



Standard Training for City Letter Carriers

Participant Guide

Course 10021875

NSN 7610160009986

March 2013

AP

Employee Resource Management

If the approach to the mailbox is blocked, delivery must be attempted by dismounting where it is safe to do so.

Before leaving the vehicle for dismount deliveries, be sure to put vehicle in park, set hand brake, curb the wheels, turn off the ignition, and remove key. Use wheel chocks where locally required.

Employees performing curbside delivery, from right hand drive vehicles, shall follow the procedures of:

- On level streets or roads; placing the vehicle in neutral, placing the foot firmly on the brake pedal while collecting mail or placing mail in the mailbox
- On hills; placing the vehicle in park, placing the foot firmly on the brake pedal while collecting mail or placing mail in the mailbox

Delivering Park and Loop Routes

Delivery on park and loop routes is almost the same as foot routes with relays. The vehicle is used as a moveable relay box from which the carrier withdraws mail, placing the mail into the satchel before beginning each relay.

For large or heavy parcels on park and loop routes, carriers may begin the loop at the point of parcel delivery or bypass the stop until loop is complete, then drive to the delivery point with the mail and the parcel.

When traveling between park and relay points, and when entering or crossing intersecting roadways, all external vehicle doors must be closed.

Scanning Designated Scan Points

Scanning Managed Service Points (MSP)

An MSP scan may be required at the first delivery. There will be additional MSP locations throughout a carrier's route. Local practice will determine how to find MSPs. Scan all MSP barcodes as encountered on the route. Upon return to office, notify your supervisor of any MSP barcodes that you were not able scan.

Scanning Collection Boxes

If a route includes collecting mail from collection receptacles, the barcode inside the box must receive a scan. Do not collect mail from any collection box before the scheduled time. The scheduled time is indicated on Label 55-B, *Collection Times*, posted on the collection box. Upon return to office, notify your supervisor of any collection barcodes that you were unable scan.