

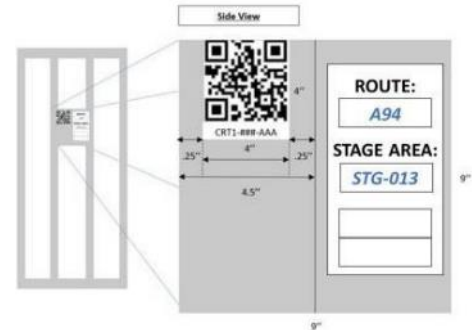
Cargo Van Loading Guide

Last edited on 08/26/2021

Utilize this guide to efficiently load packages into Armada/Sprinter Rear/ Side Loading Vans.

Step 1 – Cart Identification

Identify carts that are staged for your route and bring to van, ensuring bags contained within cage 1 match the load sequence (i.e. last bags picked to be loaded first to match stop sequence). The Amazon Delivery App provides bag IDs to sense check cage load sequence to support vehicle load.



Step 2 – Van set up

Before starting loading, the Delivery Associate (DA) should pull down the shelf on driver side and lift the passenger side shelf.

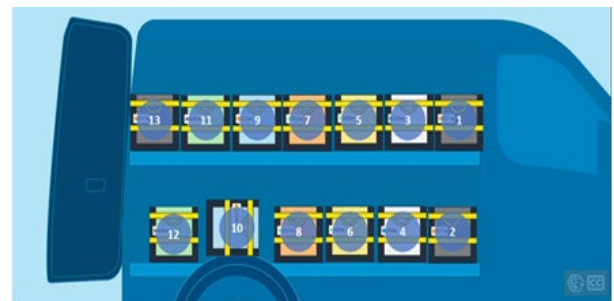


Step 3 – Load out packages – driver side (rear/ side door)

Load bags into vehicle **before oversized packages**, with bags 1 & 2 closest to bulkhead at driver side of vehicle in alternative vertical pattern overhanging the shelf 'lip'. Bag 1 contains first stops on route (closest to the driver cab), with each sequential bag containing next stops in sequence.

Continue to fill above and below shelf on driver side of vehicle in sequential order as per diagram until you are out of driver side shelf and floor space.

The loading can occur using rear or side doors depending on site characteristics and preferences.



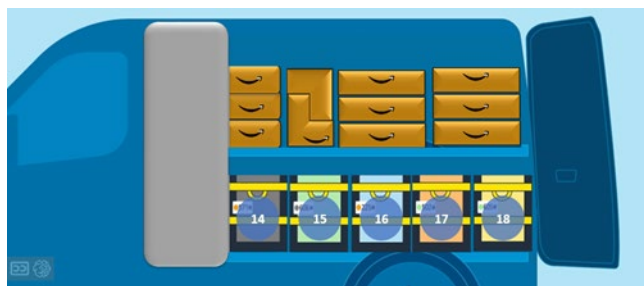
Step 4 – Load out packages – Passenger side

Lower the passenger side shelf.

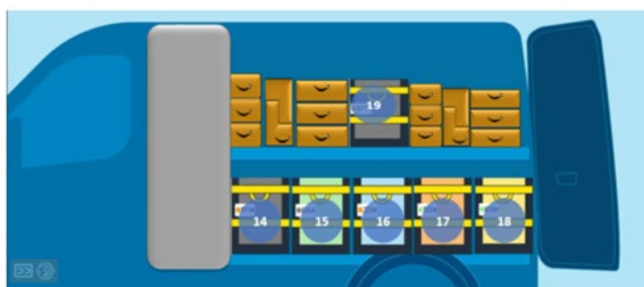
If you still have bags, begin loading the passenger side shelf sequentially, using the floor under the shelf. DO NOT use alternate patterns; follow the diagram shown here.

- If all bags are on the van, begin loading the oversized packages on the available shelf and floor space.
- If you still have bags after filling the passenger floor, continue loading bags on the shelf starting on the middle of the shelf.

18 Bags or less



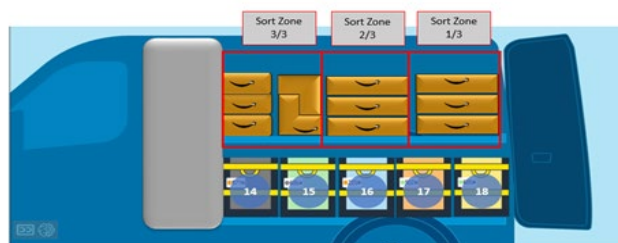
More than 18 bags



Step 5 – Load Out Oversized (OS) Packages

Begin with loading the available shelf space. Then, load the OS by the sort zone letter. The first third of the OS must be at the end of the van, and the second third must be load in the middle of the shelf. Finally, load the remaining OS in front of the shelf. The OS in the third section is the first to be delivered within the route.

- Once the shelf space is full, begin loading OS on the aisle.
- Do not place packages on the ground on the launch pad; drivers should load packages one package at a time.
- Any excess containers/oversize shipments are loaded into the aisle as shown on the bottom left picture.
- Ensure area between bags 1-2 and side-door access points remain clear as shown on the bottom right picture.



Step 6 – Close Van doors

Once all packages have been loaded, close the van door and get ready to depart following All-in All-out process.

Step 7 – Begin Route