

SAFETY COMPENDIUM – PS Form 4582, Operator’s Record

Revision to PS Form 1768: Effect of Obsoleting PS Form 4582, Operator’s Record (Driver Jacket)

Effective immediately, PS Form 4582, *Operator’s Record*, also known as the “Driver Jacket,” is obsolete for all new-hire drivers. The form was out of date and needed to be aligned with current business requirements and Postal Service™ policies. (See related article in “Forms,” on page 16.) Installation heads are responsible for updating and maintaining all PS Forms 4582 in their possession. Each Driver Jacket contains records and information about an individual employee’s driver training. The PS Forms 4582 must be maintained until the employee’s separation and made available, upon request, to attorneys at the National Tort Center. The following revision to PS Form 1768, *Safe Driver Award Committee Decision*, is effective immediately.

PS Form 1768, Safe Driver Award Committee Decision Instructions [Revise “Accident Review” to read as follows:] **Accident Review.** All accidents should be reviewed by the installation’s designated official and recorded on PS Form 1768, which will be maintained at the employee’s duty station. Decisions should be rendered in line with the definition of a preventable accident as described here. Prior to rendering a decision, the accident must be discussed with the driver involved as required on PS Form 1768. When extenuating circumstances make it difficult to reach a decision and an additional opinion is necessary, the accident report and additional required documentation may be submitted to the District Safe Driver Awards Committee. If necessary, the District Committee may submit the case to the Area Office by following the procedures outlined in pages 5 and 6 of the March 1994, *Safe Driver Award Rules Handbook*. We will incorporate this revision into the next printed version of PS Form 1768 and into the next online update, available on the Postal Service™ Forms Web site:

- Go to <http://blue.usps.gov>.
 - Under “Essential Links” in the left-hand column, click on *Forms*. (The direct URL for Postal Service Forms is <http://blue.usps.gov/formmgmt/forms.htm>).
- *Safety and Environmental Performance Management, Employee Resource Management, 5-8-08*

PS Form 4582, Operator’s Record (Driver Jacket) Is Obsolete for New Hire Drivers

Effective immediately, PS Form 4582, *Operator’s Record*, also known as the “Driver Jacket,” is obsolete for all new-hire drivers. The form was out of date and needed to be aligned with current business requirements and the policies set forth in Handbook EL-804, *Safe Driver Program*. Instead of updating the form and continuing to use paper copies, Safety and Environmental Performance Management (SEPM) decided to maintain driver training information in the National Training Database (NTD) instead of on PS Forms 4582. SEPM coordinated this change with the stakeholders in Employee Development. Effective immediately, all new driver training records will be entered into the NTD. Installation heads are responsible for updating and maintaining all PS Forms 4582 in their possession. Each Driver Jacket contains records and information about an individual employee’s driver training. PS Forms 4582 must be maintained until the employee’s separation and made available, upon request, to attorneys at the National Tort Center.

Changes in Maintenance and Retention of Forms The obsoleting of PS Form 4582 for new-hire drivers affects maintenance and retention of a variety of forms and documents. A summary of changes by section of PS Form 4582 affected and by other forms and documents affected is presented here:

- **PS Form 4582, Section A:**
 - Office of Personnel Management form OF-346, *U.S. Government Motor Vehicle Operator’s Identification Card*, is no longer applicable.
 - Requirements for state driver’s licenses are documented in Handbook EL-804, Chapter 4, and Handbook EL-312, *Employment and Placement*, Chapter 5.

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- The employee’s state license number is kept in the employee’s pre-employment investigative file and the Human Capital Enterprise (HCE) database.
- **PS Form 4582, Section B:**
 - Fifty-five (55) new course descriptions have been developed to facilitate capturing of driver training information in this section.
 - Course descriptions align with current requirements in Handbook EL-804; Employee Development assigns NTD course numbers.
- **PS Form 4582, Section C:**
 - Information about accidents on PS Form 4582 is recorded in a database owned and maintained by Safety.
 - Citation and arrest information no longer applies to this form.
- **PS Form 4582, Section D:**
 - Responsibility for maintaining Safe Driver Award information was assigned to the installation head at the employee’s duty station as of January 1993.
 - The Driver Safety Instructor (DSI) is no longer required to maintain Safe Driver Award Information (DSI Standard Position Description).
- **PS Form 4582, Section E:**
 - Information about Special Awards Earned is contained in the employee’s Official Personnel Folder.
- **PS Form 4582, Section F:**
 - DSIs are no longer required to complete the Summary of Driving Observations (DSI Standard Position Description).
 - Requirements for observing drivers are now covered by PS Form 4584, *Observation of Driving Practices*, December 2006.
 - Updated PS Forms 4584 are maintained by an employee’s supervisor or manager.
- Other PS Forms and Documents Affected:
 - Forms filed in the existing PS Form 4582 (Driver Jacket) are no longer applicable as of January 1993.
 - PS Form 4583, *Physical Fitness Inquiry for Motor Vehicle Operators*, is subject to privacy and restricted information requirements because it contains medical information.
 - The *Road Test* has been replaced with Exam 804, *Initial Road Test*, documented in Handbook EL- 804, subchapter 24.
 - The *End-of-Training Test* has been replaced with Exam 806, *End-of-Training Road Test*, documented in Handbook EL- 804, part 336.
 - Test information is maintained by the National Test Administration Center (NTAC).
 - State driving abstracts are maintained in pre-employment investigative files.

Changes to Manuals and Handbooks The obsoleting of PS Form 4582 affects the following:

- *Employment and Labor Relations Manual* (see article in “Manuals” on page 8).
- Handbook EL-804, *Safe Driver Program* (see article in “Handbooks,” on page 10).
- PS Form 1768, *Safe Driver Award Committee Decision*

— *Safety and Environmental Performance Management, Employee Resource Management, 5-8-08*