CYA PILOT CAR SERVICES LLC

128 FM 195, Clarksville, TX 75426 | 903-717-5010

Dispatch checklist

INTERNAL JOB CONTROL | Complete before dispatch and close out after service.

CYA job / customer load number

Customer / payer legal name

Movement date / origin / destination

Assigned pilot / driver / position

Pilot arrangement: independent / owner-operator / employee

Written pilot pay terms / payment deadline

1. CUSTOMER APPROVAL

- [ ] Customer setup approved; dispatch and accounts payable contacts recorded.
- [ ] Required personal guaranty / other setup documents received and reviewed.

2. SIGNED TERMS - BEFORE DISPATCH

- [ ] Standalone rate confirmation signed; rates, car count, and charges agreed.
- [ ] Pilot pay and payment timing accepted; fees / advances / reimbursements documented.

3. PILOT, VEHICLE, AND INSURANCE

- [ ] Existing driver profile, license, PEVO / WITPAC / inspections current as required.
- [ ] Correct insurance arrangement and driver / vehicle approval verified.
- [ ] Assigned vehicle, required equipment, photos, and communications verified.

4. LOAD DOCUMENTS AND RELEASE

- [ ] Permits, routing, actual dimensions, load-driver contact, and schedule received.
- [ ] High-pole verification / survey scope and acknowledgments completed if applicable.
- [ ] Dispatch authorized only after requirements are met; unresolved items listed below.

5. SERVICE CLOSEOUT AND INVOICE

- [ ] Trip sheet, actual mileage / time, overnights, changes, and receipts reviewed.
- [ ] Invoice issued under signed terms; due date and payment follow-up recorded.

6. PAYMENT AND SETTLEMENT

- [ ] Customer payment recorded; agreed pilot pay and authorized adjustments verified.
- [ ] Itemized settlement issued; advance deducted after owner-operator split.

Owner-operator settlement: within 10 calendar days after the later of customer funds and complete paperwork; earlier payment may be agreed. Independent pilots follow their accepted pay terms. Employee payroll follows employment terms and applicable law.

Outstanding items / restrictions / follow-up

Dispatch authorized by / date

Invoice / settlement completed by / date

Administration: admin@cyapilotcar.com | Dispatch: dispatch@cyapilotcar.com