

**Bay-Valley Performance Cluster**  
**U-Turn Accident Prevention**

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**OBJECTIVE:**

The objective of this Standard Operating Procedure (SOP) is to establish and define procedures to eliminate Motor Vehicle Accidents involving U-Turns.

Effective immediately, all post offices must comply with the following procedures:

1. Review the District Policy on U-Turns with all drivers.
2. Certify that all drivers received the review. Initially, this safety talk must be completed before the end of FY 2006.
3. Required on a quarterly basis beginning FY 2007 is a safety talk and certification on the U-Turn policy.
4. Fax certification to the District Safety at (510) 433-7620.
5. Identify locations where U-Turns are required. This can be completed by Delivery supervisors and carriers working.
6. Evaluations of those identified locations must be conducted by the PM/OIC/MCS to determine if there is a possibility to eliminate the need for the U-Turn. (The U-Turn Survey Form must be used to document this procedure.) This evaluation process must be completed no later than October 31, 2006.
7. Notify Host Postmaster/Manager, Post Office Operations by letter of the results of the evaluation. That is, the number of routes reviewed, the number of U-turns found and the number of U-Turns eliminated. (Provide the Manager, Safety a copy of your evaluation.)
8. Provide legible route maps to carriers if they are new to a route or if the carrier is delivering sections of a route.
9. Implementation /Installation of Mirror Adjustment Stations will be required of all offices with a U-Turn accident beginning FY 2007.