

## CN DRIVER REGISTRATION PROCESS FOR NEW DRIVERS AND SCAC UPDATES.

### There is no live registration at the gate office!

\*\*\* 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 Joliet and Markham (Chicago 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)
- 2.) Both highlighted above in step 1 must be emailed to [AGS-CHI@CN.CA](mailto:AGS-CHI@CN.CA) – in the same email. 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
- 3.) Subject line in email must read as follows
  - a. Driver name (Last, First)/SCAC/CHI
- 4.) 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.
- 5.) 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!**


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Already Registered?

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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-CHI@CN.CA](mailto:AGS-CHI@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-CHI@CN.CA](mailto:AGS-CHI@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: \_\_\_\_\_