



May 24, 2017

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian:

You were provided notice on February 5, 2015, of revisions to Handbooks M-41, *City Delivery Carriers Duties and Responsibilities*, PO-603, *Rural Carrier Duties and Responsibilities*, EL-814, *Employee's Guide to Safety*, EL-801, *Supervisor's Safety Handbook*, and PO-701, *Fleet Management*.

The revisions include safety requirements for employees when using any type of mobile device during the performance of their assigned duties. Please note that publication of the subject changes was delayed, but we intend to implement the changes shortly. The changes will be included in an upcoming Postal Bulletin.

We have included a copy of our original notice with attachments.

Please contact Bruce Nicholson at extension 7773 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan S. Moore".

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosures



February 5, 2015

Mr. Louis M. Atkins
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7014 0510 0000 6596 6352

Dear Louis:

The Postal Service proposes to revise Handbook M-41, *City Delivery Carriers Duties and Responsibilities*, Handbook PO-603, *Rural Carrier Duties and Responsibilities*, Handbook EL-814, *Employee's Guide to Safety*, Handbook EL-801, *Supervisor's Safety Handbook*, and Handbook PO-701, *Fleet Management*.

The purpose of the proposed revisions is to provide safety requirements for employees when using any type of mobile device during the performance of their assigned duties.

We have enclosed:

- Two copies of the proposed final draft of Handbook M-41, *City Delivery Carriers Duties and Responsibilities*, Handbook PO-603, *Rural Carrier Duties and Responsibilities*, Handbook EL-814, *Employee's Guide to Safety*, Handbook EL-801, *Supervisor's Safety Handbook*, and Handbook PO-701, *Fleet Management*, one with and one without changes identified.

Please contact John Cavallo at extension 3804 if you have questions concerning this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan S. Moore".

Alan S. Moore
Manager
Labor Relations Policy and Programs

Enclosures



February 3, 2015

The Postal Service announced the intent to enable the "text messaging" function on the new Mobile Delivery Device (MDD) by letter dated October 24, 2014.

To ensure that all employees are aware of the safety requirements of using this feature, the following handbooks and manuals require updating:

Handbook M-41, *City Delivery Carriers Duties and Responsibilities*

Handbook PO-603, *Rural Carrier Duties and Responsibilities*

Handbook EL-814, *Employee's Guide to Safety*

Handbook EL-801, *Supervisor's Safety Handbook*

Handbook PO-701, *Fleet Management*

The proposed revisions have an impact on employees based on the safety requirements restricting the usage of mobile devices during the performance of their assigned duties.

A handwritten signature in cursive script that reads "Linda DeCarlo".

Linda DeCarlo, Manager
Safety and OSHA Compliance Programs

November 18, 2014

Existing Verbiage in Manuals

M-41

133.2 Do not finger mail when driving, or when walking up or down steps or curbs, when crossing streets, or at any time it would create a safety hazard to the carriers or to the public.

812.4 Do not finger mail while driving or hold mail in your hands while the vehicle is in motion. You must use mirror to check for pedestrians ahead, in back, and on both sides before placing the vehicle in motion.

Proposed Language:

133.2 Do not finger mail or use mobile devices when driving, or when walking up or down steps or curbs, when crossing streets, or at any time it would create a safety hazard to the carriers or to the public.

812.4 Do not finger mail or use mobile devices while driving or hold mail or mobile devices in your hands while the vehicle is in motion. You must use mirror to check for pedestrians ahead, in back, and on both sides before placing the vehicle in motion.

PO 603

171.8 Unsafe Practices

DO NOT FINGER MAIL WHILE DRIVING, or engage in other unsafe practices when the vehicle is in motion.

No reference to walking in PO603

Proposed Language:

171.8 Unsafe Practices

DO NOT FINGER MAIL, or engage in other unsafe practices, such as talking on a cell phone or using a mobile device WHILE DRIVING or when walking up or down steps or curbs, or when crossing streets.

EL 814

E. Driving Regulations

1. General Rules

- Never finger mail or hold it in your hands while you drive.
- Move your vehicle only when you are absolutely certain that it is safe to do so, especially if children may be nearby. If necessary, get out, circle your vehicle, and check underneath to make sure.
- Yield the right of way and make any other concessions necessary to avoid an accident.
- Always maintain a safe stopping distance, being especially careful driving during adverse weather.
- When following another vehicle in clear weather, you can judge the necessary distance between it and your vehicle by using the 4-second rule. Choose a landmark. When the vehicle ahead of you passes it, begin to count one thousand and one, one thousand and two, one thousand and three, one thousand and four. If you pass the landmark before you reach one thousand and four, you are following too closely. During adverse weather, stay farther behind the vehicle in front of you. If you are following larger trucks (1-ton or more), increase the time lapse to 6 seconds.
- Use your turn signal before turning, changing lanes, or pulling to or away from the curb or shoulder of the road.
- Enter all unregulated or unprotected intersections slowly and cautiously. Slow down and do not enter the cross street until you are sure you can do so safely.
- Before entering any intersection, slow down and look left, then right, then left again. Remember that danger is always closer from the left when the roadway is two directional.
- Never wear headphones or headsets or any other device that can diminish your hearing while you are operating a motor vehicle.

Proposed Language:

E. Driving Regulations

1. General Rules

- Never finger mail or hold it in your hands while you drive.
- Do not use a cell phone, text or read text messages while driving. Find a safe location to pull off the road before engaging in these activities.
- Move your vehicle only when you are absolutely certain that it is safe to do so, especially if children may be nearby. If necessary, get out, circle your vehicle, and check underneath to make sure.
- Yield the right of way and make any other concessions necessary to avoid an accident.

- Always maintain a safe stopping distance, being especially careful driving during adverse weather.
 - When following another vehicle in clear weather, you can judge the necessary distance between it and your vehicle by using the 4-second rule. Choose a landmark. When the vehicle ahead of you passes it, begin to count one thousand and one, one thousand and two, one thousand and three, one thousand and four. If you pass the landmark before you reach one thousand and four, you are following too closely. During adverse weather, stay farther behind the vehicle in front of you. If you are following larger trucks (1-ton or more), increase the time lapse to 6 seconds.
 - Use your turn signal before turning, changing lanes, or pulling to or away from the curb or shoulder of the road.
 - Enter all unregulated or unprotected intersections slowly and cautiously. Slow down and do not enter the cross street until you are sure you can do so safely.
 - Before entering any intersection, slow down and look left, then right, then left again. Remember that danger is always closer from the left when the roadway is two directional.
 - Never wear headphones or headsets or any other device that can diminish your hearing while you are operating a motor vehicle
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EL-801

3-5.4 Motor Vehicle Safety Rules

You must ensure that motor vehicle operators follow all motor vehicle safety rules, including those listed in *a* through *y*:

Proposed Language

3-5.4 Motor Vehicle Safety Rules

You must ensure that motor vehicle operators follow all motor vehicle safety rules, including those listed in *a* through *z*:

- z*. Do not use a cell phone, text or read text messages while driving. Find a safe location to pull off the road before engaging in these activities.

PO-701

245 Driver Responsibility

245.2 Driving Practices

245.25 Traffic Laws

Employees driving postal vehicles must comply with state and local traffic laws at all times. Traffic violations are the responsibility of the driver. Postal vehicles have no special right-of-way over private vehicles.

245.26 Seat Belts

Any employee (except rural carriers) operating a postal-owned, leased, or privately owned (used during official business) vehicle must use a seat belt any time the vehicle is in motion. Refer to Handbook EL-801, *Supervisor's Safety Handbook*. Rural carriers must use seat belts in accordance with Handbook M-37, *Rural Delivery Carrier's Duties and Responsibilities*.

Proposed Language

245.xx Use of Mobile Devices

Do not use a cell phone, text or read text messages while driving. Find a safe location to pull off the road before engaging in these activities.