Welcome to Roadway Dispatch

Read this page, fill pages 2–4, attach your documents and send it back — or do it all online.

1 **Fill out the carrier profile**
Company, MC (or work under ours), OTR / regional, truck type, home ZIP and lanes.

2 **Attach your documents**
MC authority letter, W-9 and insurance certificate (own MC) — or CDL and truck registration (under our MC).

3 **Sign the dispatch agreement**
No forced dispatch, no contracts. You only pay a small percentage when you haul.

4 **We call you within 15 minutes**
A dispatcher confirms your lanes and starts booking your first load.

Not contacted within 15 minutes?

Call or text (209) 202-3080 and give us your name, MC number and ZIP code. Our dispatch desk is open 24/7.

DISPATCH FEES (PERCENTAGE OF GROSS, ONLY WHEN YOU HAUL)

Dry Van / Reefer / Power Only	**4%–6%**	Flatbed / Step Deck / Conestoga	**5%–7%**
Car Hauler / Tanker	**6%–8%**	Lowboy / RGN	**7%–9%**
Hotshot / Box Truck	**7%–10%**	Sprinter / Dump Truck	**8%–10%**

Carrier profile

Type directly into the fields in any PDF reader, or print and write clearly.

COMPANY & CONTACT

FULL NAME *

TITLE

COMPANY LEGAL NAME

DBA

CELL PHONE *

EMAIL *

EIN / TAX ID

OPERATING AUTHORITY

☐ I have my own MC authority

☐ I want to work under Roadway's MC (lease on)

MC NUMBER

USDOT NUMBER

HOW DO YOU WANT TO RUN?

☐ OTR ☐ Regional ☐ Local ☐ Dedicated lanes

TRUCK TYPE

☐ Dry Van ☐ Reefer ☐ Flatbed ☐ Step Deck

☐ Conestoga ☐ Lowboy / RGN ☐ Power Only ☐ Car Hauler

☐ Tanker ☐ Hotshot ☐ Box Truck ☐ Sprinter Van

NUMBER OF TRUCKS

TRAILER LENGTH

MAX WEIGHT (LBS)

HOME ZIP CODE *

HOME CITY / STATE

MINIMUM RATE ($/MILE)

PREFERRED LANES

STATES / AREAS TO AVOID

HOME TIME

READY TO START (DATE)

☐ Hazmat endorsed ☐ Team drivers

Documents & notes

Attach copies when you email the packet back. PDF or clear photos are fine.

IF YOU HAVE YOUR OWN MC

- [ ] MC Authority Letter — required
- [ ] W-9 (signed) — required
- [ ] Certificate of Insurance (auto liability + cargo) — required
- [ ] Notice of Assignment (if you use factoring)
- [ ] Voided check / bank letter (if no factoring)
- [ ] CDL of main driver

IF YOU WORK UNDER ROADWAY'S MC

- [ ] CDL (front & back) — required
- [ ] Truck registration / cab card — required
- [ ] DOT medical card
- [ ] Latest annual inspection
- [ ] W-9 and voided check for settlements

PAYMENT & INSURANCE

FACTORING COMPANY (IF ANY)

INSURANCE AGENT (NAME / PHONE)

ADDITIONAL NOTES

Dispatch Service Agreement

Plain-language terms. No forced dispatch, no long-term contract.

1. Parties

This Agreement is between Roadway Logistics Group LLC, Gustine, California ("Roadway") and the Carrier named on page 2 ("Carrier").

2. Services

Roadway finds and negotiates loads that fit the Carrier's equipment, lanes and schedule, completes broker setup packets, handles rate confirmations and paperwork, and supports the Carrier during each load. Roadway is a dispatch service, not a freight broker, and does not take possession of freight.

3. No forced dispatch

Roadway books a load only after the Carrier approves it. The Carrier may decline any load and decides routes, hours and home time.

4. Dispatch fee

The Carrier pays Roadway the percentage for its equipment shown on page 1 (4%–10%) of the gross line-haul rate of each load Roadway books, due weekly after delivery. No setup fee and no fee when the truck is not moving.

5. Authority & compliance

If the Carrier has its own MC, it keeps its authority and required insurance active and is responsible for drivers, equipment and FMCSA/state compliance. If the Carrier chose to work under Roadway's MC, both parties will sign a separate written lease under 49 CFR Part 376 and the Carrier must pass Roadway's qualification before any load is dispatched.

6. Documents

The Carrier authorizes Roadway to share its authority, W-9, insurance and payment details with brokers and shippers only to set up and book loads, and to sign rate confirmations after the Carrier approves a load.

7. Payment of freight

Brokers pay the Carrier or its factoring company directly. Roadway does not hold freight money unless the Carrier asks in writing.

8. Term

Week to week. Either party may end this Agreement at any time by phone, text or email. Fees for loads already booked remain due.

9. Independent relationship

The Carrier is an independent business, not an employee of Roadway.

☐ I have read and agree to this Dispatch Service Agreement; the information in this packet is true and current.

PRINTED NAME

DATE

CARRIER SIGNATURE

ROADWAY LOGISTICS GROUP LLC

Next: a dispatcher calls you within 15 minutes. No call? (209) 202-3080 —
give your name, MC number and ZIP code.