

To All,

Pickup Yard hours are 24hrs 7days a week

Yard policy / rules are just like any other yard. Standard safety / etiquette. **Must have on high-visibility clothes in all yards, 15mph in yard, horns and flashers to be used at all times in yard**

Pickup and Gate Location

Petersburg VA Ford Ramp

999 Wagner RD

Petersburg VA 23805

Driver will need to leave a yard exit copy at guard shack upon yard exit
Damage sign off and lost vehicles contact front desk Mon-Fri 7am -4pm, code and ship up to severity #2 a severity #3 requires a signature.

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. **Must have on face mask and 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 manifest copy at guard shack upon yard exit

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 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.
- 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

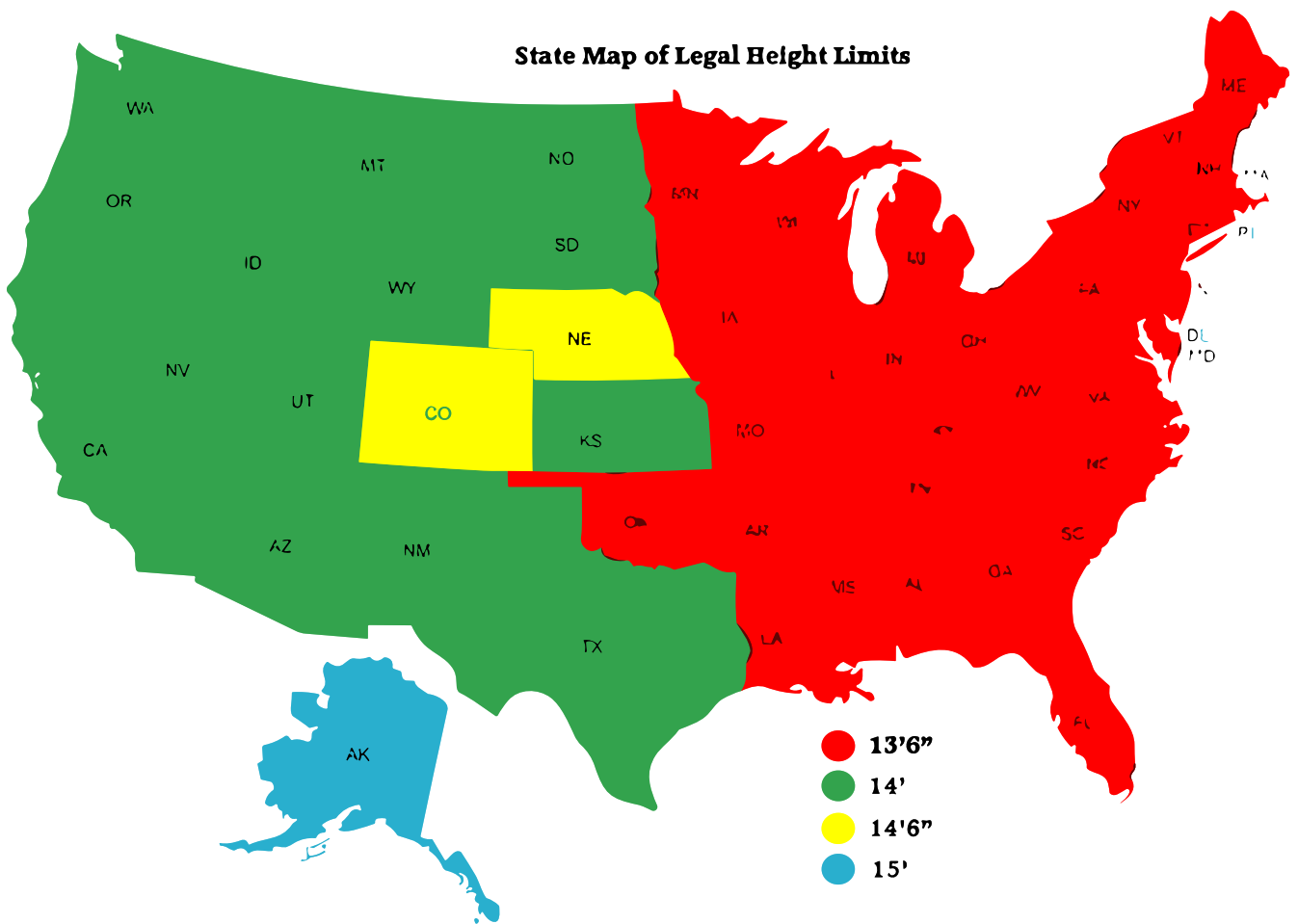
Any vehicle missing or that need to be swapped out due to damage driver needs to go call Proficient Dispatch at 904-567-4814

Thank you

Call 904-638-6368 or Email: brokerdispatch@proautotran.com if you have any issues



State Map of Legal Height Limits



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	