

DRIVER PROCEDURES FOR PICKING UP OR RETURNING BACKINGS

Procedures:

- Upon arrival, the driver should remain in their vehicle and call our office at 310-841-0123 to let us know they are in the parking lot and for whom they are picking up or returning backings.
- Drivers should not get out of their vehicle until instructed to do so by a JC Backings employee.
- Drivers and accompanying occupants must wear a mask at all times and practice social distancing of a minimum of 6 feet at all times.
- If a driver or accompanying occupants must enter the building, they will be required to undergo a Health Screening. The Health Screening consists of taking their temperature and verbal confirmation that they do not have any COVID-19 symptoms and have not been near anyone diagnosed with COVID-19 within the last 72 hours.
- Drivers will also need to:
 - Wear a face mask at all times.
 - Sanitize or wash hands upon entering the building.
 - Maintain safe social distancing of at least 6 feet at all times.
 - JC Backings can provide masks, gloves and hand sanitizer.



**** Due to Covid-19, JC Backings can no longer allow the use of our restrooms to anyone other than our employees. ****

Paperwork Handling for Within LA County Pickups and Returns:

- JC Backings paperwork will be handled by our employees only.
- Drivers will not need to touch the paperwork.
- When a backing is picked up we will ask the driver's name and write it on the paperwork at which time the driver can take a photo of it for confirmation if necessary.
- When the backing(s) return, our employee will write the return date on the paperwork at which time the driver can take a photo of it for confirmation if necessary.
- Drivers will not receive a hard copy of the paperwork.
- The signed paperwork can be emailed upon request to a designated point of contact.

Paperwork Handling for Outside of LA County and Out-of-State Pickups and Returns:

- For Outside of LA County and Out-of-State pick-ups, a JC Backings employee will bring two copies of the air waybill out to the driver, ask for the driver's name, write it down on both copies and hand one to the driver.
- For In-State Outside of LA County and Out-of-State returns, a JC Backings employee will bring out a clipboard and a clean pen to sign the driver's paperwork.
- Our employee will then take a photo of the paperwork and email it to the JC Backings rental department.
 - Please note: Our employees will NOT sign off on the Driver's return paperwork until:
 - Each backing tube has been unloaded from the truck
 - The plastic on the tube(s) has been disinfected for 10 minutes
 - The plastic is then removed to inspect the tube(s) for damage.

Paperwork Handling for C.O.D.s:

- For C.O.D.s, the same procedures apply as noted above.
- The driver will present the check(s) and place it/them into a clear plastic envelope (provided by JC Backings) with the check(s) number and amount(s) visible.
- Our employee will write the information on the paperwork at which time the driver can take a photo of it for confirmation if necessary.
- The signed paperwork can be emailed upon request to a designated point of contact.

**Thank you for your patience and cooperation with our requirements.
If you have questions, please call our office at 310-841-0123.**