

# VOLKSWAGEN GROUP OF AMERICA, INC.

## Port of Houston Yard Rules (revision 1.2018)

*PLEASE NOTE: All drivers will be given a copy of the yard rules and by signing the Port of Houston Shipping Document are acknowledging that you have received and understand the rules as outlined.*

1. Upon login at the guard house, drivers are issued badges with numbers on them; it is imperative that this badge be visible at all times until the last vehicle has been loaded and strapped down. The badge is to be returned to the guard house to receive your gate pass. Lost badges are the responsibility of the driver.
2. No electronic devices are allowed on the VW facility yard for any reason. This includes **Cell Phones**, Radios, Blue tooth etc.
3. **INSPECT VEHICLES BEFORE MOVING.** Immediately report all vehicles to the security office that are non-start vehicles, have noticeable damage, flat tires, key in ignition etc. **Do not move the vehicle or you will assume the responsibility.**
4. The maximum speed is fifteen (15) miles per hour and all traffic related signs and markings must be adhered too. **Follow "Gate Exit" signs and stay on defined roadways.**
5. **All four (4) wheels must have straps (no lasso type straps may be used). No tie down chains.** Any and all damages associated with improper tie-downs or handling are the responsibility of the driver.
6. All drivers must wear clean work attire at all times. No open toed shoes or sleeveless shirts are allowed.
7. Only qualified personnel who have a valid driver's license and are at least eighteen (18) years of age are allowed to operate a customer vehicle.
8. All aspects of vehicle handling as outlined in the Port Policies and Procedures (PP&P) are to be followed at all times. Laminated copy is available for your review.
9. Pre-staging of vehicles on the yard, at the inside of the fence or by the outside fence is not allowed. A maximum of 4 vehicles, space permitting may be staged by your truck at a time and you as the driver assume liability for care custody and control as well as any damages.
10. Drivers are prohibited from opening the vehicle's trunk or hood and should never access the vehicles factory by-pack.
11. Drivers are prohibited from performing any type of maintenance on a customer vehicle and should never attempt to 'jump start' a vehicle for any reason.
12. After loading is completed and **the load line supervisor has signed the load sheet** bring it and your badge to the guard house to receive your Port of Houston Gate Pass.
13. All Drivers are required to wear a High Visibility Safety Vest or Shirt when accessing and working on the facility yard.

***IT IS OUR GOAL TO DELIVER A CLEAN AND DAMAGE FREE VEHICLE TO OUR DEALERS AND CUSTOMERS. IF YOU HAVE ANY SUGGESTIONS OR QUESTIONS REGARDING THE SHIPPING PROCESS OR YARD RULES, PLEASE NOTE IN THE SPACE PROVIDED BELOW AND TURN IN WITH YOUR LOAD SHEET.***