

3999 Audit Trail Report

RESTRICTED INFORMATION

Zip Code: 33026

Route Number: 023

Data Capture Date: 01/10/2011

Ver Nbr	Del Met	Block Number & Street Name	Tvl Pat	Actual Time Used	Residential					Business					Det. PO Box or NPU
					Other	Curb	NDCBU	Cent	Made	Other	Curb	NDCBU	Cent	Made	
1	Othr	11400 - 11498 NW 13TH CT	E	0:00:56	0	3	0	0	3	0	0	0	0	0	0
2	Othr	11400 - 11498 NW 13TH CT	E	0:01:06	0	3	0	0	3	0	0	0	0	0	0
1	Othr	11500 - 11598 NW 13TH CT	E	0:00:08	0	1	0	0	1	0	0	0	0	0	0
2	Othr	11500 - 11598 NW 13TH CT	E	0:00:28	0	1	0	0	1	0	0	0	0	0	0
1	Othr	11600 - 11698 NW 13TH CT	E	0:00:02	0	1	0	0	1	0	0	0	0	0	0
2	Othr	11600 - 11698 NW 13TH CT	E	0:00:22	0	1	0	0	1	0	0	0	0	0	0
1	Othr	11800 - 11800 NW 13TH CT	B	0:01:22	0	1	0	0	1	0	0	0	0	0	0
2	Othr	11800 - 11800 NW 13TH CT	B	0:00:32	0	1	0	0	1	0	0	0	0	0	0
1	Othr	1801 - 1899 NW 118TH AVE	O	0:01:19	0	2	0	0	2	0	0	0	0	0	0
2	Othr	1801 - 1899 NW 118TH AVE	O	0:00:59	0	2	0	0	2	0	0	0	0	0	0
1	Othr	2000 - 2098 NW 114TH AVE	E	0:01:23	0	2	0	0	2	0	0	0	0	0	0
2	Othr	2000 - 2098 NW 114TH AVE	E	0:01:30	0	2	0	0	2	0	0	0	0	0	0
1	Othr	2001 - 2099 NW 118TH AVE	O	0:00:31	0	2	0	0	2	0	0	0	0	0	0
2	Othr	2001 - 2099 NW 118TH AVE	O	0:00:51	0	2	0	0	2	0	0	0	0	0	0
1		LUNCH BREAK		0:30:07	0	0	0	0	0	0	0	0	0	0	0
2		LUNCH BREAK		0:30:00	0	0	0	0	0	0	0	0	0	0	0
1		PERSONAL NEEDS		0:02:17	0	0	0	0	0	0	0	0	0	0	0
2		PERSONAL NEEDS		0:02:24	0	0	0	0	0	0	0	0	0	0	0
1		STREET BREAK TIME		0:10:00	0	0	0	0	0	0	0	0	0	0	0
1		TRAVEL WITHIN		0:00:06	0	0	0	0	0	0	0	0	0	0	0
1		VEHICLE LOAD		0:18:21	0	0	0	0	0	0	0	0	0	0	0
2		VEHICLE LOAD		0:26:21	0	0	0	0	0	0	0	0	0	0	0

Route Number: 26008

Data Capture Date: 01/10/2011

Street Analysis Type: Full 3999

3999 Data Capture | **3999 Data Summary** | 3999 Function Analysis

Time Breakdown

Description	Time
Vehicle Load	0:24:33
Travel To	0:11:08
Travel From	0:16:46
Vehicle Unload	0:07:22
Relay Time	0:00:00
Other Street Time	1:14:25
Non Recuring Street Time	0:29:55
Total Allied Time	2:44:10
Total Delivery Time	4:45:08
Total Gross Time	7:29:17
Lunch Time	0:30:00

Additional Detail Analysis

Total Possible Deliveries	861
Total Deliveries Made	840
% Deliveries Made (Total Deliveries Made/Total Possible Deliveries)	97.6%
Total Other Street Time less Break Time	1:04:25
Other Street Time Average per Delivery Made (sec)	4.60

Preview Audit Trail

Preview 3999

Save

Close

Route Number: 26008

Data Capture Date: 01/10/2011

Street Analysis Type: Full 3999

3999 Data Capture | 3999 Data Summary | **3999 Function Analysis**

Function Analysis

Function Description	Total Time
Relay Time	0:00:00
Travel To	0:11:08
Travel From	0:16:46
Vehicle Load	0:24:33
Vehicle Unload	0:07:22
Other Street Time*	1:14:25
Non-Recuring Street Time**	0:29:55
Total Allied Time	2:44:10

* Other Street Time Detail

Function Description	Total Time
Travel Within	0:13:41
Accountable Delivery	0:14:37
Parcel Delivery	0:26:22
Street Break Time	0:10:00
Collection Time	0:00:00
Deadhead Time	0:00:00
Personal Needs	0:00:55
Customer Contact	0:00:50
Gas Vehicle	0:00:00
Totals	1:14:25

** Non-recuring Street Time Detail

Function Description	Total Time
Backtracking	0:04:07
Animal Interference	0:00:00
Waiting for Relay	0:00:00
Waiting for Transportation	0:00:00
Waiting - Other	0:15:41
Temporary Detail	0:00:00
Management Time	0:00:00
Accident	0:00:13
Miscellaneous Other	0:09:54
Totals	0:29:55

Preview Audit Trail

Preview 3999

Save

Close

OFFICE Trenton ROUTE 83015 DATE 4/23/2015

Street Comment Sheet con't

It is the professional opinion of this examiner that this carriers
90 pace during delivery of the entire inspection
was a calculated and deliberate attempt to expand the field time of this route

There where multiple intances where relays could have been
doubled, due to the light volume of mail.

This carrier did not take any obvious shortcuts, such as adjacent driveways
to get to nieghboring house, or using driveways to
cross the street and the end of a street

Reviewed 3999 with Justin and brought up relays being
combined, not taking shortcuts, dilibuate pace. I said
he would be fattered up with Mike Sclump to ensure
he is combining his relays when mail circulates.
Justin offered no comments.

OFFICE Trenton ROUTE 83016 DATE 6/15/2015

Street Comment Sheet

The Route Examiner must record comments on each line on the day of inspection.

Loading Double handling of parcels and lining up SPRs

Travel to route TRVL TO ACCEPTABLE

Address of first delivery 3371 Edison

Address of last delivery before lunch 1790 Fort ST2689 West RD

Travel to lunch McDonalds

Travel from lunch West RD to Birchwood

Address of first delivery after lunch 3102 Birchwood

Address of last delivery 3180 Anna

Travel from route Anna To Harrison to West RD to Third ST to PO.

Unloading No iregularities

Did the carrier finger mail? yes

Take obvious shortcuts? Some

General Comments regarding park points, relays, deadheads, dismounts, etc.

Carrier took full relays in his satchel.

Very miticulous with relays costing excess time for relays.

Mail not available when carrier is at mailbox. Having to wait to sort mail on porch.

121.314 Loading the Carrier Satchel

Carriers must use a satchel when delivering mail on foot, except for authorized dismount deliveries. Carriers are expected to load the satchel with up to 35 pounds of mail. The weight of the satchel is not included in the 35 pounds.

- a. *Carriers Using a Single Satchel.* The first mail to be delivered is loaded into the satchel. Letter bundles are placed in the bottom of the satchel in the reverse order of delivery. The carriers then stands the flats on edge with the addresses faced so they can be easily read when carrying the satchel. SPRs and samples that were not strapped out with the flats are then placed in the satchel.
- b. *Carriers Using a Double Satchel.* Carriers have the option of wearing the Double Satchel in several configurations, according to their needs and the needs of the route. It can be used as a single or double pouch, with or without the shoulder strap(s) and waist belt. When using a configuration with the waist belt, the satchel is put on first and then loaded with mail. Carriers should use their discretion in arranging mail in the Double Satchel to ensure the most efficient methods and comfortable weight distribution.

125.42 Loading the Satchel

The satchel is loaded with all the letter, flat, and SPR mail for a loop or relay to minimize the trips to the replenishment point, except when this would require carrying more than 35 pounds of mail. When using the Double Satchel in a configuration with the waist belt, the satchel must be put on first and then loaded with mail. Carriers should use their discretion in arranging mail in the Double Satchel to ensure the most efficient methods and conformable weight distribution.

322 Motorized Routes (See also Chapter 8)

322.1 Letter-Size Mail Delivery

322.11 Letter-size mail for the entire route may be placed in suitable trays or boxes rather than being strapped out. These may be used for working the mail rather than a strap. Place the container of mail in the vehicle's tray so the letter mail faces the driver. When serving house boxes, withdraw sufficient letter mail before dismounting to allow fingering to determine the next delivery stop (see [133.2](#)).

322.12 Any sequenced mailing received by a motorized curb delivery route shall be handled as separate bundles, unless the Delivery unit manager authorizes the casing and/or collating of the mailings.

322.2 Flat Mail

322.21 For other than one bundle system, flat mail should be strapped out, limiting the thickness of bundles to conform to the vehicle tray size and to allow good visibility through the windshield.

322.22 Flats may be worked from a loosened strap placed to the right of the letter tray or box.

322.23 Any sequenced mailing received by a motorized curb delivery route shall be handled as separate bundles, unless the Delivery unit manager authorizes the casing and/or collating of the mailings.

242.33 Office Time Allied Work Rules

242.331 All CFS and throwback mail will be transported to its designated location by the carrier.

242.332 No carrier shall be disciplined for failure to meet standards, except in cases of unsatisfactory effort which must be based on documented, unacceptable conduct that led to the carrier's failure to meet office standards.

242.34 Street Time Allied Work Rules

242.341 The carriers at the delivery unit will receive two 10-minute break periods. The local union may annually opt to have either (a) both breaks on the street or (b) one of the 10-minute breaks in the office and one break on the street. If two 10-minute breaks are taken on the street, they will be separate from each other. Breaks must be separate from the lunch period. The carrier shall record on Form 1564-A, *Delivery Instructions*, the approximate location of the break(s). Reasonable comfort stops will not be deducted from the carrier's actual time.

242.342 Fingering of mail between delivery points will be done only in accordance with Article 41, Section 3.I of the *National Agreement*.

242.343 The crossing of lawns will be done only in accordance with Article 41, Section 3.N of the *National Agreement*.

242.344 If during the route inspection, the supervisor notes that the letter carrier fails properly to finger mail or to take proper short cuts, and that those failures were sufficient enough to warrant a time adjustment for the route, a reinspection will be made after the letter carrier has been instructed regarding the proper procedures to be used. Every effort will be made to conduct such reinspection prior to the implementation of the adjustments in the delivery unit.

242.345 Any time adjustment to a carrier's base street time due to identified improper practices or operational changes (such as, but not limited to, the elimination of relay or park points, or travel pattern changes), must be documented by appropriate *Comments* on the reverse of Form 1840 or attachments thereto. Such adjustments must be discussed with the carrier at the time of consultation concerning the route evaluation. If the carrier, at the time of the consultation, notes the absence of such documentation in writing on the Form 1840 or attachment thereto, and initials and dates the Form 1840 or attachments thereto, and management does not supply such documentation within 1 week, with a copy to the carrier, the time adjustment shall be disallowed.

242.346 Any claim that conditions during the 8 week timecard analysis period or the week of count and inspection were not normal so as to justify not including such day or days in the base street time computation, must be documented. Such adjustments are to be discussed with the carrier at the time of consultation concerning the route evaluation. If the carrier, at the time of consultation, notes the absence of documentation in writing on the Form 1840 or attachments thereto, initials and dates the Form 1840 or attachments

- Look, listen, and live at all railroad crossings.
- Obey all highway rail-crossing warnings.

4. Parking

Whenever the driver leaves the vehicle, the vehicle must be parked. To park the vehicle:

- Apply the foot brake and place automatic transmissions in the park position. Place manual transmissions in gear. For PVS vehicles 7 ton and above, place the transmission in neutral.
- Turn the vehicle's front wheels toward the curb if you are on a flat surface or the vehicle is facing downhill. If the vehicle is parked facing uphill, turn the front wheels away from the curb.
- Set the hand-parking/emergency brake. For PVS vehicles 7 ton and above, the parking air brakes must be applied.
- Turn off the engine and remove the key.
- Lock any sliding door(s) between the truck body and cab.
- Lock the doors if you will be out of direct sight of the vehicle.

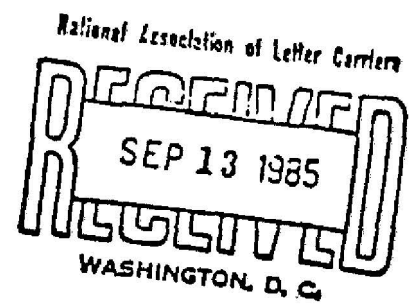
5. Passengers

- Ride in Postal Service-owned, GSA-owned, rental, or contract vehicles (including employees' privately owned vehicles when used in Postal Service operations) only if you are authorized to do so. All passengers must use safety belts.
- If conventional passenger seats are not provided, use an approved auxiliary seat that faces forward and is equipped with a backrest and safety belts. Never stand in a vehicle that is in motion.



M-00994

UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260-0001



Mr. Joseph H. Johnson, Jr.
Director, City Delivery
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue, N.W.
Washington, D.C. 20001-2197

SEP 13 1985

Re: Class Action
Williamsburg, VA 23186
E1N-2U-C 19335

Dear Mr. Johnson:

On August 12, 1985, we met with you to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The issue raised in this grievance involved instructions not to place vehicles in neutral while making curbside deliveries from right-hand drive vehicles.

It is our position that advising carriers not to put the gear selector in the neutral position at each delivery point on a mounted route was improper. U. S. Postal Service policy in this regard provides that employees performing curbside delivery, from right hand drive vehicles, shall follow the procedures of (1) on level streets or roads, placing the vehicle in neutral (N), placing the foot firmly on the brake peddle while collecting mail or placing mail in the mail box; (2) on hills, placing the vehicle in park (P), placing the foot firmly on the brake peddle while collecting mail or placing mail in the mail box. We find that the grievance in this regard does have merit.

By copy of this letter, the Postmaster is instructed to comply with Postal Service policy concerning the operation of motor vehicles while delivering mail.

Sincerely,

Thomas J. Lang
Labor Relations Department

8 Vehicle Operations

81 Vehicle Regulations and Safety Practices

811 Vehicle Regulations

811.1 Responsibility of Carrier

811.11 Be sure you are qualified to drive the vehicle assigned to you; maintain a valid state driver's license.

811.12 Advise your immediate manager of suspension or revocation of your state license.

811.2 Authorized Riders

811.21 Postal employees with proper identification may ride in motor vehicle when necessary to perform their official duties. Unauthorized riders in postal vehicles are prohibited.

811.22 Employees may not ride in postal vehicles when off duty, nor when on duty unless riding is essential to the duty being performed.

811.23 All employees, including route examiners and officials, are forbidden to ride on powered industrial mobile equipment as passengers.

811.24 Route examiners may use a separate motor vehicle for which they have been qualified and authorized when making light delivery vehicle route inspections.

812 Safety Practices

812.1 Practice safety in the office and on the route.

812.2 Observe all traffic regulations prescribed by law. Rules applying to the public also apply to operators of postal vehicles.

812.3 Seatbelts must be worn at all times the vehicle is in motion. Exception for Long Life Vehicles: In instances when the shoulder belt prevents the driver from reaching to provide delivery or collection from curbside mailboxes, only the shoulder belt may be unfastened. The lap belt must remain fastened at all times the vehicle is in motion.

812.31 When traveling to and from the route, when moving between park and relay points, and when entering or crossing intersecting roadways, all external vehicle doors must be closed. When operating a vehicle with sliding driver's cab doors on delivery routes and traveling in intervals of 500 feet (1/10 mile) or less at speeds not exceeding 15 MPH between delivery stops, the right-hand sliding cab door may be left open.

- 812.32 For vehicles with separate driver and cargo compartments, only working mail should be kept in the driver's compartment while performing delivery and collection duties. Interior cargo doors (if any) may be kept in the "open" position to accommodate authorized passengers being transported in auxiliary seating, operator use of cargo area windows (if any), or to aid airflow. Consider the nature of mail or equipment being transported and use good judgment in deciding when an open internal door is suitable and will not interfere with the safety of vehicle operations. Internal cargo doors must be closed and locked when the vehicle is parked (see [822e](#)).
- 812.4 Do not finger mail while driving or hold mail in your hands while the vehicle is in motion. You must use mirror to check for pedestrians ahead, in back, and on both sides before placing the vehicle in motion.
- 812.5 Arrange letter mail, flat mail, and small parcels in the work tray provided on the ledge behind the windshield so as not to obstruct vision or use of the vehicle controls. Trays must not be piled on top of other trays on the ledge behind the windshield.
- 812.6 Any authorized sticker placed on the windshield or on other glass of the vehicle must not hinder your vision.
- 812.7 Only authorized passengers are permitted to ride in postal-owned, GSA-owned, rental, or contract vehicles (including employees' privately owned vehicles when used in postal operations). All passengers must use seatbelts. Where conventional passenger seats have not been provided in the vehicle, an approved auxiliary seat, facing forward, and equipped with a backrest and seatbelts must be used. Sitting in other than an approved seat or standing in a postal vehicle while such vehicle is in motion is prohibited.

82 Postal Security

- 821 Always keep the rear door and/or tailgate of the vehicle locked, except when loading or unloading the vehicle.
- 822 Whenever the driver leaves the vehicle, the vehicle must be parked. To park the vehicle:
- a. Apply the foot brake and place automatic transmissions in the park position. Place manual transmissions in gear.
 - b. Turn the vehicle's front wheels toward the curb if you are on a flat surface or when the vehicle is facing downhill. If the vehicle is parked facing uphill, turn the front wheels away from the curb.
 - c. Set the hand-parking/emergency brake.
 - d. Turn off the engine and remove the key.
 - e. Lock any sliding door(s) between the truck body and cab.
 - f. Lock the doors if you will be out of direct sight of the vehicle.
- 823 Inspect the inside of the vehicle for mail matter after completing street duties.