



To All,

Pickup Yard hours are 24/7 Any questions and **TWIC is required**, please contact below:

Port of Portland  
8235 NORTH MARINE DRIVE  
Portland, OR 97203

Drivers should go to the above address and pull up to the guard shack. (small guard shack on the left)

Once security gets their driver's license, they will let them in. Once inside they can park in the truck parking area and load their truck.

Damage Sign off and Lost Vehicles get with the location Mon-Fri 8am-4pm (send email to all email addresses)

AWC  
Mike Repman  
360-901-4047  
[Mike.repman@autowc.com](mailto:Mike.repman@autowc.com)  
[Ron.Hoodenpyle@autowc.com](mailto:Ron.Hoodenpyle@autowc.com)  
[Roxann.Hockaday@autowc.com](mailto:Roxann.Hockaday@autowc.com)

**MAKE 3 COPIES OF MANIFEST AND YARD EXIT BEFORE YOU ARRIVE AT PORT. NO PRINTING WILL DONE FOR DRIVERS AT PORT.**

Driver will need to leave a Yard Exit copy at guard shack upon yard exit and also pull each vehicles exit ticket card out of vehicle and give to security at yard exit (if no exit ticket let guard know at time of yard exit)

Damage sign off and lost vehicles contact yard inspection company Monday-Friday, 8am -4pm, code and ship up to a severity #2 a severity #3 requires a signature.

**Do not move a vehicle from bay that has damage that needs to be signed off until it is signed off. Make sure you get a copy of the damage signoff or save a picture of the sheet in the Magus App.**

**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.**

Yard 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 Yard Exit copy at guard shack upon yard exit and also pull each vehicles exit ticket card out of vehicle and give to security at yard exit (if no exit ticket let guard know at time of 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](mailto: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



# 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