



MEMO To the Branch 2184 Leadership Council, Sept. 14, 2021

Walt McGregory
Mark Judd
Jackie McGregory
Mel MacDonald
Cathy Tondreau
Jim Powell
Phil Ashford
Tracy Mitchell
Gloria Warthen
Felicia Davis
Leonard Zawisa
Joe Golonka
Dave Reise
Erik Venzke
Kris Shaw
Mark Owen
Bryon Hendricks
Jillian Hudgins
Darryl Clay
Symone Coleman
Yvonne Jackson
Karl Tamburro
Denise Viola
Shaun Fowlkes
Lillian Bogosian
Scherrrie Lacey
Scott Watts
Valerie Watkins
Tamara Bosman
Kristie Nelson
Diego Forshaw
Otis Barney
Keith Benedict
William Douglas
Jake Szor
Jeffrey Webb
Nakia Whitfield
Katrina Jones
Ananias Epps
Ramon Robinson
Paul Bordine
Mike Tredway
Danita Smith

This month's Leadership Council Memo will begin as usual with an update concerning Branch administrative matters. First and foremost, the persistence of the Covid pandemic and related matters warrants a continuance of our current meeting policies and procedures until further notice. Our October 6 regular membership meeting as well as our October steward and executive board meetings will take place telephonically. Additional and updated information concerning future meetings and other Branch events will be provided as conditions are monitored, but in the near term we will be conducting business only in a teleconference format.

Regarding the October steward meetings. Because the annual K.I.M. (Region 6) training that had been scheduled in Indiana this year will be replaced by a virtual and more limited online format conducted by our National Business Agent's office, there will be an additional steward meeting scheduled in October, on **Tuesday, October 12**. The other steward meeting in October will take place as previously scheduled on **Tuesday, October 19**.

The cost-of-living adjustment (COLA) for career letter carriers which became effective on Saturday, August 28 was the largest COLA increase in the history of the NALC's collective bargaining with the Postal Service. The increase will appear on paychecks dated Friday, September 17. The next pay increase for all city carriers will be a 1.3% general wage increase effective Saturday, November 20. CCAs will receive an additional 1%, which is paid in lieu of COLA.

The next COLA for career letter carriers will be effective the second full period following the release of the January 2022 Consumer Price Index (CPI). The second COLA in 2022 will become effective the second full pay period following the release of the July 2022 CPI. Finally, the final wage increase of the current Contract will occur on November 19, 2022, which will be a 1.3% increase. Also, at that time an additional Step (Step P) will be added to the top of the letter carrier pay scale, which will be \$444 more than the current top Step O. The waiting period will be 46 weeks.

An issue arose where management in one of our installations refused to provide the union with evidence of a letter carrier's extended absence that was being used to block the leave board. Management is required to provide this upon the request of our union, per our Local Memorandum of Understanding (LMOU), Item 4, section 7.c and Item 12, section 2.c. In this instance, management attempted to justify their obstinance by claiming that the union should have request this "in writing." Although the pertinent LMOU provision does not specify that the union's request be in writing, it is our best interests to do so, simply because this creates a written record that can be useful if needed in the grievance procedure.

The new JCAM has provided updated and clarified information regarding a number of letter carrier work issues and related matters. This Memo will look at two of these. First, some additional language was added to the JCAM Article 16, section 10 discussion, which reflected agreement with the USPS that a recent National level arbitration award involving the Mailhandlers Union would be applicable in the City Letter Carrier Craft. Specifically, the following language can now be found in the JCAM on page 16-13: "*Discipline issued to a CCA may not be considered or cited in determining whether to issue discipline to the CCA employee after his or her conversion to career status.*" **Thus, once converted to career status (PTF or fulltime regular) any disciplinary action previously received as a CCA is no longer citable.**

Also, page 8-21 of the new JCAM contains an important clarification of the Article 8, section 5.G language concerning maximum daily work hour limits and the use of a "no lunch." It now reads *"Because this language limits total daily service hours, including work and mealtime, to 12 hours, all letter carriers not on the ODL or Work Assignment List (including PTFs and CCAs) are effectively limited to 11½ hours per service day. **This is true whether or not a meal break is taken.** This rule also applies during the penalty overtime exclusion period (December)."* Thus, any letter carrier – including PTFs and CCAs, that is not on the regular or work assignment overtime lists and that does a "no lunch" is still limited to a total of 11.5 hours work – NOT 12 hours.

An issue that never seems to go away is an improper requirement by management that letter carriers requesting light duty (work restrictions resulting from a non-job-related illness or injury) complete an unauthorized and locally developed "light duty request form." Article 13, section 2 of the Contract sets forth the criteria for an employee's request for temporary modifications of their regular duties. This specifically provides that *"Any full-time regular or part-time flexible employee recuperating from a serious illness or injury and temporarily unable to perform the assigned duties **may voluntarily** submit a written request to the installation head for temporary assignment to a light duty or other assignment. The request shall be supported by a medical statement from a licensed physician or by a written statement from a licensed chiropractor stating, when possible, the anticipated duration of the convalescence period. Such employee agrees to submit to a further examination by a physician designated by the installation head, if that official so requests."*

Nowhere in the above requirements is there anything about the completion of a unilaterally and unofficial locally developed form by the requesting employee, nor is such a requirement inferred. As such, any attempt by management to require the completion of such a form is outside the scope of their contractual authority and should be challenged through the grievance procedure. Additionally, the unauthorized local form itself should be challenged with a separate grievance, citing violations of the Administrative Support Manual (ASM) sections 324 and 325. The Branch has a grievance starter and grievance guidelines available for stewards when responding to the use of improper and locally developed unofficial forms.

There is one additional and all too common violation related to the light duty process, which is where management attempts to require a letter carrier with an 8 hours per day or 40 hours per week work restriction to request "light duty." **If/when this occurs, it must always be responded to through the grievance procedure.** An inability to work overtime is by itself NOT considered "light duty" as long as a letter carrier can perform all of his or her regular duties 8 hours a day and 40 hours a week. Additionally, the Article 13, section 2 language cited above clearly states that light duty requests are voluntary on the part of the employee. Thus, under no circumstances can they be compelled by postal management.

Grievances in response to this issue should always include two specific cites from the NALC Materials Reference System (MRS). First National Arbitrator Carlton Snow's award (H-1C-5K-C 24191, or C-18906), and also the Step 4 decision of E94N-4E-C 98057013, or M-01360).



Memo

To: All Branch Officers and Stewards

From: Branch 2184 Contract Administration Unit

Date: 09/13/2021

Re: Virtual K.I.M. Training October 10 and 11

NALC Region 6 (K.I.M. Region) National Business Agent Troy Clark's office will be conducting Virtual (online) training for NALC Branch officers, stewards, and activists/specialists in Kentucky, Indiana, and Michigan on **Sunday, October 10**. Additionally, there will be a virtual Rap Session with a NALC National officer on **Monday morning, October 11**. This is the Columbus Day Holiday.

To participate in either the training on October 10 or the Rap Session on October 11, notify Branch 2184 President Walt McGregory, who will register you. Once registered, you merely need to log on the NALC members only web portal up to ½ hour prior to the chosen training session or sessions – or the Rap Session on October 11.

The following Virtual Training classes will be offered on **Sunday, October 10**:

- 10:00 a.m. **Defenses to Discipline**, conducted by NALC Region 6 Regional Administrative Assistant Kyle Inosencio.
- 1:00 p.m. **Escalating Remedies**, conducted by NALC Region 6 Regional Administrative Assistant David Mudd.
- 3:00 p.m. **Mandating and Article 8**, conducted by NALC Region 6 National Business Agent Troy Clark.

The Virtual Rap Session will begin on Monday, October 11, at 9:00 a.m.

Stewards and Branch officers that register and attend the Virtual Training will receive Steward Meeting credit for October. However, you are strongly encouraged to attend one of the October Branch 2184 steward meetings, which will be conducted telephonically on Tuesday October 12 and On Tuesday, October 19 at 7:00 p.m.

BRANCH 2184

MEETING NOTICE

**Wednesday, October 6, 2021 at
7:30 p.m.**

**This Meeting Will be Conducted by
Teleconference. To participate, dial
(234) 203-2766. When prompted, enter
the access code 310-744-427, and then
Please Mute Your Phone**

- **Branch Officer Reports**
- **Committee and Activity Reports**
- **Letter Carrier Contractual Information**
- **Legislative Updates**

DOUG A. TULINO
DEPUTY POSTMASTER GENERAL AND
CHIEF HUMAN RESOURCES OFFICER



August 27, 2021

OFFICERS

SUBJECT: Revised Policy on Wearing of Face Coverings

As a result of the uncertainty with COVID-19 related to the "Delta Variant," the Postal Service will reinstate our previous face covering policy for all Mail Processing and Logistics, Retail and Delivery, and Vehicle Operations facilities.

Effective immediately, all employees are required to wear face coverings in the following situations regardless of their vaccination status, or until further notice:

- When there is a local, state, or tribal face covering order or directive in place; or
- When an employee who does not deal directly with the public and cannot achieve or maintain social distancing in the workplace.

Employees in administrative office buildings (non-mail processing facilities where employees are in offices or divided workspaces) who cannot maintain social distance must wear a face covering regardless of vaccination status.

Facilities should ensure they have adequate masks and face coverings available for employee use. Employees who cannot wear face coverings for medical reasons should contact their supervisor. Please ensure the attached stand-up talk is shared with all your employees.

A handwritten signature in black ink, appearing to read "Doug A. Tulino".

Doug A. Tulino

Attachment

Mandatory Stand-Up Talk

Aug. 27, 2021

Face covering and mask update

As a result of the uncertainty with COVID 19 "Delta Variant," the Postal Service is returning to our previous face mask policy.

As a reminder, the policy requires all employees to wear face coverings in the following situations until further notice:

- In public-facing settings when there is a state or local face covering order or directive in place; or
- When an employee who does not deal directly with the public cannot achieve or maintain social distancing in the workplace.

Throughout the ongoing COVID-19 pandemic, the Postal Service has continued to fulfill its critical mission to bind the nation together. Our employees are working hard across the country to ensure we are there for our customers every day, serving as a lifeline for millions of people.

The Postal Service encourages all employees who wish to get vaccinated to do so. According to the Centers for Disease Control and Prevention (CDC), widespread vaccination for COVID-19 is a critical tool to help stop the spread of the current COVID-19 pandemic. You may request a face covering or surgical mask from your supervisor.

#

NALC REQUEST FOR INFORMATION

NAME OF STEWARD

TOUR OF DUTY

WORK LOCATION

GRIEVANT'S NAME

TOUR OF DUTY

GRIEVANCE FILE NO.

SUPERVISOR RECEIVING REQUEST

GRIEVANT'S SIGNATURE

INFORMATION
REQUESTED:

INFORMATION PROVIDED
YES NO

1. Copy of 3999x, All inspector notes, first 3999
and Final 3999 with Audit Trail and all 3999 data
capture summary screen.
2. ETC From (carrier) involved.

DATE INFO. REQUESTED

STEWARD'S SIGNATURE

SUPERVISOR'S SIGNATURE

DATE INFO. RECEIVED

IF INFORMATION IS NOT MADE AVAILABLE, GIVE EXPLANATION (SUPERVISOR):

ROUTE 83015 Day Thursday DATE 4/23/2015

PAGES

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, dilibenate pace. I said
he would be fattened up with Mike Seblum to ensure
he is combining his relays with mail carriers.
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 irregularities

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.

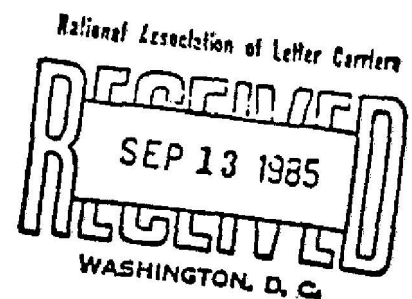
5. Passengers

- 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
H1N-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:
- Apply the foot brake and place automatic transmissions in the park position. Place manual transmissions in gear.
 - 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.
 - Set the hand-parking/emergency brake.
 - 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.
- 823 Inspect the inside of the vehicle for mail matter after completing street duties.