

PROJECT RIGHT TO SIGHT

Project Right to Sight Procedure Manual

Transport of Glasses – Rev 0, Aug 17, 2016

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This procedure provides guidance for the bulk transport of eyeglasses to Project Right to Sight locations, for processing and use. This includes type of vehicles to use for various applications as well as loading and unloading of bulk eyeglass containers.

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Transportation Equipment Types Required – Rental or Use

1. Transportation

There are a variety of needs and circumstances that require significant quantities of glasses to be transported large distances between used eyeglass collection points to raw stock processing centers, to and from the Ocoee Warehouse, to and from the Polk County Correctional Institute and pick up from Lions District meetings. Each of these transfers requires a vehicle and a driver and in case of a large load, assistance in loading and unloading. Project Right to Sight will be contacted by the District or club for a pick up or delivery of raw stock. To plan this transportation, it is necessary to identify how much stock there will be for the transportation. Will it be transported in large or small boxes (MacFry?) and small grocery type bags or large garbage bags? Boxes of the same size will make the process easier and the Mac Fry box is preferred.

2. Equipment Types

If a personal vehicle can be used, it would be a cost savings to Project Right to Sight. It may be necessary to use a trailer with a pickup truck. There may be a member that would be willing to donate his time and vehicle to make the trip. This may only cost Project Right to Sight a tank of gas depending on the location.

If a rental is used, arrangements may need to be made ahead of time to secure the necessary size of the vehicle. Rental companies do not always have a correct size vehicle on a day's notice. If the rental can't be returned in a day's time, it involves an additional charge. When a rental is used, Project Right to Sight would be paying for the truck, insurance and fuel.

A range of transport vehicles that are typically used is listed here as a guide to determine the type of vehicle and the capacity most appropriate for the task:

Personal automobile	1- 6 McFry boxes (MacDonald's French fry boxes)
Personal van	6 -15 boxes
Pickup truck	15 - 40 boxes
Long bed truck	40 - 75 boxes
Open Trailer	40 - 60 boxes
Covered Truck with covered trailer	120 - 240 boxes (used to haul to Indiana recycle)

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3. Loading & Unloading Needs or Issues

Depending on the number of boxes being transported, both sites would need to have an adequate crew to handle the loading/unloading. The driver(s) should not be expected to be heavily involved in this part of the transportation. Hand-carts or any equipment to assist in the loading would be a good asset.

- Loading would be the responsibility of the pickup site. The site would need to have the boxes already identified and ready for a crew to load. When the truck/vehicle is about 30 minutes out, they can place a call to let the site know they would be arriving soon.
- The delivery site would need a crew to be responsible for unloading. A call could be placed when the truck is 30 minutes out to let them know they would be arriving soon. The delivery site should be prepared and not need to move boxes or rearrange before unloading.

Depending on the expected weather and the distance to travel protection from wind and or rain needs to be considered. A tarp may be used to cover the load if one is available. If no tarp is available a roll of shrink wrap securely fastened with duct tape or a similar fastener will provide good protection from rain. A roll of shrink wrap may be obtained from a U-Haul rental place or from a big box store such as Home Depot. A roll of 1000 feet of shrink wrap 20 inches wide can be purchased for \$27.99.

4. Polk Correctional Pick Up

Any pick up and drop off at Polk Correctional Institute has to be arranged through Robert Kelly at Polk Correctional. There are certain procedures that have to be followed. Mr. Kelly can be reached at Kelly.Robert@mail.dc.state.fl.us.

Directions: From I-4 take Exit 44 (SR-559 North) approximately 1 mile to County Road 557-A; turn right on 557-A, approximately 1.5 miles to Evans Road, turn left on Evans Road to the Institution. **Note:** If you use the physical address of the Institution, most mapping sites will provide incorrect directions to the facility.

- Exchange always takes place outside of the main gate.
- They try to have items for pick up moved to the main gate by 10:00 A.M. so they can process it through to the other side by 12:00 P.M.
- Best time is 12:00 P.M. or after.
- They do not recommend after 3 P.M. due to no supervision outside the gates after that time. That is normally not a major issue however, afternoon storms usually start by 3:30

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P.M. Although rare, unforeseen delays do occur sometimes and it might be later than 12:00 P.M. before the stock is processed through.

- Wednesday is not an ideal day to exchange as that is the day the Institution receives and discharges inmates from the Central Reception facility and has a tendency to monopolize the front gate.
- Polk Correctional will use inmates to do the loading or unloading.

Suggestion: The main gate is near the end of the road. Turn to the left and proceed to the stop sign. There is a guard in the tower. He will motion you forward. Stop back from the gate; pull over to the right side where there is a concrete building.

5. Gas, Tolls and Expense Reimbursement

The transportation crew needs to keep all receipts pertaining to gas, tolls, truck and any other equipment used. These receipts need to be submitted to the Treasurer for Project Right to Sight. Only after submission will the transportation crew be reimbursed. If a Project Right to Sight credit card was used, the receipts still need to be submitted to back up the charges.

Project Right to Sight will only reimburse for the costs of gas, equipment and tolls.

6. Drivers

The current drivers are listed below. Other drivers may be added for additional assistance.

Roger Vonland

Gary & Linda James

Rita Fawcett

Marilyn Anderson