# PGT Driver Kiosk – Non-UPGo

Overview

This document provides instructions for truck drivers to ingate or outgate at an intermodal terminal gate using the PGT Driver Kiosk in a non-UPGo Lane.

📄 **Note:** The UPGo mobile app expedites ingating and outgating by allowing drivers to pre-validate. Access www.up.com/upgo for information to download the app to your mobile phone.

PGT Driver Kiosk

A **PGT Driver Kiosk** is located in each lane.
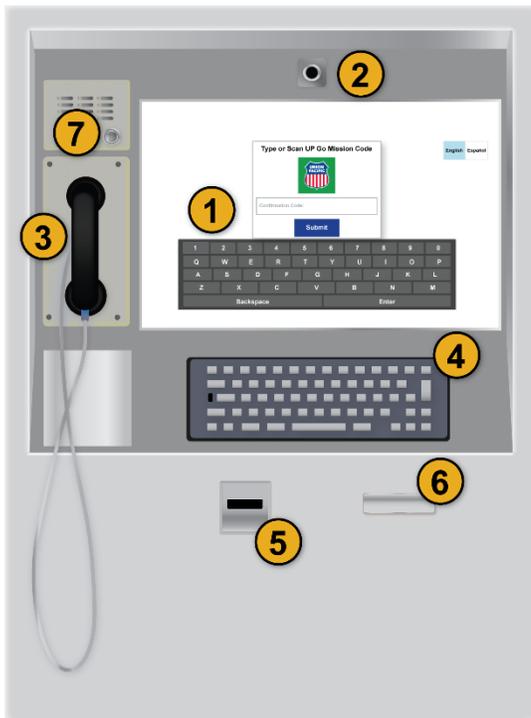
Item	Description
1	Interactive touch screen
2	Camera used by the clerk to view the driver and vehicle.
3	Phone for the driver to use to talk to the clerk.
4	Keyboard. A keyboard is also available on the screen when applicable. The driver can type on the physical keyboard or touch the keys on the screen keyboard. The arrow keys on the keyboard are used to navigate to areas on the screen.
5	QR code scanner
6	Receipt printer
7	Call Clerk button for the driver to press to contact the clerk.

Disabled Touchscreen

The touchscreen may be disabled, for example, during inclement weather. When this occurs, this message appears on the screen.

> ℹ️ Touchscreen Keyboard currently disabled. Use the physical keyboard Arrow Keys to navigate and the Enter key to submit.
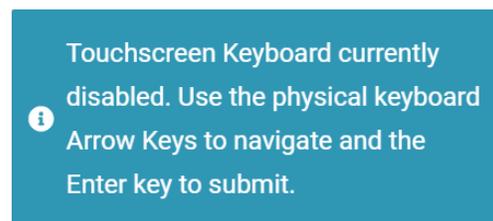
On the physical keyboard on the kiosk, use the arrow keys on the lower right portion to navigate to other sections of the screen. Use the left and right arrow keys to select buttons on the screen, and use the up and down arrow keys to select from a list of options.

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Ingate or Outgate

1. When you are ready to ingate or outgate at the intermodal terminal, select a non-UPGo lane.

   ⚠️ **WARNING:** If this message appears on the screen, wait a few minutes to see if the system comes back online. If it does not come back, press the **Call Clerk** button to talk to a clerk.


2. This appears on the screen. Select **English** or **Español**. Then select **Driver License**.
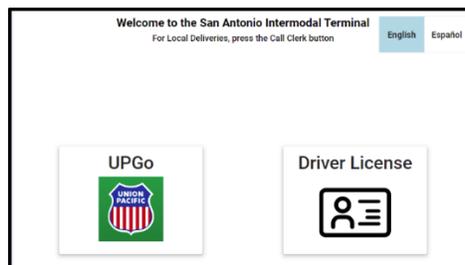
3. Enter your Driver License number or scan your license. Then select **Submit**.

4. One of the following occurs.
   - If there are multiple states in which your license number can be valid, a list of states appears. Select the appropriate state. Go to step 5.

     Select **Next** to view the next states on the list if necessary.
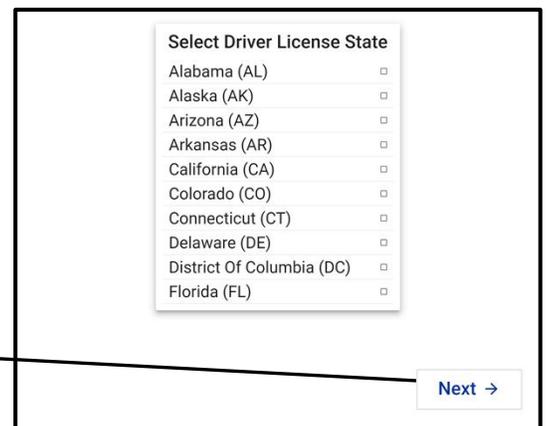
   - If you are registered with more than one motor carrier, a list of those carriers appears. Select the carrier(s) associated with this mission. Go to step 5.

- If you are currently banned for an infraction, this message appears with the reason why you are banned.

  YOU MUST IMMEDIATELY EXIT THE FACILITY.

- If your license number is not valid in another state and you are not registered with more than one motor carrier, go to step 5.

5. Do one of the following:

   - If system thinks you are bobtailing, this screen appears.

   Do one of the following:
   - If you are bobtailing, select **Yes**. Go to step 9.
   - If you are not bobtailing, select **No**. This message appears. The clerk will contact you to resolve the issue.

   - If the license plate reader finds a match in the system, **Equipment Details** appears on the screen. Go to step 6.
   - If the license plate reader camera does not find a match in the system, **Enter Equipment ID** appears on the screen. Enter the **Equipment Initial & Number** and select **Submit**.
   - If you have more than one piece of equipment, or a container and a chassis, and the license plate reader camera does not find a match in the system, **Enter Equipment ID** appears on the screen. Enter the **Equipment Initial & Number** for one of the pieces of equipment and select **Submit**.
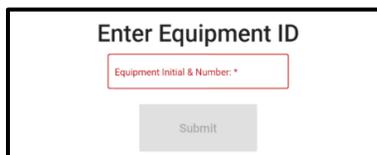
6. One of the following occurs:
   - If a match is found in the system and your shipment is not Hazmat, **Equipment Details** appears on the screen. Go to step 7.

- If the system shows a Hazmat placard or your shipping waybill says Hazmat, this message appears.

A CLERK IS BEING CONTACTED. PLEASE WAIT.

A clerk verifies you have the correct Hazmat placards and placement. One of the following occurs:
- o If there is an issue with the Hazmat placard and/or placement, a message indicating the issue appears on the screen. The clerk will instruct you to leave the lane.
- o If the clerk verifies the Hazmat information is correct, **Equipment Details** appear on the screen with the **Hazardous Materials Detected** message in red. Go to step 7.

- If a match is not found in the system, this message appears, and a clerk will contact you on the kiosk phone to resolve the issue.

A CLERK IS BEING CONTACTED. PLEASE WAIT.

7. Depending on your situation and in you are ingating or outgating, equipment information similar to the following appears on the screen. You are required to verify the information.

   See the following **Ingating** or **Outgating** section.

   - o **Note:** For all situations, if the information displayed is not correct, select **No**. This message appears and a clerk will contact you on the kiosk phone to resolve the issue.

A CLERK IS BEING CONTACTED. PLEASE WAIT.

Ingating

- Chassis with no containers, this appears on the screen. If the information is correct, select **Yes**. Go to step 8.

- Chassis with one container, this appears on the screen. If the information is correct and the container is loaded, enter the **Seal** number, and select **Yes**. Go to step 8.

- Loaded trailer, this appears on the screen. If the information is correct, enter the **Seal** number and select **Yes**. Go to step 8.

- Trailer with two units, this appears on the screen. Verify the information displayed is correct. If you are only dropping off one of the units, select **Remove** for the unit you are not dropping off. This will go to a clerk for verification.

Outgating

- Chassis with no containers, this appears on the screen. Enter the Control Number you received from the dispatcher in the **Enter Booking #** field and select **Yes**. Go to step 9.

- Chassis with one loaded container, this appears on the screen. Enter the Control Number you received from the dispatcher in the **Enter Pickup #** field and select **Yes**. Go to step 9.

- Loaded trailer, this appears on the screen. Enter the **Seal** number, enter the **Pickup #**, and select **Yes**. Go to step 9.

- Trailer with two units, this appears on the screen. Verify the information displayed is correct. Do one of the following:
  - If you are only picking up one of the units, select **Remove** for the unit you are not picking up. This will go to a clerk for verification.
  - If the information is correct, and the units are loaded, enter the **Seal number(s)**, enter the **Pickup #(s)**, and select **Yes**. Go to step 9.

    ⚠ **WARNING!** If the Pickup #(s) is incorrect, this message appears. You have one more chance to enter the correct Pickup #(s).
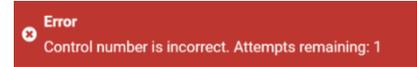
- Empty UP owned container and you are from an approved list of motor carriers, this appears on the screen. Enter the Control Number you received from the dispatcher in the **Enter REZ1 #** field and select **Yes**. Go to step 9.

- Empty non-UP owned container, this appears on the screen. Enter the Control Number you received from the dispatcher in the **Enter Booking #** field and select **Yes**. Go to step 9.


8. If this is not a trailer, this appears on the screen.

Do one of the following:
- If there are no Road Component Defects, select **No**. Go to step 9.
- If there are any Road Component Defects:
  a. Select **Yes**.
  b. Select from the list where the Road Component Defects are located.
  c. Select **Next**. Go to step 9.

Chassis Roadability

Select all that apply

01 - Brakes	☐
02 - Lights	☐
03 - Wheel	☑
04 - Air Line	☐
05 - Coupling	☐
06 - Frame	☐
07 - Bolster	☐
08 - Fastener	☑
09 - Slider	☐

← Back   Next →
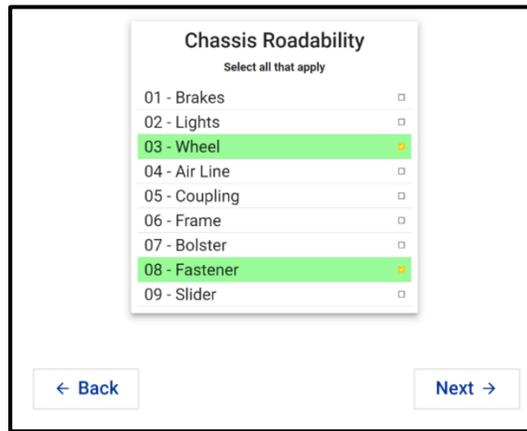
9. As the PGT system process your request, the **Ingating…** or **Outgating…** message appears. One of the following occurs:

- If you are clear to ingate or outgate, this screen appears. Take your receipt from the printer on the kiosk and exit the lane.

TRANSACTION COMPLETE

PLEASE TAKE YOUR RECEIPT AND EXIT THE LANE

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