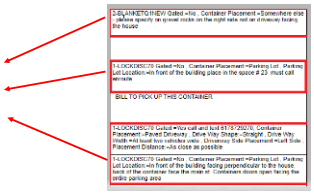
Standard Work - Transactional

PODS Moving & Storage	Core Process -Delivery	Date Created:	5/21/2024
		Date Revised:	
		Version:	V1.0
	Process Name: Driver Ancillary Fulfillment	Leadership Sponsor	Rich Schwartz
		Process Owner:	Market Managers

Morning Procedures

Steps		Key Points & Background		Visuals & Job Aids
1	**Morning Prep Driver Log**	1.1	**Driver Log** *Pickup Driver log from Market Manager *Review the days route Job by Job (call out any concerns)	
		1.2	**Driver Notes** *Review notes for each job locating Ancillary requirements *Call out any issues noticed in Ancillaries (1 Blanket) 1 **Bundle or 1 Single Blanket?** **Review concerns with Market Manager to resolve prior to launch**	**Locate Ancillary Requirements located within the Driver Notes Section taking note on QTY of each item for Truck inventory purposes throughout the day.** 
2	**Truck Ancillary Inventory Requirements**	2.1	**Inspect on board Ancillary Items** *All trucks required to have no less than: **10 Locks** on board at the start of each shift	
		2.2	**Confirm on board Items meet the days requirements** *Does the 10 locks on board satisfy routes request? *Will additional Blankets be needed during route? *Address any inventory concerns with Market Manager	

Onsite Procedures

3	**Onsite Fulfillment of Ancillary Items (Locks,Blankets)**	3.1	**Identify Items requested** *Open Cheetah app for job leg at hand *Take note of what has been purchased by the Customer and quantity of each item at Initial delivery	 Noted Quantity of Locks and Blankets that have already been purchased by the Customer
		3.2	**Fulfill Delivery of Items Purchased by Customer** *Load requested Items into container after delivery **Blankets should be folded and placed in neat manner** *Document in Cheetah with pictures of order fulfillment	
		3.3	**Additional Ancillaries requested at Customers site** *If Customer did not purchase ancillary at time of booking or wishes to add **additional** items proceed by adding via drop down. *Click and Hold "Driver Report" *Scroll Down and input quantity to be added via drop down *Click "Done" when completed ***Blankets are for Sale only, no Rentals** ***This action is only for additional items requested as it will trigger a charge to the Customers account (No Action needed from Market Manager**	