

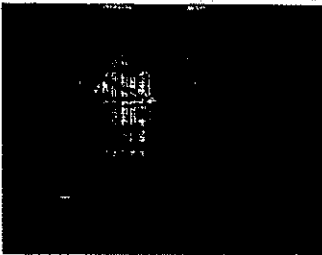
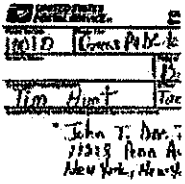
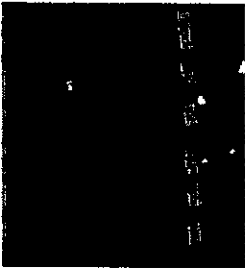


Standard Work Instructions:	Interacting with a Highway Contract Route Driver (HCR)	Tracking: COVID19SocialDis v2.13
Purpose:	To understand how to interact with HCR drivers when they arrive and depart	
Updated on:	3-26-2020	Version 1.1

Assign Door to enter Dock	Assess the Driver's health	Assess what driver needs loaded/unloaded from truck	Print 5978 Form	Inform Driver he is able to leave
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	Steps	Key Points
	Assign a door for HCR Drivers to access facility	If this is a large facility, assign multiple access point doors for the HCR drivers. Isolate an area large enough for multiple drivers to stand 6 feet apart from each other.
	Assess the health of the driver	If you see symptoms of the driver being sick, ask the driver to wait in the truck. Otherwise, re-iterate they should stay in the isolated area to maintain social distancing.
	Determine what type of assistance is needed with loading/unloading truck	Call for mail handlers to unload or load truck. If driver is unloading or loading truck, please make him or her aware of the 6 feet social distancing requirements.
	Print the 5978A Form	Print the form once the trip is loaded or unloaded and ready to depart. If driver is not in truck, give the form to the driver. Otherwise, keep form with other 5978A forms.
	Inform driver he is ready to depart.	If facility has red/green lights, use them to inform the driver they can depart. If not, designate a postal employee as yardmaster to inform the driver they can depart.