

# Locking Trailers at Dexter Shoe

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Procedure for dropping trailers at Dexter Shoe in Dexter, ME

- During Business Hours
  - Check in with office and put the trailer where they need it
  - Trailers that are dropped during the day do not to be locked if they are checked in
- After Business Hours
  - Safely drop trailer at a door
    - Leave about an inch of space between the landing legs and the ground
  - Get a pin lock from one of the boxes located by doors 11, 13, or 14



- Secure the pin lock to the kingpin of the trailer
  - <https://youtu.be/4Sb30rzw6-k>
- Attach the key to the bill of lading with a paperclip (in the box with the locks)
- Place the paperwork and key in the slot by where you got the lock



- Pick up an empty trailer from the yard (empty trailers are not locked)