

To All,

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

Pickup and Gate Location

See Cap Off Site Yard Map for your location.

Call the Office - 773-646-3285 in case of a lost vehicle or damage sign off staff on site for 24hrs- 7 days a week

Must have printed Yard Manifest and Yard Exit to Enter. No exceptions. There is no printer on site.

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

Drivers must exit truck at exit gate and leave copy of BOL in shack as well as scan out all units manually in shack.

The drivers can put the scan sticker from each unit on their BOL that they are leaving with at the yard (this will also be what they scan out).

Damage sign off and lost vehicles contact front desk. 24hrs for damage sign off. Code and ship up to a severity 2 damage, above severity 2 requires a signature.

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.

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.

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 brokerageclaims@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 the 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 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

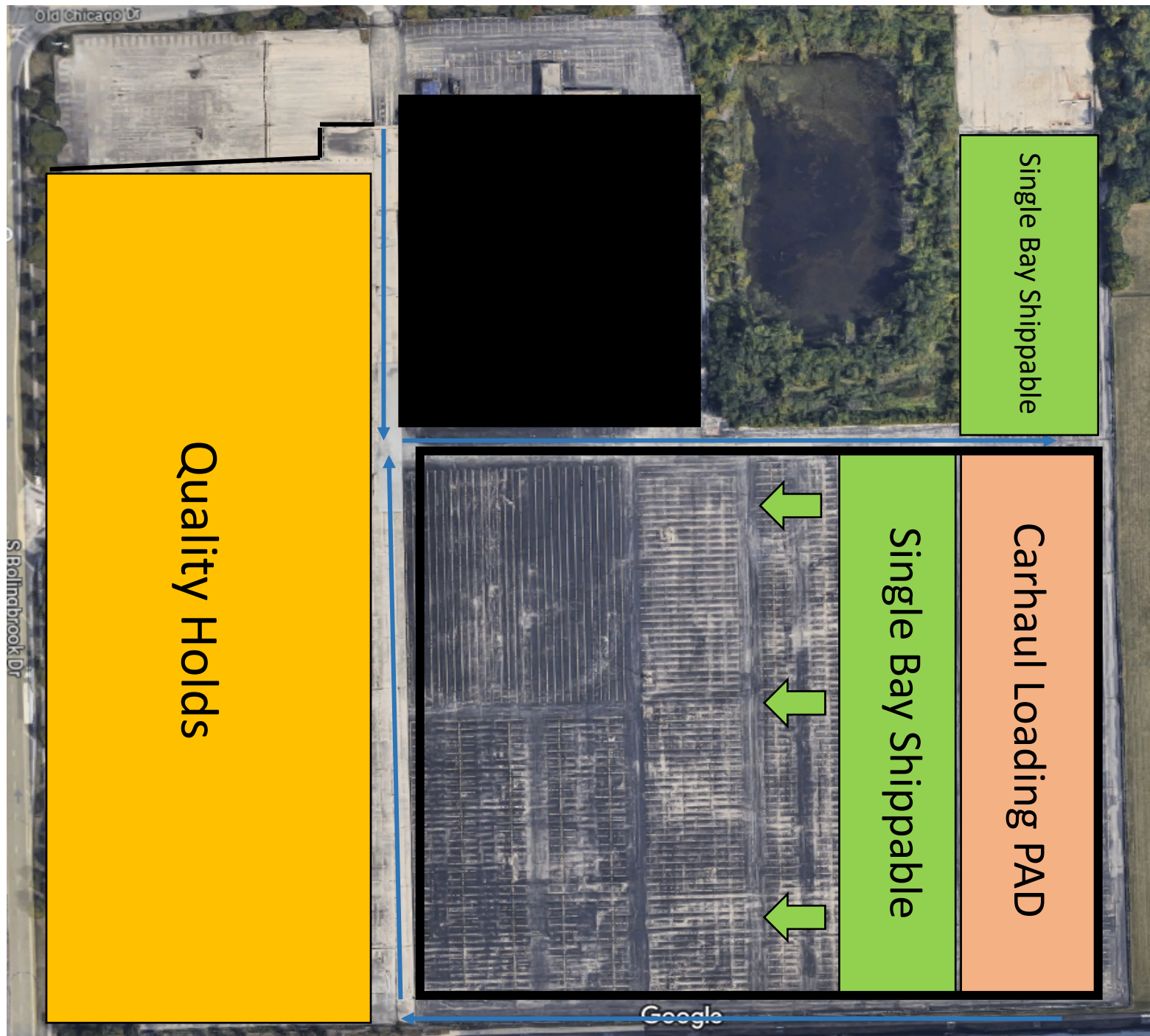
Amazon Lot 2

Address: 200 Old Chicago Boilingbrooke IL

Yard Hours: 24/7

Outgate Process: Paper BOL Required

Contacts:



Speedway

- Address:

Speedway - 500 Speedway Blvd Joliet, IL 60433

- Off of W Schweitzer

Route 66 - 3200 S Chicago St. Joliet, IL 60433

- Off of E Laraway Rd

- Yard Hours: 24/7

- Outgate Process: Paper BOL Required

- Contacts:



Steel Mill

- Address:
11200 S Houston Ave Chicago, IL 60617
- Yard Hours: M – Sat. (7am – 5pm)
Closed Sunday
- Outgate Process: Paper BOL Required
- Contacts:



Balmoral

- Address:
26435 S Dixie Hwy Crete, IL. 60417
- Yard Hours: 7am – 4pm
- Outgate Process: Paper BOL Required
- Contacts:
- Note: **No Carhaulers are permitted to use W Elms Ct Ln, due to weight restrictions (Red Line).**



Majestic Star

- Address:
1 Buffington Harbor dr, Gary IN
- Yard Hours: 24/7
- Outgate Process: Paper BOL Required
- Contacts:



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	

State Map of Legal Height Limits

