

Purpose/Background

The Division provides an internal delivery service(s) between the schools and the Education Centre (EC). This includes delivery of mail, packages and other pre-approved items between the schools and the EC.

Procedures

1. Blue Box Delivery System

1.1. Weekly school pick-up and delivery of system and inter-school mail and ordered supplies are provided as follows. Note that when a change is made to the schedule below the school purchasing contact will be notified by e-mail.

Tuesday AM	Tuesday PM	Wednesday	Thursday
W. H. Croxford High	Heloise Lorimer	Westbrook	Prince of Peace
Cooper's Crossing	R. J. Hawkey	RancheView	Rainbow Creek
A. E. Bowers	Meadowbrook	Cochrane Christian	Chestermere Lake
Muriel Clayton Middle	Bert Church High	Mitford	Middle
École Airdrie Middle	Cam Clark Ford	Cochrane	Chestermere
George McDougall High	Campus*	CLC/Integrated Services Site	CLC/Integrated Services Site
Airdrie CLC	W. G. Murdoch	Glenbow	Prairie Waters
École Edwards Elementary	Crossfield Elementary	Cochrane High	East Lake
Hérons Crossing	Fairview Colony*	Manachaban Middle	Chestermere High
Ralph McCall	Beiseker (West Haven) Colony*	Elizabeth Barrett Elementary	Indus
C.W. Perry	Beiseker	Bow Valley High	Langdon
Nose Creek Elementary	Tschetter Colony*	Banded Peak	Sarah Thompson
Windsong Heights		Springbank Community High	Kathryn
Northcott Prairie		Elbow Valley Elementary	
		Springbank Middle	
		Bearspaw	

* Colony Schools pick-up and delivery will be on an as-requested/required basis.

1.2. School's are to ask that couriers are to check in at a warehouse receiving office (if the school/building has one) or the front reception area.

1.3. When shipping technology through the blue box system, an ITSM (WebHelpDesk) ticket is required. Items are to be labelled with school name, ticket number and Attn: "School Tech

name.” Upon receipt, the School Tech (school) or Service Desk Analyst (EC) will edit the ticket as received.

- 1.4. Total weight of blue box should not exceed 25lbs (11kg). Laptop limit of approximately 3 Macbook Pro/Windows or 4 Macbook Airs. Larger shipments of technology are to be arranged via a special truck run and coordinated by the Manager of IT Services in cooperation with warehouse personnel.
- 1.5. Used toner cartridges for desktop printers must be placed in a plastic bag and sealed prior to being placed in the blue box. Schools on the Print Management System, PaperCut, have their used toner cartridges picked up by Ricoh directly (do not send to the EC).

2. Postage Machine Use

- 2.1. The Education Centre uses a commercial postage machine. The postage machine and Canada Post mail pickup is to be used for business use only.
- 2.2. Outgoing external mail is to be placed into envelopes with the flap folded, however, not sealed, as the postage meter seals the envelopes while stamping the appropriate amount of postage.
- 2.3. The postage machine may be available for school use on a charge back basis. Schools wishing to use the postage machine for school use will be notified by the EC Facility Coordinator of the cost.
- 2.4. Registered mail, tracking, or other specialty mail services can not be provided through the Education Centre postage machine. Staff requiring these services are responsible for taking their parcels to a Canada Post outlet.

3. Other Shipments

- 3.1. Personal shipments should not be shipped to an RVS facility. RVS will not be held responsible for personal packages / amazon deliveries. Staff wishing to have such items shipped do so at their own risk.
- 3.2. Staff must ensure full name, location (school name or EC) and local telephone number are included on the shipment package. Items without this information may be returned to the sender.
 - 3.2.1. The general RVS mailbox number (403.945.4000) is not to be used as a shipping phone number.
- 3.3. Items which must be manifested (i.e. do not fit in the Blue Box), by EC departments / branches must be in the EC warehouse by 3:00 pm the day before the scheduled delivery.

4. EC Mail and Shipments. The following procedures apply only to the Education Centre.

- 4.1. The Facility Coordinator delivers and picks up mail once a day, following the mail delivery from Canada Post to the Education Centre (times may vary).
- 4.2. The Facility Coordinator and/or Warehouse personnel will deliver parcels received in the Warehouse including orders from Grand & Toy.
- 4.3. Each EC department has mail slots located at the secretary’s desk, or close to the entry of the department. They are labeled:

- 4.3.1. Incoming
- 4.3.2. Out Internal (EC and Schools)
- 4.3.3. Out External (Canada Post)
- 4.4. Items delivered by hand to the Reception desk at the Education Centre will be received by the Receptionist who will notify the receiving party that mail has been delivered and is available for pick up. If the individual does not pick up the mail within one business day, the EC Facility Coordinator will deliver the parcel with the next internal mail delivery.
- 4.5. If an outgoing courier is required to deliver small packages/mail to Calgary, the item can be brought to the Receptionist. Packages must be clearly marked with the recipients name, address, telephone number, the shippers name and number and the budget code.
- 4.6. Large packages and deliveries or those to areas outside of Calgary will need to be arranged and paid for by the arranging staff member using their PCard.

References:

- i. External Legislation:
 - The Education Act Sections 33, 52, 53, 68, 222
- ii. RVS Policies and Procedures:
 - AP704 Education Centre Photocopier and Fax Service
 - AP5216 Disposal of Surplus Furniture and Equipment
- iii. RVS Forms:
 - N/A
- iv. RVS Handbooks and Manuals
 - [Safe Handling of Toner](#)
- v. Contact/Branch
 - Supply Management (supplymanagement@rockyview.ab.ca)
 - Education Centre Office Services