

Dear Driver, thank you for driving for the Food Bank. Please read the following notes before you set off

When there is no person present at the warehouse keys may be collected and returned to Northgate Hospital Reception. You will need to present some form of identification and sign for the keys.

Your safety

- Please do the usual pre-journey safety and condition checks as you would for your own vehicle (tyres, lights, brakes, fuel, no damage etc).
- Do follow Food Bank guidance on lifting and handling
- If working alone and assigned to deliver a food parcel to a client., then
 - Carry the panic alarm held in the glove compartment .
 - Food can be delivered to the gate or the doorstep, but do not enter the client's residence
 - Before leaving the vehicle park so that it is simple to depart quickly and safely if you feel under
 - any threat whatsoever.
 - Fill in clients address etc in the receipt book (held in glove compartment) and the client to sign as record of delivery
 - The Food Banks van has type approval category N1 which means it is subject to the following speeds: 30mph in built up areas, 50 mph on single carriageways, 60 mph on dual carriageways. Motorway speeds are the same as cars, 70mph, unless you are towing a trailer, which lowers it to 60 mph.

Insurance

- Ensure that you have returned a completed Driver Information Form to the Project Manager. If your circumstances change, please notify her so we can update our insurers.
- In the event of an accident also call ERS Insurance on 0330 123 5992 or SEIB 0345 873 4901 (for windscreen damage the number to call is 0345 602 3378). The policy number is 50025965 and the policy holder is Wansbeck Valley Foodbank.
- Please ensure that you have been provided with details of your allocated journey and fill in the journey log book when returning the vehicle (we require this record for insurance purposes.

General

- No clients to be conveyed and only Food Bank approved journeys to be driven.
- Please keep the interior of the van clean and clear of rubbish. No smoking, nor consumption of food/drink in the vehicle. Damage or faults to be notified immediately to the Project Manager.
- If you are unable to deliver a parcel to a client, please leave an 'Unable to Deliver' card at the address and return the parcel to the warehouse.
- To use the sat-nav charger, plug in if unconnected. Please do not remove sat-nav from its holder as it is very difficult to replace. There is also an A-Z Atlas available for your use (usually stowed on the shelf above the windscreen).
- The mobile phone is provided for Food Bank business (i.e contacting the Duty Manager, clients etc). It should only be used when the van ignition is switched off.
- If you are uncertain of anything relating to your duties as a driver, please seek clarification from the Project Manager on 07841 908477
- **Please see the chart overleaf for allocated times and routine deliveries**

Allocated times and routine deliveries. This is the latest schedule of regular weekly collections and deliveries. It will continue to be amended as further donation points etc become established.

<p>*Mondays AM 10.00</p>	<ul style="list-style-type: none"> • Collect donations from St Roberts RC Church, Morpeth. NE61 1QF • Collect donations from Morpeth Town Hall. NE 61 1LZ <p>Free parking is normally available on the market place for this.</p> <ul style="list-style-type: none"> • Collect donations from St Aidan's Church, Stobhill. NE61 2SA • Collect donations from Sainsbury, Stobhill. NE61 2SB • Collect donations from Morrison, Morpeth. NE61 1HQ • Collect donations from Morpeth Methodist Church. NE61 1HU 	
<p>*Tuesdays AM 10.00</p>	<ul style="list-style-type: none"> • Hirst Butchers Ashington NE63 OSP – 1st Tues of month. Collect used vouchers. • Collect donations from Mitford Church. NE61 3PZ • Collect bread from Gebhard's in Newgate Street. NE61 1AL <p>Free parking is normally available on the Market Place for this.</p> <ul style="list-style-type: none"> • Collect donations from Asda Ashington. NE63 9XG 	
<p>*Wednesdays AM 10.00</p>	<ul style="list-style-type: none"> • Collect donations from Lidl, Morpeth. NE61 1PA • Collect donations for Co-op, Loansdean. NE61 2DR • Collect donations from Morrison, Morpeth. NE61 1HQ • Collect Bread from Glenton's Bakery (bread available from approx. 11.30) NE63 0YG 	
<p>*Thursdays AM 10.00</p>	<ul style="list-style-type: none"> • New Life Christian Church, Morpeth – 1st Thurs of month. NE61 1HQ • Collect donations from Morrison, Morpeth. NE61 1HQ • Collect donations from St Aidan's Church, Ashington. NE63 8AD • Collect donations from Ashington Town Hall. NE63 8RU • Collect donations for Co-op, Pegswood. NE61 6UF • Collect donations from Asda Ashington. NE63 9XG 	
<p>*Fridays AM 10.00</p>	<ul style="list-style-type: none"> • Collect donations from St Andrews & St Marks Church, Newbiggin, NE64 6NW – every 2 x weeks from 21/2/20, next due 6/3/20 • Collect donations from Newcastle Building Society, Morpeth, NE61 1HG – every 2 weeks as above. • Collect from Newbiggin Co-op, NE64 6AD – every 2 x weeks as above 	

*If office open offload any collected stock from van and load deliveries allocated for this shift from shelves in despatch area

	<p>Afternoon Turns commencing 13.00</p>	
<p>Mon - Thurs 1PM</p>	<ul style="list-style-type: none"> • Conduct deliveries to Ashington/Newbiggin Distribution Centre first • Conduct deliveries to clients 	
<p>Fridays 1PM</p>	<ul style="list-style-type: none"> • Conduct deliveries to Ashington/Newbiggin Distribution Centre first • Conduct deliveries to clients • Collect donations from Morrison, Morpeth, Collect donations from Asda, Ashington 	
	<p>If warehouse is unmanned collect keys from and return them to Northgate Hospital reception</p>	