



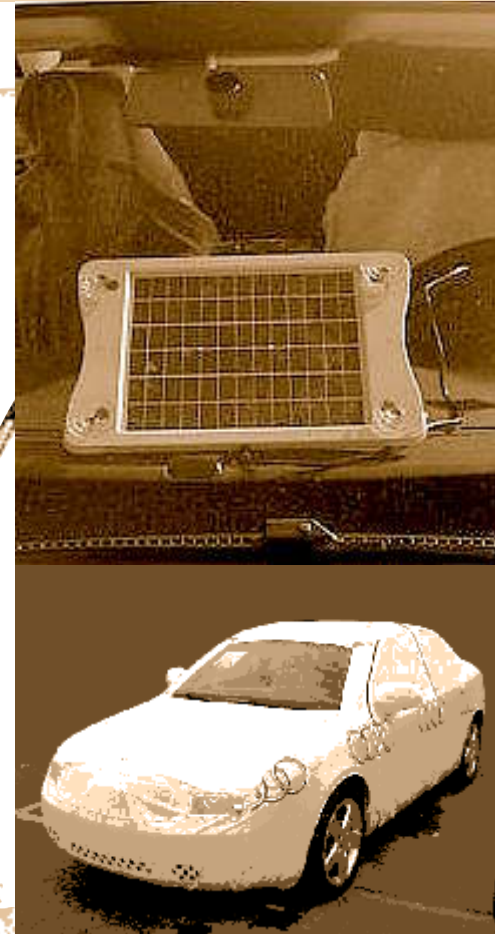
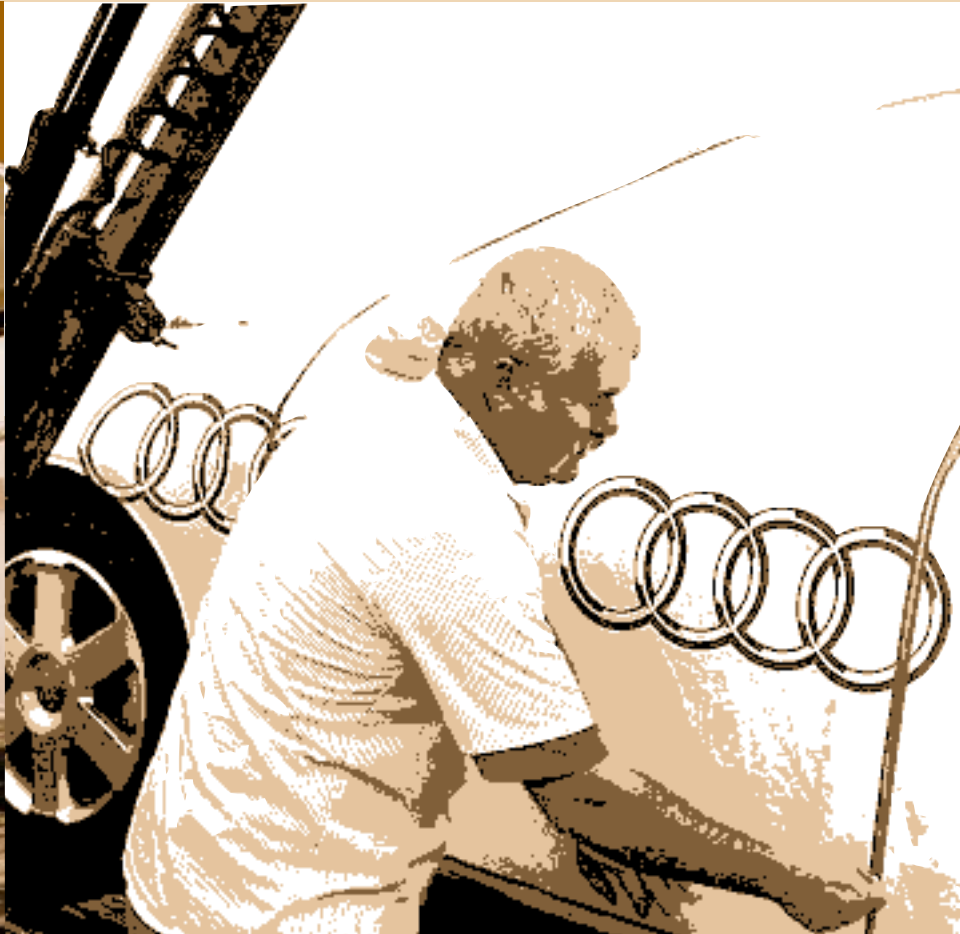
# Loading Manual



# Introduction

This publication contains instructions for the proper method of loading and securing Volkswagen and Audi vehicles.

Methods other than described and illustrated are not acceptable.



Rev. 05-01-07

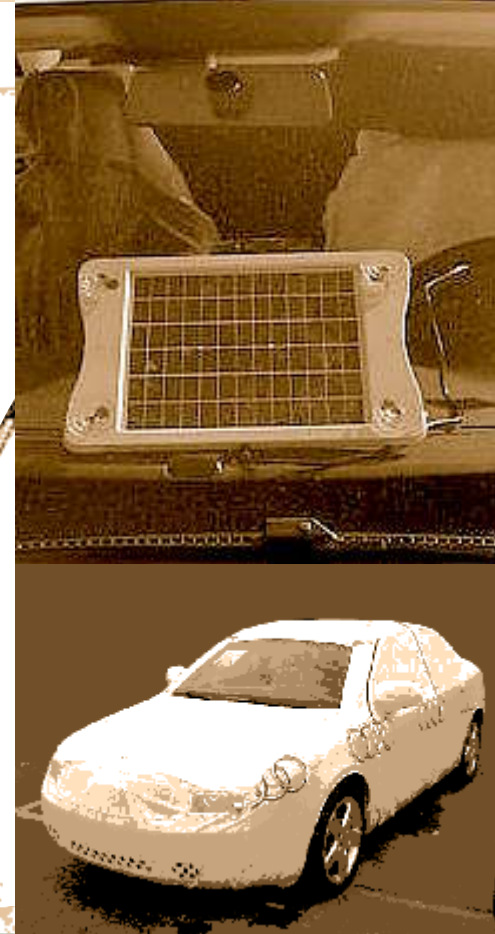
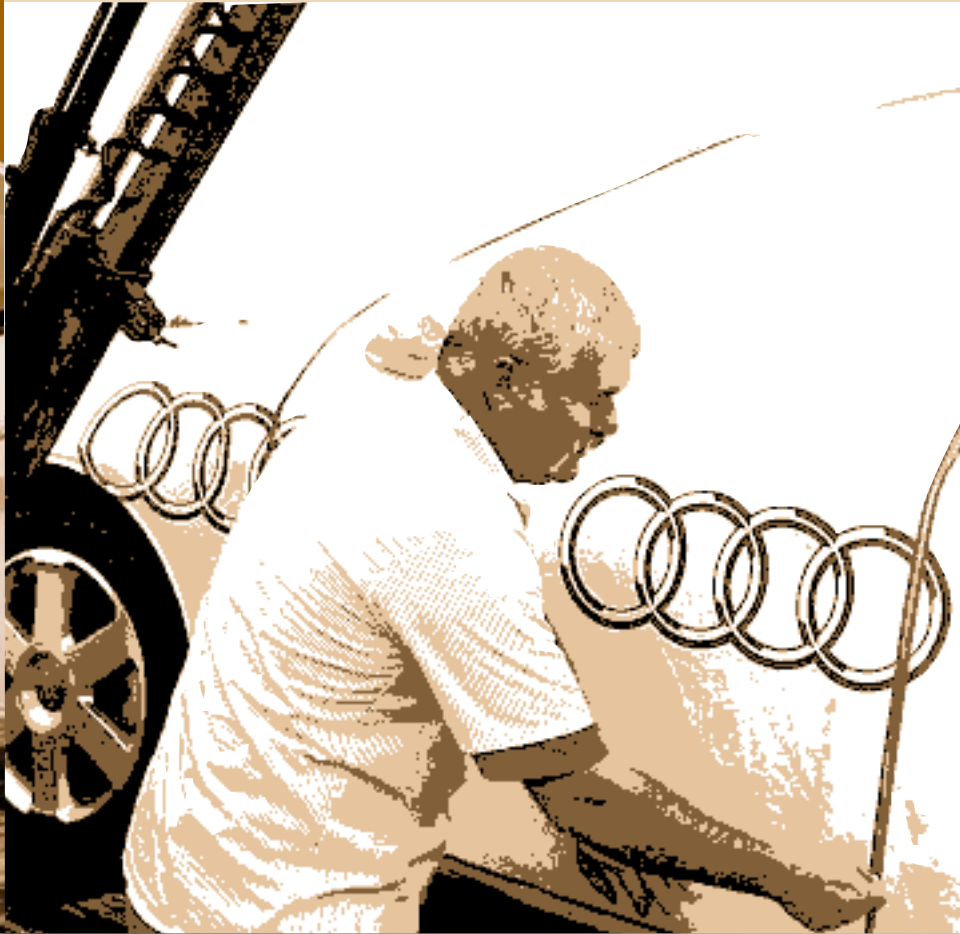
# introduction



# Contents

- General Information
  - Loading/Unloading Procedures
  - Tie-Down Procedures
- Soft Tie-down Strap Requirements

- Transport of Volkswagen/Audi Convertible Models
- Loose Protective Film Removal
- Transport of Full Body Cover Models
- Solar Panel Equipped Models



# contents

# General Information

## A. Loading/Unloading Procedures



**1.** To ensure receipt of the proper vehicle, all Volkswagen/Audi vehicle identification numbers (V.I.N.) are located on the dashboard visible through the driver's side lower windshield.

**17 digit V.I.N. number – example – 3VWRT71K17M838290**

**2.** Personnel must wear clean clothing free of objects that could cause damage to the interior or exterior of the vehicle. Gloves are not to be worn inside the vehicle. Jewelry, if worn, and belt buckles, must be covered by protective devices. Smoking inside vehicles is strictly prohibited.

**3.** Engines should not idle for extended periods prior to and during the loading and unloading process, especially full body cover units, and must be shut off while in transit.

**4.** Prior to loading, each vehicle should be inspected to ensure that optional and loose shipped items such as radio, CD player, antenna, spare tires, wheel covers, navigation disc, remote keys, etc., are included with the vehicle.

**5.** Ramp angles and breakover points must meet requirements of product to prevent any front spoiler or undercarriage damage. During loading and unloading operations, vehicles must not be subjected to undercarriage interference from ramps, skids, or tie-down assemblies.

**6.** Tie-down straps, chains, and hooks must be secured to prevent any contact with the roof of vehicles when loading bottom position units. Chains must be removed from deck runways to prevent any tire damage or undercarriage interference.

**7.** Automatic transmission vehicles must be set in park, manual transmission vehicles in first gear after vehicles are positioned. Parking brakes must be firmly set before exiting the vehicle.

**8.** Once vehicles are in final loading position, keys must be removed from ignition, and left on the tether or placed in the left front door pocket. Locking of all vehicles is required if the transport remains unattended.

**9.** Drivers must never enter or exit a vehicle through the windows or tailgates. In addition, ensure seat and floor protection is in place before entering vehicles.

**10.** At all times, vehicles must have hoods, deck lids/tailgates, doors, and windows closed. Doors (with the exception of the driver's door) and deck lids/tailgates must be locked during transport.

**11.** Vehicles must never be started by pushing or pulling.

**12.** Driver is responsible for all damages between truckload and dealer delivery.

information

# General Information

## B. Tie-down Procedures



**All tie-downs for Volkswagen and Audi products must be secured in accordance with instructions and illustrations contained herein. Deviations will not be permitted without consulting the Volkswagen Traffic and Transportation Department.**

- 1.** Vehicles are **required** to be tied down with four over-the-wheel strap devices, regardless of truck/trailer design or hauling distance to the dealer.
- 2.** Prior to applying straps to vehicles, the straps should be free of any twists. Chains used in conjunction with strap tie-downs should be free of kinked links.
- 3.** Tie-down devices should be centered on tires and tightened to provide equal tension on both sides of the vehicle.
- 4.** Drivers must ensure sufficient distance between vehicles and decks, ramps, etc., to allow for movement of vehicles riding on their own suspension during transport.

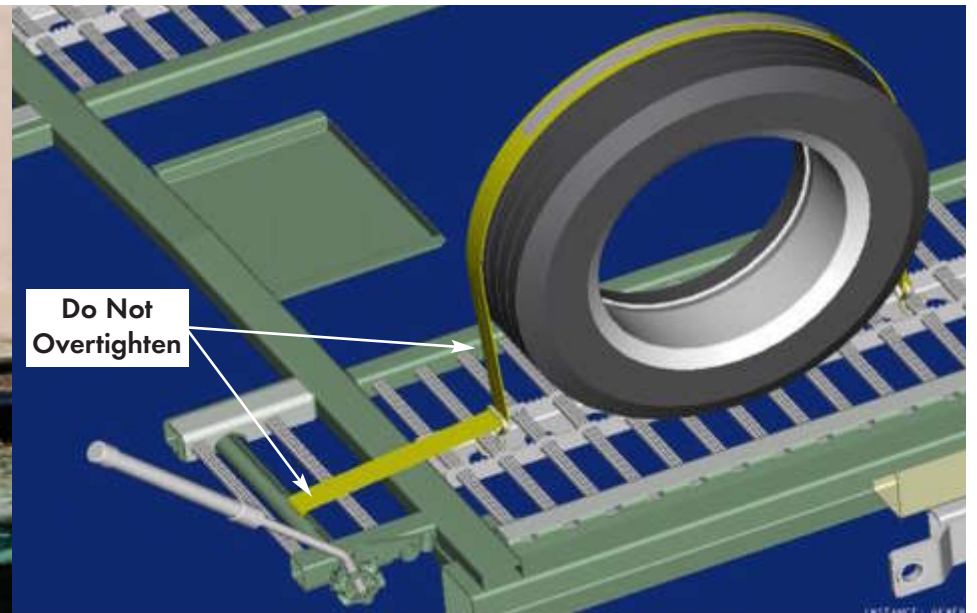
information



## Soft Tie-down Strap Requirements



Soft tie-down straps are required to transport Volkswagen/Audi vehicles. It is mandatory to strap all four wheels, regardless of vehicle position on the load or mileage distance to the dealer.



# tie-down

## Transport of Volkswagen/Audi Convertible Models



All Volkswagen and Audi convertible models are required to be transported facing forward when loaded on the top deck of open equipment.



# transport



## Loose Protective Film Removal



Loose pieces of protective film are required to be removed by the driver if found prior to truck load or during transport to the dealer.



# loose protective film



## Transport of Full Body Cover Models



**Drivers must ensure car covers are fitted properly; covering entire vehicle, clasps in place, no visible disturbances.**

**Ensure windshield tape is down and in place.**



# full body cover

## Transport of Full Body Cover Models



If a car cover is damaged, misapplied, or non-functional, remove the cover prior to transport.



damaged cover

## Transport of Full Body Cover Models



**On open equipment, drivers must ensure the left front door flap is completely zipped shut during transport.**



# door flap



## Solar Panel Equipped Models



Some Volkswagen and Audi units are transported with a solar panel attached to the windshield. Solar panels should remain in the vehicle throughout the transport and dealer delivery process.



solar panel

## Solar Panel Equipped Models



When entering a vehicle with a solar panel, ensure the cord is securely fastened to the connector located under the dashboard on the driver's side.



# solar panel