

# Van Delivery HELP PAGE

**District calendar changes:**

Please send changes to the district's closures and openings to [vandelivery@gwaea.org](mailto:vandelivery@gwaea.org) or call 319-399-6435.

**Emergency temporary closing of a building:**

Please inform Grant Wood AEA at [vandelivery@gwaea.org](mailto:vandelivery@gwaea.org) as quickly as possible.

**External companies and organizations:**

To use the Grant Wood AEA van services, organizations must be tax supported and non-profit. For complete details and guidelines contact the Grant Wood AEA Communications Department.

**Sensitive materials, such as Student Records:**

Sensitive material should be sent via the U.S. mail to ensure privacy and timely delivery. You might consider a service where tracking is available.

**Staff Development and Professional Learning Days:**

Your district will be considered closed on these days.

**Weather related closings and delays - Districts:**

Drivers will make a concerted effort to make their scheduled stops when districts are on a delayed start. Please note drivers may already be on the road and might not be aware of a late start. If they arrive at their scheduled time, they may not be able to enter the building to make their exchange of boxes. If their entire route is on a late start they may wait to leave the agency until later time.

It is at each van driver's discretion to determine if they feel safe going out on their route on days of inclement weather. If conditions deteriorate while driving they may return to Grant Wood AEA at any time.

**Items to be returned to the Media Center when the van driver is not able to enter the building:**

Media Center staff will extend the items due back date to the next van pick up. It is not necessary for anyone to call in and ask that materials be extended, unless more time is needed to use them.

**Items to be delivered from the Media Center when the van driver is not able to enter the building:**

Materials will be returned to the GWAEA Media Center and will be delivered on your next van delivery date. Return dates are not automatically extended.

**More information needed?** Go to [gwaea.org/vans](http://gwaea.org/vans) or contact us via [vandelivery@gwaea.org](mailto:vandelivery@gwaea.org) or 319-399-6700.