

124 **Parking Area**

124.1 **Assign Spaces to USPS Vehicles**

Whenever possible, USPS vehicles will be parked near the dock in specifically assigned spaces which are identified by individual route numbers.

124.2 **Priorities for Parking Area Access**

When the delivery unit's parking area is too small to accommodate all USPS-owned vehicles, USPS-leased vehicles, and employee drive-out vehicles, the following priorities will be observed in assigning spaces:

- a. USPS-owned vehicles.
- b. USPS-leased vehicles.
- c. Employee drive-out vehicles.

124.3 **Limitation on Employee Parking**

Employees' personal vehicles must not be permitted to park anywhere that they could interfere with official vehicle operations or designated customer parking.

125 **Carrier Work Methods – Street**

125.1 **Loading Carrier Vehicles**

The carrier should take all mail for delivery to the vehicle at the same time using a hamper or other assigned conveyance. Avoid extra trips to the vehicle unless they are absolutely necessary due to the quantity of mail. After clocking onto street time, carriers should proceed directly to their vehicles and load the mail in an orderly fashion. When loading the vehicle, **parcels** must be arranged in delivery sequence where they will be convenient to the carrier. On curblane routes, the working trays of letter and flat mail should be placed on the vehicle's working shelf with the addresses faced so the carrier can easily read them. Flat mail is placed to the right of the letter mail. On park and loop routes, trayed letters and flats must be placed in a sequential order so that the carrier can quickly identify the mail for each loop. After loading the carrier must take empty equipment and parcels missorted to the route to a location designated by the delivery unit manager.

125.2 **Loading Times**

125.21 **General**

Where a motorized delivery unit does not have a ramp and loading times have been assigned to reduce congestion, carriers should be required to observe their assigned loading times.

125.22 **Daily Supervision**

Delivery unit managers must supervise loading area activities daily to prevent operational delays.

126.3 **Record of Carrier Work Hours, Absences, Replacements, and Overtime**

Complete PS Form 3997, *Unit Daily Record*, as per instructions on the form or electronic equivalent from a nationally approved computer system that provides equivalent information. (See [Exhibit 126.3](#).) Prepare PS Form 3997 several days in advance. Since scheduled absences and scheduled replacements are known, add only the unscheduled absences and their unscheduled replacements.

126.4 **Report of Late Leaving and Returning**

- 126.41 At non-PSDS offices, the delivery unit manager has the responsibility for preparing PS Form 1813, *Late Leaving and Returning Report — First Carrier Delivery Trip*. The reason for late leaving and late returning must be indicated on the report. (See [Exhibit 126.41](#).)
- 126.42 In offices using the PSDS system, managers must review the *Daily Carrier Report Printout* and note those carriers who left late. Circle the BS or *Beginning Street* and note the reason for late leaving in the right margin. Do the same for RS or *Return Street*. The reasons for late leaving and/or late returning are to be determined by the unit manager and used as judgment factors when preparing an *Analysis of Late Leaving and/or Late Returning* on PS Form 1627 (see [Exhibit 126.42](#)). Assure that all clock rings are accurate because their carrier report could be selected as a basis for completing the PS Form 1840-B, *Carrier Time Card Analysis*. Retain the carrier report printout in the delivery unit for 1 year.

- d. Enter the time each carrier left later than 10 minutes after the scheduled leaving time or 20 minutes for motorized carriers who deliver no relays for other carriers.

131.213 **Analyzing PS Form 1813**

Determine whether one or more carriers frequently left late. If so, there is indication that:

- a. Routes may not be adjusted properly.
- b. The starting or leaving time may be improper.
- c. There is a pattern in late leaving on the same day.
- d. There may be heavy volume days where a pattern of late leaving is prevalent. Possible solution: Provide for possible schedule changes, staggering of mail flow, curtailment of mail, or auxiliary assistance within the office.
- e. Possible inefficiency exists.

131.22 **Auxiliary Assistance and/or Overtime Given to Route**

131.221 **Source of Information**

Obtain this information from **PS Forms 3996** and/or PSDS Printout.

131.222 **Preparing the Analysis**

See PS Form 1627 — [Exhibit 131.222](#). Complete as follows:

- a. Enter at the top of the columns the numbers of the routes selected to be analyzed.
- b. Enter the date in the left column and the day of the week opposite the date.
- c. Opposite the date and in the proper route column, enter the regular, **auxiliary**, or overtime hours (in red) used over 8 hours.

131.223 **Analyzing the Form**

When overtime or auxiliary time is frequently used on a route, determine whether (a) the route is properly adjusted, (b) the office time is consistent with mail volume, or (c) the carrier is performing duties efficiently.

212 Responsibility for Advance Preparations

- 212.1 The postmaster or designee is responsible for seeing that advance preparations are made for mail counts and route inspections and that they are coordinated with all managers concerned.
- 212.2 Arrangements must be made to see that enough mail count and inspection forms and other needed supplies are on hand.

213 Review and Analysis of Carrier Control Forms

Three or four weeks prior to the scheduled period of formal mail counts and route inspections, an analysis should be made of:

- a. PS Form 1571, *Undelivered Mail Report* (see [Exhibit 126.2](#), *Analysis of Curtailed Mail (From PS Form 1571)*).
- b. PS Form 1813, *Late Leaving and Returning Report — First Carrier Delivery Trip*, or PSDS printout (see [Exhibit 126.42](#), *Analysis of Late Leaving (From PS Form 1813 or PSDS Printout)*).
- c. PS Form 3996, *Carrier - Auxiliary Control* (see [Exhibit 131.222](#)).
- d. PS Form 1840-B, *Carrier Time Card Analysis* (see [Exhibit 213d \(p. 1\)](#), [Exhibit 213d \(p. 2\)](#), [Exhibit 213d \(p. 3\)](#), and [Exhibit 213d \(p. 4\)](#)).
- e. PS Form 3968, *Daily Mail Collection Record* (see [Exhibit 213e](#)). Used for collection routes only.
- f. PS Form 3997, *Unit Daily Record* (see [Exhibit 126.3](#)), or electronic equivalent from a nationally approved computer system that provides equivalent information.

Exhibit 213d (p. 2)
PS Form 1840-B

United States Postal Service										Post Office		Delivery Unit					
Carrier Time Card Analysis										Hometown		Bryan Station					
Route No.		Carrier's Name				Period Used				Date							
1318		K Gallo				From 3/17/79 To 3/7/80				3/10/80							
Day of Week	Begin	Leave	Office Time AM	Return	Street Time	End	Office Time PM	Total	Overtime Used	Auxiliary Asst.	Transfer Time	Delivery Volume					
Schedule										OFF	STR	Ltr	Flt	Seq	DPS		
3/17/79	Sat	6.00	8.83	2.83	14.33	5.00	14.50	.17	8.00			.50	680	483		832	
4/28/79	Sat	6.00	9.68	3.68	13.98	4.30	14.10	.12	7.60			1.00	583	414		713	
5/12/79	Sat	7-6															
9/11/79	Sat	6.02	8.71	2.69	13.51	4.30	13.61	.10	7.09				659	460	482	805	
10/20/79	Sat	0							0								
11/24/79	Sat	6.05	9.12	3.07	14.08	4.46	14.20	.12	7.65			1.00	745	529		911	
1/12/80	Sat	6.00	8.85	2.85	13.60	4.25	13.68	.08	7.18				659	460		805	
3/1/80	Sat	0							0								
TOTAL	Days	5		15.82		21.21		.52	37.05			2.50	3326	2346	482	4066	
Average				3:10		4:14		:06	7:30			:30	665	469	96	813	
Comparable Day (Form 1840)					3:50			On Time Total 2:45	6:35				712	482		897	
Schedule		6.00	8.83	2.83	14.33	5.00	14.50	.17	8.00								
3/19/79	Mon	6.00	8.85	2.85	13.89	4.54	13.99	.10	7.49			.50	724	518		884	
4/30/79	Mon	6.00	8.83	2.80	13.83	4.50	13.91	.08	7.38				680	483		832	
5/14/79	Mon	6.02	8.83	2.81	13.83	4.50	13.91	.08	7.39				680	483		852	
9/3/79	Mon	6.00	8.90	2.90	13.96	4.56	14.01	.08	7.54			.50	702	506		858	
10/22/79	Mon	7-6															
11/26/79	Mon	Holiday															
1/14/80	Mon	0							0								
3/3/80	Mon	0							0								
TOTAL	Days	4		11.36		18.10		.34	29.80			1.00	2786	1990		3426	
Average				2:50		4:32		:06	7:25			:15	697	497		857	
Comparable Day (Form 1840)					4:38			On Time Total 2:47	7:25				732	518		907	
Schedule		6.00	8.83	2.83	14.33	5.00	14.50	.17	8.00								
3/20/79	Tue	6.00	8.70	2.70	13.70	4.50	13.80	.10	7.30				659	472		805	
5/11/79	Tue	6.00	8.67	2.67	13.73	4.56	13.81	.08	7.31				720	460		720	
5/15/79	Tue	6.05	8.83	2.78	13.87	4.54	13.95	.08	7.40				680	483		767	
9/4/79	Tue	6.00	8.75	2.75	13.73	4.48	13.81	.08	7.31				670	472		793	
10/23/79	Tue	6.00	8.65	2.65	13.67	4.52	13.77	.10	7.27				648	460		792	
11/27/79	Tue	7-6															
1/15/80	Tue	6.00	8.83	2.82	13.72	4.40	13.95	.23	7.45				680	483		753	
3/4/80	Tue	6.00	8.75	2.75	13.73	4.48	13.81	.08	7.31				670	472		818	
TOTAL	Days	7		19.12		31.48		.75	51.35				4727	3301		5447	
Average				2:44		4:30		:07	7:21				675	472		778	
Comparable Day (Form 1840)					4:35			On Time Total 2:53	7:28				724	503		841	

PS Form 1840-B, November 1997 (Page 2 of 4)

Exhibit 241 (p. 1)
PS Form 1840, Carrier Delivery Route — Summary of Count and Inspection

United States Postal Service Carrier Delivery Route - Summary of Count and Inspection										Post Office HOMETOWN		Delivery Unit MATH OFFICE		Carrier Name R. J. Rose																	
Route No. 1318		<input type="checkbox"/> EPM Rte. <input checked="" type="checkbox"/> Reg.		<input checked="" type="checkbox"/> Non EPM <input type="checkbox"/> Aux.		No. of Trips 1		Type of Route <input type="checkbox"/> Foot <input type="checkbox"/> Bus. <input checked="" type="checkbox"/> Res. <input type="checkbox"/> Mixed <input type="checkbox"/> Bicycle <input type="checkbox"/> Motorized <input type="checkbox"/> Curb Delivery <input checked="" type="checkbox"/> Park and Loop <input type="checkbox"/> Dismount		Type of Vehicle <input type="checkbox"/> LHD <input checked="" type="checkbox"/> RHD		Age 45		Length of Service 20 years		Length of Service on Route 10 years															
Inclusive Dates From: 3/1/97 To: 3/14/97		OFFICE TIME								NUMBER OF PIECES DELIVERED																					
		Net Time Used		Standard		Over Standard		Under Standard		Net Street Time Used		Net Total Time Used		Actual Auxiliary Time Used		Miles Driven		Letter Size		Mail of All Other Sizes		Accountable and Signature Mail		All Parcel Post Over 2 Pounds		Sequenced Mail		DPS Mail		Total Pieces Delivered	
Day		Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins																
Sat		2	59	3	10					11	4	35	7	34			7.1	1322	440	6	8						674	2450			
Mon		3	11	3	30					19	4	29	7	40			6.9	1034	656	2	7						517	2216			
Tue		3	22	3	40					18	4	17	7	39			7.2	1299	597	8	10						637	2551			
[Wed]		[2 50]		[3 09]						[19]	[4 42]	[7 32]					[7.3]	1370	351	4	19						575	2319			
Thu		2	54	3	26					32	4	44	7	38			6.8	1297	424	8	14				385	674	2802				
Fri		3	26	3	39					13	4	19	7	45			7.1	1617	377	5	8					825	2832				
Totals		15	52	17	25			1	33	22	24	45	48				35.1	7939	2845	33	66				385	3902	15170				
Averages		3	10	3	29				19	4	29	7	38				7.0	1323	474	6	11				64	650	2528				
1840-B Average Street Time										4 30																					
Analysis of Office Work Functions and Actual Time Recordings, Lines:										Route Examiner's (Office and Street) Office Time - Letter mail volume for Do All Research Corp. counted by route examiner Saturday through Thursday, and average was 179 pieces per day. Recommend establishment of firm holdout on distribution cases for this firm. - On 3/13/97, accountable clerk received phone call and delayed the carrier 2 minutes. (see 1838)										H. Day of Inspection											
Day 14 15 16 17 18 19 21 22 23																				Coverage Possible Deliveries Deliveries Made											
Sat 5 4 - - 10 3 11 - 21																				Trip 1 521 415											
Mon 6 5 - - 10 4 9 - 18																				Trip 2											
Tue 6 3 - - 10 3 12 - 20																															
Wed 7 4 - - 10 5 10 - 24																															
Thur 6 5 - - 10 4 9 4 -																				Percent Made 80%											
Fri 6 5 - - 10 3 9 - 26																				New Const. 8											
Rep. Times 6 5 - - 10 3 9 - -																															
Route Examiner and Date C Fisher 3/13/97										Delivery Service Manager (Signature and title) 7 Gallo, Station Manager										Date Adjustments Made 4/26/97											

PS Form 1840, November 1997

242.3 Evaluating the Route

242.31 Office Time

- 242.311 Under normal conditions, the office time allowance for each letter route shall be fixed at the lesser of the carrier's average time used to perform office work during the count period, or the average standard allowable office time.
- 242.312 No mail volume adjustments will be made to carrier office work (casing and strapping out functions) or street work evaluations unless the mail volume for the week of count and inspection is at least 13% higher or lower than the average mail volume for the period between the most recent regular and the current inspection (excluding the months of June, July, August, and December).

242.32 Street Time

- 242.321 For evaluation and adjustment purposes, the base for determining the street time shall be either:
- The average street time for the 7 weeks random timecard analysis and the week following the week of count and inspection; or
 - The average street time used during the week of count and inspection.
- 242.322 The manager will note by explanatory *Comment* on the reverse of PS Form 1840 or attachments thereto why the base street time allowance for the route was established at the time selected. The manager's selection of the street time allowance cannot be based on the sole criterion that the particular time selected was the lower.
- 242.323 Selection of the 7 weeks for the random timecard analysis shall be based on the following:
- Within 4 weeks prior to the week of count and inspection, the local union representative will make a random drawing of numbered lots from 1–4 to be used in determining the 7 random weeks to be selected for all routes at the delivery unit.
 - From that random lot selection, corresponding weeks in up to 7 months preceding the month of the count (excluding June, July, August, and December) will be selected. For example, if the random lot selection is 2, 3, 1, 4 and the count week is in October 1978, then the weeks selected will be as shown in the "7 month" example below.
 - If only 2 or 4 months are available for the timecard analysis, the random lot numbers must be reversed after the first 4 weeks selection; i.e., 2, 3, 1, 4 used for the first 4 weeks of the available months, then 4, 1, 3 for the remaining 3 weeks of the available months. (See "4 month" example below.) *The first week of a month will begin with the first Saturday of the month.*

Example

1977	7 Month	4 Month
Nov.	2nd Week	--
Dec.	xxx	xxx
1978		
Jan.	3rd Week	--