

CN DRIVER REGISTRATION PROCESS FOR NEW DRIVERS AND SCAC UPDATES.

There is no live registration at the gate office!

Do not send your driver until you submit required form, copy of driver CDL and advise them how to complete registration at kiosk as noted below.

***** PLEASE NOTE – CN'S SYSTEMS ARE NOT IN SYNC WITH UIIA's – ALL UPDATES TO REGARDING A DRIVERS SCAC/REGISTRATION MUST BE EMAILED AS SHOWN BELOW INCLUDING NEW DRIVERS/ANY SCAC UPDATES AND TERMINATIONS *****

Ensure your drivers verify their J 1's/Interchange tickets to ensure they are reported working for the correct company in real time.

Specific to New Drivers & or a SCAC Update for Detroit Terminal

- 1.) Driver must complete/sign registration form & provide a copy of their CDL (CDL Must be legible)
 - a. Form is shown below (print page 3 and once completed email as shown below)
- 0.) Both highlighted above in step 1 must be emailed to AGS-DET@CN.CA – in the same **Email must be from Haulage Company. No driver emails will be accepted!**
 - a. One driver per email do not include multiple drivers in same email
- 2.) Subject line in email must read as follows
 - a. Driver name (Last, First)/SCAC/DET
- 1.) Email reply from Gate Staff once received will be replied to and noted the driver may proceed.
 - a. **Do not send driver prior to following the above and receiving a reply email that it was received.**
- 2.) When driver arrives the kiosk, the driver will ENTER their drivers' license number. The system

will then reply as shown below:

DRIVER MUST ALWAYS SELECT N FOR NO!

Already Registered?

The License Number was not accepted.

Are you already registered?

- Press  Yes
- Press  No

DRIVER MUST SELECT N FOR NO TO BE PROMPTED TO REGISTER UNDER THE CORRECT COMPANY!!!

- 6.) The system will then prompt the driver to complete their registration at the kiosk.
- 7.) DRIVER **MUST KNOW THEIR SCAC CODE** FOR THE COMPANY THEY DRIVE FOR
- 8.) DRIVER WILL HAVE THEIR BIOMETRICS SCANNED AT THE KIOSK
- 9.) DRIVER WILL THEN BE PROMPTED TO COMPLETE THEIR INGATE MOVE OR ADD PICK UP
- 10.) DRIVER **MUST VERIFY THE CORRECT SCAC ON J1/INTERCHANGE TICKET SO AS INFORMATION IS CORRECTLY BEING REPORTED.**

Specific to Driver Terminations: (CN'S SYSTEMS ARE NOT IN SYNC WITH UIIA'S SOFTWARE)

- 1.) Send an email to AGS-DET@CN.CA as soon as a driver is terminated from your fleet.
- 2.) CN Gate Team will then reply that the driver has been deleted from our system.
 - a. This will prompt a driver to re-register then with their new company by next visit.
 - b. This will remove any charges associated to the driver making moves under your SCAC.
- 3.) At any time you may send an email to AGS-DET@CN.CA to request a list of drivers showing registered under your SCAC.
- 4.) Any drivers you wish to have removed, follow the above process to have the driver deleted in real time.

(CN'S SYSTEMS ARE NOT IN SYNC WITH UIIA'S SOFTWARE)

We GREATLY APPRECIATE your cooperation in this process to ensure accurate reporting with the drivers' and the companies they work for.

Registration and SCAC Update Form available on page 3 below



INTERMODAL

US Terminals

DRIVER REGISTRATION & UPDATE FORM

Date:

Driver's Name:

Please print!

Name of Driver's Cartage Company	SCAC	Company Phone # & Email
_____	_____	_____
_____	_____	_____

ANY TIME YOU SWITCH CARTAGE COMPANIES DRIVERS' ARE EXPECTED TO UPDATE THEIR CARTAGE COMPANIES SCAC .

PLEASE READ CAREFULLY

I authorize and consent to the use by CN only, of my driver's license number and my fingerprint image to identify me when I enter and leave the CN terminal using the Automated Gate System.

I authorize and consent to CN only using my photograph for security and loss prevention purposes taken when I enter and/or leave the CN terminal using the Automated Gate System. I also consent to the retention of this personal information by CN only for as long as I am a driver using the Automated Gate System to access CN's facilities. Once I advise CN that I no longer require access to CN's terminal using the Automated Gate System my personal information will be permanently deleted.

In addition, I am acquainted with the Terminal Safety Rules and Guidelines and I consent to comply with them at all times while on CN Properties.

Drivers' failing to comply with Safety Rules and Guidelines of the terminal are subject to bans.

Driver's Signature: _____ Date: _____