

# DRIVER SELECTION, TRAINING, TESTING, & LICENSING



HANDBOOK EL-827  
FEBRUARY 1989



**U.S. Postal Service  
Washington, DC 20260**

Handbook EL-827  
Driver Selection, Training, Testing, and Licensing

Transmittal Letter 2  
February 1989

**A. Explanation**

This issuance of Handbook EL-827 has been revised and updated to incorporate new language from the National Agreements, provisions of the Commercial Motor Vehicle Safety Act, and suggested changes from the field. This handbook contains policies, procedures, and responsibilities for the proper selection, testing, and training of postal drivers and candidates for positions that require driving duties.

Managers and supervisors who are responsible for the administration or supervision of driver selection, testing, and training must review this handbook and ensure that the policies and procedures contained in it are followed.

**B. Distribution**

1. **Initial.** This handbook is being distributed directly to headquarters, headquarters administrative supporting units, and personnel responsible for driver selection, training, testing, and licensing, and program administration functions at regions, divisions, management sectional centers, bulk mail centers, and CAG A-D post offices.
2. **Additional Copies.** Additional copies of this handbook are available by ordering from your materiel distribution center. Use Form 7380, *Supply Center Requisition*. No additional copies are available from headquarters.
3. **On-Line Availability.** The composition and graphics for this document were electronically produced using the USPS SPECTRUM database publishing system. The text is available to USPS users through the SPECTRUM database which is resident at NISSC. To obtain information on accessing this system, contact the Customer Support Branch at NISSC (PEN 8785001).

**C. Comments and Questions**

Comments and suggestions regarding subject matter of this document should be addressed to:

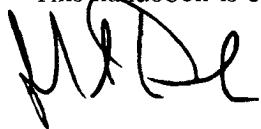
General Manager, Safety Management Division  
Office of Safety and Health  
USPS Headquarters  
Washington, DC 20260-4231

**D. Rescissions**

This handbook rescinds the previous issue of Handbook EL-827 issued February 1987

**E. Effective Date**

This handbook is effective upon receipt.



Joel S. Trosch  
Assistant Postmaster General  
Employee Relations Department

## Table of Contents

### Chapter 1--Introduction

#### 110 Purpose

#### 120 Definitions

#### 130 Program Administration

- 131 Employee Relations Program Analyst, Principal, Human Resources
- 132 Field Director, Human Resources
- 133 Division Manager, Personnel Services (Supervisor, Employment Services) and MSC Manager, Employee Relations
- 134 Division Manager, Training and MSC Supervisor, Training:

### Chapter 2--Driver Selection

#### 210 Introduction

- 2 11 Importance of Proper Selection
- 212 Forecasting Recruitment Needs

#### 220 Driving Abstracts

- 22 1 Requirement
- 222 Responsibility
- 223 How To Obtain Abstracts
- 224 Where To Obtain
- 225 Five-Year History
  - 225.1 More Than One State
  - 225.2 Exceptions
- 226 Abstract Codes-Interpretation
- 227 Updated Abstracts

#### 230 Driving Record (Form 2480)

- 231 Requirement
- 232 Review of Record
  - 232.1 Responsibility
  - 232.2 Resolving Discrepancies
- 233 Updated Form 2480
- 234 Where Maintained

#### 240 Table of Disqualifications

- 241 Purpose

#### 242 Comparison With Abstract and Driving Record

- 242.1 Review
- 242.2 Exception
- 243 Dates of Disqualifying Incidents
- 244 Pending Convictions
- 245 Period of Disqualification
- 246 Disqualification Factors
  - 246.1 General Disqualifying Factors
    - 246.11 Fewer Than 2 Years Experience
    - 246.12 License Suspension
    - 246.13 License Revocation
  - 246.2 Specific Disqualifying Factors
    - 246.21 Violations
    - 246.22 Substance Abuse Driving Offenses
    - 246.23 Other Traffic Violations
    - 246.24 At Fault Accidents
    - 246.25 Hit-and-Run Offenses
  - 246.3 Determining Disqualifying Violations
- 247 Form 5905, Request To Administer Initial Road Test

#### 250 Initial Road Test

- 251 Purpose
- 252 Requirement
  - 252.1 Administration
  - 252.2 License Restrictions
  - 252.3 Applicants and Potential Driving Employees
  - 252.4 Test Failures
    - 252.41 Applicants
    - 252.42 Rural Carrier Reliefs
    - 252.43 Potential Driving Employees
  - 252.5 Transfers
  - 252.6 Reinstatements
- 253 Restricted Information
- 254 Administration of the Road Test
  - 254.1 Discussion With Individual
  - 254.2 Conducting the Road Test
- 255 Road Test Routes

#### 260 Medical Examinations and Assessments

- 261 Requirement
- 262 Cost
- 263 Risk Assessment

**270 Establishment of Form 4582, Operator's Record****Chapter 3--Driver Training****310 Introduction**

- 31 I Types and Purposes of Driver Training
- 312 Philosophy of Driver Training

**320 General**

- 321 Where Conducted
- 322 Documentation

**330 Initial Driver Training**

- 33 1 General
- 332 Driver Orientation
  - 332.1 Subjects Covered
  - 332.2 Written End-of-Training Test
- 333 Vehicle Familiarization
  - 333.1 Description
  - 333.2 Vehicles Used
  - 333.3 Rural Carriers
- 334 Controlled Driving Instruction and Vehicle Certification
  - 334.1 Controlled Driving Instruction
    - 334.12 Driving Range
  - 334.2 Vehicle Certification
- 335 Failure To Pass End-of-Training Tests
- 336 Subsequent Vehicle Certification

**340 Driver Evaluation**

- 341 When Evaluated
- 342 Forms Used
- 343 Initial Session
- 344 Driver Instructor/Supervisor Interaction
- 345 Determination of Performance
- 346 Reassigned Employees

**350 Refresher Driver Training****360 Improvement Driver Training****Chapter 4--Driver Licensing****410 General****420 Qualifying Requirements****430 Incidental Drivers**

- 431 Licensing
- 432 Qualifying Requirements
- 433 Additional Qualifying Requirements
- 434 License Exemption

**440 Issuance of OF-346**

- 44 1 Initial Issuance
- 442 Preparation
- 443 Renewals
- 444 OF-346 Surrender

**450 Required Medical Review of Physical Qualifications**

- 451 Operators of Vehicles 10,000 Pounds GVW or More
- 452 Operators of Vehicles Less Than 10,000 Pounds GVW
- 453 Required Forms
- 454 Medical Review
- 455 Scheduling Examinations

**460 Suspension and Revocation of Driving Privileges**

- 461 For Physical Condition
- 462 For Unsafe Driving
- 463 In Case of Accident
  - 463.1 Review of Driving Privileges
  - 463.2 Assessment of Circumstances
  - 463.3 Temporary Suspension
  - 463.4 Decision Criteria
- 464 Special Cases
  - 464.1 Consideration of Suspension or Revocation
  - 464.2 Requests for Reinstatement
- 465 Reassignment

**470 Proof of State License****480 Commercial Motor Vehicle Safety Act****Chapter 5--Road Test Examiner (RTE)****510 General****520 Establishing RTE Functions**

- 521 Central Administration of Tests
- 522 Basis for Additional RTEs
- 523 Division Manager, Training, Responsibility
- 524 Number of RTEs

**530 Training and Certification**

- 531 Prior to Training
- 532 Test Administration
  - 532.1 Duration
  - 532.2 Forms
  - 532.3 Road Test
- 533 After Training
  - 533.1 Materials
  - 533.2 Exhibits
  - 533.3 Certification
  - 533.4 Inquiries
  - 533.5 Certified Candidate List
- 534 Restricted Information

**540 PEDC Functional Guidance**

- 541 Maintaining List
- 542 Decertification
- 543 Review Actions

**Chapter 6--Driver Instructor/Examiner (DIE)**

**610 Training and Certification**

- 611 Job Instructor/RTE Certification
- 612 Certification of DIES
- 613 Designated Division DIES

**620 Duties and Responsibilities**

**630 Collateral Duty Driver Instructors**

**Chapter 7--Requisitioning Driver**

**Selection and Test Materials**

**710 Authorization To Order**

**720 Materials To Be Ordered**

- 721 Postal Driver Orientation Course No. 43502-00
- 722 Road Test Examiner Course No. 43560-00
- 723 Initial Road Test

**730 How To Order**

**Chapter 8--Powered Industrial Equipment**

**810 Selection Policy**

- 811 State License
- 812 Physical Requirements
  - 812.1 General
  - 812.2 Vision
  - 812.3 Physical Handicaps

**820 Training**

- 821 Forklift

**830 Licensing**

- 831 Initial Issuance
- 832 Renewal Requirement

**Appendix A--Where To Obtain State Driving Abstracts**

**Appendix B--Sample Driver Training Test Courses**

## Chapter 1 Introduction

### 110 Purpose

The proper selection, training, testing, and licensing of drivers is of paramount importance in the reduction and prevention of motor vehicle accidents. Therefore, the purpose of this handbook is to establish policy and provide guidelines that will ensure that postal employees utilized as drivers are optimally qualified and trained to support the operational effectiveness of the Postal Service.

### 120 Definitions

For the purposes of the driver selection, training, testing, and licensing program, the following definitions apply.

*a. At-Fault Accident.* An accident in which the operator's actions, or lack thereof, were the primary or equally contributory cause of the accident, or in which the operator received a citation or fine, or otherwise received adverse judgment.

*b. Collateral Duty Driver Instructor.* A postal employee who assumes collateral duties of a driver instructor/examiner in an installation without an authorized position and who is certified to administer the Postal Service initial road test and to teach other postal employees to drive vehicles used in postal operations.

*c. Commercial Motor Vehicle.* A motor vehicle used in commerce to transport passengers or property

(1) If the vehicle has a gross vehicle weight rating of 26,001 or more pounds; or

(2) If the vehicle is designed to transport more than 15 passengers including the driver; or

(3) Any vehicle, regardless of weight, which transports hazardous materials in quantities which would require the vehicle to be placarded under the Hazardous Materials Transportation Act

*d. Designated Division Driver Instructor/Examiner.* A driver instructor/examiner who has been designated by the Field Director, Human Resources, to conduct the Road Test Ex-

aminer Course No. 43560-00 for road test examiner candidates. There should be a minimum of at least one designated division driver instructor/examiner per division.

*e. Designated Regional Driver Instructor/Examiner.* A driver instructor/examiner who has been designated by the Regional Employee Relations Program Analyst, Principal, Human Resources, to conduct the Driver Instructor/Examiner Training Program No. 43506-00 for newly assigned driver instructors/examiners and collateral-duty driver instructor/examiners. There should be a minimum of at least two designated regional driver instructors/examiners per region.

*f. Driver Instructor/Examiner.* A postal employee who is certified to administer the Postal Service's initial road test and to teach other postal employees to drive vehicles used in postal operations. This is a full-time authorized position.

*g. Driving Abstract.* A driving record maintained by State motor vehicle agencies that lists the traffic convictions, suspensions, revocations, accident involvement, and/or restrictions of an individual licensed to operate a motor vehicle within that State.

*h. End-of-Training Tests.* Two tests administered after initial driver training, Postal Driver Orientation Course No. 43502-00, that measure the trainee's retention of subject matter presented in the classroom and the trainee's ability to operate safely and skillfully each type of vehicle that may be required in the performance of the job. TD-287C, Part I, Classroom Orientation, is a written test. TD-287D, Part II, Vehicle Operation, is a driving performance test.

*i. Improvement Driving Training.* Training provided to improve specific driving practices of a driver after a preventable vehicle accident or when a serious unsafe driving practice is observed (i.e., a driving practice that could have resulted directly in an accident, such as running a stop sign or red light, failing to yield to pedestrians in a crosswalk, failing to yield to oncoming traffic in an intersection, etc.).

*j. Incidental Driver.* Postal employees (bargaining- or nonbargaining-unit), including postmasters, postmaster reliefs, field directors, managers, supervisors, and other administrative/technical/clerical employees who do not have positions that normally require regular driving, where such driving is incidental to their duties, and who operate only their personal or administrative passenger vehicles. The term "incidental driver" specifically excludes rural carrier reliefs and other employees who routinely drive.

*k. Initial Driver Training.* Training provided to all new drivers (including rural carriers, rural carrier reliefs, and other nondriving employees being assigned to or bidding for a position with driving responsibilities) before being issued an OF-346. Training, includes classroom sessions, vehicle familiarization, controlled driving instruction and practice, and certification.

*l. Initial Road Test.* A driving test administered to all applicants (and current nondriving employees) for positions that require the operation of any motor vehicle as part of their duties. This does not include incidental drivers.

*m. Initial Road Test Checklist.* A restricted Form 5932 that is used to administer the Postal Service's initial road test.

*n. Licensing Official.* A supervisory employee who is responsible for the issuance of and record-keeping functions associated with an OF-346. The licensing official is generally the Division Manager, Training or designee.

*o. Nonpreventable Accident.* A motor vehicle accident in which the postal driver did everything **reasonable** that could have been done to prevent the accident under the National Safety Council's Safe Driver Award Rules. This determination 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.

*p. Not-at-Fault Accident.* A motor vehicle accident in which the postal driver's actions were not the primary or equally contributory cause of the accident.

*q. NTAC.* An acronym for the National Test Administration Center, which is responsible for providing, securing, and scoring Postal Service examinations and national testing materials.

*r. PEDC.* An acronym for the Postal Employee Development Center, which is responsible for the training, testing, and development of postal employees.

*s. Potential Driving Employee.* Any current nondriving postal employee who seeks, through promotion or reassignment, a position that requires driving as part of the official duties.

*t. Preventable Accident.* A motor vehicle accident in which the postal 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. This determination 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.

*u. Refresher Driver Training.* Training provided (on a regular basis or at the time of the OF-346 license renewal) to postal drivers in order to assist them in maintaining their professional driving skills, or to offset specific local motor vehicle accident problems.

*v. Restricted Information.* Information that has limitations placed upon its access within, and its disclosure outside, the Postal Service.

*w. Revocation.* The termination of a postal employee's driving privileges.

*x. Road Test Examiner.* A postal employee who has been designated and issued a title of certification to administer the Postal Service's initial road test. There is no authorized full time road test examiner. It is a collateral duty responsibility performed by employees in a number of different positions.

*y. Road Test Schematic.* A restricted map of the route(s) on which the initial road test is administered.

*z. Satellite PEDC.* A training, testing, and development center authorized by the Division Manager, Training, to service postal employees who are not located within close proximity to the main PEDC.

*aa. OF-346, United States Government Motor Vehicle Operator's Identification Card.* A driving license that specifies the type(s) of vehicle(s) on which an employee has been trained and certified, and that authorizes the employee to drive that type of vehicle in the course of conducting official postal business.

*bb. Suspension.* The temporary withdrawal (with specified dates) of a postal employee's driving privileges.

*cc. Table of Disqualifications.* A Postal Service selection document specifying the types and numbers of driving-related offenses that disqualify both an application for consideration as a postal driver and a potential driving employee.

*dd. TD-287.* See 120H, End-of-Training Tests.

*ee. TD-289.* A restricted training program used in the testing and certification of road test examiner candidates, also referred to as Road Test Examiner Course No. 43560-00.

### 130 Program Administration

#### 131 Employee Relations Program Analyst, Principal, Human Resources

*a.* Monitors the administrative effectiveness of all driver selection, testing, and training programs and procedures for the region.

*b.* Selects personnel to administer training program Driver Instructor/Examiner Training Program No. 43506-00.

*c.* Ensures that selected personnel are certified as trainers.

#### 132 Field Director, Human Resources

The Field Director, Human Resources, manages and provides functional guidance on all driver selection, testing, and training programs and functions within the division.

### 133 Division Manager, Personnel Services (Supervisor, Employment Services) and MSC Manager, Employee Relations

**133.1** Manages and ensures compliance with the provisions of:

- a. State driving abstracts;*
- b. Form 2480, Driving History; and*
- c. Table of Disqualifications.*

**133.2** Manages and ensures that responsibility for monitoring divisionwide compliance with medical and vision tests is assigned and exercised by appropriate personnel.

### 134 Division Manager, Training and MSC Supervisor, Training:

*a.* Effectively administer the initial road test examination program, the driver training program, and the driver licensing program within the PEDC service area.

*b.* Identify and authorize, where necessary, satellite PEDC locations when initial road tests and driver training programs cannot be administered in one central location.

*c.* Provide functional and administrative guidance to all RTEs, DIES, and collateral duty driver instructors, ensuring that such personnel receive proper training certification.

*d.* Ensure that all driver training records and related activities (including the administration of the Safe Driver Award Program and maintenance of Form 4582, *Operator's Record*) are maintained in the PEDC or, when authorized, in satellite PEDCs or associate offices.



## Chapter 2 Driver Selection

### 210 Introduction

### 211 Importance of Proper Selection

The careful selection of applicants who will be used as postal vehicle operators is an important element of motor vehicle accident prevention. It is the policy of the U.S. Postal Service to select for driving positions only those applicants who have demonstrated a potential for safe driving practices. Careful adherence to this policy will enable the Postal Service to select the safest, most capable applicants, thereby reducing the possibility of future accidents. (Exhibits 211a through 211f provide an overview of the various selection procedures used for the different types of applicants.)

### 212 Forecasting Recruitment Needs

Under these standards, appointing officials will need to screen a larger number of applicants than before. The screening should be initiated when eligible names come within reach on the register, well in advance of hiring. It is critical that recruitment needs be forecast sufficiently in advance and that hiring plans are well coordinated between employee relations managers and operating managers to ensure the timely hiring of qualified persons.

### 220 Driving Abstracts

#### 221 Requirement

Obtain a State driving abstract for all applicants who are being considered for any position that requires driving as an integral part of the official duties and before granting any postal driving privileges. This requirement also applies to:

- a. Supervisory personnel.
- b. Potential driving employees (See Section 120, definition).

c. Applicants who are seeking employment or requesting a transfer from another federal agency, regardless of whether they have a valid OF-346 issued by that agency.

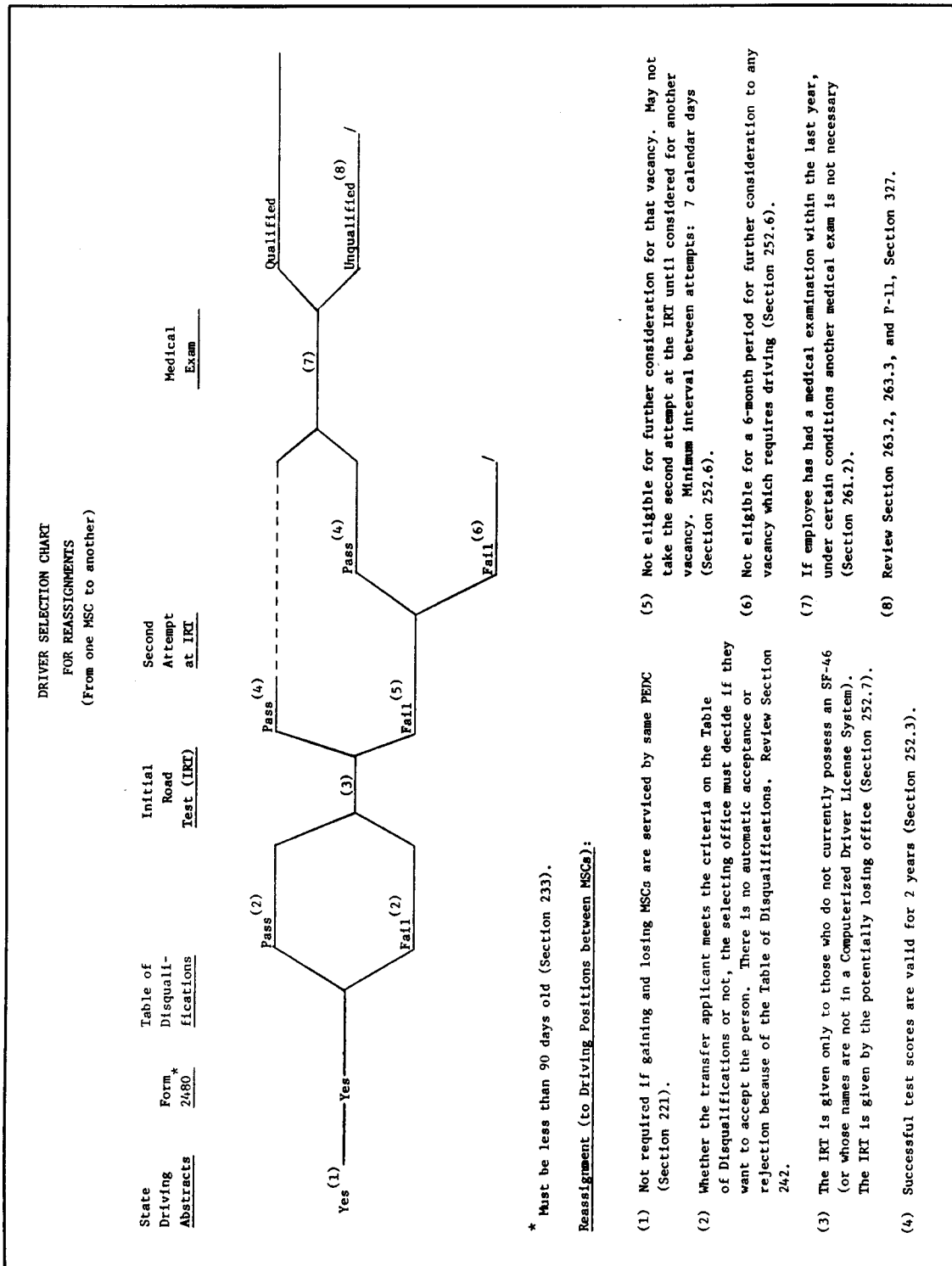
d. Current employees requesting a transfer/reassignment from another MSC, regardless of whether or not they currently hold a valid Postal Service OF-346 (see 242, exception). This requirement does not apply when the losing MSC and gaining MSC are serviced by the same PEDC.

#### 222 Responsibility

Employment office personnel are responsible for ensuring that abstracts are obtained from the State Department of Motor Vehicles and reviewed before considering the applicant for hire, or before considering the potential driving employee for a driving position, and reviewed and on file before the individual is scheduled for the Postal Service initial road test. Driver instructor/examiners and others who administer the initial road test must not have this responsibility since knowledge of an individual's past driving history may adversely affect the impartial administration of the initial road test. Administrators of the initial road test may be called upon to interpret or clarify elements of an abstract when compared to the Table of Disqualifications, but they must not be allowed physical access to abstracts before the administration of the initial road test.

#### 223 How To Obtain Abstracts

Obtain a State driving abstract for all applicants who are being considered for positions that require a Form OF-346, *U.S. Government Motor Vehicle Operator's Identification Card*. Use Account No. 52419, Postal Operations--Fee for Service, to record any fees paid by the Postal Service to obtain the abstracts.



**Exhibit 211a, Driver Selection Chart for Reassignments  
(from one MSC/Division to Another)**

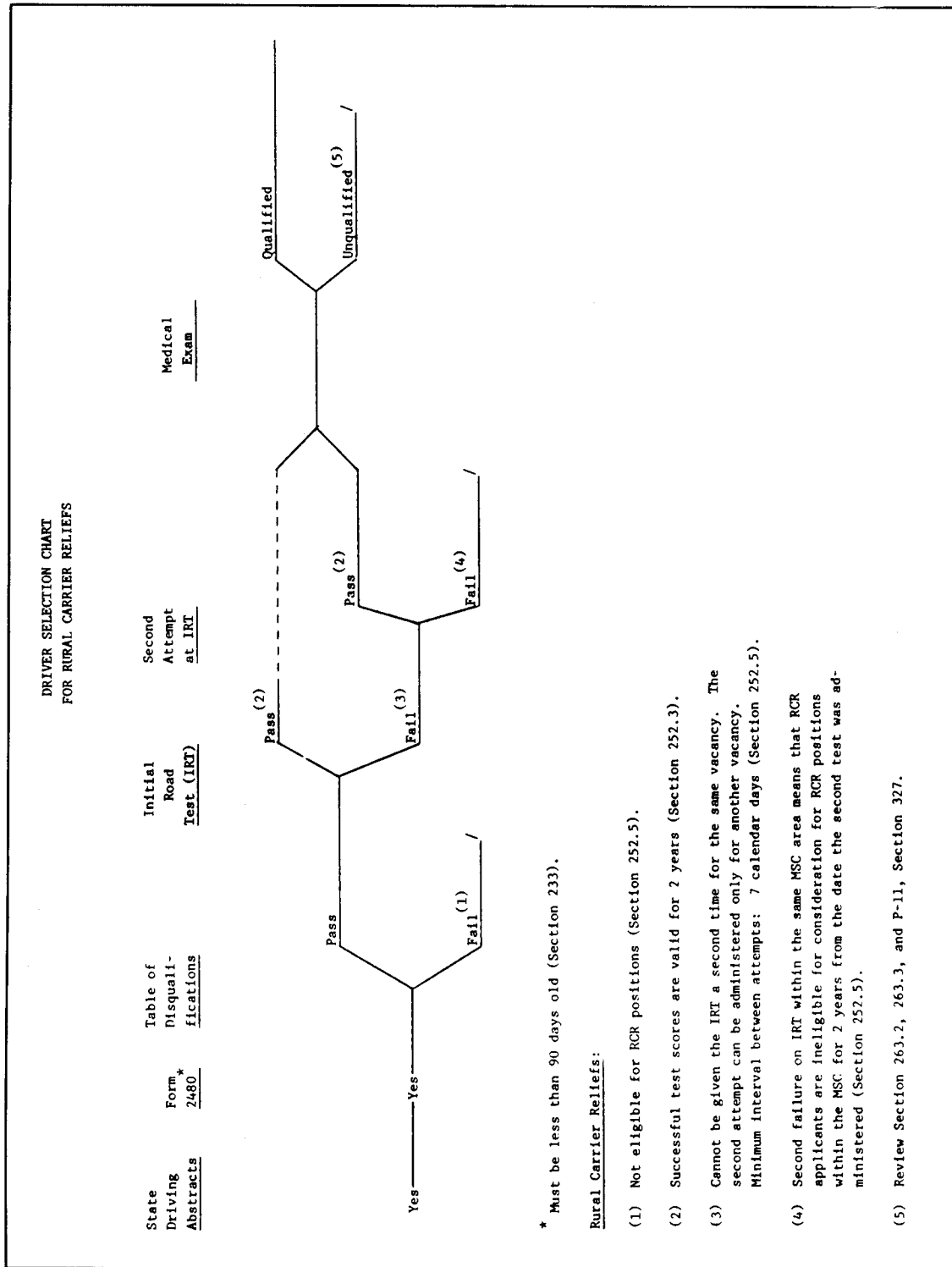


Exhibit 211b, Driver Selection Chart for Rural Carrier Reliefs

Exhibit 211b