

STREET MANAGEMENT REFERENCE

1. SAFETY

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|---|------------------------|
| A. Was vehicle inspection conducted? 3 minutes | M-41 832 |
| B. Is the vehicle in good repair and operated safely? | M-41 812 |
| C. Are hazards due to loose animals minimized? | M-41 133.5 |
| D. Is the type of receptacles located safely? | DMM D040 1.4 |
| E. Is fingering of mail done safely? | M-39 125.6, M-41 133.2 |
| F. Are safe lifting practices used? | EL 801 Appendix A |

2. WORK METHODS

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|--|--------------------------------|
| A. Is the carrier adhering to the schedule? | M-39 122.22 |
| B. Is letter and flat fingered between deliveries | M-39 125.6 |
| C. Are available shortcuts taken? | EL901 Art 41N |
| D. Are authorized park points and line of travel used? | M-39 141.131, 125.3 |
| E. Are parcels and accountables handled efficiently? | M-39 125.25, M-41 262.1, 323.3 |

3. VEHICLE USE

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|---|-------------------------|
| A. Are fuel efficient driving practices used? | M-39 134.13 |
| B. Is the carrier dismounting only when authorized? | M-39 134.13 |
| C. Are the authorized mileage and lines of travel used? | M-39 125.3, M-41 131.31 |

4. DELIVERY CONDITIONS

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| A. Are authorized mail receptacles provided? | DMM D040 9.4 |
| B. Are receptacles placed in authorized locations? | POM 611.1 |
| C. Are street signs and numbers displayed? | POM 611.1e |
| D. Are directories provided and up to date when required? | PUB 17, Sec d (leave Pub17A, DMM and Website with Apt.Mgr. - come back.) |
| E. Are park points and relays efficiently set up? 4-6 PP | M-41 323.21 |
| F. Are travel patterns efficiently set up? | M-41 323.21 |
| G. Is all new construction and demolition reported on 1621? | M-41 253.3 |
| H. Are all collection boxes anchored and painted? | M-39 234.33c |
| I. Are collection schedules displayed and in good condition? | POM 316 |

INEFFICIENCIES TO WATCH FOR ON CARRIERS EXPANDING OFFICE TIME

Casing at a lower than normal rate, slow motion.

Checking orders, route book, case labels and other miscl office duties that are done normally in undertime.

Saving PS Form 3575's and PS Form 3546's from previous day.

Verifying firm bundles.

Waiting for mail.

Unnecessary talking, laughter, noise, horseplay, etc...

Excessive trips to throwback case.

Wandering around.

Not reporting directly to the case after clocking.

Engaging supervisor in unwarranted discussion.

Unnecessary trips to the locker room.

Not reporting prepared to work.

Not getting off the clock promptly upon completion of PM duties.

Not properly separating machineable and non-machineable mail.

Unnecessary handling of excess equipment.

Not pulling hotcase mail before clocking out to street.

Completing PS Form 3849 to its entirety for residential deliveries on office time.

Verifying mail cased by routers.

Personal phone calls.

Excessive time for vehicle inspection.

Reading letters, magazines and post cards.

Unnecessary hand-offs. Marked on cases - 1 hr increments.

Using stool to case.

Excessive checking of time-piece to pace casing.

Lining up parcels in the office.

Checking COA's and Hold mail after it has already been cased.

Union business without authorization.

Loading vehicle on office time.

Rocking back and forth while casing mail.

Not holding 6" of flats in arm when casing flats.

Casing flats from the ledge.

Placing collated flats back to the flat case.

Not properly fanning flats.

Not properly collating sequence mail into collated mail.

Unnecessary collating of sequence mail on curblines delivery.

Placing flats inside other flats.

Folding flats and placing them in letter case.

Not holding hand with letter mail close to eye level while casing letters.

Tapping letters or flats before casing.

Rearranging mail before beginning casing duties.

Picking up letter one at a time from ledge.

Not picking up 2" of letter mail in left hand.

Pulling one separation at time when pulling down mail.

Selecting certain letters to case.

Picking up hand full of letters with the right hand and transferring it to the left hand.

INEFFICIENCIES TO WATCH FOR ON CARRIERS EXPANDING STREET TIME

Excessive moves and or park points.

Not carrying enough mail per loop.

Not having first relay loaded in satchel.

Frequent rearranging parcels and empty equipment.

Unwarranted multiple trips to load the vehicle.

Reviewing DPS mail when loading.

Constant backtracking to deliver mis-cased or mis-delivered mail.

Inefficient travel patterns to, from and within vehicle moves.

Excessive conversation with customers.

Extended lunch, break and personal needs.

Excessive to and from lunch.

Not taking obvious short cuts between deliveries.

Carrier squaring lawns and corners.

Not culling collected, mis-cased and mis-delivered mail on each loop and dumping altogether to necessitate longer culling at vehicle or office.

Not fingering mail between deliveries except while walking up or down steps, crossing streets, driving or other unsafe conditions.

Unauthorized deviation from route for lunch, breaks, etc.

Resting in or at vehicle at the end of each loop.

Excessive or frequent comfort stops.

Not handling enough deliveries from dismount.

Walking deliberately than normal.

Deliberately driving below the speed limit.

Petting dogs.

Locking vehicle unnecessarily.

Putting letters and flats in mailbox one at a time.

Frequent dropping of mail.

Making separate trips for SPR's and parcels instead of delivering it with other mail.

Frequent checking time to set pace of delivery.

Removing mail from collection box one piece at a time.

Distributing letters first before flats into centralized delivery units.

Combining comfort stops with lunch.

Excessive arm trips to mailbox on curblines delivery.

Rubber banding DPS mail into several small bundles.

Curblines 4 del p/min

Park & Loop 2 del p/min