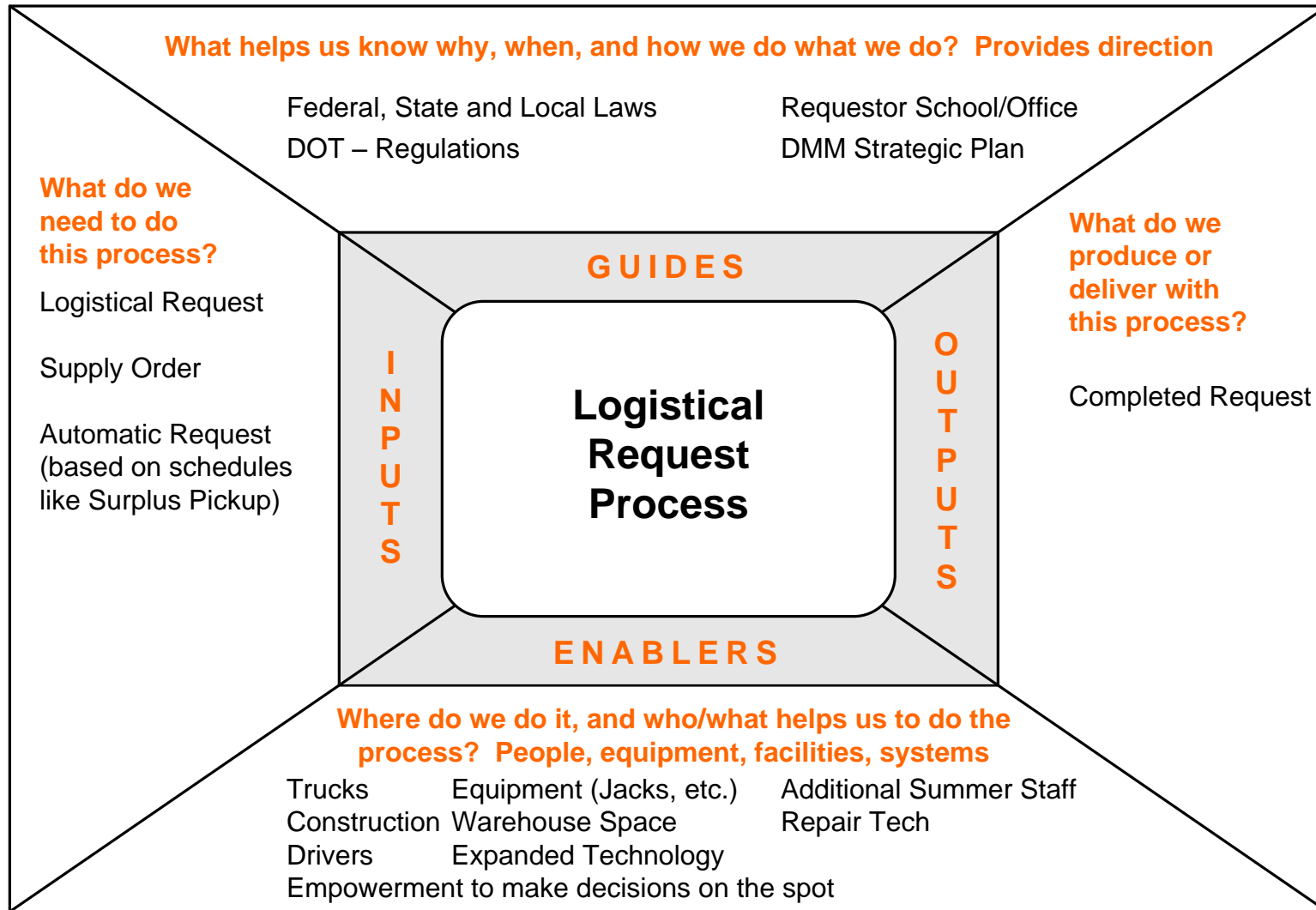


Process Begins when

Requestor asks for logistical assistance

Process complete when

Logistical assistance is completed



M-1 

Performance Measures

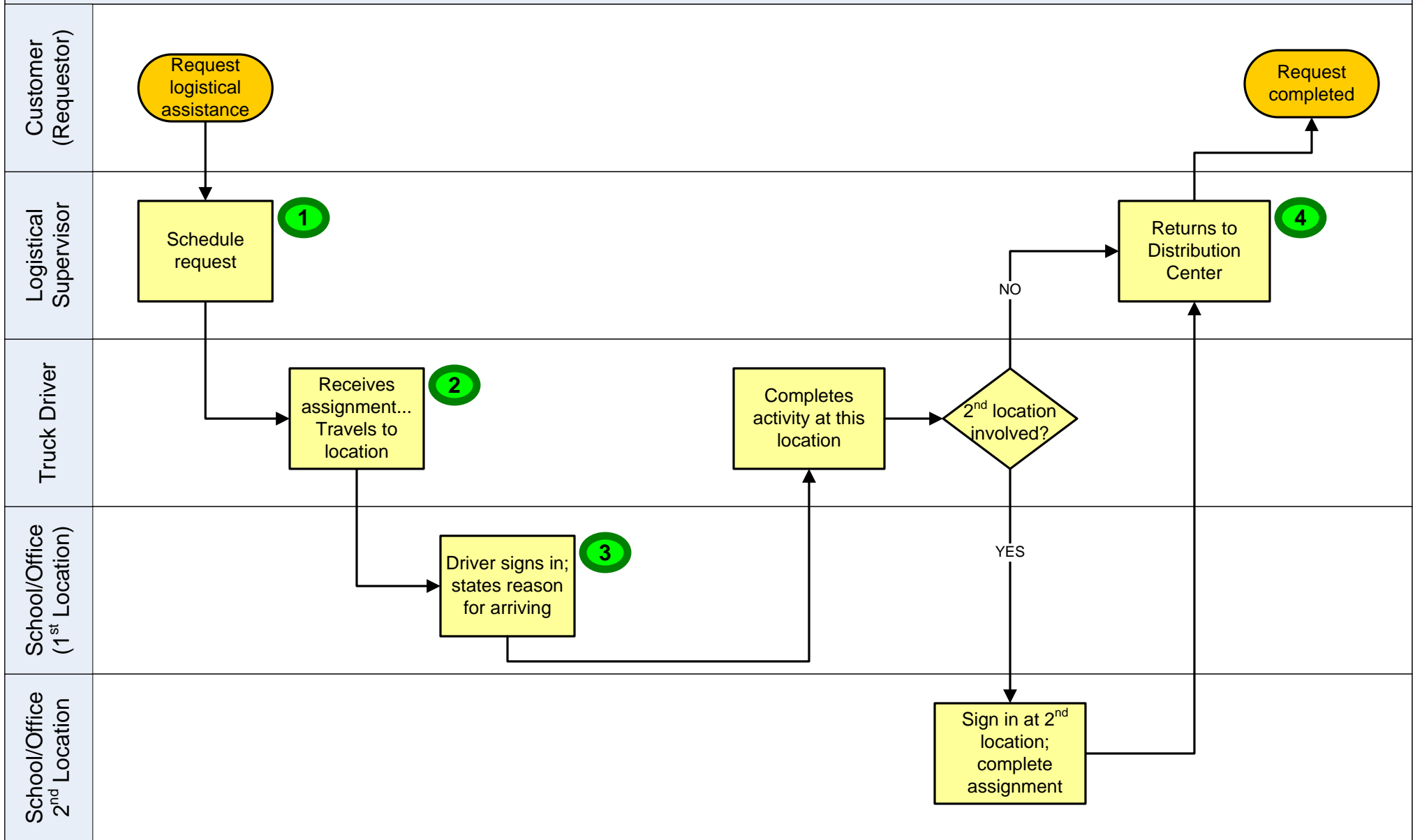
M-1: Time required to complete assignment



Key Process: Logistical Services – Logistical Request Process

Trigger Event

Completion



M – 1 Requested completed within 7 Days (Unless date specific)



To Process Master



To IGOE

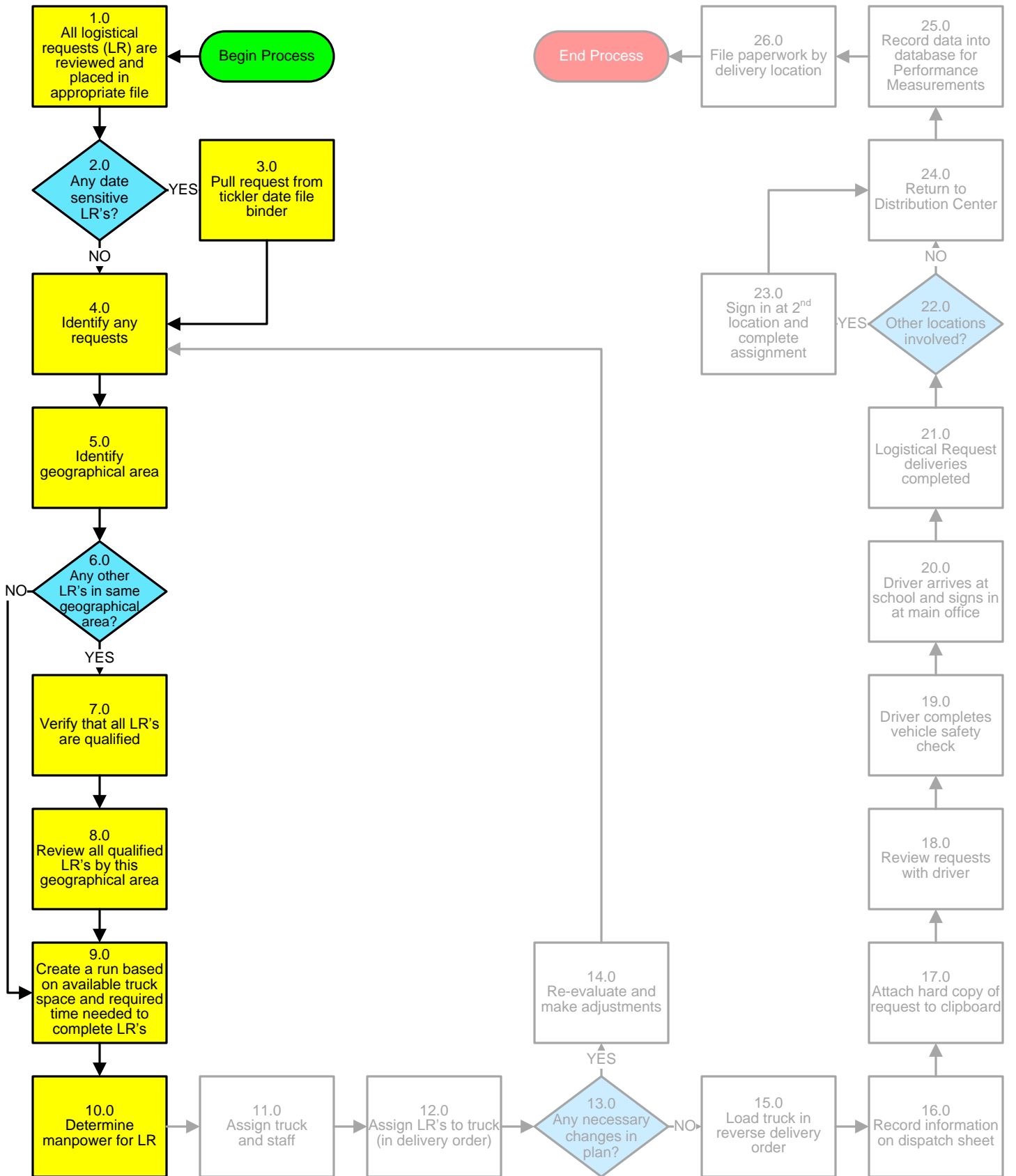


To Process Details



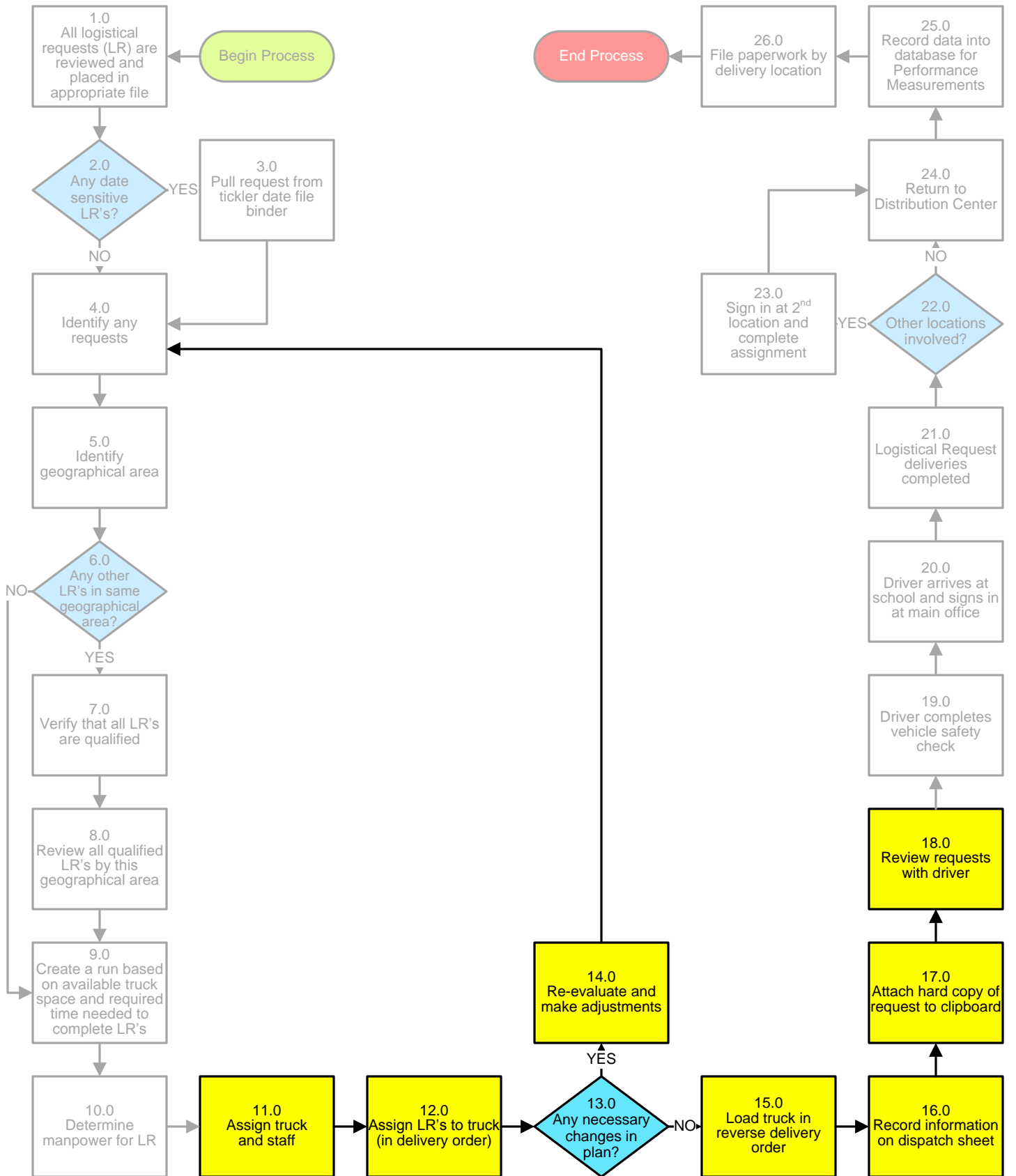
To Sub Process Sections

Logistical Services – Logistical Request Process



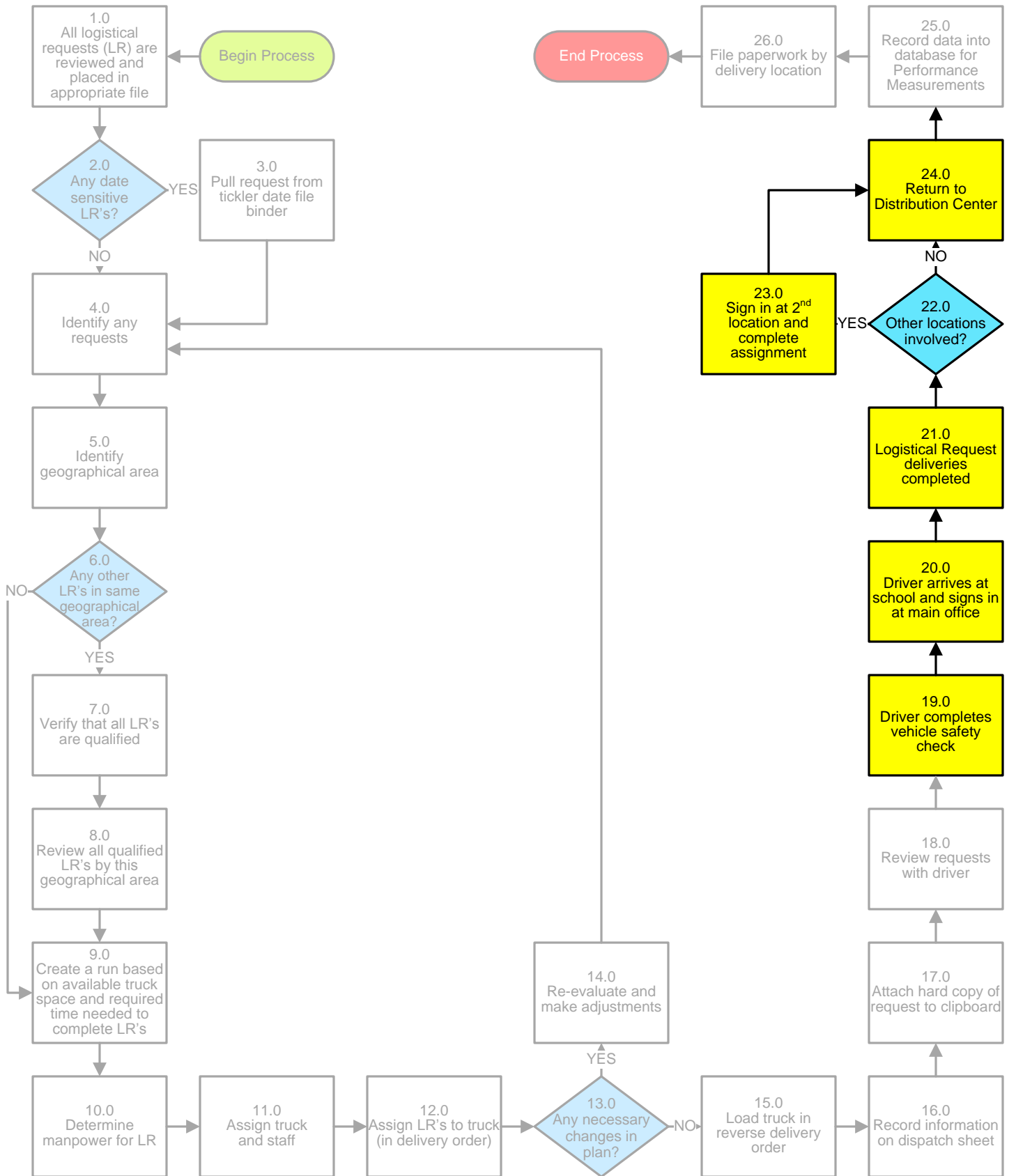
- To Sub Process 1 Details
- Return to Key Process

Logistical Services – Logistical Request Process



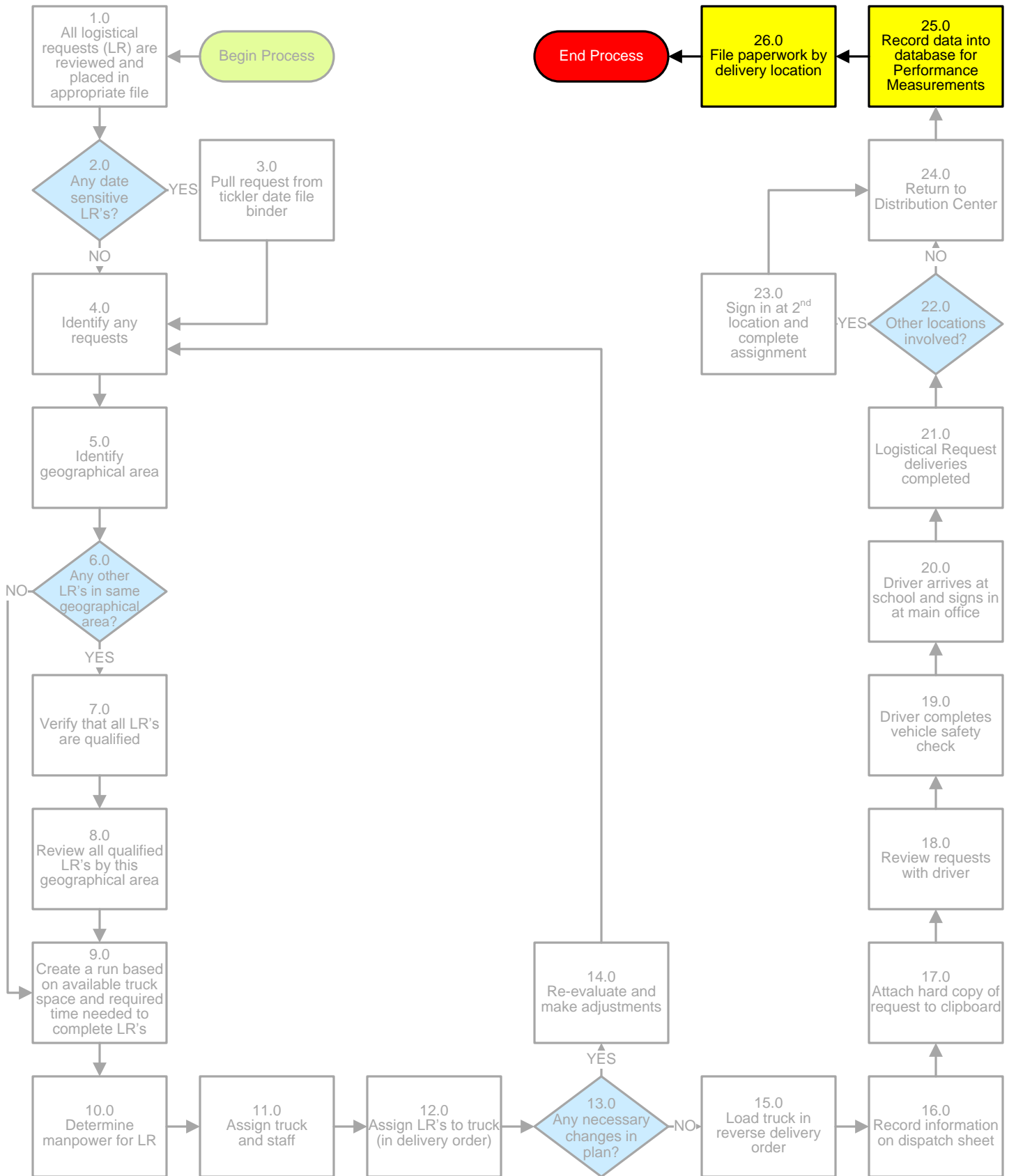
- To Sub Process 2 Details
- Return to Key Process

Logistical Services – Logistical Request Process



- To Sub Process 3 Details
- Return to Key Process

Logistical Services – Logistical Request Process



- To Sub Process 4 Details
- Return to Key Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: All logistical requests (LR) are reviewed and placed in appropriate file

(date sensitive, slots).

Step 2.0: Any date sensitive LR's?

Date sensitive LR's means it must be done the same day. If yes, proceed to Step 3.0. If no, skip to Step 4.0.

Step 3.0: Pull request from tickler date file binder

Step 4.0: Identify any requests

Step 5.0: Identify geographical area

Step 6.0: Any other LR's in same geographical area?

If yes, proceed to Step 7.0. If no, skip to Step 13.0.

Step 7.0: Verify that all LR's are qualified

Qualified LR's include requests for the following: supplies, textbooks, property, furniture deliveries, transfers and pickups.

Step 8.0: Review all qualified LR's by this geographical area

Step 9.0: Create a run based on available truck space and required time needed to complete LR's

Step 10.0: Determine manpower for LR

Step 11.0: Assign truck and staff

Step 12.0: Assign LR's to truck (in delivery order)

Step 13.0: Any necessary changes in plan?

This includes any changes due to staff attendance, vehicle downtime or weather changes. If yes, proceed to Step 18.0. If no, skip to Step 19.0.

Step 14.0: Re-evaluate and make adjustments

Step 15.0: Load truck in reverse delivery order

Step 16.0: Record information on dispatch sheet

Step 17.0: Attach hard copy of request to clipboard

Step 18.0: Review requests with driver



To Sub Process 1



Return to Key Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: All logistical requests (LR) are reviewed and placed in appropriate file

(date sensitive, slots).

Step 2.0: Any date sensitive LR's?

Date sensitive LR's means it must be done the same day. If yes, proceed to Step 3.0. If no, skip to Step 4.0.

Step 3.0: Pull request from tickler date file binder

Step 4.0: Identify any requests

Step 5.0: Identify geographical area

Step 6.0: Any other LR's in same geographical area?

If yes, proceed to Step 7.0. If no, skip to Step 13.0.

Step 7.0: Verify that all LR's are qualified

Qualified LR's include requests for the following: supplies, textbooks, property, furniture deliveries, transfers and pickups.

Step 8.0: Review all qualified LR's by this geographical area

Step 9.0: Create a run based on available truck space and required time needed to complete LR's

Step 10.0: Determine manpower for LR

Step 11.0: Assign truck and staff

Step 12.0: Assign LR's to truck (in delivery order)

Step 13.0: Any necessary changes in plan?

This includes any changes due to staff attendance, vehicle downtime or weather changes. If yes, proceed to Step 18.0. If no, skip to Step 19.0.

Step 14.0: Re-evaluate and make adjustments

Step 15.0: Load truck in reverse delivery order

Step 16.0: Record information on dispatch sheet

Step 17.0: Attach hard copy of request to clipboard

Step 18.0: Review requests with driver



To Sub Process 2



Return to Key Process

Step 18.0: Review requests with driver

Step 19.0: Driver completes vehicle safety check

Step 20.0: Driver arrives at school and signs in at main office

Step 21.0: Logistical Request deliveries completed

Step 22.0: Other locations involved?

If no, skip to Step 24.0. If yes, proceed to Step 23.0.

Step 23.0: Sign in at 2nd location and complete assignment

Step 24.0: Return to Distribution Center

Step 25.0: Record data into database for Performance Measurements

Step 26.0: File paperwork by delivery location



To Sub Process 3



Return to Key Process

Step 18.0: Review requests with driver

Step 19.0: Driver completes vehicle safety check

Step 20.0: Driver arrives at school and signs in at main office

Step 21.0: Logistical Request deliveries completed

Step 22.0: Other locations involved?

If no, skip to Step 24.0. If yes, proceed to Step 23.0.

Step 23.0: Sign in at 2nd location and complete assignment

Step 24.0: Return to Distribution Center

Step 25.0: Record data into database for Performance Measurements

Step 26.0: File paperwork by delivery location

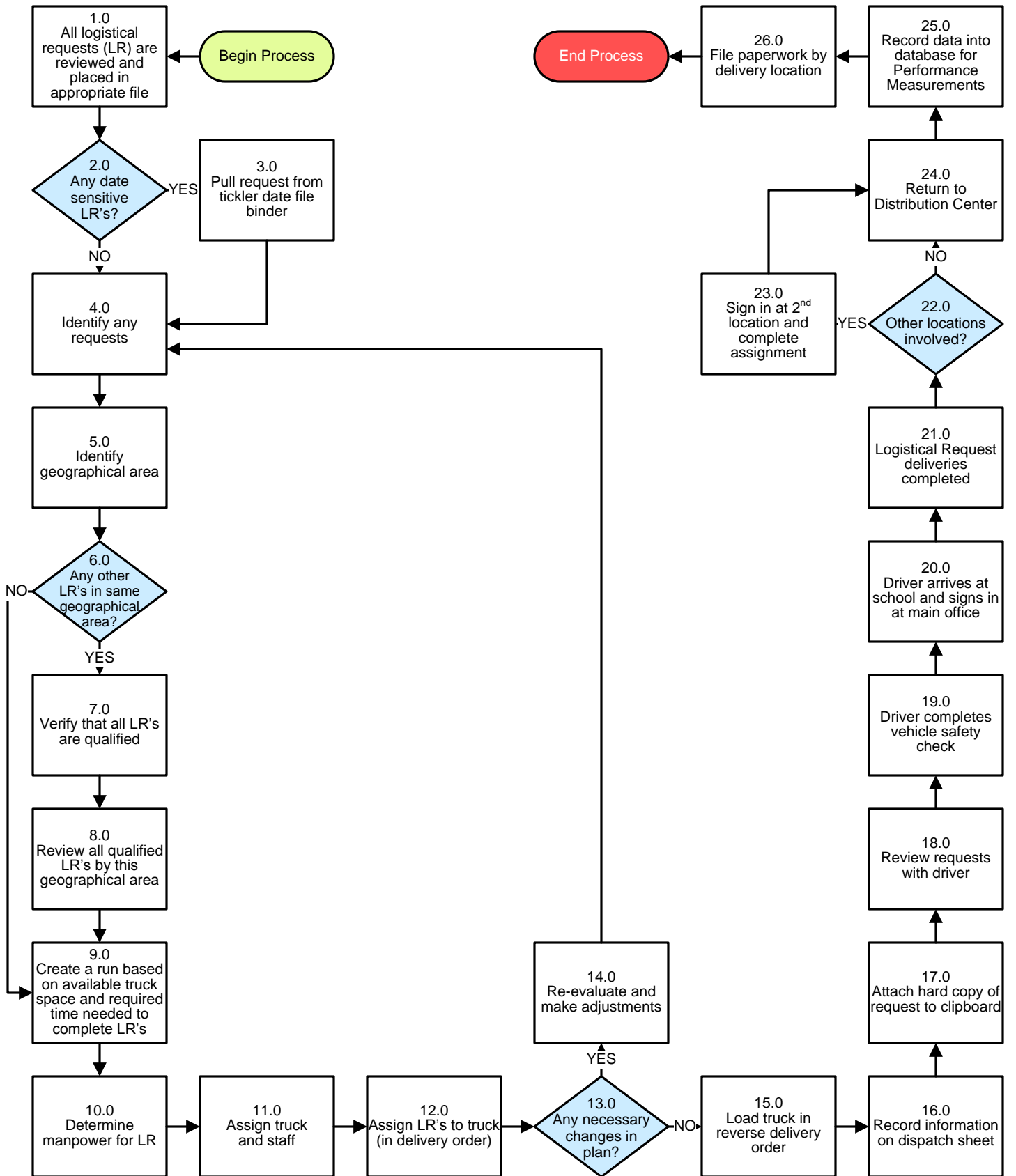


To Sub Process 4



Return to Key Process

Logistical Services – Logistical Request Process



Return to Key Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: All logistical requests (LR) are reviewed and placed in appropriate file

(date sensitive, slots).

Step 2.0: Any date sensitive LR's?

Date sensitive LR's means it must be done the same day. If yes, proceed to Step 3.0. If no, skip to Step 4.0.

Step 3.0: Pull request from tickler date file binder

Step 4.0: Identify any requests

Step 5.0: Identify geographical area

Step 6.0: Any other LR's in same geographical area?

If yes, proceed to Step 7.0. If no, skip to Step 13.0.

Step 7.0: Verify that all LR's are qualified

Qualified LR's include requests for the following: supplies, textbooks, property, furniture deliveries, transfers and pickups.

Step 8.0: Review all qualified LR's by this geographical area

Step 9.0: Create a run based on available truck space and required time needed to complete LR's

Step 10.0: Determine manpower for LR

Step 11.0: Assign truck and staff

Step 12.0: Assign LR's to truck (in delivery order)

Step 13.0: Any necessary changes in plan?

This includes any changes due to staff attendance, vehicle downtime or weather changes. If yes, proceed to Step 18.0. If no, skip to Step 19.0.

Step 14.0: Re-evaluate and make adjustments

Step 15.0: Load truck in reverse delivery order

Step 16.0: Record information on dispatch sheet

Step 17.0: Attach hard copy of request to clipboard

Step 18.0: Review requests with driver



To Process Details Page 2



Return to Key Process

Step 19.0: Driver completes vehicle safety check

Step 20.0: Driver arrives at school and signs in at main office

Step 21.0: Logistical Request deliveries completed

Step 22.0: Other locations involved?

If no, skip to Step 24.0. If yes, proceed to Step 23.0.

Step 23.0: Sign in at 2nd location and complete assignment

Step 24.0: Return to Distribution Center

Step 25.0: Record data into database for Performance Measurements

Step 26.0: File paperwork by delivery location



Return to Key Process