



YARD INFORMATION & RULES

YARD NAME: JEFFERSON YARD CITY: DETROIT STATE: MI

ADDRESS: 7701 W. JEFFERSON AVE. CONTACT: GUARD (734) 620-1429

RAIL: CSX DAYS / HOURS: VERIFICATION: MON. - FRI. 6AM - 2PM (P/UP 24/7)

NOTES: ** SEE ATTACHED "CSX YARD RULES - DAMAGES" FOR REPORTING DAMAGES * DAILY ACCESS CODE REQUIRED * MUST GIVE COPY OF TRIP LOG W/ VEHICLE STICKERS TO GUARD BEFORE EXITING *

INSPECTIONS & REPORTING DAMAGES

- ALL SPECIFIC YARD RULES MUST BE FOLLOWED.** IF YARD RULES ARE **NOT** FOLLOWED EXACTLY, **YOU MAY BE LIABLE FOR DAMAGE CLAIMS.** THIS INCLUDES CONFIRMING THE FULL VIN MATCHES, GETTING **VERIFICATION** FOR PRE-EXISTING DAMAGES AND LEAVING BAY TAG AT GUARD SHACK. THE SECURITY GUARD IS **NOT** AN INSPECTOR.
- IF A VEHICLE HAS DAMAGE THAT NEEDS TO BE VERIFIED AND THERE IS NOBODY AVAILABLE TO VERIFY IT, **DO NOT** TAKE THE UNIT. IF A VEHICLE NEEDS TO BE SWAPPED OUT or REMOVED FROM THE LOAD, CALL **PROFICIENT AUTO TRANSPORT DISPATCH (904) 638-6368.**
- ALL** VEHICLES **MUST** HAVE COMPLETE INSPECTIONS DONE **PRIOR** TO LOADING (IN BAY), INCLUDING NOTING **ALL** DAMAGES WITH THE **MANDATORY MAGNUS APP (USING THE AIAG DAMAGE CODES)** AND UPLOADING SUPPORTING PHOTOS. IT IS THE **DRIVER'S RESPONSIBILITY** TO ENSURE THAT **ALL** DAMAGES NOTED ARE CORRECT.
- ALL** YARD EXIT SHEETS **MUST** BE UPLOADED VIA THE **MANDATORY MAGNUS APP.** IT IS THE **DRIVER'S RESPONSIBILITY** TO PROVIDE THIS.
- USE STANDARD SAFETY YARD RULES/ETIQUETTE.
 - HIGH VISIBILITY CLOTHING IN ALL YARDS
 - DRIVE WITHIN POSTED SPEED LIMITS
 - HORNS/FLASHERS TO BE USED AT ALL TIMES IN YARDS

REPORTING DAMAGES

Original load sheets and bay tags must be left with the security guard upon exiting the terminal. If using EPOD/Magnus, no load sheet is required. Bay tags **MUST** be turned into the guard and EPOD load list transmitted to CSX **PRIOR** to arriving to the outgate guard shack.

DRIVER HAS THE RESPONSIBILITY to ensure that **ALL** verified damages are noted on EPOD/Magnus. **Incorrectly coded damages will not be entered.**

DAMAGE VERIFICATION SCHEDULE

Haulaway drivers are responsible for properly entering **ALL** damages on the load sheet and/or EPOD device (Magnus). Inaccurate reporting of damage severity on a load sheet or EPOD device could result in claim exposure for the haulaway carrier.

Security guard will date and time stamp **ALL** load sheets and secure in lockbox upon load outgating from terminal.

Vehicle damages meeting the following criteria **MUST BE VERIFIED IN THE BAY** by the unloading contractor or authorized agent of TDSI/CSX.

ALL DAMAGES identified **BELOW MUST** be **PHYSICALLY VERIFIED IN BAY** or **DROPPED** from the load. Otherwise, they will not be honored or entered into the system.

- **MAJOR DAMAGE** (Severity 3 & above)
- **3 or MORE** exceptions to the **SAME** body panel
- **ANY and ALL** exceptions to wheels, chrome, alloy and/or aluminum *must be verified*
- **ANY and ALL** exceptions to "Roof Panels" (Damage Area 37) *must be verified*
- **ANY and ALL** MISSING Parts (i.e. moldings, panels, etc.) *must be verified*
- **ANY and 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:

<u>Damage Type Code</u>	<u>Description</u>
01	Bent
02	Broken
03	Cut
04	Dented with Paint or Chrome Damaged
06	Cracked Panels (Not Glass)
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.

Damage hidden by dirt should not be wiped away as it risks more damage to the unit. TDSI and/or its designated inspection representative **will verify vehicle damage Severity 3 and above that can be seen**

from an arm's length away. Except in certain scenarios, damages not visible at arm's length will be considered Severity 1 or 2 that can be documented by haulaway carrier on EPOD and/or load sheets.

Minor severity damages not meeting the above criteria can be noted on the load sheet/EPOD by driver **WITHOUT** verification.

When load sheets/EPOD transmissions are collected and reviewed, in addition to exceptions meeting the criteria above, the following will also **NOT** be entered:

- Blanketed load sheets and/or EPOD transmissions
 - **3 or more similar damages noted on the same panel**
 - **3 or more similar damages noted on multiple panels**
 - **Any greater severity damage noted as a series of lesser severity damages**

AIAG DAMAGE CODES

MANDATORY MAGNUS APP MUST BE USED ON ALL LOADS

AIAG DAMAGE AREA CODES - 1ST & 2ND DIGITS			
01	ANTENNA/ANTENNA BASE	34	REAR - MULTIMEDIA and/or SPEAKERS
02	BATTERY (SMALL/LOW VOLTAGE)	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
08	DOOR, BACK CARGO - LEFT	41	CHARGING CABLE FOR BATTERY ELEC. VEH.
09	DOOR, CARGO (SLIDING) - R/L	42	SPLASH PANEL/SPOILER - FRONT
10	DOOR, LEFT FRONT	43	OPEN (DO NOT USE)
11	DOOR, LEFT REAR	44	GAS TANK
12	DOOR, RIGHT FRONT	45	TAIL LIGHT/HARDWARE
13	DOOR, RIGHT REAR	46	TRUCK CAB - REAR
14	FENDER, LEFT FRONT	47	CORNER POST/PILLAR - REAR RIGHT
15	QTR. PANEL or PICK-UP BOX - LEFT	48	INTERIOR TRIM PANEL - LEFT FRONT
16	FENDER, RIGHT FRONT	49	BATTERY (LARGE/HIGH VOLTAGE)
17	QTR. PANEL or PICK-UP BOX - RIGHT	50	RIGHT FRONT INTERIOR TRIM PANEL
18	FRONT FLOOR MATS	51	TONNEAU COVER
19	REAR FLOOR MATS	52	DECK LID/TAILGATE/HATCHBACK
20	GLASS WINDSHIELD	53	SUN ROOF/GLASS ROOF
21	GLASS - REAR	54	UNDERCARRIAGE/OTHER
22	GRILLE	55	CARGO AREA
23	THROW-INS/LOOSE ITEMS (ACCESSORIES, HEADPHONES, CORDS, LIGHTER)	56	CONVERTIBLE TOP
24	HEADLIGHT/COVER/TURN SIGNAL	57	SHEEL COVERS/CAPS
25	LAMPS, FOG/DRIVING/SPOT LIGHT	58	OPEN (DO NOT USE)
26	HEADLINER	59	WIPERS - ALL
27	HOOD	60	JUMPED CHOCKS
28	KEYS	61	BOX INTERIOR - PICK-UP TRUCK
29	KEYLESS REMOTE/KEY FOBS	62	ENTIRE VEHICLE
30	MIRROR, OUTSIDE - LEFT	63	RAILS, TRUCKBED/LIGHT BAR
31	MIRROR, OUTSIDE - RIGHT	64	DEFLECTOR/SPOILER - REAR
32	MAJOR DAMAGE (DO NOT USE)	65	LUGGAGE RACK/STRIPS/DRIP RAIL
33	FRONT - MULTIMEDIA and/or SPEAKERS	66	DASH/INSTRUMENTAL PANEL
		67	OPEN (DO NOT USE)
		68	CARPET - FRONT
		69	CENTER POST - RIGHT
		70	CENTER POST - LEFT
		71	CORNER POST/PILLAR - REAR LEFT
		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/BATTERY DOOR/FUEL CAP COVER
		82	FENDER - LEFT REAR
		83	FENDER - RIGHT REAR
		84	TOOLS/JACKS/SPARE-TIRE MOUNT & LOCK
		85	IMPROPER CHOCK SECUREMENT
		86	PARKING SONAR SYSTEM
		87	A-PILLAR/CORNER POST - FRONT LEFT
		88	A-PILLAR/CORNER POST - FRONT RIGHT
		89	TRAILER HITCH, WIRING HARNESS, TOW HOOKS
		90	FRAME
		91	EXHAUST SYSTEM
		92	LICENSE BRACKET
		93	STEERING WHEEL/AIRBAG
		94	SEAT - LEFT FRONT
		95	SEAT - RIGHT FRONT
		96	SEAT - REAR
		97	CARPET - REAR
		98	INTERIOR
		99	ENGINE COMPARTMENT, OTHER
AIAG DAMAGE TYPE CODES - 3RD & 4TH DIGITS			
01	BENT	12	SCRATCHED - NOT GLASS
02	INOPERABLE	13	TORN
03	CUT	14	DENTED - PAINT or CHROME NOT DAMAGED
04	DENTED - PAINT or CHROME DAMAGED	15	FULL BODY CAR COVER - DAMAGED (WRAP)
05	CHIPPED - NOT GLASS or PANEL EDGE	16	THERMAL EVENT/FIRE
06	CRACKED - NOT GLASS	18	MOLDING/EMBLEM/WEATHER-STRIP DAMAGED
07	GOUGED	19	MOLDING/EMBLEM/WEATHER-STRIP LOOSE
08	MISSING	20	GLASS - CRACKED
09	SCUFFED	21	GLASS - BROKEN
10	STAINED or SOILED - INTERIOR	22	GLASS - CHIPPED
11	PUNCTURED	23	GLASS - SCRATCHED
		24	MARKER LIGHT DAMAGED
		25	DECAL/PAINT STRIPE CONTAMINATION
		29	CONTAMINATION - EXTERIOR
		30	FLUID SPILLAGE - EXTERIOR
		31	THEFT/VANDALISM
		34	CHIPPED PANEL EDGE
		36	INCORRECT PART OR OPTION NOT AS INVOICED
		37	HARDWARE - DAMAGED
		38	HARDWARE - LOOSE/MISSING
AIAG DAMAGE SEVERITY CODES - 5TH DIGIT			
01	DAMAGE UP TO & INCLUDING 1" IN LENGTH/DIAMETER - LESS THAN 2.5 CM		
02	DAMAGE OVER 1" UP TO & INCLUDING 3" IN LENGTH/DIAMETER - 2.5 CM UP TO 7.5 CM		
03	DAMAGE OVER 3" UP TO & INCLUDING 6" IN LENGTH/DIAMETER - 7.5 CM UP TO 15 CM		
04	DAMAGE OVER 6" UP TO & INCLUDING 12" IN LENGTH/DIAMETER - 15 CM UP TO 30 CM		
05	DAMAGE OVER 12" IN LENGTH/DIAMETER - 30 CM AND OVER		
06	MISSING/MAJOR DAMAGE		

State Map of Legal Height Limits

