



# Drivers

Reports to shift team lead. Must be 25+ to operate trucks and vans.

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## Before Heading Out

- Check vehicle fuel and oil levels
- Inspect tires, lights, and mirrors
- Review pick up schedule and instructions
- Take any necessary equipment (e.g. shopping carts, pallet jack)

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## On the Go

- Check in with donor staff
- Review items being donated and ensure they're safely secured for transport
- Load onto truck using the tommy gate
- Some donors will require a signature

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## Returning to Pantry

- Notify pantry staff of arrival
- Unload items to designated intake area
- Separate bread, refrigerated, frozen, and dry goods
- Clean out truck bed and **cabin** if needed

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## End of Shift

- Please complete the Vehicle Inspection Log and clean out any trash from cabin.
- Go home and relax - Driving is a big job but we literally cannot run the pantry without you!