

## **Truck Driver**

### **What You Need:**

- Keys to truck
- Gas card
- Truck driver identification tags

### **What You Do:**

- Check Sign up Genius for report time and truck crew names
- Obtain keys from Director-at-Large
- Pickup truck at Indian Crest (Disconnect extension cord for glow plug, as needed)
- Check fuel level of truck.
- If necessary, Fill with diesel fuel at Moyer Indoor Outdoor's Fuel Center (113 E. Reliance Rd., Souderton, PA),
- Back truck up to loading dock for loading at least one-half hour before scheduled bus departure time
- Driver and truck crew are primarily responsible for loading the truck
- Get truck driver ID tag from truck keys pouch. Wear tag to identify yourself to staff, band members, and other groups
- Drive truck to event
- Park truck at designated location for unloading.
- Move truck to a designated parking space if required.
- Return truck to loading location for equipment loading by driver and helper
- Return truck to school for unloading. Bars and straps used to secure equipment are returned to the shed (bars) or band room cabinet (straps). Truck should be swept out, with broom, if necessary.
- Fill with diesel fuel if necessary at Moyer Indoor Outdoor's Fuel Center. Truck is to be returned with the same amount of fuel as when it was picked up.
- Return truck to Indian Crest in the same location and condition as you picked it up
- Connect extension cord for glow plug, as needed.
- Return keys, ID tag, gas receipt and gas card to Director-at-Large