

# SAFE DRIVER PROGRAM



HBK EL-804, Safe Driver Program  
September 2006  
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INSIDE FRONT COVER

## **Safe Driver Program**

Handbook EL-804

September 2006  
Transmittal Letter

### **A. Explanation**

The purpose of this new handbook is to establish policy and provide guidelines to ensure that Postal Service™ drivers are screened and trained to drive safely. It is addressed to all Postal Service employees who manage, supervise, train, and test individuals that will be awarded driving privileges or currently have driving privileges. By following the procedures in this guide, appropriate stakeholders will ensure that drivers are trained to integrate safe driving practices into their daily activities.

This handbook replaces content pertaining to driver training that appears in the following publications:

1. *Driver Selection, Orientation, Familiarization, and Certification Manual*
2. Handbook EL-701-A, *New Employee Training* (obsolete as of December 1999)
3. Handbook EL-701-B, *New Employee Training for Maintenance Employees* (obsolete as of September 1994)
4. TD-087, *Driver Selection, Orientation, Familiarization, and Certification*, January 1993

### **B. Distribution and Requisition**

This handbook is available on the Postal Service PolicyNet Web site. Go to <http://blue.usps.gov/cpim>, click on "HBKs," then click on *HBK EL-804*.

### **C. Comments**

Comments and questions about the content of this document can be submitted in writing to:

SAFETY AND ENVIRONMENTAL PERFORMANCE MANAGEMENT  
US POSTAL SERVICE  
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### **D. Effective Date**

This handbook is effective when announced in the *Postal Bulletin*.

*Samuel M. Pulcrano, Director  
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# 1 Introduction

## 11 Preventing and Reducing Motor Vehicle Accidents

The key to reducing and preventing motor vehicle accidents is the proper and qualitative screening, selection, training, testing, and granting of driving privileges to drivers.

### 111 Purpose

The purpose of this handbook is to establish policy and provide guidelines to ensure that Postal Service™ drivers are qualified to drive safely.

Drivers who are trained to integrate safe driving practices into their daily activities support the operational effectiveness of the Postal Service.

### 112 Objectives

The objectives of the safe driver program are to equip drivers to:

- Drive safely.
- Comply with Department of Transportation (DOT) regulations.
- Reduce human suffering.
- Reduce property damage and costs.
- Collect and deliver mail efficiently.

## 12 Definitions

For the purposes of this handbook, the following definitions apply:

- *At-Fault Accident.* An accident in which:
  - The driver's actions, or failure to act, were the primary or equally contributory cause of the accident, or
  - The driver received a citation, fine, or adverse judgment.
- *Ad-Hoc Driving Safety Instructor.* A Postal Service employee who performs the duties of a Driving Safety Instructor part-time, as-needed.
- *Commercial Motor Vehicle.* A motor vehicle having a gross vehicle weight rating of 26,001 or more pounds and used in commerce to transport passengers or property.
- *Controlled Driving.* Training that comprises a skills course and street practice driving.
- *Driver Classroom Training.* Instructor-based, classroom training that provides the information potential Postal Service drivers need to operate vehicles safely in their assigned work.

- *Driving Safety Instructor (DSI).* Conducts initial road tests, vehicle familiarization, vehicle operator training, driver instructor training and driver improvement and refresher training. Also coaches and observes driving practices.

For more detailed information about DSIs, see Qualification Standard and Standard Position Description for Driving Safety Instructor, Personnel Services in Human Resources, and Chapter 5 of this handbook.

- *Driving Abstract.* The driving record maintained by a state motor vehicle agency of an individual licensed to operate a motor vehicle within that state. The driving abstract lists the individual driver's traffic convictions, suspensions, revocations, and accidents as well as restrictions placed on the license owner. The abstract is used to determine an applicant's suitability for a driving position with the Postal Service.
- *End-of-Training Tests.* Tests given after initial driver training, as follows:
  - Classroom Driver Training, a written test.
  - End-of-Training Road Test, a driving performance test.
 The tests measure the trainee's:
  - Retention of subject matter presented in the classroom.
  - Ability to safely and skillfully operate each type of vehicle that may be required in the performance of the job.
- *Improvement Driving Training.* Training provided to improve specific driving practices of a driver after an at-fault vehicle accident or when an unsafe driving practice is observed.
- *Incidental Driver.* Postal Service employees (bargaining- or non-bargaining-unit), including postmasters, postmaster relief, managers, supervisors, and other administrative, technical, and clerical employees who:
  - Hold positions that do not normally require regular driving.
  - Hold positions in which driving is incidental to their duties.
  - Operate only their personal vehicle or an administrative passenger vehicle.
- *Initial Driver Training.* Training provided to all new drivers.
- *Initial Road Test.* A driving test (Exam 804) given to newly hired city and rural carriers (see exhibit 245).
- *Initial Road Test Checklist.* A restricted form used by DSIs to administer the Postal Service's initial road test.
- *Motor Vehicle.* Any mechanically or electrically powered device upon which a person or property may be transported or drawn upon a land highway. In addition, a motor vehicle is:

- Not moved by human power.
- Not operated on rails.
- The load of a motor vehicle is considered part of the vehicle.

Vehicles not considered “motor vehicles” include:

- Vehicles operated on fixed rails.
  - Powered industrial trucks as defined by OSHA 1910.178.
  - Bicycles, snowmobiles, airplanes, and similar human transporters.
- *Motor Vehicle Accident.* Any accident involving a motor vehicle that:
    - Is operated for official Postal Service business (no matter who owns the vehicle); and
    - Results in death, injury, or property damage of 1 dollar or more (unless the vehicle is properly and legally parked).
    - The following factors are *not* considered in determining if a motor vehicle accident has occurred:
      - Who was injured.
      - What property was damaged (and to what extent).
      - Where the accident occurred.
      - Who was responsible.
  - *Motor Vehicle Accident Frequency Rate.* The number of motor vehicle accidents per million miles driven. The Postal Service calculates the rate as follows:

$$\frac{\text{Number of Motor Vehicle Accidents (X) 1,000,000 Miles}}{(\text{Divided by}) \text{ Total Miles Driven}}$$

The term *total miles-driven* refers to the total number of miles motor vehicles travel in the performance of official Postal Service business. (This includes the mileage of all vehicles used in the performance of official Postal Service business.) Installation heads, managers, and supervisors are responsible for ensuring that all mileage accrued in the performance of official business is captured and reported.

- *Non-preventable Accident.* A motor vehicle accident in which the Postal Service driver did everything reasonable that could have been done to prevent the accident under the National Safety Council’s Safe Driver Award Rules.
- Note:** This definition is used only for the purposes of determining eligibility in the National Safety Council’s Safe Driver Award Program and is not to be used in any other context.
- *Not-at-Fault Accident.* A motor vehicle accident in which the driver’s actions were not the primary or equally contributory cause of the accident.

- *National Test Administration Center (NTAC)*. The organization responsible for providing, securing, and scoring Postal Service examinations and national testing materials.
- *On-the Job Instructors (JSIs)*. Individuals selected and trained to administer job training to employees at the job site.
- *Postal Employee Development Center (PEDC)*. The organization responsible for training, testing, and developing Postal Service employees.
- *Potential Driving Employee*. Any Postal Service employee who:
  - Does not have driving privileges for specific types of vehicles, and
  - Seeks, through promotion or reassignment, a position that requires driving as part of its official duties.
- *Preventable Accident*. A motor vehicle accident in which the driver failed to do everything that could reasonably have been done to prevent the accident under the National Safety Council's Safe Driver Award Rules.  
**Note:** This definition is used only for the purposes of determining eligibility in the National Safety Council's Safe Driver Award Program.
- *Reassignment*. References to reassignment in this handbook apply to both voluntary and involuntary reassignments.
- *Refresher Driver Training*. Training given to Postal Service drivers to:
  - Help them to maintain defensive driving skills, or
  - Address specific local motor vehicle accident causes and contributing factors.
- *Restricted Information*. Information that has limitations placed upon its access within, and its disclosure outside, the Postal Service.
- *Revocation*. The termination of a Postal Service employee's driving privileges.
- *Road Test Examiner (RTE)*. A Postal Service employee who has been designated and certified to administer the Postal Service initial road test.
- *RTE Training*. A restricted training program used to test and certify RTE candidates.
- *Road Test Schematic*. A map of the route on which the initial road test is administered.
- *Satellite PEDC*. A training, testing, and development center authorized by the manager, Training, to serve Postal Service employees located away from the main PEDC.
- *Suspension*. The temporary withdrawal (with specified dates) of an employee's driving privileges.

- *Vehicle Familiarization.* Training that introduces the unique features of Postal owned vehicles.

## **13 Program Administration**

This section outlines responsibilities by position for administration of the safe driver program.

### **131 Manager, Safety (Area)**

The manager, Safety (area), monitors and periodically assesses the administration of all driver selection, testing, safety, training programs and procedures for the area.

### **132 Manager, Human Resources (District)**

The manager, Human Resources (district), manages and provides guidance on all driver screening, selection, testing, training, and functions within the district.

### **133 Manager, Training (District)**

The manager, Training (district), ensures that the following documents are maintained by the servicing Human Resources office:

- Initial road test results.
- Driver training records.
- PS Form 4582, *Operator's Record*.
- Related documents (including Safe Driver Award Program records).

### **134 Manager, Safety (District)**

The manager, Safety (district):

- Ensures that the initial road test examination and the driver training program are implemented in accordance with this handbook.
- Provides guidance (functional and administrative) to RTEs, DSIs, and ad-hoc DSIs to ensure that they receive proper training and certification.

### **135 Driving Safety Instructors**

Driving Safety Instructors (DSIs) are Postal Service employees who perform a variety of driver training and testing tasks.

The duties and responsibilities of DSIs and ad-hoc DSIs can be found in the Driving Safety Instructor Qualification Standard and Standard Position Description, Personnel Services in Human Resources, and Chapter 5 of this handbook.

## **136 Road Test Examiners**

Road Test Examiners (RTEs) are Postal Service employees who have been designated and certified to administer the initial road test.

## **137 On-the-Job Instructors**

On-the-Job Instructors (OJIs) are individuals selected and trained to administer job training to employees at the job site.

### **137.1 Training**

OJIs that provide job instruction to city and rural carriers must successfully complete the following:

- Job Instructor Training, Course No. 21505.
- Driver classroom training (16 hours).
- Controlled driving training instructed by a DSI on the updated driver skills course.
- End-of-classroom written test (Exam 805) and end-of-training road test (Exam 806).

### **137.2 Responsibilities**

The OJI's responsibilities include ensuring that new driving employees use and demonstrate the skills they learned in the classroom and the driver skills courses. In addition:

- For new city letter carriers, the OJI must:
  - Provide 3 days (24 hours) of orientation and training when a new employee arrives at the duty station.
  - Coach the new employee on the street for 2 hours every 3 months between the 4th and 24th month of employment.
  - Document training using the OJI checklist in the city carrier training program.
- For new rural carriers, the OJI must provide 3 days (24 hours) of orientation and training when a new employee arrives at the duty station.

## **14 Program Supervision**

This section discusses the role of supervisors, who have a special responsibility for safe motor vehicle operations. Supervisors' responsibilities are set forth in:

- This handbook.
- Handbook EL-801, *Supervisor's Safety Handbook*.
- Handbook PO-701, *Fleet Management*.



## 141 Observation of Driving Practices

To enforce a high standard of driving performance, supervisors must observe, at a minimum, the number of driving observations shown in exhibit 141 and complete PS Form 4584, *Observation of Driving Practices*, for each driver under their direct supervision.

Exhibit 141

### Observation of Driving Practices

Postal Service Status	Number of Observations or Frequency of Evaluations
Non-career employees	1 per quarter
Probationary employees, with 0–3 months' experience	30-, 60-, and 80-day evaluations
Employees with 4–23 months' experience	1 per quarter
Employees with 2 or more years' experience	2 per year

## 142 Other Responsibilities

In addition, supervisors must:

- Know defensive driving and Postal Service driving techniques and requirements so that they can:
  - Recognize common driving errors.
  - Know how to detect them.
  - Know how to prevent them.
- Check quarterly to ensure that employees who drive have a current and valid state driver's license or commercial driver's license and a DOT Medical Card.
- Schedule employees for driver refresher and improvement training in accordance with this handbook.
- Monitor and manage employee driving privileges.
- Conduct periodic motor-vehicle-related safety talks.
- Perform periodic inspections of all Postal Service-owned and -leased vehicles used in performance of duty, using Notice 76, *Expanded Vehicle Safety Check*.
- Perform periodic inspections to identify unreported vehicle damage.
- Initiate and document investigation of any unreported vehicle damage found.
- Report on and investigate all motor vehicle accidents, regardless of injury or amount of damage, and complete required investigative forms.
- Recognize drivers for safe driving and overall safe performance.

## 143 Learning to Observe Drivers

Supervisors and others who conduct employee driver observations should receive appropriate training, including:

- Part 1 of classroom training\* for new drivers.
- A national driver observation training course

**\*Note:** Supervisors are not required to complete the end-of-classroom written test.

## 144 Evaluating Probationary Employees

Probationary new drivers and non-driving employees who are reassigned or promoted to positions with driving duties must have their driving practices evaluated after 30, 60, and 80 days (see exhibit 141). If a driver's probationary period is not 90 days, or if the driver does not drive daily (supplemental rural carriers), evaluate the driver at appropriate intervals. The driver's immediate supervisor must conduct each observation and evaluation.

### 144.1 Evaluation Forms

Supervisors conduct evaluations to measure and assess a driver's ability to perform the driving duties required for the position safely and successfully. Supervisors must evaluate probationary new drivers on PS Form 1750, *Employee Evaluation and/or Probationary Report*, and PS Form 4584, *Observation of Driving Practices*. (Non-driving employees who are reassigned or promoted to positions with driving duties need be evaluated only on PS Form 4584.)

### 144.2 Initial Session with Probationary Employee

The probationary driver's supervisor must hold an initial session with the employee during the first week at the work site to outline performance expectations. During this initial session, the supervisor must stress that safe and defensive driving, as learned during initial driver training, is important. These requirements are documented in the instructions for PS Form 1750.

### 144.3 Probationary Employee's Performance

Before the end of the probationary period, the supervisor must carefully consider and determine whether the employee's driving performance exceeds, meets, or does not meet expectations. The supervisor's determination will be based, at a minimum, on the employee's:

- On-duty driving record (accidents and citations).
- Ability to improve driving deficiencies identified during the three driving observations.
- Ability to demonstrate learned skills for safe and proper driving.

## **15 Drivers' Responsibilities**

### **151 General Principles**

Drivers must recognize that driving for the Postal Service is a privilege and not a right. In addition, they must:

- Operate their vehicles in a way that reflects favorably on the Postal Service's image.
- Obey all state and local traffic laws and Postal Service policies, drive defensively and professionally, and extend courtesy in all situations.
- Have in their possession a current and valid state driver's license when operating any vehicle on Postal Service business.
- Present the state license when requested by a manager, supervisor, or DSI .
- Observe all restrictions on their state driver's license and any driving restrictions placed on them by Postal Service medical personnel.
- Inform their supervisor immediately if they:
  - Are involved in an accident while performing their duties.
  - Lose their state driver's license, or if the license is suspended, revoked, or restricted.
- Inspect their vehicles for safety before driving.
- Report deficiencies or safety concerns to their supervisor.

### **152 Safety Belts**

Drivers must wear safety belts at all times the vehicle is in motion. Additional requirements are outlined in handbook EL-801.

### **153 Rural Carriers**

Rural carriers must follow the instructions in handbook PO-603, *Rural Carrier Duties and Responsibilities*.

### **154 References**

Further information about the duties and responsibilities of drivers is provided in the *Employee and Labor Relations Manual* (ELM) and the following handbooks:

- EL-801, *Supervisor's Safety Handbook*.
- EL-814, *Postal Employee's Guide to Safety*.
- M-39, *Management of Delivery Services*.
- M-41, *City Delivery Carriers Duties and Responsibilities*
- PO-603, *Rural Carrier Duties and Responsibilities*.
- PO-701, *Fleet Management*.

## **16 Analysis of Driving Hazards and Motor Vehicle Accidents**

Managers and supervisors must:

- Analyze and review driver observations, route layouts, PS Forms 1767 submitted by employees, and vehicle accident data to identify driving hazards, contributing factors, and the root causes of motor vehicle accidents.
- Develop, deploy, and review appropriate countermeasures to ensure establishment of an effective safe driver program at their facility.

## **17 Vehicle Maintenance**

Installation heads and managers who are responsible for Postal Service-owned or -leased motor vehicles must develop and administer the controls necessary to ensure that employees follow the provisions outlined in handbook PO-701.

## **2 Screening and Selecting Drivers**

### **21 Importance of Proper Screening and Selection**

The careful screening and selection of applicants who will be granted Postal Service driving privileges is an important element in preventing motor vehicle accidents.

#### **211 Postal Service Policy**

Postal Service policy is to select for driving positions only those applicants who have demonstrated the ability to use safe driving practices. Careful adherence to this policy will enable the Postal Service to select the safest, most capable applicants, which will reduce our accident rate.

#### **212 Responsibility for Screening**

Postal Service personnel responsible for hiring and providing medical services must ensure that only qualified applicants are hired for driving positions.

#### **213 Determination of Suitable and Qualified**

The determination of who is *suitable* and *qualified* must be based on requirements in this handbook and in handbook EL 312, *Employment and Placement*.

### **22 Obtaining Applicant's 5-Year Driving History**

#### **221 Human Resources Responsibilities**

Human Resources personnel are responsible for:

- Obtaining current state driving abstracts from the state departments of motor vehicles.
- Reviewing the abstracts carefully before an individual is scheduled for the initial road test – Exam 804.

#### **222 More Than One Residence**

If the employment application shows that an applicant has lived in the current state of residence for less than 5 years, request abstracts from the previous state (or states) of residency so that a 5-year history can be documented.

Also obtain a 5-year history for potential driving employees and those requesting reassignment from another district.

## **223 Exceptions**

### **223.1 State Policies**

Some states may provide only 3 or 4 years of driving history or charge more than a nominal fee to provide a 5-year history. For those states, accept the driving abstract that is routinely provided to determine eligibility.

### **223.2 Military Personnel**

Every state has provisions for maintaining and renewing licenses while individuals are in the military. Therefore, driving abstracts for recently released military personnel should be available. Occasionally, the state driving abstracts of such individuals will show no history or activity. In such cases, use the information provided by the individual on PS Form 2480, *Driving Record*, to consider eligibility. Additionally, ask the individual to provide a copy of his or her military driving record.

## **224 Interpreting State Driving Abstracts**

The purpose of obtaining the state driving abstract and the PS Form 2480 is to help the appointing official determine an employee's driving abilities.

If the information in the driving abstract is hard to interpret, contact the state agency that issued it for clarification. For out-of-state abstracts, contact a Postal Service employment office in that state for help. DSIs can also help to interpret state driving abstracts.

If the state driving abstract is more than 90 calendar days old at the time of offer of employment or approval of reassignment or transfer, obtain and review a current abstract.

If a decision is related to the Table of Disqualifications (exhibit 516.4 in handbook EL-312), then Human Resources must make the decision whether or not to hire the applicant.

## **225 Out-of-Date PS Form 2480**

If an individual's PS Form 2480 is more than 90 calendar days old at the time of offer of employment, award of bid, or approval of reassignment or transfer, ask the applicant or potential driving employee to update the form.

## **23 Review of Applicant's Driving Record**

### **231 Appointing Official's Responsibility**

The appointing official (or designee) must review the state driving abstract and PS Form 2480 to ensure that both documents reflect similar and accurate driving history.

## **232 Resolving Discrepancies**

Minor discrepancies between the forms do not indicate an intent to falsify documents; slight differences (e.g., dates) are to be expected. In most cases, the reviewer can resolve minor discrepancies without contacting the individual. However, if the documents differ significantly, speak with the individual to find out the reason for the discrepancy, verify dates, and supply missing information. Do not use the discussion to interpret the severity of convictions.

## **233 Applicant's Responsibility**

If an individual believes that a state driving abstract is inaccurate, he or she is responsible for providing satisfactory evidence of the abstract's inaccuracy. A new abstract or letter of explanation on appropriate state agency letterhead is one acceptable form of evidence.

When discrepancies are not satisfactorily resolved, the more stringent of the two documents must be used for purposes of comparison with the Table of Disqualifications.

## **234 Employees Who Request Reassignment**

When an employee requests reassignment to a different district, and the state driving abstract and PS Form 2480 do not meet the criteria specified in the Table of Disqualifications, do not automatically refuse the employee's request. Instead, review the employee's PS Form 4582 folder, which provides information about the employee's on-duty driving record such as:

- Accidents.
- Citations.
- Training.
- Safe driver awards.
- Observations of driving practices.

When reviewing the employee's record to make a determination, the appointing official may consult with the local manager, Safety, but is not obligated to do so.

## **235 Disposition of PS Form 2480**

Handle an individual's PS Form 2480 as follows:

- If the individual is hired, maintain the completed form in the individual's PS Form 4582 folder.
- If the applicant is not hired, file the form with the individual's other application forms.

## **24 Initial Road Test – Exam 804**

### **241 Purpose**

The initial road test provides a practical, systematic way of measuring an individual's skills and ability to drive safely under normal operating conditions. The test is an important part of the selection process for Postal Service drivers.

### **242 Administration**

The initial road test is given only to applicants for city and rural carrier positions. Certified DSIs and RTEs administer the test according to the instructions in the restricted document, *Directions for Conducting the Initial Road Test*.

Only applicants with satisfactory driving records as defined by the Table of Disqualifications may take the initial road test. Human resources staff must:

- Review the state driving abstract and the completed PS Form 2480.
- Determine whether the applicant's driving history meets the criteria specified in the Table of Disqualifications.

If the applicant meets the criteria, Human Resources must schedule an initial road test with the appropriate DSI or RTE.

### **243 License Restrictions**

Before conducting the initial road test, the DSI or RTE must examine the applicant's state driver's license for restrictions. During the initial road test, ensure that applicants comply with all restrictions imposed upon them.

### **244 Medical and Vision Tests**

An applicant does not need vision or medical tests before taking the initial road test. (See 26; Medical Examination and Assessment.)

### **245 Applicants' Driving Status**

In all cases, the employing office must obtain state driving abstracts for an applicant who requests reinstatement or reappointment. Use the abstracts to determine whether the employee meets the criteria in the Table of Disqualifications.

Exhibit 245 shows which applicants must take and pass the initial road test based on their driving status.



## Exhibit 245

### Requirement to Pass the Initial Road Test (Exam 804)

If a Postal Service employee ...	Then the employee ...
<ul style="list-style-type: none"> <li>Requests reassignment to a position that requires driving, and does not have driving privileges for the position sought</li> </ul>	<p>Must pass the initial road test.</p> <p><b>Note:</b> A DSI or a certified RTE in the potential losing office must administer the test and forward the results (pass or fail only) to the potential receiving office.</p>
<ul style="list-style-type: none"> <li>Fails the initial road test</li> </ul>	<p>Is not eligible for consideration for the vacancy, and must wait for the next open position.</p>
If an applicant ...	Then the applicant ...
<ul style="list-style-type: none"> <li>Is a city or rural carrier applicant who applies for a specific vacant position</li> </ul>	<p>Must pass the initial road test.</p>
<ul style="list-style-type: none"> <li>Fails the initial road test.</li> </ul>	<p>Is not eligible for that specific vacancy, and his or her name is not included on the hiring worksheet for consideration.</p> <p>The employee's name remains on the active register for future vacancies. (Annotate the register and current hiring worksheet accordingly.)</p>
If a <i>former</i> Postal Service employee ...	Then the <i>former</i> employee ...
<ul style="list-style-type: none"> <li>Is selected for reinstatement or reappointment,</li> <li>Held driving positions and privileges when separated from the Postal Service, and</li> <li>Is reinstated or reappointed within 1 year from the effective date of separation from a position in the Postal Service that required driving</li> </ul>	<p>Is not required to take the initial road test.</p>

## 246 Restricted Information

### 246.1 Disclosure of Test Information

Never disclose information about the results of a road test to applicants or employees. Do not:

- Tell applicants or employees how they scored or what errors they committed.
- Allow applicants or employees to review or obtain copies of information about themselves that would compromise the test.

If such information is disclosed, the test will no longer be objective, fair, or valid. For this reason, Title 39, U.S. Code, Part 266.9(4) specifically exempts the release of test materials from certain provisions of the Privacy Act.

### 246.2 References

The following publications provide detailed instructions on safeguarding test materials:

- Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*, contains instructions for applying the Privacy Act to testing materials.

- The restricted document, *Directions for Conducting the Initial Road Test*, outlines procedures for ordering, using, storing, and maintaining test materials to protect test content from being compromised.

## **247 Weather and Time Considerations**

The initial road test must not be administered during inclement weather, before 8:00 a.m. or after 5:00 p.m. The manager, Safety (District), will make final determinations regarding inclement weather.

## **248 Selecting Routes**

The following guidelines apply to the selection of routes for the initial road test:

- The route used for the test must provide exposure to most traffic conditions that Postal Service city or rural drivers are expected to encounter while on the job.
- The restricted document, *Directions for Conducting the Initial Road Test*, provides requirements for initial road test routes. The DSI and RTE are the only individuals allowed to see this restricted document, which must be secured in a locked file or cabinet.
- Submit copies of proposed schematic road test routes to the manager, Safety, for approval, review, and maintenance. The manager, Safety, must review existing routes for appropriateness and changing physical conditions at least once every 3 years.
- Wherever possible, initial road tests will be administered in one central location within a district. If necessary, additional testing locations may be established in accordance with 321.
- Offices that conduct initial road tests will have at least two different approved routes. In addition:
  - To standardize test administration, the manager, Safety, must ensure that all of the road test routes are as similar as possible relative to the degree of skill required to navigate the routes.
  - Individuals taking the road test for the second time must be tested on a route that is different from the one used for the first test.
  - Whenever possible, have a different instructor conduct the second test.

## **249 Selecting Vehicles**

### **249.1 Acceptable Vehicles**

City and rural carrier applicants must take the initial road test in standard passenger vehicles. Applicants may use personal vehicles, including jeeps, pickups, and vans if the vehicles:

- Is a left-hand drive vehicle
- Are equipped with working seatbelts for driver and passenger.
- Meet the criteria specified in Notice 76.

## **249.2 Postal Service Vehicles**

If the individual's personal vehicle does not have functioning seatbelts or does not meet the criteria in Notice 76, the DSI must provide the applicant with a Postal Service-owned or -leased passenger vehicle. Do not test applicants in Postal Service right-hand-drive delivery vehicles.

## **25 PS Form 4582, Operator's Record**

The employment or personnel office will forward the state driving abstract and the completed PS Form 2480 to the DSI for inclusion in the employee's PS Form 4582 folder after the individual has met all of the requirements of the position.

**Note:** Keep state abstracts and forms for those individuals who are not selected with the individual's employment application or other related papers for 4 years.

## **26 Medical Examination and Assessment**

Postal Service policies as well as state and federal regulations require that applicants for driving positions meet certain standards of vision and health. The Commercial Motor Vehicle Safety Act of 1986 places additional requirements on drivers who must have Commercial Driver's Licenses.

This section describes the procedures used to assess the vision and health of employees who hold driving positions in the Postal Service.

### **261 Electronic Medical Assessment Program**

The Electronic Medical Assessment Program (eMAP) is a Web-based application that streamlines the manual process of collecting, analyzing, maintaining, and storing medical data on applicants or candidates who have been offered employment with the Postal Service.

#### **261.1 Responsibility for Cost**

After a job offer is made, the Postal Service provides an eMAP evaluation by an occupational health nurse at no expense to the applicant or candidate.

#### **261.2 Scheduling**

All medical examinations for employees will be scheduled sufficiently in advance to allow time to complete and return any required forms. Driving privileges will not be granted or renewed until the medical assessment has been completed and the results have been reviewed by medical personnel and reported to management.

#### **261.3 Requirement for Medical Assessment**

##### **261.31 Initial**

An initial eMAP is required for driving applicants who have successfully completed the pre-hire screening process and have been offered a job.

### **261.32 Follow-up**

- A Postal Service employee who has been examined before is required to have a new medical assessment if the job applied for is more demanding physically than the current job.
- A new medical assessment is required if an individual has a break in service of more than 12 months.
- A new medical assessment is not required if the break in service is less than one year or the job applied for is less demanding physically than the current job.

## **262 Responsibility for Medical Assessment**

### **262.1 Medical Personnel**

Medical personnel will provide a medical assessment of all individuals who have or will have driving privileges. The assessment must determine whether or not the examinee:

- Has medical limitations or restrictions; or
- Is medically qualified to perform the functions of the position *if* the limitations or restrictions noted in the medical assessment can be accommodated.

### **262.2 Selection Officials**

Selection officials must not appoint an applicant to a job until they receive that person's eMAP.

In collaboration with the district's Reasonable Accommodation Committee, selection officials make the final decision about job accommodations. They must consider all of the facts, recommendations, and suggestions made by the Postal Service physician, occupational health nurses, operations personnel, and the applicant.

Selection officials must not hire or otherwise consider driving applicants and potential driving employees for positions that require driving as part of the official duties if:

- They are not medically fit for the position, and
- Reasonable job accommodations are not deemed possible for them.

## **263 Medical Requirements for Maintaining Driving Privileges**

See exhibit 263 for medical requirements for maintaining driving privileges.

**Medical Requirements for Maintaining Driving Privileges**

<b>Medical Requirements for Maintaining Driving Privileges for Postal Service-Owned or -Leased Vehicles According to Type of Vehicle</b>	
<b>Type of Vehicle</b>	<b>Requirements</b>
<b>10,000 lbs GVWR or less</b> <b>Examples:</b> ½-ton, delivery-type vehicles, LLVs, FFVs, GSA vehicles, minivans, rural carrier privately owned vehicles, administrative cars, pickups, passenger vehicles, staff cars.	<b>Every 5 years:</b> Medical history and vision exam. <b>Notes:</b> <ul style="list-style-type: none"> <li>▪ Vision exams are to be performed by Postal Service medical personnel or medical providers.</li> <li>▪ A vision test conducted by a state motor vehicle office within the last 12 months is acceptable if Postal Service medical personnel have reviewed the state's test and determined that it meets Postal Service requirements.</li> </ul>
<b>10,001 to 26,000 lbs GVWR</b> <b>Examples:</b> 2-ton, 2 ½-ton, and 5-ton cargo vans; wreckers, stakebeds, and mobile Post Offices.	<b>Every 5 years:</b> Medical Assessment.
<b>26,001 lbs GVWR or more</b> <b>Applies to:</b> All vehicles that require the driver to have a Commercial Driver's License (CDL) (7 ton and up).	<b>Every 2 years:</b> CDL physician's examination. <b>Note:</b> Driver must provide current CDL.

**Note: Operators of Postal owned 2-ton vehicles are not required to obtain a Department of Transportation (DOT) physical and are therefore not required to carry a DOT Medical Card.**

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## **3 Training and Testing Drivers**

### **31 Introduction**

#### **311 Philosophy of Driver Training**

The purpose of driver training is to take good drivers and turn them into better drivers. This is the Postal Service's philosophy of driver training. To turn poor drivers into good ones is *not* the purpose.

Training alone will not improve driver performance or reduce motor vehicle accidents. The selection, motivation, periodic observation, and ongoing supervision of Postal Service drivers are of critical importance.

#### **312 Goal and Objectives**

The goal of driver training is to equip Postal Service drivers to:

- Comply with DOT regulations.
- Drive safely.
- Reduce human suffering.
- Reduce property damage and costs.
- Collect and deliver mail efficiently.
- Project a positive image of the Postal Service.

The objectives of the driver training program include the following:

- To integrate all elements of the Safe Driver Program.
- To develop employees through a systematic, standardized process of training, coaching, mentoring, observing and correcting.

#### **313 Types of Driver Training**

To develop and maintain a proficient cadre of drivers, the Postal Service employs three types of driver training:

- Initial driver training.
- Refresher driver training.
- Driver Improvement training.

### **32 Administration**

#### **321 Satellite Sites**

To ensure standardization of training methods and materials, driver training must be conducted in one central location within a district whenever possible.

If necessary, satellite driver training locations may be established with the approval of the manager, Safety (district). Locate satellite training and testing together, if possible. When these functions are located together, the same staff members can train and road test drivers.

## **322 Lighting**

If adequate artificial lighting is available, vehicle familiarization and controlled driving training can be conducted when it is dark outside. The manager, Safety, makes the final decision on training after dark.

## **323 Documentation**

Responsible officials must document driver training in the National Training Database and the following forms:

- PS Form 4582, *Operator's Record*.
- PS Form 2548, *Individual Training Record*.

## **324 Selecting Vehicles**

The DSI must identify the types of vehicles needed for driver training. The manager of the vehicle maintenance facility is responsible for ensuring that the appropriate vehicles (in type and number) are provided when needed.

# **33 Initial Driver Training**

## **331 Components**

Initial driver training consists of the following components:

- Classroom driver training:
  - Postal Service driving requirements
  - Defensive driving.
- Vehicle familiarization.
- Controlled driving

## **332 Incidental Drivers and Non-Driving Employees**

### **332.1 Incidental Drivers**

#### **332.11 Left-Hand-Drive Vehicles**

Incidental drivers (defined in 120) with a current and valid state driver's license and who use left-hand-drive (LHD) passenger vehicles (private or leased or owned by the Postal Service) on official Postal Service business are not required to complete initial driver training.



## 332.12 Right-Hand-Drive Vehicles

Incidental drivers who occasionally operate right-hand-drive (RHD) vehicles must complete all components of initial driver training, including the written test and the end-of-training road test.

## 332.2 Non-Driving Employees

A non-driving employee who is directed to attend and elects to drive to on-the-job training seminars or meetings using his or her own LHD vehicle is not required to complete initial driver training. The employee must have a current and valid state driver's license.

## 333 Classroom Driver Training

### 333.1 Description

Classroom driver training, conducted by the DSI, consists of two parts:

- *Part 1* — Postal Service policy, rules, and requirements for safe and proper operation of a vehicle in the performance of duty.
- *Part 2* — General defensive driving techniques.

To supplement part 1, the DSI will discuss the most common types and causes of motor vehicle accidents in the district and the ways to avoid them. District accident data is available from the manager, Safety.

### 333.2 Drivers Required to Take Classroom Driver Training

Exhibit 333.2

#### Drivers Required to take Classroom Driver Training

If a Postal Service employee ...	Then the employee ...
<ul style="list-style-type: none"><li>▪ Is a new driver</li><li>▪ Does not have driving privileges for a specific type of vehicle, and</li><li>▪ Requests promotion or reassignment to a job that requires driving that specific type of vehicle</li></ul>	Must complete classroom driver training, parts 1 and 2.
<ul style="list-style-type: none"><li>▪ Has driving privileges for a specific type of vehicle on the job, and</li><li>▪ Is reassigned or reinstated to another district in a position that requires driving as part of his or her official duties</li></ul>	Must complete classroom driver training, parts 1 and 2 (even if the employee has taken this training previously).

### 333.3 Classroom Driver Training, Part 1, Written Test

The written test given at the end of part 1 measures the trainee's understanding of the subject matter presented in the classroom.

### 333.31 New Drivers

All new driving employees must take the written test for part 1 of classroom driver training. Exhibit 333.31 shows actions to be taken based on results of the written test.

#### Exhibit 333.31 Results of Written Test

If the new driving employee ...	Then the employee ...
Passes the written test	May go on to take part 2, defensive driving.
Fails the written test	Is disqualified and is not eligible to drive for the Postal Service. <b>Note:</b> The DSI must notify the appropriate supervisor or manager.

### 333.32 Securing Test Materials

A certified test examiner must administer the written test for part 1 of classroom driver training. The test contains information that, if released, would compromise the fairness of the training and testing process. All copies of the test must be controlled and kept in a locked file by the examiner.

## 334 Vehicle Familiarization

### 334.1 Description

The second component of initial driver training, vehicle familiarization is conducted in conjunction with the skills courses described in 334, Controlled Driving, and appendices A and B.

Vehicle familiarization training may take up to 45 minutes for each vehicle.

### 334.2 Purpose

The purpose of vehicle familiarization is to explain and demonstrate the components and operating characteristics of a Postal Service owned vehicle.

### 334.3 Content

Vehicle familiarization training includes the following subjects.

- The main focus of vehicle familiarization is teaching the student how to use Notice 76, *Expanded Vehicle Safety Check*.
- If appropriate, the training also includes mirror adjustment activities for long life vehicles (LLVs) and flexible fuel vehicles (FFVs) using the LLV/FFV Mirror Station in appendix C.
- Additional components of vehicle familiarization may include demonstrating and explaining how to:
  - Use seatbelts.
  - Overcome blind spots.

- Identify cockpit controls.
- Location of the accident kit.
- Use rear vision cameras, monitors, and microphones (where appropriate).
- Use keyless entry and ignition systems (where applicable).
- Start and park vehicles properly.
- Use rear vehicle power lifts (where applicable).
- Understand vehicle clearances (horizontal and vertical).
- Use Job Safety Analysis to:
  - Identify hazards associated with entering and exiting a vehicle.
  - Understand proper fueling procedures for gasoline and alternative fuels).
- Identify hazards associated with the rear bumpers of LLVs and FFVs.
- Secure vehicles properly against theft, following Postal Service national policy.
- Report a motor vehicle accident according to national and local procedures and requirements.
- Understand a vehicle's unique features (such as right-hand drive, turning radius, and mirrors).

#### 334.4 Drivers Required to Take Vehicle Familiarization

Exhibit 334.4

##### Drivers Required to Take Vehicle Familiarization

If a Postal Service employee ...	Then the employee ...
<ul style="list-style-type: none"> <li>▪ Is a new hire city or rural carrier</li> <li>▪ Does <i>not</i> have driving privileges for a specific kind of vehicle, and</li> <li>▪ Is assigned to a new district in a position that requires driving as part of the job</li> </ul>	Must complete vehicle familiarization training on each type of Postal Service vehicle he or she is required to operate.
<ul style="list-style-type: none"> <li>▪ Is a new operator required to have a Commercial Driver's License</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Is a new rural carrier required to operate an RHD vehicle</li> </ul>	Must complete vehicle familiarization training on an RHD vehicle.
<ul style="list-style-type: none"> <li>▪ Has driving privileges for job duty (meets the requirements to drive a specific kind of vehicle), and</li> <li>▪ Is assigned to a new district in a position that requires driving as part of the job</li> </ul>	Is <i>not</i> required to complete vehicle familiarization training.
<ul style="list-style-type: none"> <li>▪ Is a new rural carrier <i>not</i> required to operate an RHD vehicle.</li> </ul>	<p>Is <i>not</i> required to complete vehicle familiarization training on an RHD vehicle (unless a supervisor requests it).</p> <p><b>Note:</b> If at a later date the carrier is required to operate an RHD vehicle, he or she must complete vehicle familiarization training.</p>

### **334.5 Selecting Vehicles**

Familiarization training must be provided for each type of Postal Service vehicle trainees are required to operate on the job. The DSI must identify the types of vehicles needed for familiarization. The manager of the vehicle maintenance facility is responsible for ensuring that the appropriate vehicles (in type and number) are provided when needed.

## **335 Controlled Driving**

### **335.1 Description**

Controlled driving is the third and final component of initial driver training. Each student takes the appropriate Postal Service-designed skills course, as follows:

- Driving RHD delivery vehicles (see appendix A).
- Driving large trucks (including 2-ton, 5-ton, and all CDL required vehicle); see appendix B.

Controlled driving includes practice in street driving.

### **335.2 Purpose**

The purpose of controlled driving is to give employees who drive the opportunity to:

- Practice and apply skills learned in the classroom.
- Practice driving specific types of Postal Service vehicles as they will be used on the job.

### **335.3 Administration**

#### **335.31 Planning and Design**

Controlled driving is conducted on the driver training skills courses (described in appendices A and B) and on the street by a DSI.

To ensure consistency and standardization, DSIs must observe the instructions for designing and conducting driver training skills courses provided in appendices A and B.

#### **335.32 Driver's License Restrictions**

Before conducting skills course training, the DSI must

- Review each individual's state driver's license, especially for driving restrictions.
- Ask students about Postal Service medical restrictions and state driving restrictions (such as corrective lenses, glasses left, or glasses right).

Every driver must adhere to state and Postal Service medical requirements when taking controlled driving training and when operating a vehicle on duty.

## **335.4 Delivery Skills Course**

### **335.41 Purpose**

The purpose of the delivery skill course is to train drivers how to use Postal Service-owned vehicles to deliver the mail safely and effectively.

### **345.42 Content**

The delivery skills course includes training in the following skills:

- Using vehicle controls (where applicable, including rear vision cameras and monitors).
- Exiting and entering a vehicle safely.
- Adjusting mirrors.
- Parking safely (including parallel parking).
- Backing up safely (including offset backing).
- Navigating intersections.
- Making angled turns.
- Delivering mail curbside.
- Navigating overhead clearances.
- Making 3-point turns and U-turns.
- Parking and securing a vehicle.
- Turning.
- Stopping.
- Learning other practices as dictated by local accident data.

## **335.5 Large Truck Skills Course**

### **335.51 Purpose**

The purpose of the Large Truck skills course is to screen and train drivers on the use of large Postal Service trucks (including 2-tons, 5 tons, and CDL required vehicles).

### **335.52 Content**

The Large Truck skills course includes screening and training in:

- Parallel parking.
- Offset maneuvering and backing up.
- Forward stopping, straight line maneuvering, and backing up.
- Understanding, managing, and avoiding curb overhangs.
- Maneuvering around and backing up to alley docks.

### 335.53 Training

Authorized current employees who need CDL training to fulfill job requirements will receive appropriate on-the-job training and assistance as follows:

- On an individual basis as assessed by a DSI with a CDL.
- Up to 80 hours when going from a passenger vehicle license to a CDL.

For applicant CDL operators, see note at bottom of exhibit 336.3.

### 335.6 Street Driving

#### 335.61 Purpose

The purpose of training in street driving is to have the student apply what was learned in the classroom, in vehicle familiarization, and on the skills course to real-life driving on the street.

#### 335.62 Content

Street driving training includes practicing maneuvers in

- Situations similar to those experienced on the skills course.
- Situations encountered on the street, such as changing lanes and maintaining following distances.

#### 335.63 Selecting Vehicles

The DSI must identify the types of vehicles needed for street driving. The manager of the vehicle maintenance facility is responsible for ensuring that the appropriate vehicles (in type and number) are provided when needed.

### 335.7 Drivers Required to Take Controlled Driving Training

Exhibit 335.7

#### Drivers Required to Take Controlled Driving Training

If a Postal Service employee ...	Then the employee ...
<ul style="list-style-type: none"><li>▪ Is a new hire city or rural carrier required to operate a Postal Service RHD vehicle and/or a non-CDL Post Office cargo vehicle</li></ul>	Must successfully complete controlled driving training on each type of Postal Service vehicle he or she is required to operate.
<ul style="list-style-type: none"><li>▪ Does <i>not</i> have driving privileges for a specific type of RHD vehicle or non-CDL cargo vehicle</li></ul>	
<ul style="list-style-type: none"><li>▪ Is a new operator required to have a Commercial Driver's License</li></ul>	
<ul style="list-style-type: none"><li>▪ Is a new rural carrier required to operate a postal owned RHD vehicle</li></ul>	Must successfully complete controlled driving training on a RHD vehicle.
<ul style="list-style-type: none"><li>▪ Is a new rural carrier <i>not</i> required to operate a postal owned RHD vehicle</li></ul>	Is <i>not</i> required to complete controlled driving training on a RHD vehicle (unless a supervisor specifically requests it). <b>Note:</b> If at a later date the rural carrier is required to operate a Post Office RHD vehicle or personally buys a RHD vehicle, he or she must complete controlled driving training.

## **335.8 Hours of Instruction**

### **335.81 Delivery Skills Course**

Training time required for controlled driving on the delivery skills course:

- *Minimum:* 3 hours for each type of vehicle
- *Maximum:* 3½ hours for each type vehicle.

### **335.82 Large Truck Skills Course**

The maximum time required for controlled driving on the large truck skills course is 3 hours for each type of vehicle.

### **335.83 Street Driving**

After an individual completes the delivery or the large truck skills course, the maximum time required for controlled driving on the street is 45 minutes for each type of vehicle. For CDL operators this includes a 15-minute, pre-drive safety check.

## **336 End-of-Training Road Test**

### **336.1 Purpose**

The purpose of the end-of-training road test is to measure the individual's ability to apply the skills learned.

Employees must pass the end-of-training road test to obtain Postal Service driving privileges for RHD vehicles (see exhibit 336.3).

### **336.2 Description**

The DSI administers the end-of training road test using an LLV after the individual completes controlled driving training. If an individual completes controlled driving training for both an LLV and a FFV, he or she will take only one end-of-training road test using an LLV. FFV's are not to be used for the end-of-training road test.

The test must be conducted on the street.

The district safety manager and the DSI must approve the route schematic for the end-of-training test and keep it on file.

### 336.3 Drivers Required to Take the End-of-Training Road Test

Exhibit 336.3 identifies the employees who are required to take the end-of-training road test.

Exhibit 336.3

#### Drivers Required to Take the End-of Training Road Test

If a Postal Service employee ...	Then the employee ...
<ul style="list-style-type: none"><li>Is a new hire city or rural carrier who has completed controlled RHD driving training</li><li>Does <i>not</i> have driving privileges for a specific type of RHD vehicle for job duty, and requests a promotion or reassignment to a city or rural carrier position that requires driving a specific type of RHD vehicle for job duty</li></ul>	Must take and pass the end-of-training road test for each type of Postal Service RHD vehicle he or she is required to operate.
<ul style="list-style-type: none"><li>Has driving privileges for a specific type of vehicle or job duty;</li><li>Is reassigned or reinstated to a city or rural carrier position in another district; and the new position requires driving</li></ul>	
<ul style="list-style-type: none"><li>Is an operator of a Postal Service vehicle who is required to have a CDL.</li></ul>	Is not required to take the end-of-training road test.*

**\*Note:** However, the CDL operator must successfully complete the tasks for each Postal Service vehicle he or she is required to operate at each skill station during controlled driving training on the Large Truck skills course and the street course for each type of vehicle he or she is required to operate. A CDL operator who does not successfully complete the skills course on a specific type of vehicle will not be granted driving privileges for that type of vehicle. The DSI must notify the employee's supervisor when driving privileges are not awarded.

### 336.4 Failure To Pass the End-of-Training Road Test

Individuals who fail the end-of-training road test on a specific type of Postal Service RHD vehicle cannot be granted Postal Service privileges for that type of vehicle. This applies whether the employee is a newly hired city or rural carrier or is requesting promotion or reassignment. The DSI must notify the employee's supervisor.

## 34 Refresher Driver Training

The Postal Service strongly encourages refresher driver training for all drivers with current driving privileges.

### 341 When to Conduct

Refresher driver training must be conducted when:

- Drivers with driving privileges for Postal Service-owned vehicles have not driven in the past 6 calendar months.
- Trends in local motor vehicle accident data suggest additional training is needed.
- Letter carriers (not on probation) are reassigned or bid to routes with driving responsibilities.



- Driver training programs or awareness campaigns are conducted.

### **342 Content**

Refresher driver training can include any of the following:

- Classroom driver training (parts 1 and 2).
- Skills course (on the lot).
- Vehicle familiarization.
- Controlled driving on the street or on the carrier's line of travel.
- Defensive driving course (online or on disk).

### **343 Evaluation of Reassigned Employees**

Reassigned career employees who have completed a probationary period before being reassigned or promoted to a driving position need be evaluated only on PS Form 4584 after refresher driver training.

## **35 Driver Improvement Training**

Driver improvement training is the third kind of driver training offered by the Postal Service.

### **351 Candidates**

A driver who has completed initial driver training must take driver improvement training conducted by a DSI when the:

- Driver is at fault in a motor vehicle accident.
- Supervisor recommends training based on observations of driving practices.

### **352 Timing**

To be most effective, driver improvement training will take place within 10 calendar days of the accident or observation of unsafe driving practice.

### **353 Content**

The DSI giving driver improvement training must:

- Address specific driving deficiencies
- Use positive reinforcement.
- If controlled driving instruction is given, conduct it in the same type of vehicle the employee was driving at the time of the accident or observation.

A DSI may employ any of the following activities in driver improvement training:

- Ask the driver to take the US Postal Service defensive driving course (online or on disc).
- Discuss driving observations with the driver.
- Discuss and review the accident scene and circumstances with the driver.
- Go over modules in the new driver classroom training course that address the deficiencies observed (or that contributed to an accident).
- Conduct vehicle familiarization.
- Conduct training at one or more stations on the skills course.
- Conduct a controlled driving exercise on the street or route where the driver experienced difficulties.

### **354 Responsibilities**

The driver's supervisor must notify the DSI promptly of an accident or driving observation that requires driver improvement training.

The DSI must obtain a copy of PS Form 1769, *Accident Report*, and Standard Form 91, *Motor Vehicle Accident Report*, from the district safety office.

When the need for driver improvement training is based on a driver observation, the DSI must obtain a copy of PS Form 4584 from the employee's supervisor.

## **36 Special Emphasis Vehicle Orientation**

The Postal Service does not consider special emphasis vehicle orientation to be formal training.

### **361 When to Conduct**

Special emphasis vehicle orientation is appropriate when any of the following are changed or modified:

- State motor vehicle laws.
- Postal Service policies, rules, and regulations for driving.
- Motor vehicle fleet.

Special emphasis vehicle orientation is also appropriate when a purchased or deployed vehicle is:

- Similar to a model in fleet inventory (new model of a tractor or 7-ton vehicle).
- A commercial off-the-shelf left-hand-drive vehicle (minivan or sport utility vehicle).

## **362 Content**

Depending on the situation, special emphasis vehicle orientation may include one or more of the following activities:

- Give a safety talk.
- Present, discuss, and have a question and answer session around a manufacturer's video.
- Discuss and demonstrate the unique features of a specific vehicle model.
- Provide test drives (skills course or on-the-street).
- Conduct vehicle familiarization as outlined in 334.

## **363 Documentation**

- Record all special emphasis vehicle orientation on the employee's PS Form 4582.

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## **4 State Driver's Licenses**

### **41 Requirements**

#### **411 Employees' Responsibilities**

In order to maintain Postal Service driving privileges, an employee must:

- Have a current and valid state driver's license in his or her possession.
- Observe and apply any restrictions imposed by state and Postal Service medical personnel.
- Produce the license when asked to do so by a Postal Service manager, supervisor, or DSI.

In addition, drivers must inform their supervisors immediately if their state driver's or commercial driver's licenses are suspended or revoked. Failure to do so may result in administrative action.

**Note:** A state driver's license is not required for operating powered industrial vehicles on Postal Service premises.

#### **412 Supervisors' Responsibilities**

To verify the existence of current and valid licenses, supervisors must require each driver to produce his or her state driver's license or commercial driver's license once every quarter.

If a Postal Service driver fails to provide evidence of a current and valid state driver's license or commercial driver's license, the supervisor must:

- Suspend or revoke the driver's Postal Service driving privileges until the existence and validity of the license is verified.
- Assign the employee to temporary non-driving duties (when available) until he or she produces a current and valid state driver's license or commercial driver's license. (See article 29 of the appropriate collective bargaining to determine whether rights or obligations exist concerning reassignment to non-driving duties.)

#### **413 Incidental Drivers and Non-Driving Employees**

The following Postal Service employees are required to have current and valid state driver's licenses:

- Incidental drivers (defined in 120) who operate vehicles (private or leased or owned by the Postal Service) on official Postal Service business.
- Non-driving employees who are directed to attend and elect to drive to on-the-job training seminars or meetings using their own vehicles.

## **414 Special Requirements for Operators with Commercial Driver's Licenses**

All Postal Service drivers who are required to have a CDL as part of their job duties must abide by all current requirements of the Commercial Motor Vehicle Safety Act of 1986. In accordance with the Act:

- Within 30 days of a conviction for any traffic violation, except parking, a driver with a CDL must notify his or her employer, regardless of the nature of the violation or the type of vehicle that was driven at the time.
- If a CDL is suspended, revoked, cancelled, or if the employee is disqualified from driving, the employee must notify his or her supervisor. This notification must be made by the end of the next business day following receipt of the notice of the suspension, revocation, cancellation, lost privilege, or disqualification.
- PS Form 4600, *Driver Notification and Compliance Certificate*, completed during the application process, must be retained by the local Human Resources office, with a copy placed in the PS Form 4582 folder, and a copy given the driver.
- Supervisors may not knowingly use a driver who (1) has more than one CDL; (2) whose CDL is suspended, revoked or cancelled; or (3) is disqualified from driving. Violation of this requirement may result in civil or criminal penalties.
- The federal penalty to a driver who violates the CDL requirements is either (1) a civil penalty of up to \$2,500; or (2) in aggravated cases, criminal penalties of up to \$5,000 in fines, up to 90 days in prison, or both.

## **42 Suspension and Revocation of Driving Privileges**

### **421 Reason for Suspension or Revocation**

#### **421.1 For Physical Condition**

##### **421.11 Responsibilities**

Each employee must continue to meet the physical standards required to obtain a state driver's license in the state that has granted the license. Employees have a responsibility to inform their supervisors of any change in physical condition that may adversely impact their driving abilities.

Postal Service personnel may learn that an employee's physical condition is such that the employee's state driving privilege should be suspended. When this happens, the appropriate supervisor will consider suspending the employee's Postal Service driving privileges until the condition is corrected or under adequate control. See exhibit 421.12.

## 421.12 Procedures

Exhibit 421.12

### Procedures to Suspend or Revoke Postal Service Driving Privileges

If ...	Then ...
A Postal Service employee's state driving privilege is suspended or revoked	The supervisor must suspend or revoke the employee's Postal Service driving privileges.
A Postal Service driving employee's physical condition is permanent	The supervisor must temporarily suspend Postal Service driving privileges and remove the employee from any position that requires driving. Supervisor must consult on an individual basis with the employee and medical personnel to determine if the employee is able to drive.
There is reason to believe a change in physical condition may have occurred with the driving employee	The supervisor must temporarily suspend Postal Service driving privileges; consult with the employee and with Postal Service medical personnel.
A Postal Service driving employee requests reasonable accommodation	The supervisor must consult with the district's Reasonable Accommodation Committee.

## 421.2 For Unsafe Driving

When the on-duty record shows that an employee is an unsafe driver, management may suspend or revoke the employee's Postal Service driving privileges. Elements of the on-duty record that may be used to suspend or revoke driving privileges include:

- Traffic law violations.
- Accidents.
- Failure to meet motor vehicle operational standards.
- Disregard for personal safety.

The following guidelines apply:

- When management is considering the suspension, revocation, or re-issuance of an employee's driving privileges, the final determination must be based solely on the employee's on-duty driving record.
- Management must automatically suspend or revoke an employee's driving privileges when a state driver's license is suspended or revoked. And management must automatically restore an employee's driving privileges when the state driver's license is restored.
- If the suspension or revocation states that the employee may operate a vehicle for employment purposes, then Postal Service driving privileges must not be suspended or revoked automatically.
- When management is considering the suspension, revocation, or re-issuance of an employee's driving privileges based on the on-duty driving record, the conditional suspension or revocation of a state driver's license may be considered in making the final determination.

- When a state driver's license is reinstated, the employee must provide documentation to that effect.

### **421.3 In Case of Accident**

When an employee is involved in a motor vehicle accident:

- There are no provisions for the automatic suspension of an employee's driving privilege based on the fact that the employee was involved in a vehicle accident.
- The individual circumstances surrounding each accident are assessed at the time of the accident to determine whether a temporary suspension of driving privileges is warranted.
- The supervisor must consider whether public safety or the employee's safety will be jeopardized if the employee is allowed to continue driving.
- The supervisor (and/or other Postal Service managers) must assess factors related to the accident, to include the following:
  - Employee's condition, for example:
    - Shock.
    - Fatigue.
    - Impairment caused by use of alcohol or controlled substances.
    - Other physical or emotional factors.
  - Seriousness of the unsafe driving practice (if any) that contributed to the accident.

## **422 Temporary Suspension of Driving Privileges**

If the supervisor cannot make an immediate determination based upon a review of factors in 421.3, the supervisor may temporarily suspend the employee's driving privileges pending completion of an investigation. Once the investigation is completed, the supervisor can make the decision to suspend, revoke, or reinstate driving privileges.

Driving privileges may be withheld pending investigation for no more than 14 calendar days after which the employee's driving privileges must be either:

- Reinstated;
- Suspended up to 60 days, or
- Revoked.

If the employee's driving privileges are suspended or revoked, the supervisor must explain to the employee, in writing, the reasons for the action.



## 423 Decision Criteria

Management makes a decision to suspend or revoke driving privileges according to the following criteria:

- Investigate and determine the driver's:
  - Fault or lack of fault (were the driver's actions the primary cause of the accident?).
  - Degree of error.
  - Record (driving history, discipline related to motor vehicle operation).
- Consider the severity of the accident.
- Consider factors about the driver such as:
  - Training (quality or absence of training in a particular driving activity).
  - Physical condition (did the employee meet Postal Service physical standards at the time of an accident?).

**Note:** A Safe Driver Award Committee determination about the preventability of an accident is *not* a factor to be considered when suspending or revoking driving privileges.

## 424 Special Cases

### 424.1 Consideration of Suspension or Revocation of Driving Privileges

In certain cases, supervisors (or other officials) must consider (a) suspending or revoking an employee's driving privileges, or (b) taking action based on the driver's PS Form 4582, *Operator's Record*, and PS Form 4584, *Observation of Driving Practices*.

Supervisors (or other officials) must take action when a Postal Service driver's on-duty driving record indicates one or more of the following:

- Two or more at-fault accidents within a 12-month period.
- Two or more convictions by civil authorities for moving traffic violations within a 12-month period.
- Repeated violation of Postal Service driving regulations or safe driving practices, rules, and regulations after being warned or instructed.
- Total disregard for his or her own personal safety.
- Total disregard for the safety of others.
- Supervisor's determination that retaining the employee on duty could result in:
  - Damage to Postal Service property.
  - Loss of mail or funds.

#### **424.2 Request for Reinstatement of Driving Privileges**

If an employee requests reinstatement of revoked or suspended driving privileges, management must review the request and make a decision as soon as possible, but not later than 45 days from the date of the employee's request. If the request is denied, management must convey the decision to the employee *in writing*.

#### **424.3 Reassignment**

When the driving privileges of a career bargaining unit employee are suspended or revoked, refer to article 29 of the applicable collective bargaining agreement to determine whether rights or obligations exist concerning reassignment to non-driving duties.

## **5 Driving Safety Instructors**

### **51 Duties and Responsibilities**

Driving Safety Instructors (DSIs):

- Conduct:
  - Initial road tests and all phases of initial driver training.
  - Refresher driver and driver improvement training
  - Special emphasis vehicle orientation.
- Coach drivers and observe driving practices.
- Train, test, and evaluate Ad Hoc DSI's and Road Test Examiners (RTEs).

For more detailed information about DSI duties and responsibilities, see Qualification Standard and Standard Position Description for Driving Safety Instructor issued by Personnel Services, Human Resources.

### **52 Selection, Training, and Certification**

#### **521 Selection**

Careful selection, training, and certification of qualified personnel to act as DSIs are of critical importance to the Postal Service's safe driving program. Selection of DSIs is the joint responsibility of the installation head and the safety manager.

Prospective DSIs must meet the requirements contained in the DSI position description and qualification standards.

#### **522 Training**

Prospective DSIs must meet the requirements contained in the DSI position description and qualification standards.

#### **523 Certification**

The National Test Administration Center (NTAC) maintains a list of certified DSIs. After a prospective DSI has successfully completed the required training program, the safety manager will provide the following information about the individual to NTAC: name, employee ID number, office, and finance number.

## **53 Training Road Test Examiners**

Some DSIs are assigned to train Road Test Examiners (RTEs). See Chapter 6 for information about RTE duties and responsibilities. DSIs selected to train RTEs must complete the following:

- RTE training (described in Chapter 6).
- NTAC test examiner's training.

## **54 Ad-hoc Driving Safety Instructors**

### **541 Duties and Responsibilities**

Ad-Hoc DSIs are Postal Service employees who:

- Perform DSI duties on a part-time, seasonal, or as-needed basis.
- Are certified to administer the initial road test.
- Are qualified to instruct other employees to drive vehicles used in Postal Service operations.

### **542 Selection, Training, and Certification**

Ad-hoc DSIs must meet the same selection, training, and certification requirements as full-time DSIs. Ideally, ad-hoc DSIs will teach at least three or four times a year to maintain proficiency.

Managers of ad-hoc DSIs must support the safety function by releasing these individuals when needed by a PEDC or Safety Manager.

## **6 Road Test Examiners**

### **61 Duties and Responsibilities**

Road Test Examiners (RTEs) assist DSIs when the work load is seasonably heavy or when the DSI's geographic location makes it difficult to schedule and perform the initial road test.

RTEs administer the pre-employment initial road test. Their duties and responsibilities include the following

- Provide oral instructions to applicants.
- Observe and document applicants' driving practices.
- Follow standard process for administering the test.
- Process paperwork to document applicants' test performance.
- Maintain the confidentiality of test materials and information about applicants.

Managers must support the selection function by releasing RTEs from their normal duties whenever necessary.

### **62 Determining the Need for Road Test Examiners**

#### **621 Initial Road Test Administration**

Whenever possible, initial road tests will be administered by DSIs. When it is not feasible to conduct tests in one central location in a district, the manager, Safety, may:

- Establish additional testing sites.
- Coordinate the selection and training of employees to serve as RTEs.

When RTEs administer initial road tests, they:

- Are not authorized to score the test; only DSIs may score the initial road test.
- May administer tests only for vehicles they are qualified to operate.

#### **622 Basis for Requesting**

An installation's location or volume of testing may suggest the need for one or more RTEs to assist the DSI. In such cases, the installation head must:

- Ensure that testing volume is sufficient to allow the RTE to maintain certification.
- Notify the DSI of the requirement for RTEs.

#### **623 Determining the Number**

The safety manager will limit the number of RTEs authorized to ensure:

- Maximum standardization in test administration.
- Sufficient testing opportunities for RTEs to maintain proficiency.

When considering requests for authorization of an RTE, safety managers must incorporate the provisions of this section in their determinations.

## **63 Selection, Training, and Certification**

### **631 Selection**

#### **631.1 Criteria for Selection**

Candidates nominated to be the RTEs must be bargaining employees with current Postal Service driving privileges. This will help to ensure that RTEs understand the importance of selecting applicants who demonstrate safe driving practices.

#### **631.2 Procedures**

##### **631.21 Safety Managers**

Safety managers will review the qualifications and safety records of candidates to ensure that qualified employees are selected as RTEs. If the safety manager determines that a candidate does not possess the skills and background required of an RTE, that individual's nomination must be voided.

Prospective RTEs must meet the following criteria:

- Have safe driving records.
- Pass the Table of Disqualifications.
- Pass the initial road test.

##### **631.22 Driver Safety Instructors**

##### **631.221 Assessment of Driving Record**

Before scheduling an RTE candidate for testing or training, the DSI must:

- Request a copy of each candidate's state driving abstract;
- Have the candidate complete PS Form 2480, *Driving Record*; and
- Compare both documents with the Table of Disqualifications.

If a candidate's driving record does not meet the requirements of the Table of Disqualifications, the candidate is not eligible to be considered for an RTE position.

If at a later date the RTE candidate's driving record improves enough to meet the requirements of the Table of Disqualifications, then the candidate may be considered again.

## **631.222 Initial Road Test – Exam 804**

If the candidate's driving history is satisfactory, the DSI will schedule the candidate for an initial road test even if he or she has taken the test before. The following procedures apply:

- Conduct the initial road test in the candidate's home office.
- After calculating the candidate's score, print the candidate's full name and title legibly on the form.
- If the candidate does not pass the test, that candidate is not eligible for further consideration as an RTE. Do not schedule the candidate for classroom training.
- Whether the candidate passes or fails, return the candidate's completed *Initial Road Test Checklist* to the designated DSI.

## **632 Training**

### **632.1 Classroom Training**

RTEs must be trained on how to administer the initial road test using the established standardized process. RTEs must be certified by the National Test Administration Center as examiners.

The DSI must:

- Submit the names of RTE candidates to NTAC.
- Schedule RTE classroom training:
  - After receiving testing materials from NTAC.
  - Within 30 days of receiving testing materials.
- Conduct classroom training.

### **632.2 Practice**

After the RTE candidates complete classroom training and the qualifying examination, each candidate must administer a road test to another candidate or to the designated DSI.

The DSI is responsible for ensuring that information on the pre-training and post-training initial road test checklists is accurate and legible.

If the RTE candidate conducting the test fails an employee who has passed the test before, this might indicate that the candidate needs further training. (The score on a test conducted as part of an RTE training exercise is not official.)

### **632.3 Securing Test Materials**

After training and testing are completed, return all materials (used and unused) to the DSI, who must return them to NTAC by Registered Mail™.

The written and initial road tests are restricted, and candidates may not be told anything about their performance on these tests. Nondisclosure of the qualifying examination is covered by Title 39, *Code of Federal Regulations* (CFR), Part 266.9(4).

### **633 Certification**

The National Test Administration Center (NTAC) certifies RTEs and maintains a list of certified RTEs. NTAC certification authorizes the RTE to administer the initial road test. In conducting the program, NTAC:

- Scores the test material.
- Certifies qualified candidates.
- Issues certificates to the designated DSI to present to successful RTE candidates.

DSIs will address all questions regarding the administration of the road test examiner program to NTAC.

## **64 Administration**

### **641 Securing Test Materials**

NTAC issues instructions to RTEs for conducting road tests and for reference purposes. These instructions must be secured in a locked file or cabinet.

### **642 Record Keeping**

Safety managers working with DSIs will provide functional guidance to and maintain a list of all employees who perform RTE functions within their service areas. NTAC will also maintain a list of RTEs and DSIs certified to administer the initial road test. The local and NTAC lists will contain the annual number of tests administered by each RTE and DSI, including the number of applicants who passed or failed.

### **643 Decertification**

RTEs who do not conduct a minimum of 15 initial road test examinations each fiscal year will be decertified (unless the safety manager or DSI request retention of the RTE). The safety manager or DSI will notify NTAC with a memo that requests decertification of each individual by name, employee ID number, finance number, Postal Service installation, and reason for decertification.

### **644 Evaluation**

Safety managers working with DSIs must review the pass/fail ratio of applicants tested by each RTE. If the ratio is outside an acceptable range, managers will take appropriate action.



## 7 Powered Industrial Trucks

### 71 Definition, Objectives, and References

#### 711 Definition

As defined by the Occupational Safety and Health Administration (OSHA), Powered Industrial Trucks (PITs) include fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines.

Some common examples of Postal Service PIT equipment:

Counterbalanced trucks	High-lift trucks	Jitneys
Cantilevered trucks	Low-lift trucks	Mules
Narrow aisle rider trucks	High-lift order trucks	Tugs
Motorized hand/rider trucks	Picker rider trucks	Forklifts
Motorized pallet trucks	Tow motors	
Motorized liftalofts		
Motorized manlifts		

#### 712 Objectives

The objectives of the PIT safety program are to:

- Comply with OSHA Standard 1910.178, Powered Industrial Trucks.
- Require safe operation of PITs.
- Reduce financial loss, human suffering, and property damage while maintaining the efficient distribution of mail.

#### 713 References

The following publications provide guidance for safe and proper PIT operation:

- ELM 832, *Powered Industrial Truck Safety*
- HBK EL-801, *Supervisor's Safety Handbook*.
- HBK EL-803, *Maintenance Employees Guide to Safety*.
- HBK EL-804, *Safe Driver Program* (this handbook).
- HBK EL-814, *Postal Employees Guide to Safety*.
- OSHA Standard 1910.178, Powered Industrial Trucks.

For safe and proper use of a specific PIT, also consult and implement the manufacturer's operating instructions.

## 72 Selecting Drivers

Postal Service personnel responsible for hiring and providing medical services must ensure that only qualified applicants are hired and retained as PIT operators. The determination of *suitable* and *qualified* must be based on:

- Demonstrated ability to operate PITs safely and avoid accidents.
- Successful completion of a physical assessment evaluation.

## **721 Licensing Requirements**

Every PIT operator is required to have an appropriately endorsed certificate of vehicle familiarization and safe operation. When operating PITs, operators must carry their certificates *at all times*, whether they walk behind a PIT or ride on the equipment to guide it. Operators must present their certificates whenever a manager, supervisor, or an OSHA representative requests it.

PIT operators are not required to have a state driver's license; therefore, selection officials don't need to obtain state driving abstracts or administer initial road tests.

## **722 Physical Requirements**

Individuals selected to operate PITs must meet specific physical requirements, as discussed in 722.1 and 722.2.

### **722.1 Vision**

A vision test is required of applicants for PIT driving privileges. The requirements are as follows:

- To be certified as a PIT driver, an individual must be able to read typewritten material without strain and have vision of at least 20/40 (Snellen) in one eye; glasses or contact lenses are permitted.
- Individuals who are blind in one eye are eligible for consideration provided they have vision of at least 20/40 (Snellen) in the remaining eye, with or without glasses or contact lenses.

### **722.2 Physical Handicaps**

Persons who have physical handicaps may not be automatically disqualified from operating PITs. The selecting official must consider the degree of functional impairment. For example:

- An individual's body extremities must be sufficiently functional to permit safe operation of a PIT.
- Persons with medical conditions may be authorized to operate PITs if the condition is kept under control.

Refer questions about specific physical conditions to the local Postal Service Occupational Health Nurse Administrator, Associate Medical Director, contract physician, or District Reasonable Accommodation Committee.

## **73 Training, Certification, and Evaluation**

### **731 Training**

#### **731.1 References**

The following publications discuss requirements for training employees to operate PITs:

- ELM 832, *Powered Industrial Truck Safety*.
- HBK EL-801, *Supervisor's Safety Handbook*.
- OSHA Standard 1910.178, Powered Industrial Trucks.

#### **731.2 Initial training**

Initial training consists of:

- Course No. 52503-01 (self-study; does not cover forklifts), or Course No. 52503-02 (self-study; covers forklifts).
- Vehicle familiarization.
- Controlled driving instruction (exercises in work environment).

Initial training and evaluation must be conducted in the workplace. PIT trainers must demonstrate ability to train and evaluate PIT operators. They may demonstrate ability in either of the following ways (or a combination of both).

- Possession of a recognized degree or certificate, or
- Knowledge, training, and experience.

#### **731.3 PIT Refresher Training**

Refresher training is required when:

- A supervisor learns that an employee lacks the skills or knowledge to operate PIT safely.
- An employee is:
  - Observed operating a PIT in an unsafe manner.
  - Evaluated as operating a PIT in an unsafe
  - Involved in a PIT-related accident or near miss.

Initial training courses 52503-01 and 52503-02 (listed in 731.2) are suitable for refresher training.

Responsible officials must evaluate the effectiveness of PIT refresher training regularly.

## **732 Certification**

Before employees are allowed to operate PITs, they must be trained in accordance with OSHA Standard 1910.178. For each type of PIT they are required to operate, they must:

- Complete the most current Postal Service PIT training course successfully.
- Be evaluated and certified to operate the PIT.

## **733 Evaluation**

In accordance with 19 CFR 1910.178(l)(4)(iii), after PIT operators receive initial training, their supervisors (or other responsible officials) must evaluate them on each type of PIT they use on the job. The evaluation must be performed at least once every 3 years.

The person performing the evaluation must be trained to operate PITs, knowledgeable about specific PITs, and experienced in observing PIT operators. To be sure that a PIT is being operated safely, the evaluator must observe the operator perform a variety of typical operations.

Responsible officials must ensure that each evaluation is documented in local files and can be produced when requested.

## **74 Administration**

### **741 Responsibilities**

#### **741.1 Supervisors' Responsibilities**

A supervisor who manages an operation in which PITs are used must ensure that policies and procedures for PIT operations at the site are documented in writing.

Before allowing an employee to operate a PIT, a supervisor must verify that the operator:

- Has successfully completed the required PIT training courses.
- Has passed post-training PIT operator evaluation for each kind of PIT he or she will use on the job.
- Is certified to operate each type of PIT he or she will use on the job.

Additionally, PIT supervisors must:

- Ensure that all PITs are equipped with operating warning beacons.
- Conduct and document PIT safety talks once a quarter.
- Establish PIT accident reduction targets and communicate them to operators at least twice a year.

- Conduct and document PIT operator observations for each operator under their supervision at least twice a year.
- Investigate promptly (within tour) all PIT-related accidents or near misses. For the operator involved, suspend operator privileges temporarily (until operator has received appropriate refresher training in accordance with OSHA 1910.178).
- Suspend or revoke PIT operator privileges and certification in accordance with 744.
- Ensure that operators follow the PIT operating rules outlined in the reference materials cited in 713.
- Recognize PIT operators for safe driving and overall safe performance.

### **741.2 Operators' Responsibilities**

PIT operators must:

- Complete operator training successfully and be certified for each type of PIT they are required to operate.
- Operate PITs safely by following the rules and regulations outlined in the references cited in 713.
- Perform and document pre-tour inspections of the PIT they operate.
- Report hazards or unsafe working conditions to their supervisor.
- Report all accidents to their supervisor immediately.
- Come to a complete stop at every stop sign.
- Sound horn when and where required in the facility.
- Ensure (where applicable) that the PIT management system is operating correctly.

### **742 Maintenance**

Installation heads and maintenance managers with PITs under their control must develop and administer maintenance procedures that conform to the requirements of OSHA Standard 1910.178(q), Maintenance of Industrial Trucks.

### **743 Analysis of Accidents**

Managers and supervisors must investigate all PIT-related accidents and incidents. They must complete PS Form 1769, *Accident Report*, within 24 hours of being notified of an accident.

Managers and supervisors must periodically:

- Review written procedures for PITs.
- Review PS Forms 1767 submitted by employees to look for contributing factors and the root causes of accidents.
- Analyze accident data to determine potential hazards.

- Establish appropriate countermeasures to reduce PIT accidents in their facility.

#### **744 Suspension and Revocation of Driving Privileges and Certification**

PIT driving privileges and certification may be suspended or revoked for any of the following reasons:

- If a licensed physician finds that an employee's physical condition warrants such suspension or revocation.
- If an employee continues to operate a PIT in an unsafe manner after (1) receiving an evaluation and taking PIT refresher training, or (2) receiving a warning and instruction.
- If an operator has been involved in two or more at-fault PIT accidents or incidents (with no damage no injury) within a 12-month period.
- If an operator has been involved in an accident with a pedestrian.
- If allowing the employee to continue operating a PIT may result in damage to Postal Service property, loss of mail or funds, or injury to the employee or others.

## Appendix A

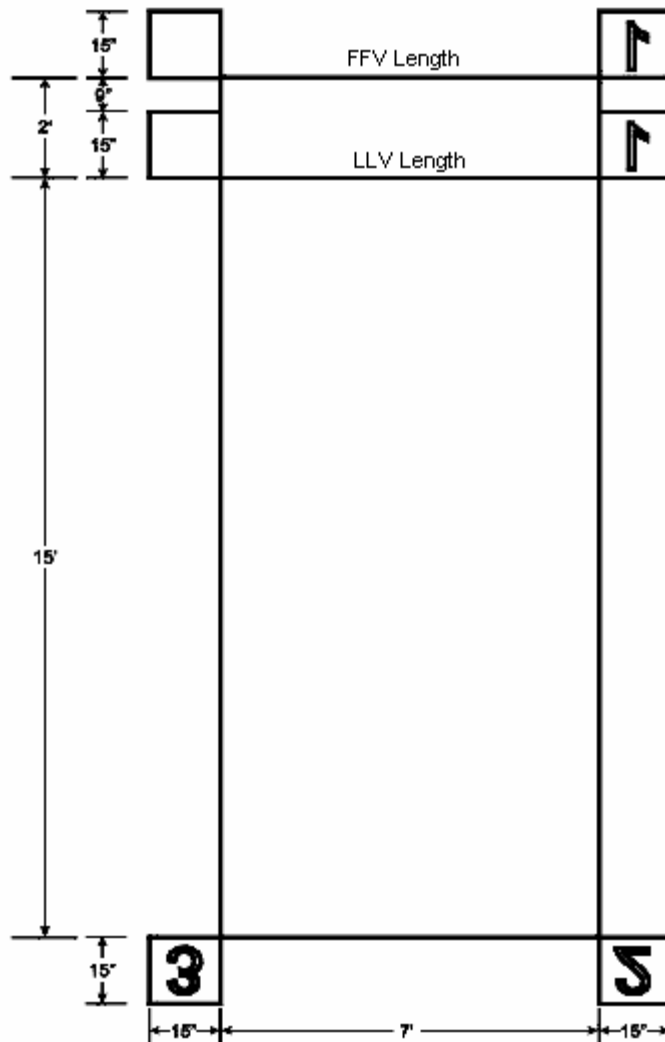
# Mirror Adjustment Stations

This section describes how to set up a mirror station to adjust the seven mirrors found on the long life vehicle (LLV) and the flexible fuel vehicle (FFV). It also describes activities designed to emphasize the importance of properly adjusted mirrors.

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## Mirror Adjustment Station



This is a diagram of the painted lines and squares for a mirror adjustment station (MAS) used to accommodate both LLVs and FFVs.

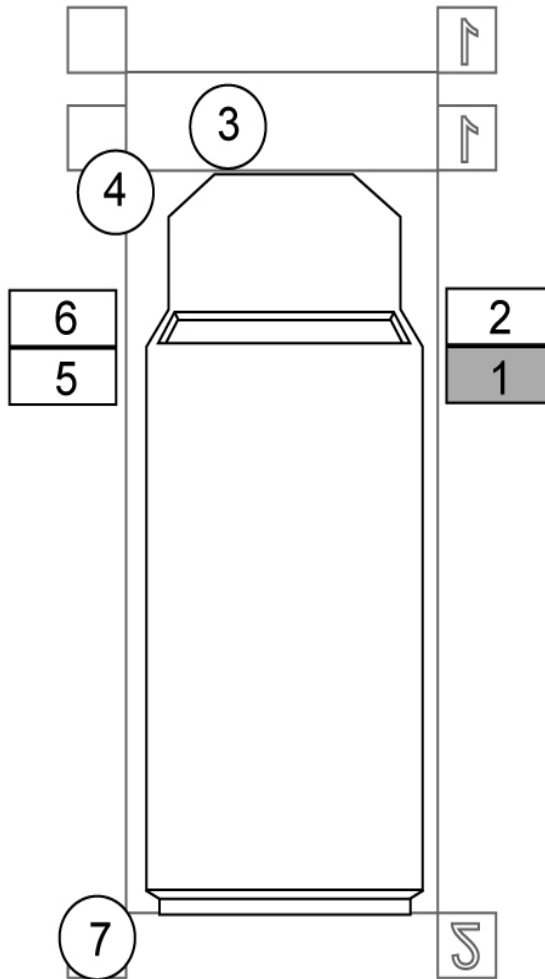
The MAS is 7 feet wide and 15 to 17 feet long. An LLV is 15 feet long; and an FFV is 17 feet long.

At this station all seven mirrors will be properly adjusted so the driver can see:

- Three corners of the station.
- Front and rear bumpers.
- Right and left sides of the vehicle.

**Note:** If the numbers 2 and 3 are painted backwards and upside down, the driver sees them correctly when looking into the rearview mirror.

## Mirror 1 Adjustment

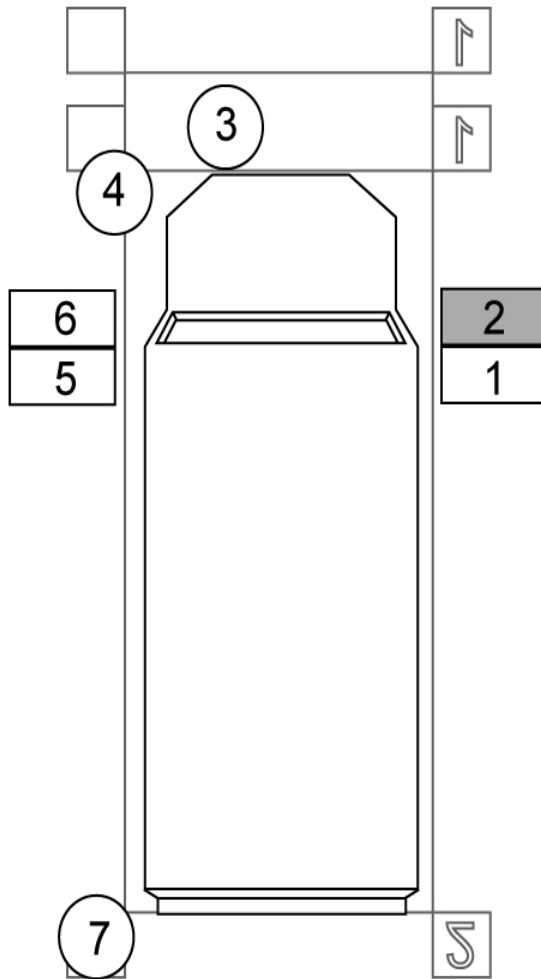


With the help of another person, the driver parks the LLV or FFV in the center of the MAS box. The front line of the station must run directly in front of the bumper.

Adjust the right side convex mirror (mirror 1) so the driver can see the number 2 painted at right rear corner of the station and also be able to see the right rounded corner of the rear bumper.

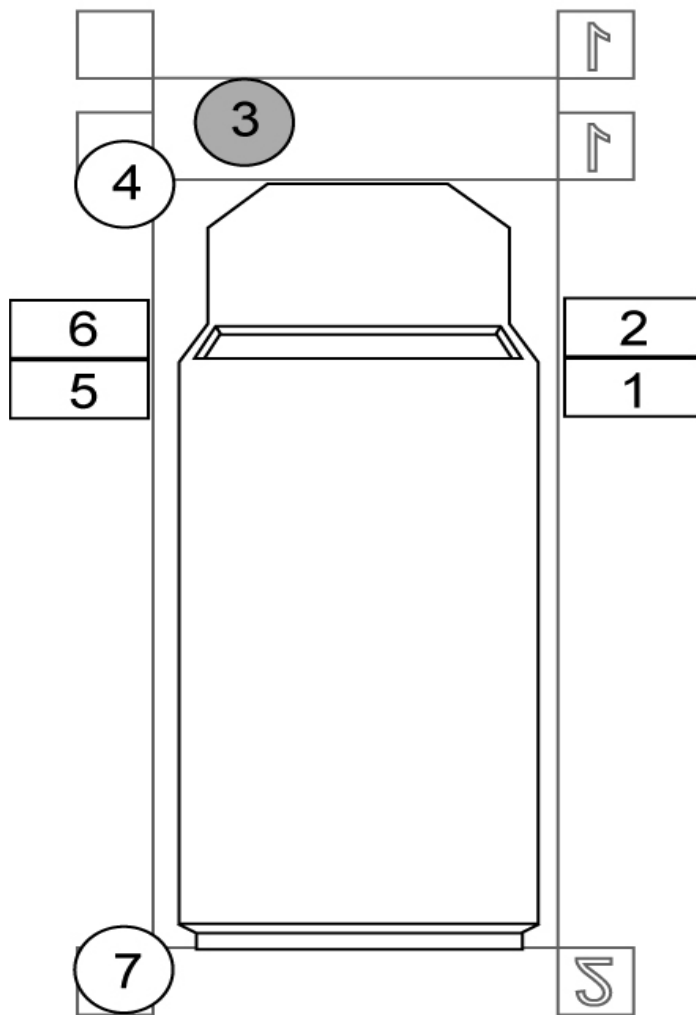
**Note:** If the number 2 is painted backwards and upside down, the driver sees it correctly when looking into the rearview mirror.

## Mirror 2 Adjustment



Adjust the large flat mirror on the right-hand side (mirror 2) so the driver can see objects 300 to 500 feet to the rear and a small portion of the right-hand side of the vehicle.

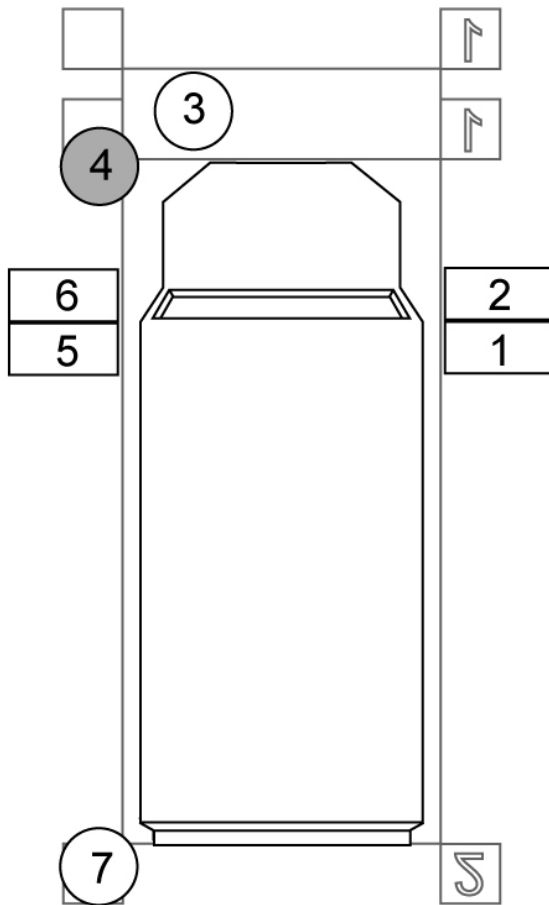
## Mirror 3 Adjustment



Adjust the front pot-lid mirror (mirror 3) so the driver can see the front bumper and the number 1 at the right front corner.

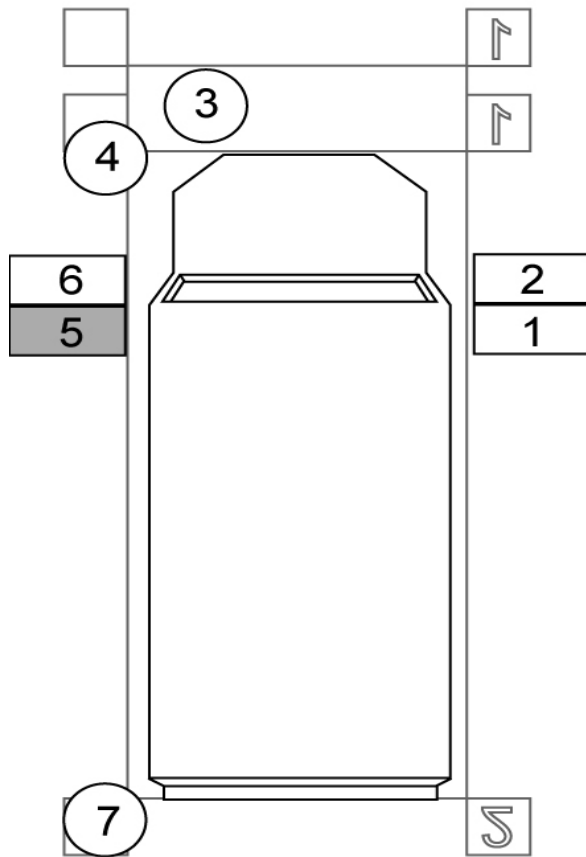
**Note:** If the number 1 is painted backwards, the driver sees it correctly when looking in the mirror.

## Mirror 4 Adjustment



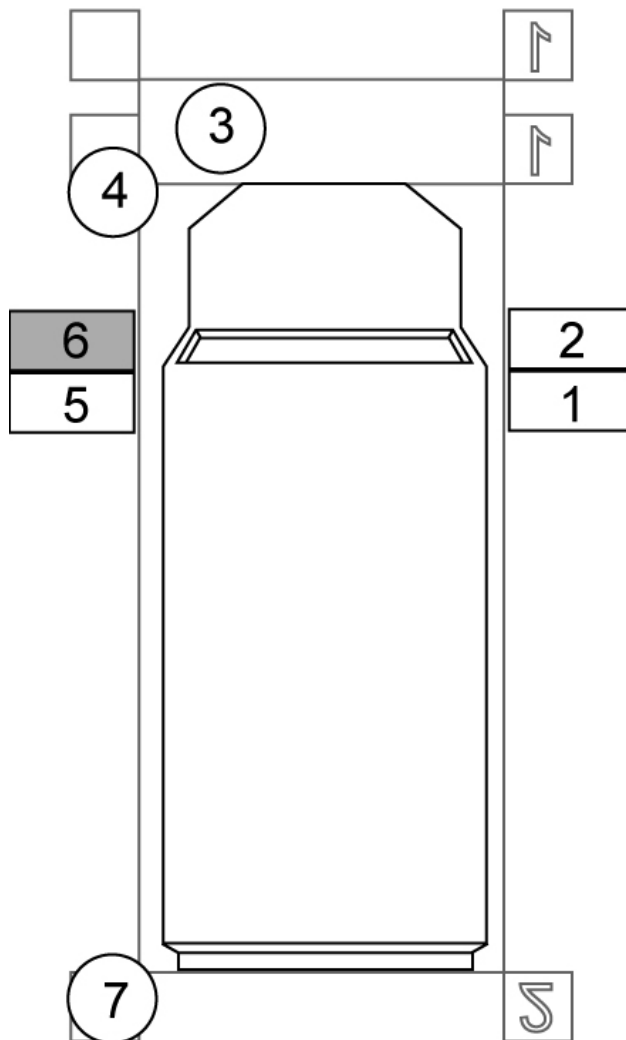
Adjust the pot-lid mirror on the left-hand side (mirror 4) so the driver can see the entire left side of the LLV or FFV from the front marker light to the rear bumper and beyond.

## Mirror 5 Adjustment



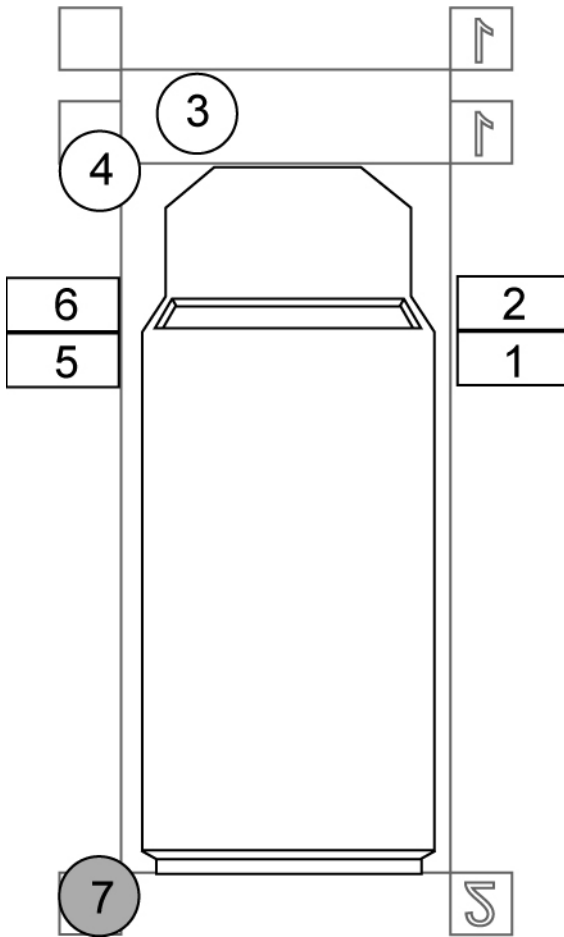
Adjust convex mirror 5 on the left-hand side so the driver can see a small portion of the left side of the vehicle and the painted number 3 (obscured by mirror 7 in this diagram) at the left rear corner.

## Mirror 6 Adjustment



Adjust large flat mirror 6 on the left-hand side so the driver can see objects 300 to 500 feet to the rear and a small portion of the left side of the LLV or FFV. The driver should also be able to see the high pot-lid mirror (number 7) on the rear of the vehicle.

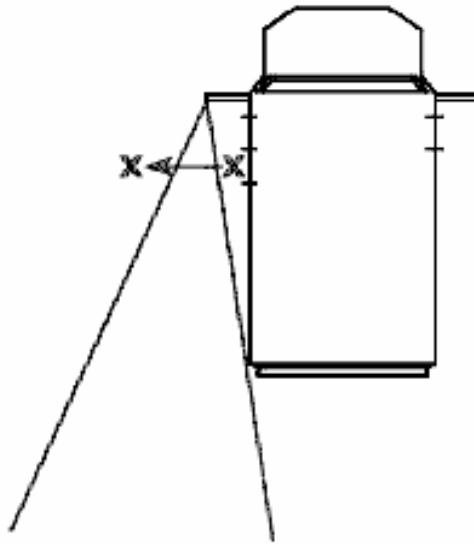
## Mirror 7 Adjustment



Pot-lid mirror 7 is used in conjunction with mirror number 6 on the upper left corner of the LLV or FFV. Adjust so the driver can see the squares containing the numbers 2 and 3, the rear white line of the station, and the rear bumper.



## Mirror Adjustment Station: Activity 1



### Mirror Coverage to the Left-Hand Side of the Vehicle

#### *Activity:*

1. The student adjusts every mirror. While the vehicle is still parked in the MAS, the student sits in the driver's seat while the instructor stands just behind the left-hand door frame out of the driver's direct view. The student driver confirms observing the instructor in the left side pot lid, convex, and flat mirrors.
2. The instructor begins walking slowly to the left, at a right angle to the vehicle. Instructor tells the student to tap the horn and dismount properly when the student can no longer see the instructor in any of the mirrors.

#### *Student learns:*

1. What can be seen using the mirrors on the left-hand-side of the vehicle.
2. Why it is important to adjust the mirrors properly every time before the vehicle is operated.

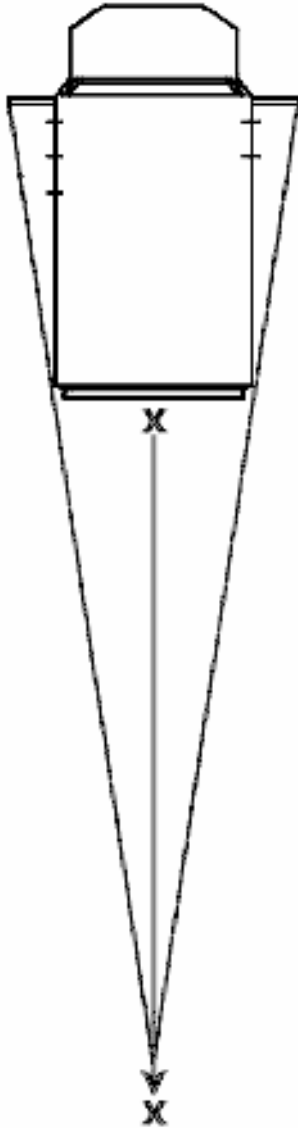
#### *Student Behaviors Desired and Observed:*

The DSI observes the student:

1. Adjusting every mirror properly.
2. Using mirrors and noticing the instructor moving through and out of mirrors.
3. Tapping the horn when the instructor cannot be seen in the mirrors.
4. Dismounting from and securing the vehicle properly.

After dismounting properly, the student is able to describe the use, range, functionality, and capability of vehicle mirrors.

## Mirror Adjustment Station: Activity 2



### Mirror Coverage behind the Vehicle

#### *Activity:*

1. The student adjusts every mirror. While the vehicle is still parked in the MAS, the student sits in the driver's seat while the instructor stands directly behind the vehicle so as to be seen in rear pot-lid mirror. The student driver confirms observing the instructor in the rear pot-lid mirror.
2. The instructor steps back out of view of rear pot-lid mirror and continues walking slowly straight back from the vehicle. Instructor tells the student to tap the horn and dismount properly when the student can see the instructor in both the left and right side mirrors.

#### *Student learns:*

1. What can be seen behind the vehicle when using mirrors.
2. Why it is important to adjust the mirrors properly every time before the vehicle is operated.

#### *Student Behaviors Desired and Observed:*

The DSI observes the student:

1. Adjusting every mirror properly.
2. Using mirrors and noticing the instructor moving through and out of mirrors.
3. Tapping the horn when the instructor can be seen in both left and right side mirrors.

Dismounting from and securing the vehicle properly. After dismounting properly, the student is able to describe the use, range, functionality, and capability of vehicle mirrors.

## Appendix B

# Controlled Driving Skills Course

This section provides an introduction to the Controlled Driving Skills Course. It covers the purpose of the course, the role of the Driving Safety Instructor, and equipment needed, along with instructions for conducting the course. It is used for training purposes.

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## Introduction

The Postal Service has developed two skills courses to replicate driving conditions specific to the Postal Service vehicles and situations that new drivers will experience when they arrive at their duty stations. They are:

1. *Delivery Skills Course* — for right-hand-drive (RHD) Postal Service delivery vehicles.
2. *Large Truck Skills Course* — for 2 ton and up vehicles and operators with Commercial Drivers' Licenses (CDLs).

Exhibit B-1 illustrates the various components of the driver skills course. (The mirror station shown in the exhibit is part of vehicle familiarization, not controlled driving training.)

## Purpose

The Delivery Skills Course assists the new driver through learning safe and proper operation of an RHD Postal Service vehicle. The course is designed to give student drivers:

1. As much time and practice behind the wheel as possible.
2. The opportunity to take the skills learned in the classroom and apply them to actual situations in a controlled driving environment.
3. The opportunity to learn by doing rather than merely observing.

The Driving Safety Instructor (DSI) does not demonstrate tasks, but instead instructs the student in how to navigate a station and perform the tasks associated with that station. The DSI demonstrates a station task only when the student driver has difficulty understanding and applying instructions.

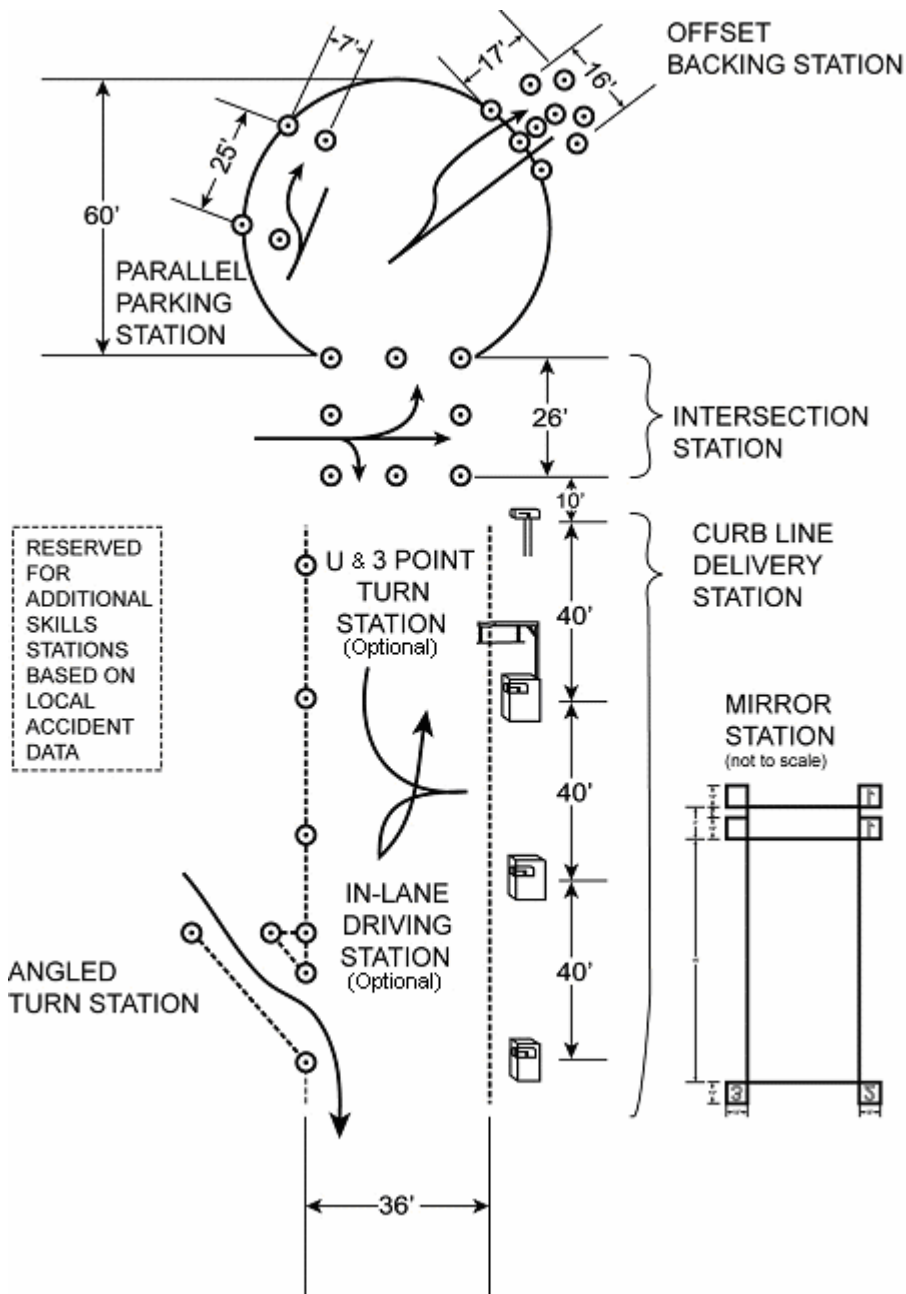
## Overview

The delivery skills course contains seven stations (5 required and 2 optional); some with multiple tasks. Other stations may be added to demonstrate local driving situations. To add stations, the DSI consults with the safety manager to develop them, incorporating elements based on local conditions and accident data.

The delivery skills course is designed to have multiple instructors and drivers on the course at one time, as determined by the DSI.

The large-truck skills course contains five required stations and multiple tasks.

Exhibit B-1  
**U.S. Postal Service Controlled Driving Skills Course**



## Equipment Needed

Exhibit B-2 lists the equipment and approximate number of pieces needed for the delivery skills and the large-truck skills courses.

Exhibit B-2

### Equipment Needed for Skills Courses (required and optional stations)

<b>Delivery Skills Course</b>
38 cones
4 test mail bundles (letters and flats)
1 stop sign
1 mock registered letter
4 mail boxes (varying heights)
<b>Large-Truck Skills Course</b>
24–74 Cones

## Street Practice Driving

Controlled driving on the skills courses does not include time for street practice driving. After an individual completes the delivery skills course or the large truck skills course, at least 45 minutes for each type of vehicle is required for controlled driving on the street. For CDL operators the 45 minutes includes a 15-minute pre-drive safety check.

## Role of the Driving Safety Instructor

The role of the DSI is to:

1. Assist student drivers to complete the delivery skills course *successfully*.
2. Ensure that CDL drivers have the skill sets needed to *pass* each station on the skills course.

During controlled driving on the delivery skills course, the DSI will:

1. Inform students that upon completion of the skills course, an end-of-training pass/fail road test will be administered in an LLV. Only students who complete the delivery skills course will take the end-of-training road test.
2. Inform students that they must rely on skill sets learned in the classroom to complete the skills course successfully.
3. Explain the layout of each station and expectations for its use.
4. Explain the purpose of each station on the skills course. (For example, the DSI may say: "As you recall from classroom training, unnecessary backing is one of the major causes of vehicle accidents in the Postal Service.")
5. Provide minimal instruction on the tasks to be performed at each station (but will not provide instruction on the behaviors desired).

6. Observe students.
7. Allow student drivers to make mistakes.
8. Correct students based on their performance of the behaviors desired at each station and for each task.
9. Encourage and answer questions about each station.
10. Challenge student drivers to complete each task safely and quickly. (For example; the DSI may say: "You have 2 minutes to complete the tasks at this station.")

Student drivers must understand what constitutes a motor vehicle accident in the Postal Service. The DSI must inform student drivers of the following:

1. A *motor vehicle accident* is defined by the Postal Service as an accident with a motor vehicle that results in:
  - a. Any kind of personal injury.
  - b. Damage to property of \$1.00 or more.
2. Postal Service drivers are required to notify their supervisors whenever they are involved in a motor vehicle accident.

#### **Time Allotted for Each Course**

1. Controlled driver training on the delivery skills course:
  - a. Each student driver has a minimum of 3 hours and maximum of 3½ hours to complete controlled driver training on the delivery skills course. **Between the minimum 3 and maximum 3½ hours, only the student driver may terminate training.**
  - b. The DSI ***must*** terminate the course after the maximum allotted time of 3½ hours has been reached.
2. Controlled driver training on the large truck skills course stations: Each student has a minimum of 3 hours to complete and ***pass*** the course.

#### **Time Allotted for Specific Stations — Delivery Skills Course**

Although the maximum time allotted for the entire course is 3½ hours, there is no specific time allotment for each station. This gives the DSI flexibility to adjust station time based on local driving requirements. For example, in some parts of the country curbside delivery is not a major requirement for new drivers, so the DSI could reduce the time spent at the station. (However, the DSI could also decide not to reduce time at the curbside delivery station because of the skills it develops in handling vehicles and dealing with vehicle clearances.)

#### **Instructions for Specific Stations — Delivery Skills Course**

For each station, DSIs will tell student drivers the following:



1. *Parallel Park Station*. Skill sets that students gain at this station will help them to learn about vehicle clearances, use of mirrors, and vehicle pivot points.
2. *U-Turn and 3-Point-Turn Station (Optional)*. Inform students of the following:
  - a. State department of motor vehicles rules about making U-turns.
  - b. Skill sets they gain from this exercise will assist them to make U-turns properly (where permissible) and in accordance with state regulations.
  - c. Many Postal Service delivery routes require the ability to make U-turns and 3-point turns. Make these turns *only* at approved locations shown on the delivery route map.
3. *Angled-Turn Station*. Skill sets students gain from this exercise will help them to identify blind spots and position RHD vehicles properly when they merge with traffic at angled intersections.
4. *Offset Backing Station*. Skill sets students gain from this exercise will help them to identify the pivot point of the vehicle, use mirrors, back up to docks, and back into parking spaces.
5. *Intersection Station*. Student drivers will employ the skill sets learned during classroom training. Students should know the following:
  - a. Failure-to-yield accidents are very common in the Postal Service (either the Postal Service driver or a member of the public fails to yield).
  - b. Failure-to-yield accidents are dangerous; they frequently cause injuries.
  - c. Students must understand why it is necessary to do a “head bob” when looking left out of an LLV or FFV.
6. *Curbside Delivery Station*. Tell students that:
  - a. Skill sets gained from this exercise will help students learn about vehicle clearances (horizontal and vertical) and handling characteristics of delivery vehicles.
  - b. Several tasks must be completed at this station; the tasks simulate real curb-box delivery scenarios they may encounter on the job.
7. *In-lane Station (Optional)*. Skill sets gained from this exercise will help them to position and maintain the vehicle within the proper lane while driving.

**Notes:**

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## **Delivery Skills Course**

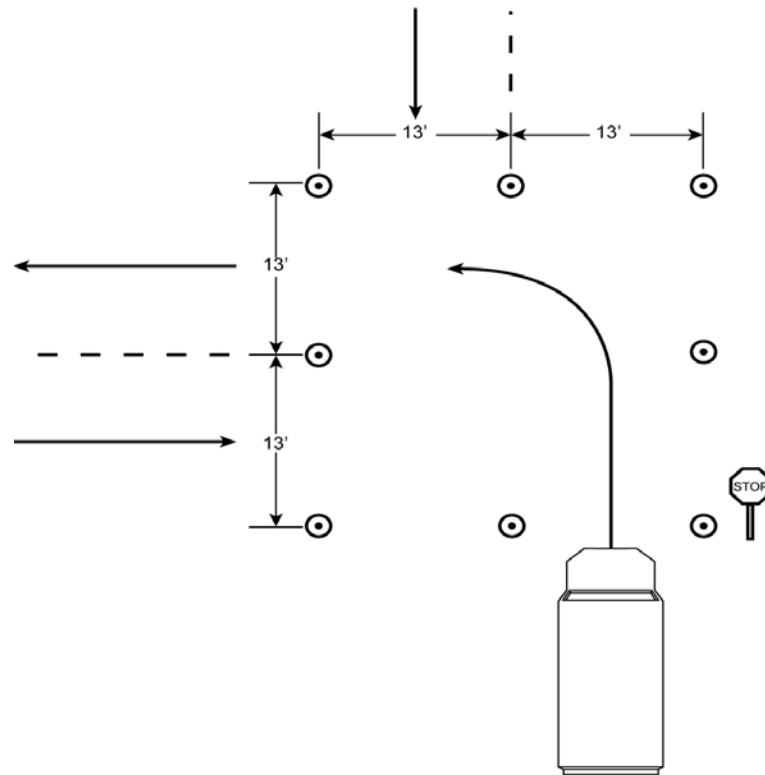
This section describes the Delivery Skills Course for the Postal Service's right-hand-drive (RHD) delivery vehicles. It includes tasks, diagrams, and instructions for conducting training activities. While the stations and activities may be performed in any order, it is suggested that the curbside delivery station and activities be last. The delivery course skills stations are listed below:

1. Intersection — 6 tasks
2. Angled Right Turn
3. Offset Backing
4. Parallel Parking
5. U-Turn and 3-Point Turn (Optional)
6. In-Lane Driving (Optional)
7. Curbside Delivery — 7 tasks

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## Intersection Station: Task 1

### Stop, Then Turn Left at Intersection



#### *Activity:*

Skill sets gained from this station and its various tasks will help the student to safely navigate an intersection. Instruct student drivers to rely on the skill sets they learned during classroom training.

Inform students that failure-to-yield accidents are very common in the Postal Service (either the Postal Service driver or a member of the public fails to yield), and failure-to-yield accidents are dangerous. They frequently cause injuries.

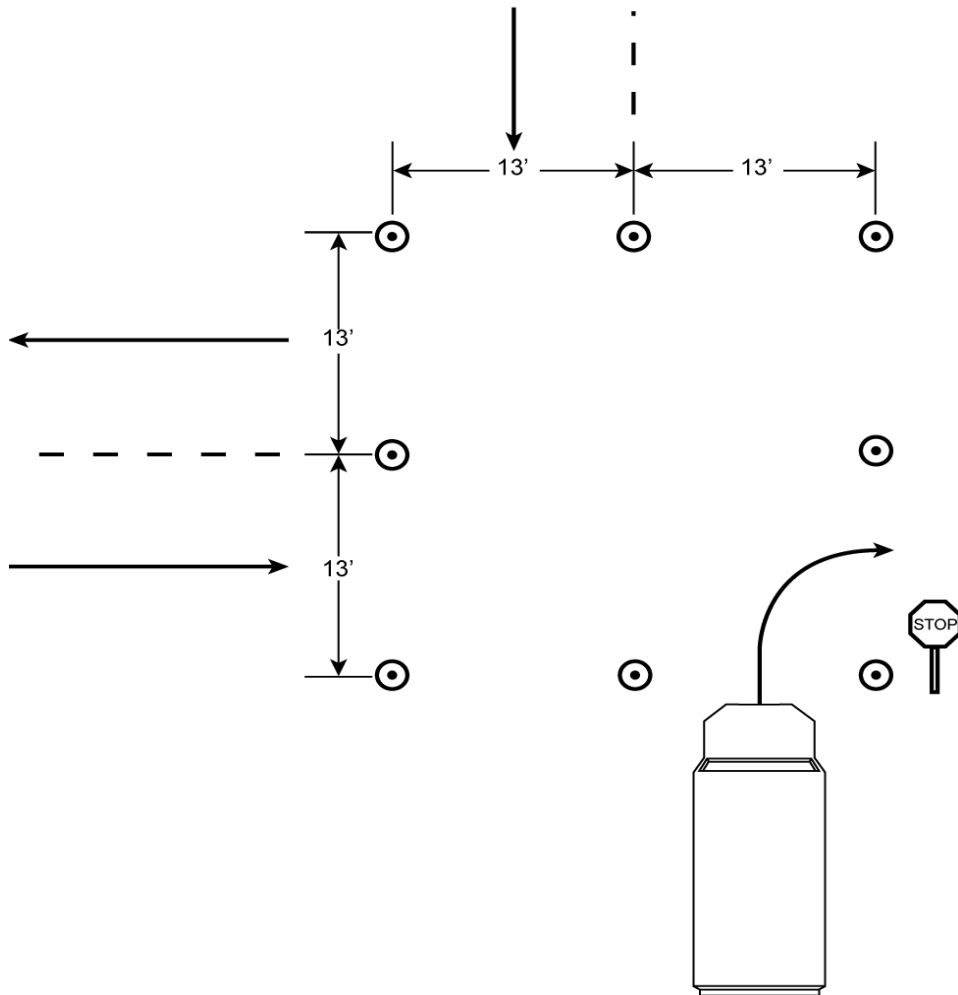
Also, help them understand why it is necessary to do a “head bob” when looking left out of an LLV or FFV.

#### *Student Behaviors Desired and Observed:*

1. Applies lap and shoulder belts and makes sure the door is closed before moving vehicle.
2. Comes to a complete stop behind the stop sign.
3. Looks left, right, left before entering intersection.
4. Uses “head bob” when looking left to see around left-hand-side mirrors and supports.
5. Proceeds into intersection — checking mirrors.
6. Squares up turn and does not cut corner.
7. Completes task in a timely manner without striking any cones.

## Intersection Station: Task 2

### Stop, Then Turn Right at Intersection

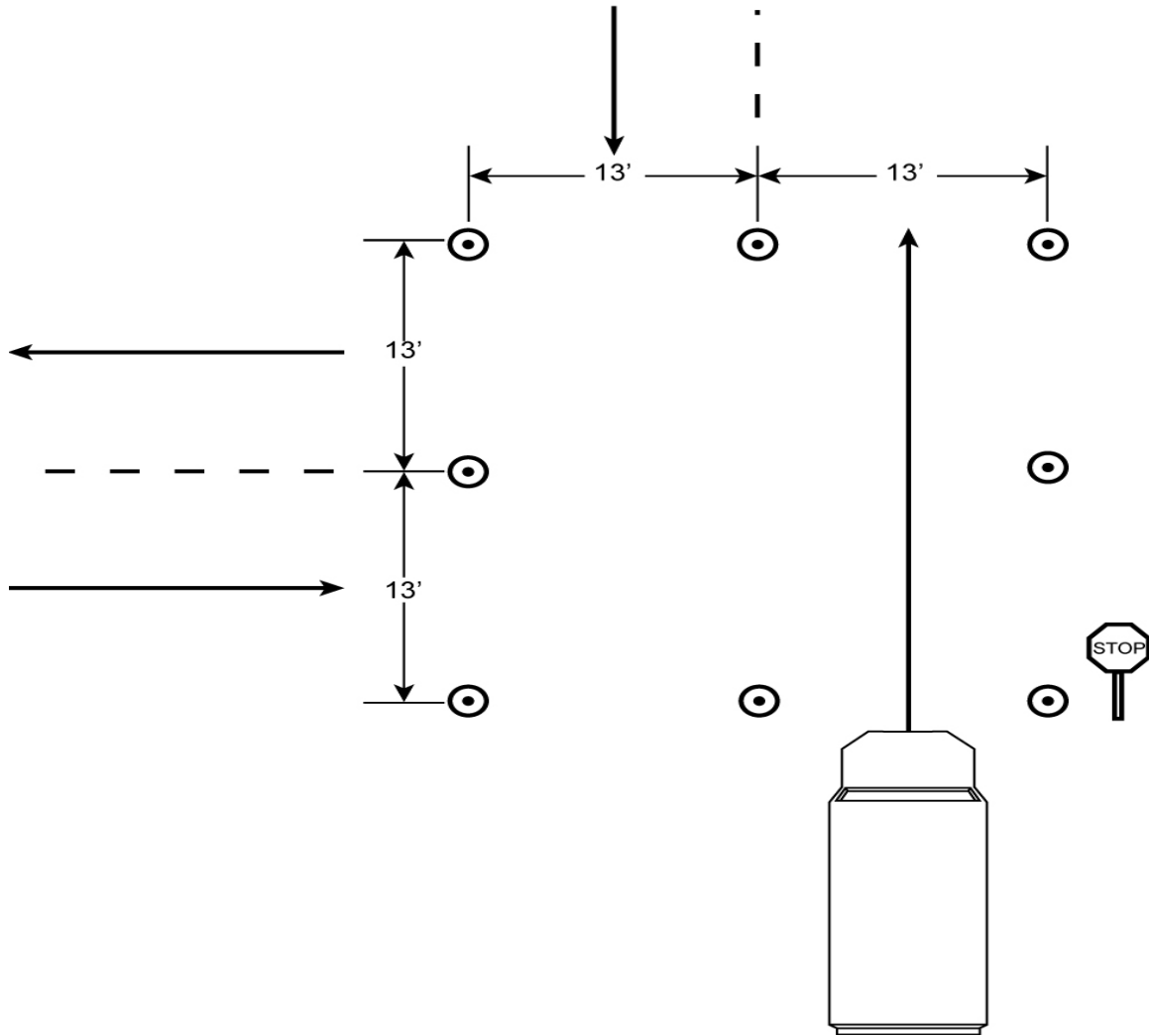


#### *Student Behaviors Desired and Observed:*

1. Applies lap and shoulder belts and makes sure the door is closed before moving vehicle.
2. Signals before arriving at intersection.
3. Comes to a complete stop behind the stop sign.
4. Looks left, right, left before entering intersection.
5. Uses "head bob" when looking left.
6. Proceeds into intersection — checking mirrors.
7. Squares up turn and does not cut corner.
8. Completes task in a timely manner without striking any cones.

### Intersection Station: Task 3

#### Stop, Then Go Straight Ahead Through Intersection

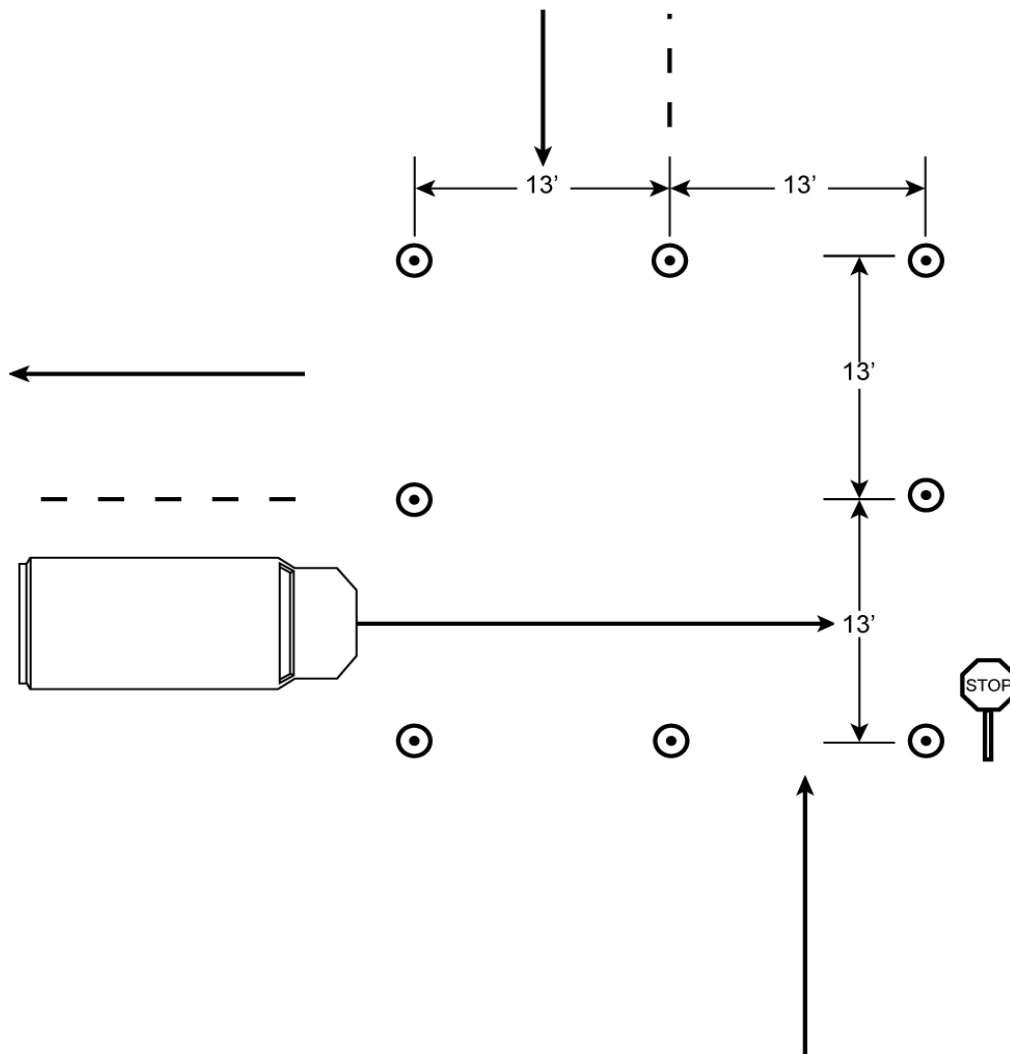


#### *Student Behaviors Desired and Observed:*

1. Applies lap and shoulder belts and makes sure the door is closed before moving vehicle.
2. Comes to a complete stop behind the stop sign.
3. Looks left, right, left before entering intersection.
4. Uses "head bob" when looking left.
5. Periodically checks mirrors before, during, and when leaving the intersection.
6. Completes task in a timely manner without striking any cones.

## Intersection Station: Task 4

### Go Straight Ahead Through Intersection (No Stop Sign)



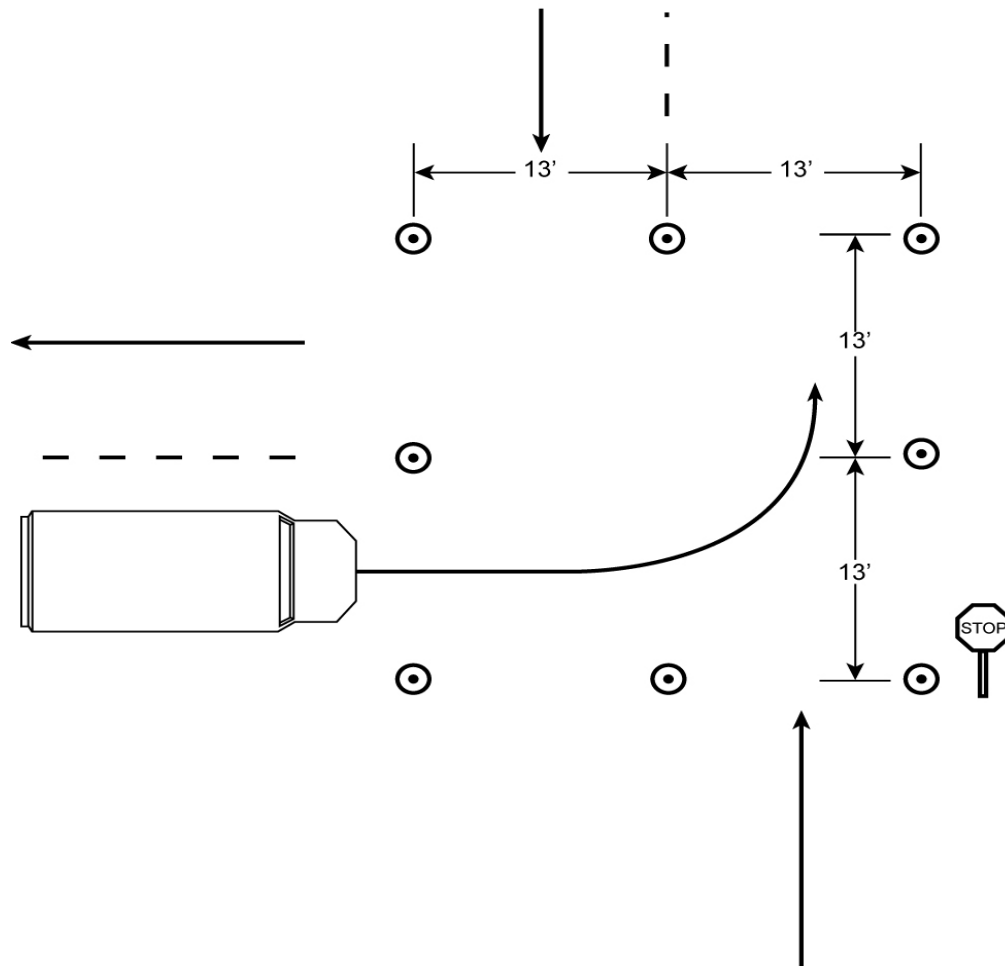
#### *Student Behaviors Desired and Observed:*

1. Applies lap and shoulder belts and makes sure the door is closed before moving vehicle.
2. Slows down when approaching intersection.
3. Looks left, right, left before entering intersection.
4. Uses "head bob" when looking left.
5. Periodically checks mirrors before, during, and when leaving intersection.
6. Completes task in a timely manner without striking any cones.



## Intersection Station: Task 5

### Go Through Intersection, Turn Left (No Stop Sign)

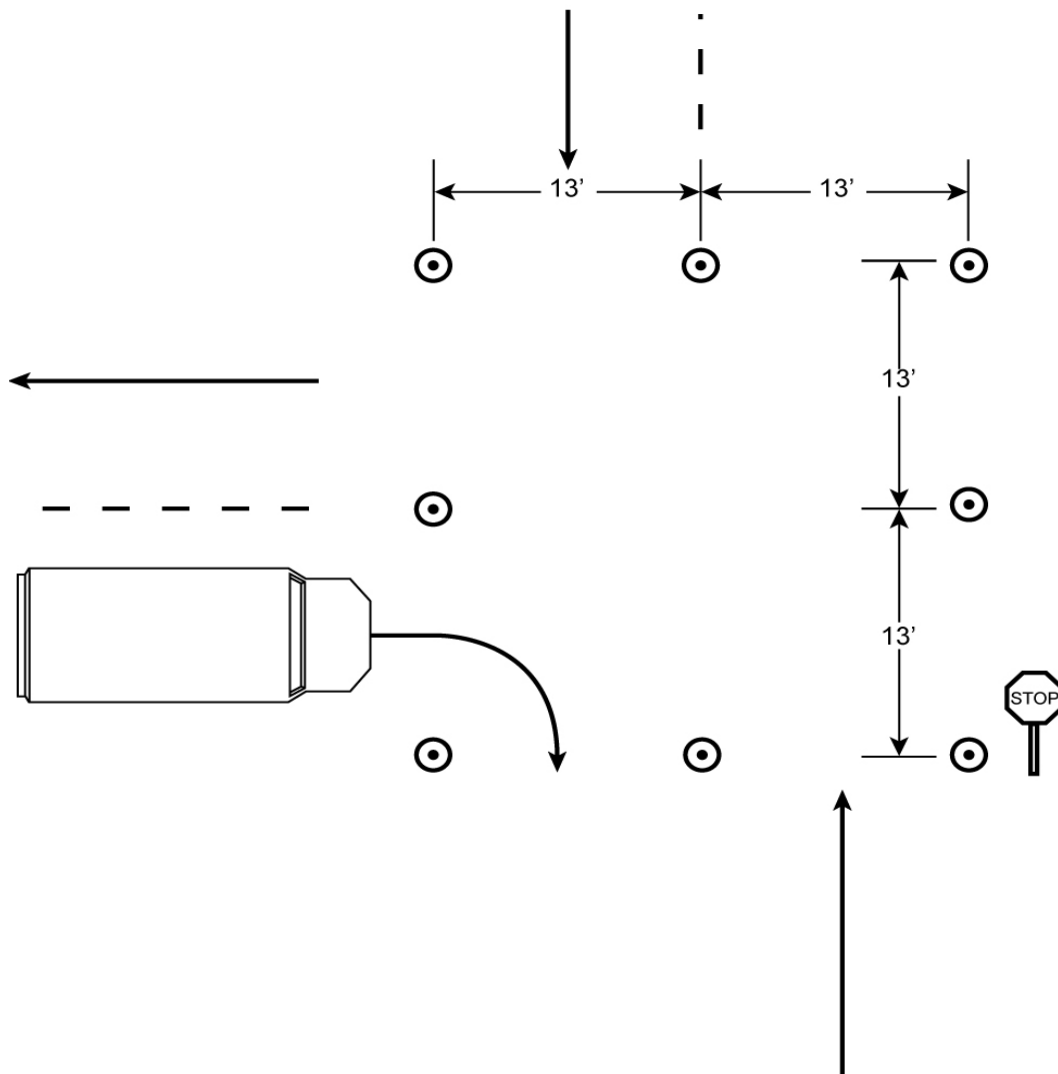


#### *Student Behaviors Desired and Observed:*

1. Applies lap and shoulder belts and makes sure the door is closed before moving vehicle.
2. Signals before approaching intersection.
3. Slows down and positions vehicle in anticipation of turn while approaching intersection.
4. Looks left, right, left before entering intersection.
5. Uses "head bob" when looking left.
6. Periodically checks mirrors before, during, and when leaving intersection.
7. Squares up turn and does not cut corner.
8. Completes task in a timely manner without striking any cones.

## Intersection Station: Task 6

### Go Through Intersection, Turn Right (No Stop Sign)

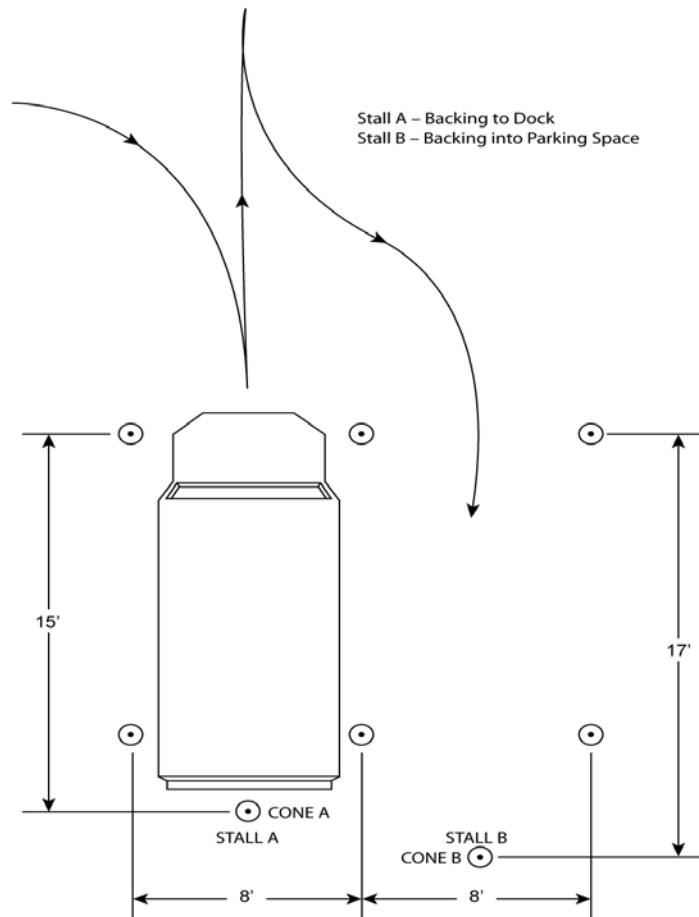


*Student Behaviors Desired and Observed:*

1. Applies lap and shoulder belts and makes sure the door is closed before moving vehicle.
2. Signals before approaching intersection.
3. Slows down and positions vehicle in anticipation of turn while approaching intersection.
4. Looks left, right, left before entering intersection.
5. Uses "head bob" when looking left.
6. Periodically checks mirrors before, during, and when leaving intersection.
7. Squares up turn and does not cut corner.
8. Completes task in a timely manner without striking any cones.

## Offset Backing Station

### Back Up at an Angle (Offset Backing)



#### Activity:

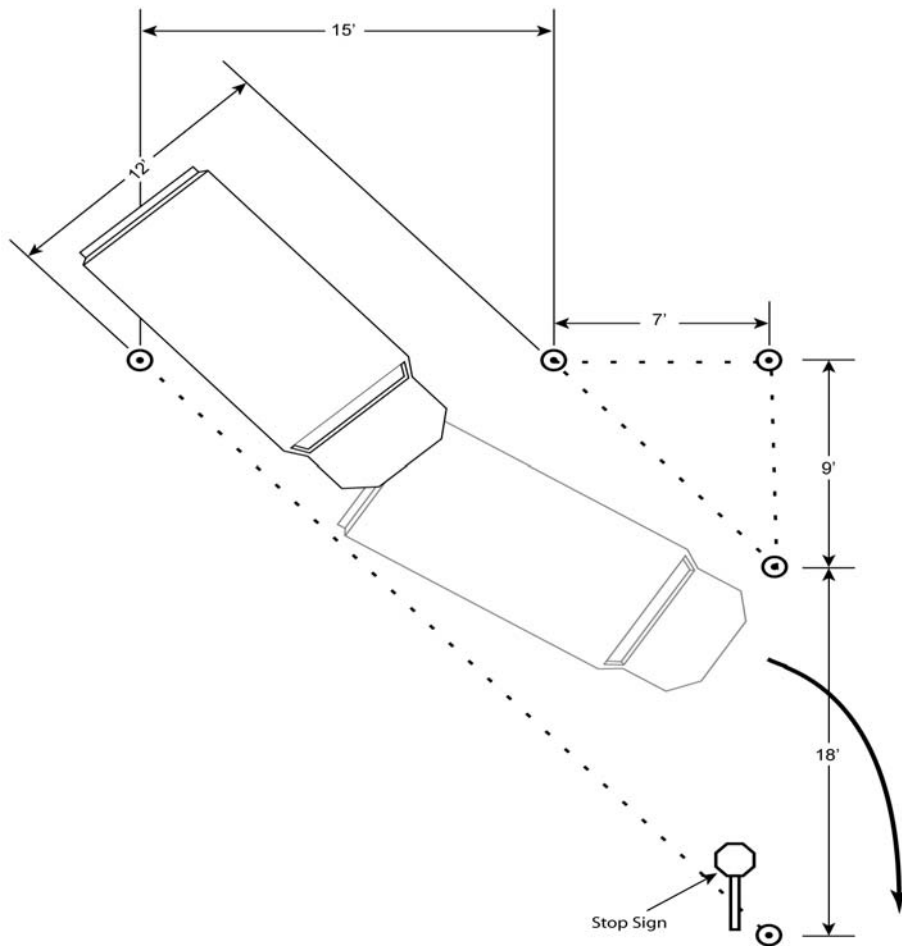
Skill sets gained from this exercise, including identifying the vehicle's pivot point and using mirrors, will enable students to safely back to docks and into parking spaces.

#### Student Behaviors Desired and Observed:

1. Applies lap and shoulder belts and makes sure the door is closed before moving vehicle.
2. Pulls forward approximately 30 feet from stall when moving from stall A to stall B.
3. Uses mirrors to back up.
4. Uses rear vision camera where applicable.
5. Sounds horn before backing up (optional).
6. Makes sure the rear bumper is within 1 foot of cone A or B.
7. Centers vehicle in each stall.
8. Exits properly and secures vehicle after backing into each stall.
9. Completes tasks of properly backing into both stalls in less than 2 minutes without hitting any cones.

## 10. Angled-Right-Turn Station

### Turn Right at an Angled Intersection



#### *Activity:*

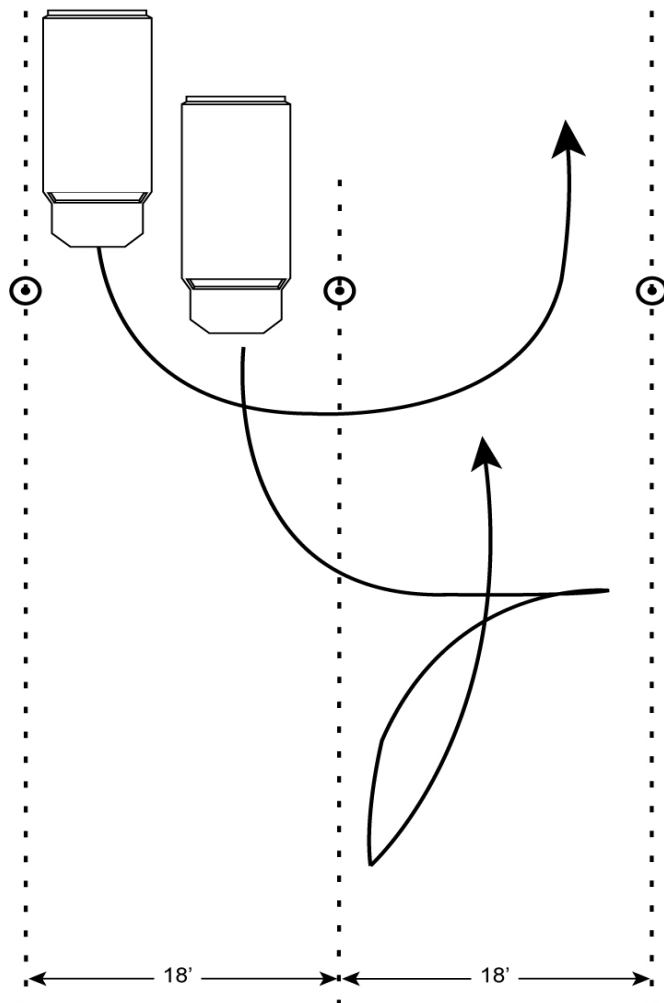
Skill sets gained from this exercise will help students identify blind spots and properly position RHD vehicles when merging with traffic at angled intersections.

#### *Student Behaviors Desired and Observed:*

1. Applies lap and shoulder belts and makes sure the door is closed before moving vehicle.
2. Activates right-turn signal when approaching angled intersection.
3. Anticipates turn and squares up vehicle upon approaching the stop sign so driver can see farther to left.
4. Comes to a complete stop behind the stop sign.
5. Looks left, right, left before entering angled intersection.
6. Uses "head bob" when looking left.
7. Demonstrates safe, smooth and controlled turns.

## U-Turn and 3-Point Turn Station (Optional)

### Make U-Turn and 3-Point Turn



#### *Activity:*

This exercise helps students learn the turning radius of delivery vehicles.

Skill sets gained from this exercise will assist students to make U- and 3-point turns properly and in accordance with state regulations.

Inform students to, first, make a U-turn from the right curb, then attempt another U-turn from the left lane. Students should be able to complete a U-turn from the right curb without backing. However, when attempting the U-turn from the left lane, students discover that a 3-point turn is necessary.

#### *The DSI must:*

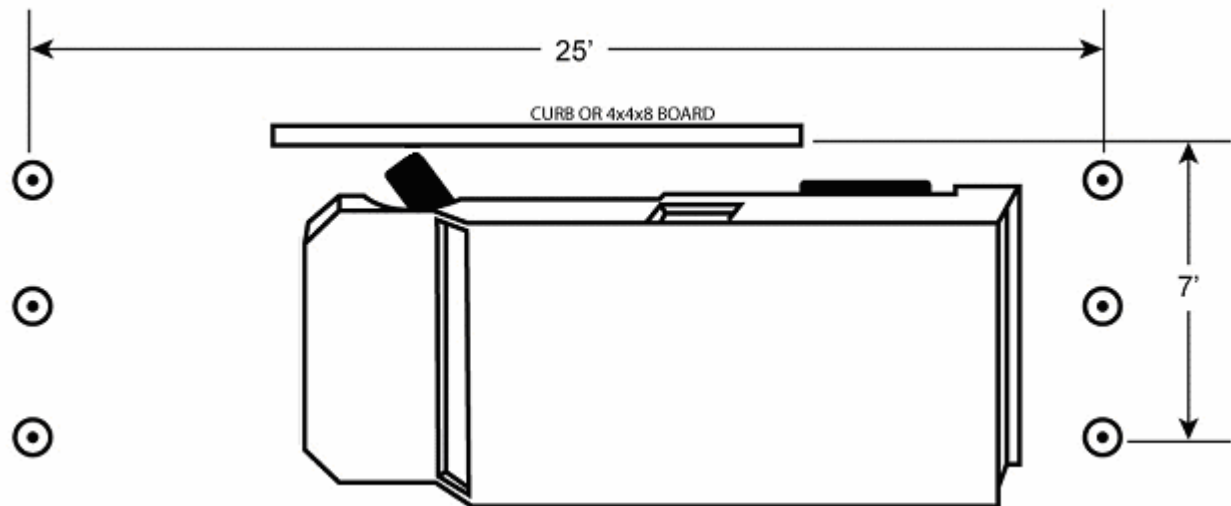
1. Instruct students regarding Postal Service requirements and local and state motor vehicle laws for U-turns and 3-point turns.
2. Remind students that U-turns and 3-point turns must be performed legally and only at previously approved locations.

#### *Student Behaviors Desired and Observed:*

1. Applies lap and shoulder belts and makes sure the door is closed before moving vehicle.
2. Activates turn signal before initiating turn.
3. Checks mirrors before starting and while making the turn.
4. Checks mirrors after completing the turn.
5. Places the vehicle in the center of the lane going in the opposite direction when initiating U-turn from right curb.
6. Completes the U-turn without backing up and without striking any cones when initiating U-turn from right curb.
7. Completes the 3-point turn, backing up only once when initiating U-turn from left lane.

## Parallel Parking Station

### Parallel Parking



#### *Activity:*

Skill sets that students gain at this station will help them to learn about vehicle clearances, use of mirrors, vehicle pivot points, and securing a vehicle properly. Unless required by local guidelines, the front tire does not have to touch the curb, just be turned toward it.

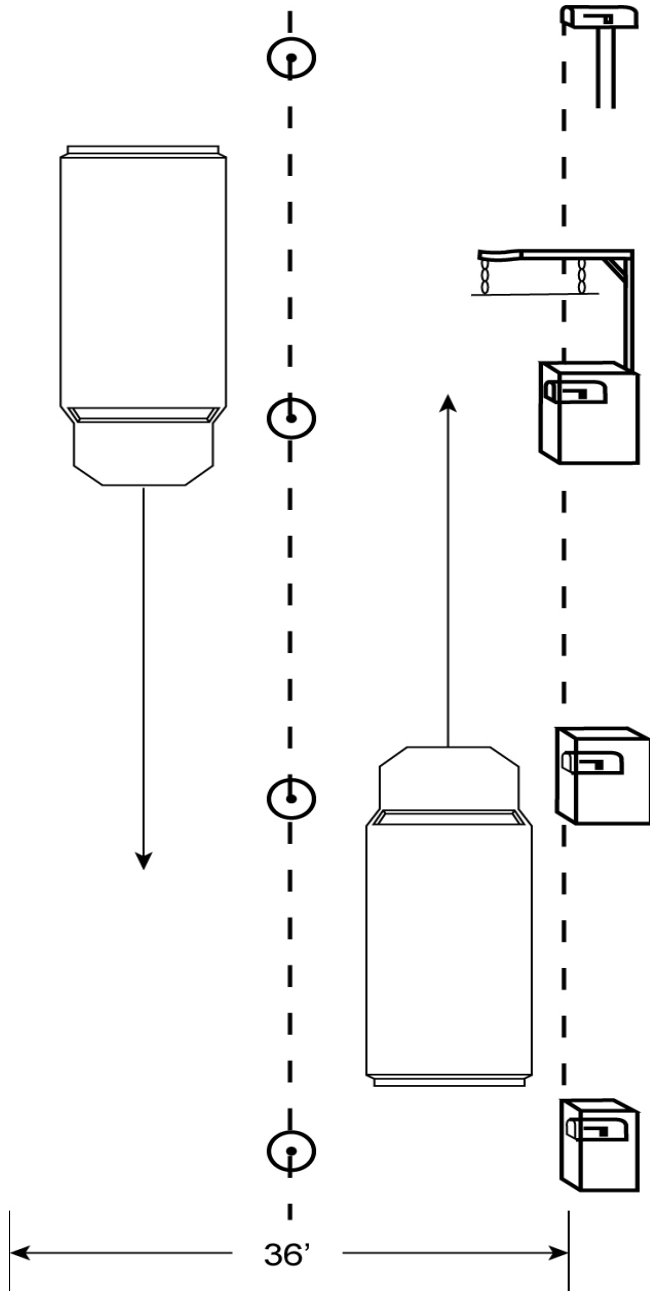
Note that this maneuver may also be done with the vehicle's left side toward the curb if local delivery conditions require it (e.g., on one-way streets).

#### *Student Behaviors Desired and Observed:*

1. Applies lap and shoulder belts and makes sure the door is closed before moving vehicle.
2. Centers vehicle within cones.
3. Curbs front wheels, tires turned toward the curb.
4. Makes sure back wheels are no more than 12 inches from curb.
5. Secures vehicle properly upon exiting.
6. Completes parallel parking successfully within 1 minute from start to finish.

## In-Lane Driving Station (Optional)

### Keep Vehicle within a Lane



#### *Activity:*

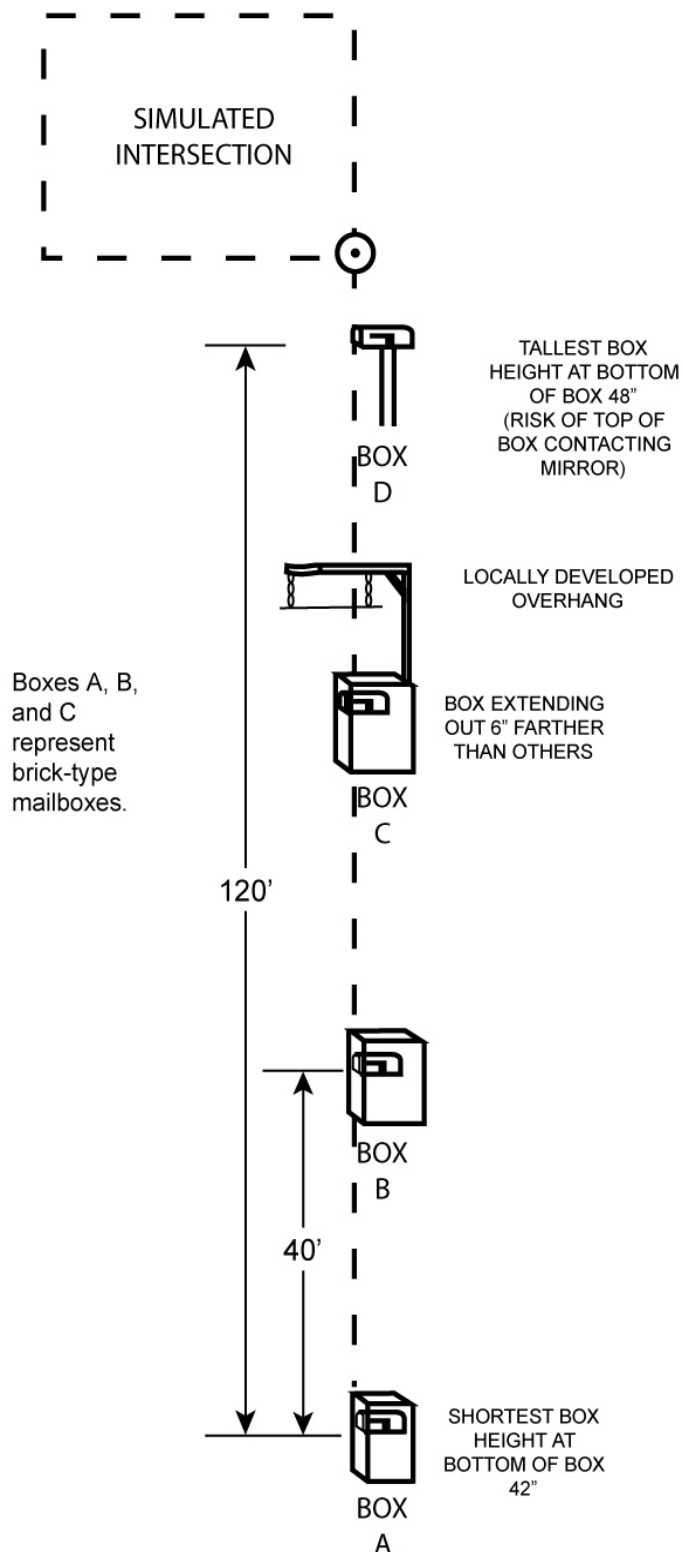
Skill sets gained from this exercise will help students position and maintain the vehicle within the proper lane while driving.

#### *Student Behaviors Desired and Observed:*

1. Applies lap and shoulder belts and makes sure the door is closed before moving vehicle.
2. Keeps vehicle within lane while driving.

## Curbside Delivery Station: Task 1

### Dry Run Without Box Obstructions and Without Mail



#### Activity:

Skill sets gained at this station will help students learn about delivery vehicle handling clearances (horizontal and vertical).

Several tasks must be completed at this station. Each simulates real curb-box scenarios that students may encounter on the job.

For task 1, the station has a clear line of travel (no cones representing parked cars). Students drive down the line of boxes, stop at each box, and simulate a delivery (tapping the top of each box).

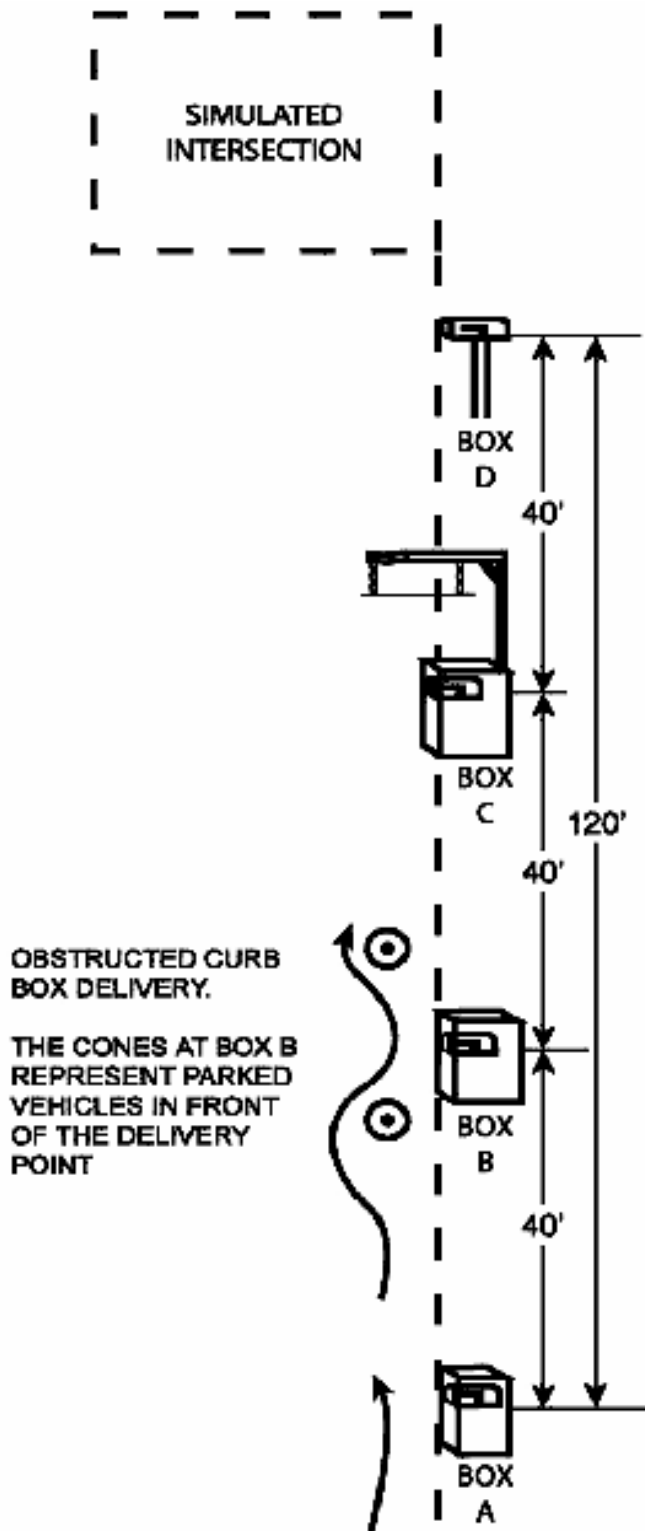
#### Student Behaviors Desired and Observed:

1. Applies lap and shoulder belts and makes sure the door is closed before moving vehicle.
2. Stops at delivery point close enough to comfortably simulate delivery to curb box (no extreme reaching or dismounting).
3. Turns to face front of vehicle before driving to the next delivery point.
4. Checks left mirrors before driving to the next delivery point.
5. Anticipates next delivery (plans ahead to deliver correctly to next box).
6. Delivers successfully at box D (48 inches high) without striking the vehicle's mirror or mirror brackets against the rural box or its support structure.
7. Uses turn signal after box D before leaving the right-hand curb and entering roadway.



## Curbside Delivery Station: Task 2

### Delivery With Obstructions and Without Mail



#### *Activity:*

For task 2, an obstructed delivery point at box *B* is added to the station. Cones are placed in front of and behind the delivery point to represent parked vehicles.

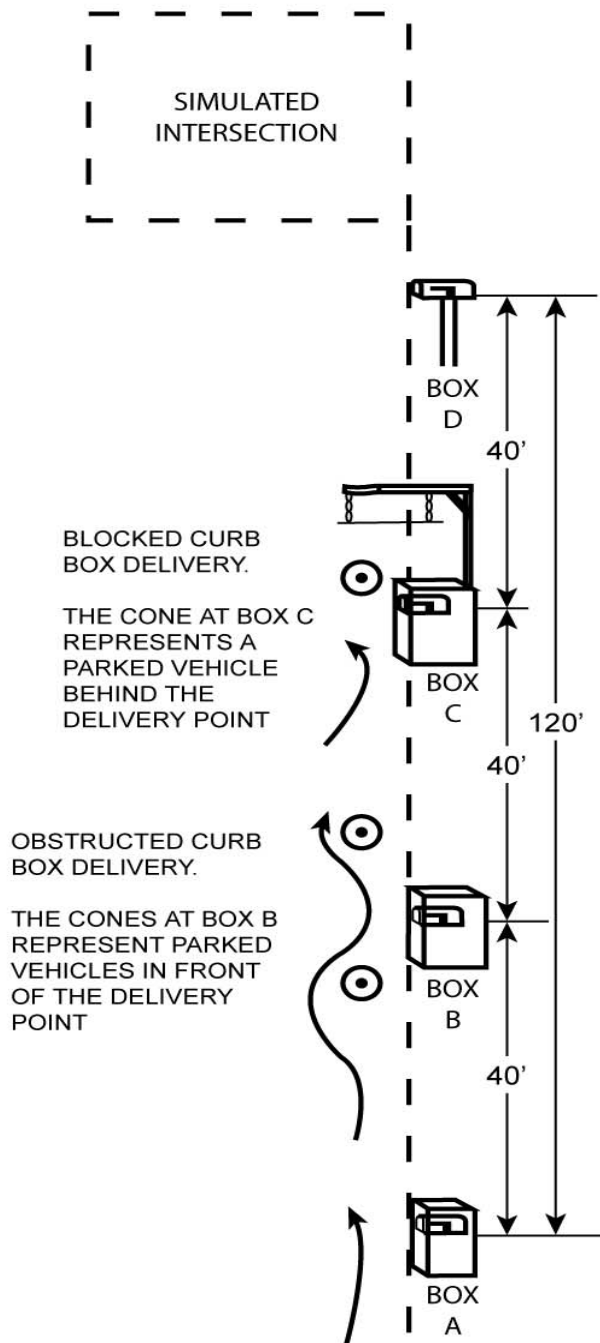
An delivery point that is obstructed, but not blocked, will allow the student to navigate the obstructions and make delivery from the vehicle.

#### *Student Behaviors Desired and Observed:*

1. Applies lap and shoulder belts and makes sure the door is closed before moving vehicle.
2. Anticipates obstructed delivery at box *B* and positions vehicle to accommodate delivery from vehicle without dismounting.
3. Checks left-hand mirror and signals before moving left to go around first cone prior to vehicle entering roadway.
4. Clears first cone successfully and has appropriate angle to box to safely facilitate delivery.
5. Simulates delivery to curb box comfortably and without abnormal or unsafe reaching.
6. Checks left-hand mirror and signals left before attempting to go around second cone.
7. Clears second cone successfully and aligns vehicle in anticipation of next delivery.
8. Signals before entering the roadway at box *D*.

## Curbside Delivery Station: Task 3

### Obstructed and Blocked Delivery Without Mail



#### Activity:

Skill sets for task 3 will help the student to understand and recognize the difference between an obstructed and a blocked delivery. Additional skills sets will help the student to properly deliver mail at an obstructed or blocked delivery point.

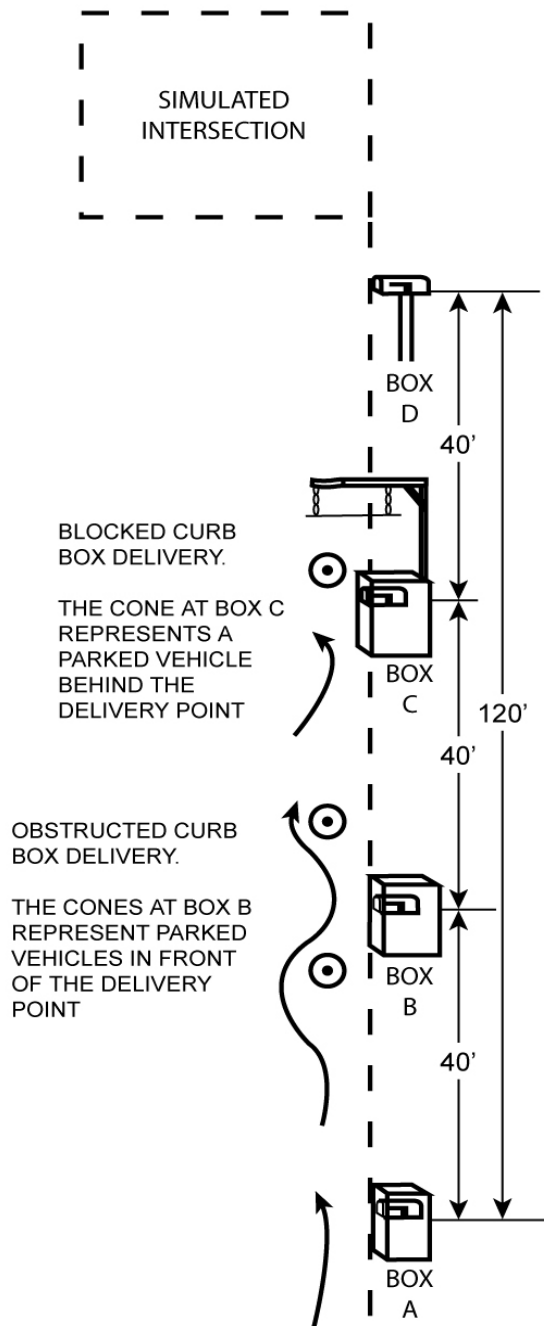
For this task, the station continues to have an obstructed delivery point at box B. Cones are placed in front of and behind the delivery point to represent parked vehicles.

Added to the station is a blocked delivery point at box C. A cone is placed at the box to represent a parked vehicle. A delivery point that is blocked, rather than obstructed, will require the student to properly dismount the vehicle to make delivery.

#### Student Behaviors Desired and Observed:

1. Applies lap and shoulder belts and makes sure the door is closed before moving vehicle.
2. Delivers successfully to box B by going around obstacles carefully, without dismounting or striking any cones.
3. Anticipates delivery at box C and properly positions vehicle for a dismount that does not require a backing maneuver.
4. Exits and secures vehicle properly to simulate delivery at box C.
5. Upon return to vehicle, applies lap and shoulder belts and closes door before moving the vehicle.
6. Delivers mail successfully at each box without backing the vehicle or striking cones or mailboxes.
7. Signals before entering the roadway.

## Curbside Delivery Station: Task 4 Timed Delivery Without Mail



### Activity:

The setup for task 4 is the same as for task 3; however, a time factor added. The student driver must negotiate the station safely and properly in less than 3 minutes.

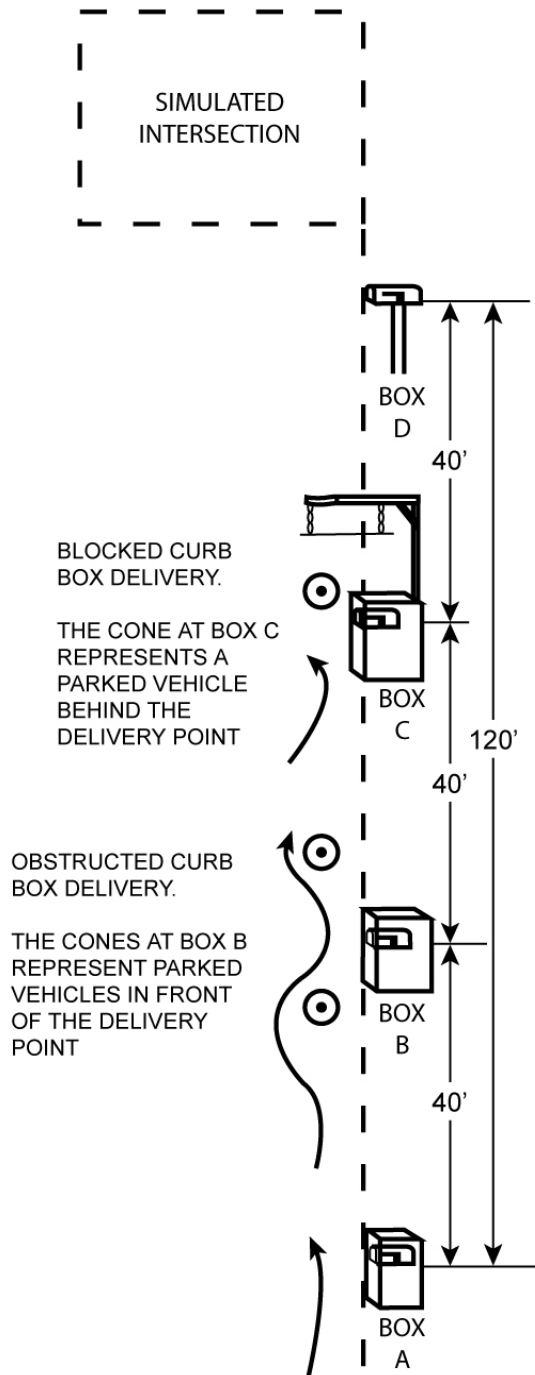
The station continues to have an obstructed delivery point at box *B* (cones placed in front of and behind the delivery point to represent parked vehicles) and a blocked delivery point at box *C* (a cone placed at the box).

### Student Behaviors Desired and Observed:

1. Continues to demonstrate desired behaviors outlined in tasks 1–3.
2. Completes delivery successfully to all boxes at this station in less than 3 minutes.
3. Is ready to practice with mail at each delivery point.

## Curbside Delivery Station: Task 5

### Obstructed and Blocked Delivery With Mail



#### Activity:

For task 5, students deliver mock mail to each of the boxes.

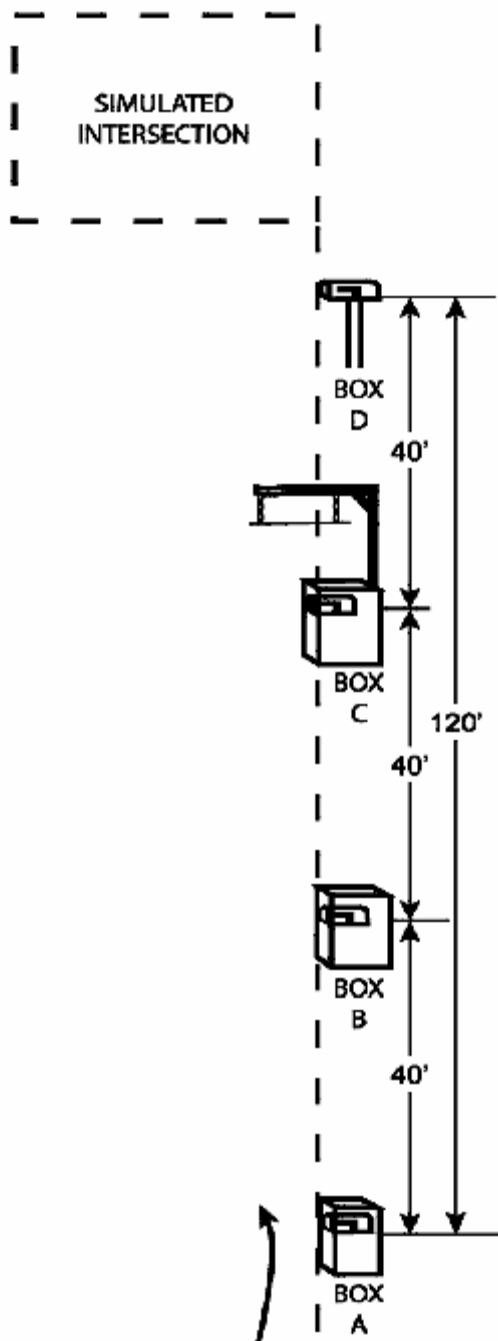
The station continues to have an obstructed delivery point at box B and a blocked delivery point at box C.

#### Student Behaviors Desired and Observed:

1. Continues to demonstrate desired behaviors outlined in tasks 1–3.
2. Does not hold or finger mail while the vehicle is moving.
3. Completes each delivery without striking cones or curb boxes.
4. Completes mail delivery to all 4 boxes in less than 3 minutes.

## Curbside Delivery Station: Task 6

### Delivery With an Accountable Piece of Mail



#### *Activity:*

To successfully accomplish task 6, students must deliver a mock Certified Mail™ piece to box properly.

Explain to student how to handle Certified Mail requiring a signature.

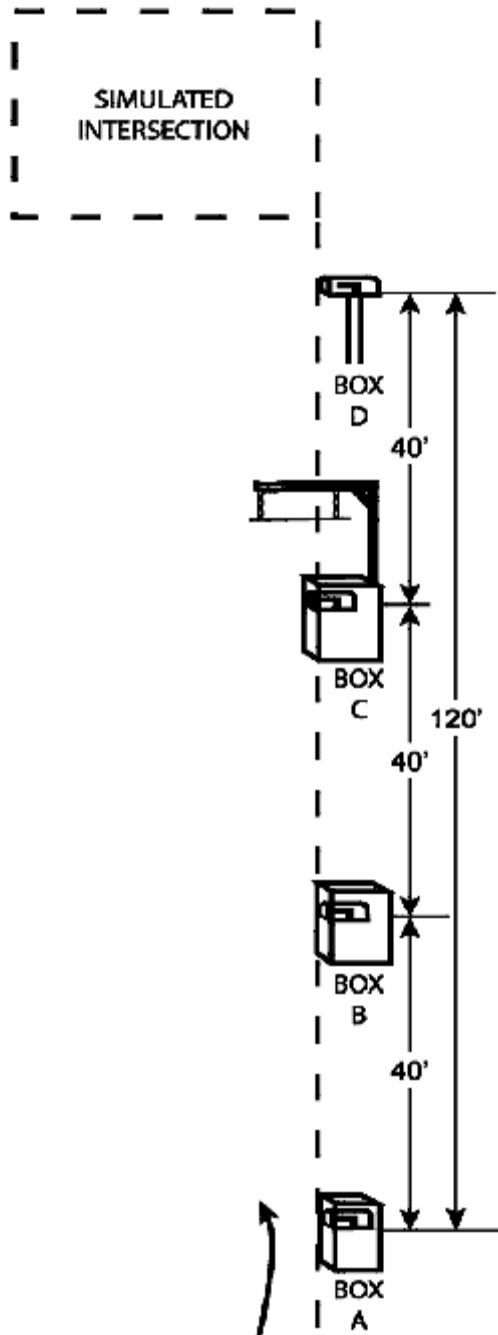
This is not a timed activity.

#### *Student Behaviors Desired and Observed:*

1. Positions vehicle properly for dismounting (close to curb and does not require backing up upon departure).
2. Does not hold or finger mail while vehicle is moving.
3. Secures vehicle properly upon exiting.
4. Handles piece of Certified Mail properly.
5. Inspects area around vehicle for children playing before entering vehicle.
6. Enters vehicle, applies lap and shoulder belts, and closes door.
7. Checks mirrors before moving the vehicle.
8. Signals before entering the roadway.

## Curbside Delivery Station: Task 7

### Handle Out-of-Sequence Mail



#### *Activity:*

Skill sets for task 7 will teach the student to avoid backing up when encountering out-of-sequence mail.

For this task, out of the view of the student, arrange the mock mail so a piece is out of sequence. Place a piece of mail for box *B* with the mail for box *C* or *D*.

#### *Student Behaviors Desired and Observed:*

1. Avoids backing up to satisfy delivery of the out-of-sequence piece of mail.
2. Secures the vehicle properly upon dismount, walks back to box *B*, and makes delivery.
3. Before re-entering the vehicle, inspects area around vehicle for children playing.
4. Enters vehicle, applies lap and shoulder belt, and closes door.
5. Checks mirrors before moving vehicle.
6. Signals before entering the roadway.

## Appendix D

# Large Truck Skills Course

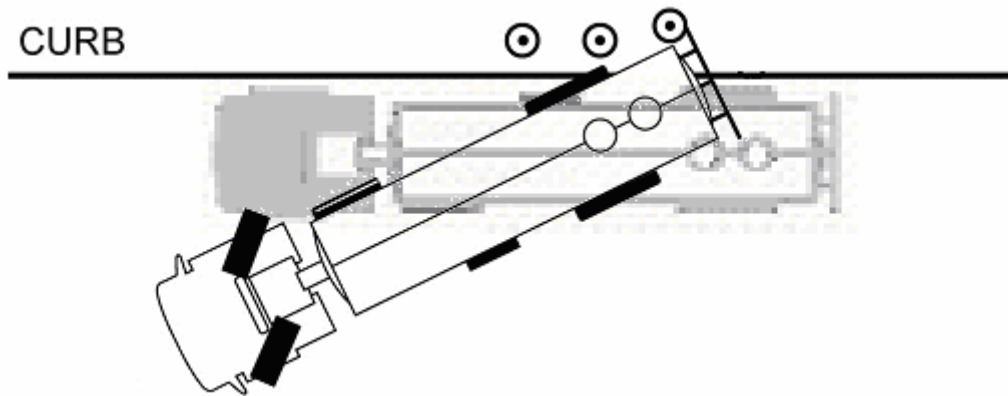
This section provides diagrams and instructions for conducting activities at the following stations:

1. Rear-Swing Clearance.
2. Forward, Stop, Straight-Line Backing.
3. Offset Backing.
4. Alley and Dock Backing.
5. Parallel Parking.

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## 1. Rear-Swing Clearance Station



The purpose of this activity is to have the driver see how much the truck swings out (extends beyond the road) when he or she pulls away sharply from a curb or makes a sharp turn. This activity is intended to demonstrate the potential hazard to pedestrians and objects when the rear end of the vehicle swings. This is not a pass/fail activity.

### **Before starting this task, make sure that:**

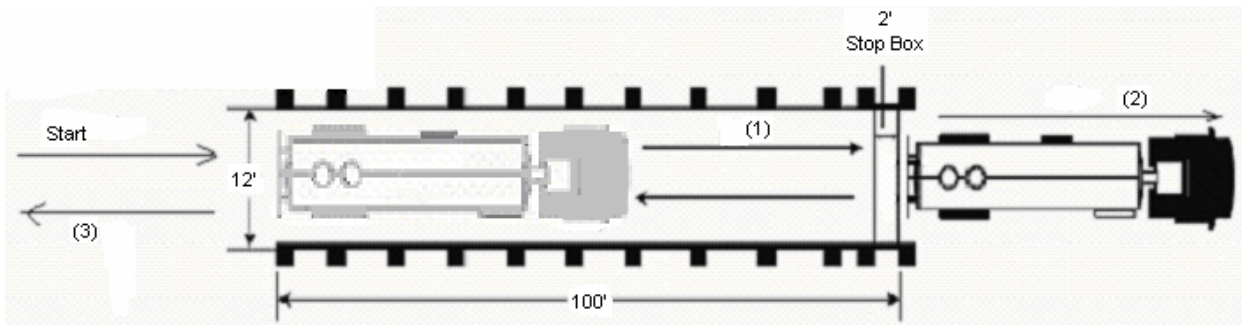
1. All pedestrians, including the instructor, are standing in a safe place and in view of the driver.
2. The undercarriage clears the curb.

Place three or more cones toward the back of the truck so that they will be contacted by the vehicle when it pulls away. If a curb is not available, a painted line or other simulated curb is acceptable.

Start with the truck close to and parallel with the curb. Tell the driver to turn the wheels sharply and then start pulling away from curb. Let the vehicle strike the cones. Once the vehicle is away from the curb, and overhang is maximized, have the driver stop, then exit the vehicle safely and properly to view the overhang.

**Note:** The axle-to-bumper distance on 11-ton trucks is much longer than on many other Postal Service vehicles and the overhang is more severe.

## 2. Forward, Stop, Straight-Line Backing Station



The purpose of this activity is to have the driver demonstrate the ability to stop safely and properly at designated points and to back up in a straight line. These activities require the driver to:

1. Pull forward and stop with the front bumper within 1 foot of a specified point;
2. Pull forward again and stop; and then
3. Back through the station in a straight line.

This is a pass/fail station for new hires.

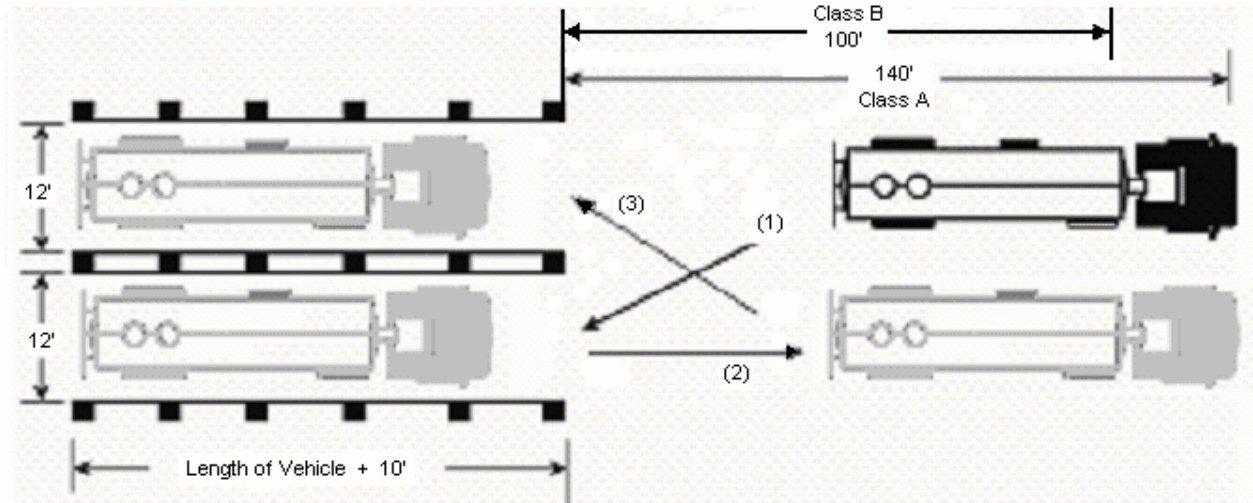
**Before starting this task,** make sure that all pedestrians, including the instructor, are standing in a safe place and in view of the driver.

Begin with the truck at the “Start” point, ready to drive forward through the station. Explain that the vehicle must be kept inside the boundary lines of the station and stop with the front bumper within the two-foot wide “Stop Box.”

Signal when to start.

1. Tell the driver to pull forward through the station and stop with the front bumper within the Stop Box. The driver may stop only once.
2. Tell the driver to pull straight forward until the rear bumper is beyond the Stop Box. The driver may stop only once. Then tell the driver to secure and exit the truck properly.
3. Finally, signal the driver to back through the station in a straight line until the entire truck has cleared the station. **Have the driver sound the horn before backing up.**

### 3. Offset Backing Station



The purpose of this activity is to have the driver demonstrate the ability to back a large truck up to a simulated dock safely and properly. The activities at this station require the student to perform a right-offset-backing and a left-offset-backing maneuver. This is a pass/fail station for new hires.

**Before starting this task,** make sure that all pedestrians, including the instructor, are standing in a safe place and in view of the driver.

Start with the truck at the “Class A” or “Class B” starting point. Explain that the vehicle must be kept inside the boundary lines of the station. **Have the driver sound the horn before backing up.**

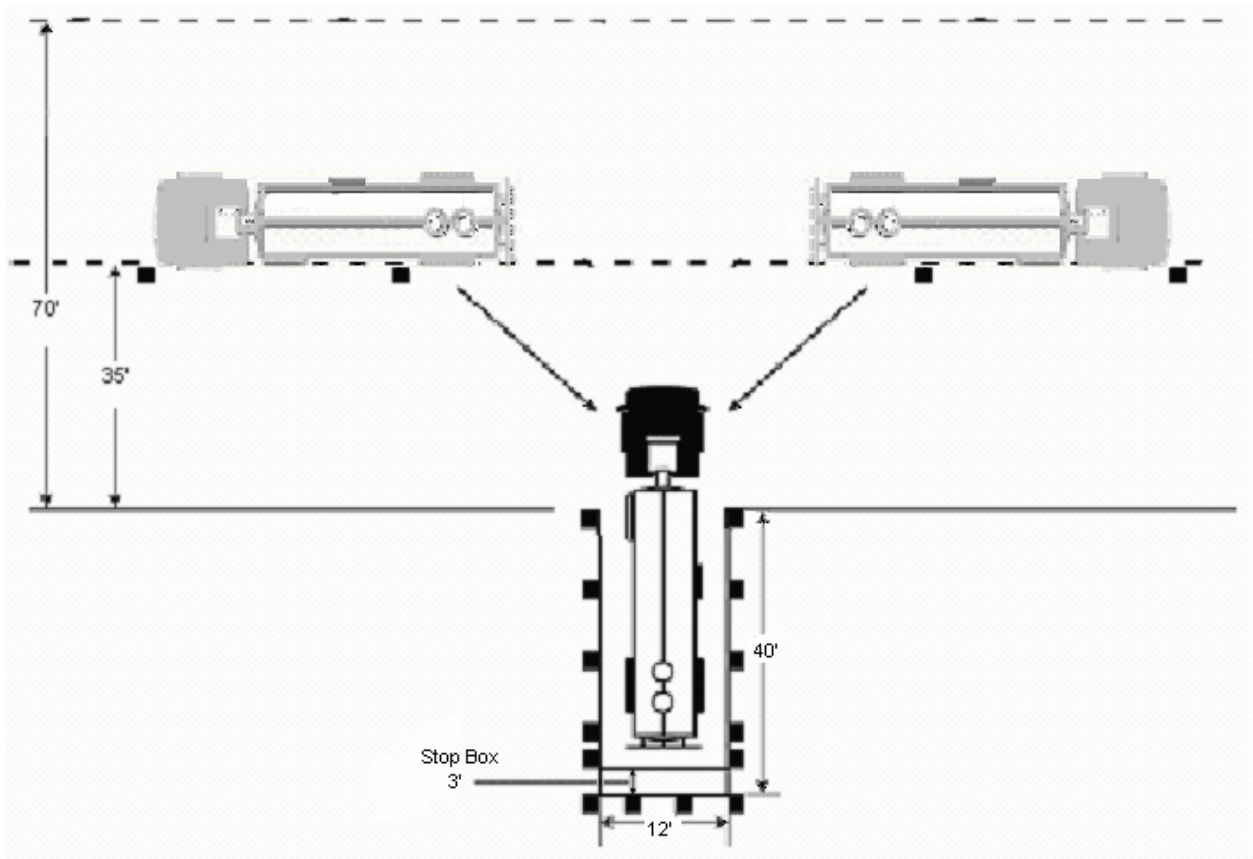
Signal when to start. Tell the driver to:

1. Offset back into the right stall;
2. Pull straight out to the start distance again; and then
3. Offset back into the left stall.

Then tell the driver to secure and exit the truck properly.

**Note:** The order of the offset maneuvers may be reversed, but the driver must complete both properly.

#### 4. Alley and Dock Backing Station



The purpose of this activity is to have the driver demonstrate the ability to safely and properly back a large truck up to a simulated alley or dock from a starting point perpendicular to the alley or dock. The student is required to perform both a “sight-side” and a “blind-side” backing maneuver at this station. This is a pass/fail station for new-hires.

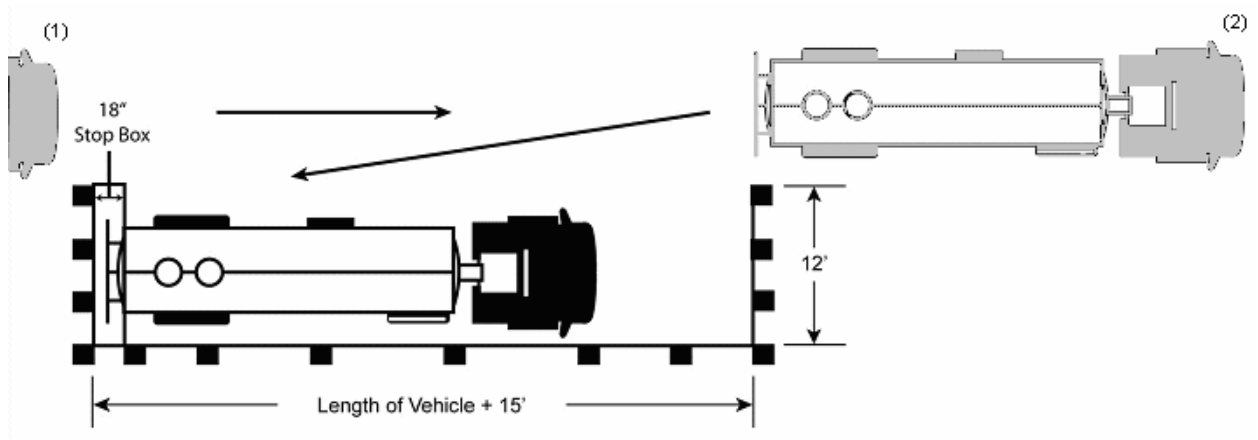
**Before starting this task,** make sure that all pedestrians, including the instructor, are standing in a safe place and in view of the driver.

Start with the truck perpendicular to the alley or dock and parallel to cones placed in a row 35 feet in front of the space. **Have the driver sound the horn before backing up.**

Signal when to start. Have the driver back into the alley or dock and stop within 3 feet of the rear cones. Have the driver pull forward in the opposite direction, stop parallel to the cones, and back into the alley or dock again. At this point, have the driver secure and exit the truck properly.

**Note:** The order of these maneuvers does not matter; however, both sight-side and blind-side backing must be completed properly.

## 5. Parallel Parking Station



The purpose of this activity is to have the driver demonstrate the ability to back into a parallel parking spot safely and properly. This is a pass/fail station for new hires.

**Before starting this task,** make sure that all pedestrians, including the instructor, are standing in a safe place and in view of the driver.

Explain that the vehicle must be backed into the stall and come to a stop with the rear bumper inside the 18-inch-wide “Stop Box” with all wheels parallel and within 3 feet of the curb. The activity is successfully accomplished only if the driver is able to park properly without having to exit the vehicle to check clearances.

Begin with the truck behind the parking stall.

1. Signal when to start;
2. Have the driver pull forward, past the parking space; and then
3. Back into it.

Then tell the driver to secure and exit the truck safely and properly.

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# **Appendix E**

## **RESERVED**

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