

# Inspection of Letter Carrier Route

Office	Delivery Unit	Route No.	No. of Trips	Truck Type <input type="checkbox"/> LHD <input type="checkbox"/> RHD	Capacity
Vehicle No.	Carrier's Name	ID No.	Age	Length of Service	Length of Service on Route

Type of Route    Curb    Park &  Non-EPM     EPM    Type of Transportation    P.S.

Business    Delivery    Res.    Mixed    Foot    Loop    Bicycle    Motorized    Dismount    Public    Drive Out    Vehicle    Contract

Description	Trip 1				Trip 2			
	Time	Elapsed Time	Odometer	Elapsed Miles	Time	Elapsed Time	Odometer	Elapsed Miles
End Garage								
End Office								
Arrive Office								
Trans- portation	Leave							
	Board							
Last Delivery								
End Lunch								
Start Lunch								
First Delivery								
Trans- portation	Leave							
	Board							
Leave Office								
Report Office								
Report Garage								
Totals								
Total All Trips *								
Public Transportation Schedule	Time Out		Time Return		Time Out		Time Return	

\* Minus lunch period and time spent for waiting for mail.

Yes	No	Item	Yes	No	Item
		Does carrier wear regulation uniform and present a neat appearance?			Office Break Option
		Does carrier perform work and conduct himself or herself in a business-like manner?			Is vehicle capacity adequate?
		Is carrier's book up to date?			Does carrier operate the vehicle in a safe manner?
		Are address changes properly maintained on Form 3982?			Is the line of travel the safest possible?
		Are Forms 1776 and 1778 (Hazard & Dog Warning Cards) used?			Is the best mode of transportation used?
		Are computerized case labels used (C.L.A.S.S.)?			Are travel pattern, relay, and park points set up efficiently?
		Should case labels be replaced?			Is there compliance with postal regulations concerning mail receptacles?
		Is the carrier case and drawer free of personal effects and extraneous matter?			Does carrier take enough mail at each relay or park point?
		Does the carrier leave the case unnecessarily?			Does carrier finger mail between deliveries?
		Does the carrier talk unnecessarily with other employees?			Are collection receptacles properly maintained, anchored and schedules legible?
		Does the carrier have a sufficient supply of forms?			Does carrier take obvious short-cuts?
		Does the carrier have a valid driver's license?			Can changes be made to reduce travel time and deadheading?
		Is a last withdrawal of preferential mail made before leaving the office?			Is DPS mail taken directly to the street without casing?

Remarks

Route Inspected By (Signature and Title)	Day and Date
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