

COURIER OPERATION 2018-19

Updated: 10.19.2018

IF BOTH THE RECEIVING DISTRICT AND THE SENDING DISTRICT PURCHASED SOESD COURIER SERVICES:

Follow the Courier Schedule printed below (be sure to check for updates on the website)

IF THE SENDING DISTRICT PURCHASED SOESD COURIER SERVICES BUT THE RECEIVING DISTRICT DID NOT:

The SOESD courier will pick up the item and bring it to SOESD, where the item will be housed in a bin marked for the receiving district. The receiving district will send their courier to SOESD to pick up items as listed:

Medford Courier picks up from SOESD:	Central Point Courier picks up from SOESD:	Eagle Point Courier picks up from SOESD:
M, W, F at 7:30a	Monday AM	TBD

IF THE SENDING DISTRICT DID NOT PURCHASE SOESD COURIER SERVICES BUT THE RECEIVING DISTRICT DID:

The sending district will be responsible for moving items from their district directly to the receiving district as the SOESD Courier would not be picking up materials from the sending district.

IF NEITHER THE SENDING DISTRICT NOR THE RECEIVING DISTRICT PURCHASED SOESD COURIER SERVICES:

The ESD will “house” a bin for the opted-out districts to drop-off/pick-up. No ESD staff time will be used to sort opted-out to opted-out materials. (For instance, when the Central Point courier delivers materials they will put items directly into the Eagle Point and Medford bins but ESD staff will sort materials for other district bins.)

MONDAY AND THURSDAY

ALL TIMES ARE APPROXIMATE DEPENDING ON ROADS AND TRAFFIC

Approximate Arrival Time	Location
7:40	Leave SOESD -- Medford Office
7:50	SOESD Warehouse
8:00	Internal SOESD Stop
8:10	Internal SOESD Stop
8:20	Internal SOESD Stop
8:30	Internal SOESD Stop
9:05	Rogue River Administration Office
9:40	Grants Pass Administration Office
9:50	Gilbert Creek Early Childhood Services
10:00	SOESD Grants Pass Office
10:20	Three Rivers Admin Office/RCC Grants Pass
11:30	Southern Oregon University
11:40	Ashland District Administration Office (Pinehurst)
12:00	SOESD Phoenix Office
12:10	Phoenix/Talent District Administration Office
12:20	Internal SOESD Stop
12:30	Return to SOESD Medford Office

TUESDAY

Approximate Arrival Time	Location
7:40	Leave SOESD
7:50	SOESD Warehouse
10:00	Klamath County School District Administration
10:15	Klamath Fall City School District Administration
10:25	SOESD--Klamath Office
12:50	Butte Falls High School
1:30	Prospect School District Administration Office
2:55	SOESD--Phoenix Office
3:30	Return to SOESD--Medford Office

