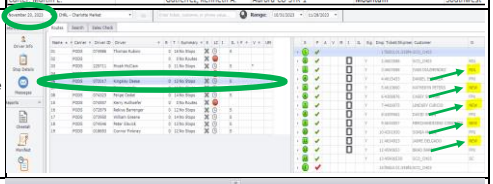
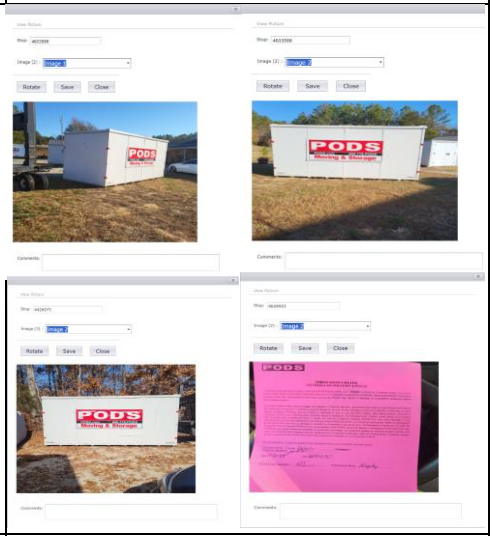
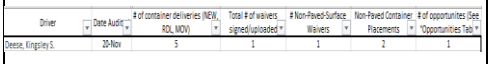
Standard Work

PODS Moving & Storage	**Core Process - Safe Container Delivery**	Date Created:	12/1/2023
		Version #	1
		Date Revised:	N/A
		Revison #	0
	Process Name: Property Damage - Conducting Driver Audits	Leadership Sponsor	Rich Schwartz
		Process Owner:	Vice President Operations & Business Strategy
		Reporting Owner:	Regional VP

In order to keep the focus on improvement and hold drivers accountable, leaders should conduct random spot checks on drivers to ensure proper behaviors are being consistently practiced.

	Step		Key Points & Background	Visuals & Job Aids
1	Conducting Driver Audits	1.1	Select the list of drivers you will audit, enter all corresponding information into the "Driver Audit" Excel document	
		1.2	Open Cheetah and select the most recent date in which the driver had a route with at least 3 container deliveries (ie. NEW, MOV, RDL)	
		1.3	Click on "Image Icon" to review pictures of each container delivery (Time-Stamped)	
		1.4	Enter findings into each column based on what is viewed in pictures a.# of container deliveries (Total number of containers delivered on route b.Total # of waivers signed/uploaded (How many waivers were signed and has a corresponding picture in Cheetah?) c.# Non-paved Surface Waivers (Total number of waivers that are Fragile & Non-Paved Surface) d.Non-Paved Container Placements (How many total containers delivered were placed on Fragile & Non-Paved Surface that require a waiver to be signed/acknowledged) e.# of Opportunities (Total number of container placement opportunities based on what was viewed in the pictures; see examples in next step)	
		1.5	Throughout the audit, you are looking for the following, per the Safe Container Delivery SOP. All opportunities should be coached as soon as possible a.Is the container at least 4' away from all structures (fence, retaining wall, gutters and overhangs, vehicles, etc.) or is there a "Placement Near Structure" Waiver? (b.Is the container placed on a fragile or non-paved surface? If so, is there a corresponding "Fragile & Non-Paved Surface" Waiver? c.If a waiver is signed, is the job timestamped with "Comp with Waiver"? d.Is the waiver filled out correctly and completely? e.Are there sufficient pictures based on the Cheetah picture requirements? f.If container is placed, or PODZilla operating, on non-paved surface, are Trackmats being used appropriately?	