



## YARD INFORMATION & RULES

---

YARD NAME: WESTFIELD YARD CITY: HOUSTON STATE: TX

ADDRESS: 20909 WEST HARDY ROAD CONTACT: DAMAGES (302) 784-8245

RAIL: UP / LDS DAYS / HOURS: VERIFICATION: MON. - FRI. 8AM - 4PM (P/UP HRS 24 / 7)

NOTES: \*\* MUST USE LDS APP & MAGNUS APP FOR ALL DAMAGES \*\* DURING NORMAL WORKING HRS, ALL DAMAGES MUST BE VERIFIED IN-BAY REGARDLESS OF SEVERITY \* MUST LEAVE COPY OF YARD EXIT SHEET W/BAY TAG AT GUARD UPON EXITING \*\*

---

### INSPECTIONS & REPORTING DAMAGES

1. **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.
2. 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.**
3. **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.
4. **ALL** YARD EXIT SHEETS **MUST** BE UPLOADED VIA THE **MANDATORY MAGNUS APP.** IT IS THE **DRIVER'S RESPONSIBILITY** TO PROVIDE THIS.
5. USE STANDARD SAFETY YARD RULES/ETIQUETTE.
  - a. HIGH VISIBILITY CLOTHING IN ALL YARDS
  - b. DRIVE WITHIN POSTED SPEED LIMITS
  - c. HORNS/FLASHERS TO BE USED AT ALL TIMES IN YARDS

**\*\* AFTER HRS: ALL MISSING ITEMS MUST BE VERIFIED IN-BAY. ALL DAMAGES MUST BE VERIFIED EXCEPT FOR SEVERITY 1 & 2 NON-IMPACT (SCRATCHES/SCUFFS ONLY) ON PANELS OTHER THAN THE ROOF. TWO OR MORE DAMAGES (ANY TYPE/SEVERITY) ON THE SAME PANEL MUST BE VERIFIED IN-BAY \*\***

# UNION PACIFIC (UP) YARD RULES - DAMAGES

---

## NORMAL HOURS of OPERATION

- **Third Party Inspection Service will be on-site and available for verification from 8AM to 4PM Monday through Friday ONLY ~ NO WEEKENDS \*\* UNLESS OTHERWISE POSTED AT YARD \*\*.**
- Weekend coverage will be provided based on volume and agreement between the UPRR and haulaway carrier.
- All loadsheets with vehicles that are leaving the compound will be available to Third Party Inspection Service. Third Party Inspection Service will track all hours of operation for 60 days and adjust accordingly. The Third Party Inspection Service is responsible for retaining the original load sheets on vehicles exiting the facility for a period of one year.

## VERIFICATION PROCEDURE

Third Party Inspection Service will be adequately manned and available to drivers in the yard.

**DURING NORMAL WORKING HOURS, ALL DAMAGE EXCEPTIONS, REGARDLESS OF SEVERITY, ARE TO BE VERIFIED IN-BAY.**

There will be one verification inspection performed. Third Party Inspection Service will verify the damage, stamp each individual damage exception and annotate the driver's load sheet with the inspector's name, identification number and the date inspected. Third Party Inspection Service will also write on the loadsheet the corresponding damage code using the standard 5-digit damage codes (AIAG).

**There will be NO supplemental damages entered if the vehicle HAS BEEN MOVED from the original bay.** Only undercarriage damages may be verified and entered after the vehicle has been moved from bay and loaded.

### \*\* AFTER HOURS \*\*

**ALL MISSING** radios, stereos, spare tires, and wheels are to be **VERIFIED PRIOR** to movement. **Missing items, (Bag items, factory installed accessories, keys) can be noted on the loadsheet and taken without verification after-hours.**

**ALL damages MUST be verified EXCEPT for Severity 1 and 2 non-impact damages (scratches/scuffs ONLY) on panels OTHER THAN THE ROOF.** Non-impact damages must be noted on the loadsheet accompanied with the corresponding bay ticket and left with the guard. Load sheets left with guard must be time and date stamped.

**2 or MORE DAMAGES on the SAME panel MUST be verified in bay (regardless of damage).**

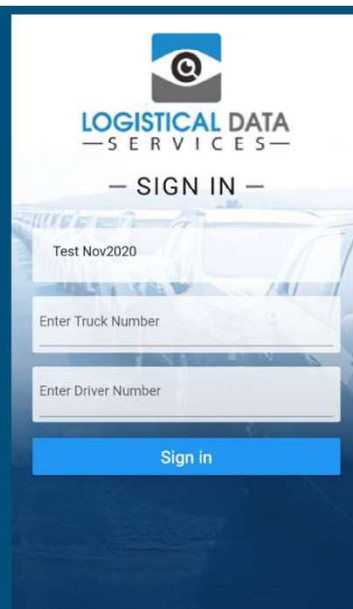
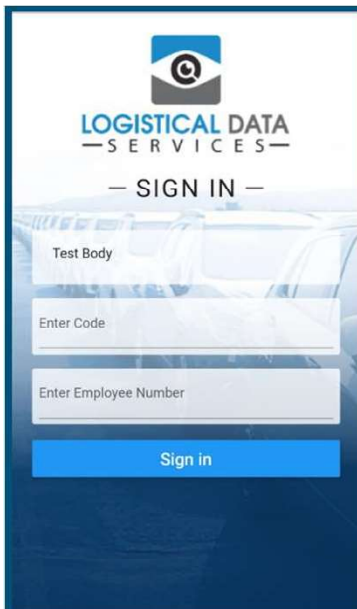
UPRR reserves the right to require that any driver/dealer so requested will have all of his or her damages verified in bay regardless of type or severity.

The Third Party Inspection Service is the only party authorized to transmit 04 damage exceptions noted at the Union Pacific Automotive facilities.



## Search your company

- You will type to filter and search for your company



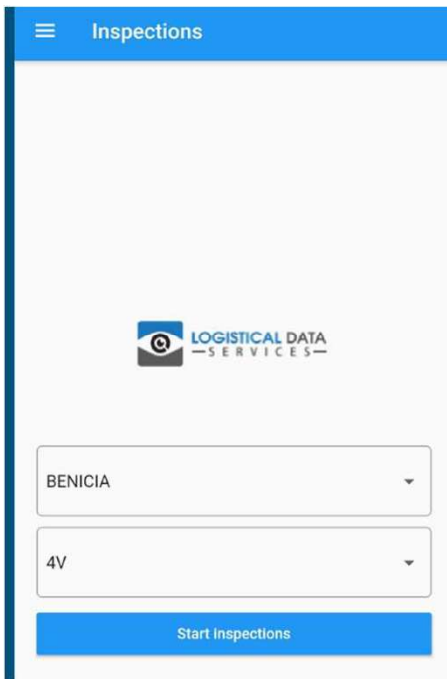
## Enter credentials

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



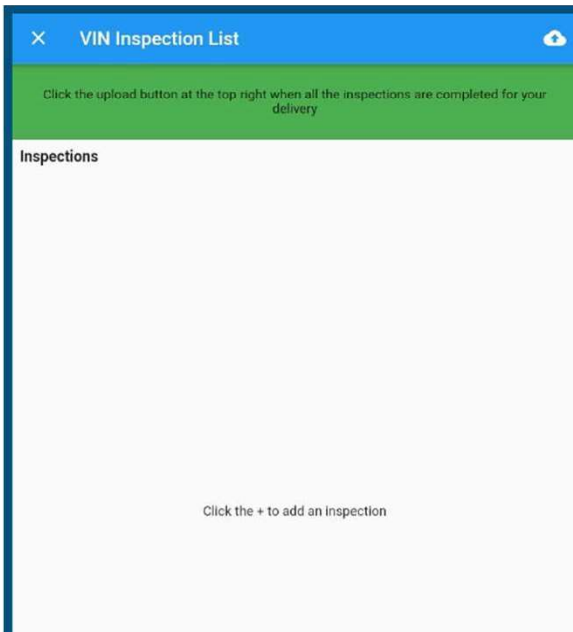
## Select a ramp

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



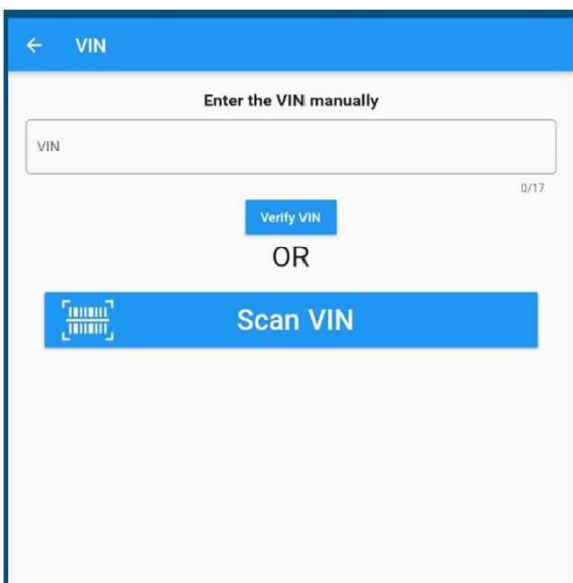
# Select inspection type

- 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

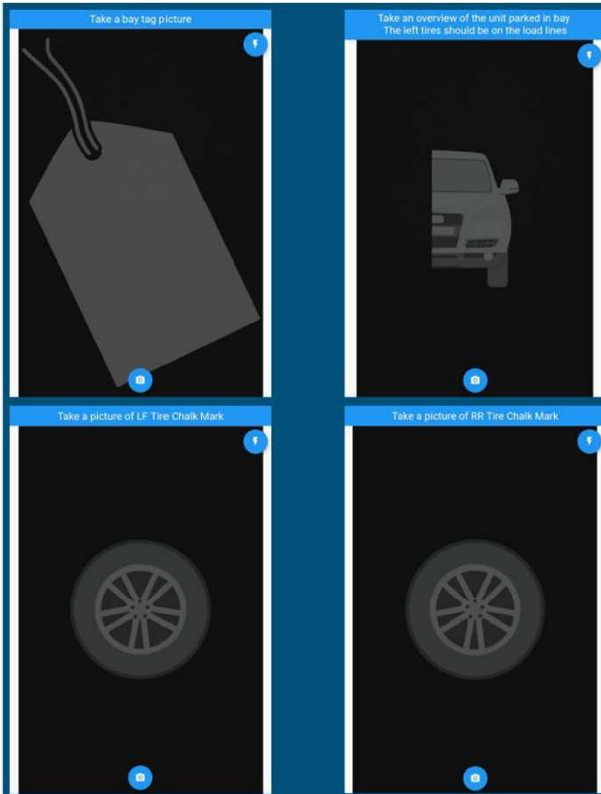
Enter Bay Location \*

Enter Dealer Code

Next

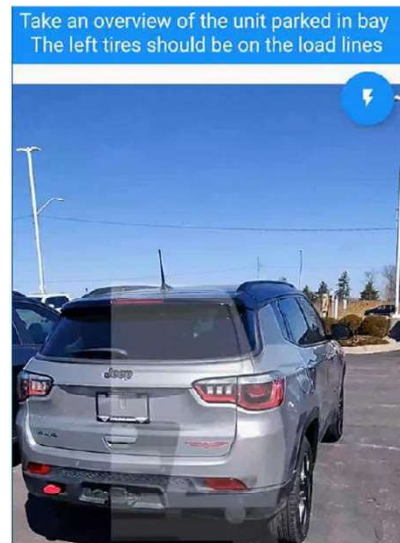
# Bay location

- 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



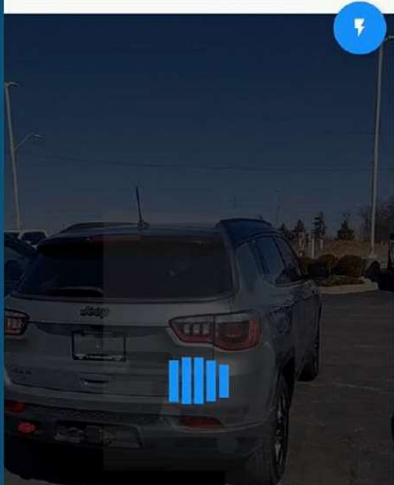
Take an overview of the unit parked in bay  
The left tires should be on the load lines



# 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

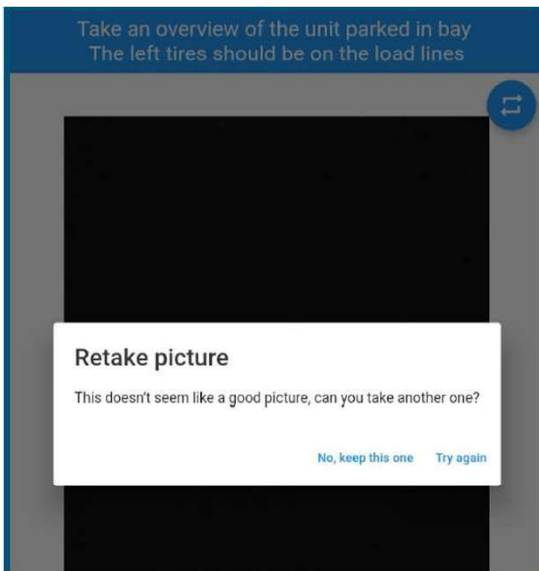


Take a picture of RR Tire Chalk Mark



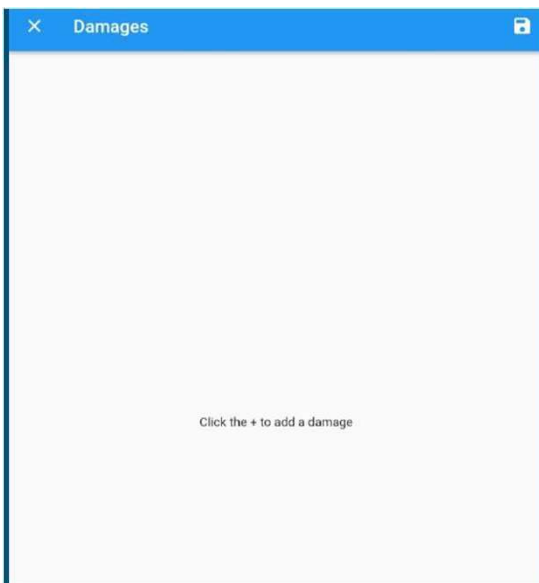
# The process takes seconds

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



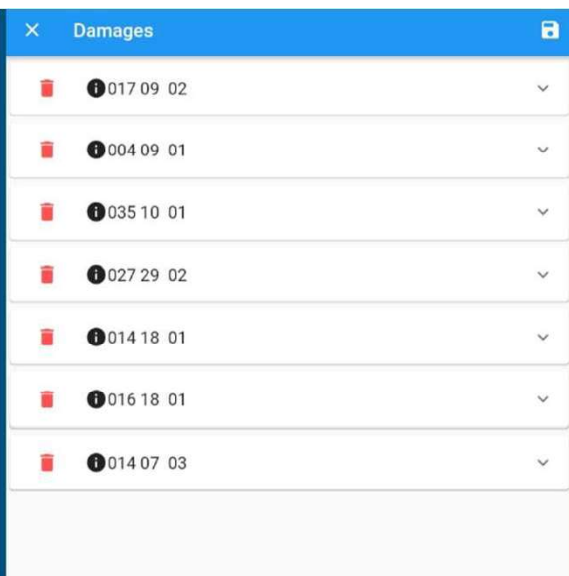
## Unclear photos

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



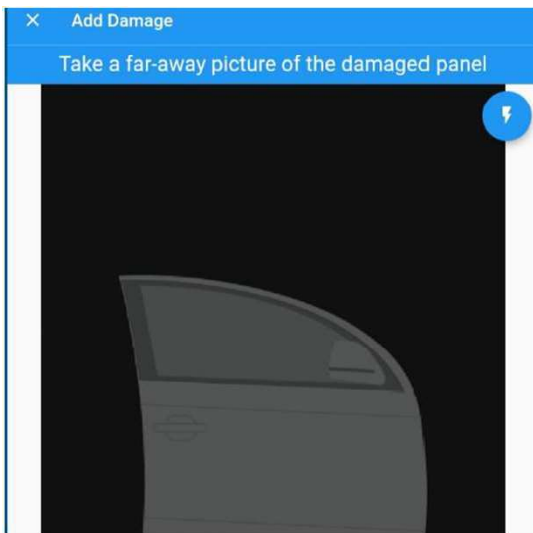
## Adding damages

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



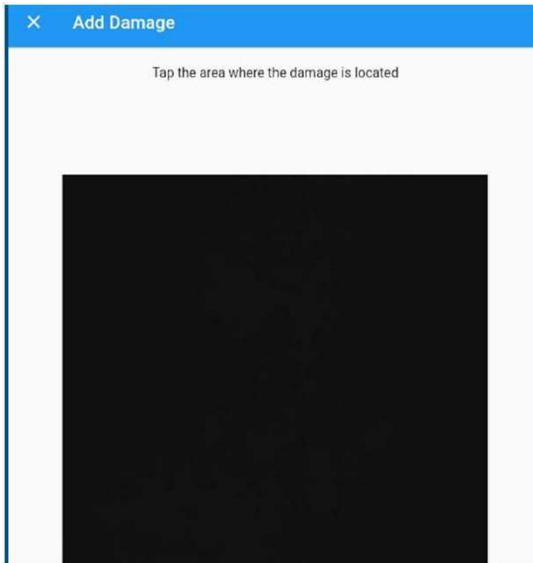
## Previous damages

- You will be shown a list of previous damages



# Adding damages

- Take a picture of the damage from far away



# Highlight damages

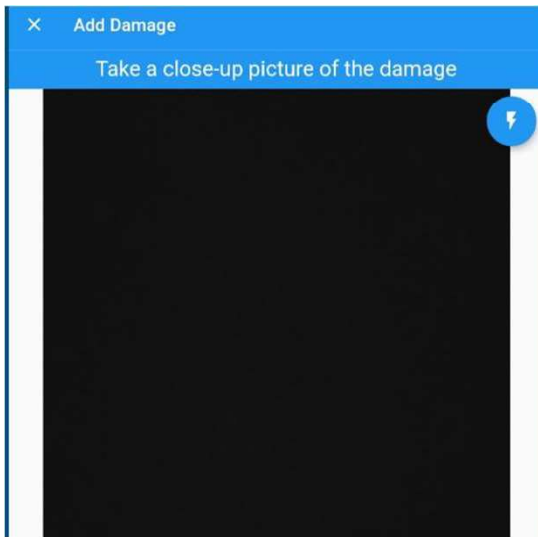
- You will tap on the photo on the spot of the damage, this will circle the damage



# Damage codes

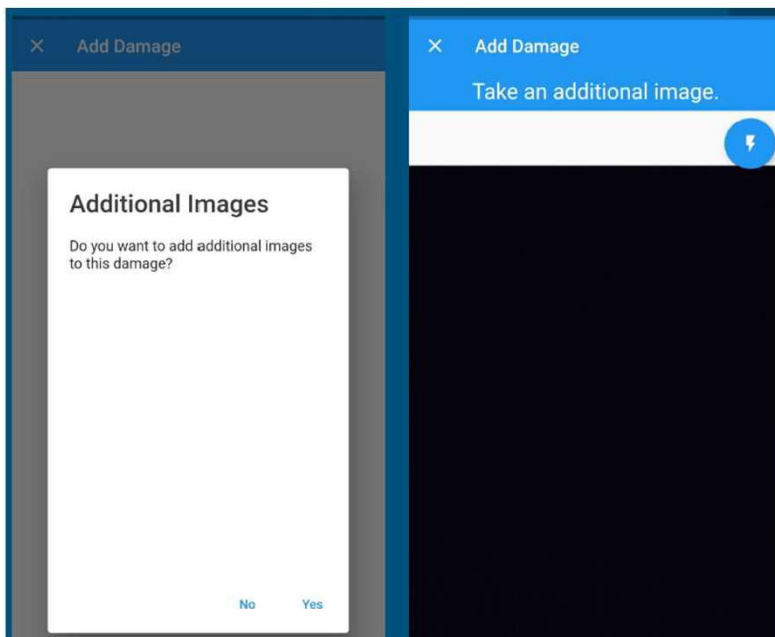
- You will be prompted to select the damage area, type and severity





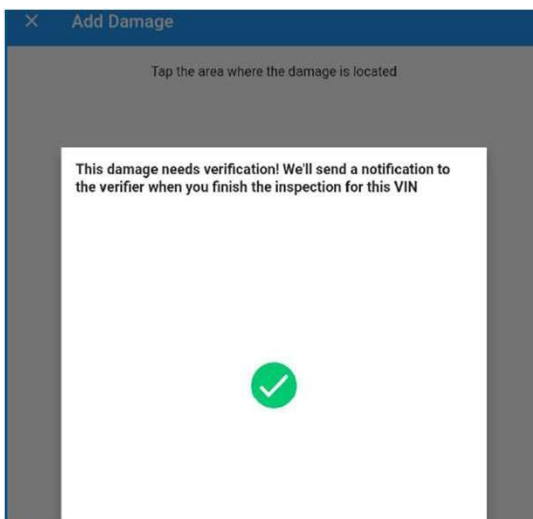
## Close-up photo

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



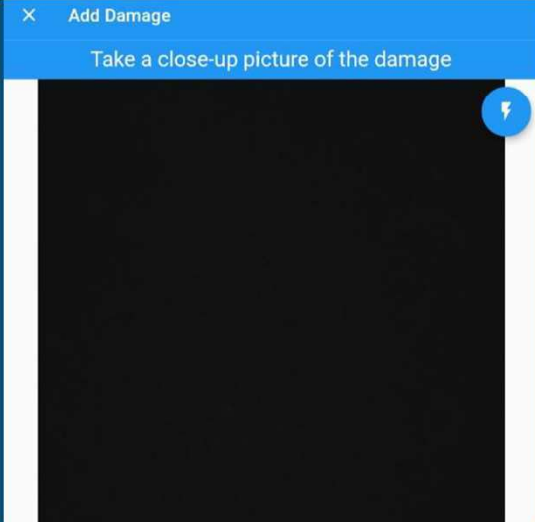
## Additional Images

- 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



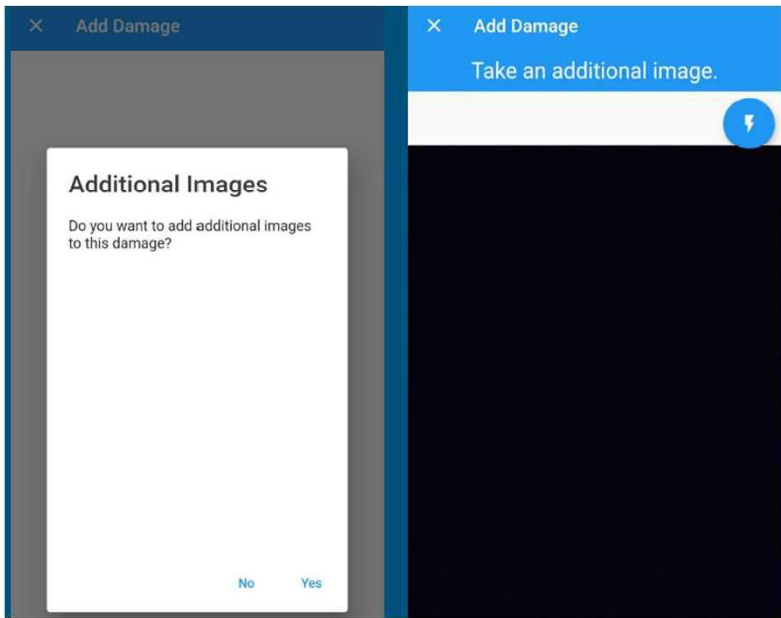
## Verification notification

- You will notified that a damage needs verification



Close-up photo

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



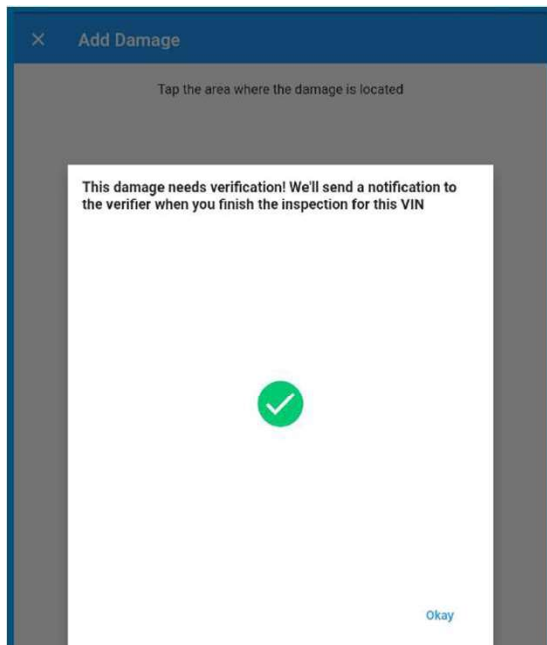
Additional Images

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

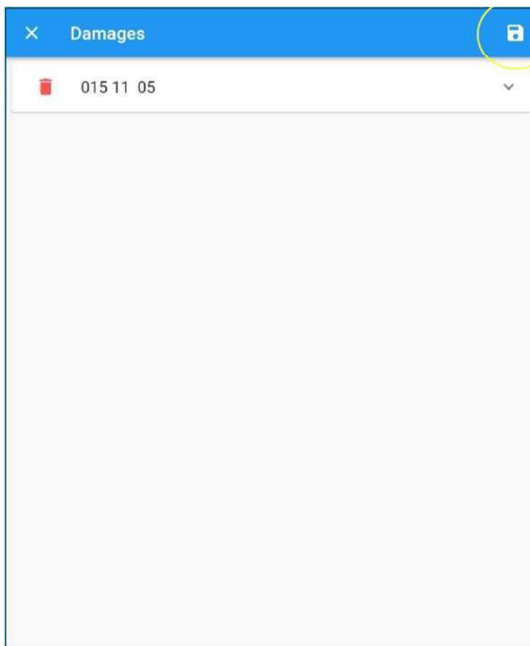


Verification notification

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

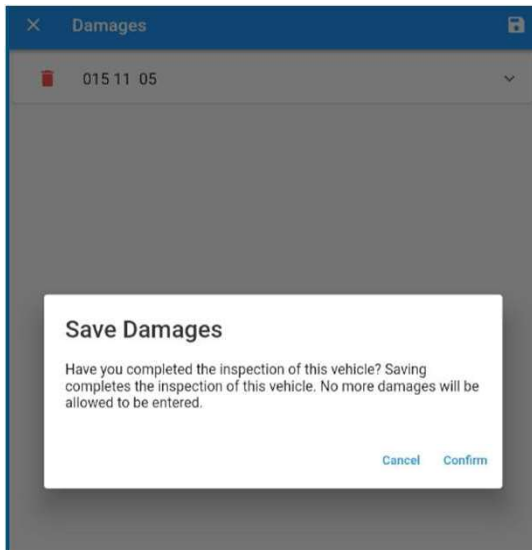
Okay

- You will notified that a damage needs verification



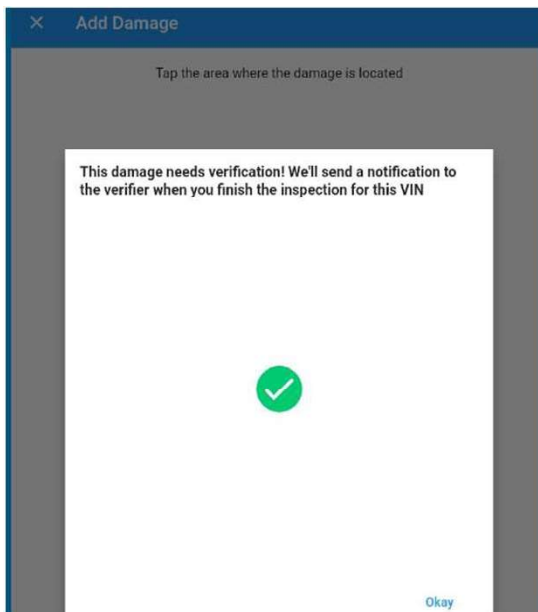
# Damage listings

- 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



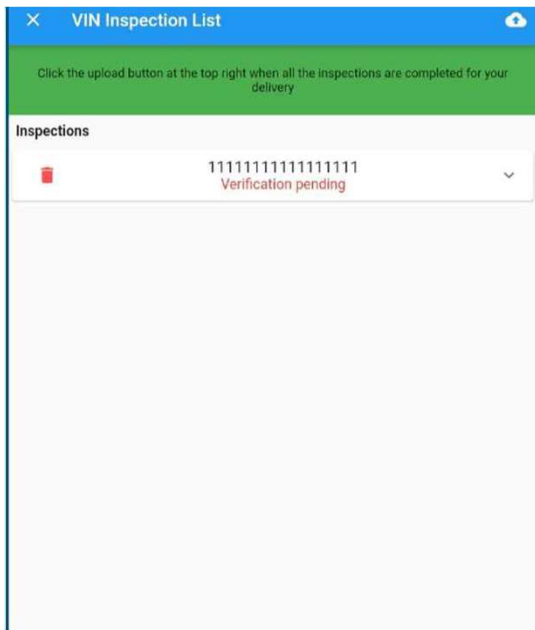
# Damage listings

- Confirm the damages
- No damages will be permitted after



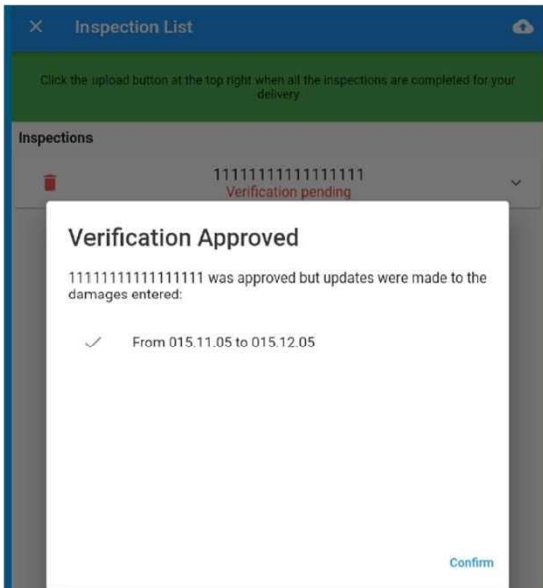
# Verification notification

- You will notified that a damage needs verification again



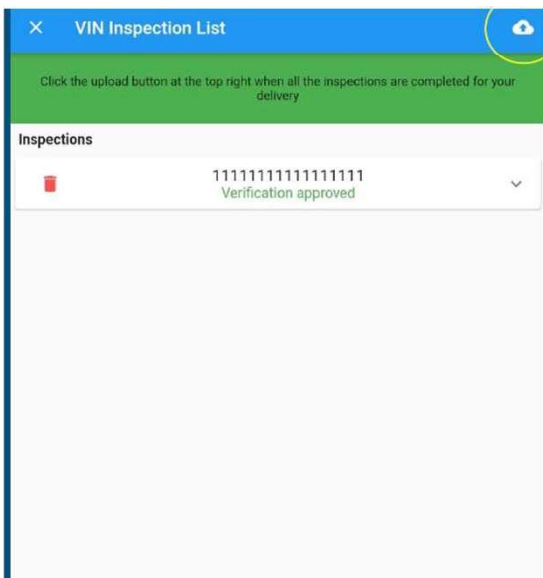
# Verification required

- 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

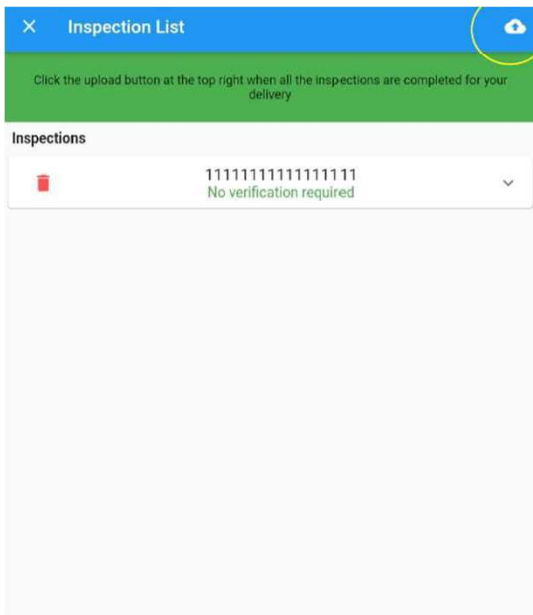
- If a damage has been edited by an inspector, you will be notified on the change



# Verification approved

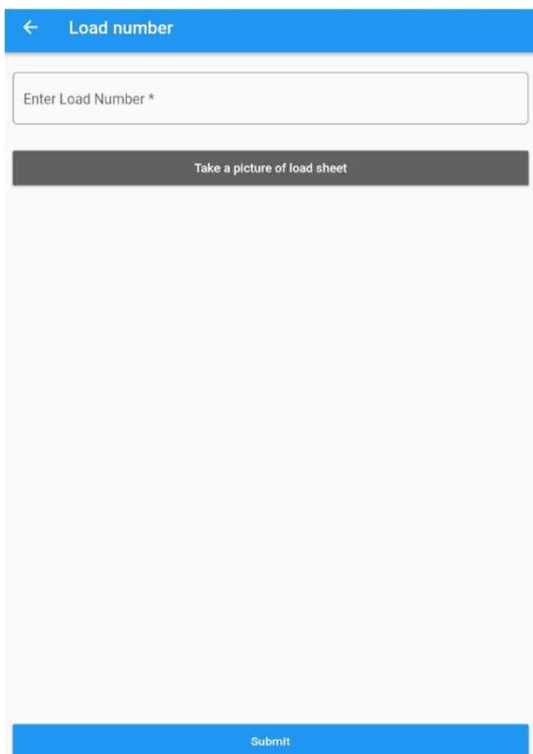
When your verification has been approved, you may submit using the upload button in the top right





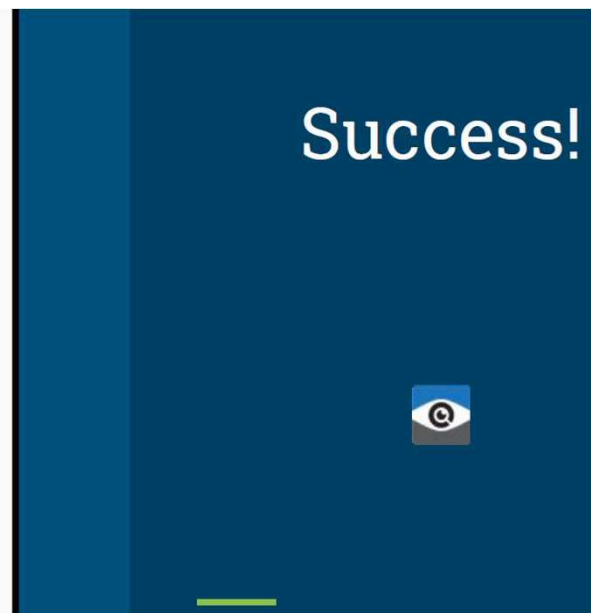
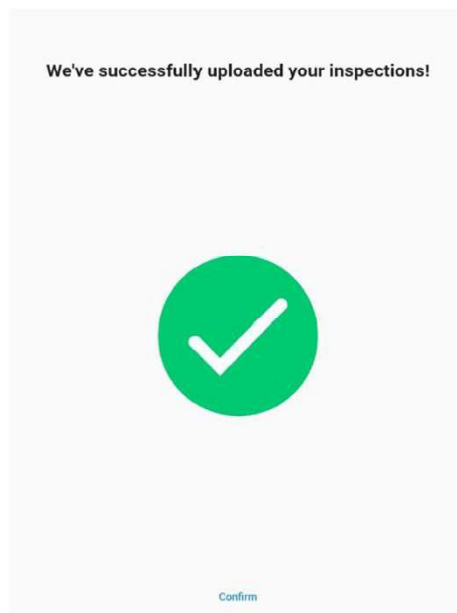
# No verification required

- 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

