



## VEHICLE TRANSPORTATION SERVICES

### Checklist to prepare your vehicle for shipping

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You can be confident that with the vehicle experts at Livingston Transport your vehicle will arrive in exactly the same condition it was in at departure. However, there are a number of things you are required to do in order to prepare your vehicle for transport.

**Car washing:** In order to expedite the vehicle survey at point of origin, please present your vehicle Livingston Transport in a clean condition. This allows for quick and fair inspection of your vehicle prior to shipment.

**Climate:** Vehicles should be prepared for the climate conditions of their destination. This may include engine coolant, transmission oil, and other fluids. Livingston Transport cannot be responsible for damage caused as a result of acts of nature.

**Mechanical condition:** Check to ensure tires are inflated to recommended PSI, battery is secure and in good condition and, most importantly, that there is a functioning emergency brake.

**Cracked glass:** Livingston Transport will not be responsible for damage caused by a pre-existing condition, nick, scratch, chip, crack, or any other imperfection in your vehicle's glass.

**Alarms:** Alarms should be turned off. Please let us know if there are any special instructions required to start a vehicle or disarm an alarm or immobilizer. We cannot be responsible for drained batteries as a result of an alarm that has not been disabled.

**Fuel level:** During transport vehicles are safely driven on / off trucks, railcars and within terminal compounds. Livingston Transport requires that at least a ¼ tank of fuel be left in your vehicle so as not to delay the loading or offloading of your vehicle.

**Keys:** Livingston Transport requires that one set of keys be provided for the vehicle.

**Antennas:** Antennas should be lowered or removed. Temporary antennas, such as cell phone or CB radio antennas, should also be removed.

**Stereos / GPS:** Removable stereos, stereo faceplates and aftermarket GPS devices must be removed from the vehicle.

**Spoilers:** Spoilers, fairings, air dams or other low hanging items should be raised or removed so sufficient clearance is assured for loading on/off rail and truck ramps. If your vehicle itself has been lowered or raised, please check with a Livingston Transport customer service representative to ensure that your vehicle will have sufficient clearance.

**Caps / canopies:** Caps and canopies on pick-up trucks must be properly bolted or locked to the box of the truck to ensure safe movement during transport.

**Luggage / roof racks:** Luggage of any kind is NOT permitted in the vehicle during transport. Bike or ski racks must be removed from your vehicle, but can be stored in the trunk or back hatch area (see personal belongings section for more detail).

**Personal belongings:** Absolutely no personal belongings are to be left in your vehicle during shipping. All personal contents must be removed from the vehicle prior to pick up or drop off. This includes the removal of CDs, sunglasses, aftermarket GPS systems, radar detectors, removable stereos, DVD players, loose car parts, sun deflectors, additional security devices, etc.



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**The ONLY exceptions to this include:**

- A set of properly stowed snow tires
  - As many of the tires as possible must be stowed in the trunk/hatch area of the vehicle and must not exceed the height of the rear seatback, minus the headrests.
  - If all of the tires do not fit in the trunk or hatch area, the remaining tires are to be stowed behind the front seats in the rear passenger footwell area.
  - Tires will not be allowed to ship with the vehicle if they are not stowed according to the above guidelines.
- Child car seats (secured to vehicle)
- Booster cables, wheel wrench, jack
- Vehicle emergency and first aid safety kits
- Roof racks. Factory roof racks can be left on the vehicle as long as it does not surpass the railcar maximum dimensions (check with your Livingston Transport customer service representative). Aftermarket roof racks are to be removed from the vehicle and can be stored in the vehicle's trunk or back hatch area during transit.

Although the above exceptions will be allowed in the vehicle during transit, these contents are NOT insured and Livingston Transport will not be liable for these contents.



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