

## Meal Delivery/Transportation Process

Before leaving for your recipients' home:

- Your vehicle should have at least one observer in addition to the driver.
- Make sure you have a clear and legible address and telephone number of your food recipient/person you will transport. Keep it tucked away.
- Take a selfie of you and your driver/observer, and a picture of your vehicle without showing the license plate.
- Send a text message to the recipient before heading there: Text the selfie and the photo of your vehicle, and your approximate arrival time. Keep the text short: "Food - 4:30 - OK?"
- Ideally wait for a response.
- If you have a mapping program in your vehicle, use it for navigation and cancel it if agents are present.
  - Note: Your phone should be on airplane mode somewhat before reaching the home, so it can't be relied on for close-in directions

Approaching the Site:

- When you get within about a mile of the home, turn off your phone's face recognition (Face ID), turn on airplane mode, and lock your phone.
- As you approach the home, drive around, being very aware of any possible agents' vehicles or personnel who are in the vicinity.
- If ICE is sighted at or close to the home, leave the site and go to another delivery site or wait elsewhere for some time before returning.
  - Notify the recipient of any delay (turn off airplane mode a ways away.)
  - Return to the site and deliver/pick up when the area is safe and clear.
  - If you are stopped, follow usual safety protocol, pull over and keep your hands on the wheel. It may be helpful to have water in the car.

Delivering Food/Picking up:

- Make sure you are at the right address/apartment building
  - In the event no one is at the door, briefly take off airplane mode and text or call the recipient; wait for a response.
- Give each recipient, a "Know Your Rights" card:  
<https://dfl.org/wp-content/uploads/2026/01/Flyers-Cards-and-Signs.pdf>
- Contact your coordinator by text when you have completed your job or let them know if you had issues with it.