

# TRACKING BIKES

## Delivering Bikes to POD Unboxed

1. **Tag:** Pick up a wired tag and place a red sticker on it. Write the date on the tag.
2. **Log:** Input date, driver, source, bike make/wheel size.
3. **Assign number:** Take one number from the first roll of numbers and stick it on the bike stem. Take an identical number from the second roll and stick on the tag. Write the number issued in the Log. Indicate your estimate of the bikes condition.
4. **Mechanics:** Choose a red tagged bike. On the Log, enter the date on the line with the bike's number. When returning the finished bike to the POD, fill in the "Date Returned" column on the line with the bike's number on it and place a green dot over the red mark.
5. **Inspection:**
  - A. All bikes will be inspected before delivery. Inspector must annotate the log with the date inspected. If the bike is inspected prior to the delivery date, it should be looked over again by the delivery crew to ensure no obvious safety issues or flat tires.
  - B. Mechanics should keep track of the numbers they worked on. In the interest in continuously improving our skills, an email notice will be sent out to the team when any discrepancy is found by the Inspectors. If interested, the original mechanic should pick up the bike and correct the issue. Consult the Inspector or any Trainer for help if necessary.
6. **Relocation:** If a bike is moved to an auxiliary storage facility, the "Delivered To" box must be annotated "AUX" in the upper left corner, leaving room to enter the final destination.
7. **Delivery to Charity:** The Community Outreach team will normally set up the delivery recommendations and schedules. deliveries must be scheduled and approved by either the President or Vice President. When picked up for delivery, annotate the date on the same line along with the Delivery person's name. Remove tags and stickers when the delivery is complete. Whenever possible, arrangements should be made for publicity on the delivery.

## Delivering Bikes to POD Boxed:

When a boxed (new) bike is taken to the POD, follow the above instructions regarding entry in the LOG but do not assign a number until the bike is assembled and returned to the POD. At this time, a Green Tag should be assigned and a number placed on the stem and tag.