

Except for the below damages, a damage severity of 1-2 the damage does not need to be verified but always note it on your EPOD/VTAS and gate pass/BOL.

Damages that must be verified:

- Major Damage (Severity 3 & above) ***must be verified***
- 3 or more exceptions to the same body panel ***must be verified***
- Any and all exceptions to Chrome, Alloy and/or Aluminum wheels ***must be verified***
- Any and all exceptions to 'Roof Panels' (Damage Area, 37) ***must be verified***
- Any/All Missing Loose Content and/or Open, Broken or Missing Loose Item Bags ***must be verified***
- Any/All Missing Parts (i.e. moldings, panels, etc.) ***must be verified***
- Any/All Missing Keys and/or Key Fobs ***must be verified***

In addition to the above criteria, **all severities of the following 'Damage Types' must be verified:**

Damage Type Code Description

- 01 Bent
- 02 Broken
- 03 Cut
- 04 Dented with Paint or Chrome Broken
- 06 Cracked Panels
- 11 Punctured
- 13 Torn
- 20, 21, 22 & 23 All Glass Damages

Damages requiring verification must be verified in bay, with the unit in the original bayed position, or they will not be covered by the railroad/port. If there is a question, the safest course of action is not to move the vehicle and request a verification from a 3rd party inspection contractor.

You should always use the following five-digit code system to document damage or shortage on the Preload Inspection/Out Gate Pass, Bill of Lading and Delivery Receipt:

- The first two digits describe the damage/shortage area.
- The next two digits indicate the damage type.
- The last digit indicates the damage severity (size of damage area).

IMPORTANT: Damage codes must be noted in the space immediately following the appropriate VIN. No other notations should be made on this document.

Always take a picture of your gate pass if there are verified damages noted. Once the location/guard has marked the number of exceptions and time stamped it, ask for it back to take a picture of your gate pass and return it to the location/guard. Email the picture to claims@proautotran.com or submit a copy with your billing when submitting to the accounting department.

The codes and corresponding descriptions are included on the following pages.



1.2 Damage Area Codes

DAMAGE AREA CODES					
01	ANTENNA / ANTENNA BASE	34	TV / DVD SCREEN	67	CIGARETTE LIGHTER / ASH TRAY
02	BATTERY / BOX	35	ROCKER PANEL / OUTER SILL - LEFT	68	CARPET - FRONT
03	BUMPER / COVER / EXTERIOR - FRONT	36	ROCKER PANEL / OUTER SILL - RIGHT	69	CENTER POST - RIGHT
04	BUMPER / COVER / EXTERIOR - REAR	37	ROOF	70	CENTER POST - LEFT
05	BUMPER GUARD / STRIP - FRONT	38	RUNNING BOARD / STEP - LEFT	71	CORNER POST
06	BUMPER GUARD / STRIP - REAR	39	RUNNING BOARD / STEP - RIGHT	72	LEFT FRONT TIRE
07	DOOR - BACK CARGO - RIGHT	40	SPARE TIRE / WHEEL	73	LEFT FRONT WHEEL / RIM
08	DOOR - BACK CARGO - LEFT	41	OPEN	74	LEFT REAR TIRE
09	DOOR - CARGO - RIGHT	42	SPLASH PANEL / SPOILER - FRONT	75	LEFT REAR WHEEL / RIM
10	DOOR - LEFT FRONT	43	OPEN	76	RIGHT REAR TIRE
11	DOOR - LEFT REAR	44	GAS TANK	77	RIGHT REAR WHEEL / RIM
12	DOOR - RIGHT FRONT	45	TAIL LIGHT / HARDWARE	78	RIGHT FRONT TIRE
13	DOOR - RIGHT REAR	46	OPEN	79	RIGHT FRONT WHEEL / RIM
14	FENDER - LEFT FRONT	47	OPEN	80	COWL
15	QTR PANEL / PICK UP BOX - LEFT	48	TRIM PANEL - FRONT LEFT	81	GAS CAP / COVER
16	FENDER - RIGHT FRONT	49	CD CHANGER - SEPARATE UNIT	82	FENDER - REAR LEFT
17	QTR PANEL / PICK UP BOX - RIGHT	50	TRIM PANEL - FRONT RIGHT	83	FENDER - REAR RIGHT
18	FLOOR MATS - FRONT	51	OPEN	84	TOOLS / JACK / SPARE TIRE MOUNT & LOCK
19	FLOOR MATS - REAR	52	DECK LID / TAILGATE / HATCHBACK	85	COMMUNICATION / GPS UNIT
20	WINDSHIELD	53	SUNROOF / T-TOP	86	PARKING SONAR SYSTEM
21	GLASS - REAR	54	UNDERCARRIAGE - OTHER	87	OPEN
22	GRILLE	55	CARGO AREA - OTHER	88	OPEN
23	ACCESSORY BAG / BOX	56	VINYL / CONVERTIBLE TOP / TONNEAU COVER	89	TRAILER HITCH / WIRING HARNESS / TOW HOOKS
24	HEADLIGHT / COVER / TURN SIGNAL	57	WHEEL COVERS / CAPS / RINGS	90	FRAME
25	LAMPS - FOG / DRIVING / SPOT LIGHT	58	RADIO SPEAKERS	91	EXHAUST SYSTEM
26	HEADLINER	59	WIPERS - ALL	92	LICENSE PLATE BRACKET
27	HOOD	60	OPEN - SPECIAL USE CODE	93	STEERING WHEEL / AIRBAG
28	KEYS	61	PICK UP BOX - INTERIOR	94	SEAT - FRONT LEFT
29	KEYLESS REMOTE	62	OPEN	95	SEAT - FRONT RIGHT
30	MIRROR - OUTSIDE LEFT	63	RAILS, TRUCK BED / LIGHT BAR	96	SEAT - REAR
31	MIRROR - OUTSIDE RIGHT	64	SPOILER / DEFLECTOR - REAR	97	CARPET - REAR
32	OPEN	65	LUGGAGE RACK (STRIPS) / DRIP RAIL	98	INTERIOR - OTHER
33	AUDIO / VIDEO PLAYER	66	DASH / INSTRUMENT PANEL	99	ENGINE COMPARTMENT - OTHER



1.3 Damage Type Codes

DAMAGE TYPE CODES					
01	BENT	11	PUNCTURED	24	MARKER LIGHT / TURN LIGHT DAMAGE
02	BROKEN	12	SCRATCHED - EXCEPT GLASS	25	DECAL / PAINT STRIPE DAMAGED
03	CUT	13	TORN	29	CONTAMINATION - EXTERIOR
04	DENTED - PAINT BROKEN	14	DENTED - PAINT / CHROME NOT DAMAGED	30	FLUID SPILLAGE - EXTERIOR
05	CHIPPED - EXCEPT GLASS & PANEL EDGE	18	MOLDING / WEATHER.STRIP / EMBLEM DAMAGED	34	PANEL EDGE CHIPPED
06	CRACKED - EXCEPT GLASS	19	MOLDING / WEATHER.STRIP / EMBLEM MISSING	36	PART / OPTION NOT AS INVOICED
07	GOUGED	20	GLASS - CRACKED	37	HARDWARE EXTERIOR - DAMAGED
08	MISSING - EXCEPT MOLDING / EMBLEM	21	GLASS - BROKEN	38	HARDWARE EXTERIOR - LOOSE / MISSING
09	SCUFFED	22	GLASS - CHIPPED	39	JUMPED CHOCKS
10	INTERIOR STAINED / SOILED	23	GLASS - SCRATCHED		

1.4 Damage Severity Codes

1	LESS THAN & INCLUDING 1"	LESS THAN 3 cm
2	OVER 1" UP TO & INCLUDING 3"	3 cm UP TO 8 cm
3	OVER 3" UP TO & INCLUDING 6"	8 cm UP TO 15 cm
4	OVER 6" UP TO & INCLUDING 12"	15 cm UP TO 30 cm
5	OVER 12"	30 cm & OVER
6	MISSING	

To All

Please share this with all your drivers.

ALL DAMAGES HAVE TO BE NOTATED BY THE INSPECTOR REGARDLESS OF THE SEVERITY. DO NOT MOVE A VIN IF ANY DAMAGES IS SEEN DURING THE INSPECTION.

This Yards uses the LDS App to record damages. **All damages must be sent through the Logistical Data Services (LDS App).** If your driver is not set up, please email the load number and driver name to msoto@proautotran.com They will not be able to take any units that are damaged regardless of the severity as it must be recorded through the LDS App.

<https://play.google.com/store/apps/details?id=com.logisticaldataservices.upstart>
<https://apps.apple.com/us/app/lds-mobile-verification/id1469274215>

Cortney Martin 302-358-4103 for lost vehicles.

Pickup Yard access is 6a-6p 7 days a week. Back gate is accessible by code 6121-please plan accordingly.

All keys are located in the office and only accessible through the business hours.

Markham Yard, IL
16800 S Center St., Harvey, IL 60426

Driver will need to leave a yard exit copy at guard shack upon yard exit

Mon-Sat 5:30am -1pm.

Do not move a vehicle from bay that has damage that needs to be signed off until it is signed off. Keep a copy of the damage signoff or save a picture of the sheet in the Magus App. Yard will not sign the paper. They keep all damage notations in their system.

Drivers need to be registered with the LDS App.

NOTATE them 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.

Can 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. high-visibility clothes in all yards, drive within posted speeds in yard, horns and flashers to be used at all times in yard.

Driver will need to leave a Yard Exit copy at guard shack upon yard exit with bay tag from vehicle at guard shack to ext

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

Note All damages on gate pass or manifest 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 or use the LDS App.

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.

Thank you



AIAG DAMAGE CODES

AIAG DAMAGE AREA CODES – First and Second Digits

DAMAGE AREA CODES			
01	ANTENNA / ANTENNA BASE	34	TV / DVD SCREEN
02	BATTERY / BOX	35	ROCKER PANEL / OUTER SILL - LEFT
03	BUMPER / COVER / EXTERIOR - FRONT	36	ROCKER PANEL / OUTER SILL - RIGHT
04	BUMPER / COVER / EXTERIOR - REAR	37	ROOF
05	BUMPER GUARD / STRIP - FRONT	38	RUNNING BOARD / STEP - LEFT
06	BUMPER GUARD / STRIP - REAR	39	RUNNING BOARD / STEP - RIGHT
07	DOOR - BACK CARGO - RIGHT	40	SPARE TIRE / WHEEL
08	DOOR - BACK CARGO - LEFT	41	OPEN
09	DOOR - CARGO - RIGHT	42	SPLASH PANEL / SPOILER - FRONT
10	DOOR - LEFT FRONT	43	OPEN
11	DOOR - LEFT REAR	44	GAS TANK
12	DOOR - RIGHT FRONT	45	TAIL LIGHT / HARDWARE
13	DOOR - RIGHT REAR	46	OPEN
14	FENDER - LEFT FRONT	47	OPEN
15	QTR PANEL / PICK UP BOX - LEFT	48	TRIM PANEL - FRONT LEFT
16	FENDER - RIGHT FRONT	49	CD CHANGER - SEPARATE UNIT
17	QTR PANEL / PICK UP BOX - RIGHT	50	TRIM PANEL - FRONT RIGHT
18	FLOOR MATS - FRONT	51	OPEN
19	FLOOR MATS - REAR	52	DECK LID / TAILGATE / HATCHBACK
20	WINDSHIELD	53	SUNROOF / T-TOP
21	GLASS - REAR	54	UNDERCARRIAGE - OTHER
22	GRILLE	55	CARGO AREA - OTHER
23	ACCESSORY BAG / BOX	56	VINYL / CONVERTIBLE TOP / TONNEAU COVER
24	HEADLIGHT / COVER / TURN SIGNAL	57	WHEEL COVERS / CAPS / RINGS
25	LAMPS - FOG / DRIVING / SPOT LIGHT	58	RADIO SPEAKERS
26	HEADLINER	59	WIPERS - ALL
27	HOOD	60	OPEN - SPECIAL USE CODE
28	KEYS	61	PICK UP BOX - INTERIOR
29	KEYLESS REMOTE	62	OPEN
30	MIRROR - OUTSIDE LEFT	63	RAILS, TRUCK BED / LIGHT BAR
31	MIRROR - OUTSIDE RIGHT	64	SPOILER / DEFLECTOR - REAR
32	OPEN	65	LUGGAGE RACK (STRIPS) / DRIP RAIL
33	AUDIO / VIDEO PLAYER	66	DASH / INSTRUMENT PANEL
		67	CIGARETTE LIGHTER / ASH TRAY
		68	CARPET – FRONT
		69	CENTER POST – RIGHT
		70	CENTER POST – LEFT
		71	CORNER POST
		72	LEFT FRONT TIRE
		73	LEFT FRONT WHEEL / RIM
		74	LEFT REAR TIRE
		75	LEFT REAR WHEEL / RIM
		76	RIGHT REAR TIRE
		77	RIGHT REAR WHEEL / RIM
		78	RIGHT FRONT TIRE
		79	RIGHT FRONT WHEEL / RIM
		80	COWL
		81	GAS CAP / COVER
		82	FENDER - REAR LEFT
		83	FENDER - REAR RIGHT
		84	TOOLS / JACK / SPARE TIRE MOUNT & LOCK
		85	COMMUNICATION / GPS UNIT
		86	PARKING SONAR SYSTEM
		87	OPEN
		88	OPEN
		89	TRAILER HITCH / WIRING HARNESS / TOW HOOKS
		90	FRAME
		91	EXHAUST SYSTEM
		92	LICENSE PLATE BRACKET
		93	STEERING WHEEL / AIRBAG
		94	SEAT - FRONT LEFT
		95	SEAT - FRONT RIGHT
		96	SEAT - REAR
		97	CARPET - REAR
		98	INTERIOR - OTHER
		99	ENGINE COMPARTMENT - OTHER

AIAG DAMAGE TYPE CODES – Third and Fourth Digits

DAMAGE TYPE CODES			
01	BENT	11	PUNCTURED
02	BROKEN	12	SCRATCHED - EXCEPT GLASS
03	CUT	13	TORN
04	DENTED - PAINT BROKEN	14	DENTED - PAINT / CHROME NOT DAMAGED
05	CHIPPED - EXCEPT GLASS & PANEL EDGE	18	MOLDING / WEATHER STRIP / EMBLEM DAMAGED
06	CRACKED - EXCEPT GLASS	19	MOLDING / WEATHER STRIP / EMBLEM MISSING
07	GOUGED	20	GLASS - CRACKED
08	MISSING - EXCEPT MOLDING / EMBLEM	21	GLASS - BROKEN
09	SCUFFED	22	GLASS - CHIPPED
10	INTERIOR STAINED / SOILED	23	GLASS - SCRATCHED
		24	MARKER LIGHT / TURN LIGHT DAMAGE
		25	DECAL / PAINT STRIPE DAMAGED
		29	CONTAMINATION - EXTERIOR
		30	FLUID SPILLAGE - EXTERIOR
		34	PANEL EDGE CHIPPED
		36	PART / OPTION NOT AS INVOICED
		37	HARDWARE EXTERIOR - DAMAGED
		38	HARDWARE EXTERIOR - LOOSE / MISSING
		39	JUMPED CHOCKS

AIAG DAMAGE SEVERITY CODES – Fifth Digit

DAMAGE SEVERITY CODES	
1	Damage up to and including 1 inch in length/diameter - less than 3 cm
2	Damage over 1 inch up to and including 3 inches in length/diameter - 3cm up to 8 cm
3	Damage over 3 inches up to and including 6 inches in length/diameter - over 8 cm up to 15 cm
4	Damage over 6 inches up to and including 12 inches in length/diameter - over 15 cm to 30 cm
5	Damage over 12 inches in length/diameter - over 30 cm
6	Missing

Logistical Data Services

Delivery Driver Walkthrough





LOGISTICAL DATA
— SERVICES —

— SIGN IN —

Company Name

Start typing for suggestions...

Search your company

- You will type to filter and search for your company





LOGISTICAL DATA
— SERVICES —

— SIGN IN —

Test Body

Enter Code

Enter Employee Number

Sign in



LOGISTICAL DATA
— SERVICES —

— SIGN IN —

Test Nov2020

Enter Truck Number

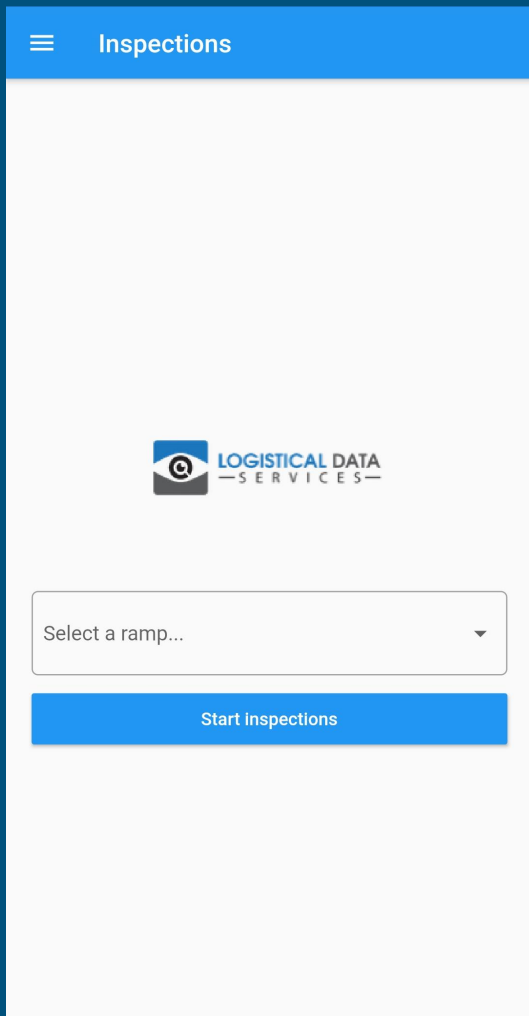
Enter Driver Number

Sign in

Enter credentials

- Once you have selected company, you will be prompted for credentials
 - Truck/Driver number for trucking companies
 - Code/Employee number for body shop/dealers






Select a ramp

- Once logged in, you will be able to select a ramp
 - Ramp locations are filtered by user location



☰ Inspections



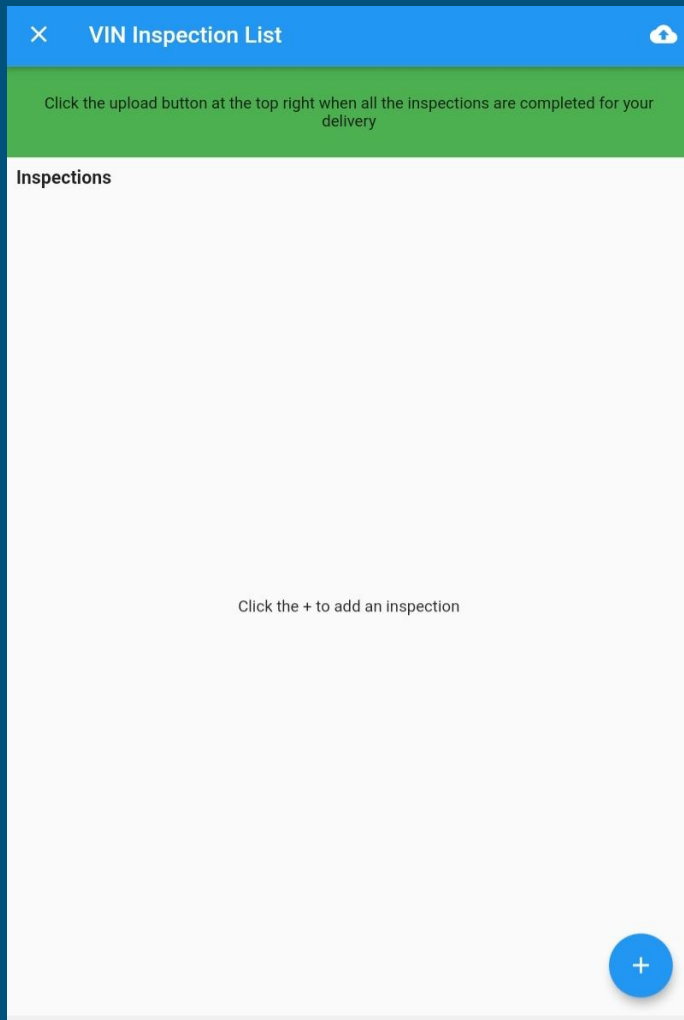
BENICIA ▾

4V ▾

Start inspections

Select inspection type

- You must now select inspection type
 - If your company has multiple types of inspections available for a certain ramp, you will have to choose which inspection type you are doing
-



Inspection list

- A list of inspections appears
 - You can add additional inspections or upload current inspections from this screen
-

← VIN


Enter the VIN manually

VIN

0/17

Verify VIN

OR

 Scan VIN

Enter the VIN

- Type in the VIN **or**
 - Scan the VIN automatically
-

← Bay Location

Enter Bay Location *

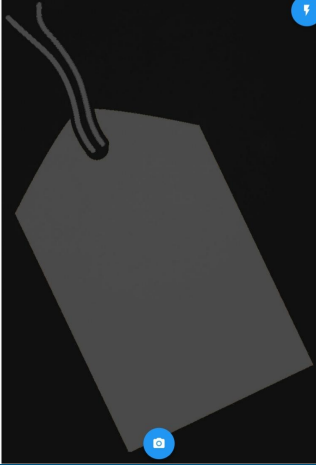
Enter Dealer Code

Next

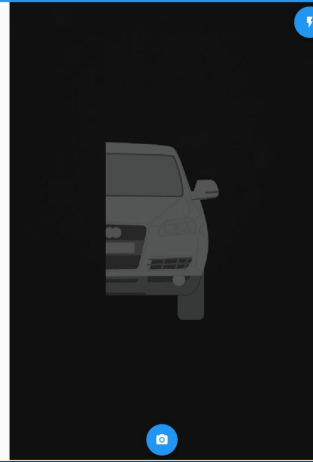
Bay location

- Enter bay location
 - Enter dealer code
-

Take a bay tag picture



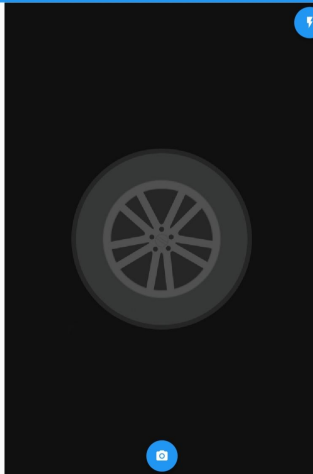
Take an overview of the unit parked in bay
The left tires should be on the load lines



Take a picture of LF Tire Chalk Mark



Take a picture of RR Tire Chalk Mark



Photos

- You will be asked to take a series of photos of the vehicle



Take an overview of the unit parked in bay
The left tires should be on the load lines



Line up your photo

- First step is to line up the proper type of photo
-

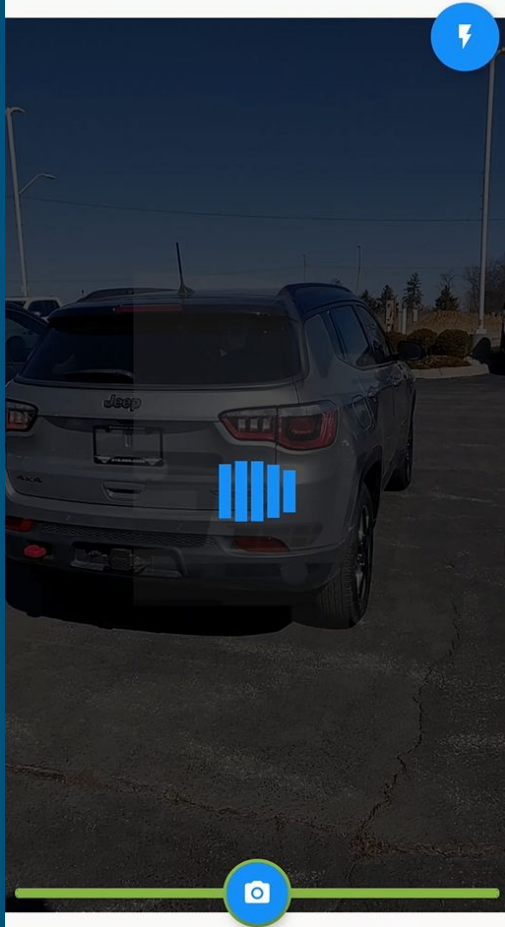
Take an overview of the unit parked in bay
The left tires should be on the load lines



Look at feedback

- The app will tell you how good your photo is
 - The more the status bar at the bottom of the screen fills, the more perfect your photo is!
-

Take an overview of the unit parked in bay
The left tires should be on the load lines



Hold still!

- Hold your phone steady
 - After you fill the status bar, our app will automatically capture the image for you!



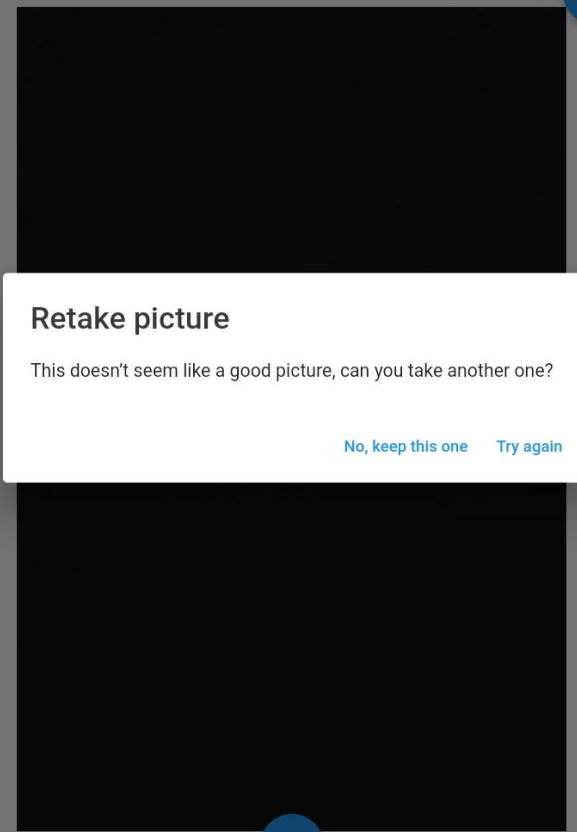


The process takes seconds

- The whole process of capturing on the line and wheel photos only takes seconds



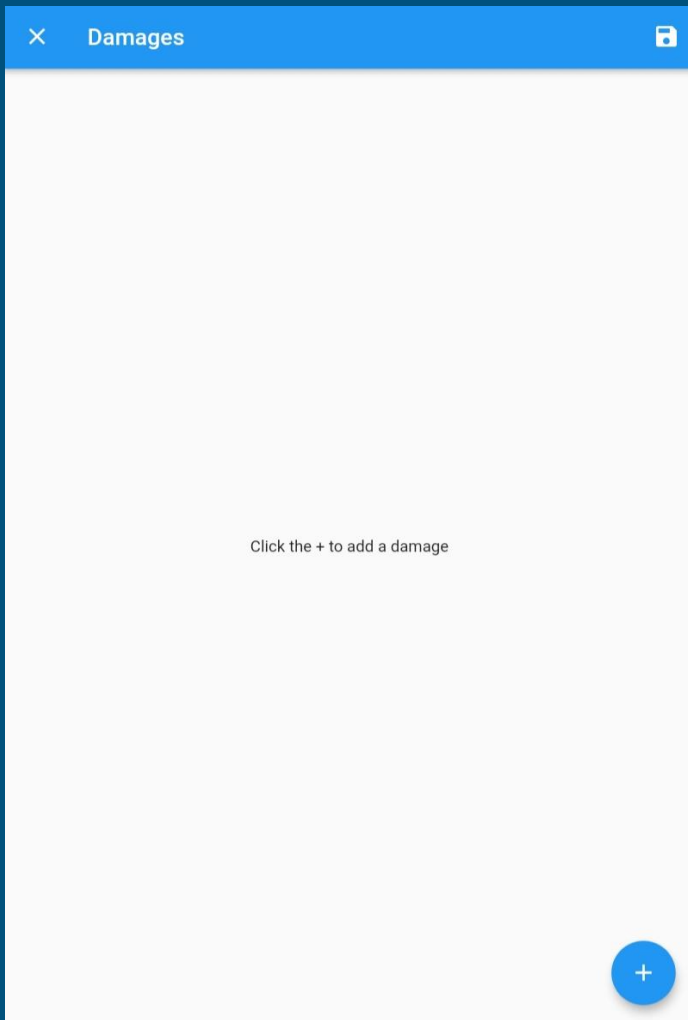
Take an overview of the unit parked in bay
The left tires should be on the load lines



Unclear photos

- If an image is poorly taken, you will be prompted to retake the photo

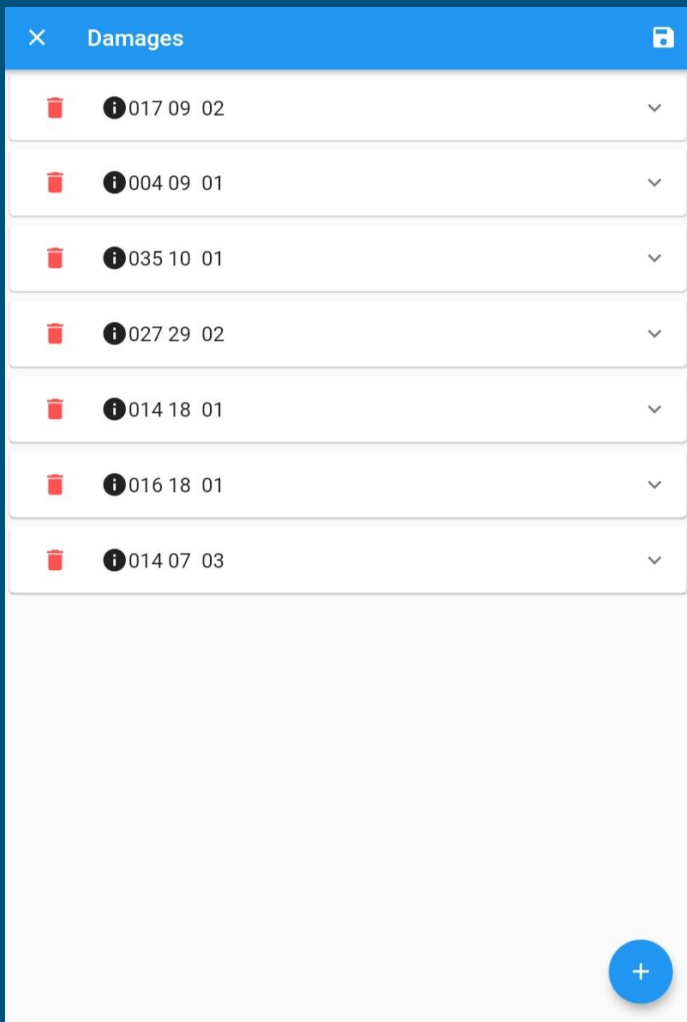




Adding damages

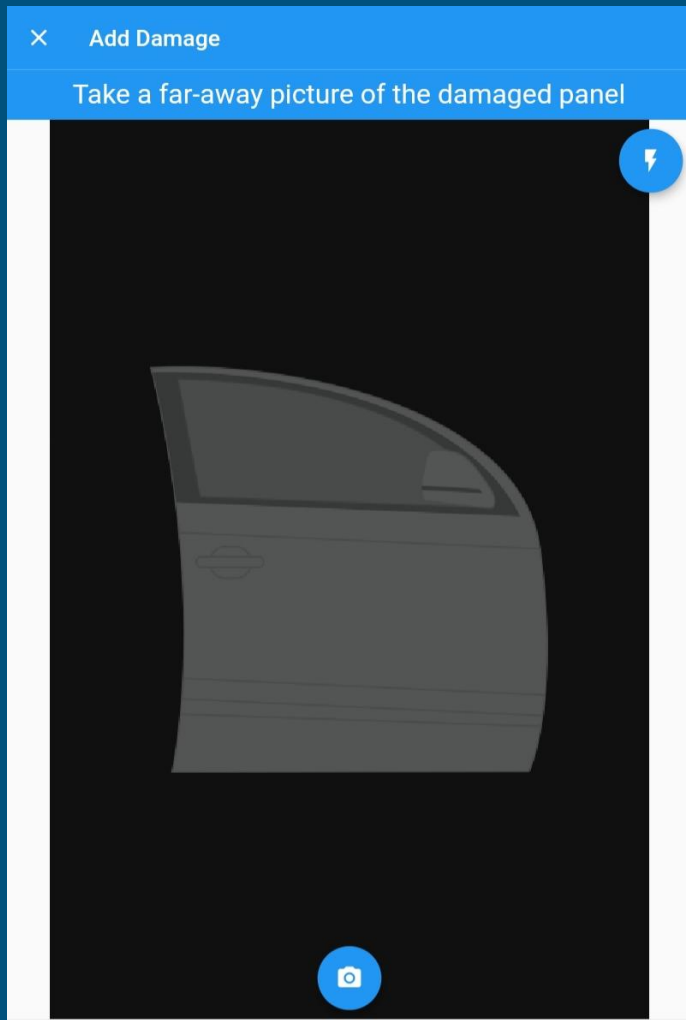
- You will be prompted to add any damages on the vehicle, if there are previous, they will be shown





Previous damages

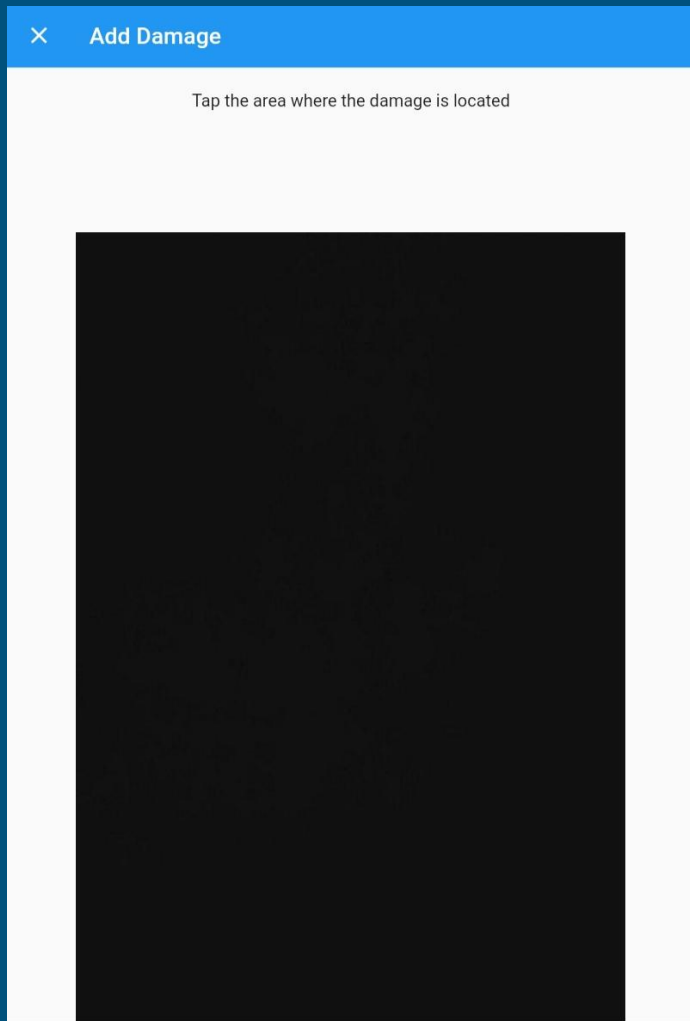
- You will be shown a list of previous damages



Adding damages

- Take a picture of the damage from far away

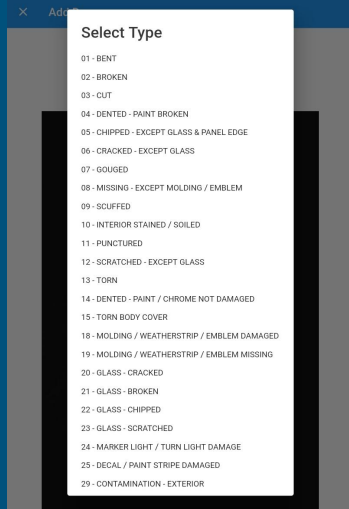
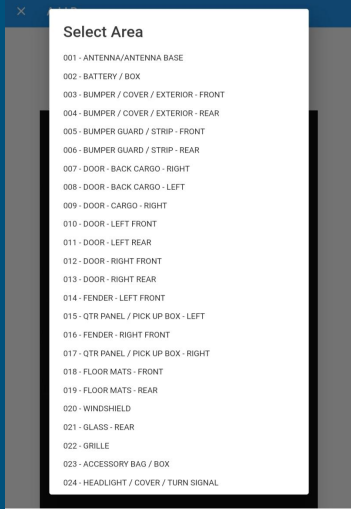




Highlight damages

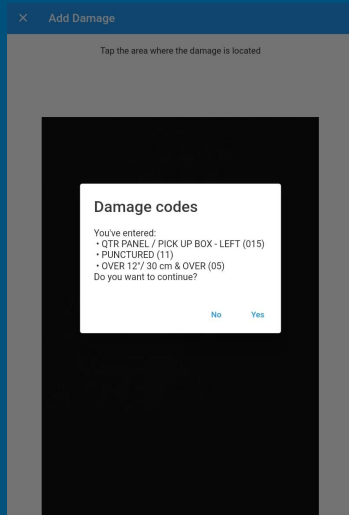
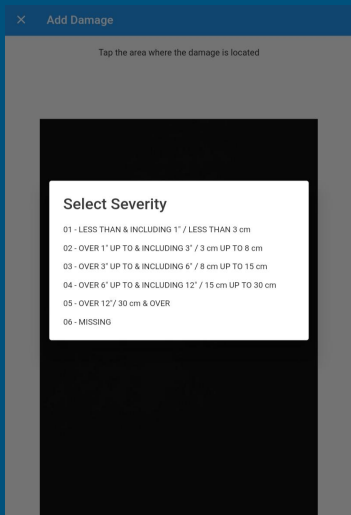
- You will tap on the photo on the spot of the damage, this will circle the damage

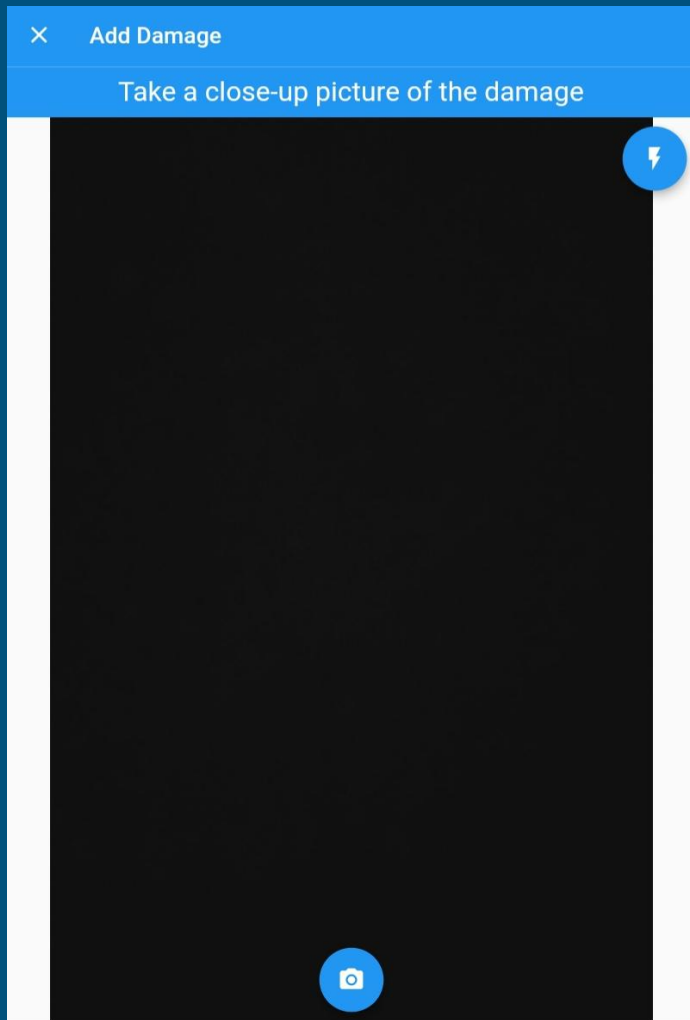




Damage codes

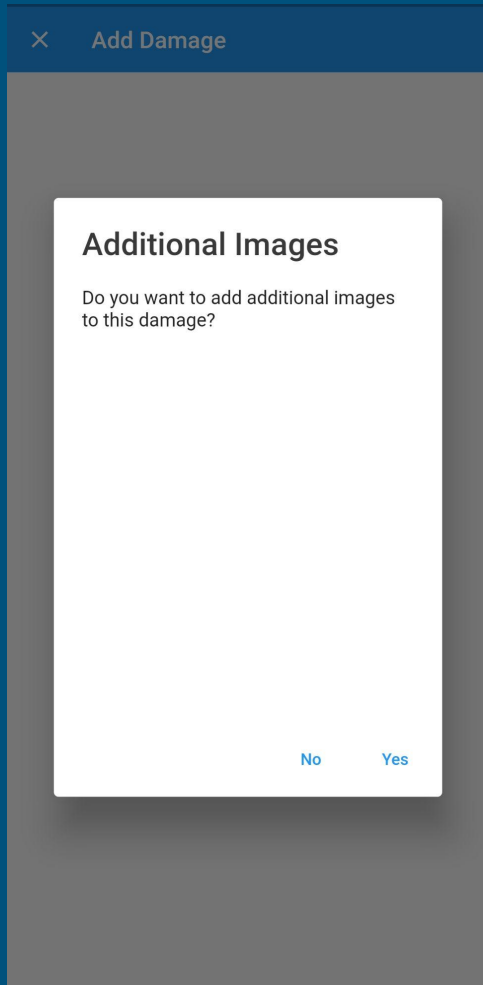
- You will be prompted to select the damage area, type and severity





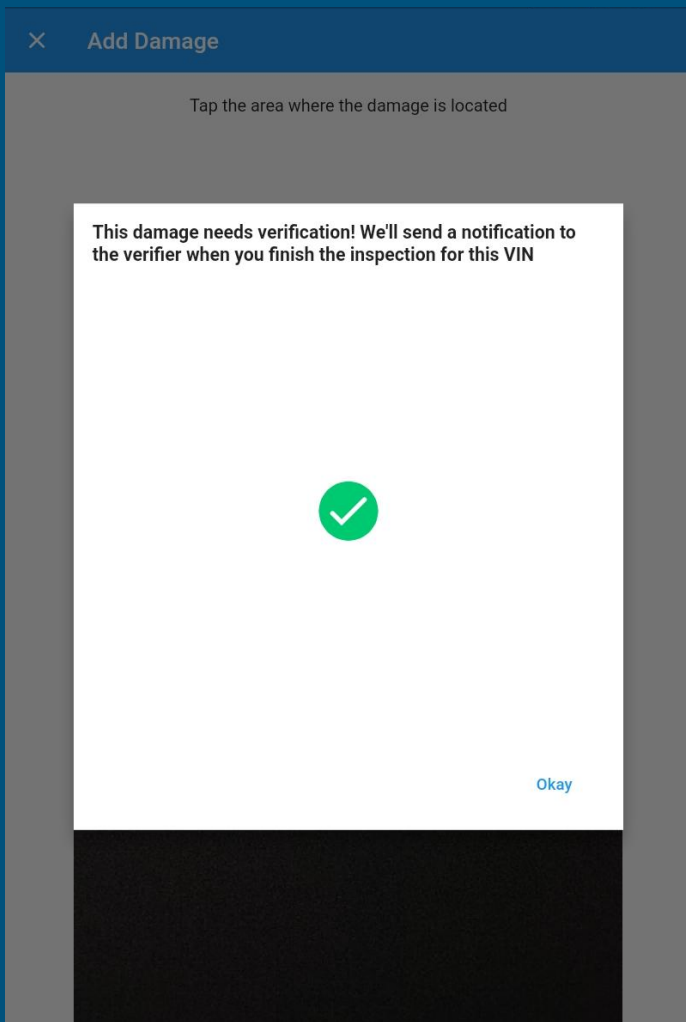
Close-up photo

- You will be required to take a photo close-up of the damages
-



Additional Images

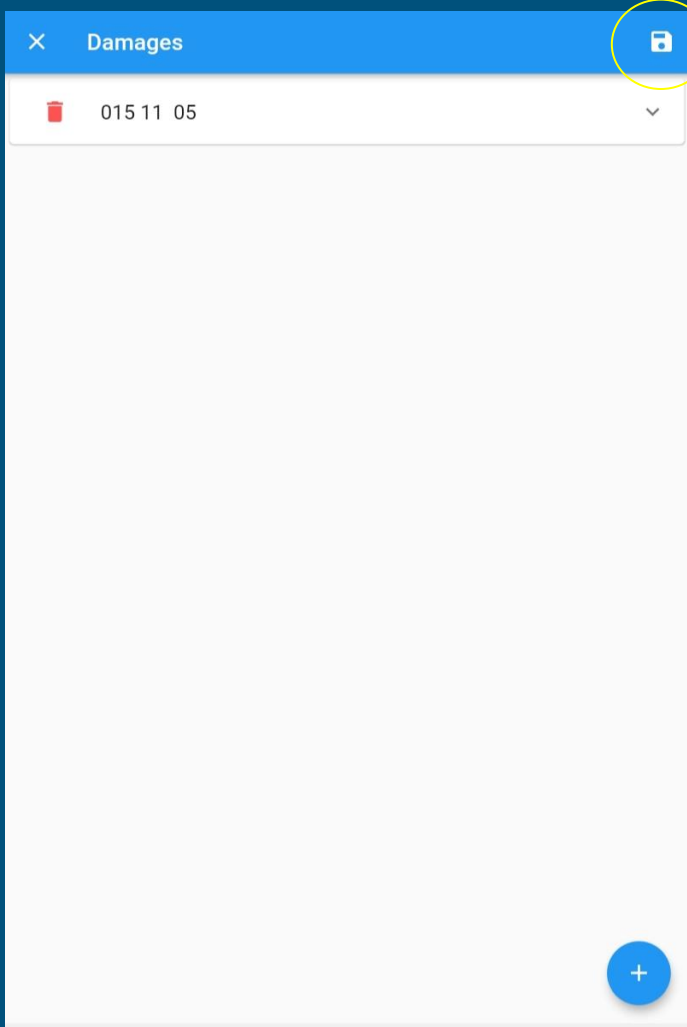
- If you can not capture the full damage in one image, you have the option to add as many additional photos as you'd like



Verification notification

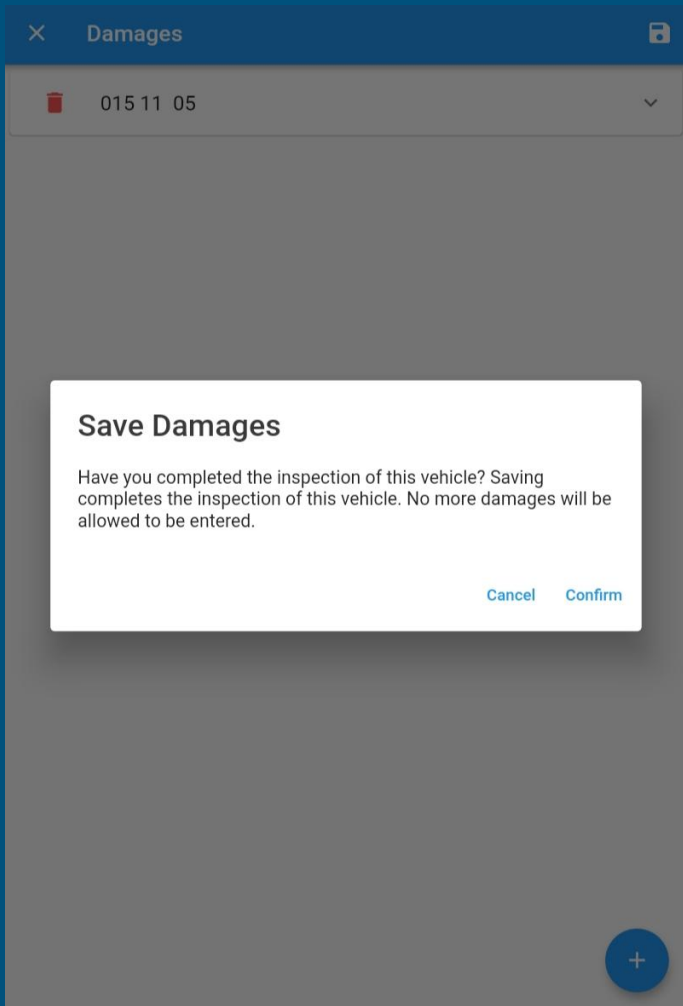
- You will notified that a damage needs verification





Damage listings

- A list of your damages will be generated, when you are done all damages, hit the save button in the top right corner
 - If you want to add more damages, + in the bottom right
-



Damage listings

- Confirm the damages
 - No damages will be permitted after
-

✕ Add Damage

Tap the area where the damage is located

This damage needs verification! We'll send a notification to the verifier when you finish the inspection for this VIN

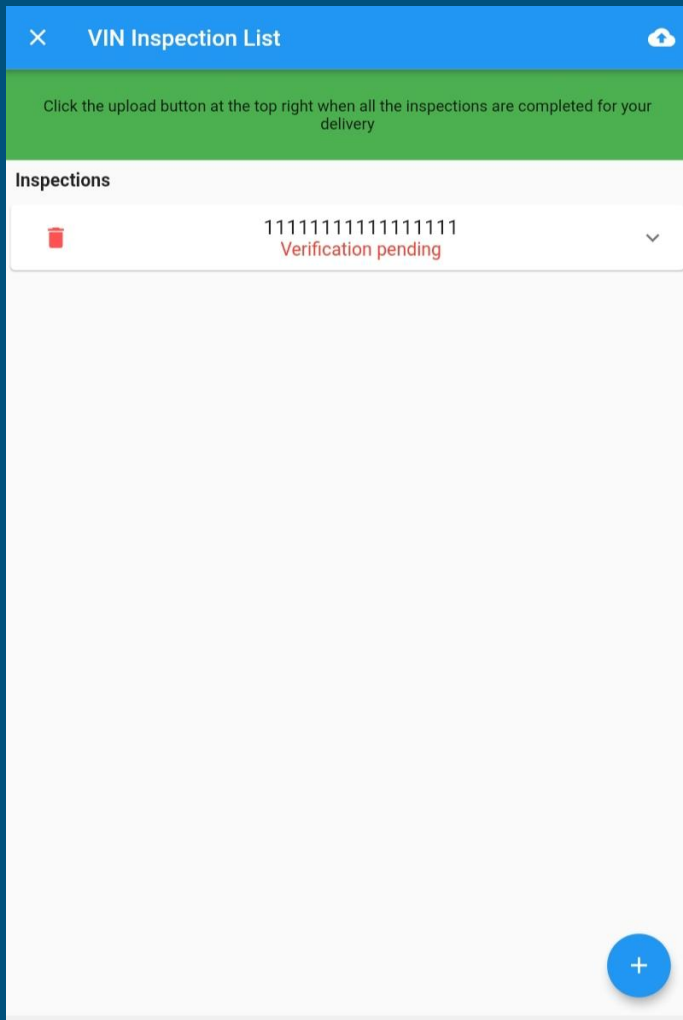


Okay

Verification notification

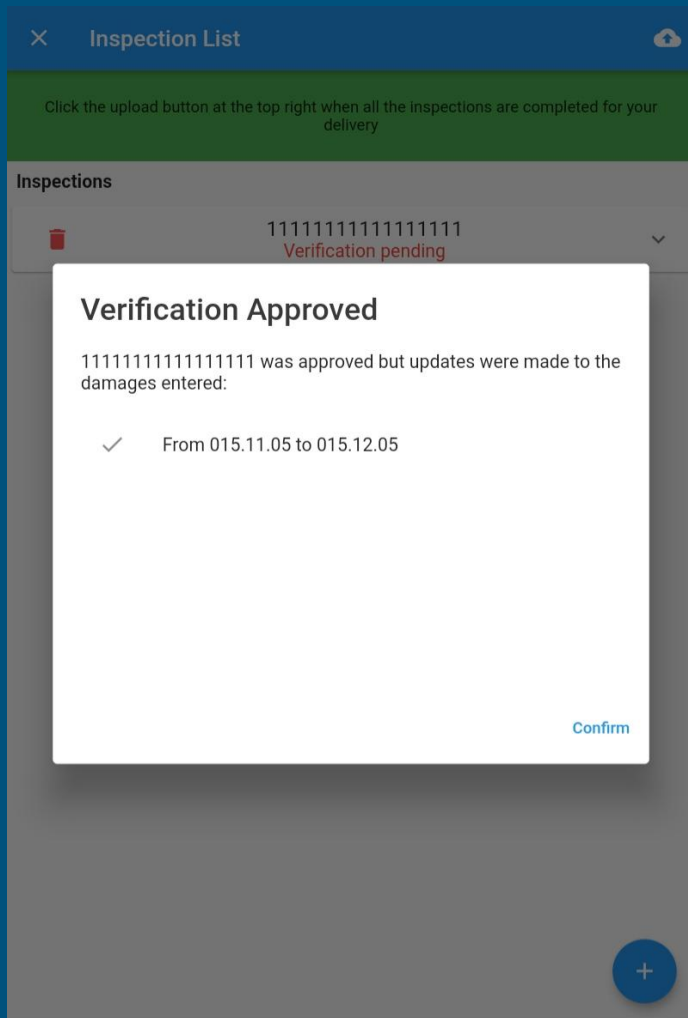
- You will notified that a damage needs verification again





Verification required

- If a damage is severe enough that it requires an inspection, you will not be permitted to upload the inspection until someone has verified your damages

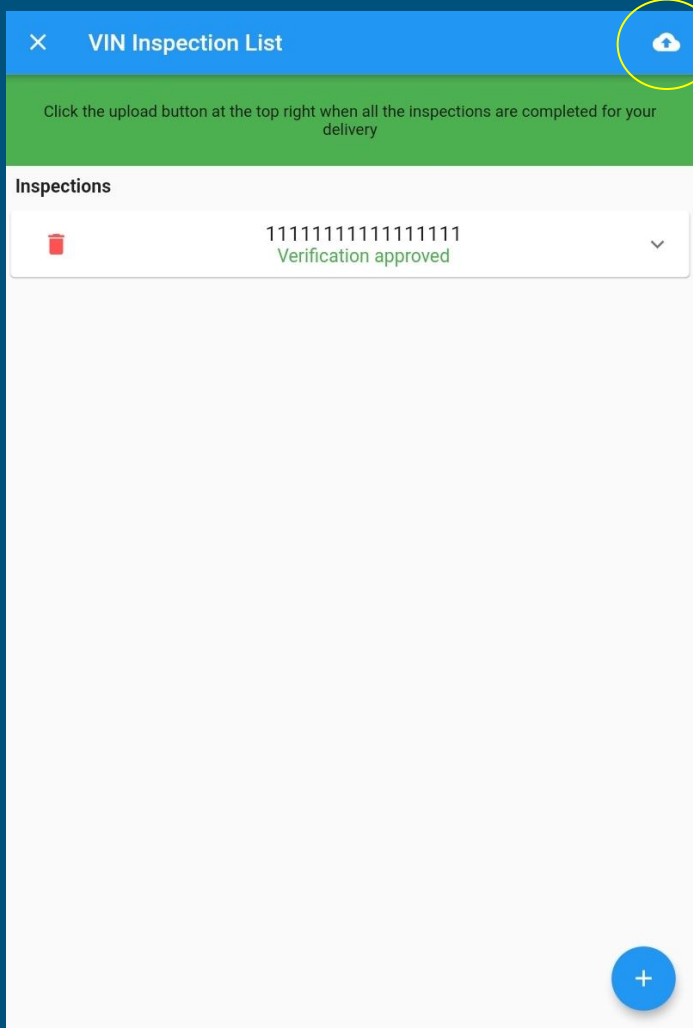


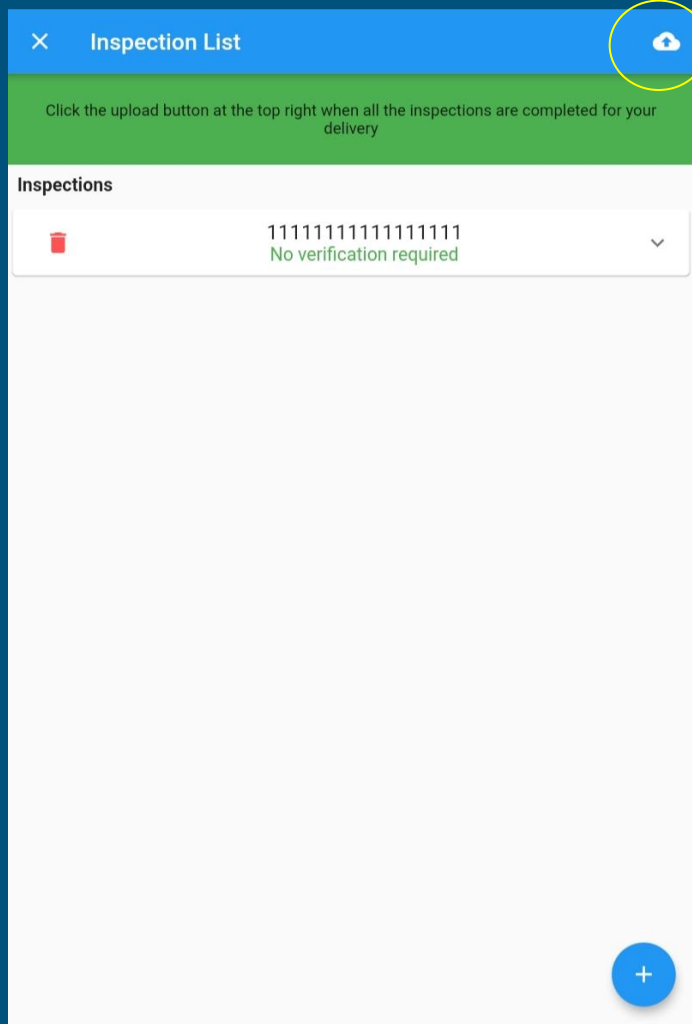
Verification edited

- If a damage has been edited by an inspector, you will be notified on the change

Verification approved

When your verification has been approved, you may submit using the upload button in the top right





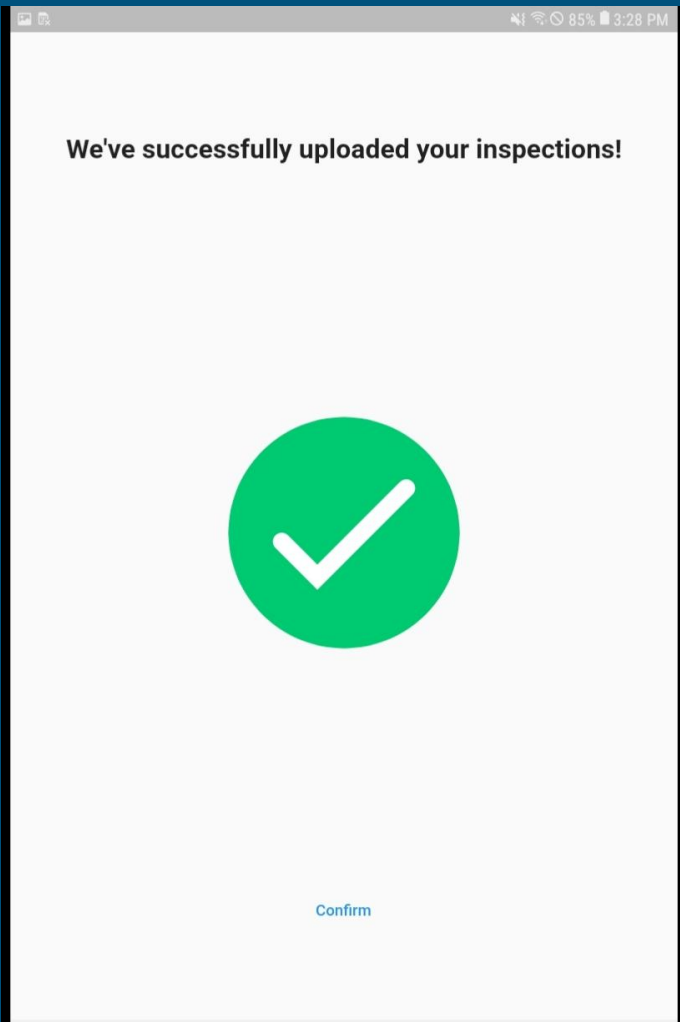
No verification required

- If no damages require physical verification, you may immediately submit your inspection using the upload button in the top right

The screenshot shows a mobile application interface with a blue header bar containing a back arrow and the text 'Load number'. Below the header is a white input field with the placeholder text 'Enter Load Number *'. Underneath the input field is a dark grey button with the text 'Take a picture of load sheet'. At the bottom of the screen is a blue button with the text 'Submit'.

Load number & photo

- Lastly, you are required to enter a load number, and take a picture of the load sheet
-



Success!

