



## Driver Return to Station SOP

1. Thank you for doing your best to safely and reliably complete your route in the time allotted!
2. When returning please stop to refuel. DIESEL ONLY! Use the card associated with your truck and last 4 digits of your social security number as your driver ID. See the refueling SOP with other questions.
3. Clean out any trash from your truck cab while at the gas station so the next driver finds the truck in great shape and ready to go. Wash your truck windshield with the squeegee.
4. When you have packages to return to the station please dock in door 110 or 111.
  - a. Complete the TDR process inclusive of the wheel chalk, cone , and flashers on. Provide your keys to the Amazon RTS employee to receive your dock door. The Driver will need to have their badge scanned.
  - b. Move any packages to where they need to go, answer any delivery questions regarding these packages
  - c. Get your truck keys back, undock and park in the designated area.
5. Make sure your loading straps are neatly rolled and back in the canvas bag
6. Return any items used to the toolbox
7. Clean out any unpack boxes and trash to the dumpster or in station area depending on whether you dock or not.
8. Add DEF if the the tank is  $\frac{1}{3}$  or less
9. Be sure to check:
  - a. All of your lights are turned off
  - b. The liftgate and box light switches are turned off
  - c. The parking brake is set
  - d. The lock is on the back of your truck
10. Bring your keys, rabbit, and clipboard inside. Plug in your rabbit for charging and leave your clipboard and keys with dispatch.

**LEAVE THE TRUCK HOW YOU WANT TO FIND IT!**