

# SOP Template: Transportation Coordination and Scheduling

This SOP details the processes for **transportation coordination and scheduling**, including planning efficient routes, managing vehicle assignments, coordinating driver schedules, ensuring timely pickups and deliveries, communicating with stakeholders, handling transport documentation, and monitoring transportation performance. The goal is to optimize transportation operations, enhance punctuality, reduce costs, and maintain safety and compliance throughout the shipping and delivery process.

## 1. Purpose

To establish standardized procedures for planning, executing, and monitoring transportation activities, ensuring on-time, safe, and cost-efficient movement of goods.

## 2. Scope

Applies to all personnel involved in transportation planning, scheduling, vehicle allocation, driver management, communication, documentation, and performance tracking.

## 3. Responsibilities

- **Transportation Coordinator:** Oversees all scheduling and coordination activities.
- **Dispatch Team:** Manages vehicle assignment and driver scheduling.
- **Drivers:** Execute deliveries and report any issues during transit.
- **Logistics Manager:** Monitors transportation performance and compliance.
- **Stakeholders:** Communicate special requirements and feedback.

## 4. Procedure

### 1. Transportation Planning

- Collect shipment details (origin, destination, cargo type, quantity, delivery deadlines).
- Assess available vehicles and driver availability.
- Identify any special handling or compliance requirements.

### 2. Route Optimization

- Use routing software/tools to determine optimal routes minimizing distance and travel time.
- Consider traffic, weather, road conditions, and delivery windows.

### 3. Vehicle and Driver Assignment

- Allocate vehicles based on shipment requirements and vehicle capacity.
- Assign qualified drivers according to scheduling policies and hours-of-service regulations.

### 4. Schedule Coordination

- Create a master transportation schedule including pickup/delivery times, driver assignments, and routes.
- Communicate schedule details to all drivers and relevant teams.

### 5. Communications

- Notify internal and external stakeholders of transport schedules and changes.
- Maintain open lines of communication for updates or incidents during transport.

### 6. Documentation Management

- Prepare all required transport documentation (e.g., shipping manifests, delivery receipts, compliance documents).
- Ensure documentation accompanies each shipment and is properly filed upon completion.

### 7. Performance Monitoring

- Track delivery status, punctuality, vehicle usage, and any incidents.
- Record KPIs such as on-time rate, mileage, costs, and safety incidents.

### 8. Issue Resolution

- Address delays, disruptions, accidents, or non-compliance promptly.
- Report incidents as per company policy and document resolutions.

### 9. Continuous Improvement

- Review performance data regularly to identify issues and improvement opportunities.
- Update routing, scheduling processes, and SOP as needed.

## 5. Documentation & Records

Document/Record	Responsible Party	Retention Period
Route Plans	Transportation Coordinator	1 Year
Driver Schedules	Dispatch Team	1 Year
Shipping Manifests	Dispatch Team	2 Years
KPI Reports	Logistics Manager	2 Years
Incident Reports	Transportation Coordinator	According to company policy

## 6. Safety & Compliance

- Adhere to all relevant regulatory and safety standards.
- Conduct regular vehicle maintenance and driver training.
- Perform compliance checks on all documentation and operations.

## 7. Revision/Review

This SOP shall be reviewed annually or as required by regulatory or operational changes.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_