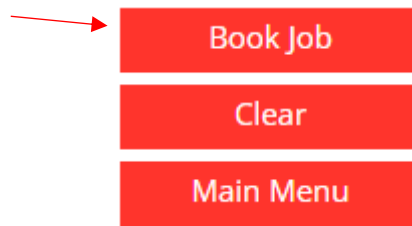
The rest will auto populate

Note/Site Contact: put leading hand or Deb and any other information

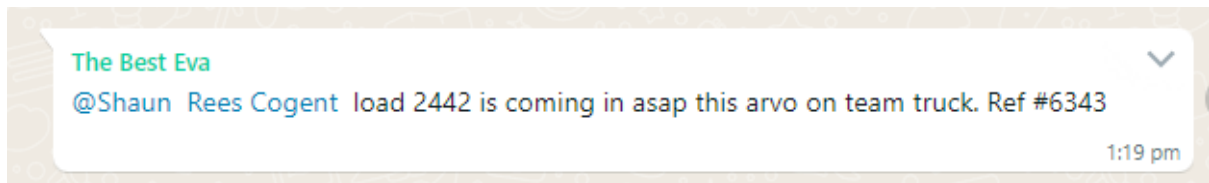
Note: Everything stated above must be filled or else you will not be able to place your booking.

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Choose Book Job, and the information for this booking will show.



Let leading hand know gear is booked and for when



Reply to Deb's email for that specific order and let her know that it is boked and when the truck will be at SmartScaff

RE: SmartOrders - 22SO02444 | Cogent Scaffolding - Multiplex Queens wharf



Gavin Keeffe

To despatch qld; Drew Taylor

Cc Rik Taylor; Anya English; Michelle Gomersall; Mick Stewart

Hi deb,

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Kind Regards,

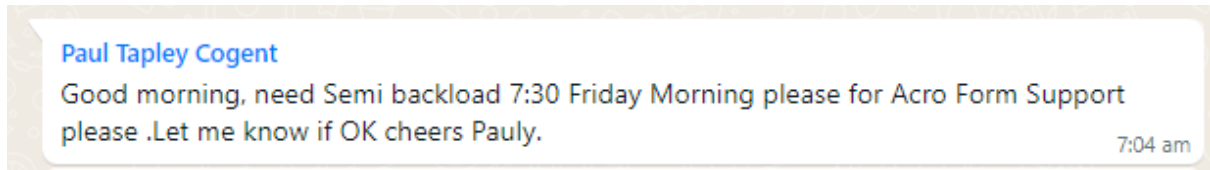
If you need to change or cancel booking, call Team Taxi and let them know the booking number and what you would like to change.

Let leading hand and Deb know the outcome.

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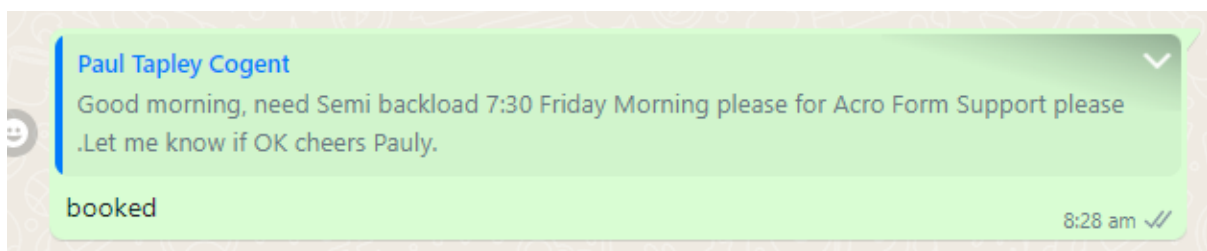
From site back to SmartScaff/Acro

The Leading hand will state they want a backload on the WhatsApp group. They will state the truck required.



Repeat booking steps for backload..

Let leading hand know that the truck is booked and when the truck will be there



Let supplier know (SmartScaff, Acro) that a backload is booked and an estimated time of arrival

Things to Note:

If a truck is required a few days ahead of time, do not hesitate to book the truck, trucks can be booked a month in advance.

If you need to change or cancel a booking, a fee of minimum one hour futile may be charged if changed/cancel one hour before original booking time.

If you need to book a truck for a specific time and Team Taxi cannot provide, a few options:

- Call ASV to see if they have something available
- If ASV or Team cannot provide, ask for the next available time for that specific truck from them, let the Leading Hand know and they can make the decision.

Transport Log

The Transport log will now be on the Team Taxi web. When Team Taxi is provided with the correct information, there is no need to create a log, instead, it is all there on the web for Admin to see.

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Choose Track Jobs/PODs

Client Services

Book Job	Place a Booking
 Track Jobs/PODs	Track Recent Bookings
Query Job	Enquire on a Booking
Addresses	Manage Frequent Addresses
Invoices	View Invoices
Logout	Log Out

Choose the date you would like to see the booking from

Track Bookings

From Date	8 Sep 2022 ▼
To Date	8 Sep 2022 ▼
Reference Search	
	☐ Show All Outstanding Work
Sort By	Date ▼
	Run Query
	Main Menu

Click Run Query

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Here you will be able to see the Team Taxi Job Number, the date of booking, the person that booked, the leading hand, the SmartScaff order number the site and the size truck. This is all the information that the Transport log provides.

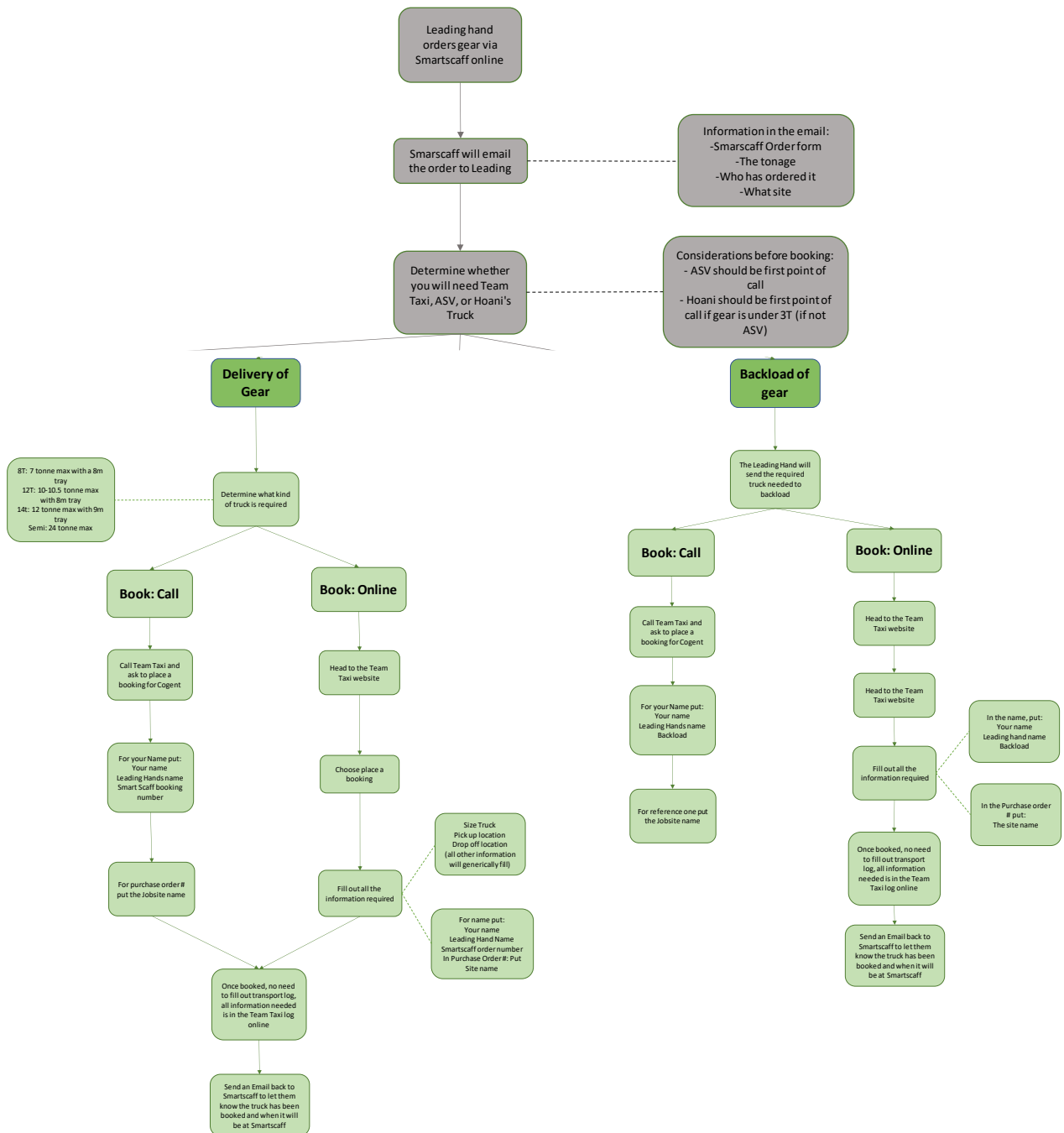
Track Dockets

Job #	Date	Contact	Ref 1	From	To	Service	Status	Time	Booked For	P.O.D.
5380	7 Sep	Anya Paul B/load	895 Ann	FORTITUDE VALLEY	GEEBUNG	SEMI	BOOKED	08:28 7 Sep	07:30 9 Sep	
6085	7 Sep	gavin	2443 & 2444	ACACIA RIDGE	BRISBANE CITY	6TONNE	COMPLETE	14:55 7 Sep	14:00 7 Sep	
6089	7 Sep	Anya Paul B/Load	895 Ann	FORTITUDE VALLEY	GEEBUNG	SEMI	BOOKED	10:15 7 Sep	09:00 9 Sep	
6343	7 Sep	Gavin	queens wharf	ACACIA RIDGE	BRISBANE CITY	4TONNE	COMPLETE	15:04 7 Sep	13:08 7 Sep	
104471	7 Sep	GAVIN	2413	ACACIA RIDGE	BRISBANE CITY	12TONNE	COMPLETE	07:05 8 Sep	12:00 7 Sep	
4893	6 Sep	gaven	queens wharf	BRISBANE CITY	ACACIA RIDGE	SEMI	COMPLETE	08:16 6 Sep	05:45 6 Sep	
104835	6 Sep	Rik Ryan Acrow	205NQ	GEEBUNG	BRISBANE CITY	8TONNE	COMPLETE	07:32 7 Sep	13:30 6 Sep	
3478	2 Sep	Anya JR backload	TVH	CUDGEN	ACACIA RIDGE	SEMI TRAILER TRIP	COMPLETE	07:42 5 Sep	12:30 2 Sep	
3056	1 Sep	Anya JR	TVH	CUDGEN	ACACIA RIDGE	SEMI TRAILER TRIP	COMPLETE	12:51 1 Sep	08:00 1 Sep	
3236	1 Sep	gavin	gavin	BRISBANE CITY	ACACIA RIDGE	SEMI	COMPLETE	08:45 2 Sep	09:56 1 Sep	
18498	1 Sep	Anya JR	TVH	CUDGEN	ACACIA RIDGE	SEMI TRAILER TRIP	COMPLETE	10:42 1 Sep	06:30 1 Sep	
118272	1 Sep	Gavin	2383	ACACIA RIDGE	BRISBANE CITY	12TONNE	COMPLETE	16:30 1 Sep	12:00 1 Sep	
16745	30 Aug	Rik Daz 2362		ACACIA RIDGE	BRISBANE CITY	SEMI	COMPLETE	12:37 30 Aug	08:00 30 Aug	
14681	29 Aug	John		GEEBUNG	FORTITUDE VALLEY	4TONNE	COMPLETE	14:25 29 Aug	12:30 29 Aug	
16021	29 Aug	Rik		ACACIA RIDGE	BRISBANE CITY	8TONNE	COMPLETE	11:00 29 Aug	07:00 29 Aug	
16023	29 Aug	Rik		ACACIA RIDGE	BRISBANE CITY	14 TONNE FLAT	COMPLETE	16:30 29 Aug	14:30 29 Aug	
16 jobs										

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Appendix 1

Ordering Transport



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