## Lesson Plan - Delivery Timeline

**Recommended:** 3rd or 4th grade

<table>
<thead>
<tr>
<th>Learning elements</th>
<th>Reading, Writing, Math, Thinking, Time orientation, Relationships, Sequencing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contributes to these Educational Standards</strong></td>
<td>Reading, Writing, Math, Relationships, Safety</td>
</tr>
<tr>
<td><strong>Supports these CRLs</strong></td>
<td>Critical Thinking, Problem Solving, Personal Management</td>
</tr>
<tr>
<td><strong>Learning Environment requirements:</strong></td>
<td>Central focus space to set the stage. Individual work space to perform the math calculations. Flip chart, blackboard or overhead device to demonstrate examples. One copy of the <em>Delivery Sequence</em> exercise per learner. Bonus: can hand out <em>Delivery Timeline</em> as extra credit, extended exercise, or homework.</td>
</tr>
<tr>
<td><strong>Introduction</strong></td>
<td>Trucks carry many different products to many different places. Almost everything we buy has been delivered by truck to a store or to our homes. Before the truck driver starts out on a trip, there are activities that they must take care of to ensure a good, safe trip. Many of these activities need to be done in a proper sequence. Let’s look at these activities, and see if we can determine a good sequence for the driver. Bonus opportunity: Can build a timeline, which will sequence the activities and determine the time needed to complete the entire day’s set of activities.</td>
</tr>
</tbody>
</table>

© 2009, Clackamas Community College, Project SHIFT. Grant funded through the President’s High Growth Job Training Initiative, US Department of Labor’s Employment and Training Initiative, July, 2009
<table>
<thead>
<tr>
<th>Objective</th>
<th>Time (minutes)</th>
<th>Teaching Points</th>
<th>Supplies</th>
<th>Vocabulary Words</th>
</tr>
</thead>
</table>
| #1 Identify activities that need to be completed to make deliveries | 15 min | Let’s list some activities that a driver might do to get ready to deliver a load—  
• Determine route, check on map  
• Load the truck  
• Truck ready? Fuel in tank, air in tires  
• Do we need any safety signs on truck?  
• Review precheck checklist  
• Check cargo to see if it was safely loaded  
**Once they are ready to go, what would they do next?**  
• Say goodbye  
• Start driving  
• Make delivery  
**After they make their delivery, what would they do now?**  
• Return home, or move on to the next delivery  
• Say hello to their family, or check in at home  
• Complete paperwork | Flip chart or overhead device to record suggestions |
| #2 Arrange activities into a sequence. | 20 min | Determine first step, write it down on timeline.  
Determine second step, write it down next.  
Continue through sequence.  
Hints:  
• You can look for the last step and write it down at the end  
• If you can work backwards that works too  
• You can group steps that are close together and set them aside until it is clear where they fit in the overall sequence | Delivery Sequence exercise |
| #2 Set a timeline against the activities. | Bonus—can assign as extra credit or homework—set a timeline against the activities in the Delivery Sequence exercise, using the *Delivery Timeline* exercise. |
| Total: | 35 min-45 min |
Thomas is preparing to deliver horses to a farm 100 miles away. He will return home later today. Review the activities Thomas will be doing today. Determine the sequence of activities that Thomas will be doing throughout the day. Mark the number of the sequence, 1-10 in the square next to each activity.

- [ ] Make sure the horses have water and food, and that they are safe and comfortable.
- [ ] Return home

- [ ] Check the map, determine the route to drive
- [ ] Deliver the horses

- [ ] Make sure there is enough fuel in the tank, and that the tires have proper air pressure.
- [ ] Load the horses

- [ ] Complete the delivery paperwork
- [ ] Say hello to family

- [ ] Complete the pre-check checklist
- [ ] Turn on the engine, start driving
Delivery Timeline  Prep  Name________________

Thomas is preparing to deliver horses to a farm 100 miles away. He will return home later today. Review the activities Thomas will be doing today, and the time it takes to complete each activity. Determine the sequence of activities that Thomas will be doing throughout the day. Mark the number of the sequence, 1-10 in the square next to each activity. Set the sequence in a timeline, starting at 6:00 a.m. What time does Thomas greet his family upon his return home? What time does Thomas complete his work day?

☐ Make sure the horses have water and food, and that they are safe and comfortable.  (20 minutes)

☐ Return home  (2 hours, 20 minutes)

☐ Check the map, determine the route to drive  (20 minutes)

☐ Deliver the horses  (30 minutes)

☐ Make sure there is enough fuel in the tank, and that the tires have proper air pressure.  (40 minutes)

☐ Load the horses  (20 minutes)

☐ Complete the delivery paperwork  (30 minutes)

☐ Say hello to family  (10 minutes)

☐ Complete the pre-check checklist  (30 minutes)

☐ Turn on the engine, start driving  (2 hours, 20 minutes)

© 2009, Clackamas Community College, Project SHIFT. Grant funded through the President’s High Growth Job Training Initiative, US Department of Labor’s Employment and Training Initiative, July, 2009