SUPPORT SERVICES

Courier Service

I. Purpose

This regulation provides instructions and guidelines for the operations of courier service between all schools and administrative offices of the School Division.

II. Scope

This regulation is applicable to all personnel who use or have responsibility for preparing materials for delivery by the School Division courier system.

III. Responsibilities

A. Administrative Office Couriers:

1. Provide courier service and mail delivery to all administrative offices at the Independent Hill Complex (IHC) and Kelly Leadership Center (KLC).

2. Make scheduled trips to county offices.

3. Pick up incoming mail and parcels from Manassas post office, stamp, and deliver outgoing mail.

4. Deliver and pick up School Board information packets to and from each School Board member's home as required.

B. School Division Couriers:

1. Provide daily courier service between the administrative offices at the IHC, KLC, and each school in the county. This service includes mail, correspondence, and small parcels requiring priority delivery.

2. Provide daily courier service to Prince William Education Association (PWEA) office, Prince William Soil and Water Conservation District (PWSWCD) office, Juvenile Detention Home, and the Transportation Office.
IV. Procedures

A. Administrative Office Couriers:

1. Mail is picked up from all the IHC and KLC administrative offices between 6:30 a.m. and 7:30 a.m. each morning.

2. The mail is taken to the mailroom, sorted, and placed into appropriate school or office mailboxes. This is done prior to the school mail being packed for delivery that day.

3. A daily run is made to the Manassas post office to pick up School Board mail and parcels at 6 a.m. and 4 p.m.

4. The incoming mail and parcels are sorted and put into appropriate mailboxes.

5. A late morning delivery of mail is made at all administrative offices at the IHC and KLC with a pickup of outgoing mail at the same time.

6. The outgoing interoffice mail is sorted into the appropriate school or office mailboxes. Outgoing postal mail is stamped and made ready for the afternoon delivery to the post office.

7. When the school couriers have returned from their daily run, all mail is sorted and a delivery and pickup is made to all administrative offices.

8. All outgoing postal mail is delivered to the Manassas post office at 4 p.m. each day.

9. Mail is delivered and picked up from other county offices, when necessary.

10. When needed, School Board packets are delivered to each of the Board members’ homes.

11. The central office courier is also available to make special runs and deliveries as needed by the Superintendent's Staff.
B. School Division Couriers:

1. All mail that is in the individual school mailboxes is put in canvas mail bags and loaded on the courier vans.

2. Small parcels that will not fit in the mail bags are loaded on the courier vans.

3. Four courier vans depart from the IHC each morning at 8:15 a.m. Two vans go to all western county schools and two vans go to all eastern county schools.

4. At each school, the mail bag is exchanged for the outgoing bag and all packages.

5. When the courier run is complete, all mail is sorted at the Supply Services mailroom.

6. A daily courier log is maintained to show the quantity of packages that are delivered or picked up each day.

C. Users of the School Division Courier Service:

1. All School Board interoffice mail must have a complete address including name and department/school to ensure proper delivery. Mail to schools will be separated as to east or west.

2. All mail for a Prince William County agency office must have the agency name and zip code number on the address.

3. All small pieces of mail should be put into an interoffice envelope to eliminate a chance of being lost.

4. All outgoing postal mail must have a department name as part of the School Board return address. Trays can be obtained from the mailroom, as needed, to separate outgoing mail.

5. If special mail handling such as certified mail, insured mail, bulk rate, and presorted is needed, please contact the mailroom coordinator for necessary instructions.
6. No personal items will be sent through the courier service and no personal errands will be performed by the couriers.

7. The couriers will try to stay close to the same time schedule each day, so it is important that they not be delayed when they make their delivery and pick up. All items for the courier should be ready and waiting when the courier arrives.

8. All special requests, concerns, or recommendations about the courier service should be directed to the mailroom, extension 7409.

The Associate Superintendent for Finance and Risk Management (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.