

1 GENERAL VEHICLE HANDLING PROCEDURES

1.1 Minimum Facility/Terminal Standards

- 1.1.1 Areas where Hyundai/Kia vehicles are to be stored, processed, loaded or unloaded must be completely paved and fenced with adequate lighting and proper security. Loading and staging areas must be clearly marked. These areas must be level and have an adequate drainage system.
- 1.1.2 Operational fire extinguishers must be strategically located and highly visible. All personnel should be trained to locate extinguishers and how to use them. Fire extinguishers must be readily available, fully charged, and inspected.
- 1.1.3 Entire area must be free of trash, debris, pot holes and loose gravel. Vegetation must be controlled throughout the facility to prevent contact with vehicles and to allow an unobstructed view of the interior perimeter of the fence.
- 1.1.4 Drains, drain covers, water basins and drain channels must be kept free of debris and checked regularly for obstructions to prevent yard flooding.
- 1.1.5 During winter months, yards must be kept clear of snow and ice.
- 1.1.6 Trash, debris, and especially oil/hydraulic spills must be cleaned up immediately. Refuse material must be disposed in an environmentally appropriate manner.
- 1.1.7 Vehicle yards must be clearly marked indicating the maximum allowable speed limit of 15 mph or 25 km/h. Stop, yield or vehicle directional flow signs should be clearly posted or stenciled into the pavement where necessary for proper driver and yard safety. Yard obstructions or areas that require caution should be clearly marked with a florescent paint, cones or markers.
- 1.1.8 Vehicle parking bays must be clearly marked and wide enough to permit opening doors without damage to nearby vehicles. To ensure that maximum side-to-side spacing is maintained, vehicles must be parked with the left tires on the left line of the parking bays. There is to be a minimum 15 inches of clearance between any portion of the vehicle and the nearest point of contact.
- 1.1.9 Unauthorized vehicles are prohibited from the loading and staging areas. Hyundai/Kia vehicles are not to be used for shuttle purposes. All vehicles leaving the facility will be subject to inspection.
- 1.1.10 All permanent obstructions or hazards must be painted a bright color.
- 1.1.11 Adequate lighting must be maintained and all lights must be operable.
- 1.1.12 Facilities must be adequately secured to prevent trespassing, vandalism, and theft.
- 1.1.13 Security personnel must control all facility entrances and exits.
- 1.1.14 All personnel and visitors must be logged in and out of the facility.

1.2 Tools

- 1.2.1 Tool pouches must be made of non-abrasive material. Tool boxes and carts must have adequate padding to prevent damage.
- 1.2.2 All port operations tools must have protective coatings on handles.
- 1.2.3 Defective tools must be removed from service.

- 1.2.4 Personnel should carry tools in hand on opposite side from vehicles. Care must be taken to prevent accidental contact with a vehicle.

1.3 Anti-Mutilation

- 1.3.1 In order to prevent damage, anyone who enters an area where vehicles are stored must adhere to the requirements listed below.
- 1.3.2 Clothing must be clean and free of exposed metal, zippers, belt buckles, fasteners, or any abrasive material. If such items must be worn, items must be covered with a suitable non-abrasive material such as tape. Blue jeans are not allowed due to the rivets. Denim without rivets is acceptable.
- 1.3.3 If one-piece jumpsuits or speed-suits are worn, they must be fully zipped and snapped. They are designed with covers for the zippers and snaps when worn properly.
- 1.3.4 Sandals or flip-flops are prohibited. Boots or shoes must have a closed toe. Recommend non-slip, comfortable shoes to minimize slipping on asphalt and equipment surfaces.
- 1.3.5 Rings, watches, bracelets, and jewelry should not be worn. If worn, these must be covered with a suitable non-abrasive material such as tape.
- 1.3.6 If work gloves are worn, they must be removed before entering a vehicle to prevent contamination.
- 1.3.7 Acrylic finger nails of any length must be covered by wearing gloves or other suitable coverings.
- 1.3.8 It is prohibited to carry parts, tools, or hard objects in pockets that could accidentally damage vehicles.
- 1.3.9 Metal clipboards are prohibited or must have a suitable protective covering. If pens are used, they must be retractable and retracted when not in use.
- 1.3.10 Wearing high visibility jackets or clothes are recommended.
- 1.3.11 Bump hats or safety helmets are recommended. If worn, they must be removed prior to entering vehicles.
- 1.3.12 The Port, Vehicle Processing Center (VPC), transport, and terminal managers are responsible for enforcing compliance. Violations of the Anti-Mutilation policies will result in removal from the area until the violations are corrected.

1.4 Vehicle Handling

1.4.1 Vehicle Operation

- 1.4.1.1 No Hyundai or Kia vehicles will be driven without training on the procedures contained in this manual.
- 1.4.1.2 All handling, loading, unloading, or baying deviations are included in the respective technical bulletins in APPENDIX C. Technical Bulletins take precedence over information contained in this manual.
- 1.4.1.3 Intoxication of any kind will not be tolerated. Violators will be removed from the facility and prosecuted to the fullest extent of the law.
- 1.4.1.4 Vehicles can only be driven by personnel with valid driving licenses over the age of 18.

- 1.4.1.5 Vehicles can only be driven for the purpose of loading, unloading, or parking unless otherwise directed by Hyundai GLOVIS personnel.
- 1.4.1.6 If a vehicle Warning Light(s) appears after the initial start-up sequence, immediately shut off the engine and contact yard management. Do not attempt to move or ship vehicles with active dashboard warning lights.
- 1.4.1.7 Keep all objects away and off vehicle surfaces. Personnel are not to sit on, lean or brush against the exterior of vehicles. Avoid touching vehicles except for the purpose of entry and exit.
- 1.4.1.8 The maximum speed allowed for Hyundai and Kia vehicles is 15 MPH. Vehicles must be driven at safe speeds and in a manner that minimizes damage probability.
- 1.4.1.9 Never use a vehicle for towing or pushing.
- 1.4.1.10 Before driving vehicles, all doors must be shut. Never drive a vehicle with open deck lids, hatches, or hoods.
- 1.4.1.11 Do not drive the vehicle without full visibility. If windshield cleaning is required, the vehicle's windshield sprayer must be used to prevent damage to the wiper blades.
- 1.4.1.12 Snow and ice may be removed with a snow removal tool (i.e. SNO-PRO tool) only. Under no circumstances may a broom, wood, cardboard or metal instrument be used to remove snow or ice.
- 1.4.1.13 Enter vehicles through driver's door only, opening door carefully to avoid damage by contact with other vehicles or equipment.
- 1.4.1.14 Do not depress the accelerator pedal prior to starting.
- 1.4.1.15 No smoking, eating, drinking or lounging inside or near the vehicles.
- 1.4.1.16 Cell phone use is prohibited while driving vehicles. This includes hands-free devices.
- 1.4.1.17 Vehicle handlers must keep carpets, seats, dash and side panels free from grease, dirt, mud and other foreign contaminants.
- 1.4.1.18 Vehicles will not be used for shuttle or taxi purposes. No more than one person is permitted inside a new vehicle at any time, except for authorized training purposes. Hyundai GLOVIS managers are the approval authority for training.
- 1.4.1.19 Do not race or rev engines, idle vehicles for an excessive amount of time, or spin tires. Do not slip the clutch at high engine speeds.
- 1.4.1.20 Transport carriers will not apply any devices, stickers, labels or any markings on windows, panels or any part of the vehicle body to identify any issue or status without Hyundai GLOVIS approval.
- 1.4.1.21 Flat tires must be changed before a vehicle is moved. See Section 5 regarding flat tires. The spare tire in the vehicle should not be used. If the spare tire is used, it must be replaced. Flat tires must be replaced with an equal replacement tire of the same manufacturer.
- 1.4.1.22 Under no circumstances are vehicle tires to be inflated or deflated for any reason by carriers. Only port processors are allowed to adjust tire pressure.
- 1.4.1.23 Vehicles must be moved under their own power. Never push or pull a vehicle with another vehicle.

- 1.4.1.24 For no-starts including dead batteries, see APPENDIX D.
- 1.4.1.25 Do not attempt to pass other moving vehicles.
- 1.4.1.26 Drivers are to obey all stop signs, stop lines, stoplights or other indicators. All vehicles are to come to a full stop at these signs.
- 1.4.1.27 Drivers must obey established driving patterns within the aisle ways.

1.4.2 Parking Vehicles

- 1.4.2.1 When vehicles are parked for storage, ensure the power bar or transportation fuse is disengaged (off). This practice reduces the electrical trickle drain on the battery. Note that some vehicles require the power bar or transportation fuse to be engaged (on) to start.
- 1.4.2.2 When vehicles are parked, hoods, trunks, glove box doors, tailgates, and windows are to be closed. All lights including flashers must be off.
- 1.4.2.3 Marking or identifying parked vehicles by leaving doors open, hatches open, turning lights on, using flashers is strictly prohibited.
- 1.4.2.4 Protective seat and floor coverings are to be properly positioned when entering or upon exiting a vehicle. Removal of vehicle seat or floor protectors is strictly prohibited.
- 1.4.2.5 Do not use any part of a vehicle as a support for writing.
- 1.4.2.6 Heating, air conditioning and all electrical controls should be in the "OFF" position. Radios are to remain off at all times.
- 1.4.2.7 Never write directly on a vehicle. If vehicle parts have been written on, they must be cleaned prior to shipment.
- 1.4.2.8 Never open the sun roof or manually operate electric mirrors.
- 1.4.2.9 Drivers are to uniformly align the left tires of their vehicle on the left bay stripe. Correct alignment is defined as 2-inch tolerance from the line as measured from the side of the tire contact point on the pavement. If bay markings include hash marks, park front left tire directly on top of the hash mark, as long as there is still at least 15 inches of clearance. Front tires must be straight.
- 1.4.2.10 In snow conditions, vehicles are not to be parked within 10 feet of any building's roof drip line.
- 1.4.2.11 Printed materials (manuals, labels, guides, tags, etc...) must not be removed or tampered with.
- 1.4.2.12 All doors must be unlocked.
- 1.4.2.13 All storage compartments must be closed.
- 1.4.2.14 Keys and remotes must be stored as directed by the respective vehicle Technical Bulletin in APPENDIX C. Keys must never be left in the ignition.
- 1.4.2.15 Automatic transmissions must be set in "Park"; Manual transmissions must be in "first gear".
- 1.4.2.16 Parking brake must be engaged.
- 1.4.2.17 If the vehicle is being released for shipment, it is imperative that the complete VIN on the vehicle Monroney label, the dashboard VIN plate, and the B-Pillar VIN plate all match to prevent mis-shipping vehicles.

- 1.4.2.18 Hyundai GLOVIS contractors must not communicate hold or repair information to final destination facilities.
- 1.4.2.19 Violations of handling procedures may result in permanent restriction from handling Hyundai GLOVIS vehicles.

