How to Launch Delivery Ops
CHECKLIST

☑ Licensing & Regulatory Setup

- ☐ Obtain state and local cannabis licenses
- ☐ Submit your security plan and SOPs
- ☐ Prepare for and pass compliance inspection

☑ Vehicles

- ☐ Use compliant vehicles with lockbox storage
- ☐ Install GPS tracking and hands-free accessories equipment
- ☐ Ensure vehicles meet your state's cannabis transport requirements

☑ Driver Readiness

- ☐ Hire drivers who meet age and background checks
- ☐ Maintain valid licenses and cannabis credentials
- ☐ Train drivers on emergency response and SOPs

☑ Point-of-Sale & Delivery Software

- ☐ Choose a compliant POS system that syncs with Metrc and other tools
- ☐ Ensure uptime and live reporting

☑ Manifest & Documentation

- ☐ Generate manifests for every delivery trip based on local regulations
- ☐ Store documentation in case of audit

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☑ **Online Menu & Ecommerce Setup**

- ☐ Embed menu on your website
- ☐ Integrate with third-party platforms

☑ **Delivery Zones & Rules**

- ☐ Define delivery areas by city, zip, or county
- ☐ Customize service area minimums and delivery fees
- ☐ Configure service area hours and rules

☑ **Inventory Planning & Controls**

- ☐ Start small to match early demand
- ☐ Track product movement daily. Conduct regular cycle counts.
- ☐ Reorder based on velocity data

☑ **SOPs & Internal Controls**

- ☐ Restrict system access by role
- ☐ Train staff on intake, transport, and logs
- ☐ Create and enforce loss prevention protocols

☑ **Growth Tools & Advanced Delivery Features**

- ☐ Offer dynamic or event-based delivery models (e.g. Ice Cream Truck, mobile dispensary setups)
- ☐ Use additional ecommerce tools to boost sales & SEO
- ☐ Streamline ops with driver apps & Onfleet

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Daily Delivery Driver Protocol
CHECKLIST

✅ Start-of-Shift Prep

- [ ] Review delivery assignments and manifests
- [ ] Verify vehicle registration, insurance, IDs, and proper documentation are onboard.
- [ ] Perform inventory check for pre-orders and confirm kits

✅ Before Leaving for Delivery

- [ ] Confirm route, navigation instructions, and GPS tracking
- [ ] Ensure secure storage for all inventory
- [ ] Confirm required paperwork is prepared and hardware is functional

✅ During Active Delivery

- [ ] Drive safely between destinations and fulfill orders in real-time
- [ ] Gather customer signatures on any required paperwork
- [ ] Account for cashless and cash payments; staying organized

✅ Return & Reconciliation

- [ ] Confirm all orders were delivered; return any failed orders to inventory
- [ ] Count and log returned inventory or cash to management
- [ ] Flag any discrepancies for review; communicate issues to management

✅ End-of-Shift Closeout

- [ ] Submit reports by driver, payment type, and/or service area
- [ ] Clean vehicle and return equipment; record and report mileage
- [ ] Reorder based on velocity data

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