



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5475

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EFFECTIVE: 10-24-97

REVISED: 1-05-99

CATEGORY: Support Services, Transportation

SUBJECT: Warehouse Trucking

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing district warehouse truck service, including supply delivery, instructional materials circulation, surplus furniture removal, summer staff moves, and transfer of materials between sites.
2. **Related Procedures:**

Mail service	5620
Stock supplies and materials	2410
Movable equipment inventory and/or transfer	5340

B. LEGAL AND POLICY BASIS

1. Reference: Board policy: G-7000.

C. GENERAL

1. **Originating Office:** Suggestions or questions concerning this procedure should be directed to the Delivery and Mail Services Unit, Material Services Department, Business Services Division, Administrative/Operational Support.
2. **Warehouse Truck Service**
 - a. Warehouse delivery is made only to authorized sites falling within the San Diego Unified School District boundaries. Sites must be accessible by warehouse truck. This determination is made by the supervisor of the Delivery and Mail Services Unit.
 - b. **All** district sites receive weekly delivery of stock, nonstock, and instructional materials. The transfer of equipment for repair is done on the same schedule.
 - c. The Delivery and Mail Services Unit shall set the weekly schedule and notify sites of the day to expect delivery.
 - d. All district sites receive a pickup of items being returned to the Instructional Media Center or the Material Services Supply Center on the same day as the scheduled delivery.
 - e. When a site's scheduled delivery day falls on a school holiday, the delivery and pickup will be made the following week.

- f. All materials are delivered to one delivery point at each site. Drivers shall contact designated site personnel to receive incoming materials and to assist in loading and unloading the truck.
- g. A receipt signed by designated site personnel is required for all capital equipment.

3. **Surplus Furniture and Equipment**

- a. Requests for excess furniture and equipment removal should be directed to Inventory Control, Material Control Section, Supply Services Unit, Material Services Department.
- b. Removal of excess furniture and equipment is normally completed within ten (10) days of a request being submitted to the Material Control Section.
- c. Large equipment that may be deemed machinery will require the assistance of the Maintenance and Operations Department, Business Services Division, or outside contractors.
- d. Surplus furniture or equipment being delivered from the Material Control furniture and equipment pool may be delivered on a day other than a site's normal scheduled delivery day.

4. **Staff Transfers**

- a. Transfers of staff members' district materials between sites are done based on the time and space availability of warehouse trucks. Transfers are only accommodated during the traditional year summer break.
- b. Staff members requesting this service must submit a memo to the Delivery and Mail Services Unit by July 1 of the summer break. The memo must include the following:
 - (1) Name of staff member to be moved.
 - (2) Site and room number where materials are located.
 - (3) Inventory of material to be transferred (e.g., number of boxes, types and quantities of furniture and equipment).
 - (4) Site and room number where materials are to be delivered.
 - (5) Signature of administrator of site from which material is being transferred *if* furniture or equipment (e.g., file cabinets, desks, chairs, AV equipment) is being moved.

- (6) Date material will be available to be moved.
- c. All items to be transferred should be clearly labeled with the staff member's name and destination.
- d. All boxes must be packed with the top closed and securely taped shut.
- e. The movement of personal items is the responsibility of the staff member. The district is not responsible for loss or damage to any personal property moved by warehouse delivery trucks.

5. Graduation Hauling Requirements

- a. Requests for trucking services related to graduation exercises should be submitted on the "Plans for Promotional or Graduation Exercises" form (E.2.) due by February of each year.
- b. Supply delivery for traditional sites is not accomplished on the actual day of graduation; those sites affected are placed on a holiday schedule (see C.2.e.).

6. Special Trucking and Delivery Requests

- a. Requests for special deliveries of stock, nonstock, or instructional materials should be directed to the appropriate Material Services Department supervisor:

Stock	Stores/Warehouse Section, Supply Services Unit
Nonstock	Receiving Section, Supply Services Unit
Instructional Material	Receiving/Shipping Section, IMC Services Unit
- b. Requests for truck services not related to supply delivery should be directed to the Delivery and Mail Services Unit. All requests for truck services not related to supply delivery are accepted on a time and truck availability basis (see D.2.a. and b.).
- c. Requests which cannot be handled during regular hours of operation of the Delivery and Mail Services Unit may require funding from the requesting site or department for overtime.

D. IMPLEMENTATION

- 1. **Delivery and Mail Services Unit** shall set delivery schedules for all sites eligible for instructional media and material supply warehouse deliveries. The route schedules support a weekly predetermined delivery day without a designated time of delivery.

2. Special Instructional Material Distribution


- a. Community organizations and/or departments requesting special distribution of instructional or informational materials through **IMC** warehouse via districtwide delivery truck system should contact supervising stock clerk at Instructional Media Center (IMC) warehouse to make arrangements.
- b. Requesting community organizations' and/or departments' materials are to be packaged and labeled for route distribution in accordance with warehouse delivery route schedule (E. 1.). Copies of schedule are available from Delivery and Mail Services unit.

E. FORMS AND AUXILIARY REFERENCES

- 1. Warehouse Delivery Schedule, available from the Delivery and Mail Services Unit.
- 2. Plans for Promotional or Graduation Exercises form, distributed to all site principals in December of each year.

F. REPORTS AND RECORDS

G. APPROVEDBY



Superintendent of Public Education