

**MOHAWK VALLEY LIBRARY SYSTEM & SOUTHERN
ADIRONDACK LIBRARY SYSTEM**

CD&L DELIVERY SERVICE

CD&L Responsibilities

- Provide a uniformed driver with a Photo ID who is responsible to CD&L.
- Perform all pick-ups and deliveries as set forth in the Schedule and sign the delivery log provided by the library.
- At each stop, forward sort materials for any remaining library on the route.
- Sort all other materials daily at central location in order to insure next day delivery.
- Maintain and supply vehicles, drivers and substitute drivers.
- Assure that keys and access codes to member library buildings are stored safely and used only by authorized staff.
- Contact drivers on the road in case of a problem.
- Provide adequate liability insurance to cover loss or damage to materials or property, etc.
- Communicate directly with MVLS/SALS concerning missed pick-ups, scheduled stops, packaging and labeling, and requests for changes in delivery service.