

## Exhibit 832.1

**U.S. POSTAL SERVICE  
EXPANDED VEHICLE SAFETY CHECK**

1. Look under body for oil and water leaks.
2. Inspect two front tires for inflation and wear.
3. Check hood latches.
4. Check front for body damage.
5. Check left side for body damage.
6. Check left door lock.
7. Check for rear end leaks.
8. Check all rear tires for inflation and wear.
9. Check rear for body damage.
10. Check rear door lock.
11. Check right side for body damage.
12. Check right door lock.
13. Open door and move into driving position.
14. Start engine. (If in enclosed area, wait until after step 21.)
15. With assistance — adjust pot-lid and left front mirror.
16. With assistance — check headlights, tail lights, brake lights, 4-way flashers, and directional signals, front and rear.
17. Adjust right side rear view mirror.
18. Adjust center rear view mirror.
19. Check steering wheel play.
20. Check accident report kit.
21. Check window locks.
22. Check windshield wipers and washers.
23. Check horn.
24. Check gages (gas gage requires 30 seconds for “warm-up”).
25. Check foot brake (no more than 2 inches free play).
26. Check hand brake.
27. Check seat belt and fasten.

**Note:** This check list has been programmed to take the driver in a logical sequence around the RHD vehicle with a minimum of lost motion. For LHD vehicles - work from right side to rear to left side beginning at Item 5. Items 15 and 16 - if no assistance readily available, handle personally.

**SEE ADDITIONAL INSTRUCTIONS ON REVERSE**

Notice 76  
Feb. 1975

### 833 PS Form 4570, Vehicle Time Record

- 833.1 Dispatcher will hand out PS Form 4570 (see [Exhibit 833.1](#)) with the necessary keys at the time of assigning vehicles to drivers.
- 833.2 Document each vehicle use on PS Form 4570.
- 833.3 Make necessary clock rings and enter your name, run or route number, total daily miles, and odometer reading.
- 833.4 PSDS offices may use an alternate system.

Exhibit 842.1

U.S. Postal Service VEHICLE REPAIR TAG		Date
Vehicle No.	Mileage	Type of Vehicle <input type="checkbox"/> Postal <input type="checkbox"/> Leased
<p>Mechanical irregularities must be reported immediately on this form to the dispatcher or supervisor when vehicle is checked in. Initials are required for valid tag report.</p>		
<b>Check repairs needed and explain under remarks</b>		
Accident		Springs
Engine		Windshield Wipers
Body		Radiator
Brakes		Differential
Horn		Clutch
Steering		Lights
Transmission		Tires
Carburetor	Other Repairs (Specify)	
Glass		
<p><b>Indicate Possible Trouble</b> (If not corrected on first tag, Supervisor to consult garage foreman or contractor)</p>		
Missing	Grab	Leaks
Heats Up	Fade	Slips
Pull	Broken	Short Out
Remarks		
Name of Station Branch		
Driver's Check-In Time (Hour) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		Driver's Signature
Driver's Receipt for Reporting Defect (Signature of Lessor or Supervisor)		
<b>TO BE COMPLETED BY SUPERVISOR</b>		
Person Notified	Notified <input type="checkbox"/> VMF <input type="checkbox"/> Lessor	Date
Signature of Supervisor	Time Notified (Hour) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Person notified vehicle repaired for service		Date
Time Notified (Hour) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Vehicle Defect Report Required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of Supervisor Reporting Vehicle Ready for Service		Date

PS Form 4565, June 1984

MECHANIC/LESSOR COPY 1