

To All,

Pickup Yard hours are 24/7 Any questions, please contact below:

Nitro Creek Yard
4015 Stickney AVE
Toledo OH 43608

Damage Sign off and Lost Vehicles contact info on attached sheet

Driver must pickup a Leadec out gate sheet at the guard shack to be used on each load

All damages must be called in to get coded prior to driver moving unit out of the bay. Make sure all damages go on your load sheet. Again, call if you have an issue. GET THEM NOTATED ON YOUR SHEETS AND INSPECTIONS HAVE TO BE COMPLETED IN BAY.

Anything missing and units that need to be swapped out due to damage Driver needs to go call Proficient dispatch at Call 904-638-6368 to change the vehicle out

Call contacts on attached sheet to assist and confirm where the units should be parked if not in bay but sometimes driver will need to look a few parking spots around bay first.

Magnus App must be used for the movement of these units

Location Services must be turned on when using the Magnus App when doing these moves
Driver must mark pickup in Magnus App after driver has loaded and is still on lot at pickup
Driver must mark delivery in the Magnus App after driver has delivered and is still on lot at delivery

Yard policy / rules are just like any other yard. Standard safety / etiquette. Must have on high-visibility clothes in all yards, follow signs and park in correct yard loading area, drive within posted speeds in yard, horns and flashers to be used at all times in yard

Driver will need to leave a manifest copy and Leadec out gate sheet at guard shack upon yard exit

Make sure you take a picture of the Leadec out gate sheet and save a picture of it in the app. If you note damages on the Leadec out gate sheet make sure the picture of the sheet is saved in the app and also you note the same codes in the app.

Do an inspection and obtain signature as needed on your vehicles before moving from the bay. Please make sure all damage info is put into the Magnus App with Pictures and a signature is obtained before leaving the facility if it meets the requirements above for a signature.

Note damages on Leadec out gate sheet at time of Pickup. Always use Numerical AGIG M-22 codes. The Ramp will not acknowledge damages unless damage codes are used.

FOLLOW THE GUIDELINES BELOW.

- Verify the unit in bay is the unit on your load – double check vin numbers before touching the car. There are many mis-bayed units and missing units.
- If a unit has damage that needs to be verified and no one is there to verify the damage DO NOT TAKE THE UNIT. Have it dropped from your load.
- The inspector will need to sign the paper gate pass. Once you are loaded, before you turn in your gate pass, SEND A PICTURE OF THE GATE PASS WITH VERIFYING SIGNATURE to claims@proautotran.com If you don't send it to us we have nothing to fight the claim with as the inspectors in the yard won't sign the Magnus app.
- The security guard is NOT an inspector.
- Use the Magnus system.
- Take pictures of all damages.

ALWAYS DOUBLE CHECK/MAKE SURE THE INSPECTOR IS USING THE CORRECT CODES AND IS CODING ALL THE DAMAGE NECESSARY. The responsibility is ultimately on you the driver.

Also if you deliver to an upfitter or Uhaul Location call ahead to get there delivery hrs once you get your BOL

Any vehicle missing or that need to be swapped out due to damage driver needs to go call Proficient dispatch at [Call 904-638-6368](tel:904-638-6368) the vehicle swapped out or removed from load.

Thanks

Thank you





Finished Vehicle Transportation Network Bulletin

Bulletin Type: Transportation Quality
Bulletin Number: Bulletin 2023_0068 – Vehicle Handling Rules
Date: 03/16/23
Subject: Bulletin 2023_0068 – Vehicle Handling Rules

The Vehicle Logistics Quality team has seen an increase in dealer complaints regarding vehicles with soiled interiors and damages caused by improper clothing and attire. We ask that you review the following rules with your personnel as soon as possible.

- Clothing must be clean to prevent soiling the interior of the vehicle.
- Vehicle handlers must exercise care to keep carpets, seats, dash and side panels free from grease, dirt, mud and other foreign matter.
- Gloves are NOT to be worn while operating or handling Stellantis vehicles.
- Avoid shoe to door trim panel contact when entering or exiting a vehicle.
- Reposition seat covers and floor protection when required.

Additionally, the following rules must be followed to prevent damage while handling the vehicle:

- Avoid wearing clothing with accessories such as buttons, rivets, zippers and buckles (both in metal and plastic)
- Avoid wearing watches, rings, bracelets, loose hanging jewelry/keys around vehicles.

Finally, the following general rules must be adhered to at all times:

- Do not eat, drink or smoke in or around the vehicle.
- Do not leave any garbage or personal belongings inside the vehicle.
- Avoid leaning against the exterior of the vehicle.
- The use of cell phones, Bluetooth headphones and electronics is strictly forbidden while operating a Stellantis vehicle.
- Excessive idling, speeding, racing of the engine, or spinning of tires is prohibited.
- Speed is limited 15 mph or 25 km/h.
- Avoid idling the vehicle excessively.
- Do not operate or transport four-wheel drive units in 4-LOW.
- Do not push the vehicle for manual starting.

- Avoid using vehicles in storage for towing, shuttling personnel and/or material transport.
- Passengers are prohibited (except for training purposes).
- Avoid using 4 way hazards & interior dome lamps
- The vehicle headlight switch must be left in the off/auto position.
- Ensure the vehicle is in PARK prior to turning off the ignition.
- Refrain from taking the vehicle out of ship mode.

It is imperative the above rules are followed to ensure we as a Logistics team our handling, shipping and delivering a premium quality vehicle to our dealers and customers. Your efforts to increase vehicle handling awareness will continue to drive damage down and increase overall dealer and customer satisfaction.



NOTICE

To: All Carriers

Date: 01/13/2022

Subject: Damage/Inspection Verification Policy

From: Leadec

The intent of this communication is to broadcast Nitro Specific requirements and procedures as well as our Inspection/Damage Verification policy.

Thank you for your continued support and please feel free to contact Leadec if you have any questions or concerns relative to what has been communicated.

Robert J. Sherry
Facility Manager

Leadec
Nitro Creek
4015 Stickney Ave.
Toledo, OH 43612
Mobile: +1 419-806-2644
robert.sherry@leadec-services
www.leadec-services.com

“We do at **Leadec**”



Revised 1/13/2022

Vehicle Damage/Inspection Policy

This policy applies to all carriers receiving or dropping off finished vehicles from any Leadec operated facility. For Leadec to accept responsibility for **ANY and ALL** damage, this policy shall be followed or Leadec has the right to refute the damage claims in question.

For all units being inbounded or arriving at a facility, Leadec will inspect these units per FCA shipping manual and communicate damages found per the manual. All damages noted upon receipt will be dealt with in accordance with the specifications outlined in the manual.

Relative to any units being picked up by a carrier, ALL damages will need to be signed off by a **Leadec Supervisor or Facility Manager ONLY** during normal staffing hours. Unique hours and contact information can be found in the Appendix under that specific location. Proper verification will consist of the Leadec carbon copy damage inspection, which our management or security guards can provide. If there is more than one vehicle with damage on a trip sheet, an additional line listing on the carbon copy and verification must be obtained for each damaged vehicle on the trip sheet and a copy of the damage sheet must be provided to Leadec prior to the receiving carrier exiting the yard/facility. If the vehicle is moved or operated by the receiving carrier or its agents and damage has not been verified, it will be the responsibility of the receiving carrier to address any and all damage claims associated with that vehicle. An example of properly completed Leadec out-gate sheet can be referenced in Appendix: Out-Gate Sheet.

Failure to obtain damage verification as instructed by this policy, for any reason, will relieve Leadec of any liability pertaining to damaged vehicles received from a Leadec operated yard/ facility. Further, by receiving a vehicle from a Leadec operated yard or facility and not obtaining damage verification in accordance with this policy, the receiving carrier is accepting the vehicle as "damage free" and accepts responsibility for any cost and or penalties associated with future damages to any vehicle received.

Lastly, it is the carrier's responsibility to provide contacts as to whom they would like to receive the Leadec Notifications of Damage (NOD). Leadec will make every effort to manage the carrier information, but it shall be the sole responsibility of the carriers to initiate, keep current and manage the accuracy of this contact list on an ongoing basis.



APPENDIX: NITRO

SPECIAL INSTRUCTIONS (Site Specific):

All carriers will enter the yard and proceed to the truck drop area or truck loading areas. If all truck bays are full, the carrier is asked to wait for a bay to open. Please do not block the entrance to the yard. In the unfortunate event there is no room onsite to wait, the carrier must que in the street. We ask that all drivers off-loading vehicles please place them on the hand off pad in accordance with the FCA delivery requirements.

REMINDER.... High Visibility Safety vests are always to be worn as the outermost garment. The Keys have been pulled from Charger/Challenger/Wrangler 392/TRX and Trackhawks. These are located in the Leadec Office during the hours below.

The phone numbers listed below are not to be given to your drivers for general information.

Damage paperwork must be completed (highlighted areas) prior to calling for damage verification.

CREW CONTACTS (For Damage Verification):

A Crew (Monday – Friday 0630 – 1700):

Rachel C. - 419-277-6897
Ashley B. – 419-481-3953
Rob S. – 419-806-2644

B Crew (Tuesday – Saturday 1700 – 0230):

Christine K. – 419-276-3678

C Crew (Sunday 1000 – 2000, Monday 1700 – 0230, Friday/Saturday 0630-1700)

Dinelle G. – 419-279-5892

After Hours Damage Verification:

Listed below are the ONLY times that the Security guards who can sign for all levels of damage during the following hours only, assuming there is no management onsite:

Monday – Friday 0200 - 0630

Sunday – 0000 – 1000

Sunday – 2000 - 0630

APPENDIX: OUT-GATE SHEET



PLEASE PRINT LEGIBLY

PICK UP LOCATION NITRO CREEK

DESTINATION LOCATION WEST VIRGINIA

Date/Time Out 8/27/21 1215 pm Truck Number 1264

Driver's Name John Smith Carrier's Name MOORE

Number of Units 8

MUST NOTE ALL DAMAGES, IN BAY, ON THIS FORM

VIN (last 8)	Noted Damages, Use AIAG Codes	Sign Off
1 <u>NW123456</u>	1 <u>10-9-2</u>	1 <u>A</u>
2 <u>NLG54321</u>	2 <u>30-7-1</u>	2 <u>A</u>
3 <u>NN231465</u>	3 <u>71-12-3</u>	3 <u>D</u>
4 _____	4 _____	4 _____
5 _____	5 _____	5 _____
6 _____	6 _____	6 _____
7 _____	7 _____	7 _____
8 _____	8 _____	8 _____
9 _____	9 _____	9 _____
10 _____	10 _____	10 _____

Signature of person signing off on damages Sign Off

Printed name of person signing off on damages LEADEC MANAGEMENT

Please submit VSO's for each vehicle exiting on load with this form upon exiting the yard

Yard exited by: LEADEC SECURITY TO SIGN VINS verified by: _____

APPENDIX: Nitro Specific

Nitro Creek Yard Procedures

Traffic Flow



Nitro Creek Traffic Flow – South Pad 1.13.2021

Yard Speed Limit is 15mph!

No staging of vehicles is allowed. This is a Safety Hazard, and they will be rebayed in original bay.

If you are not able to take a unit on your load, please inform Leadec Management as to where to park it. Do not rebay it.

Do not unload in the entrance lanes.

Do not pull through the lane, please honk and slowly back up.

Stop at ALL Stop Bars. They are at the intersection of all East/West lanes.

Masks are required when entering all Leadec Buildings. Drivers must provide their own mask.

All North/South lanes have stop bars at each intersection and must stop and honk at each intersection. The East/West Lanes do not Stop.

