



DRIVING AND ROAD SAFETY

NOTE: We will remove days or terminate anyone who does not follow ALL Safety measures below.

- **SEAT BELTS** - Double strap (over the shoulder and around your waist). Seatbelts must be worn even if the van moves 1 foot. If you are sitting on a closed seatbelt Amazon will issue you an infraction. Amazon has a mechanism to know during your route how many times your seatbelt is buckled and where.
- **DISTRACTION** - DO NOT (EVER) look down at your rabbit or personal phone when your van is not on PARK.
- **ROLLING STOP SIGNS** - You absolutely must come to a complete stop at a stop sign. If you are rolling through the stop sign you will be flagged by Amazon and we will be required to take action.
- **YELLOW LIGHTS** - You are required to stop at a yellow light. If you pass through a yellow to red changing light, you will be flagged by Amazon and we will be required to take action. If you get a red-light camera ticket, you will be responsible for it.
- **SPEEDING and HARD ACCELERATIONS** - You will be flagged by Amazon, and we will be required to take action.
- **TURN OFF YOUR ENGINE** at every stop. We receive all stats of people who do not turn off the engine at a delivery stop. People with under 98% accuracy will be flagged by Amazon and we will be required to take action. Do not leave your van ON when you are walking towards your delivery or shuffling through the packages. Take your van keys with you, DO NOT leave them inside. We have key holders that attach to your pants if you need them.
- **DOT Drivers** - Your Medical card will be scanned before you go out. Please make sure you have your medical card and drivers license with you.

Amazon and ASBG are focused on safety. Amazon passes down violators to us daily and expects action. We will be deducting days from violators. Safety measures are there for you as well as the community. We are required to follow them.



DELIVERY REQUIREMENTS:

ALL of the following must be executed without any mistakes. Failure to do so will result in shift removal or termination.

- ALWAYS Read Customer Notes: If there is a customer note, you need to read it and follow the directions. If you are not sure please call the dispatcher or lot manager.
- NEVER leave packages in a Mail Room if it is not designated specifically for Amazon.
- NEVER leave a package with the front desk or building super or concierge if there is a customer note that says otherwise.
- ALWAYS deliver door-to-door. If a super or a building manager is not allowing you to do so, please call the dispatcher or lot manager.
- UNGROUP All Stops
- ALWAYS Take a picture of every delivery!
- NEVER Scan your package as “delivered” - in the van, ONLY next to the customers door.
- ALWAYS select the correct Delivery Location from the dropdown. If you are not sure, please call the dispatcher or lot manager. Selecting “delivered to customer” if you did not, is an issue. If you use "Delivered to another safe location “make sure you take a picture.
- ALWAYS follow Amazon stop sequence. Even if you think its wrong.
- DO NOT deliver to businesses if they are closed. Call them and if they don't answer, bring the packages back.
- DO NOT deliver damaged packages, call the dispatcher and bring it back.

Customer feedback is weighed extremely high by Amazon and ASBG.



CONDUCT

- NO LATENESS - Your shifts will be removed. If you have excessive lates you will be terminated.
- DO NOT CALL OUT - If you call the night before – its still a call-out. You must always check your Paycom to make sure that you are on schedule. Your shifts will be removed. If you have excessive call-outs you will be terminated.
- ALWAYS call the dispatcher at the end of your shifts – whether you have packages to RTS or not.
- RESCUES are required if the managers asks you to do them
- If you are approaching on 10 hours of work and still have packages on your route, please call the dispatcher for further instructions
- You are required to be in full Amazon uniform (pants or shorts, t-shirt, vest)

PARKING

If you continue to get parking tickets ignoring the parking procedures, you will be responsible for the tickets or losing shifts.

- DO NOT Park on bus stops
- DO NOT Park on a hydrant
- DO NOT Block a cross walk
- DO NOT Block an active driveway
- USE the NYC Parking App on your rabbits for Meter Parking:
Email: dspdeliveryny@gmail.com Pass: ASBG2022!

Below is a picture of how to park on all of the situations above:

BIKE LANE

CORRECT WAY



INCORRECT WAY



HYDRANT

CORRECT WAY



INCORRECT WAY



BLOCKING AN ACTIVE DRIVEWAY NEVER OK



BLOCKING A CROSSWALK NEVER OK



BLOCKING A BUS STOP NEVER OK



BLOCKING A BUS STOP NEVER OK



DOUBLE PARKING

ALWAYS OK



DOUBLE PARKING

ALWAYS OK