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FOOD TRANSPORT VEHICLES:

Large Capacity Vehicles- Refrigerated and Non Refrigerated (box van, Hi Cube vans, bobtail, etc.)

Small Capacity Vehicles (Cargo/Delivery)

Making Decisions Based on Capacities and Needs in Remote Rural Food Banks:

- Consider needs and uses: distance to travel, type and amount of food that will be transported, fuel costs, driver training, etc. Trucks come in different sizes and with different capacities.
- Consider whether owning or leasing makes most sense. New legislation could impact future repairs, maintenance. During times of changing legislation, leasing may make the most sense. Check with Food Link on emerging issues.
- Consider where the nearest authorized dealer is located, for future issues with warranties, service, other repair issues.
- Finding diesel mechanics or service for refrigerated trucks can be difficult in rural remote counties.
- Different licenses and registration are needed for different types of vehicles.
- Consider ongoing maintenance costs and staff training costs and capacities.
- Develop a strategy to save toward future purchases as well as ongoing maintenance.
- Make sure you have vehicles your drivers can legally operate. Vehicles that require class B or A licenses can carry much more weight. Drivers with these licenses may need to meet Department of Transportation requirements for drug testing.

Maintenance, Safety, Checklists, Inventory, Legal, etc:

- Learn about various registration requirements, insurance, etc.
- Use safety and maintenance checklists.
- Use mileage logs.
- Incorporate a driver training program. There are safe driving videos available for free online and your insurance/work comp carrier may also have copies to loan. You can also develop a written test and behind the wheel test. These steps can prove helpful when you have staff and/or volunteers who are not familiar with driving a larger vehicle.
- Local trucks cannot cross state lines with food unless they are registered with the CA State Dept. of Transportation.
- RRFBs willing to share documents/logs regarding safety, use, maintenance:
 - Anne Holcomb, Executive Director Food For People (Humboldt) 707-445-3166 x302 aholcomb@foodforpeople.org
 - Lee Kimball, Director ATCAA Food Bank (209) 984-3960 ext 102 (Tuolumne)

Resources and Contacts:

- CA Food Policy Advocates Food Link has up-to-date information on CA rules on food delivery vehicles, and is a good resource for used vehicles as well as private vendors. Contact: Margaret Healy 916 417 7782 margaret@cafoodlink.org

- Hisham Hamdy -(Contra Costa/Solano) 925 676 7543 hhamdy@foodbankccs.org
- Local county Environmental Health Departments have information on equipment certification for safe food handling.
- Connect with the county Air Pollution Control Board regarding resources for upgrading vehicles to meet emission rules.

LARGE EQUIPMENT

Forklift, Pallet Jacks (electric or manual), Pallet Jack Stackers, Refrigerators and Freezers

Making Decisions Based on Capacities and Needs in Remote Rural Food Banks:

- Consider needs and uses: amount of food to be moved, stored, or refrigerated.
- Learn about the various types of large equipment; choose best fit current and future projected needs as well as budget.
- The ability to add capacity to refrigeration and freezers by adding elements may be limited by new food safety requirements, so it is important to forecast future needs when purchasing.
- Develop a strategy to save toward future purchases as well as ongoing maintenance. Preventive maintenance can save money over the long term. Work with your local experts to develop a maintenance plan/schedule that works for you.
- Finding vendors and reasonable prices can be a challenge. Look for donations, talk to regional partners, see who their vendors are. Vendors for used equipment are also available. Keep in contact with regional and local markets - this can save time in research.

Maintenance, Safety, Checklists, Inventory, Legal, etc:

- Learn about various registration requirements, insurance, etc. For example, refrigeration units need to be certified, and there are varying levels of certification.
- Use safety and maintenance checklists.
- Provide training on the proper use of pallet jacks for all operators. Determine who will provide training on forklift operation to certify all operators. Videos may be available through your Worker's Comp or other insurance carrier or through Cal-OSHA.
- Make sure you build a working relationship with the County Environmental Health Department as you plan for refrigeration and freezer purchases, use and maintenance.
- Your nearest Feeding America Certified Affiliate will have forms, checklists, and maintenance information. Also Cal-OSHA will provide information and technical assistance.

Resources and Contacts:

- Local county Environmental Health Departments have information on equipment certification for safe food handling.
- Food Link may have up-to-date information on private vendors.
- Someone local who does warehouse work (Target, Walmart) can come in and give a professional look for a start-up warehouse. Also they may be good resources when equipment must be replaced. Vendors may not want to travel to remote locations. By working with local markets, you can find vendors that are already coming into your area.
- Walmart State grants are a good fit for requesting funds for purchase of equipment.
- USDA has rural business grants, which can assist with infrastructure purchases, both for new equipment as well as replacement. A match is needed, there are poverty rate guidelines, and

there are also loan options.

FACILITIES AND INFRASTRUCTURE

Warehouse: *Food storage areas, loading docks*

Office: *Computer Systems, furnishings, restrooms, parking*

Purchasing

Making Decisions Based on Capacities and Needs in Remote Rural Food Banks:

Warehouse:

- Consider capacity needs within budget.
- Consider design for safe food storage, rodent protection, moving of food (pallets, forklifts), refrigeration and freezers.
- Consider design for safe food handling by groups of volunteers.
- It will be extremely difficult to predict, but you should acquire a facility that has capacity for growth.

Office:

- Consider capacity needs for staff and volunteer offices, technology needs, communication needs, restrooms & parking for staff, volunteers and clients.
- Consider how much space is needed for confidential conversations.
- In planning for restrooms, address gender issues (single stall solves this issue) and make sure signage is ADA compliant.

Purchasing:

- Purchase of supplies needed by food banks is challenging in remote rural areas. Finding vendors and reasonable prices for items such as scales, pallet jacks with scales, pallet racks, safety gear, storage bins and crates, packaging materials is an ongoing challenge. Talk to regional food banks and local markets to learn of vendors and to explore shared purchase options. CAFB does an annual buy of bins.
- Looking ahead - while prebagging/bagging is optimal for distribution and expediency, are there more environmental friendly (and affordable) options than plastic bags and net bags?

Maintenance, Safety, Checklists, Inventory, Legal, etc:

- Ensure budget has allowance for maintenance of plumbing, electrical, structural issues.
- Ensure budget has allowance for housekeeping, pest control.
- Your nearest Feeding America Certified Affiliate will have forms, checklists, maintenance information. Also Cal OSHA will provide on-site technical assistance.
- Plan for computer and software upgrades. Budget for IT expertise, it is often hard to find and expensive. Need ability to do local back-up of data, server back-up and off-site back up (cloud).
- Volunteers, if available, can be an excellent source of IT support. Look into local or regional SCORE resources through the local Chamber of Commerce to connect to local retirees who wish to donate/volunteer business expertise.
- Address confidentiality and cyber-security. For example, how will you protect the confidentiality of donors from volunteers?

Resources and Contacts:

- Local engineers, building contractors and retail food managers can provide helpful advice on designing an efficient warehouse to maximize capacity and ensure good flow.
- Local county public works department can provide guidance on addressing ADA requirements for accessibility.

Advocacy Issues for RRFB Program Development

- No advocacy issues identified to date.