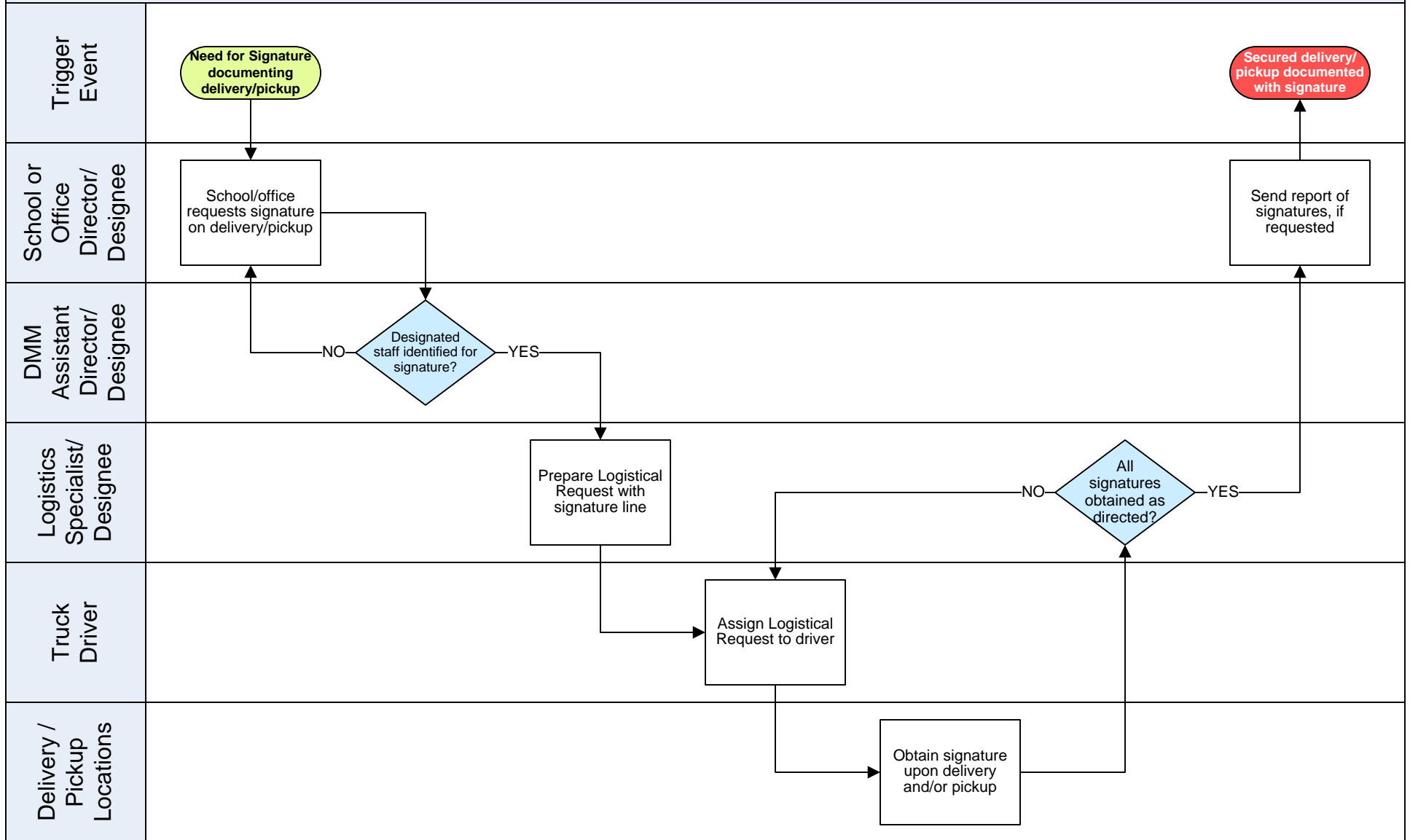

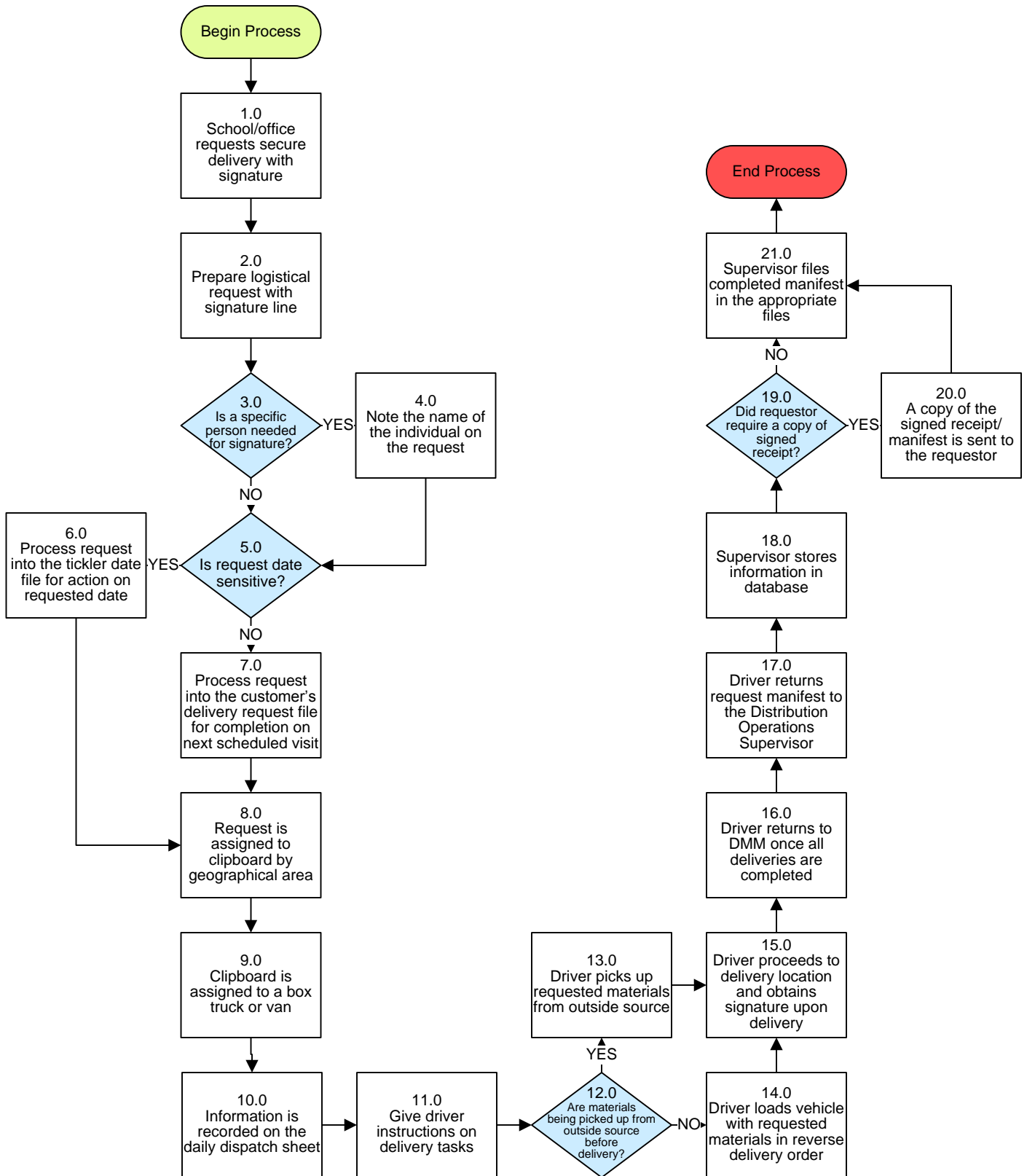


# Logistical Services – Secure Delivery Process



 To Sub Process

## Logistical Services – Secure Delivery Request



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## Logistical Services – Secure Delivery Request Process

### 3. PROCESS AREA/BUSINESS AREA DESCRIPTION

**Step 1.0: School/office requests secure delivery with signature**

**Step 2.0: Prepare logistical request with signature line**

**Step 3.0: Is a specific person needed for signature?**

If yes, proceed to step 4.0. If no, skip to step 5.0.

**Step 4.0: Note the name of the individual on the request**

**Step 5.0: Is request date sensitive?**

If no, skip to step 7.0. If yes, proceed to step 6.0.

**Step 6.0: Process request into the tickler date file for action on requested date**

**Step 7.0: Process request into the customer's delivery request file for completion on next scheduled visit**

**Step 8.0: Request is assigned to clipboard by geographical area**

Request is assigned to a clipboard with other logistical requests to be completed in the same geographical area.

**Step 9.0: Clipboard is assigned to a box truck or van**

Vehicle assignments are determined by the amount of materials or job functions to be performed.

**Step 10.0: Information is recorded on the daily dispatch sheet**

**Step 11.0: Give driver instructions on delivery tasks**

**Step 12.0: Are materials being picked up from outside source before delivery?**

If yes, proceed to step 13.0. If no, skip to step 14.0.

**Step 13.0: Driver picks up requested materials from outside source**

**Step 14.0: Driver loads vehicle with requested materials in reverse delivery order**

**Step 15.0: Driver proceeds to delivery location and obtains signature upon delivery**

Driver has been instructed to verify materials upon delivery. If required signature cannot be obtained then driver cannot deliver materials and must return materials back to DMM. The request will be rescheduled for a later time.



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**Step 16.0: Driver returns to DMM once all deliveries are completed**

**Step 17.0: Driver returns request manifest to the Distribution Operations Supervisor**

**Step 18.0: Supervisor stores information in database**

**Step 19.0: Did requestor require a copy of signed receipt?**


If yes, proceed to step 20.0. If no, skip to step 21.0.

**Step 20.0: A copy of the signed receipt/manifest is sent to the requestor**

**Step 21.0: Supervisor files completed manifest in the appropriate files**

This ends the process.

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