###### Content for Transport Tasking form

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| **Form header** | The form header (repeated at the top of each page) needs to include:* ‘Transport Tasking form’
* agency name
* response (for example, Ruapehu Eruption)
* facility (e.g. Wainui EOC, Queen St Assembly Area), and
* page number.
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| **Columns**  | Table 1 lists the information that needs to be in a transport task form. |

Table 1 Contents of Transport Tasking records

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| **Item**  | **Description** |
| **Date** | The date the task is created *(yyyy-mm-dd).* |
| **Task** | A description of the allocated task (e.g. deliver 100,000 sandbags to Smith Street stopbank site). Include the EMIS task number if EMIS is in use. |
| **Priority** | Task priority, as given by the coordination centre (either Operations or Logistics). |
| **Vehicles** | Resources that have been allocated (e.g. 4 x vans). |
| **Departure time and location** | Departure location and time. |
| **Destination** | Where the task will unload. If it is reloading at the destination to carry a load back, this should be noted as a separate task. |
| **Contact at destination** | Name and contact phone number of the person who the delivery is going to. This might be a person at the destination waiting to receive the resources, or the leader of a group to be transported. |
| **Expected time of return** | Expected time of return. |
| **Notes** | Any extra information that will be useful, such as any intermediate stops, dangerous goods, whether the trip is one-way only etc. |