



YARD INFORMATION & RULES

YARD NAME: MELVINDALE YARD CITY: MELVINDALE STATE: MI

ADDRESS: 1461 SCHAEFER HWY. CONTACT: DAMAGES (313) 383-2017

RAIL: NS / LDS DAYS / HOURS: VERIFICATION: MON. - SUN. 7AM - 4PM (P/UP 24 / 7)

NOTES: * MUST USE LDS APP & MAGNUS APP FOR ALL DAMAGES * SEVERITY 1 & 2 MAY BE NOTED AND SHIPPED * SEVERITY 3 & HIGHER MUST BE VERIFIED * MUST LEAVE COPY OF YARD EXIT SHEET W/ BAY TAG AT GUARD UPON 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

****SEE ATTACHED MAP - YARD ENTRANCE IS HIDDEN BY OIL TANKERS - BLUE LINE ON MAP WILL DIRECT DRIVER INTO THE YARD ****

MELVINDALE YARD

1461 SCHAEFER HWY MELVINDALE, MI 48122

DAMAGE VERIFICATION: MON. - SUN. 7AM - 4PM (313) 383-2017

P/UP HRS: 24 / 7



**** SEVERITY 1 & 2 MAY BE NOTED AND SHIPPED ** SEVERITY 3 & HIGHER MUST BE VERIFIED ****

**** MUST LEAVE COPY OF YARD EXIT SHEET AT GUARD UPON EXITING ****

ALL tracks within the terminal must be considered live, active tracks. Drivers must always expect train movement from either direction when attempting to cross any track within the facility.

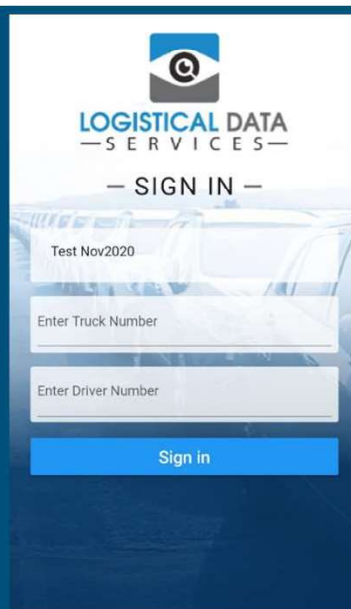
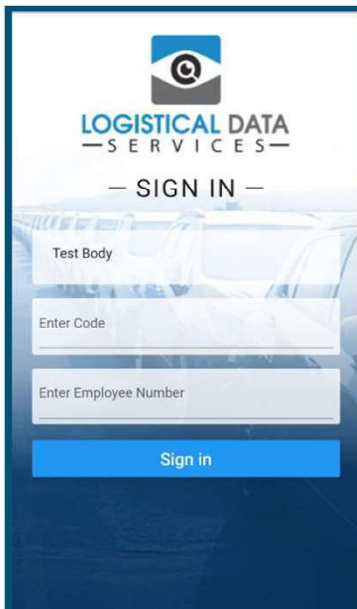
ALL applicable rules and laws must be followed.

- 20 MPH speed limit
- Drivers must wear a reflective shirt or vest while outside of their vehicle.
- Enclosed shoes must be worn.
- Obey traffic control instructions and signs
- No alcohol, firearms, or illegal drugs
- No shuttling in customer vehicles
- No cutting through bays
- If a unit is moved, and it is not yours, report it to the Terminal Manager
- Load/Unload only in designated areas
- Drivers must report all spills or leaks to the Terminal Manager
- All vehicles are subject to search
- Stay clear of rail unloading/loading area and tracks
- Severity 1 & 2 may be noted and shipped
- **Report Severity 3 & higher damage to the Terminal Manager during normal business hours and must be verified**
- No trespassing or loitering
- Bay tickets and load sheets must be left in the designated area or with security prior to exit
- No overnight parking is authorized without prior approval
- Passengers and pets are not allowed
- **Failure to follow any rule will result in revocation of driving privileges at all Norfolk Southern Terminals**



Search your company

- You will type to filter and search for your company



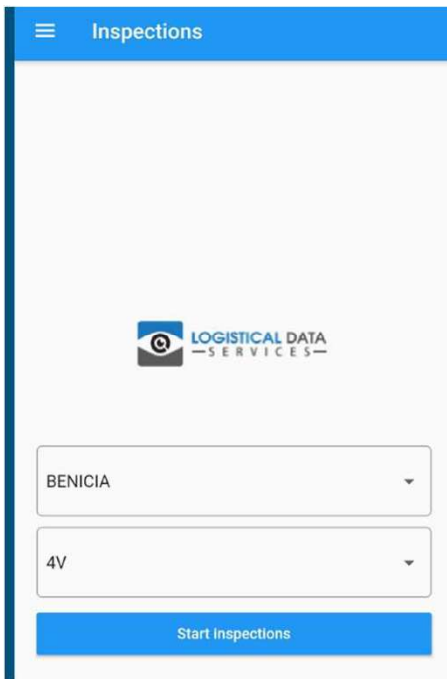
Enter credentials

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



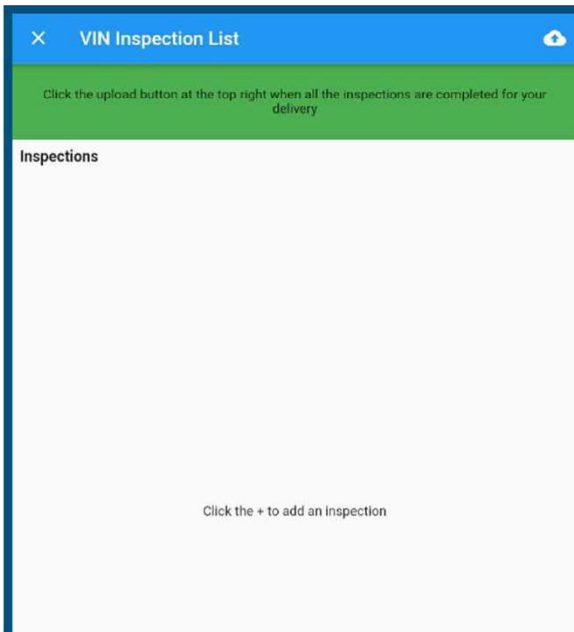
Select a ramp

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



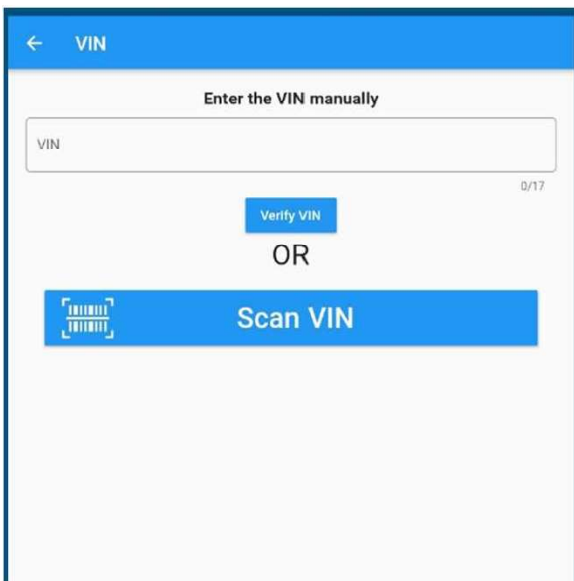
Select inspection type

- 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



Enter the VIN

- Type in the VIN or
- Scan the VIN automatically

← Bay Location

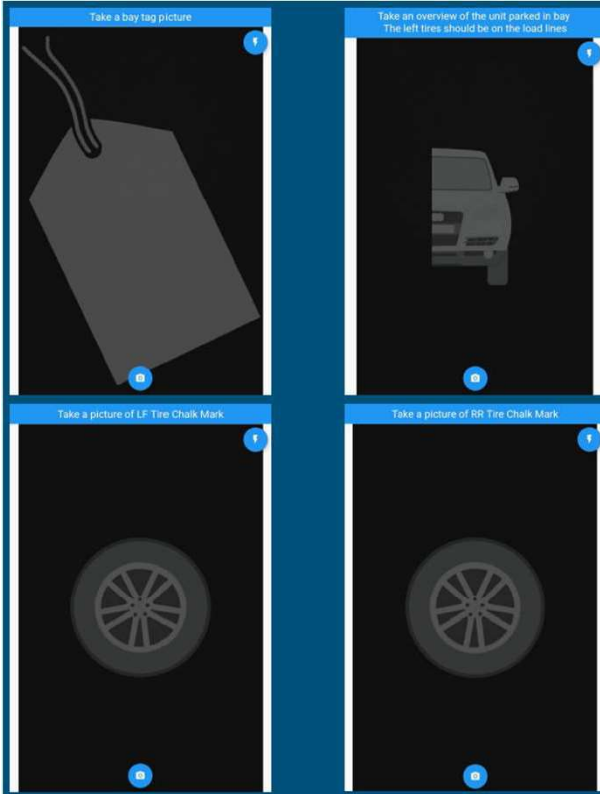
Enter Bay Location *

Enter Dealer Code

Next

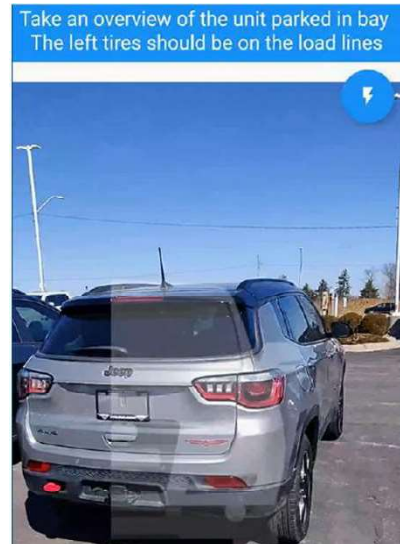
Bay location

- Enter bay location
- Enter dealer code



Photos

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



Line up your photo

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

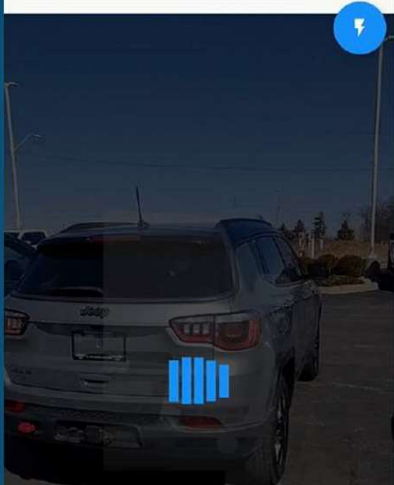
Take an overview of the unit parked in bay
The left tires should be on the load lines



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!

Take a picture of RR Tire Chalk Mark

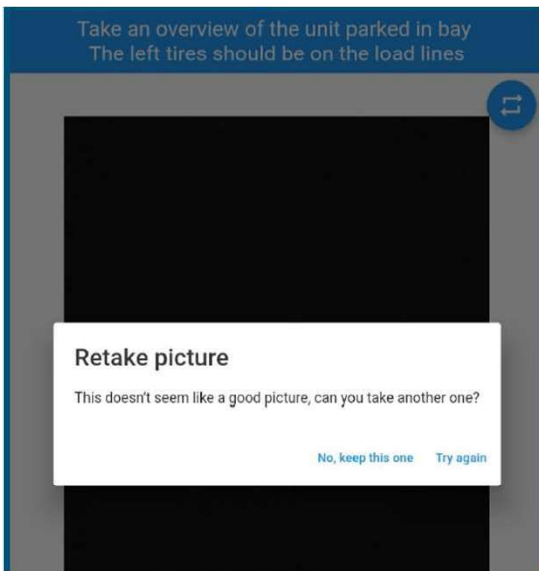


Take a picture of RR Tire Chalk Mark



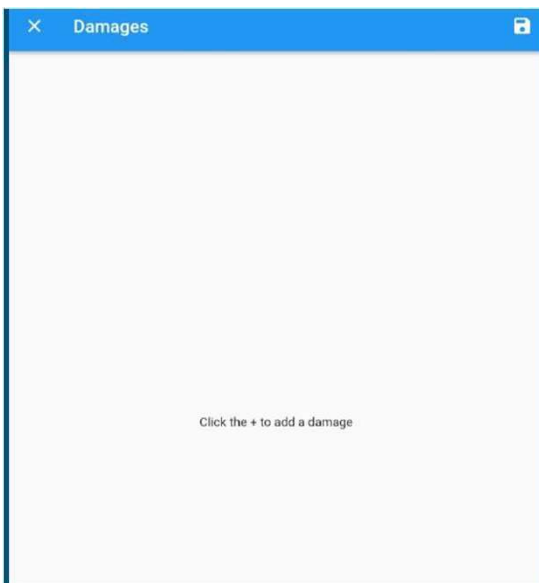
The process takes seconds

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



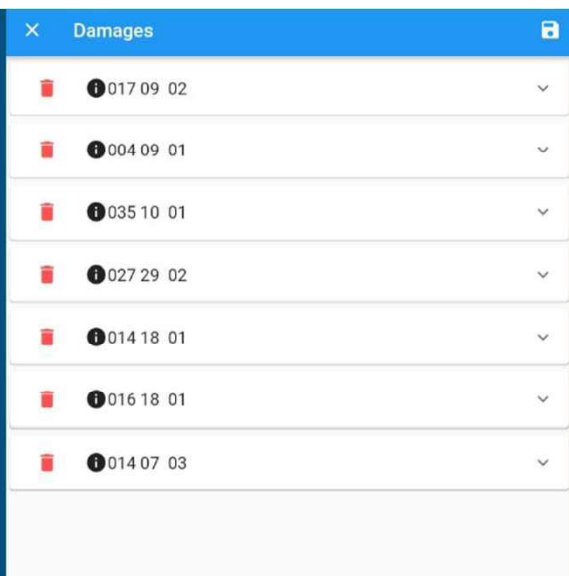
Unclear photos

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



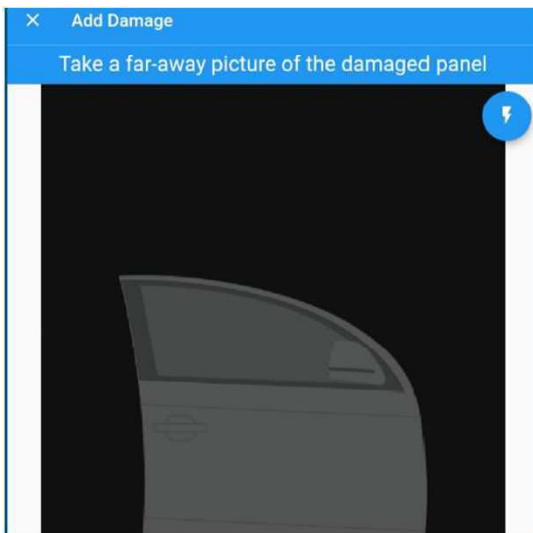
Adding damages

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



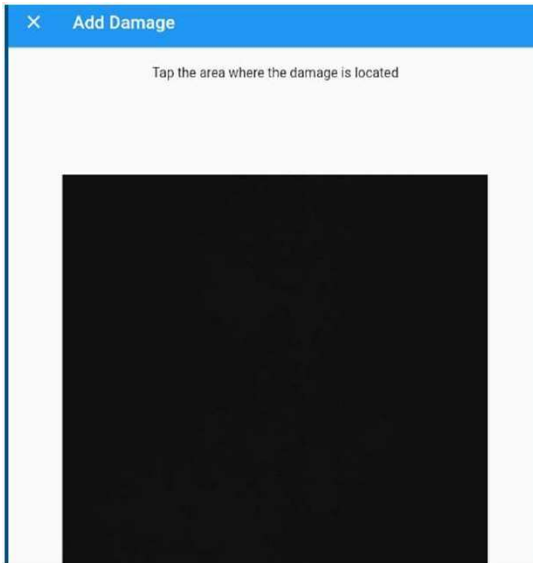
Previous damages

- You will be shown a list of previous damages



Adding damages

- Take a picture of the damage from far away



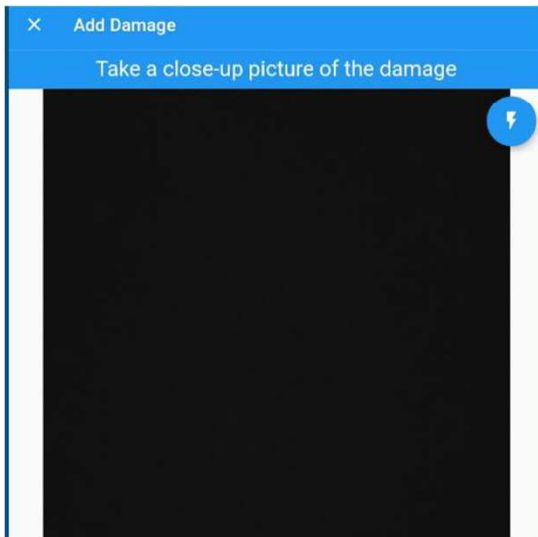
Highlight damages

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



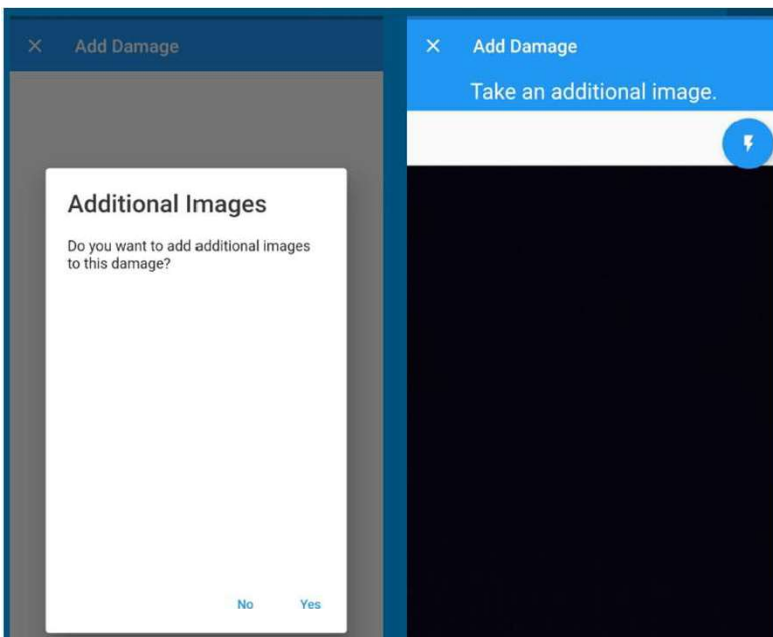
Damage codes

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



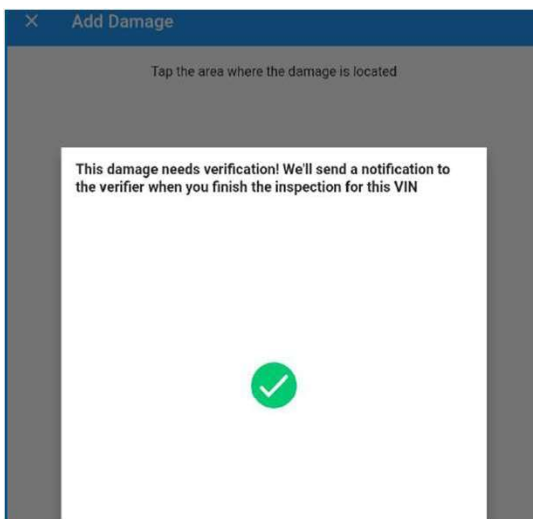
Close-up photo

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



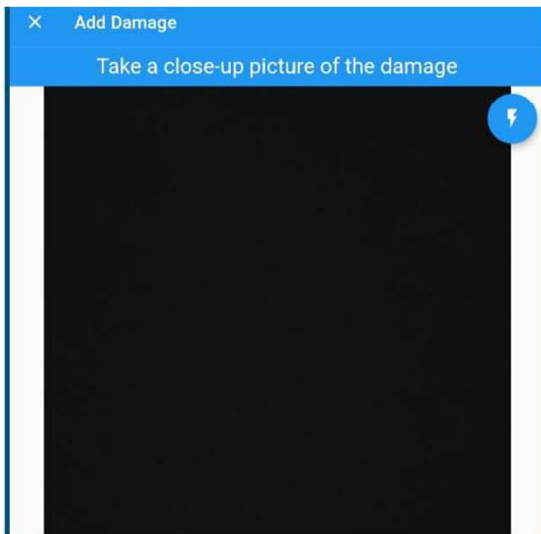
Additional Images

- 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



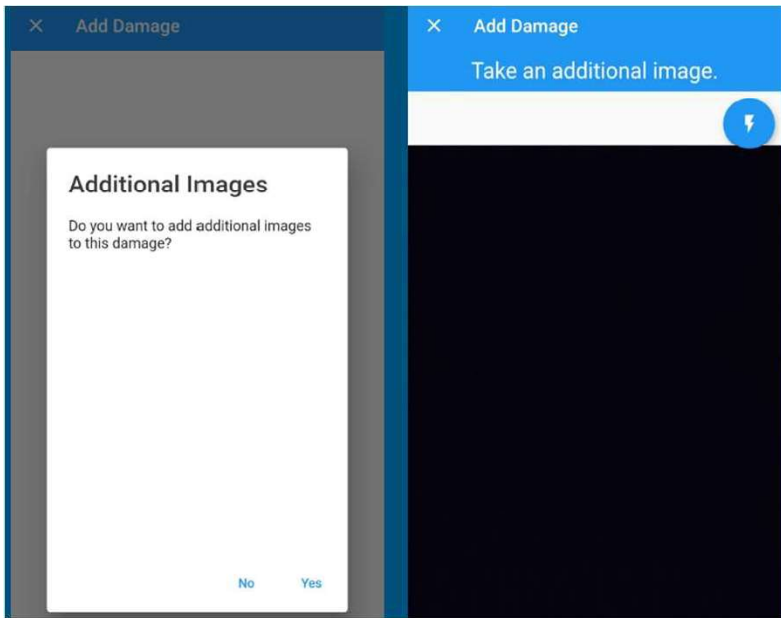
Verification notification

- You will notified that a damage needs verification



Close-up photo

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



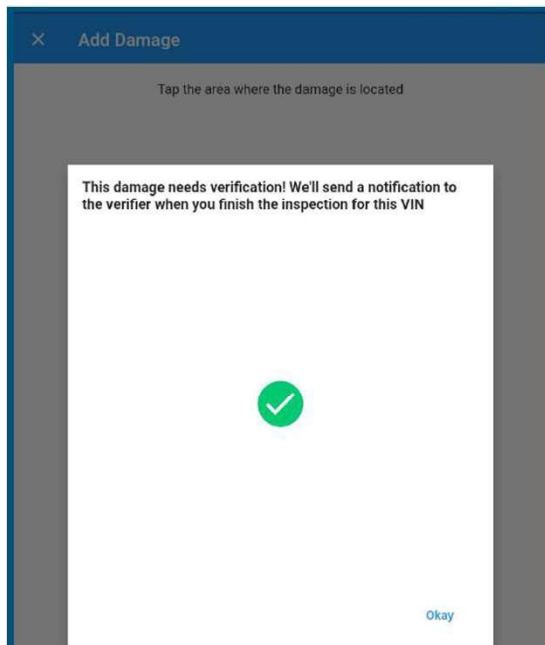
Additional Images

Do you want to add additional images to this damage?

No Yes

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

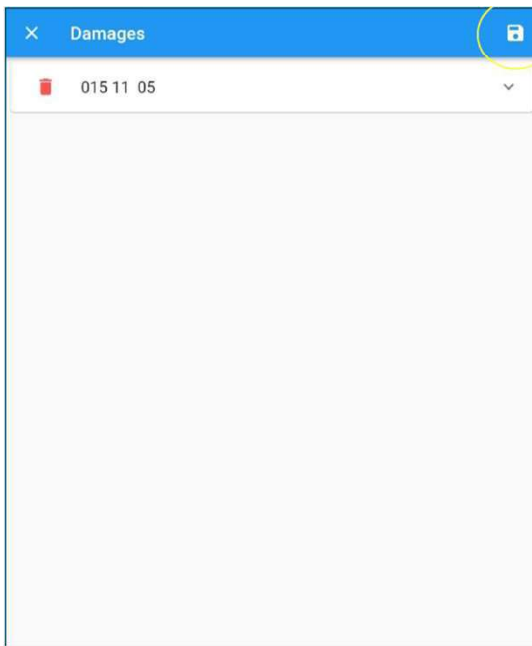


Verification notification

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

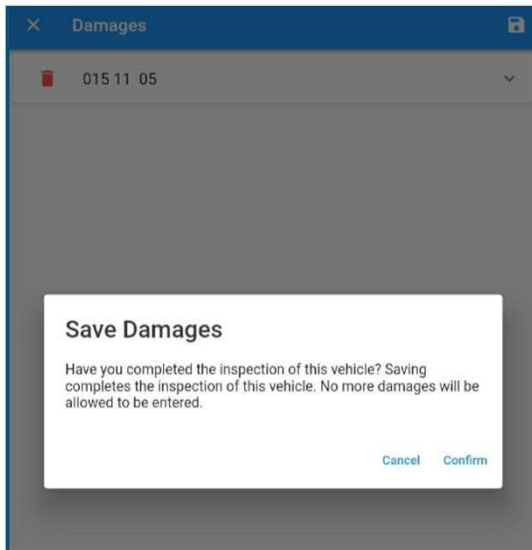
Okay

- You will notified that a damage needs verification



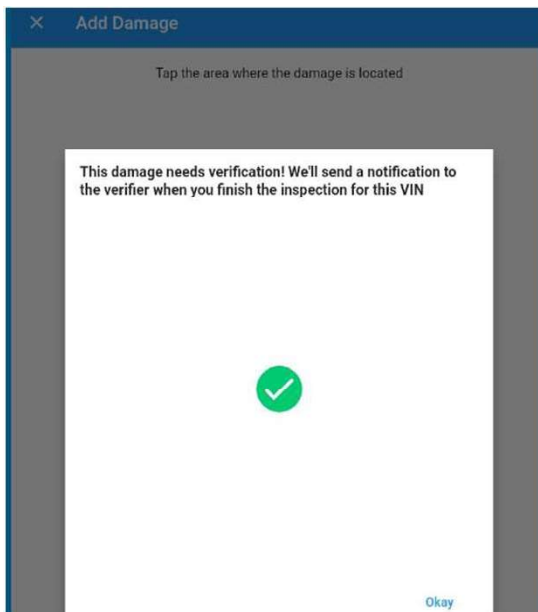
Damage listings

- 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



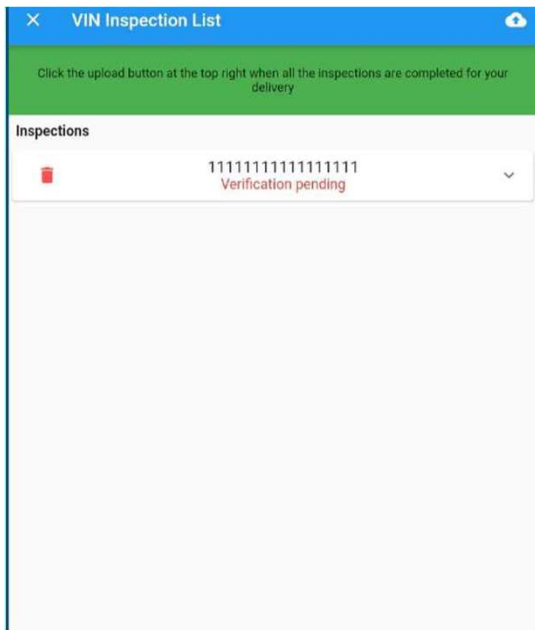
Damage listings

- Confirm the damages
- No damages will be permitted after



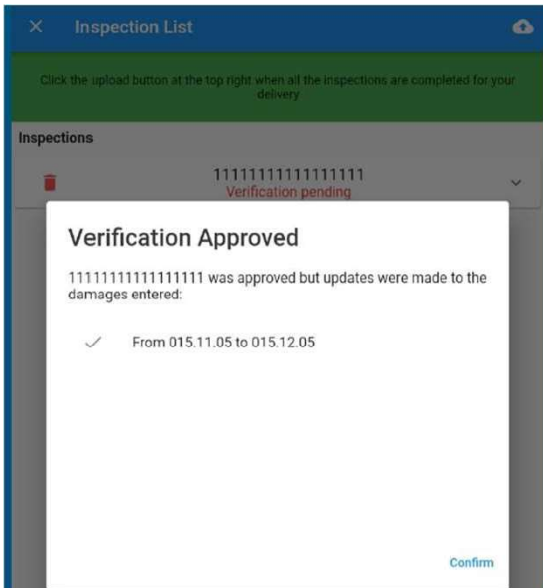
Verification notification

- You will notified that a damage needs verification again



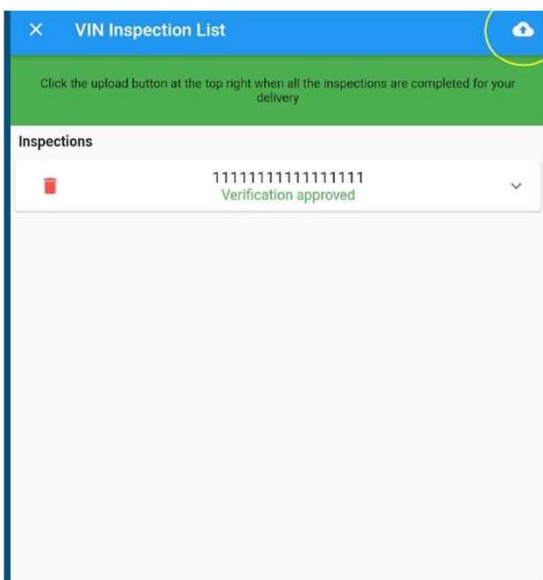
Verification required

- 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



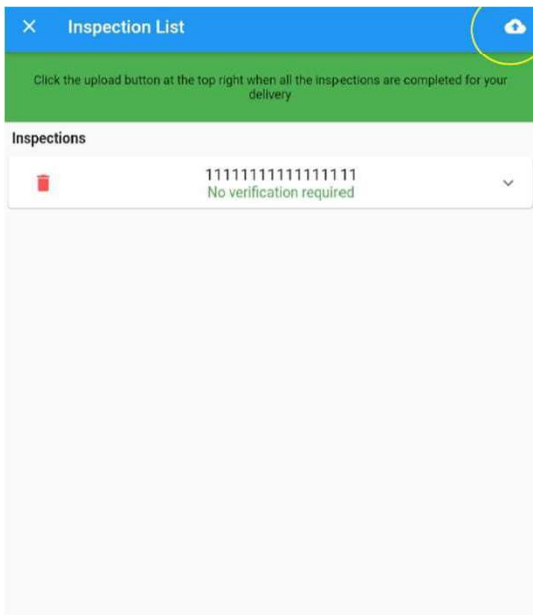
Verification edited

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



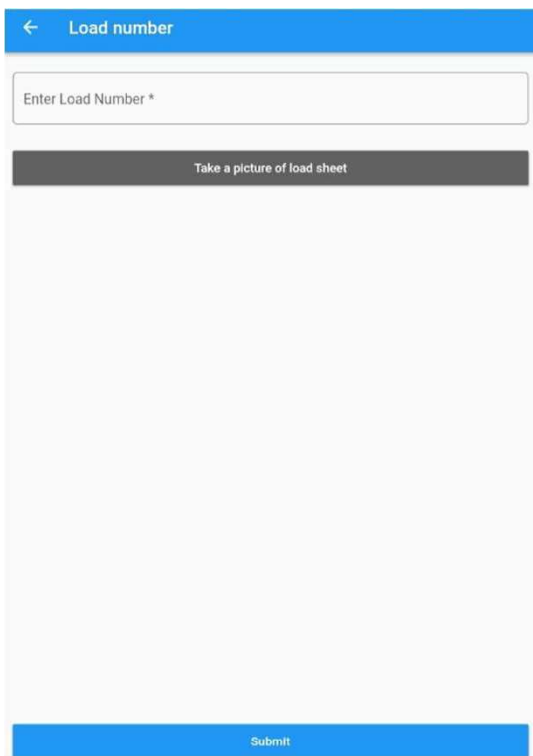
Verification approved

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



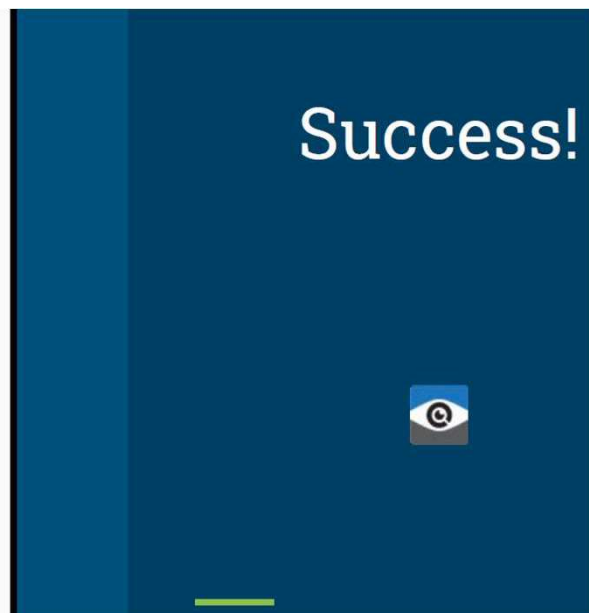
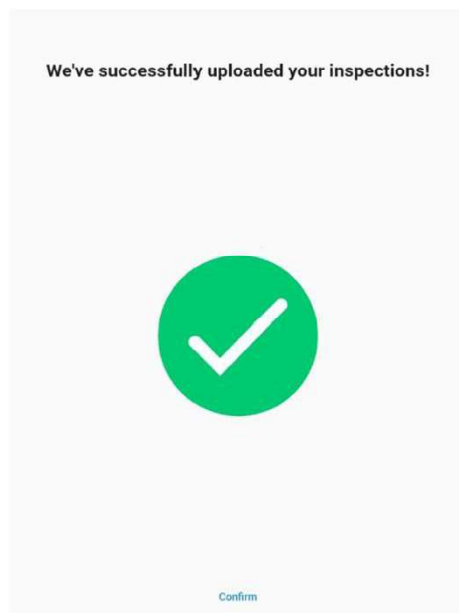
No verification required

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



Load number & photo

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



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

