

RECEIVING GUIDELINES

FOR RUNNER, NON-RUNNER AND FORKLIFT UNITS

Non-running or Forklift units are NOT to be accepted unless the unit is booked as a “non-runner” or “forklift” with AES booking department. Not all terminals accept non-runner or forklift units. Please check with our staff so we may direct you to the correct terminal, and advise fee associated with service.

The terminals retain the right to reject a unit based on any factor that makes the unit unsafe to them. As we are not receiving cargo, nor do we see the cargo that is received, we rely on the terminal staff’s judgment and experience. The carrier reserves the right to stop the service at any time without prior notice.

Non-running High & Heavy cargo must NOT be received under any circumstances.

When booking your vehicle, please send us pictures of the vehicle, along with a description of the vehicle damages, with your paperwork. This will help us assess the condition of the vehicle. Please note that pictures do not always show the full extent of the damage, and we may not always be able to assess correct judgement on the unit. If at any point the terminal stevedores consider anything does not look safe or roadworthy, the terminal has the right to reject the unit and request its removal.

Any vehicle with evidence of being in a flood or having a flooded title must be booked as a forklift and fees will apply. Please note that not all terminals will accept flooded cargo, even with forklift booking.

A. Running Vehicles

- Vehicles must start (Have an functional ignition key to unlock the steering column)
- Have a functional driver’s door and driver’s seat
- Sanitary conditions inside the vehicle
- Operating wheels (no flat tires)
- Must have key
- Must have steering, and roll forward and reverse
- Must have functioning brakes
- Must be free of leaks or any mechanical issue
- Airbags cannot be exposed, or any airbags that have been deployed must be fully cut away and their compartment must be taped over
- Glass should be intact for the most part; if glass is broken, cracked or shattered and hinders a driver’s visibility or presents a safety issue, the unit will not be accepted. No broken glass is allowed in the car, and all broken glass must be removed prior to delivery. (all broken glass windows must be taped over with clear plastic)
- In the event of a trunk mounted battery, the trunk must be accessible with provided key(s)
- Vehicles cannot be loaded with any additional cargo



If a unit is a runner, but has any of below conditions, it will become a non-runner or forklift. To avoid delays please notify AES at least 24 hours in advance to have booking updated to proper condition, and confirm rates.

B. Non-Running Vehicles

- Must meet all the conditions listed in “A. Running Vehicles” with the exception that the vehicle will not start at all, or the vehicle will start but will not drive.
- Must have working transmission which can be set to neutral to be pushed on board the vessel.

C. Forklift Units

- Any vehicle with evidence of being in a flood or having a flooded title must be booked as a forklift and fees will apply.
- All forklift cargo must have the batteries removed and their terminals taped up.
- Broken glass, cracked windshield or any other hazardous debris inside the vehicle
- No steering, broken axles
- No operating breaks
- No key upon time of delivery
- Driver side door unable to open and close
- Inflated/exposed airbags
- Hood of car won't close all the way and impairs driver's view while driving the vehicle
- Major body damage which could present the risk of shorted wires or compromised fuel systems, presenting a fire hazard
- If vehicle does not run, and cannot be put into neutral to push
- Bio-Hazardous/Unsanitary conditions (examples being; blood, mold, bodily fluids, etc.)

