

Category:	Procedure:	
Business Management	Truck Driver Services	
Descriptor Code:	Issued Date:	Revised Date:
AP-E-100-2	June 1997	August 2024

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MAINTENANCE TRUCK DRIVER SERVICES

1. Fill out maintenance work order form. [BO-129]
2. Mail work order form to maintenance department.
3. Work order should contain specific information:
 - a. Specific name of person requesting the work order.
 - b. Specific name of person to contact at the school with direct knowledge of items.
 - c. Description of items (chairs, desks, etc.) associated to the requested work order.
 - d. Described items should be tagged if items are to be stored, surplus or discarded.
 - e. Location of items within the school.
 - f. An approximate estimate of load size (for example: one truck load, two truckloads, etc.).
 - g. If requesting specific date for service, an advance notice of five (5) working days is requested to ensure proper scheduling.

SCHOOL TRUCK MAIL SERVICES

1. School truck mail services are provided to each school site twice per week during the 221-day contract periods for principals. School mail deliveries and pickups will be made to only one location in each school. It is extremely important that all mail, boxes, packages, etc. be clearly marked with the name of the person to whom it is being sent and the person's location and route code. Be sure to include the complete name of school/location such as . . . Ball Camp Elementary (60), 5th Avenue Maintenance, Baxter Avenue Maintenance, UT Tower, etc. A complete return address must be listed on all mail, boxes, packages, etc. *Note: The gray heavyweight plastic boxes labeled "Knox County Schools Media Center" are to be used only for the school truck mail.*
2. For services other than school mail, complete the School Mail Truck Pick-up Request form (MC-115) to request the pickup of AV equipment, textbooks, library books, AV materials, reading center materials, computers for repair, etc. The form must include specific information regarding the location and the number of items for pickup. Mail or fax the pick-up request to the Media Center. Boxes of materials must be no larger than duplicating paper boxes and weigh no more than 50 pounds. Please label each box according to its contents and destination. Labels are on file in the principal's office as well as in the library. Boxes, which have not been labeled, will not be picked up.