***FCA US, LLC. Inoperative Vehicle Procedures***

**The following procedures apply to all facilities in the US and Canada.**

**Battery:**

* Booster can be used for both removing vehicles with a fully discharged battery from a truck / train / ship and for special emergencies in the yard. Please report the incident to Damage Prevention once complete.
* If booster allows for 12V and 24V outlet please ensure 12V is applied and be sure not to reverse polarities when connecting.
* Contact FCA’s In-transit Repair (ITR) Team for any battery discharge issues, by reporting the unit in OBT.
* Never start a vehicle by jumping it off another vehicle, by pushing, or by pulling the unit.

**Tires:**

* A tire can be inflated to remove a vehicle from a truck, train, ship, or for special emergencies in the yard.
* It is strictly forbidden to drive a vehicle with a flat tire or to try and repair or replace a flat tire.
* Contact FCA’s ITR Team for all tire repair / replacement needs by reporting the unit in OBT.
* A picture of the tire showing make, model and size must be included.

**Glass:**

* Immediately place a cover / shield over the glass and secure with 3M 225 Tape.
* Contact FCA’s ITR Team for all glass replacement by reporting the unit in OBT.

**Keys:**

* Do not move or deliver a vehicle without keys under any circumstances.
* No tools, such as a Slim Jim, are ever be used to gain access to a vehicle with keys locked in inside or missing.
* Contact FCA’s ITR Team for all key issues by reporting the unit in OBT.

**Fuel:**

* If a vehicle is out of fuel contact FCA’s ITR Team by reporting the unit in OBT.

**No Start:**

* If a vehicle will not start contact FCA’s ITR Team immediately by reporting the unit in OBT.

**Major Body Damage:**

* Report any unit with severity three and above damage(s) to FCA’s ITR Team immediately, prior to shipping onto the next destination, by reporting the unit in OBT.
* Do not move the vehicle until FCA’s ITR Team communicates a decision on disposition.

**Stolen Vehicle:**

* Send immediate notification to the FCA Operations Manager, the FCA Damage Prevention Analyst, FCA Security, FCA ITR Team, and the Rubicon Manager.
* Enter unit in OBT and ensure a Police Report is included.