

Administrative Procedure 135

COURIER SERVICE

Background

A Division employee provides courier service for schools and Division Office. The courier delivers mail, packages, etc. between the schools and Division Office.

Procedures

1. A Courier Service Schedule will be established to provide courier service on behalf of the Division (refer to Appendix). A revised courier service will be emailed to the schools when needed.
2. All mail packages, etc. must be ready for the courier by 9:00 a.m. This will eliminate delays in the courier's schedule, especially on days when the courier's regular route time may vary. Ensure all items are clearly labeled.
3. The courier also provides service for pick-up or drop-off to Edmonton businesses.
 - 3.1 Any school requiring this service must complete the Courier Service Request form and email to gordon.engberg@blackgold.ca. Telephone and fax requests will not be accepted.
 - 3.2 Emailed Courier Service Request forms must be received by the courier no later than 3:00 p.m. on the day prior to the Edmonton courier run.
 - 3.3 If a business is located within a residence, the pick-up or drop-off must occur during the courier's regular hours and cannot be restricted to a specific time of the day. Business hours must coincide with the courier's regular hours and cannot be restricted to a specific time of day. Business hours must coincide with the courier's regular hours, or the school must make alternate arrangements.
4. Due to the increase in volume, pick-ups and drop-offs will be restricted to Edmonton only. Schools are responsible for making alternative arrangements for surrounding areas such as Sherwood Park, St. Albert, Spruce Grove etc.
 - 4.1 All Student Record files destined for Edmonton Public Schools will be delivered to the Edmonton Public Distribution Centre on Wednesdays. The Student Record files will then be delivered to the appropriate schools by Edmonton Public couriers.
5. Items too large or heavy to place in the courier van will not be accepted by the courier. Alternate arrangements must be made to ship these items.
6. Inter-school drop-offs will only be made on the same day if the courier has not yet been to that school.
 - 6.1 Courier mail for St. Thomas Aquinas Schools will be delivered to their Division Office and NOT to individual schools.

- 6.2 This delivery will be scheduled for Tuesday mornings. Back-tracking to deliver mail will NOT occur.
- 7. Material Transfer Forms are required when shipping:
 - 7.1 All Student Record files.
 - 7.2 All items that do not fit in a single inter-office envelope.
- 8. Forms are to be accessible to all staff by the outgoing courier mail. Schools are to provide one (1) basket or bin for the form originals and one (1) basket or bin for the shipper copy (after pick up).
- 9. Persons sending items are responsible for completing the forms and are to:
 - 9.1 Continue to mark shipments/packages as done previously.
 - 9.2 Complete the form with detailed information (From/To/Quantity/Description).
 - 9.3 Ensure signature by sender.
 - 9.4 Attach form to package.
- 10. For tracking purposes:
 - 10.1 The courier will initial all copies.
 - 10.2 Incomplete forms or items without forms will not be shipped.
- 11. Contact Division Office Receptionist for additional forms.

Form: 135-1 Courier Service Request Form
135-2 Material Transfer Form