

## DELIVERY DRIVER SAFETY INSTRUCTIONS

Date:

Review Conducted by:

### BEFORE ARRIVING AT DELIVERY SITE:

- Familiarize yourself with the neighborhood and find other truck-friendly alternative routes such as side streets and back alleys to avoid heavy traffic. Avoid areas that have restricted parking regulations and one-way streets.
- Contact the delivery site before you arrive to let them know your ETA. They might be able to give you advice regarding when traffic is lighter or parking is more available.
- Leave early if traffic is particularly heavy.
- Prepare necessary paperwork in advance so that you just need a signature.
- Load in reverse: the last delivery in your truck should go first. Pack the rest accordingly so that the materials for your first stop are the easiest to access.
- Place heavier items on the bottom and then stack lighter items on top.

### ONCE AT THE DELIVERY SITE:

- Do not block traffic (including pedestrians and bus stops) with your vehicle.
- When parking, keep an eye out for vehicle restrictions and parking time limits.
- Leave enough space for vehicles around you to exit their spots safely.
- Avoid backing into your spot whenever possible.
- After you park, turn on your flashing hazard lights and look outside before opening your door. Watch out for oncoming vehicles.
- Prior to unloading heavy items, ensure that the contact person at the delivery site is ready and available for delivery.



Have any questions?  
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## AFTER THE DELIVERY

- Secure your remaining items before proceeding.
- Ask someone to help direct you out of your parking space if you anticipate difficulty getting out.
- When pulling out, activate your hazard lights and signal to oncoming traffic (Note: Moving traffic and pedestrians always have the right of way).

Presented by Nine Point Strategies

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licensed commercial property and casualty representative at Nine Point Strategies or legal counsel to address possible compliance requirements.