

Truck/Chassis Delivery Procedure

- Follow vehicle cleaning guidelines before entering vehicle that has not been driven by the same person.
- Carry gloves, cleaner/sanitizer, towels and garbage bags in vehicle.
- Only one person in a vehicle at a time.
- If unable to limit the number of people inside the vehicle to only one, then every individual in the vehicle must wear a face mask.
- If using a tow vehicle clean tow bar and any attachments used during transport (hitches, trailer plugs etc...).
- Call delivery location prior to arriving at the delivery location and ask where they want to take delivery of the vehicle.
- Place paperwork in a sealed plastic bag. Use gloves when handling paperwork.
- When delivering and needing a signature, ask individual accepting delivery for their name and print on delivery ticket with the date. Actual signature is not required. Leave a copy of the delivery slip inside the vehicle.
- Clean vehicle per guidelines after parking vehicle.
- Maintain 6' social distancing at all times.
- If stopping for fuel, restroom, food etc... wear gloves and use hand sanitizer before reentering vehicle. Wash hands with soap and water as often as possible.
- If there is a need to enter a facility, use only designated entrances, exits and follow policies at each location.

Tractor Trailer Deliveries

- For dealer deliveries follow same procedure as above

For transferring product or vehicles between branches

- Call location prior to arriving at the location to let them know when you will be arriving.
- Unstrap and remove vehicles from trailer.
- Clean vehicle per guidelines after parking vehicle.
- If loading vehicle onto trailer clean vehicle per guidelines before loading onto trailer.
- For product remove straps and let the branch forklift drivers unload and load product. Strap down product after product is loaded.
- Leave paperwork with product or vehicle and wear gloves when handling paperwork.
- Any paperwork that is loaded onto trailer place in a sealed plastic bag. Use gloves when handling paperwork.
- Maintain 6' social distancing at all times.
- If stopping for fuel, restroom, food etc... wear gloves and use hand sanitizer before reentering vehicle. Wash hands with soap and water as often as possible.
- If need to enter a facility, use only designated entrances, exits and follow policies at each location.