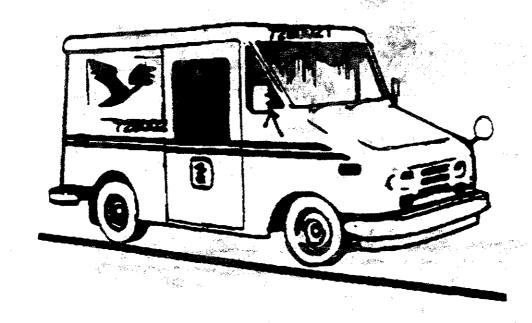


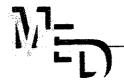
DRIVER SELECTION, ORIENTATION, FAMILIARIZATION AND CERTIFICATION

DRIVER TRAINING PROGRAM
COURSE 43513-00



Instructor's Guide DEVELOPMENT SERIES TD-087

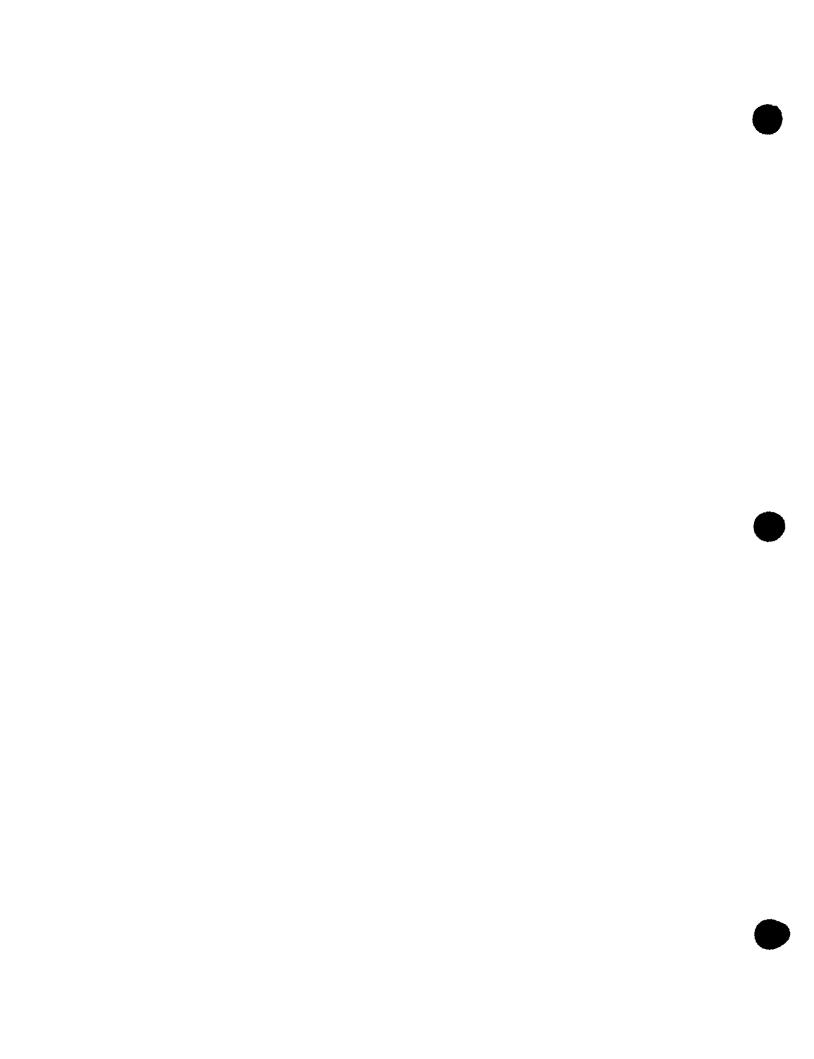
January 1993



Management and Employee Development

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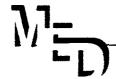


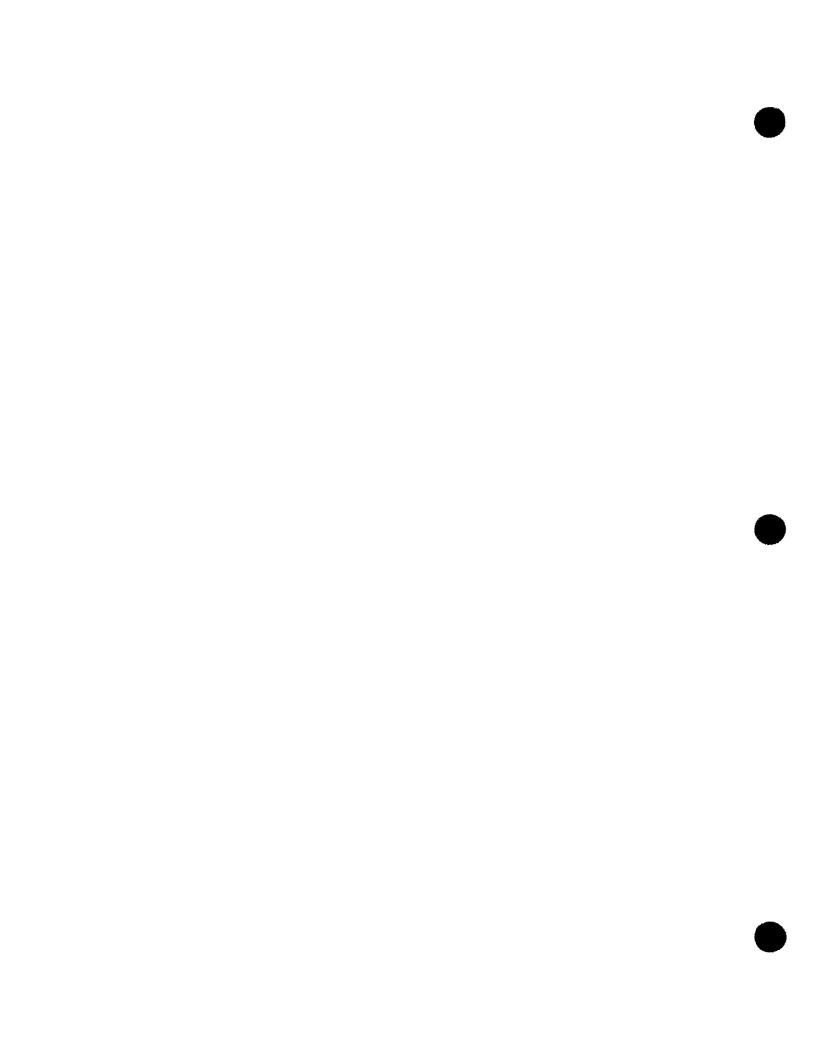
DRIVER SELECTION, ORIENTATION, FAMILIARIZATION AND CERTIFICATION

DRIVER TRAINING PROGRAM



January 1993





DRIVER SELECTION, ORIENTATION, FAMILIARIZATION AND CERTIFICATION

I. Introduction

Effective immediately, Handbook EL-827, Driver Selection, Training, Testing and Licensing is obsolete. Section 460, Road Test Examination, Handbook EL-311, Personnel Operations, is also obsolete. These guidelines replace material in Handbooks EL-827 and EL-311, and portions of EL-701A & B, New Employee Training. The following is an overview of these guidelines.

A. Overview

- Prescreening of Driving History. Review of the driving history of applicants or employees who are candidates for driving positions will continue utilizing PS Form 2480, Driving Record. The appropriate state abstracts will also be requested for a five year history of applicants for driving positions.
- Comparison of Abstract(s) to Table of Disqualifications. PS Form 2480 and abstract(s) will then be compared to the Table of Disqualifications to see if the candidate meets Postal Service requirements for safe driving.
- Driver's License Review. Prior to selection, the applicant presents his or her state driver's license for review. Using the Driver's License Review Checklist, (see Attachment 1) the license is reviewed to ensure that it is current and valid for the applicant.
- 4. Craft Basics and Driver Orientation for Newly Hired Employees. New Driver Orientation and related videos and forms will be incorporated into the Craft Basics training for new employees.
- 5. Vehicle Familiarization. After hire, the employee completes a portion of the Certificate of Vehicle Familiarization and Safe Operation (see Attachment 2) stating that he or she has continued to be a safe driver since his or her record was screened prior to hire. The Supervisor/ Manager/ Postmaster has oversight responsibilities for vehicle

familiarization and certification. He or she will designate an experienced driver instructor examiner (DIE) or craft employee (i.e., ad hoc DIE), with a good driving record to provide the familiarization/controlled driving instruction/certification to the new employee for each vehicle the employee will be driving. The DIE or ad hoc DIE will already be qualified to operate all vehicles for which instructions will be given. The responsible management official then certifies whether the employee has demonstrated the ability to safely operate vehicle(s).

B. Explanation of Changes

- 1. The Initial Road Test has been eliminated. This test was given in a passenger vehicle, and was a way to determine if the applicant could demonstrate safe driving skills in a general way, but could not be viewed as being representative of driving of an actual postal vehicle. The Initial Road Test is being replaced by a more rigorous review of state driving history as a device to verify that the applicant has demonstrated safe driving by maintaining a responsible driving record. The review of abstracts against the Table of Disqualifications is critical to the process and is further enhanced by the review of the actual driver's license prior to selection.
- 2. Driver orientation will continue in a classroom setting, however vehicle familiarization and certification may be decentralized to an appropriate training location. Since supervisors, managers, and postmasters are in the best position to know what information is necessary to prepare a new driver to drive safely in their work location, they will actually monitor the vehicle familiarization and certification. This approach builds on the knowledge the first-line supervisor has observing unsafe driving practices in the type of vehicle an employee will use, in the delivery area the employee will be assigned. This demonstration of safe driving is a more accurate representation of ability than of classroom instruction. The training location may be the Carrier Academy, local work site or other central location, as determined locally. Note: Driving videos, forms and related information will be incorporated into the Craft Basics Orientation.
- 3. Since there will be increased reliance on the state driving license, the use of OF-346, U.S. Government Motor Vehicle Operators' Identification Card is no longer needed. OF-346s which have already been issued to qualified operators may continue to be used until the expiration dates are

reached. OF-346s will no longer be issued to new employees or reissued to current employees when they expire. PEDCs will generate a computer printout listing postal drivers and the types of vehicles they are authorized to operate. This list will be updated periodically.

II. Procedures for Applicants (New Hires/Reinstatements/Transfers from other Agencies)

A. Before Hire

1. Prescreening

- a. Applicants for driving positions must complete the April 1992 edition of the PS Form 2480, Driving Record.
- b. Human resources personnel must obtain state driving abstracts from the State Department of Motor Vehicles before considering the applicant for hire.
 - If the Form 2480 indicates that the applicant was issued a driver's license in more than one state in the last five years, request abstracts from the previous state(s) of residency to document a five year history.
- c. The appointing official or designee must review the Form 2480 and the state driving abstract(s) and compare with the disqualifying criteria specified in the Table of Disqualifications. (See Attachment 3)
- d. The applicant's eligibility for a driving position is determined by this review and comparison of his/her driving history. Applicants who fail to demonstrate the ability to operate a vehicle safely will not be considered for driving positions. Update the driving history record in the Hiring and Testing subsystem to reflect the results (this will update all other registers with a driving requirement for that applicant).

2. Selection

a. If the Form 2480 and/or state driving abstract (where currently licensed) are more than 90 days old at the time of the job offer, updated forms must be obtained. Have the applicant complete a new Form 2480. Obtain a new state abstract. Review for continued eligibility.

- b. If the Form 2480 and/or driving abstract (where currently licensed) are less than 90 days old at the time of the job offer, verbally query the applicant as to whether these forms are still current. If they are not, a new Form 2480 and a new abstract must be obtained.
- c. Human resources personnel must confirm that the applicant does possess a current, valid state driver's license by verifying the license with existing information. Using the applicant's license, complete, sign, and date the Driver's License Review Checklist. Reproduction of the Sample Checklist (Attachment 1) is authorized. Applicants for positions which require the operation of commercial motor vehicles off postal property must have a valid commercial drivers license (CDL) before being employed.

B. After Hire

- 1. During the Craft Basics orientation for new employees, driver related procedures, videos and forms will be presented and discussed (See Attachment 4).
- Newly hired employees are to complete, sign, and date the upper portion
 of the Certificate of Vehicle Familiarization and Safe Operation. Offices
 with driving positions should maintain a supply of these certificates.
 Reproduction of the Sample Certificate (Attachment 2) is authorized.
- 3. The supervisor must verify that the new employee possesses a current valid state driver's license. This is an ongoing process which supervisors will repeat on a quarterly basis.
- 4. New employees must receive driver orientation, vehicle familiarization and certification before assuming any driving duties. The amount of training time allotted will vary depending upon pace of instruction, size of class, etc.
 - a. Driver orientation will be presented through the servicing PEDC and must cover such topics as defensive driving, safe driving, road hazards (i.e., intersections, passing, tailgating, stopping, turning, backing, rollaways, adverse conditions, etc.), and accident procedures.
 - b. Vehicle familiarization will be arranged through the employee's duty station or host district office. Familiarization may be performed as part of the Carrier Academy training, at the work location or any other efficient and effective location. This is determined by the

district office. Vehicle familiarization is to provide an explanation of the various parts, equipment, and operation of postal vehicles, including the unique features and handling characteristics of postal vehicles, such as right-hand driving and mirror configuration. Allow the employee to practice driving and parking the vehicle he/she will be using on the job and to perform vehicle safety inspections. Familiarization must be provided for each type of vehicle that the employee will be driving.

- 5. The responsible management official and DIE/ad hoc DIE are to complete, sign, and date the Certificate of Vehicle Familiarization and Safe Operation, certifying that the new employee is ready to assume his/her driving duties and has demonstrated the ability to safely operate each type of vehicle that the employee will be driving. Maintain a copy of the certificate at the duty station and forward the original to Human Resources for placement in the employee's training file for annotation on the Individual Training Record, Form 2548.
- 6. If the new employee fails to demonstrate the ability to safely operate the required vehicle(s), current procedures are to be followed, i.e., employee is separated during probation for failing to meet the requirements of the position.
 - a. Non-driving positions. If separated, the employee is eligible for reemployment consideration to non-driving positions.
 - b. Driving positions. The employee must recompete under the open announcement procedures and wait until his/her name is reached on the register for appointment consideration to a driving position.

III. Procedures for Current Employees

A. Reassignments

- When a reassignment results in a change in craft and/or a change in appointing office, then the procedures described in Section II above must be followed.
- 2. If after the employee is reassigned, he/she fails to obtain a state driver's license in the new state or fails to demonstrate the ability to safely operate the required vehicle(s) during the driver orientation/familiarization/ certification process, current procedures are to be followed. For example,

depending on the type of reassignment, the employee may be returned to his/her former craft as provided in the appropriate national agreement(s) or the employee may be considered for a non-driving position at the new installation, etc. Employees may not be reassigned to a position which requires the operation of a commercial motor vehicle off postal premises without having a valid CDL.

B. Incidental Drivers

- Those postal employees (bargaining or nonbargaining) who do not have positions that normally require regular driving, and who operate only personal/administrative passenger vehicles, are defined as incidental drivers.
- 2. Incidental drivers are required to possess a current, valid state driver's license for the state in which they reside, while performing official duties.

IV. Record Keeping

- A. PS Form 2480(s), state driving abstract(s), and the Driver's License Review Checklist are to be maintained in the individual's pre-employment investigative file.
- **B.** The original Certificate of Vehicle Familiarization and Safe Operation is to be maintained in the employee's Training Record with a copy maintained at the employee's duty station.
- C. PS Form 4582, Operator's Record will be mantained by the duty station.

V. Required Medical Review of Physical Qualifications

A. Operators of Vehicles 10,000 Pounds GVW or more

At a minimum of once every 5 years, employees who drive vehicles of 10,000 pounds or more gross vehicle weight (GVW) will be scheduled for a complete medical examination and risk assessment.

B. Operators of Vehicles Less Than 10,000 Pounds GVW

At a minimum of once every 5 years, employees who drive vehicles less than 10,000 pounds GVW will be scheduled for a vision test. Vision tests are to be performed by postal medical personnel or by an approved outside source. Results of vision tests conducted by State motor vehicle offices within the last year are acceptable.

C. Required Forms

Prior to the medical examination or vision tests, the issuing official or designee initiates the appropriate forms (Form 4583 for less than 10,000 pounds GVW and Forms 2485 and 4583 for 10,000 pounds or greater) and instructs the driver to complete the appropriate sections.

D. Medical Review

The USPS medical officer or contract medical officer makes a medical assessment of the employee's physical ability to continue driving. Such assessment is based upon the medical examination or vision test results and a review of the individual's medical history. If the medical personnel determine that there is evidence to suggest that a more complete examination is warranted, the medical personnel will make the necessary arrangements with the employee's supervisor.

E. Scheduling Examinations

All medical examinations should be scheduled sufficiently in advance to allow the physician time to complete and return the required form. Driving privileges will not be renewed until the medical assessment has been completed and received by the issuing official.

VI. Suspension and Revocation of Driving Privileges

A. For Physical Condition

1. If a U.S. Postal Service medical officer or other licensed physician finds that an employee's physical condition is such that the employee's

driving privilege should be suspended or revoked, the appropriate supervisor should consider suspension until the condition is corrected or under adequate control. If the physical condition is permanent or irreversible, the appropriate supervisor should consider revocation. If at any time there is reason to believe a change in physical condition may have occurred, the USPS may test the employee to see that required physical standards for driving are met. (Procedures for scheduling an employee for a fitness-for-duty examination are found in Handbook EL-311, Personnel Operations, subchapter 340, Physical Fitness After Appointment.)

2. An employee must likewise continue to meet the physical standards required to obtain a State driver's license in the State that has granted the license. Employees have a responsibility to inform their supervisors of any changes in physical condition that may adversely impact their driving abilities.

B. For Unsafe Driving

- An employee's driving privileges may be suspended or revoked when
 the on-duty record shows that the employee is an unsafe driver.
 Elements of an employee's on-duty record that may be used to
 determine whether the employee is an unsafe driver include, but are
 not limited to traffic law violations, accidents, or failure to meet
 required physical or operation standards.
- 2. When a suspension, revocation, or reissuance of an employee's driving privileges is under consideration, only the on-duty record may be considered when making the final determination. However, an employee's driving privileges will automatically be suspended or revoked concurrently with an suspension or revocation of State driver's license and restored upon reinstatement. It is the responsibility of the employee to provide documentation that the State license has been reinstated. If such suspension or revocation includes the condition that the employee may operate a vehicle for employment purposes, the driving privileges will not be automatically suspended or revoked. When suspension, revocation, or reissuance of an employee's driving privileges is under consideration based on the on-duty record, such conditional suspension or revocation of the State driver's license may be considered in making the final determination.

C. In Case of Accident

- Review of Driving Privileges. The employee's driving privileges are reviewed at the time of an accident by the employee's supervisor and/or another official in charge. There are no provisions for the automatic suspension of an employee's driving privilege based on the fact that the employee was involved in a vehicle accident. Rather, the circumstances surrounding each accident are assessed at the time of the accident to determine whether a temporary suspension of driving privileges is warranted.
- 2. Assessment of Circumstances. The circumstances surrounding an accident that should be assessed include, but are not limited to, the employee's condition (shock, fatigue, alcohol/controlled substance impairment, or other related physical or emotional condition), the seriousness of the unsafe driving practices, if any, that resulted in the accident, and a determination by the supervisor as to whether the public's or the employee's safety would be jeopardized by allowing the employee to continue driving.
- 3. Temporary Suspension. If an immediate determination cannot be made based upon a review of the above, the employee's driving privileges may be withheld temporarily pending completion of the accident investigation. At this time a final decision to suspend, revoke, or re-instate can be made. The length of time involved in withholding driving privileges pending investigation can vary in each case but must not exceed 14 days. Not later that 14 days, the employee's driving privileges must either be reinstated, suspended for a period of time not to exceed 60 days, or revoked, as warranted. If the decision is to suspended or revoke the employee's driving privileges provide the employee, in writing, of the reason(s) for such action.
- 4. Decision Criteria. Decisions to suspend or revoke driving privileges are made after investigation and determination as to whether the driver was at fault (whether the driver's actions were the primary cause of the accident), the driver's degree of error, past driving and discipline records, and/or the severity of the accident. The quality or absence of prior training in a particular driving activity should be considered as well, and the employee's inability to meet USPS physical standards at

the time of an accident is also a factor to be considered. The preventability or nonpreventability of an accident as determined by the Safe Driver Award Committee is NOT a factor to be considered in the suspension or revocation of driving privileges. The decision of the Safe Driver Award Committee is for contest purposes only.

D. Special Cases

- Consideration of Suspension or Revocation. At a minimum, supervisors and/or other officials in charge will consider the suspension or revocation of an employee's driving privileges and/or other appropriate action as documented in the driver's Forms 4582 and 4584 when the on-duty driving record indicates the following:
 - a. A driver has had two or more at-fault accidents within a 12-month period;
 - b. A driver has been convicted of two or more moving traffic violations by civil authorities within a 12-month period;
 - A driver continues to violate postal driving regulations and/or safe driving practices, rules, and regulations after being individually warned or instructed; or
 - d. Retaining the employee on duty may result in damage to USPS property, loss of mail or funds, or the employee may be injurious to himself or others.



2. Requests for Reinstatement. If an employee requests that revoked or suspended driving privileges be reinstated, management will review the request and make a decision as soon as possible, but not later than 45 days from the date of the employees request. If the decision is to deny the request, management must provide the employee with a written decision stating the reason for the decision.

E. Reassignment

When the driving privileges of a bargaining-unit employee are suspended or revoked, every reasonable effort must be made to reassign the employee to nondriving duties in that craft or other crafts.

F. Proof of State License

Drivers must inform their supervisors immediately of the suspension or revocation of their State driver's license. Failure to do so may result in appropriate administrative action. Supervisors must, on a quarterly basis, require drivers to produce their State licenses to verify the existence and continuing validity of the license. Drivers who fail to produce a valid State license must be permitted a reasonable period of time (depending on the reason for not having it) in which to produce it. Drivers who subsequently fail to provide evidence of a State license must not be allowed to drive until the existence and validity of the license is verified; they should be assigned to nondriving duties until the license is produced.

G. Commercial Motor Vehicle Safety Act

Following are some of the provisions of the Commercial Motor Vehicle Safety Act of 1986:

- a. No commercial motor vehicle driver for the U.S. Postal Service may possess more than one State driver's license. Exceptions are:
 - (1) Where a State law enacted before June 1, 1986 requires such a driver to have more than one driver's license. This allows individuals to comply with existing State laws which may require a driver to have multiple State licenses for different vehicle types, such as school buses.
 - (2) During the 10-day period beginning on the date a driver is issued a driver's license. This exception, which will not be effective after December 31, 1989, allows an individual 10 days to surrender an old license issued by another State.
- b. A commercial motor vehicle driver who is found to have committed a traffic violation, in State or out of State, other than parking, in ANY vehicle (including convictions for driving offenses in privately owned vehicles, off the clock) must within 30 calendar days notify the driver's supervisor of such violation. The supervisor will notify the servicing Human Resources office which will notate the violation (s) on the driver's Form 4582, *Operators Record*. The driver must also (1) notify the State which issued the license of any conviction within 30 days and (2) provide the State with his name, license number, Social Security number, offense, and conviction date.

- c. Commercial motor vehicle drivers must immediately notify their manager, prior to the next scheduled duty day, if they: (1) have a driver's license suspended, revoked or canceled by a state for any period, or (2) are disqualified from operating a commercial motor vehicle for any period. The manager will promptly notify the the servicing Human Resources office.
- d. Any person applying for a position that would require operating a commercial motor vehicle must inform the U.S. Postal Service of all previous employment for the past 10 years as the operator of a commercial motor vehicle. The applicant must complete a form 4600, Driver Notification & Compliance Certificate (see Attachment 5). The original Form 4600 is to be retained locally the servicing Human Resources office and copy is given to the driver.

DRIVER NOTIFICATION & COMPLIANCE CERTIFICATE

Note: Original to be retained by the Servicing Human Resources Office Copy to Driver.

"The collection of this information is authorized by 39 USC 401, 1001, and Title XII of Pub. L. 99-570. This information will be used to determine your qualifications to drive a commercial vehicle. As a routine use, this information may be disclosed to an appropriate law enforcement agency for investigative or prosecution proceedings, to a congressional office at your request, to OMB for review of private relief legislation, to a labor organization as required by the NLRA, to the Equal Employment Opportunity Commission when investigating an EEO complaint, and where pertinent, in a legal proceeding to which the Postal Service is a party. The completion of this form is voluntary; however, if this information is not provided, you will not be permitted to drive a commercial vehicle.

I. NOTICE TO DRIVERS

The Commercial Motor Vehicle Safety Act of 1986 provides for a new a set of controls over drivers of commercial vehicles. The law applies to all drivers operating vehicles and combinations with a Gross Vehicle Weight Rating (GVWR, over 26,000 pounds, and to any vehicle, regardless of weight, transporting hazardous materials.

The following provisions of this legislation become effective July 1, 1987:

- a. No driver may possess more than one license, and the U.S. Postal Service may not use a driver having more than one license. A limited exception is made for drivers who are subject to nonresident licensing requirements of any state. This exception does not apply after December 31, 1989.
- b. A driver convicted of a traffic violation (other than parking) in any vehicle must notify his/her immediate manager, as well as the state which issued the license to the driver of the conviction within 30 days. The immediate manager must promptly notify the servicing Human Resources Office.
- c. Any person applying for a job as a commercial vehicle driver must inform the U.S. Postal Service of all previous employment as the driver of a commercial vehicle for the past 10 years. In addition, the driver must also provide any other required information regarding his/her employment history.

PS Form 4600 January 1993

d. The Federal Motor Carrier Safety Regulations require that a driver who loses any privilege to operate a commercial vehicle, or who is disqualified from operating a commercial vehicle, must advise his/her immediate manager next business day after receiving notification. The immediate manager must promptly notify the servicing Human Resources Office.

PENALTIES-Any violation of he above is punishable by a fine not to exceed \$2,500. Willful violation of (1) or (3), above, or failure to notify the U.S. Postal Service within 30 days of the loss of any privilege to operate a commercial vehicle can result in criminal penalties not to exceed \$5,000 and/or 90 days in jail.

II. CERTIFICATION BY DRIVER

I hereby certify that I have read the above and understand the driver provisions of the Commercial Motor Vehicle Safety Act of 1986, effective July, 1987.

Driver's Nam	e (print)		Soc. Sec. #
Driver's Add	ress (Apt/Suite)		
License:	State	Type/Class	ID No.
I further certi	fy that I have surrendered	the following license	es to the state (s) indicated.
State	Type/Class	ID No.	
State	Type/Class	ID No.	
	Check if applicable:		
I further certify that I am required by the state ofto maintain a nonresident license.			
	Type/Class	ID No	
Driver's Sign	ature	Date	
PS Form 460	00 January 1993 (Reverse	e)	

ATTACHMENT 1

Driver's License Review Checklist

Applicant Information				
Approvint marriage.				
Name (First, Middle, Last)	Social Security Number Birth Date			
To Be Completed By Reviewer				
(Place a checkmark in the box for each item)				
License is for the state in which the applicant resides.				
Picture on the license resembles the applicant.				
Name, date of birth and social security number (if shown) match PS Form 2480 and PS Form 2591.				
License number matches the one on the state abstract.				
Expiration date is in the future.				
·				
(Place an "X" in the appropriate column)				
This applicant has presented a valid current state driver's license.				
Reviewing Official Signature	Date Presented			
Reviewing Official Title	Installation Name			

Original to Pre-employment Investigative File

Local Reproduction of this form is authorized.

Certificate of Vehicle Familiarization and Safe Operation

Employee Certification					
Your Name (First, Middle, Last)	Social Security Number Birth Di				
Since you filed application for this employment, have you been found:					
(Place an "X" in the appropriate column)				NO	
Guilty for violating a driving law (do not include parking violations)?					
Judged at fault for a motor vehicle accident?					
If you answered "YES" to either of these questions,	please provide an explana	tion:			
	· · · · · · · · · · · · · · · · · · ·				
	~ _				
I certify that all of the statements made on this sheet are true, complete and correct to the best of my knowledge and belief, and are made in good faith.					
Employee Signature	Date				
Supervisor/Manager/Postmaster Certification					
This certifies that the above employee has: In his or her possession a current valid state driver's license. Been provided driver orientation which covered the topics of defensive driving, road hazards and accident procedures. Been provided vehicle familiarization which covered the topics of parts, operation, right-hand driving and blind spots for each type of vehicle the employee will be driving (fill in the name of each vehicle): Vehicles					
70					
(Place an "X" in the appropriate column)			YES	NO	
This employee has demonstrated the ability to safe	ly operate the above vehicle	es.			
Certifying Driver Instructor Examiner/ad hoc DIE	Date				
Certifying Official Signature	Date				
Certifying Official Title	Installation Name		<u></u>	***************************************	
Local Reproduction of Original to H	luman Resources Fo	r Trair	ing R	ecord	

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Copy to Duty Station

this form is authorized.

Table of Disqualifications

A. General Disqualifying Factors:

- 1. Applicant does not have at least 2 years of documented driving experience in a passenger car or larger vehicle.
- 2. Applicant has had driving permit suspended once (or more) in the last 3 years, OR twice (or more) in the last 5 years.
- 3. Applicant has had driving permit revoked once (or more) in the last 5 years.

B. Specific Disqualifying violations:

Type of Violation

		In Last 3 Yrs.	In Last 5 Yrs.	
1.	Reckless driving or other similar offense (e.g., careless driving)	1 or more	2 or more	
2.	Any driving offense involving use of drugs, alcohol, controlled substances	Any conviction	Any conviction	
3.	All other traffic offenses (but not parking violations	3 or more (or more than 1 in last 12 months)	5 or more ¹	
4.	At-fault accidents	2 or more; or any at-fault accident resulting in a fatality.		
5.	Hit-and-run offense	Any conviction	Any conviction	

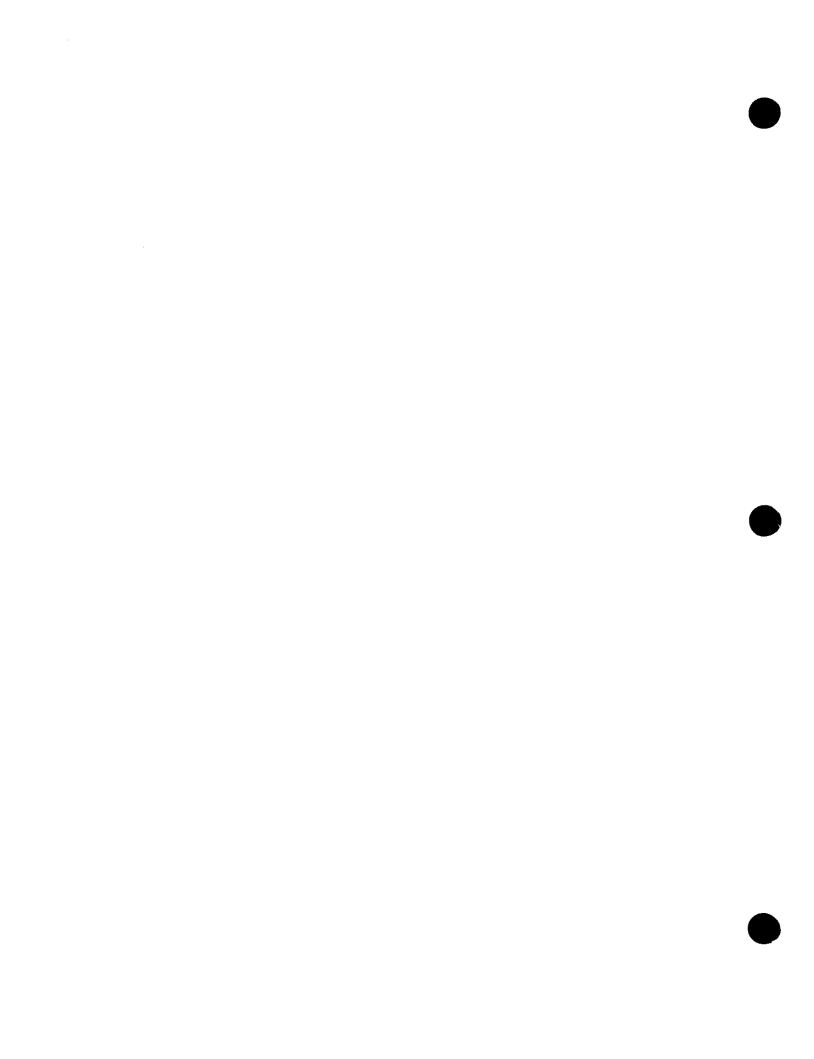
¹ Three convictions for the same offense are disqualifying, as they indicate a pattern of inadequate responsibility and disregard for law and order which may affect safety.

Notes:

- For purposes of determining disqualifying violations, consider only offenses followed by a conviction (forfeited bond, jailed, fined, "let off with a warning," ordered to attend traffic school).
- For purposes of establishing time frames for disqualification, use the date of the actual violation.
- At-fault accident--if fined, sued and received adverse judgment; applicant's insurance company settled for damages to other party or applicant settled out of court, or otherwise determined to be liable.

Materials Available For Use In Craft Basics Driver Orientation

VideoTapes			
	Long Life Vehicle		
	Quarter Ton Vehicle		
	Seat Belt		
	The Best Offense is a Good Defense		
	Backing and Parking		
	Attention Please		
	Adverse Conditions		
Forms			
	Notice 76, Expanded Vehicle Safety Check		
	Label 70, Safety Check and Vehicle Dimensions		
	Form 4565 Vehicle Repair Tag		
	Form 4585, Postal Driver Accident Information		
	Form 4586, Accident Information		
	OF-91, Operator's Report of Motor Vehicle Accident		
	Item 087-H, Vehicle Accident Report Kit		
	Form 4584, Observation of Driving Practices		



POWERED INDUSTRIAL EQUIPMENT

A. Selection Policy

1. State License. Selection policies that apply to motor vehicle operators do not apply to individuals who are being considered for powered industrial equipment operator positions. Specifically, powered industrial equipment operators do not have to possess a valid State driver's license. Consequently, there is no requirement to obtain a State driving abstract, compare it with the Table of Disqualification, or administer an initial road test. Operation of powered industrial equipment that is powered by electric motor (battery) or internal combustion (flammable gases) requires the operator to have an appropriately endorsed certificate of vehicle familiarization and safe operation regardless of whether the operator walks behind or rides on the equipment to guide it.

B. Physical Requirements

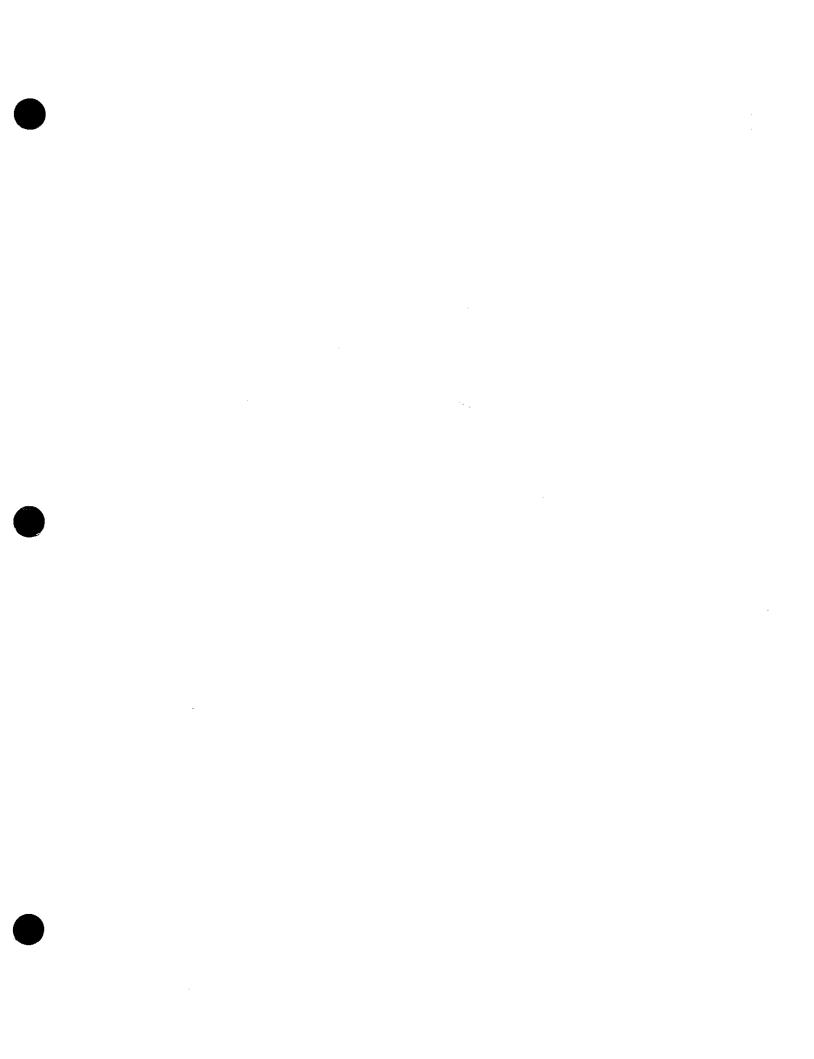
- 1. General. There are minimal physical requirements affecting who may be selected to operate powered industrial equipment.
- 2. Vision. Individuals must be able to read typewritten material without strain and have vision of at least 20/40 (Snellen) in one eye; glasses or contact lenses are permitted. Individuals who are blind in one eye are eligible for consideration provided they have vision of at least 20/40 (Snellen) in the remaining eye, with or without glasses or contact lenses. A vision test is required prior to certification of driving privileges for powered industrial equipment.
- 3. Physical Handicaps. Persons who have physical handicaps may not be automatically disqualified from operating powered industrial equipment. The degree of functional impairment must be considered, and body extremities must be sufficiently functional to permit safe operation. Persons with epilepsy, diabetes mellitus, hypertension, cardiovascular disease, convulsive disorders, etc. may be authorized as powered industrial equipment operators provided that the condition is kept under control, as evidenced by medical documentation. Specific questions should be referred to the local postal medical officer or contract physician.

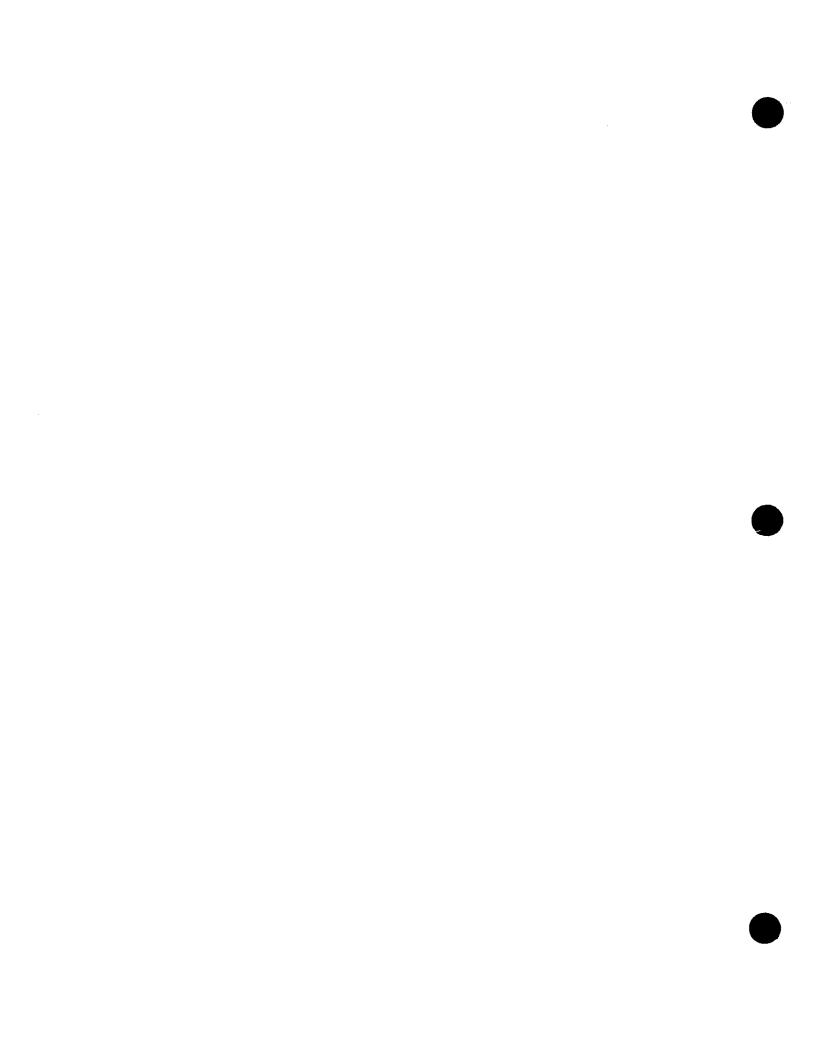
C. Training

1. Training requirements for any employee who will operate powered industrial equipment are found in Handbook EL-70l.

D. Suspension and Revocation

- 1. The driving privileges for powered industrial equipment may be suspended or revoked for the following reasons:
 - a. If a licensed physician finds that an employee's physical condition warrants such suspension or revocation;
 - b. If an employee continues to operate powered industrial equipment in an unsafe manner after being individually warned or instructed;
 - c. If an operator has been involved in two or more at-fault powered industrial equipment accidents within a 12-month period; or
 - d. If allowing the employee to continue operating powered industrial equipment may result in damage to USPS property, loss of mail or funds, or injury to the employee or others.







DRIVER TRAINING PROGRAM Course 43513-00

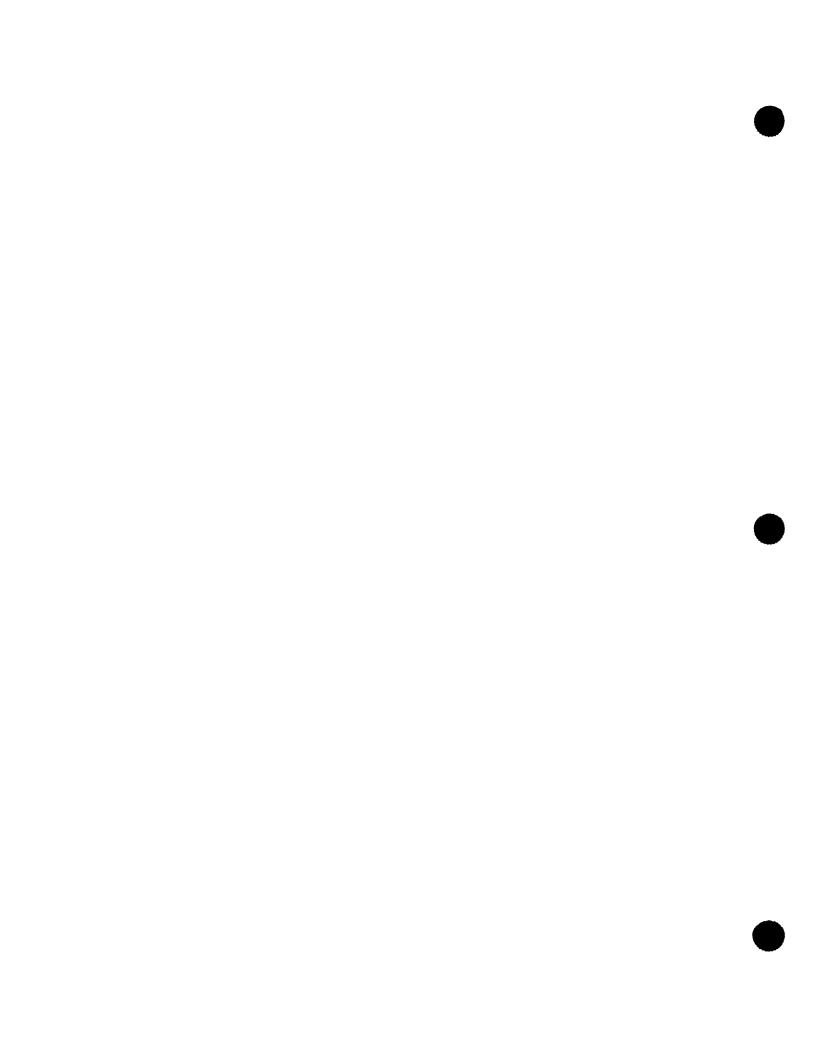
DRIVER TRAINING PROGRAM
ADMINISTRATOR'S GUIDE

DEVELOPMENT SERIES, TD-087A

January 1993



Management and Employee Development



DRIVER TRAINING PROGRAM COURSE 43513-00

DRIVER TRAINING PROGRAM

ADMINISTRATOR'S GUIDE

DEVELOPMENT SERIES, TD-087A January 1993

Management and Employee Development Department

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Preface

The purpose of this guide is to enhance the cooperative efforts of all those involved in administering the program, by providing them with necessary detailed information.

The Driver Training Program recognizes the importance of trained personnel cognizant of their responsibilities to the Postal Service and the individual employee. This training emphasizes the importance of the postal driver by making a corporate commitment to developing driving skills and competencies.

This Administrator's Guide deals with general information that includes the purpose of the guide, program administrator's responsibilities, and course objectives. Those wishing to teach the course should refer to the Instructor's Guides: <u>TD-087-1A</u>, <u>Orientation for New Driver</u>.

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III. Purpose of the Guide

This Administrator's Guide is designed to provide an overview of instruction for the Driver Training Program.

After reading this guide, the administrator/instructor will have a knowledge of the intended population of the course, the course components, the estimated training time, the methods of delivery, and objectives of instruction.

IV. Program Structure

The Driver Training Program is designed to provide orientation and vehicle familiarization for new drivers. The course materials are also appropriate for Refresher Training to upgrade driver skills. Additionally, the materials can be used for <u>Driver Improvement Training</u>, for those postal drivers who have been involved in a "preventable" (as defined by the National Safety Council Rules on Preventability) accident or who have been observed driving unsafely.

When used for Driver Improvement, the emphasis must focus on the specific driving performance deficiencies which contributed to the accident or which were observed.

V. Course and Module Numbers

In addition to the five-digit course number 43513-00, we have identified several modules to use to record training on each vehicle.

All classroom training is recorded under module -01 for the course being taught. All vehicle training, consisting of vehicle familiarization, controlled driving, and vehicle certification, will be recorded under any of the remaining module number (-02 through -30)

The current list of modules is as follows:

The current list of modules are as follows:

PEDC Course 43513-00, Orientation for New Drivers 43513-02 Quarter-Ton LHD Training 43513-03 Quarter-Ton RHD Training 43513-04 Half-Ton RHD Training 43513-05 LLV RHD Training 43513-06 One-Ton LHD Training 43513-07 Rack Body One-Ton Training 43513–08 One–Ton Pick–Up Truck Training 43513-09 One and One-Half Ton Diesel Intermediate Training 43513-10 Two-Ton LHD Training 43513-11 Five-Ton LHD Training 43513–12 Seven–Ton LHD Training 43513-13 Tractor-Trailer Training 43513-14 Wrecker Training 43513–15 Spotter Tractor Training 43513-20 Passenger Car Training 43513–21 Passenger Van Training 43513-22 LHD Maxi-Van Training 43513-23 Other Vehicle Training 43513-30 All Powered Industrial Equipment

VI. Course Eligibility

The target population for Orientation for New Drivers, includes all new postal employees who will be required to drive the following vehicles: quarter-ton, half-ton, long-life vehicle, one-ton, two and one half-ton, five-ton, seven-ton, nine-ton. In addition, certain other drivers, as well as drivers assigned to vehicles not listed above, may be required to attend this class. It should be noted that this training is not considered sufficient for certification on certain larger vehicles such as tractor-trailers. National as well as local policy will determine what extra training is needed for these employees.

In addition to classroom orientation, new drivers will be required to successfully complete Vehicle Familiarization, Controlled Driving Instruction and Certification to operate postal vehicles.

VII. Course Duration

The time required to train each learner will vary, depending upon the pace of instruction and number of vehicles the learner will be required to drive. Training records should reflect time actually spent in this course.

VIII. Course Objectives: Terminal

Orientation For New Drivers/Refresher Driver Training/Driver Improvement Training.

Upon the successful completion of this course, learners will:

- 2. Demonstrate basic driver skills for safely operating postal vehicles, based on a basic knowledge of safe driver practices, policies, and procedures.
- 3. Demonstrate a knowledge of how to prevent or avoid accidents that occur as a result of hazardous conditions.
- 4. Properly utilize knowledge of hazardous conditions to avoid situations that lead to collision.
- 5. Understand how mood changes and attitude affect perception and the ability to drive.
- 6. Demonstrate a knowledge of safe driving procedures to adhere to when encountering or dealing with not directly controllable hazards.
- Demonstrate a knowledge of the accident report kit and accident report procedures.
- 8. Demonstrate a knowledge of how professionalism and courtesy relate to safe driving.
- 9. Demonstrate a knowledge of professional driving skills by passing the End Training Vehicle Operation Certification Test.
- 10. When used for Driver Improvement training, the learner will demonstrate competence in the specific area of driving performance which prompted referral for Driver Improvement Training.

IX. Onsite Training Materials Needed

- A. TD-087A, Driver Training Program: Administrator's Guide
- B. TD-087-1B, Driver Training Program: Learner's Workbook
- C. TD-287D, End of Training Vehicle Operation Certification Test
- D. TD-087-1A, Orientation for New Drivers: Instructor's Guide
- E. Videotape VHS-087-1, The Best Offense is a Good Defense
- F. Videotape VHS-087-2, Attention, Please
- G. Videotape VHS-087-3, Adverse Conditions
- H. Videotape VHS-087-5, Backing and Parking
- I. Videotape, Long-Life Vehicle (Revised)
- J. NSC Videotape, Room to Live (or another safety belt video)
- K. Magnetic situation board (and accessories)
- L. Videotape, Shoring for Safety (Upon Deployment)

In addition, the following materials will be needed:

- 1. 1/2" VCR VHS mode
- 2. Pens
- 3. Flipchart if used
- 4. Tentcards if used

Note: Some local handouts previously used in this course may no longer be necessary. The TD-087-1B. Learner's Workbook, includes copies of the following forms:

- 1. Form 4582, Operator's Record (card)
- 2. Form 4570, Vehicle Time Record (card)/Automated Vehicle Recording Device
- 3. Notice 76, Expanded Vehicle Safety Check
- 4. Label 70, Safety Check Before Operating Vehicle
- 5. Form 4565, Vehicle Repair Tag (3-part set)
- 6. Item 087-H, Vehicle Accident Report Kit
- 7. SF 91, Operator's Report of Motor Vehicle Accident (card)
- 8. Form 4585, Postal Driver Accident Information (card)
- 9. Form 4586, Accident Information (postal card)
- 10. Form 4584, Observation of Driving Practices

X. Administrative Responsibilities—PEDC

Recordkeeping

The PEDC will hold and update the Form 2432, <u>Individual Training Progress</u> Report, and the Form 2548. <u>Individual Record of Training</u>.

Integrity of the Materials

As changes are recorded in Postal Bulletins, manuals, etc., it may be necessary to update course materials to maintain their relevance and currency.

Ouality Control

Naturally, the PEDC assumes responsibility for maintaining quality control checks on the Driver Training Program instructors. It should be noted that contractual obligations, as well as subject matter expertise and job instruction skills of the proposed instructor should be taken into consideration.

XI. Administrative Responsibilities-Instructor

Course Preparation

To conduct a knowledgeable, professional training session, the instructor should thoroughly review all of the course materials prior to providing any training and be familiar with the course objective and instructional methods used.

Required Equipment and Support Materials

Required equipment and support materials should be arranged in advance of the class start time. Each module in the Instructor's Guide contains a complete list of equipment and support materials needed.

XII. Class Size

The optimum size for <u>Orientation for New Drivers</u>, would be approximately 20 learners per class. When more than 20 learners are being taught at one time by one instructor, less learning will likely occur. The materials that have been developed have not been developed for extremely large groups. Care should be taken in very large groups that each learner is absorbing the material at hand.

XIII. Class Participation

It is extremely important that instructors involve the group of learners to the fullest. If an instructor tries to lecture the class for the entire session, little learning will occur. Involve the class. Ask questions. Have each class member participate. Invite and demand participation.

XIV. Trainer Selection

Technical expertise alone does not necessarily make the best instructor; the following suggested criteria for the selection process should be considered:

- Demonstrated ability to work safely and knowledge of applicable vehicles
- Demonstrated abilities in working with little or no supervision.
- Highly developed interpersonal and communication skills.
- Practical experience and competence (compensated or volunteer) in the training of adults.

XV. Course Schedule

The following is an example of a typical orientation class schedule. The time period allocated may fluctuate depending upon classes. Local office procedures will dictate the timetable that you will follow. Obviously, tour beginnings, breaks, lunches, and tour endings will be different in each facility.

CLASSROOM ORIENTATION

Module 1: Introduction

Module 2: Vehicle Accident Statistics

Module 3: Driving Hazards

Module 4A: Hazards Due to the Vehicle

Module 4B: Hazards Relating to Others

Module 4C: Hazards Relating to Backing and Parking

Module 4D: Hazards Due to Driver Inattention

Module 5: Hazards Controlled Indirectly

Module 6: Accident Kit and Accident Reporting Procedures

Module 7: Courtesy and Professionalism

Module 8: Classroom Review

VEHICLE FAMILIARIZATION/CONTROLLED DRIVING/CERTIFICATION

Module 9:

Vehicle Information and Vehicle

Familiarization

30 - 45 Min Per Vehicle

Module 10:

Controlled Driving

Familiarization

120 - 180 Min Per Vehicle

Module 11:

End of Training

Vehicle Operation

Test (Certification)

30 Min Per Vehicle

XVI. Course Methodologies

Descriptions of the methodologies that will be used are as follows:

Lecture:

Learners will receive lectures throughout this instruction from well-qualified instructors. This material will be presented in a lively, informative manner. A certain amount of lecture is essential for newly assigned postal drivers to grasp the importance of their task at hand.

Group Discussion:

Frequently the instructor will encourage discussion within the group. This important methodology promotes interest among more learners and enlivens the class. Group discussion will be used to explore ideas and answers that the learners may desire to contribute. The more group discussion in the course, the more retention will occur and the better the class will be.

Workbook:

The <u>Driver Training</u>: <u>Learner's Workbook</u> (TD-087-1B will be used extensively in this instruction to involve everyone in the class. The instructor will refer to the Learner's Workbook in many modules to reinforce what he/she has taught, and to reinforce what will be or has been learned in the videotapes. Answers will be compared for correctness between the instructor and the group, which will help the learners remember the correct answers. It is essential that all learners are involved.

Videotapes:

- The Best Offense is a Good Defense shows real postal employees who are offering tips on defensive driving. (17 minutes)
- Attention Please explains how one's mood can affect the way he or she drives. (15 minutes)
- Adverse Conditions details how postal drivers can best negotiate roadways
 when weather conditions are less than perfect. When taken as a whole, the
 videotapes present a fresh, exciting approach to learning the art of postal
 defensive driving that will keep learners interested and involved. (29
 minutes)
- Your Vehicle for Better Service. This video will explain to new postal drivers all about the quarter-ton right-hand drive vehicle. (Use as appropriate)
- <u>Backing and Parking</u> is an update, revised videotape formerly presented on the Beseler Cue-See machine and released as both <u>Better Backing</u>, and <u>Backups without Crackups</u>. In its current version, we have also included major portions on parking, curbing of wheels, and rollaways.
- Finally, <u>Long-Life Vehicle (Revised)</u> introduces the newly-assigned driver to the newest vehicle in the Postal Service fleet--the long-life vehicle. (approximately 16 minutes)
- A seat belt video is also mandatory. All PEDCs have at least one and usually several seat belt videos. All of them are good and effective.

Situation Board:

During the course of instruction, the instructor may frequently need a teaching aid to explain driving situations better. The situation board can do just that. This board is magnetic and can be written on with special water based markers (and later on be erased). The instructor can then draw driving situations and place magnetic vehicles and road signs on the board to stimulate thinking and learning.

Hands-on Instruction:

During the final portions of this course, the learner will receive vehicle familiarization, and controlled driving instruction on a driving range. The learner will then see and get the feel of each vehicle he/she will be driving.

In addition, after the allotted practice time, each learner will be required to pass Vehicle Certification.

XVII. Feedback

This Administrator's Guide contains copies of feedback forms. To use this form properly, the instructor (or other responsible official) should fill out the Feedback Form after he/she has delivered the course enough times to provide a knowledgeable critique of the contents. Of course, inaccuracies, inconsistencies, and errors should be reported immediately.

FEEDBACK FORM

When Completed, Please Mail To:

Manager, Management & Employee Development Department

Attn: Driver Training Program, Room 802 433 W. Van Buren Street

Chicago, IL 60699-0820

Title:	Driver Training Program
Course:	43513-00
I Recommen	nd These Corrections:
Module	Correction
I Recommen	nd These Corrections:
Module	Correction
Name: Office:	
Position: Phone: Date:	
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Date:			

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DRIVER TRAINING PROGRAM COURSE 43513-00

ORIENTATION FOR DRIVERS INSTRUCTOR'S GUIDE

DEVELOPMENT SERIES, TD-087-1A

January 1993



Management and Employee Development



DRIVER TRAINING PROGRAM COURSE 43513-00

ORIENTATION FOR DRIVERS
INSTRUCTOR'S GUIDE

DEVELOPMENT SERIES, TD-087-1A January 1993

Management and Employee Development Department

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Module 10.	Controlled Driving Instruction
Module 11.	End-of-Training Certification Test

Getting Started

Before You Start

Before you start instructing your first Driver Training Program, Orientation for New Drivers class, you should read and completely understand TD-087A, <u>Driver Training Program;</u>
Administrator's Guide. The Administrator's Guide will give you a general explanation of this course, as well as the course objectives, materials needed, and flow of the course. The Administrator's Guide might also be valuable for other PEDC personnel.

Program Structure

The <u>Driver Training Program</u> is designed to provide orientation and vehicle familiarization for <u>New Drivers</u>. The materials are also appropriate for use as Refresher Driving and Driver Improvement Training.

In addition to the five-digit course number, we have identified several modules to use to record training on each vehicle. All classroom orientation training is recorded under module – 01 for the course being taught. All vehicle training, consisting of vehicle familiarization, controlled driving, and vehicle certification, will be recorded under any of the remaining module numbers (–02 through –30).

The current list of modules are as follows:

43513–20 Passenger Car Training
43513–21 Passenger Van Training
43513–22 LHD Maxi–Van Training
43513–23 Other Vehicle Training

43513-30 All Powered Industrial Equipment

PEDC Course 43513-00, Orientation for New Drivers

43513–01 Classroom Training 43513–02 Quarter–Ton LHD Training 43513–03 Quarter–Ton RHD Training 43513–04 Half–Ton RHD Training 43513–05 LLV RHD Training 43513–06 One–Ton LHD Training 43513–07 Rack Body One–Ton Training 43513–08 One–Ton Pick–Up Truck Training 43513–09 One and One–Half Ton Diesel Intermediate Training 43513–10 Two–Ton LHD Training 43513–11 Five–Ton LHD Training 43513–12 Seven–Ton LHD Training 43513–13 Tractor–Trailer Training 43513–14 Wrecker Training 43513–15 Spotter Tractor Training

Instructor's Guide

The Instructor's Guide is arranged for easy presentation so that it may be delivered either by an experienced or by a new instructor. The experienced instructor can work from the "objectives" (the first pages of each module), and the new instructor can build confidence in the subject matter quickly by **paraphrasing** from the script (contained in the last pages of each module). A word of caution: although we have written an entire script for each module, the instructor should paraphrase or read only certain passages from each module. Learner interest will decrease rapidly if the entire course is read. You should scan the entire Instructor's Guide before your first presentation to make sure that nothing will be left out.

On the first pages of every module you will find the following:

Number of Module

Title of Module

Below this (again on the first pages of each module), you will find the terminal objective for the section of instruction. This terminal objective may apply to one module only, or several modules. A terminal objective is something you ultimately would like the learner to be able to do or accomplish. Below the terminal objective, you will find enabling objectives for that module. You will usually find several enabling objectives listed to help satisfy each terminal objective. An enabling objective is a "stepping stone" toward reaching the ultimate goal.

Below the enabling objectives you will find:

Time: How long this module should take to complete.

Methods: How module is presented.

Materials: What materials are needed for the module.

Media: What media are needed for the module.

Summary: A summary of how the module flows.

Follow the suggested times as closely as possible. Your times may be different depending upon class size.

The second portion of each module in this Instructor's Guide will give very specific ideas on the material to be taught, and when the material should be delivered. Make sure that you are fully prepared for the class about to start.

You should have already have made sure that:

- 1. You received a list of the names of potential drivers in this class (and where they will be going and which vehicles they will become certified on).
- 2. All forms that needed to be filled out in advance were filled out.
- 3. The room was set up the way you wanted it set up. The room should be comfortable and quiet with enough work space for all.
- 4. There were enough pens, pencils, paper, markers, flip charts, and workbooks.
- 5. You have the following videotapes in working order:
 - A. Long-Life Vehicle (Revised)
 - B. Safety Belt Video
 - C. The Best Offense is a Good Defense
 - D. Attention Please
 - E. Adverse Conditions
 - F. Backing and Parking
- 6. Your situation board is in the classroom.
- 7. You have reviewed this Instructor's Guide.

The following is an example of a typical orientation class schedule. Local office procedures will dictate the timetable that you will follow. Obviously, begin tours, breaks, lunches, and end tours will be different in each facility.

CLASSROOM ORIENTATION

Module 1:

Introduction

Module 2:

Vehicle Accident Statistics

Module 3:

Driving Hazards

Module 4A:

Hazards Due to the Vehicle

Module 4B:

Hazards Relating to Others

Module 4C:

Hazards Relating to

Backing and Parking

Module 4D:

Hazards Due to Driver

Inattention

Module 5:

Hazards Controlled

Indirectly

Module 6:

Accident Kit and Accident

Reporting Procedures

Module 7:

Courtesy and Professionalism

Module 8:

Classroom Review

Note: To be used at familiarization site

VEHICLE FAMILIARIZATION

Module 9:

Vehicle Information

and Vehicle

Familiarization

30 - 45 Min Per Vehicle

Module 10:

Controlled Driving

Instruction

120 - 180 Min Per Vehicle

Module 11:

End of Training

30 Min Per Vehicle

Vehicle Operation

Test (Certification)

X

PART I CLASSROOM MODULES 1-8

MODULE 1
INTRODUCTION

Module 1

Module Title: Introduction

Terminal Objective:

1.0

At the end of this section of instruction, the learners will demonstrate basic driver skills for safely operating postal vehicles, based on a basic knowledge of safe driver practices, policies, and procedures.

Enabling Objectives:

In order to achieve the terminal objective, the learners must be able to:

- Demonstrate an understanding of the basic objectives of the Orientation for New Drivers course relating to producing knowledgeable and skilled postal drivers.
- 1.2 Identify the elements of safe driving.
- 1.3 Identify the role and responsibility of the local instructor in the USPS Driver Training Program.
- 1.4 State that everyone—including the craft employees—in the USPS has a responsibility to continually work in a safe manner.
- 1.5 Identify the driver's responsibility when driving vehicles for the USPS.
- 1.6 Possess an awareness of the Form 4582, Operator's Record.
- 1.7 Identify the long-life vehicle (LLV).
- 1.8 Identify the quarter—ton vehicle.
- 1.9 Define defensive driving.

Time:

45 minutes

Methods:

Lecture, group discussion.

Media:

Situation board, flipchart, markers, Long-Life Vehicle (Revised) videotape,

Ouarter-Ton Vehicle videotape.

Materials:

Pen, forms, paper, Learner's Workbook.

SUMMARY OF INSTRUCTION

Introduce yourself. Discuss that the goal of the training course is to promote an accident-free work environment through development of a well-trained workforce. Hand out Learner's Workbooks, TD-087-1B. Discuss course modules, question/answer session and road test, and defensive driving attitude. Fill out forms where necessary. Talk about instructors role in filling out Form 4582, Operator's Record. Discuss the LLV. Show videotape, Long-Life Vehicle. Discuss quarter-ton vehicle. Show Your Vehicle for Better Service. as appropriate.

PLAN OF PRESENTATION

1. Write name, class and any other pertinent information on situation board, flipchart, etc. Start on time. If there is more than one class going on today, say:

Good morning! Everyone in this room today should be here for the Orientation for New Driver's class. If you are not here for the Orientation for New Driver's class, then we need to find out where you are supposed to be.

2.	Take attendance and have learners fill out 2432's and/or 5926's if this task is done in your
	office. Then say:

Good morning!	My name is and]	I am the	
instructor at the		post office.	I'd
like to tell you a	little about myself and my postal background.		

3. Tell about yourself and your postal background. If there is time, and class size permits, ask about the driving background of class members. Have learners fill out "tentcards" if they are used in your training class. Next say:

The goal of this portion of the training course is to promote an accident-free environment by providing the best postal, standardized training available to new postal drivers.

We'll be discussing some important rules, policies, and driving standards. With your help, we hope to substantially reduce the number of vehicle accidents within the Postal Service. Research has shown that between 65 percent and 85 percent of all motor vehicle accidents are due to driver error.

This class is not designed to teach anyone how to drive. Everyone here has a state driver's license and a good driving record. Many of you may even consider yourselves professional drivers—and that's good. What I'd like to do here is to show you how to become professional postal drivers. You see, postal driving is a little different from any driving you've done before.

- 4. Hand out Learner's Workbooks, TD-087-1B
- 5. Next say:

I'd like to talk with you now about the course content. I hope that after completing this portion of the Driver Training Program, you'll leave here as more knowledgeable, skilled, postal drivers.

6. Direct learners to the Workbook page entitled Course Modules. Say:

This course consists of "modules" or sections of instruction. You will also be given some training outside on the vehicles you'll be driving. This will take place at

Throughout this program, we'll be talking about defensive driving techniques, safety, state and local traffic laws and ordinances, and postal policies and procedures.

7. If anyone has questions, answer them. When finished, say:

We will have videos, a Workbook, discussions, group activities, and lectures.

As I've said, you will be required to pass vehicle familiarization, controlled driving instruction, and a vehicle operations certifications for each vehicle you will be assigned.

You must pass the vehicle operations certification tests to be eligible to operate a postal vehicle.

- 8. You must remember that you may only drive the vehicles you have been certified on.
- 9. Answer all questions.

This training program is for new drivers. You may in the future, also receive Refresher Training and Driver Improvement Training.

Refresher Driver Training is given in many offices and is periodic training giving postal drivers updates on safe driving. Driver Improvement Training is given to drivers who have been involved in preventable accidents (as defined in the National Safety Council's Rules On Preventability) or who have been observed driving unsafely. We'll be talking a lot more about preventable and nonpreventable accidents later.

10. According to local office option, you may wish to have all or some of the following forms filled out at this time if they haven't already been filled out:

Form 2432, Individual Training Progress Report.

Form 2548, Individual Training Record—Supplemental Sheet.

Timekeeping forms, Form 5926, and any other local forms.

11. Collect appropriate forms from learners and then ask the question:

"What is defensive driving?"

12. Write responses on flipchart or situation board and discuss. If learners' answers are satisfactory, use those answers. In addition, write correct answer on flipchart or situation board and discuss.

13. Say:

Defensive driving is driving to save lives, time, and money in spite of the conditions around you and in spite of others.

Driving a postal vehicle is a challenging job. Whenever you drive for the postal service, you are constantly under observation of our customers. You are expected to handle your postal vehicle in a dependable, efficient, safe, and reliable manner. It is your obligation to set a good example for other drivers.

Every professional postal driver possesses two important characteristics. He or she is a skillful driver and has a good attitude toward driving. Very few people, if any, will achieve perfection in driving. But that doesn't mean that you shouldn't try. Always strive to improve your driving skills. Your attitude toward driving is reflected by your desire to drive safely at all times. We just discussed defensive driving. But what is <u>safe</u> driving?

14. Write responses on flipchart or situation board. Then, say:

The words "safe driving" seem simple enough. Yet if it were really that simple, there wouldn't be nearly as many vehicle accidents as we have. Safe driving is not a matter of luck. Experience shows that there is a sound and practical method of driving—the practice of defensive driving—that will enable you to avoid most vehicle accidents. The standard for defensive driving performance is avoiding all accidents you reasonably could expect to avoid.

If you have the misfortune of becoming involved in an accident, you should be able to ask yourself, "is there anything I <u>reasonably</u> could have done to avoid this accident?" And your honest answer should be "no."

Your supervisor has the responsibility for conducting an aggressive and effective safety program for all employees within the area of his or her jurisdiction, including the responsibility for enforcing safety rules and regulations.

But your supervisor can't do it without you. You have a very important responsibility too. It's your responsibility to always work in a safe manner. Keep your area clean and safe. Keep your vehicle neat. Keep yourself awake, alert, and well-dressed.

If you see a safety hazard, whether the hazard concerns your vehicle or the conditions you are working in, <u>report it</u>. And after you've reported it, keep track and make sure the hazard has been corrected.

15. If there are any questions, answer them. When finished, introduce Form 4582 on the following four pages of the Learner's Workbooks.

Management is responsible for instructing and qualifying drivers for duties associated with driving vehicles, and maintaining Form 4582, <u>Operator's Record</u>. I'd like you to see what a Form 4582 looks like. Please turn the page in your Workbooks.

The form itself is really a folder where we keep your driving records. During training I'll write down the subjects we covered on this form, and after training, I'll list all the vehicles you are qualified on, onto this form with your name and some other information at the top. Any driver training is noted on this form.

Also noted on this form are any accidents you may have, and all the safe driver awards you earn during your career as a vehicle operator. We'll talk about safe driver awards a little later.

Remember that this folder is kept active as long as you drive for the Postal Service, and if you transfer to another office at some later date, this folder will be sent to the new office. The folder is used for postal vehicles only.

And finally, your street observations will be listed on this form. Those of you who will be letter carriers will find out a lot more about street observation when you take your carrier training. Street observation occurs when a supervisor or some other official goes out to your route and observes your driving. We'll talk more about street observation and the Form 4584, Observation of Driving Practices, later.

I may be tasked with filling out the forms, but the bottom line is that the responsibility of the proper handling of the vehicle lies with you, the driver. Are there any questions about the Form 4582?

16. If there are any questions, answer them. When finished, go on and talk about the long-life vehicle.

The Postal Service has many different types of vehicles, depending on the job that needs to be done. We have vehicles ranging from our quarter—ton to half—ton, to one—ton, two—ton, five—ton, and many others.

Many of you will become qualified on several of these vehicles. Our newest vehicle is called the "LLV" or "Long-Life Vehicle." This vehicle is larger than the quarter-ton jeep but not as large as the one-ton. It is designed to last about 24 years with proper maintenance, and of course, proper driving. Several of the videos you'll see today and tomorrow were shot using the long-life vehicle. This vehicle is a right-hand drive vehicle, which means that the steering wheel is on the right side. You'll do fine—it just takes a little getting used to.

17. Show the Long-Life Vehicle (Revised) videotape. Ask:

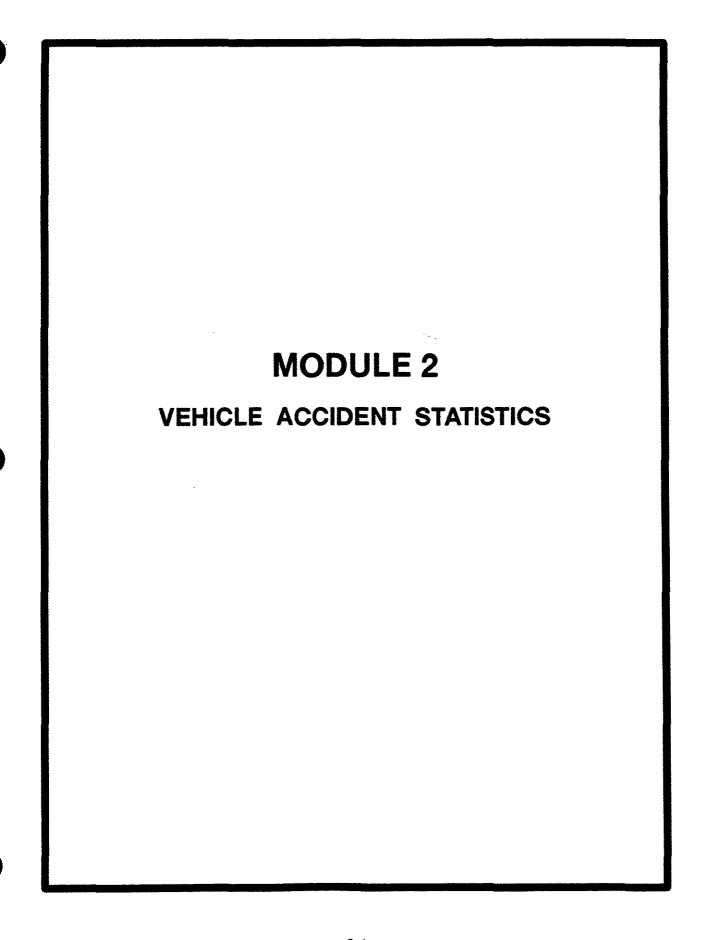
Are there any questions about the video? We'll be talking a lot more about this and other vehicles, and as I said, you'll see them outside. We'll also be discussing what we call the Notice 76, Expanded Vehicle Safety Check.

18. If there are any questions, answer them. If not, or when finished, say:

Now that you've seen the long-life vehicle, I'd like to show you a videotape about a vehicle that we've been using for years now. (Use as appropriate) It's served us well. Many of you will be required to drive this jeep.

19. Show quarter-ton vehicle videotape if learners will be driving the quarter-ton jeep. After video, say:

The quarter—ton jeeps have been around for quite a while. You've probably seen some of them in your neighborhood. They are being replaced by the long—life vehicle. But until they are replaced, we wanted to show you how the quarter—ton looks. Many of you will be driving this vehicle. Any questions on the quarter—ton? If not, let's move on now, to our next topic, "Vehicle Accident Statistics."



2-2

Module 2

Module Title: Vehicle Accident Statistics

Terminal Objective:

1.0

At the end of this section of instruction, the learners will demonstrate basic driver skills for safely operating postal vehicles, based on a basic knowledge of safe driver practices, policies, and procedures.

Enabling Objectives:

In order to achieve the terminal objective, the learners must be able to: 1.12 Realize that practically all accidents are preventable if defensive driving skills are utilized. 1.13 Identify statistically when, how, and why most postal accidents occur. 1.14 List the major causes of vehicle accidents. Compare local/district accident statistics to accident figures from learner's local 1.15 office. 1.16 Explain that seat belts are required to be worn when vehicles are in motion. 1.17 Explain that employees may not hold, "finger," or "sort" mail while driving. 1.18 Explain that employees must adhere to all local, state, and city traffic laws and

Time:

1.19

30 minutes

ordinances.

Methods:

Lecture, group discussion.

Materials:

Pen, paper, Learner's Workbook.

Explain when vehicle doors must be closed.

Media:

Safety belt video, situation board and accessories, flipchart, markers.

SUMMARY OF INSTRUCTION

Discuss accidents and complete Workbook page. Discuss accidents YTD, SPLY, and types of accidents from Workbook. Discuss dollar losses to the Postal Service through accidents. Discuss prevention and avoidance of accidents. Discuss different types of accidents. Introduce the accident prevention formula. Talk about seat belts. Discuss \$10,000.00 life insurance policy. Show seat belt video. Explain fingering and sorting of mail. Relate that there is to be no fingering or sorting of mail while driving. Instruct learners to obey all traffic laws.

PLAN OF PRESENTATION

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ouj.
Here in the post office last year we had motor vehicle accidents. Even one vehicle accident is one too many. We've also experienced the following related losses (in dollars):
I think you'll agree that these figures are way too high. Add this to the personal pair and suffering caused by these accidents and you can see the need for you to drive safely at all times.
Remember, the men and women who were involved in these accidents are just like you. They felt that there was no way that they'd be getting into an accident.
Briefly discuss what area your office encompasses. Get breakdown of accidents from safety office. YTD, SPLY, type, etc. Get breakdown of dollar costs to the Postal Service from data supplied. Have learners turn to Workbook page entitled, "Accident Statistics."
Say:
Please open your Workbooks and write in the figures I'll be giving to you now. You can see exactly what types of vehicle accidents we've been having lately in our office and our office. The distribution of these accidents were: year to date (YTD)

Almost all of these accidents were preventable, meaning that there was something that reasonably could have been done to avoid having the accident. In most cases, all you need to do is drive defensively and watch out for all people and things around you. How do you think using defensive driving skills could help you avoid some of the accidents we've just talked about?

4. Discuss the above question. Answers should be that drivers should always stay alert, always yield right of way, always use extreme caution, always watch out for pedestrians, never be in so much of a hurry that they forget safety, etc.

Next, say:

Let's try and figure out how postal driving accidents can be avoided. I've just given you some statistics on accidents in our area. Let's choose one type of accident and discuss how it can be avoided in the future.

5. List reasons on flipchart or situation board. Possible answers may be:

Taking a different street, parking in another spot, backing only when absolutely necessary, not rushing, and not taking the attitude that it won't happen to me. Other answers can be equally correct.

6. Say:

Most of you were hired to deliver the mail, and I'm sure you must be the best drivers possible. Here's where your defensive driving skills come into play. You must remember that not all drivers on the road are driving to the best of their abilities. Not all drivers are "professional" drivers.

- 7. Have learners look at "Different Types of Accidents" in their Workbooks.
- 8. Have class examine the different types of accidents shown in the Workbook. The accidents all involve the postal driver at fault. They are:
 - Postal vehicle running a red light.
 - 2. Head-on collision.
 - 3. Failure to yield right of way.
 - 4. Pedestrian accident.

- 5. Backing accident.
- 6. Rear-end collision.

9. Then, say:

In fact, the major causes of postal motor vehicle accidents are backing, misjudged clearances, failure to yield right-of-way, striking fixed objects, and following too close. Why are we having these types of accidents?

10. Give reasons why the accidents occurred. List them on flipchart or situation board. Explain accident prevention formula. Use flipchart or situation board.

A formula we use in accident prevention is: first, recognize the hazard, then understand the defense, and finally, act correctly and in time to prevent the accident.

Sounds easy enough, doesn't it? In the accidents we've seen and talked about so far today, if the drivers would have recognized the hazard, understood the defense, and acted correctly and in time to prevent the accident, it's very likely the accident would never have occurred.

Accident statistics show that most postal vehicle drivers who get into vehicle accidents do so during the first several years on the job. In fact, many accidents occur during the first few days on the job or on a new route. Most of you will be working a different route every few days. Please use extra caution on new routes. Make sure you look at the map of the route located in the route book at the case before attempting to deliver the route. Be extra cautious in unfamiliar areas. And also, supervisors, or fellow workers may have words of advice about the route you'll be driving. Listen to them.

Remember to wear your seat belt while you're driving for the Postal Service. Seat belts save lives. Among other reasons, in case of an accident, use of seat belts usually allows the driver to stay conscious and exit the vehicle. In the event of an accident, the safest place to be is inside the passenger compartment because being thrown out of a vehicle increases the chance of dying in an accident. Wearing a seat belt reduces the chance of injury due to impact. In fact, it's not only a good idea to wear your seat belts, it's a postal policy as well as a state or city law in many areas. Postal employees must wear seat belts at all times the vehicle is in motion. Rural carriers will follow the policy outlined in handbook P0-603, <u>Rural Delivery Carriers Duties and Responsibilities</u>.

11. If rural carriers are present in class, explain the rural carrier seat belt policy (P0-603).

Rural drivers who drive right-hand drive vehicles must also wear seat belts. For those of you who will be driving LLV's, you must wear the lap <u>and</u> shoulder belt whenever the vehicle is in motion. The exception is that when the shoulder belt prevents you from reaching to deliver or collect from curbside mailboxes, you may unfasten the shoulder belt, but never the lap belt.

All authorized passengers must remain seated and wear a lap belt and shoulder harness whenever the vehicle is in motion.

12. Explain \$10,000 seat belt incentive program.

The Postal Service is so sure that seat belts will protect you from life threatening accidents, that we've made this \$10,000.00 promise. If any postal employee who is wearing a safety belt is killed in a motor vehicle accident, the estate of that individual will be paid \$10,000.00. And to tell you the truth, I can't think of anyone in our office who has collected on that.

13. Show a videotape on seat belt safety such as <u>Room to Live</u> at this point. After videotape, say:

When you're driving, all you need to concentrate on is driving. Don't think about anything else such as your next stop. Learn to "segment" your thoughts while driving. Concentrate solely on driving and keep both hands on the wheel. Don't "finger" mail or "sort" mail while you're driving—just drive.

14. Explain fingering and sorting mail, say:

When I say don't "finger," I mean that you shouldn't be looking through your stack of mail for your next couple of addresses. Sorting mail means separating mail to different addresses. You shouldn't be distributing mail while you're driving. Keep your eyes on the road. This applies to other distractions as well. Don't handle any object while driving. You must keep your attention on driving until your vehicle has come to a complete stop.

Remember, while you're driving—you must obey all local, state, and city traffic laws and ordinances. Driving a government vehicle or driving a rural route doesn't give you the right to break any laws—like speed limits.

You cannot exceed the speed limit to pass. You cannot exceed the speed limit if you're driving in the fast lane on a freeway. You cannot exceed the speed limit when you're behind schedule on your route. In short, you may never exceed the speed limit.

You may only go as fast as the posted speed limit in the area you're driving, as long as conditions permit. What do you think I mean when I say that you can go the speed limit as long as conditions permit?

Answers should include that you should slow down when you are:

- a. approaching a group of children,
- b. driving in foul weather,
- c. driving through a construction zone or congested area.

By the same token, you've got to remember not to drive too slowly, either. Driving very slowly can be unsafe.

If you find that you're driving at a speed much slower than at least half of the traffic flow, but not driving over the speed limit, increase your speed and move with the flow of traffic, staying within the posted limit. Slow down when you're about to enter a school zone. Any idea when you need to bring your speed down to the school zone speed?

Answer: Make sure that you decrease your speed to the school zone speed limit <u>before</u> you pass the school zone sign.

15. Discuss school zones and how to drive through them. Next, say:

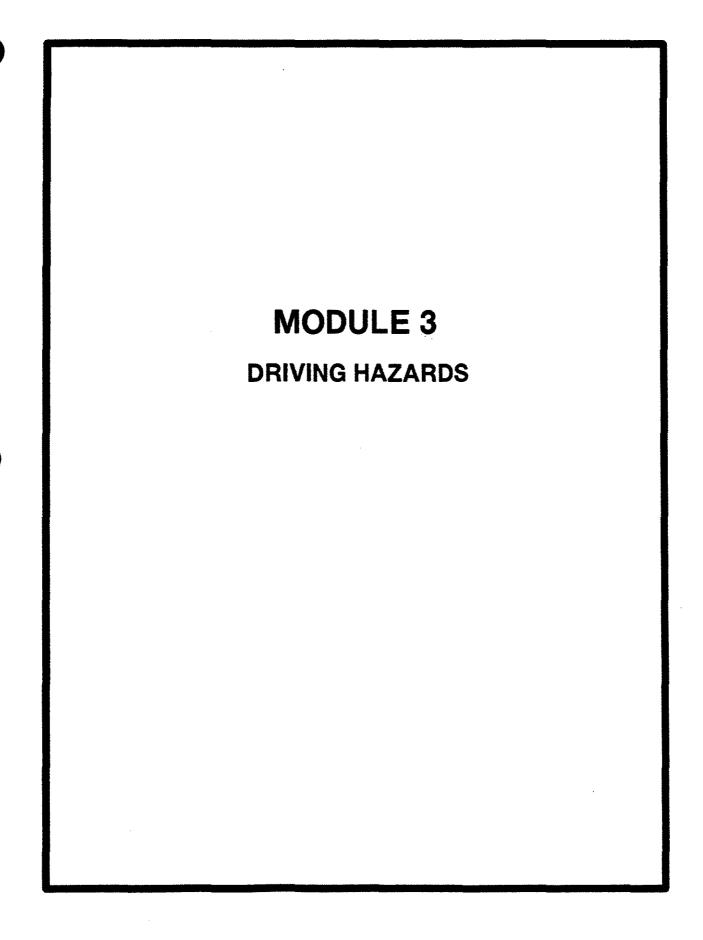
When you're driving to and from your route, your vehicle doors must be closed. This is a safety precaution. Your doors must be also be closed when moving between park and relay points, when entering or crossing intersections, when driving at greater than 15 miles per hour or when you're driving more than 500 feet without a stop.

16. Have learners turn in their Workbooks to "Definition of Preventable / Nonpreventable Accidents" and enter the definitions of preventable and nonpreventable accidents.

Our definitions are that a preventable accident is one in which the driver failed to do everything he or she reasonably could have done to prevent the accident.

A nonpreventable accident, however, is one in which the driver did everything reasonably possible to avoid the accident. We talked a little about this before, and we'll be talking about preventable and nonpreventable accidents throughout the course.

- 17. Entertain questions.
- 18. Tell the learners that they will now be talking about "Driving Hazards," module three.



Module 3

Module Title: Driving Hazards

Terminal Objective:

2.0 At the end of this section of instruction, the learners will demonstrate a

knowledge of how to prevent or avoid accidents that occur as a result of

hazardous conditions.

Enabling Objectives:

In order to achieve the terminal objective, the learners must be able to:

2.1 Define a hazard as a danger, peril, or risk.

2.2 Define a driving hazard as a situation on the road which exposes a vehicle

operator or others to a danger, peril, or risk.

2.3 Recognize a hazardous condition as any condition that hampers a driver in getting

from point A to point B safely.

2.4 Identify vehicle, driver, and sometimes traffic as directly controllable hazards.

2.5 Identify weather, light, roadway, and sometimes traffic as not directly controllable

hazards.

Time: 30

30 minutes

Methods:

Lecture, Workbook exercises, group discussion.

Materials:

Learner's Workbook, pen, paper.

Media:

Flipchart, markers, situation board.

SUMMARY OF INSTRUCTION

Define "hazard" with the class. Define "driving hazard" with the class. Define "hazardous driving conditions." List directly controllable and not directly controllable hazards. Head two columns: "Directly Controllable Hazards" and "Not Directly Controllable Hazards." Complete and discuss Workbook exercise—identifying "directly controllable" and "not directly controllable hazards". Discuss Workbook exercise.

PLAN OF PRESENTATION

1. Introduce the module.

This portion of driver training deals with "driving hazards." Before we talk about driving hazards, though, can anyone define the word "hazard?"

- 2. List responses on flipchart or situation board.
- 3. Have learners continue in their workbooks with "Hazard/Driving Hazard Definitions".

Now continue in your Workbook, and let's fill in the definition of "hazard" together. A "hazard" is defined as a danger, peril, or risk. Now that we have defined the word "hazard," let's define the term "driving hazard." Any ideas?

4. Put responses on flipchart or situation board. Use class responses for definition.

A "driving hazard" is a situation on the road that exposes a vehicle operator or others to a danger, peril, or risk. When you're driving for the Postal Service, you're exposed to potential hazardous driving conditions every day. I would define a hazardous driving condition as any condition that hampers you in getting from one place to another safely. It's how we react to these hazardous conditions each time we're confronted with them, that will mean the difference between being an average driver and a professional postal driver. I'd like you to help me list as many hazardous driving conditions as you can think of that a postal driver might encounter.

5. Direct learners to Workbook page entitled "Listing Directly Controllable and Not Directly Controllable Hazards". List hazardous driving conditions on flipchart or situation board. There should be two columns—one for directly controllable hazards, and one for not directly controllable hazards.

The key words should be: weather, light, roadway, and sometimes traffic (not directly controllable hazards). And vehicle, the driver, and sometimes traffic (directly controllable hazards).

I would like to put a heading on the two columns we have come up with. The headings should be: Directly Controllable Hazards and Not Directly Controllable Hazards. Why do we list some hazards as directly controllable while others are not directly controllable?

- 6. Answers should include that we can directly control things such as our vehicles, the driver, and sometimes traffic, while we cannot directly control the elements such as snow, rain, etc.
- 7. Direct learners to workbook pages, "Directly Controllable And Not Directly Controllable Hazards". Say:

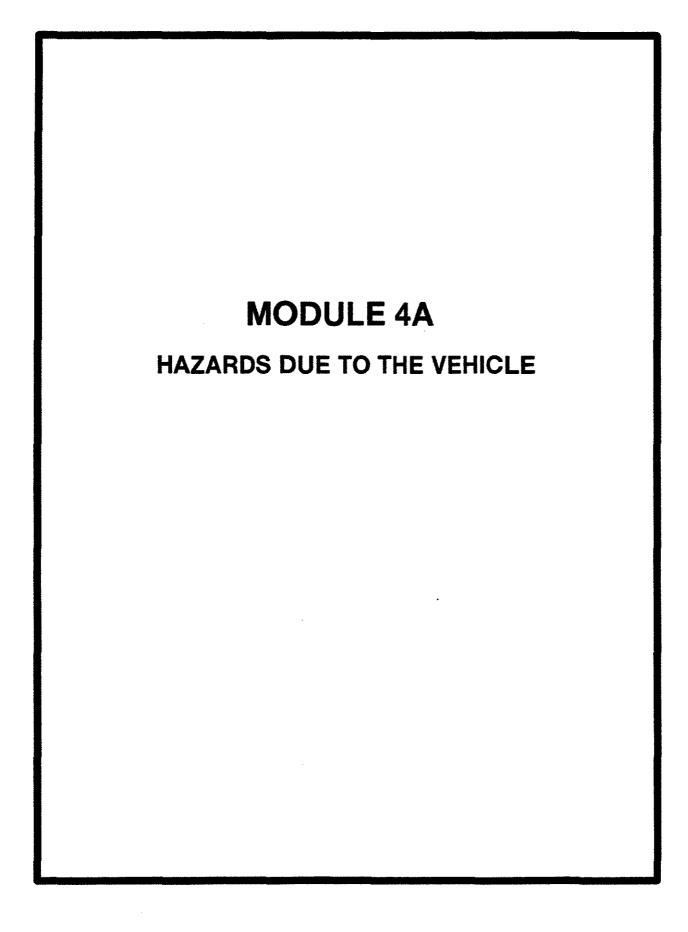
I would like you to look at each driving scene carefully, and in the space provided under each scene, write down whether you think this scene shows a directly controllable hazard or a not directly controllable hazard, and just what that hazard is. Remember, we've identified directly controllable hazards as the vehicle, the driver, and sometimes traffic, and we've identified not directly controllable hazards as weather, light, the roadway, and sometimes traffic. Take a few minutes and complete this section now.

ANSWERS:

- 1. Traffic (can be either directly or not directly controllable.)
- 2. The weather (not directly controllable.)
- 3. Glare (not directly controllable.)
- 4. You, the driver (directly controllable.)
- 5. Roadway conditions (not directly controllable.)
- 8. When everyone is finished, or when time is up, check answers to each question. Make sure everyone understands the concept of directly and not directly controllable hazards. Get individual and group participation. When an answer is wrong, explain why it is wrong. When an answer is correct, praise the learner.
- 9. Finally, say:

In this area, you have to be especially careful of (rain, snow, traffic, etc.) Please watch out at all times for directly controllable as well as not directly controllable hazards. The best way to do that is to constantly drive defensively. Always anticipate the unexpected. Be courteous. Don't be in so much in a hurry of complete your route that you forget about driving safely. Watch out for the other drivers and pedestrians. Don't drive so fast that you become unsafe and a hazard to yourself or others. Does anyone have any questions so far?

10. Answer all questions posed by learners. When finished, introduce the next module, "Hazards Due to the Vehicle".



Module 4A

Module Title: Hazards Due to the Vehicle

Terminal Objective:

2.0 At the end of this section of instruction, the learners will demonstrate a

knowledge of how to prevent or avoid accidents that occur as a result of

hazardous conditions.

Enabling Objectives:

In order to achieve the terminal objective, the learners must be able to:

2.6 Complete Form 4570 Vehicle Time Record.

2.7 Relate the ways in which hazards due to vehicle condition may be prevented and

avoided.

2.8 Name the most common vehicle parts that can contribute to accidents.

2.9 Demonstrate the ability to conduct a vehicle safety check, including rural carrier

vehicles, covering the items listed in Notice 76, Expanded Vehicle Safety Check.

2.10 Demonstrate a knowledge of the Label 70, <u>Safety Check and Vehicle Dimensions</u>.

2.11 Demonstrate the method for reporting a defective vehicle by proper completion of

Form 4565, Vehicle Repair Tag.

2.12 Demonstrate knowledge of the steps to follow when a vehicle's warning lights

come on or vehicle breaks down, to include that the driver should not attempt to

drive the vehicle; he/she should call and receive instructions from his or her

supervisor.

Time: 30 minutes

Methods: Lecture, Workbook, class discussion.

Materials: Learner's Workbook, pen, paper.

Media: Situation Board and accessories, flipchart, markers.

SUMMARY OF INSTRUCTION

Discuss Form 4570, and Notice 76. Discuss Label 70 and show picture of Label 70 in workbook. Discuss faulty vehicle parts that could result in a vehicle accident. Discuss Form 4565, Vehicle Repair Tag, and show picture of Form 4565 in workbook. Discuss procedures for reporting a breakdown.

PLAN OF PRESENTATION

1. Begin this module by saying:

I'd like to talk for a while now about hazards due to the vehicle. You remember we just said that this type of hazard may be either a directly controllable hazard or a not directly controllable hazard. As a postal driver, you'll practically be living in your vehicle—you'll be putting in an awful lot of hours in it. One way we have of keeping up with the activity of a vehicle is the Form 4570, <u>Vehicle Time Record</u>.

2. Direct learners to Workbook, Form 4570, Vehicle Time Record, then say:

This form is a "log" of the activity of your vehicle—how many miles it was driven, when it was used, and who used it. Each driver of a postal—owned or postal—leased vehicle is responsible for the proper care and handling of that vehicle.

The vehicle usually stays on a particular route, so that if you have a different route each day, you will be using a different vehicle and filling out a different Form 4570. Rural carriers won't use this form unless they are driving a postal owned or leased vehicle.

3. Discuss Form 4570, Vehicle Time Record. Say:

This form Form 4570, <u>Vehicle Time Record</u> is used to control mileage, fuel consumption, and hours each vehicle is driven. This form is usually kept in a card rack near the time clock. The form is fairly self-explanatory, but let's go over each item together. Follow along with me.

First of all, the authorized daily mileage for the vehicle will be recorded on the top of the form. You must verify your beginning mileage and return the card to the rack before leaving for your route.

Before taking a vehicle out, enter the date in the far left column, print your last name and first initial in the second column. The make and model code of your vehicle as well as the vehicle number will generally be already filled out for you by your supervisor or some other employee. The form indicates which side to use first and where to begin entering the information. Enter the beginning odometer reading for the vehicle in the fourth column and clock the beginning time in the bottom half of the right-most column before you load your vehicle.

When the vehicle is returned, the Form 4570 must be clocked in right above the clock out time. Also, your ending mileage, hours in use, and mileage driven is recorded. Your supervisor will verify the mileage.

There is a specific mileage assigned to each route. If the variance between the allowable mileage and the mileage you used is too great, you will be asked to explain that variance. Do not deviate from your assigned route. You are only allowed about two tenths of a mile deviation in the allowed daily mileage.

Notice the statement in Part 1 of the Form 4570 that reads, "Before operating this vehicle, perform a safety check in accordance with Notice 76, and report damage immediately to your supervisor by use of Form 4565."

4. Direct learners to complete Workbook exercise concerning Form 4570.

I'd like you to look again in your Workbook. See the Form 4570 <u>Vehicle Time</u>

<u>Record?</u> I'm going to ask you to put some information on this form in the

Workbook. As I give you the information, you write it down in the correct place.

Is everyone ready? When everyone is finished, we'll go over this exercise.

- 5. Give learners information to be placed on this form. Involve the class and make sure everyone understands. When everyone is finished, or when time is up, go over the Workbook exercise and answer questions to learners' satisfaction.
- 6. If anyone has any questions about this form, answer the questions. Then, discuss Notice 76, Expanded Vehicle Safety Check.

Before driving a postal vehicle, you must perform an inspection of that vehicle to ensure that it's in proper operating condition to make sure that no damage or defects exist. We use a Notice 76, Expanded Vehicle Safety Check for this.

Each time you are assigned a vehicle, you are required to examine it for damage and needed repairs at the time of your safety check—before you move it. You should also examine your vehicle at the end of your tour or shift.

Why do you think you need to examine your vehicle before you use it each time?

Answers should be:

- 1. To detect poor vehicle condition before it becomes a hazard.
- 2. To avoid problems later.
- 3. To stay safe.
- 4. So you will not be blamed for what a previous driver may have done.

7. Then, say:

If there is something wrong, let your supervisor know immediately. The vehicle may be able to be quickly repaired and returned to you before you are to leave for your route. Remember, and this is very important: You, the driver, are directly responsible for the proper handling of a postal vehicle. No one else knows how the vehicle is running or if there are any problems with it. If you find a problem with your vehicle during your safety check, there is something you can do and we'll talk about that in just a minute.

8. Have learner's turn in their Workbooks to "Notice 76."

You should see a copy of both sides of the Notice 76. If you look, you will find instructions to follow on the reverse side of the card. The Expanded Vehicle Safety Check is designed so that you may begin the check as you approach the vehicle by looking under the body for oil and water leaks and by the time you finish, you are sitting in the driver's seat. Examine everything listed on the Notice 76 each time you use a vehicle. Rural carriers should maintain their vehicles up to the standards of the Notice 76.

Read or have class read instructions aloud and discuss each item on the checklist.

Please keep this card with you and use it every day. It's self-explanatory. Does anyone have any questions about the Notice 76, Expanded Vehicle Safety Check, or any of the other forms we've talked about so far in this course?

10. If there are any questions, answer them. When finished, say

There's something else that looks similar to the Notice 76 that you should know about and that's the Label 70, <u>Safety Check and Vehicle Dimensions</u>. This is a label that you can find on the dashboard of most vehicles.

11. Refer learners to Learner's Workbook, to review Label 70.

12. Say:

Let's shift gears just a little. We've been talking about making sure that your vehicle is in tip—top shape. How do you know when your vehicle <u>isn't</u> in the shape it should be? When can you say, "that defect or problem doesn't matter." And when do you say "I better report this problem right away." What would you say are some of the most common vehicle parts that could cause a postal driver to have an accident?

13. Write student responses on flipchart or situation board. Responses should include: tires, brakes, mirrors, lights, gages, windshield wipers, horn, and seat belts.

14. Ask:

How could these vehicle parts cause a driver to have an accident? Responses may be as follows:

- 1. tires—may be bald, worn tread, side wall, incorrect air pressure.
- brakes—grabbing, brake pedal pressure. Note: Remember to discuss that the
 parking brake must be set and the gear selector must be placed in the parking
 position when dismounting for delivery or collection, and at the end of the
 tour.
- 3. mirrors—broken, improperly adjusted, missing.
- lights—broken lenses, burned out bulbs.
- 5. gages—indicates trouble.
- 6. windshield wipers—worn blades, broken.
- 7. horn—broken.
- 8. seat belts—driver not wearing could be severely injured in a "minor" accident or slide out from behind controls (turning too fast, evasive maneuvers.)
- 15. Discuss Form 4565 Vehicle Repair Tag, and discuss reporting vehicle defects.

Now, let's suppose that you have made a safety check of your vehicle and have discovered a problem. What should you do about it?

You must report any damage or defects to the vehicle on Form 4565, the <u>Vehicle</u> <u>Repair Tag</u>. This form is also self-explanatory. Let's take a look at it. I'd like you to first listen to me as I explain the form. Afterwards, I'll give you practice in filling it out. First, at the top of Form 4565, check whether the vehicle is postal owned or leased.

Second, enter the vehicle number. The number is painted in a prominent place on all postal vehicles. If it is a leased vehicle, use the vehicle's license plate number.

Third, enter the vehicle's mileage.

Fourth, date the form.

Fifth, check the item that needs repair or list the item under "other" if it's not listed on the form.

Sixth, check possible trouble and write any comments in the remarks section.

Seventh, enter your station or branch.

Eighth, record the time it's being reported. Finally, make sure you sign the Form 4565, Vehicle Repair Tag.

Remember: Be specific! The more information you can give the mechanic, the better. After you have accurately completed your portion of the form stating any vehicle damage or items for repair, give it to your supervisor. He or she will sign and date the form and give you back your copy. You should keep your copy as proof that you reported the defect.

- 17. Discuss the instructions for Form 4565 in the Workbook. If there are any questions, answer them.
- 18. Direct learners to the Workbook exercise for Form 4565.

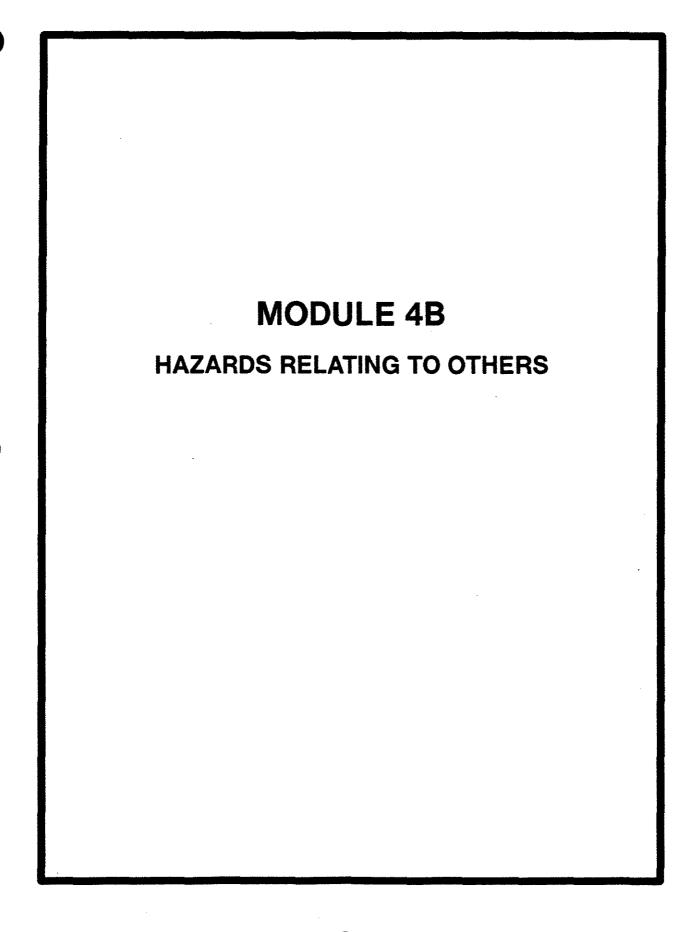
I'd like you to first fill in today's date. Then, list the vehicle number as 8188791. Then, put down a mileage of 987. Next, check that the radiator and lights need repairs. Write a few remarks for the garage or VMF (Vehicle Maintenance Facility). For the name of the station or branch, put down (a local station or branch or associate office), use the current time which is (XX:XX), and finally, sign the form.

19. When all are through, go over the exercise. Make sure that everyone knows how to fill out Form 4565. Say:

We've talked about what to do when you discover a problem with your vehicle while conducting the Expanded Vehicle Safety Check. But what do you do if you notice a vehicle problem while you're on your route? If while operating your vehicle you break down, or your vehicle gages indicate a mechanical problem or your brakes become defective, what should you do?

First, get your vehicle and yourself off the roadway to a safe location if you can. You should then secure your vehicle. Make sure that the mail inside the vehicle (if there is any mail) is safe. Then contact your supervisor immediately. He or she will tell you what to do next. Don't attempt to drive your vehicle unless you're sure it's safe.

21. Review and solicit any questions from learners on this module. Discuss all questions to learner satisfaction. When there are no more questions, introduce the new module, "Hazards Relating to Other Traffic."



Module 4B

Module Title: Hazards Relating to Other Traffic

Terminal Objective:

3.0 At the end of this section of instruction, the learners will be able to properly utilize knowledge of hazardous conditions to avoid situations that lead to collisions.

Enabling Objectives:

In order to achieve the terminal objective, the learners must be able to:

- 3.1 Identify six situations in which traffic is a hazard: the vehicle ahead, vehicle behind, intersections, passing, entering and leaving parking spaces, and oncoming vehicles.
- 3.2 Identify four safeguards against collisions with the vehicle ahead: watching tail lights, watching hand signals, anticipating sudden stops, and maintaining a safe following distance.
- 3.3 Demonstrate the use of the four-second rule by: understanding the process of keeping at least a four-second margin of safety between the learner's vehicle, and the one ahead.
- 3.4 Explain "Reaction Distance" as the distance a vehicle travels between the time the eyes see a situation where brakes need to be applied, and the time the brain tells the foot to press on the brake pedal.
- Explain "Braking Distance" as the distance a vehicle travels between the time the foot touches the brake pedal and the time the vehicle actually stops.
- 3.6 Compute the Total Stopping Distance of a vehicle using the Reaction Distance of a vehicle plus the Braking Distance of a vehicle.
- 3.7 Identify the four major causes of head—on collisions: wheel dropping off of the pavement, center line obscured, tire blowout, and driver inattention (ill, asleep, drugged, drunk).
- 3.8 List four reasons why a driver would cross a center line.
- 3.9 List three safe procedures to follow to avoid head—on collisions: reading the road ahead, riding to the right, and reducing speed.
- 3.10 Identify three safeguards against collisions with the vehicle behind: slowing down, forcing a tailgater to pass, and signaling intentions well in advance.

3.11	Explain the purpose and instruction of the stop sign at intersections as telling motorists to execute a complete stop.
3.12	Explain the purpose and instruction of the yield sign at intersections as telling motorists to slow down, yield right of way, and proceed with caution.
3.13	Explain the purpose and instruction of a traffic light at intersections as a mechanical device that controls the flow of traffic. Examples: Blinking red light, blinking yellow light.
3.14	Explain that the procedure for a "turn on red" (when allowed) is to come to a complete stop, check for a clear path at the intersection, and yield to oncoming traffic and pedestrians before proceeding.
3.15	Explain that a turn on red is not allowed when prohibited by state, local laws, or signs indicating such.
3.16	Explain the purpose and instruction of a police officer at intersections as taking precedence over all control devices. A police officer must be obeyed at all times.
3.17	Explain the purpose and instruction at an uncontrolled intersection.
3.18	Explain the purpose and instruction of road signs, and the importance of following them.
3.19	Identify three possible driving maneuvers to anticipate at intersections: Driver will proceed straight through the intersection, turn left at the intersection, or turn right at the intersection.
3.20	Identify the steps in making a proper left turn.
3.21	Identify the steps in making a proper right turn.
3.22	Relate the safety principles that apply when going straight through an intersection.
3.23	Explain that passing another vehicle may not always be appropriate.
3.24	Enumerate the steps in safely passing another vehicle.
3.25	List situations in which a railroad crossing may be hazardous.
3.26	Explain the necessity of extra caution when children and other pedestrians are present.
Time:	60 minutes
Methods:	Lecture, full group discussion, small group exercises, videotape The Best Offense

Videotapes, flipchart, markers, situation board.

is a Good Defense, Workbook.

Workbook, pen, paper.

Materials:

Media:

SUMMARY OF INSTRUCTION

Introduce module—Hazards Relating to Other Traffic. List six situations in which traffic can be a hazard. Discuss safeguards to avoid an accident with the vehicle ahead. Discuss the four-second rule. Discuss reaction distance + Braking distance = Total stopping distance. Discuss Highway/Freeway Driving. Discuss which lane to drive in in various circumstances. Discuss avoiding head—on collisions, and their causes. Talk about why a vehicle might cross the center line. Discuss the vehicle behind. Discuss intersections, road and traffic signs and symbols, and right turn on red.

If group size permits, combine the summary points into one small group exercise. Split larger group into four groups that will explore left and right turns, intersections, and passing and report back to the class.

Discuss driving over railroad tracks. Show videotape, The Best Offense is a Good Defense.

PLANS OF PRESENTATION

1. Say:

In this portion of your training, we're going to talk about driving hazards relating to other traffic. Again, these are hazards that I'm calling directly controllable. Because if you anticipate you should be able to react and act in time to avoid an accident.

If you watch out for the other driver, the pedestrian, and everything around you, you'll be fine.

2. Go to flipchart or situation board, and ask the class to refer to their workbooks and identify at least six situations in which traffic can be a hazard to them. Give the first one—the vehicle ahead can be a hazard. Correct responses should be: 1. vehicle ahead, 2. vehicle behind, 3. intersections, 4. passing, 5. entering and leaving parking spaces, and, 6. oncoming vehicles.

- 3. Discuss each of the above thoroughly. Refer the class to the Learner's Workbooks, "Identifying Hazardous Traffic Situations".
- 4. When all are finished or when time is up, continue. Say:

We just said that one of the driving hazards is the vehicle ahead. What are some safe guards we can use to avoid an accident with the vehicle ahead?

- 5. List responses on flipchart or situation board. Correct answers should be similar to: watch tail lights, watch for hand signals, anticipate sudden stops, and maintain a safe following distance.
- 6. Refer learners to workbook to insert correct responses.

One of the answers we listed as "safeguards" was to keep a safe following distance. If you've gone through different driving courses, or maybe even when you took your state driving exam, you've been told what a safe following distance is. For our purposes here in the Postal Service, we believe that in most cases, the "four-second rule" should apply. Any idea what the "four-second rule" is?

7. Answers should be that the four-second rule means that there should be a four-second gap between the vehicle ahead and the postal vehicle being driven.

That's right. Keep your eye on a fixed object ahead—on the road. When the vehicle ahead of yours passes that fixed object, start counting. You should not reach that fixed object until four seconds later.

You might have heard that there should be a two-second distance between vehicles on the road. You may even think that four seconds is not realistic. We suggest four seconds because large vehicles frequently take longer to stop than passenger cars. When the weather is very bad, such as icy or snowy conditions, or even windy, you need to leave more than four seconds.

- 8. Use the situation board to reinforce the four-second rule.
- 9. Refer learners to workbook.

I'd like to speak briefly about how long it actually takes to stop your vehicle. Many of us, without thinking, figure a vehicle stops instantly, as soon as you put your foot on the brake—obviously, that's just not so.

In your Workbook, you'll see an illustration that shows what I'm talking about. Please follow along with me.

10. Write and/or draw the formula on the situation board or flipchart while you're explaining.

First, you have "reaction distance." The reaction distance is the distance your vehicle will travel between the time your eyes see a situation where you need to stop, and your brain tells your foot to press on the brake pedal.

Next, you have "braking distance." The braking distance is the distance your vehicle will travel between the time your foot touches the brake pedal and the time your vehicle actually stops.

Finally, the "total stopping distance" is the total distance your vehicle will travel, adding the reaction distance and the braking distance, until your vehicle is stopped. So you could say that the formula for getting the total stopping distance is: reaction distance plus braking distance equals stopping distance. As you can see, your vehicle doesn't stop instantly. You must plan your stop well in advance.

Also, plan your acceleration, and its impact on traffic flow. On highway, or freeway driving, the proper way to enter the highway is to enter without interrupting the flow of traffic. With slow or sluggish acceleration, that might mean waiting an extra few seconds so that all traffic has gone by. The few seconds you lose could be the difference between having an accident and getting back O.K.

If an acceleration lane is available, stay in that lane until your vehicle has reached the speed of the highway traffic flow. Do not cross the solid white line to jump into the traffic flow before gaining speed. Also, remember to watch for vehicles stopped in the acceleration lane. Don't just watch the highway traffic flow. Don't be afraid to stay in the acceleration lane. Build up your speed. Don't cut over right away. When your speed is right and you can fit into the flow of traffic without anyone having to touch their brake pedal, signal and move over. Keep up with traffic as long as you're not going over the legal speed limit, conditions permitting. When you need to get off at your exit, you should slow down after leaving the main traveled portion of the roadway, where a deceleration lane is available.

11. Draw diagram on situation board or flipchart.

O.K. You're off the highway and onto a multi-lane road. If you're on a four-lane (two lanes in each direction) road, and you have your choice of lanes—right or left, which lane is usually safer?

The answer should be:

Usually the right lane. If you travel in the right lane, there is more chance of being able to react to an oncoming vehicle. You also let drivers pass on your left.

Let's say you're at the curb of a four-lane two-way street. In order to pull out you should (1) check the mirrors for traffic approaching in the two lanes to the immediate left, (2) turn to visually check the blindspot, (3) signal, (4) turn to visually check the blind spot a second time after signaling, and (5) move if it's clear.

12. Draw diagram on situation board or flipchart.

How about if there are three lanes in your direction. Which do you think is the safest?

Wait for responses. The answer should be:

The center lane. Cars can pass on your left, and you don't have to worry about parked cars pulling into your lane of traffic, or vehicles coming into traffic from side streets.

13. Draw diagram on situation board or flipchart.

Say: Let's take the same three lanes of traffic. You're driving in the middle lane and find that there are vehicles on each side of your vehicle. What would you do?

Wait for answers. Correct response should be:

When possible, adjust your speed to avoid driving next to the other vehicles. Why?

Wait for answers. Correct response should be:

There is more chance of an accident when riding alongside other vehicles. While we're talking about driving in lanes of traffic, I should remind you that while you're driving your vehicle, you should try to make as few lane changes as possible. Avoid making lane changes unnecessarily, abruptly, or in an intersection. If you have to change lanes, be sure to check your mirrors and blindspot, and then signal. After checking again, if the way is clear, change lanes cautiously. One of the potential hazards I mentioned a few minutes ago was oncoming vehicles. Having an accident with an oncoming vehicle can really be devastating. Who can name a few procedures to avoid head—on collisions?

14. Solicit responses. Write on flipchart or situation board. Answers should be something like: read the road ahead, ride to the right, and reduce your speed.

15. Refer learners to Workbook for procedures to avoid head-on collisions.

Once again, I'd like you to write these procedures into your Workbook. We're still talking about head—on collisions. Tell me what you think some causes of head—on collisions might be.

- 16. Solicit responses from learners. Correct answers might include: A wheel dropping off the pavement; center line may be obscured; a blowout; the driver may not be paying attention; and drivers swerving to avoid animals or objects in the roadway.
- 17. When finished, have learners continue in Workbooks with "Causes of Head-on Collisions".

Now please fill in the possible causes of head—on collisions. Remember that if you will learn to read the road ahead, you will greatly increase your chances of avoiding head—on collisions. Try to put yourself into the shoes of the driver of an oncoming vehicle. Why do you think a vehicle might cross a center line?

Answers should be something like: driver may be drunk or drugged; driver may be asleep; there may be there may be low or no visibility; or there may be a vehicle malfunction.

18. Next, take a few safe guards against a collision with the tailgater behind you. Of course, not all drivers behind you will be tailgaters. But if you look in your mirror and find a vehicle too close to you, gradually slow down. This will solve your problem in most cases. Many vehicles will pass right away. Force a tailgater to pass you. You can do this by continuing to reduce your speed. Never slam on your brakes. This might result in the vehicle behind you crashing into you. Finally, signal your intentions well in advance. If you're going to be making a turn, make sure the vehicle behind you knows this. Check your rear view or side view mirrors often. A professional driver will check the traffic in the rear view or side view mirrors about every five seconds.

I'd like to talk for a few minutes now about intersections. Take, for instance, the stop sign. When you see a stop sign at an intersection, that doesn't mean to keep rolling, that means execute a <u>complete</u> stop. Yield to other vehicles and pedestrians when necessary. When the intersection is clear, proceed. Stop immediately prior to reaching the sign or entering the marked or unmarked crosswalk area. When you come across a yield sign at an intersection, you obviously must slow down and yield the right of way. When it is safe, proceed through the intersection. How many of you even know the colors of a yield sign?

19. Learners may give the old yield sign colors: yellow and black. Make sure they are aware of the correct colors: red and white.

And remember—yield does not mean merge! These rules are really all common sense. The important thing is never to forget your common sense. A traffic light is a mechanical device that controls the flow of traffic. Tell me—what does a red light mean?

Answers will vary but the correct answer should be that a vehicle should come to a complete stop.

20. Say:

Let's say that the car ahead of you has stopped for a red light, or really has stopped for any reason at all. When you stop behind this vehicle, always make sure that you've stopped far enough behind that vehicle that you're able to see his or her rear tires touching the pavement. Why do you think we say that?

- To make sure that a rear end collision will be avoided.
- In case the other vehicle has broken down you can go around, and
- To avoid "rollbacks."

21. Next, ask:

What does a flashing yellow light indicate?

[Slow down, caution.]

22. Next, ask

A green light can sometimes cause problems too. Does anyone know what a "stale green" light is?

Answer should be that a stale green light is a light that has been green as long as you have seen it.

When you approach a stale green light, approach with extreme caution. It is very likely that the light will start to turn red as you're approaching the intersection. And if it does turn amber/yellow, you must be prepared to stop. Remember about right turn on red. In this area you (are/are not) allowed to make a right turn on red. Even if a city allows a turn on red, you've got to be careful and be sure that the intersection you want to turn at allows the turn on red. Check for hours or days the turn is allowed.

23. Go to situation board and show proper way to execute a right turn on red.

If you are going to make a right on red, signal your intentions, come to a complete stop, check for a clear path at the intersection, and yield to oncoming traffic and pedestrians before proceeding. Please follow signs carefully. Also, of course, if there is a traffic officer at an intersection, you will follow his or her directions no matter what a traffic light or other sign or control might show.

24. Next, say:

You will sometimes come upon uncontrolled intersections. Maybe the intersection had a stop sign or a yield sign that has been taken or has fallen down. Make sure that the intersection is clear before continuing through. Watch out for vehicles, pedestrians, and anything else that might cause you to become involved in an accident. They can proceed directly through an intersection, turn left, or turn right.

Let's say that you're in an intersection waiting to turn left. How should the front wheels of your vehicle be directed?

Answer should be that the front wheels should be directed straight ahead until it's safe to make the turn.

Why do you think the wheels should be directed straight ahead?

- 25. Discuss the above question. Answers should be that with the wheels straight, if rear-ended, your vehicle will not continue into the opposing traffic.
 - O.K. You're still at the intersection. You're still waiting to make that left turn. A larger vehicle from the other direction is waiting to turn left also and is blocking your vision of oncoming traffic. The light is about to turn red. What should you do?
- 26. Go to situation board and explain the above question. Answer should be that you should wait to make the turn until you have clear vision of oncoming traffic, even if the light turns red.

27. Refer learners to the Workbook "Making a Proper Left Turn." This exercise should be completed as a group activity if possible. If the group is small enough, split learners into four small groups. Each group will be assigned one of the next four Workbook pages.

Group one will get together, be given a few minutes to look at Workbook, "Making a Proper Left Turn" and report the steps of making a left turn to the larger group.

Group two will get together, be given a few minutes to look at Workbook, "Making a Proper Right Turn" and report the steps of making a right turn to the larger group.

Group three will get together, be given a few minutes to look at Workbook, "Proceeding Straight Through an Intersection" and report the steps a driver needs to go through when driving through an intersection.

Group four will get together, be given a few minutes to look at Workbook, "Proper Passing Procedures" and report the steps a driver needs to go through when passing.

The points the above four groups arrive at should be discussed carefully by you and the group to make sure that all the important points are covered and that each group can learn from the other group assignment.

28. Next, say:

I'd like you to tell me the steps you need to go through in making a successful left turn at an intersection. You can find this in your Workbook. As we mention the steps, please write them in your Workbooks.

The class should respond with something like:

- 1. Signal well in advance,
- Check mirrors.
- 3. Get into turning lane,
- 4. Slow down,
- 5. Wait for oncoming traffic,
- 6. Make sure there are no pedestrians in the crosswalk,
- 7. Make your turn into a safe lane (some offices require the turn to be made into the lane nearest the center line), and
- 8. Turn off turn signal and proceed.

29. Say:

Everyone get that? Good. Now when you're going to make a right turn, what steps apply? Again, please write these steps in your Workbook, as we mention them.

[Note: the same answers as those for making a left hand turn apply.]

30. Next, say:

You may be heading straight through an intersection. Of course you know that you need to look left, then right, then left again. Don't take it for granted that you can just proceed through that intersection with no problems. You'll find the steps for proceeding through an intersection of the Workbook. Let's look at these steps now. What would you say you need to do when you're going through an intersection?

Some steps for proceeding through an intersection might include:

- 1. Slow down,
- 2. Cover the brake,
- 3. Expect the unexpected, and
- 4. Check your mirrors.
- 31. Have learners turn to their Workbooks for steps for passing. Remember that passing should be performed only when necessary.

Since we're listing steps for turns, I'd like to also list some steps when passing another vehicle. There are very few times that you'll need to pass another vehicle. In fact, your first question to ask yourself before passing is: "Do I really need to?"

Remember too, that you never pass a vehicle at an intersection. In fact, if there's any way to avoid passing another vehicle, that's the way to go. But when you do need to pass, – when anticipating a left hand turn, for instance – what do you think you should do?

Steps to pass should include:

- 1. Don't exceed speed limit;
- 2. Signal your intentions;
- 3. Check your mirrors
- 4. Turn head for a visual check;
- 5. Get into left lane when the lane is clear:
- 6. Increase speed;
- 7. Check mirrors:
- 8. Turn head for a visual check;
- 9. When you're sure you have completely passed the other vehicle, signal that you will be returning to your lane; and
- 10. Return to your lane and maintain speed.

32. Discuss "blindspots".

What is a "blindspot"? A blindspot is simply an area that can't be seen. That's why mirrors are so important. You should check your blindspot frequently before changing lanes, at intersections, and before backing up.

33. Say:

Please write these steps in your Workbooks also. Some of you will be driving over railroad tracks. Always be extra cautious when driving over tracks. Stop, look, and listen for trains that are coming. Remember—signals may not always be working correctly. Don't just blindly follow another vehicle's lead. If the vehicle in front of you goes through a railroad crossing and over the tracks, you must still show extreme caution before you do it yourself. You'll be practicing either some railroad track simulation or actually going over the tracks during your outside portion of this course.

The maximum authorized speed for a postal vehicle crossing railroad tracks is 15 miles per hour. This is for your own safety. So remember that when you're looking for trains at these crossings, look as always, left, then right, then left again.

Also remember to listen for trains before you get to a crossing. Continue in your Workbook and write down what you must do when traveling over railroad tracks.

Answers should be: do not exceed speed limit, slow down, look both ways, watch for malfunctioning signals.

Even though I haven't said the words "defensive driving" in every sentence I've spoken, that's pretty much what we've been talking about.

I'd like to show you a videotape now. It's called <u>The Best Offense is a Good Defense</u>. This videotape will show a lot of what we've been learning about here in the last couple of modules of instruction. You will see real postal employees explaining their methods for good defensive driving. I'd like you to pay attention. We'll be doing some Workbook exercises after the videotape. You'll also see these drivers performing the <u>Expanded Vehicle Safety Check</u>, the Notice 76. While you're watching this, see that it really hardly takes any time at all to make sure your vehicle is safe.

- 34. Show videotape <u>The Best Offense is a Good Defense</u>. After videotape is over, ask if there are any questions. When questions are answered, refer learners to Workbook for videotape exercise.
- 35. Refer the class to the Workbook exercises concerning things that were shown in the videotape. When everyone is finished, go through the exercise and answer questions.
- 36. When all are finished or when time is up, go through the exercise. Make sure all learner questions are answered.

Exercise answers should be:

- 1. C
- 2. D
- 3. B
- 4. A
- 5. Follow

Four

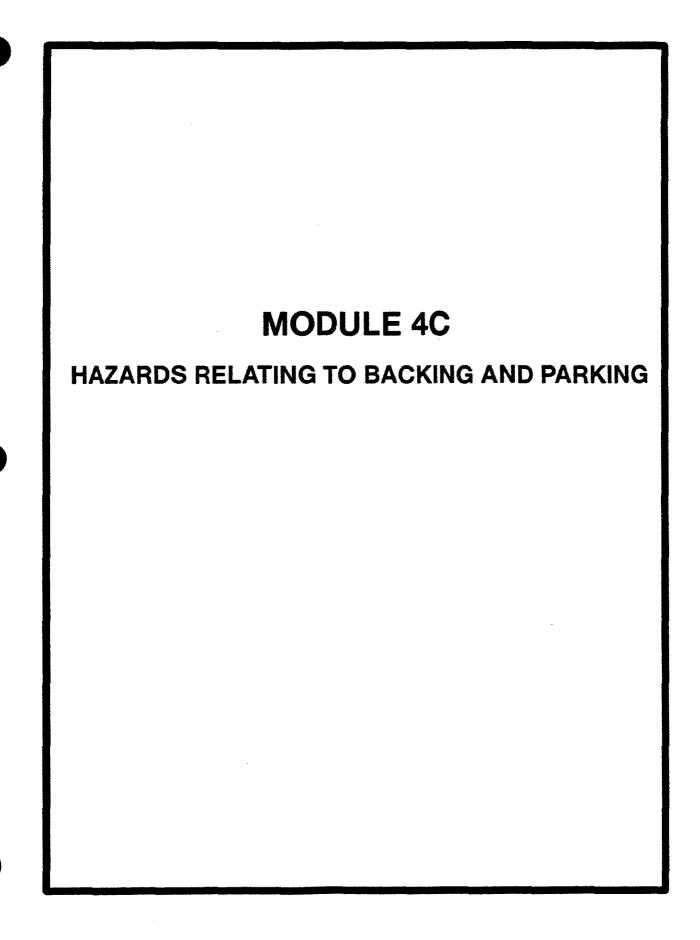
Signals

- 6. TRUE
- 7. D. Do I really need to.

37. Discuss reading the road ahead.

Through everything we talked about so far, one rule always rings true – take time to read the road ahead. By doing so, you'll be able to:

- 1. Respond to potential hazards
- 2. Keep aware of pedestrians and motorists
- 3. Maintain a safe following distance
- 38. After all questions have been answered, introduce the next module, "Hazards Due to Backing and Parking".



Module 4C

Module Title: Hazards Due to Backing and Parking

Terminal Objective:

3.0 At the end of this section of instruction, the learners will be able to properly

utilize knowledge of hazardous conditions to avoid situations that lead to

accidents.

Enabling Objectives:

In order to achieve the terminal objective, the learners must be able to:

3.27 List entering and leaving parking spaces as a possible driving hazard.

3.28 Explain proper parking procedures when entering and leaving parking spaces.

3.29 List vehicle backing situations which may be hazardous.

3.30 Explain proper backing procedures.

3.31 Explain that the vehicle operator should back a vehicle only when absolutely

necessary, and when doing so the operator should make certain that the path is

clear.

Time: 45 minutes

Methods: Lecture, group discussion.

Materials: Learner's Workbook, pen,.

Media: Videotape Backing and Parking, situation board (and accessories), flipchart,

markers.

SUMMARY OF INSTRUCTION

Introduce the Vehicle Backing and Parking module. Explain USPS rules on backing. Mention some backing situations which could be hazardous. Show videotape Backing and Parking. Discuss postal policy on safe parking and curbing of vehicle wheels. Introduce Workbook examples of curbing. Discuss locking vehicle windows and doors. Discuss entering and leaving parking spaces. Remind learners of pedestrians, children playing, their propensity to approach the letter carrier's vehicle to greet the letter carrier, and the driver's duty to take extra caution when driving near children.

PLAN OF PRESENTATION

1. Say:

This is another module where we'll be talking about driving hazards that can be controlled directly—backing, and parking your vehicle.

2. Give rules for backing USPS vehicles, using the situation board or flipchart to emphasize backing situations.

When it comes to backing, this is what we expect. You may back your vehicle:

- only back when you have no other choice,
- if you have to back up, get out of your vehicle first and check the conditions in back of your vehicle, and
- never pull into a driveway from which you have to back out.

So, if a stopped vehicle places you in a position where you have no choice but backing, here are some rules. You've got to:

- get out of the vehicle,
- walk back.
- check not only the area behind the vehicle, but the entire area you plan to use while backing,
- return to the vehicle, and
- do your backing before the situation behind has time to change.

Proper planning will usually eliminate the need for backing. There are some backing situations which can be hazardous such as:

- Backing up into an area that is open to the public.
- Backing into an alley having to cross a sidewalk.
- Backing in heavy traffic.
- Backing in a shopping mall parking area.

Don't back up in these situations. Watch out for other vehicles that may be doing just that. If you need to park in a shopping mall parking lot and you have your choice of parking head in or pulling up so that the vehicle is facing headout, which should you choose?

3. The answer should be that you should park head out so you won't have to back when you return to your vehicle.

Again—try to avoid backing whenever possible. When you must back, do it extremely carefully! If you discover that you've just passed a delivery stop by a short distance, what should you do?

(Wait for responses from the group.) Get out of the vehicle without backing and walk back. Don't back your vehicle in this situation.

Time for a postal rule: No government or contract vehicle may be driven into a driveway from which it's necessary to back out. Does that make sense? Why do you think we have this rule?

4. Use the situation board or flipchart to illustrate these examples. Get responses from the group. The correct answer should be something like: To protect the employee, the pedestrians, and the vehicle from a potential accident.

Here's another possible backing situation. Let's say that a vehicle is backing to the dock in a confined area. You're approaching and need to go around. What should you do? Right—wait until the vehicle has completed the backing maneuver.

Why should you wait until the backing has been completed?

Answers will vary but should be something like:

"So you will not distract the driver."

- 5. Show the videotape, Backing and Parking.
- 6. Discuss the video.
- 7. Have learners turn to their Workbooks to complete the exercise on backing a vehicle.
- 8. If there are any questions, answer them. Answers should be:

Don't pull into a driveway when you have to back out.

Don't back when pedestrians are present.

Don't back up when you've passed a mailbox.

9. Say:

Now that we've talked for awhile about backing, I'd like to mention parking. Many of you will need to park your vehicles at different times for different reasons. You'll also be observing as other drivers pull in and out of parking spaces while you're on your route. Let's talk about the Postal Service policy on parking.

Here are the rules:

- o Park legally.
- o Curb your wheels.
- o Put transmission into park.
- Set your parking brakes.
- Shut off engine.
- Lock windows and doors.
- o Take your key.
- 10. Use the situation board or flipchart to help explain the concept of "curbing" and the following examples.

"Curbing" simply is the act of turning your vehicle tires toward, or in some cases, away from the curb. Even when there isn't a curb, you will still turn your wheels when parking.

On the street, every time you park your vehicle, you will curb your wheels. Uphill with a curb, turn your wheels out towards traffic and away from the curb. The back portion of the tire (the tread) must be touching the curb.

When you're parking on an uphill slope without a curb—turn your wheels in front of the tire in (to the right – away from traffic and towards the curb).

When you're parking on a downhill slope with or without a curb—turn your wheels in (to the right – away from traffic and towards the curb).

When you're parking on level ground—turn your wheels in (to the right towards the curb).

When you're parking on a hill with a curb, the tread portion of the tire should be touching the curb.

- 11. Introduce curbing exercise in Learner's Workbooks.
- 12. After all are through, or when time is up, go over this exercise. Answer all questions.

Answers should be:

- 1. Correct
- 2. Correct down hill
- 3. Incorrect up hill
- 4. Correct

13. Now, ask:

Why do you think you need to curb your vehicle's wheels when you're on level ground?

Get random answers.

14. Say:

The reason is that if your vehicle is hit by another vehicle, your vehicle will not travel as far. And also when you curb your wheels, you can avoid the rollaway of your vehicle.

What if you're approaching a mailbox which is on the far side of the sidewalk? Should you drive up on the sidewalk to make your delivery without dismounting? Should you forget about delivering the mail and take it back to the station? No, you should park at the curb, dismount, and make your delivery.

You've parked your vehicle. You've done it safely, of course. Do you turn your engine off? You should turn your engine off and take your keys with you any time you will be away from your vehicle.

Again, you've parked your vehicle. How about the vehicle windows and doors? Do you need to lock them?

15. Ask class to take out a sheet of paper and write down three occasions when vehicle windows and doors must be locked. Then write down three similar occasions when the rear door must be locked.

You need to lock your vehicle windows and doors:

- 1. When the vehicle will be out of your sight,
- 2. When you'll be far enough away that a theft of the mails could occur, and/or
- 3. When you end your tour of duty. (And of course any local rules observed in your office apply here.)

Your vehicles will have a rear door. Your rear door must be locked pretty much the same times that you'd lock your vehicle. It must be locked:

- 1. At all times when the vehicle is in motion,
- 2. When your vehicle is out of sight, and
- 3. When you're far enough away to permit theft. (Local rules also apply here.)

16. Say:

I mentioned "rollaways." What is a "rollaway?" A rollaway means simply what it says. It occurs when your vehicle "rolls away" from where it was supposed to be. A rollaway is no fun. It can be very dangerous to life and property. And really, there's no excuse for a rollaway if you secure your vehicle properly each time you leave it.

All rollaway accidents are preventable. Make sure that you use the proper procedures for parking your vehicle each and every time you park it.

- 17. Ask if there are any questions and answer them if they arise. Then talk about the hazards of entering and leaving a parking space. Ask class for hazards of entering and leaving parking spaces and the ways to correct these hazards. Some hazards might be:
 - Not checking traffic conditions when entering and leaving.
 - Pedestrians walking into the space or into your blind spot.
 - Hitting the car in front or rear while parking.
 - Parking illegally.

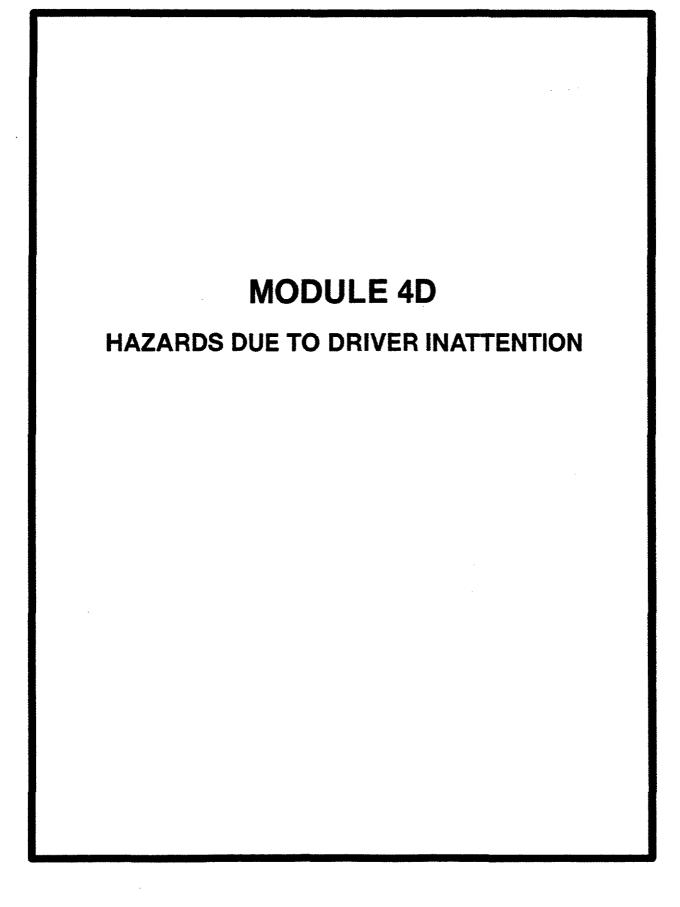
18. Next, say:

You've gotten back into your vehicle and need to get out of your parking space and back into the flow of traffic. You're going to be pulling into a street that has two lanes going in your direction. Here's what you should do—and it's really just common sense:

- Check and wait for passing traffic approaching in the two lanes to your immediate left.
- Check your mirrors, then turn your head to check your blind spot, then signal if the roadway is clear.
- Turn your head to check the blind spots one more time after signaling and move into the lane if it's clear.

Don't worry. You'll be practicing your curbing, parking, and many other techniques out on the driving field.

19. Ask if there are any questions on this module. When all questions are answered, announce that the next module will concern "Hazards Due To Driver Inattention".



Module 4D

Module Title: Hazards Due to Driver Inattention

Terminal Objective:

4.0 At the end of this section of instruction, the learners will understand how mood

changes and attitude affect perception and the ability to drive.

Enabling Objectives:

In order to achieve the terminal objective, the learners must be able to:

4.1 List the debilitating effects of alcohol as well as other drugs such as prescription,

over-the-counter, or drug-mixing, on a driver.

4.2 Be aware of the penalties for driving a postal vehicle while under the influence of

alcohol or drugs.

4.3 Define "driver fatigue" as it relates to vehicle accidents.

4.4 Understand that proper attitude will result in safer driving.

4.5 Identify the effects that mental and emotional stress and strain have on the driver.

4.6 Eliminate the need for haste when performing one's job to the extent that the job

is performed unsafely.

Time: 30 minutes

Methods: Lecture, Workbook, videotape Attention Please, group discussion.

Materials: Learner's Workbook, pen, paper.

Media: Situation board, flipchart, markers.

SUMMARY OF INSTRUCTION

Introduce the module, "Hazards Due to Driver Inattention" and examine reasons for driver inattention. Explain how driver fatigue could result in a vehicle accident. Explain how a driver's haste could result in a vehicle accident. Show videotape Attention Please. Discuss drugs and alcohol pertaining to driving and postal penalties for use and possession. Explain EAP (Employee Assistance Program) briefly. Discuss driver attitude and how it relates to driving. Explain the correct procedure for holding the steering wheel.

PLAN OF PRESENTATION:

1. Say:

This portion of driver training involves "Hazards Due to Driver Inattention." This is the final module on hazards that can be controlled directly.

Take it for granted that some drivers are not going to be paying attention. Their minds may be on a fight they had with their spouse, on an upcoming vacation, a misunderstanding with the boss. In short, it could be hundreds of things that turns the best drivers in the world into traffic statistics.

Remember that anytime you're driving, have two hands on the wheel. It's important to keep both hands on the wheel in a good position for control while driving because if you have to make a sudden move, you'll have better control of your vehicle, and it assists you in maintaining a proper driving position.

(Local office rules may determine how drivers are to hold the steering wheel. We recommend two hands anywhere in a safe, comfortable position that lends itself to quick reactions.)

2. Place a video in the VCR.

I'd like to show you another videotape. This one is called <u>Attention Please</u>. It's about postal drivers—maybe like some of you—who may be great drivers, but because of a lack of concentration, have a difficult time of driving. Watch carefully. When it's over, I'll ask you to do some Workbook exercises, and we'll talk about it.

Show video, Attention Please.

3. After video is over, say:

You can see from the video that the mood you are in can really affect your concentration, and the way that you drive. When you are driving for the Postal Service, <u>please</u> keep your mind only on driving. You should understand that while you are driving, the Postal Service wants you to be a professional driver first, then a letter carrier, or whatever your assignment is. The USPS has a substantial investment in you, and we want you to succeed.

- 4. Refer learners to Workbook for exercise on videotape. Have them complete the exercise.
- 5. When all are through, or when time is up, go over Workbook exercises. Answer any questions the learners may have.

Correct answers should be:

- 1. True
- 2. D
- 3. C
- 4. False
- 5. False

6. Next, say:

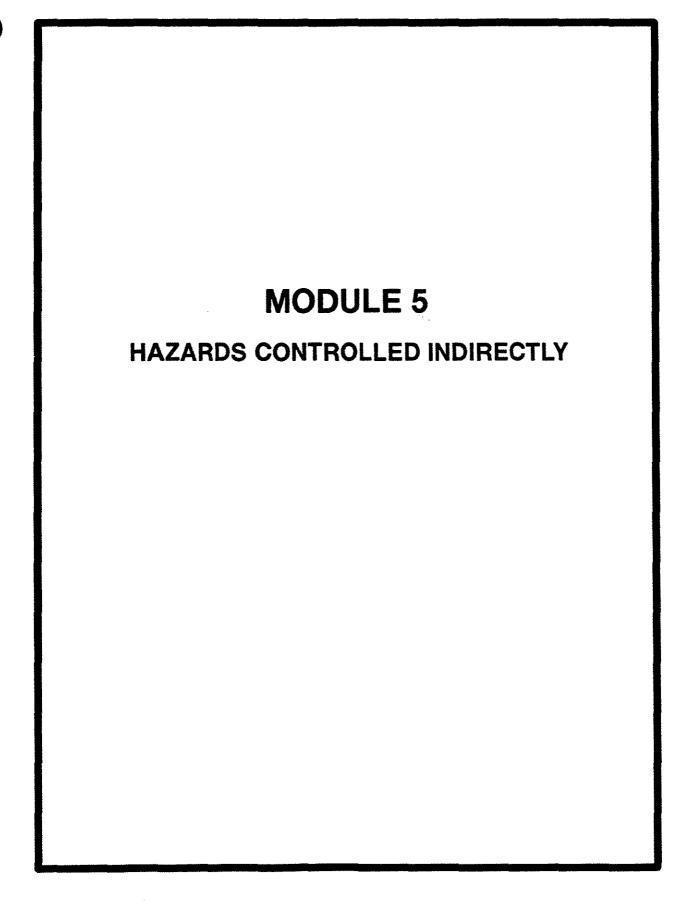
I'd like to talk just briefly about drugs and alcohol in the Postal Service. The video mentioned there is to be no drinking of alcohol on the clock. There are no exceptions to this. Moreover, there is to be no use of alcohol prior to your coming to work that might in any way affect or impair your ability to drive on the job.

You are also not allowed to take any drugs, including prescription drugs, either on the clock or before coming to work, that could impair your ability to safely operate a vehicle. Taking prescription drugs or over—the—counter drugs or mixing these drugs could lead to an accident. As you know, medicine—whether it's prescription or over the counter—or even fatigue could adversely affect your ability to drive a vehicle safely. If you or someone you know are experiencing a problem with alcohol, and/or drugs, get in touch with someone from our employee assistance program (EAP). EAP counselors have data banks of community resources to assist employees in finding help.

All discussions are confidential. These counselors are well qualified to help you. The EAP is staffed by trained counselors with professional expertise and experience in the identification, assessment, and treatment of alcohol and drug-related problems. Having alcohol or illegal drugs in your possession, could jeopardize your job, your future, and your freedom.

Your attitude has an awful lot to do with how well you'll do on the road. It directly affects your ability to drive safely. Care about yourself. Care about the Postal Service. Care about your vehicle. Care about the other drivers and people on your route. Are there any questions on what we've covered so far?

7. If there are any questions, answer them. When finished, introduce the next module, on hazards that are not directly controllable.



Module 5

Module Title: Hazards Controlled Indirectly

Terminal Objective:

At the end of this section of instruction, the learners will demonstrate a knowledge of safe driving procedures to adhere to when encountering or dealing with not directly controllable hazards.

Enabling Objectives:

	In order to achieve the terminal objective, the learners must be able to:
5.1	List rain, snow, sleet, fog, wind, and ice as hazards attributable to weather.
5.2	Identify effective procedures for driving in the rain and snow.
5.3	Examine two alternatives by which a driver can regain traction when stuck in the snow.
5.4	Itemize safe driving procedures for maneuvering on icy roads.
5.5	Determine safe procedures to maneuver vehicle when skidding.
5.6	Examine three factors—sunshine, darkness, and twilight as hazards attributable to light.
5.7	List four factors, when driving, for reducing glare or bright sun.
5.8	List safety precautions for driving at night.
5.9	Examine hazards attributable to roadway conditions.
5.10	Explain the best way to drive on unfamiliar roads.
5.11	Explain the best way to drive on dry and clear days.
5.12	List safety measures for driving safely in fog.
5.13	Explain safe driving procedures when driving through puddles.
5.14	Explain the best way to drive through leaves.
5.15	Explain the best way to drive when there are objects in the road.
5.16	Explain safe driving practices when driving on city roads.
5.17	Understand that a knowledge of the vehicle's size and characteristics is an accident-avoidance technique.

5.18 Identify other accident–avoidance techniques as: proper steering, proper braking,

foresight (anticipation), and slowing down.

5.19 Explain that "traffic" may be a hazard that is not directly controllable.

Time: 40 minutes

Methods: Lecture, videotape, Workbook exercise, full group discussion.

Materials: Learner's Workbook, pen, paper.

Media: Driver training videotape, Adverse Conditions, situation board (and accessories),

flipchart, markers.

SUMMARY OF INSTRUCTION

Introduce module on Hazards Controlled Indirectly. Show videotape <u>Adverse</u> <u>Conditions</u>. Complete Workbook pages. Explain how to drive in rain, and sleet, ice, snow, high winds, light, twilight, dark, and fog. Explain how to drive through potholes. Explain how to drive in the city. Explain that driving in traffic may be considered a not directly controllable hazard, and explain what the learner can do to avoid accidents while driving in traffic. Entertain questions and summarize module.

PLAN OF PRESENTATION

This portion of your Driver Training Program involves hazards controlled indirectly. The last four modules were all concerned with directly controllable hazards. If you remember, we said that some hazards, such as the driver, and sometimes traffic, are directly controllable. On the other hand, some hazards, such as light, weather, and the roadway, (and sometimes traffic) are not directly controllable—but they can be controlled indirectly.

2. Introduce the videotape called Adverse Conditions.

You can be the best driver in the world, but sometimes conditions arise—like extremely poor weather, very bad road conditions, and the like, that decrease visibility to almost nothing. Every driver on the road is faced with the same problems when these conditions come up.

It's how each driver compensates for these conditions that differentiate the professionals from the amateurs.

Watch the videotape carefully. It will give you good, common-sense ideas on what to do when you come up against some of these not directly controllable hazards. Even more importantly, remember these tips when you're out on the road.

There are different segments on this videotape that address different adverse conditions. I'm going to stop after each segment and we'll discuss what we've just seen. When the videotape is completed, I'll ask you to open your Workbook and complete some short exercises based on the videotape.

3. Instructor shows the videotape, Adverse Conditions.

Stop after each segment you show and discuss that segment. When the last video segment is over, ask for questions about the videotape.

4. When questions have been answered, ask everyone to turn to the next page in the workbook and complete a few short exercises based on the video. When everyone is finished discuss these exercises.

5. Answers to exercise are as follows:

1. Wind 5. Ice

2. Leaves 6. Puddles

3. Darkness 7. Snow

4. Fog 8. Potholes

6. When all are finished with Workbook, or when time is up, go over the Workbook exercises and make sure to answer all questions. Emphasize helpful hints for driving in the types of weather your office has to deal with. Spend as much time as you need to teach the basics of driving safely in foul weather.

7. Summarize.

The video and the Workbook brought out how to drive in various weather and roadway conditions. You may have noticed that many precautions you should take are similar in different situations. For instance, if you encounter rain or sleet, don't hit the brakes suddenly. The brakes will respond, but they can also lock the wheels, causing the wheels to skid on wet roads. To avoid skidding, squeeze the brakes then let up. Repeat the process quickly, until you're stopped. Avoid sharp or erratic turns or movement of the steering wheel. All of us encounter rain from time to time and we adjust our driving accordingly.

Keep in mind that the danger of wet roads increases: (1) on hot days just after the rain begins, (2) the first few minutes when the rain combines with oil and dirt on the road, and (3) at intersections, because vehicles have stopped there and left oil on the road. And, of course, you should read the road ahead.

And when it's raining, increase your following distance and slow down. Make sure that your wiper blades are working well and that your windshield is clean.

Sometimes you will be driving after a heavy rain has fallen. The sky may be bright and clear, but large puddles may remain on the ground. Be extremely careful. You may have no idea how deep the puddle is. You may temporarily lose your brakes as a result of going through the puddle. When you cannot avoid a puddle, slow down. Lightly depress the brake pedal when going through the puddle. Test your brakes afterwards.

You know, if you're not careful, your vehicle can wind up "hydroplaning." That is, you're "driving" on a thin layer of water. To regain control of your vehicle, reduce your speed by lifting your foot off of the accelerator. Do not apply the brakes.

In some colder areas, rain can turn to ice. Icy roads are particularly treacherous. If the roads have turned icy, slow down or stop, shift to a lower gear, then cautiously continue. Don't shift to a lower gear while you're moving fast. It may cause the vehicle to lose control by spinning the wheels. Accelerate and decelerate gradually. Avoid sudden turns, stops, and starts. Slow down. Remember, too, that bridges freeze before the road does.

Drive defensively.

8. For areas that experience snow, say

When you find that you're reporting to work and it's snowing outside, make sure that your vehicle's windshield, windows, and mirrors are completely free of snow. Use your defroster and windshield wiper to keep snow from building up on your windshield as you drive. Slow down to a safe speed and increase your following distance—don't drive the speed limit, drive below it.

If you start to skid in the snow, don't pump the brakes. Instead of "pumping" the brakes, use the squeeze technique. This simply means that you press the brake pedal down until you feel the wheels are about to lock up. Then you let off the pedal and squeeze again. Avoid sudden turns. Drive smoothly by making slight or gradual changes in speed and direction.

Signal well in advance. Watch out for pedestrians, and also look out for motorists stuck in the snow. If you get stuck in the snow, don't spin your tires. The best way to regain traction is to try to "rock" the vehicle forward and reverse. Be careful.

Wind can be a factor too. Especially with some of our lighter vehicles. Strong gusts of wind can come without any warning at all. These gusts can push your vehicle off the road—or push another vehicle into yours. Hold the steering wheel firmly. Steer

straight ahead. Avoid changing lanes or making sudden moves. Never try to pass other trucks or smaller vehicles on windy roads.

Don't let your guard drop just because the weather is good. Believe it or not, most accidents occur when weather conditions are perfect. So even if the weather is fine, pay attention to your driving at all times.

There are other things you need to watch out for, like light—or lack of it. Never look directly into bright sunlight. You can be temporarily blinded. Use sunglasses if you need them, and your vehicle's visor to help block out the sun. Keep a clean windshield. Always turn on your headlights at twilight. This will help you see objects ahead, as well as let other drivers see you. And make sure not to look directly into the headlights of oncoming vehicles.

Many areas experience fog, especially during the early morning hours when some of you may be reporting to work. Always drive with low beams. High beams will reflect off the fog and actually reduce your vision. Increase your following distance to allow for extra reaction time.

Some roads are badly in need of repair. The big cities usually have this problem a lot, but you can find it anywhere—on rural roads, on highways, just anywhere. You may, also, drive through treacherous stretches of road with dangerous curves, steep hills, and the like. Be extremely careful when your visibility is reduced or your vision is blocked—for example, when going around curves or up a steep hill.

Let's take potholes, for instance. To avoid them, scan the road ahead. If you spot one, try to go around it safely. If you can't avoid a pothole, slow down, get a good grip on the steering wheel, and drive on. Avoid braking once you're in the pothole. Take your foot off the gas pedal until you clear the pothole. Then resume a safe operating speed.

9. For those driving in city traffic, say:

When you're driving in the city, make sure there's plenty of distance between you and the vehicle in front of you and behind you. I know sometimes it's difficult in the city to leave space between vehicles. It seems that whenever there's space, another vehicle will squeeze in.

Stop and park only in safe locations after signaling and properly securing your vehicle. Obey all traffic laws. They are for all of us.

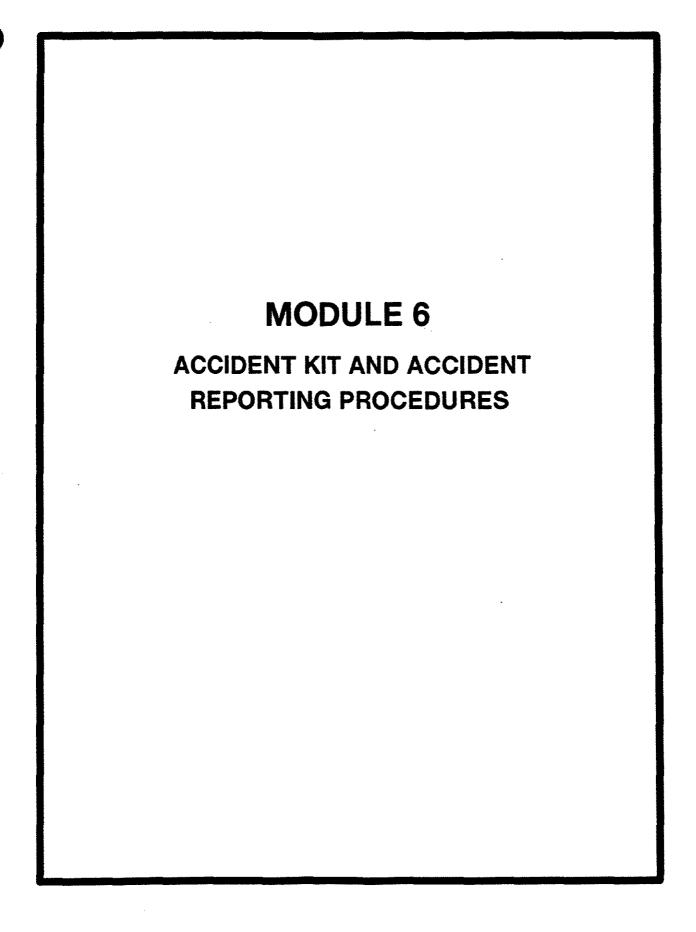
10. Summarize briefly.

Well, we've talked about ways to drive through all kinds of conditions. And there are many weather and road conditions we haven't even talked about. You see, you can't change the weather or the roadway, or the lighting conditions; but you can change the way you drive to compensate for these conditions while becoming a better, safer, professional postal driver.

You've seen that the same avoidance techniques seem to get mentioned—slow down, keep watching the road, expect the unexpected. Some other accident avoidance techniques are to make sure you're steering properly—two hands on the wheel at all times; make sure that when you put your foot on the brake, you're braking properly; and always anticipate—watch out for the other driver or pedestrian. It's a tough job, but I know as professional postal drivers, you can do it. Any questions?

11. If there are questions, answer them. When finished, say:

I'm going to give you some information in the next module about something I hope you'll never need to use—information about the Postal Accident Kit and Accident Reporting Procedures.



Module 6

Module Title: Accident Kit and Accident Reporting Procedures

Terminal Objective:

6.0

At the end of this section of instruction, the learners will successfully demonstrate a knowledge of the accident report kit and accident reporting procedures.

Enabling Objectives:

In order to achieve the terminal objective, the learners must be able to:

6.1 Explain that Item 087–H, <u>Vehicle Accident Report Kit</u>, is an accident kit that is placed in every postal vehicle.

6.2 Identify the contents of the accident kit as: Forms 4585, Postal Driver Accident Information, 4586, Accident Information, SF 91, Operator's Report of Motor Vehicle Accident, pencil, and chalk or crayon.

6.3 Properly complete SF 91, Operator's Report of Motor Vehicle Accident.

Relate procedures to follow when involved in a collision.

6.5 Relate driver's responsibilities at the accident site.

Time:

40 minutes

Methods:

Lecture, discussion.

Material:

Learner's Workbook, pen, pencil, paper.

Media:

Situation board (and accessories), flipchart, markers, overhead (if desired).

SUMMARY OF INSTRUCTION

Introduce accident kit and accident reporting procedures module. Discuss Item 087-H, Accident Report Kit. Discuss SF 91, Operator's Report of Motor Vehicle Accident. Briefly discuss Form 4585, Postal Driver Accident Information, and Form 4586, Accident Information. Be positive. Explain the marking procedure with chalk or crayon. Complete Workbook pages. Discuss postal driver responsibilities at the accident site.

PLAN OF PRESENTATION

1. Introduce the module.

I hope none of you here will become involved in an accident. I expect you to drive defensively and avoid accidents. Unfortunately, some of you in this room will become involved in an accident in the next few years because you've ignored or forgotten some safe driving rules. If you do have the misfortune of becoming involved in an accident on the job, you should know exactly what you're expected to do.

- 2. Refer learners to Workbook to examine forms used in accident reporting (Item 087–H, SF 91, Form 4585, Form 4586.) If you have any of the above, you may wish to hold them up and show them to the class.
- 3. Refer learners to Workbook, Item 087-H. If you have an item 087-H in the room, you may want to show it to the class.

We're going to talk briefly about Item 087-H, the <u>Accident Report Kit</u> first. This kit must be found in all postal vehicles, leased vehicles, in rural carrier vehicles, and in all motor vehicles operated by postal employees in a pay status who are on the clock.

When performing your Notice 76, <u>Expanded Vehicle Safety Check</u>, you should look to make sure that your vehicle has an accident kit in it. These kits may be sealed. If they are, don't open the seal, unless of course, you need to. If no kit is found, contact your supervisor for another kit immediately. The following instructions are printed on the front of the item 087–H for you to follow.

- Stop your vehicle at the scene.
- Aid and assist the injured.
- Safeguard the scene against further accidents.
- Secure the vehicle and the mail.
- Provide other driver(s) and/or police with any information required by law.
- Obtain names, addresses, and telephone numbers of any injured persons (note the extent of visible or claimed injury.)
- Obtain name(s), address(es), and telephone number(s) of the owner(s) or driver(s) of any vehicle(s) or property damaged.

Additionally, obtain the name of the other driver(s) insurance carrier and policy number(s).

Note the extent of visible damage.

- Obtain the names, addresses, and telephone numbers of any witnesses (use Form 4586.)
- Mark on the pavement with chalk or crayon the position of the vehicle's wheels, as well as objects, or persons involved in the accident.
- And finally, complete Standard Form 91 and submit it to your immediate supervisor before going off duty on the day of the accident.

Of course, contact your supervisor as soon as possible.

If an accident has occurred, no matter how minor it seems, the driver still must complete this form. This protects the vehicle operator, and the USPS if a tort claim is filed against the USPS. Any questions about the item 087–H?

- 4. If there are any questions, answer them briefly. Do not dwell on becoming involved in accidents.
- 5. Briefly discuss Forms 4585 and 4586. You may want to show the Forms 4585 and 4586 to the class while they are looking at them in their Workbooks.

If an accident has occurred, the Form 4585 <u>Postal Driver Accident Information</u> must be completed by the driver. It will have the driver's name and office and will provide other drivers and/or police with any information required by law.

DRIVERS SHOULD NEVER ADMIT LIABILITY. Even if the driver has no doubt the accident was his or her fault, the driver should be polite, but not discuss the accident with anyone except the accident investigator, the police, and the supervisor.

DRIVERS SHOULD NOT TRY TO MAKE A SETTLEMENT WITH THE OTHER DRIVER. The names, addresses, and telephone numbers of any injured person should be obtained (note the extent of visible or claimed injury).

The postal vehicle operator should place a mark on the pavement beside all four tires of the vehicle and place a large "F," indicating "front," on the pavement in front of the vehicle.

The driver <u>must</u> not move the vehicle until you are told to do so by a police officer. If no police officer is at the scene, then do so if told to by the accident investigator or your supervisor.

6. DON'T DWELL ON THE NEGATIVES. Don't make the learners feel they are "doomed" to be involved in an accident. When finished refer learners to Workbook, Form 4585, Postal Driver Accident Information. If there are any questions, answer them.

- 7. Then refer learners to Workbook page on Form 4585 and discuss.
- 8. Refer learners to Form 4586, Accident Information, in the Workbook.
- 9. Discuss the Form 4586 exercise from the Workbook. Answer all learner questions.
- 10. When finished, direct learners to SF-91 in their Workbooks.
- 11. Show the class the SF-91 in your classroom, and refer to the completed form in their workbook.

The form, when folded in the middle, is a four-page report. Look first on the right side of page 36. You should see the title of the form on top, <u>Operator's Report of Motor Vehicle Accident</u>. See it?

12. If there are any questions, answer them. When finished continue, saying:

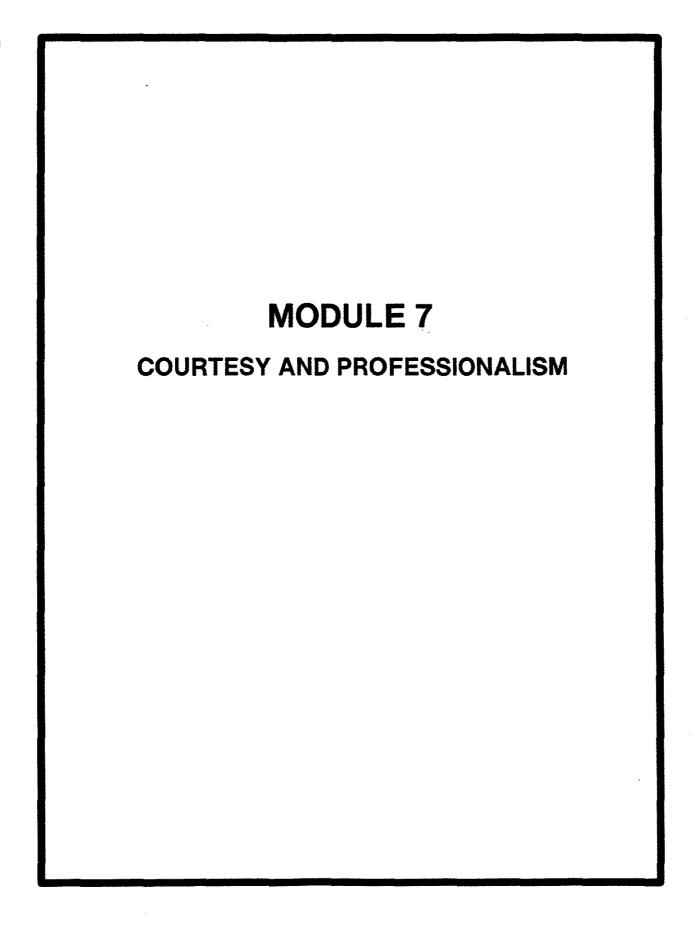
Now that you know all the forms that need to be filled out in case of an accident, I want to make sure that you know exactly what a driver's responsibilities are at an accident site. If a driver is involved in an accident with injuries to others, the driver must first stop the vehicle. If the driver is not injured, what happens next?

13. Solicit responses. The correct answer is: Aid or obtain aid and assist the injured.

After aid is obtained, the driver takes the chalk from the accident kit and places a mark on the ground or pavement beside all front tires of the driver's vehicle. On the ground in front of the vehicle, the driver places a large "F." Then the driver will secure the accident scene, secure the vehicle, and finally, contact the supervisor for further instructions. Any questions about anything we've discussed in this "Accident Kit and Accident Reporting Procedures" module?

14. Answer any questions. When you have answered all questions, introduce the next module.

Next, we'll be talking about "Courtesy and Professionalism" while driving for the Postal Service.



Module Seven

Module Title: Courtesy and Professionalism

Terminal Objective:

7.0 At the end of this section of instruction, the learners will be able to demonstrate a

knowledge of how professionalism and courtesy in the postal service relate to safe

driving.

Enabling Objectives:

In order to achieve the terminal objective, the learners must be able to:

7.1 Discuss the art of being a professional postal driver.

7.2 Discuss the importance of possessing a proper attitude when relating to

professional and courteous driving.

7.3 Relate the principles of courtesy to professional postal driving.

7.4 Discuss the importance of public perception of image created by the driver and

postal vehicles.

7.5 Relate what safe driving awards are, and how they are earned.

7.6 Recognize that to become a professional postal driver one must constantly

practice courtesy as well as safety.

7.7 Explain the Form 4584, Observation of Driving Practices, to include that drivers

are subject to observation by supervisors or others at any time.

Time: 30 minutes

Methods: Lecture, group discussion.

Materials: Learner's Workbook, pen, pencil, paper.

Media: Situation board (and accessories), flipchart, markers.

SUMMARY OF INSTRUCTION

Introduce the module on courtesy and professionalism. Discuss the word "professionalism", and complete workbook page. Discuss the differences between a professional driver and a professional postal driver. Discuss courtesy. Discuss personal experiences learners have had with postal driving personnel. Explain that a professional postal driver always practices safety. Discuss safe driving awards. Discuss the rule on carrying passengers in a postal vehicle. Discuss Form 4584, Observation of Driving Practices, and complete workbook exercise.

PLAN OF PRESENTATION

1. Open this module, saying:

I'd like to talk with you about courtesy and professionalism in the postal service for a few minutes. Courtesy and professionalism—these words are used so often that they seem to lose their meaning after a while. Every one of you will nod your head and say, "Of course we should be professional; of course we should be courteous." But you need to show in <u>deed</u> as well as in word that you care about the public. Without them, we would all be out of a job.

Let's discuss the word "professionalism." At the beginning of this course, I mentioned that many of you already felt that you were professional drivers. What's your idea of a professional driver?

- 2. Refer learners to exercise on "Characteristics of a Professional Driver," workbook page.
- Have learners write the characteristics of a professional driver in their workbooks. Then
 call on various learners. Come to an agreement on some characteristics of a professional
 driver.
- 4. Next, ask:

"What are some differences, then, between a professional driver and a professional postal driver?"

- 5. Discuss any differences between drivers and professional postal drivers (PPD) such as:
 - PPD's have increased exposure because of pulling in and out of the traffic flow,
 - PPD's have more stops and starts,

- PPD's drive right hand drive vehicles,
- PPD's may be have two jobs to perform—professional postal driver, as well as carrier or other function,
- PPD's have positive driving attitude and skills.

6. Next, say:

Think about the carrier who delivers your own route. Remember, the driver you had a run—in with on the road recently. You may have heard stories from others. Anyone who drives a postal vehicle is highly visible in the streets. Dress sharp, smile often, and drive safely.

While we're discussing courtesy and professionalism, how many of you encounter bicycle riders on your route? When you come upon a cyclist always try to change lanes if possible to completely avoid the bicycle.

7. Get volunteers to speak about courteous or non-courteous postal drivers and/or postal driving situations. Keep stories/examples relevant to driving. If no one volunteers, share your personal experience.

Although good customer relations include being a courteous driver, it doesn't include stopping to discuss current affairs, with each customer, or lending a customer a helping hand in the yard. Being courteous also doesn't mean that you can use your postal vehicle to help other vehicles. Let's say you're driving a postal vehicle and the vehicle ahead of you stalls. The driver of the vehicle asks you to push his vehicle. You are not allowed to push the vehicle. Just politely tell the person in the vehicle that you are not allowed to push another vehicle with a government vehicle.

I'd like to mention just one word about carrying passengers in your vehicle. You may want to help someone out, but most of our vehicles are equipped with one seat only—that's for the driver.

For your safety and the sanctity of the mail, you are to pick up no passengers in your vehicle unless all three of the following conditions are met:

- They're postal employees,
- Permission has been given by your supervisor, and
- The vehicle has been equipped with a seat and seat belt for each passenger.

Are there any questions?

Being a professional postal driver involves always wearing clean clothes, always making sure your vehicle is clean and presentable, doing vehicle safety checks, adjusting mirrors properly, making sure your windshield is clean, signaling all turns in advance, always yielding right of way, always watching out for the other drivers, children and other pedestrians, always greeting customers courteously—I think you get the idea. You're not just another delivery person, you are a professional, a representative of the United States Postal Service—an organization that is committed to safety and service.

I'd like to talk now about the safe driving awards in the postal service; what they are and how you can earn them. The most important way to learn how well you're driving is by achieving a safe driving award pin. This award is the highest national safe driving award given by the Postal Service.

According to the National Safety Council Rules on preventable and nonpreventable accidents, if you drive your vehicle safely and have no preventable accidents for one entire year, you are awarded a safe driving award pin. For each additional year that you drive safely, you are given another pin.

When you go out to your station or branch, look for the men and women who are proudly displaying their safety awards. This is something that you have to <u>earn</u>—you can't be given an award if you don't deserve it.

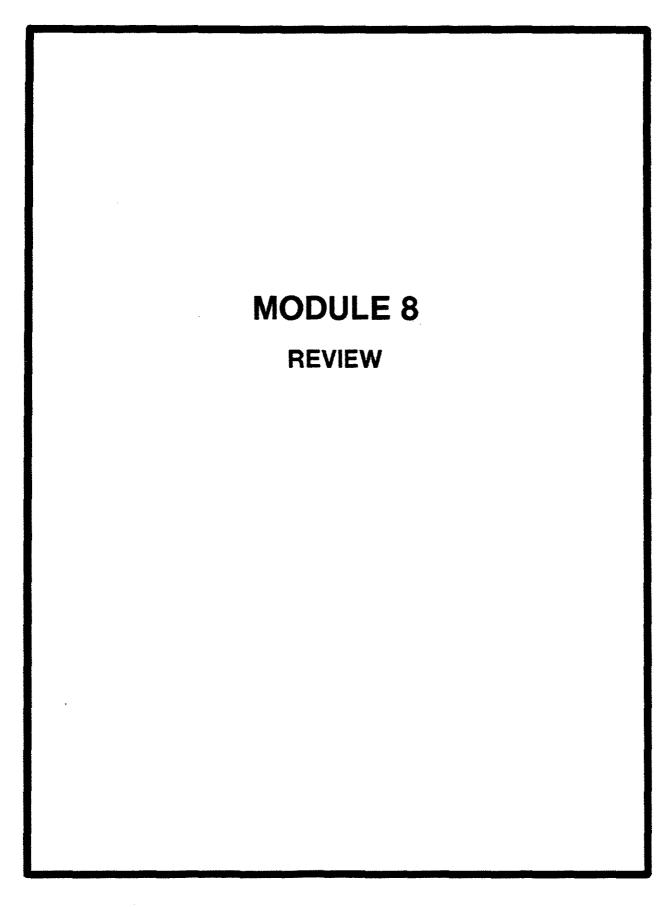
8. If there are any questions, answer them. When finished, introduce the Form 4584,

Observation of Driving Practices. There is a sample Form 4584 in your classroom; show it to the learners now.

Well, I'd like to talk about. Form 4584, <u>Observation Of Driving Practices</u>. During your driving career, and especially during your probationary period, you'll be observed, while you're driving on your route by your supervisor if you're in traffic, you may not get your copy of this form until you make a stop or return to your office.

It is possible that the observer will feel that there are some driving practices of yours that need to be improved. He or she will check the appropriate box, make comments, and sign the form. Copies will go to you and to appropriate officials.

At this point, we're going to review everything that's been talked about so far.



Module Eight

Module Title: Classroom Review

Terminal Objective:

8.0

At the end of this section of instruction, the learners will successfully demonstrate a knowledge of professional driving skills through a question/answer discussion session.

Enabling Objectives:

In order to achieve the terminal objective, the learners must:

8.1 Correctly answer all review questions.

Time: 30 minutes

Methods: Class discussion

Material: Pen

Media: Situation board and accessories, flipchart (if needed), markers

Summary: Explain that this is a review module. Ask for questions about the course. Review

answers to questions with learners.

DETAILS OF INSTRUCTION:

NOTE TO INSTRUCTOR: The informational portion of the classroom training course is now over. This module is a review module. We have provided optional sample questions with answers for you with an answer sheet afterwards. At this point you may wish to:

- 1. Ask some of these questions directly from this guide,
- 2. Come up with your own questions,
- 3. Ask the class for questions and discuss those questions.
- 1. Say:

You have just about finished your classroom portion of the Driver Orientation Training Program.

OPTIONAL QUESTIONS:

1.	Everyone in	n the Postal Service has an obligation to work
	*A.	safely.
	В.	quickly.
	C.	slowly.
	D.	None of the above.
2.	is (a:	re) responsible for the safe operation of a postal vehicle?
	A.	Your supervisor.
	B.	Your fleet manager.
	C.	Your Driver Instructor and Examiner.
	*D.	You—the driver.
3.	A definition	of "defensive driving" might be
	*A.	driving to save lives, time, and money in spite of the conditions around you and in spite of the actions of others.
	B.	driving with both hands on the steering wheel.
	C.	wearing a safety belt.
	D.	keeping your vehicle tuned-up at all times.
4.	The most si	gnificant related factor of a motor vehicle accident is the
	*A.	driver.
	В.	weather.
	C.	vehicle.
	D.	all of the above.
5.	-	loyees must have a in their possession while operating a motor vehicle postal business.
	A.	A U.S. Postal Service Identification Card
	B.	Registered Receipt
	*C.	valid state driver's license
	D.	None of the above.

6.	Form 4582, things	Operator's Record (Driving Record) is a permanent record for, among other
	A.	documenting safe driver awards.
	B.	listing vehicles an employee is qualified to operate.
	C.	listing of motor vehicle accidents (preventable and nonpreventable).
	*D.	all of the above.
7.	When your vehicle doo	postal vehicle is in motion, and you are traveling to or from your route, your rs
	A.	may be closed.
	B.	could be opened.
	*C.	must be closed.
	D.	none of the above.
8.	When you a	are driving a postal vehicle
	*A.	you must obey all local, state, and city traffic laws and ordinances.
	B.	you may do what you need to do to deliver the mail.
	C.	you have the right to disobey traffic laws since they don't affect you.
	D.	none of the above.
9.	are <u>n</u>	ot a major cause of postal motor vehicle accidents?
	A.	Backing.
	B.	Rollaways.
	C.	Striking fixed objects.
	*D.	Invalid driver licenses.
10.	A definition	of a preventable accident is
	*A.	an accident in which the driver failed to do everything he or she reasonably could have done to prevent the accident.
	В.	an accident in which the driver failed to do everything he or she possibly. could have done to prevent the accident.
	C.	driving a preplanned route.
	D.	paying full-time attention to driving.

11.	A good def	ensive driving technique would be
	A.	driving with two hands on the steering wheel
	B.	covering the brake pedal while approaching intersections
	C.	driving at or below the posted speed limit
	*D.	All of the above
12.	The hazard	ous condition considered the most critical is the
	A.	traffic.
	В.	vehicle.
	C.	weather.
	*D.	driver.
13.	An example	e of a directly controllable driving hazard would be
	*A.	your vehicle.
	B.	a traffic signal.
	C.	a pedestrian.
	D.	a bicyclist.
14.	An example	e of a not directly controllable driving hazard would be
	A.	your vehicle.
	В.	an intersection.
	*C.	the weather.
	D.	traffic.
15.	A "hazard,"	as discussed in this course, may be defined as
	A.	a peril.
	B.	a risk.
	C.	a danger.
	*D.	all of the above.

16.	A "driving	hazard," as defined in this course, may be said to be
	A.	a close relative.
	*B.	a situation on the road which exposes a vehicle operator or others to a danger, peril, or risk.
	C.	both of the above.
	D.	neither of the above.
17.	A Label 70	, Safety Check and Vehicle Dimensions, may be found
	A.	on the supervisor's desk.
	B.	in your wallet.
	*C.	applied to the dashboard of most postal vehicles.
	D.	in the glove compartment of all vehicles.
18.	A Form 45	70, Vehicle Time Record, is used to
	A.	record overtime.
	B.	keep track of mail volume.
	*C.	record daily vehicle use.
	D.	report vehicle damage.
19.	The Notice	76, Expanded Vehicle Safety Check must be used
	A.	after being involved in a collision.
	*B.	prior to, and after use of the vehicle.
	C.	while on your route.
	D.	when told to do so by your supervisor.
20.	The Form 4	1565, Vehicle Repair Tag, is used
	Α.	after an accident.
	В.	before an accident.
	*C.	to record vehicle damage.
-	D.	for daily vehicle use.
21.	•	ating your vehicle, you break down, or your vehicle gages indicate a problem. First you will
	A.	report on Form 4565 any problems.
	B.	contact your supervisor at the end of your route.
	*C.	secure your vehicle, then contact your supervisor as soon as possible.
	D.	all of the above.

22.	Some vehic	le parts, that when defective may contribute to a vehicle accident are
	A.	worn brakes.
	B.	brake lights.
	C.	tires.
	*D.	all of the above.
23.	Where legal	l to do so, you may execute a right turn on red when
	Α.	your city/state allows a right turn on red.
	B.	there are no pedestrians in the crosswalk.
	C.	there are no vehicles approaching.
	*D.	all of the above.
24.	is use	ed when computing total stopping distance.
	A.	Reaction distance.
	В.	Skidding distance.
	C.	Braking distance.
	*D.	A and C above.
25.	To determinuse is	nc a safe following distance when driving Postal Service vehicles, the rule to
	Α.	one car length for each five miles per hour.
	B.	the two-second rule.
	*C.	the four-second rule.
	D.	none of the above.
26.	Traffic situa	ations that may be a hazard are
	A.	the vehicle ahead, the vehicle behind, and the vehicle in an intersection.
	В.	the vehicle passing, the vehicle entering, and leaving a parking space, and the vehicle turning.
	*C.	both A and B.
	D.	None of the above.

27	WAL	ld not pertain to avoiding a collision with the vehicle ahead.
21.		•
	A.	Failure to pay attention.
	B.	A vehicle stopping suddenly without warning.
		Following too closely.
	*D.	The driver ahead driving too slowly.
28.	You should	never when you see a tailgater.
	*A.	slam on your brakes.
	B.	motion for the tailgating vehicle to pass.
	C.	slow down.
	D.	do any of the above.
29.	One safe pr	ocedure you should follow to avoid a head-on collision is
	*A.	read the road ahead.
	В.	maintain relatively good vehicle control.
	C.	steer to the left.
	D.	let the other driver avoid the collision.
30.	You are at a positioned	in intersection waiting to make a left turn. Your front wheels should be
30.	positioned.	-
30.	positioned .	
30.	positioned A. B.	to the left. to the right.
30.	positioned A. B. *C.	to the left.
30.	positioned A. B. *C. D.	to the left. to the right. straight ahead.
	A. B. *C. D. When stopp	to the left. to the right. straight ahead. None of the above. bed behind a vehicle, you must be able to
	A. B. *C. D. When stopp	to the left. to the right. straight ahead. None of the above. bed behind a vehicle, you must be able to see the rear bumper of the vehicle ahead.
	A. B. *C. D. When stopp	to the left. to the right. straight ahead. None of the above. bed behind a vehicle, you must be able to see the rear bumper of the vehicle ahead. follow the two-second rule.
	A. B. *C. D. When stopp A. B.	to the left. to the right. straight ahead. None of the above. bed behind a vehicle, you must be able to see the rear bumper of the vehicle ahead.
	A. B. *C. D. When stopp A. B. C.	to the left. to the right. straight ahead. None of the above. bed behind a vehicle, you must be able to see the rear bumper of the vehicle ahead. follow the two-second rule. leave three car lengths between the vehicle ahead and yourself.
	positioned A. B. *C. D. When stopp A. B. C. *D.	to the left. to the right. straight ahead. None of the above. bed behind a vehicle, you must be able to see the rear bumper of the vehicle ahead. follow the two-second rule. leave three car lengths between the vehicle ahead and yourself.
31.	positioned A. B. *C. D. When stopp A. B. C. *D.	to the left. to the right. straight ahead. None of the above. bed behind a vehicle, you must be able to see the rear bumper of the vehicle ahead. follow the two-second rule. leave three car lengths between the vehicle ahead and yourself. none of the above.
31.	A. B. *C. D. When stopp A. B. C. *D.	to the left. to the right. straight ahead. None of the above. bed behind a vehicle, you must be able to see the rear bumper of the vehicle ahead. follow the two-second rule. leave three car lengths between the vehicle ahead and yourself. none of the above. intersection you should
31.	positioned A. B. *C. D. When stopp A. B. C. *D. When at an A.	to the left. to the right. straight ahead. None of the above. bed behind a vehicle, you must be able to see the rear bumper of the vehicle ahead. follow the two-second rule. leave three car lengths between the vehicle ahead and yourself. none of the above. intersection you should look right, then left, then right.

33.	When appro	oaching a stop sign, you may make your complete stop
	*A.	before the pedestrian crosswalk (if there is one).
	В.	anywhere inside the pedestrian crosswalk (if there is one).
	C.	up to the middle of the intersection.
	D.	None of the above.
34.	The procedu	ure(s) that are correct for making a turn at an intersection is (are)
	A.	signal well in advance.
	В.	slow down.
	C.	tum into the proper lane.
	*D.	All of the above.
35.	You may ch	ange lanes in a postal vehicle
	Α.	whenever you like.
	*B.	only when necessary.
	C.	never.
	D.	None of the above.
36.	You may ba	ack your vehicle
	*A.	if you have no other choice.
	B.	anytime you like as long as you do it safely.
	C.	if the customer asks you to.
	D.	None of the above.
37.	All of the fo	ollowing backing situations may be hazardous except:
	A.	backing up to check an area that is open to the public.
	В.	backing into an alley which crosses a sidewalk.
	C.	backing in heavy traffic.
	*D.	None of the above.
38.	is the	e maximum authorized speed limit for a postal vehicle crossing railroad tracks?
	*A.	15 m.p.h.
	В.	20 m.p.h.
	C.	25 m.p.h.
	D.	30 m.p.h.

39.	The parking	g brake must be set and the gear selector must be placed in park
	Α.	at the end of your tour.
	В.	when dismounting for delivery.
	C.	when dismounting for collections.
	*D.	All of the above.
40.	You must lo	ock your postal vehicle windows and doors
	A.	when you end your tour of duty.
	В.	when the vehicle is out of sight.
	*C.	All of the above.
	D.	None of the above.
41.	could	d be described as driving too fast for conditions.
	A.	Driving at the speed limit with perfect conditions.
	В.	Driving at minimum speed through a residential neighborhood with children playing.
	C.	Driving a greatly reduced speed on poorly maintained roads.
	*D.	Driving at the speed limit in fowl weather.
42.	A vehicle is around. Yo	backing to the dock in a confined area. You are approaching and need to go u should:
	A.	Drive around the back of the vehicle and sound the horn.
	В.	Drive around the front of the vehicle and sound the horn.
	C.	Drive around the front of the vehicle without sounding the horn.
	*D.	Wait until the backing maneuver has been completed so as not to distract the driver.
43.	If a stopped	vehicle places you in a position requiring backing, you must:
	A.	blow your horn indicating to the other driver he/she must move.
	В.	wait patiently until the driver returns.
	C.	call your supervisor.
	*D.	get out of the vehicle, walk back, check the area behind the vehicle and the entire area you plan to use while backing. Return to the vehicle and do your backing before the situation behind has time to change.

44.	You have ju	ast passed a delivery stop by a short distance. You should:
	A.	back the vehicle carefully to make your delivery.
	B.	not deliver the mail.
	*C.	get out of the vehicle without backing and walk back.
	D.	none of the above.
4 5.	No govern	ment or contract vehicle may be driven into a driveway:
	*A. f	rom which it is necessary to back out.
	B. u	inless you are sure no children are around.
	C. u	inless someone is around to act as a spotter.
	D. a	dl of the above.
46.	A driver's a	attitude:
	Α.	does not affect the ability to drive safely.
	*B.	directly affects the ability to drive safely.
	C.	if aggressive, can be of great benefit in the prevention of accidents.
	D.	if angry, does not affect the ability to drive safely.
47.	may	affect a driver's ability to operate a vehicle safely
	Α.	Alcohol.
	B.	Prescription or nonprescription medication (drugs).
	C.	The state license.
	*D.	A and B above.
48.	Postal drive	ers may drink alcohol
	A.	only on the clock.
	B.	only off postal premises.
	C.	only on break.
	*D.	never on the clock.
49.	Postal drive	ers may take prescription drugs
	*A.	when the drugs don't adversely affect performance.
	B.	anytime they want.
	C.	only off the clock.
	D.	only on break.

50.	is no	t an accident avoidance technique.
	A.	Proper steering.
	B.	Slowing down.
	C.	Proper braking.
	*D.	Always driving at least at the speed limit.
51.	When drivi	ng a postal vehicle you should
	A.	finger the mail.
	*B.	concentrate only on safe driving.
	C.	think about upcoming vacation plans.
	D.	think about your route.
52.		are considered not directly controllable hazards.
	*A.	Weather, light, and roadway.
	B.	Traffic, the vehicle, and the driver.
	C.	Weather, the vehicle, and the driver.
	D.	Traffic, light, and the roadway.
53.	If you enco	unter heavy rain or sleet
	A.	hit the brakes quickly so as not to skid.
	*B.	don't hit the brakes quickly.
	C.	Either of the above methods is correct.
	D.	Neither of the above methods is correct.
54.	When you'r	re driving in a heavy rain, you should
	*A.	increase your following distance.
	B.	decrease your following distance.
	C.	drive as you would in other situations.
	D.	None of the above.
55.	If you start	to skid in the snow, you should
	Α.	brake quickly.
	В.	pump the brakes.
	*C.	take your foot off of the brakes.
	D.	None of the above.

56.	When you'	re driving in a heavy wind, you
	A.	may pass other vehicles if you're careful.
	B.	may pass trucks only.
	C.	may pass smaller vehicles only.
	*D.	None of the above.
57.	When drivi	ng in fog, you should
	*A.	drive with low beams to increase visibility.
	В.	drive with high beams to increase visibility.
	C.	drive with parking lights to increase visibility.
	D.	None of the above.
5 8.	is no	ot considered an adverse weather condition.
	A.	Fog.
	В.	Snow.
	C.	Rain.
	*D.	Roadway.
59.	can l	oc considered an adverse road condition.
	A.	Curves.
	В.	Hills.
	C.	Roadway surfaces.
	*D.	All of the above.
60.	are l	ight conditions that can affect the safe operation of your motor vehicle.
	A.	Artificial light.
	В.	Natural light.
	C.	Lack of light.
	*D.	All of the above.

61.	If a sign rea	ads "Left turn on red permitted", you:
	Α.	may never turn left on red in a postal vehicle.
	В.	may turn left on red only if there is opposing traffic coming toward you
	C.	may turn left on red only during summer months.
	*D.	may turn left on red only if extreme caution is used.
62.	A driver in (SF) 91	volved in an accident, unless incapacitated, must complete standard form
	A.	the next day.
	*B.	prior to the end of his/her tour of duty.
	C.	Do not complete, the supervisor will do it.
	D.	All of the above.
63.	No matter h	now minor the accident may seem, drivers must report
	A.	only major accidents.
	*B.	all accidents.
	C.	only accidents with personal injuries.
	D.	only accidents that are over an estimated \$75.00.
64.	When invol	lved in a motor vehicle accident a driver must
	A.	aid and assist the injured.
	B.	secure the accident scene and the mail.
	C.	notify your supervisor.
	*D.	Do all of the above.
65.	Two charac	eteristics of being a professional postal driver are
	A.	a valid state license and a safe driving award.
	B.	liability insurance and a vehicle in good condition.
	*C.	proper driving attitude and skills.
	D.	None of the above.

66.	A Postal Service driver involved in an accident should not move his or her vehicle until			
	Α.	aid has been administered to an invalid.		
	*B.	a policeman has given the OK.		
	C.	it is safe to do so.		
	D.	the driver cannot move the vehicle.		
67.	If a driver is involved in an accident and sure that the accident was his fault he should			
	-			
	A.	admit fault at the scene.		
	*B.	never admit fault at the scene.		
	C.	admit fault if the policeman asks.		
	D.	None of the above.		
6 8.	You must drive for one entire year without a preventable accident to earn			
	*A.	a safe driving award.		
	B.	an engraved safety mug.		
	C.	a Postal Service safety belt.		
	D.	None of the above.		
69.	You may carry passengers in your vehicle when			
	A.	you know the people involved.		
	В.	you know the people are postal employees.		
	C.	you drive very carefully with the passengers.		
	*D.	None of the above.		
70.	When you are coming into a school zone you must slow down to the allowable speed limit			
	Α.	before crossing the crosswalk.		
	*B.	before you pass the school zone sign.		
	C.	after reaching the end of the school zone.		

after passing the school zone sign.

D.

71.	When parking at the curb on an uphill slope, you should				
	A.	keep your wheels straight.			
	B.	turn your wheels toward the curb.			
	*C.	turn your wheels away from the curb.			
	D.	it doesn't matter.			
72.	When parking at the curb on a downhill slope, you should				
	A.	keep your wheels straight.			
	*B.	turn your wheels toward the curb.			
	C.	turn your wheels away from the curb.			
	D.	it doesn't matter.			
73.	If you pass a delivery stop, you should				
	A.	back up safely to the stop if it's not too far.			
	B.	drive around the block and come back.			
	*C.	stop where you are, if it's safe, and walk back.			
	D.	bring the mail back and try the next delivery day.			

PART II ON LOCATION

MODULES 9-11

MODULE 9

VEHICLE INFORMATION AND FAMILIARIZATION

Module Nine

Module Title: General Vehicle Information and Familiarization (Hands-On)

TRAINING INFORMATION

Terminal Objective:

8.0 At the end of this section of instruction, the learners will successfully demonstrate

a knowledge of professional driving skills passing the Vehicle Operation Certifi-

cation Test, TD-287D with a qualifying score.

Enabling Objectives:

	·
	In order to achieve the terminal objective, the learners must be able to:
8.3	Demonstrate the ability to operate all postal vehicles assigned.
8.4	Explain the various parts, equipment, and operation of postal vehicles assigned.
8.5	Utilize mirrors and identify blind spots.
8.6	Be familiar with the components and accessories of the vehicle(s) they will be assigned.
8.7	Explain the importance of holding on and slip-resistant footwear when mounting and dismounting vehicles.
8.8	Explain that no unauthorized riders are allowed in postal vehicles.
8.9	Explain that mail must not be piled up on dash tray so that it obscures vision or interferes with handling of the vehicle.
8.10	Explain that containers of mail should be secured to ensure no interference with the operation of the vehicle.
8.11	Define the correct procedures for proper vehicle care.
8.12	Explain seat belt rules in postal vehicles.

Time: 30–45 minutes per vehicle

Methods: Lecture, demonstration, hands-on.

Perform required vehicle safety check.

Material: Vehicles to be driven.

Media: None.

8.13

SUMMARY OF INSTRUCTION

Instructor takes the students to the area where they may see the vehicles they will be driving and will be responsible for. Once at the site, the instructor lectures and presents any job aids (handouts such as the Notice 76, Expanded Vehicle Safety Check, etc.) that will help the students learn about the vehicles they will be driving such as information about: handling, braking, gages, traction, starting, mirrors, and safety concerns particular to vehicle.

MISCELLANEOUS DETAILS: None.

PLAN OF PRESENTATION

- Thoroughly explain and demonstrate the workings of the vehicles the learners will be responsible for. All learners' questions will be answered. All learners will be given a chance to visually inspect the vehicles they are to drive as well as "explore" the inside and outside of the vehicle.
- 2. Provide opportunity for all learners to operate controls while vehicle is parked.
- 3. Have "blind spot" demonstration.
- 4. Explain Notice 76, Expanded Vehicle Safety Check.
- 5. Review the Forms 4565, <u>Vehicle Repair Tag (3-part set</u>), and Form 4570, <u>Vehicle Time</u> Record (card).

Familiarization

Guidelines for Vehicle Familiarization

The vehicle familiarization training guidelines in this booklet are arranged in the same sequence as the Vehicle Operation Test checklist. While your training sessions may not be limited to these items, you will want to ensure that trainees are capable of the driving skills which will be expected of them upon completion of this training.

Basic Requirements

Perform Vehicle Safety Inspection

Demonstrate the proper procedure for performing the Vehicle Safety Inspection using the Notice 76.

Explain any unique characteristics of the vehicle.

Fasten Seat/Shoulder Harness

Demonstrate the proper manner of fastening the seat belt/shoulder harness. Special attention should be given to the position of the belt across the body. The lap belt should cross the body between the upper portion of the leg and the body, not over the stomach area. Over—the—shoulder belts should never be worn under the arm. Be sure the driver fastens the seat belt properly at all times during training.

Keep Both Hands in Proper Position on the Wheel

Teach the driver to use the hand—over—hand method of steering while making turns or completing the serpentine course during training. For left turns, the hands should utilize only that portion of the wheel from the 8 o'clock to the 12 o'clock position. For right turns, the hands should utilize only that portion of the wheel from the 12 o'clock to the 4 o'clock position.

While driving straight, hands should remain in a 9 o'clock and 3 o'clock position.

Hands should remain on the outside edges of the steering wheel.

Release Parking Brake

Demonstrate the proper method of releasing the parking brake.

Leaving Curb, Turning, Changing Lanes, Parking (Underline Condition Where Infraction Occurred)

Wait for Passing Traffic

Demonstrate the proper sequence of events that must occur prior to leaving the curb, turning, or changing lanes.

- Check outside rearview mirror.
- 2. Turn head to check blind spot/use of convex mirror.
- 3. Signal.
- 4. Turn head to check blind spot/use of convex mirror.
- 5. Cancel signal.

Check Outside Rearview Mirror

On the training lot, show the driver how to properly adjust rearview mirrors.

Explain to the driver that outside mirrors sometimes do not eliminate all of the blind spots and movement of the head is required to see around them.

Show the driver the areas beside the vehicle that cannot be seen in the mirror. This can be accomplished in the following manner: Stand beside the vehicle next to the door post and have the driver look in the outside mirror. Take a step out to the side keeping the door post between you and the driver. This will cause the driver to lose your image in the mirror.

Have the driver turn his or her head to see how close to the vehicle you are standing. This area is the beginning of the blind spot area. Now have the driver look in the mirror and tell the driver to tap the horn when you appear in the mirror. Walk back slowly as if you were in the next lane of traffic until you hear the horn. This spot will be the end of the blind spot area and the point where the long range view can be seen in the mirror. Have the driver look back at the distance on the ground to get a better idea of the actual distance.

Turn Head to Check Blind Spot/Use of Convex Mirror Before Signal

Before walking back to the end of the blind spot area, ask the driver to notice that once you appear in the mirror he or she will not only be able to see you but will still be able to see the area beyond. Then ask, what will happen in the mirror if you start walking back toward the vehicle.

NOTE: If the driver says you will disappear, you know the driver understands. If the driver says you will become larger, the driver does not understand that you will be walking

back into the blind spot area. Explain the blind spot area again. Use small doll or dummy to illustrate the potential hazard posed by children.

If the driver understands the concept, have the driver look in the mirror as you begin walking back toward the vehicle and disappear. Have the driver look back in your direction only long enough to notice you are there and immediately look back to the front. Have the driver continue looking back quickly until you are again beside the vehicle.

When a convex mirror is used, the driver will be able to see your image in either the flat mirror, or the convex mirror through the entire demonstration.

Signal

Have the driver practice, with the vehicle parked, the step by step procedure of looking, signaling, looking. The proper sequence is: check mirror, blind spot, signal, blind spot, make move if clear It is important that the sequence is completed in exactly the same manner each time the operation is performed. The sequence is required frequently and must become a firm habit. On the training lot, be sure the driver is completing the sequence each time a turn is made.

Turn Head to Check Blind Spot/Use of Convex Mirror After Signal

While walking back toward the vehicle, the driver will momentarily lose sight of the instructor both in the mirror and looking over the shoulder to check the blind spot area. It is important to stop momentarily to demonstrate this area to the driver. This area is the reason for taking a second look over the shoulder. Remember, this look should only be a flash of the eyes in the direction you plan to move.

Cancel Signal

Watch the driver to ensure the eyes are looking outside the vehicle when using the turn signal. Be sure the signal is canceled after the move has been completed.

Use of Controls - Manual Transmission

Rides Clutch

After shifting gears, the foot should be taken completely away from the clutch pedal.

Slips Clutch to Hold Vehicle

The correct procedure to follow when starting on a hill is:

- A. With right foot on the brake, bring the clutch pedal upward to the friction point. The friction point will cause the engine to lug.
- B. Take right foot off the brake and apply pressure to the accelerator pedal while holding the vehicle's clutch at the friction point. Build the RPM and slowly engage the clutch.

Coasts, Clutch Disengaged

Be sure to show the driver when the clutch should be disengaged when coming to a stop. Stress the importance of vehicle control in relation to drive wheels.

Stalls the Engine

Have the driver begin learning how to use the clutch by starting the engine with the clutch disengaged.

At engine idle speed, tell the driver to let the clutch up to the friction point and hold the pedal at that point until the vehicle is moving smoothly. Then let up on the clutch completely. Repeat several times before using the gas. Next tell the driver to raise the clutch to the friction point and push lightly on the accelerator as pressure is released on the clutch. The driver should be instructed to push the clutch pedal all the way down to the floor when shifting gears. Work on low gear until the driver is proficient before attempting other gears.

Shift Gears Improperly

Be sure the driver has mastered the art of shifting gears before taking the driver out on the Road Test.

Parking: Gearshift Lever Not in First or Reverse

Each time a driver exits a vehicle, check to see if the vehicle is properly parked. Be sure the driver applies the proper sequence each time the operation is performed.

Parking: Fails to Set Parking Brake

Each time the driver exits a vehicle, make sure the parking brake is set and the motor is not running.

Parking: Diesel Engine Not in Neutral

Each time the driver exits a vehicle equipped with a diesel engine, make sure the gearshift lever is in neutral, and the parking brakes are set.

Clutch Disengaged, in Gear, Foot Not on Brake While Stopped

Be sure the driver is not slipping the clutch to hold the vehicle while stopped. The right foot should remain on the brake until ready to proceed. Clutch should be disengaged and transmission in first gear.

Speed

Exceeds Speed Limit 3 MPH

On the training lot, set a speed limit that will be safe for the area you are using. Stress the importance of not exceeding this limit at any time while on the range.

Varies Speed Excessively

Stress keeping a steady even pressure on the gas pedal. Each time a change of speed occurs, it causes other drivers to react by varying their speeds, increasing the probability of an accident. Fuel conservation is directly affected by varying speed in a vehicle.

Drives Too Fast for Conditions

Normally drivers who are overconfident will tend to drive too fast for specific maneuvers that require a slow, precise speed. Emphasize safety as opposed to speed.

Obstructs Traffic

Many drivers are apprehensive when placed in controlled driving situations. The instructor must be very tactful in the manner of relieving stress without giving the driver an attitude of recklessness. If the instructor continues to tell the driver to speed up, it will only make the driver more apprehensive. Explain to the driver that driving too slowly can be a hazard.

One method of building confidence on the training lot is to compliment the driver on maneuvers performed correctly while being tactful about the errors.

School Zone—Exceeds Speed Limit—No Leeway

Question the driver about local and state speed regulations while on the training lot prior to beginning the road test.

School Zone—Overtakes Another Vehicle

Show the driver how the area in front of another vehicle can create a blind spot area. Two vehicles will be required for this demonstration. Place the vehicles far enough apart to simulate driving in two adjacent traffic lanes. Move the blind spot vehicle far enough ahead of the driver's vehicle to create the potential hazard. The instructor then exits the vehicle and positions his or her body in the blind spot area completely out of the driver's view.

School Zone-Fails to Resume Speed in Accordance with Local Laws

On the driving range, use three pylons or other markers as school zone signs. Tell the driver that each time the vehicle enters the area, the speed must be in accordance with local laws. Use one pylon for the beginning, the second for the crosswalk, and the third for the end of the zone.

Turning

Keep Wheels Straight Until Safe to Turn

On the training lot, when the driver stops before a turn, watch the driver's hands closely for any indication of turning the wheel prior to the turn. When a vehicle is angled for a turn, the door posts create blind spot areas that can block out whole lanes of traffic coming from the side and block out the entire crosswalk area.

Wait for Clear Vision of Oncoming Traffic Before Turn

Position a large vehicle on the training lot facing the training vehicle and far enough away to simulate an intersection. Mark off the blind spot area with the assistance of the driver. Once the boundaries are determined, have the driver exit the vehicle and look at the entire area that are of of view from the previous position behind the steering wheel. Explain the relationship of speed versus time for the turning vehicle to clear the portion of the intersection hidden by the larger vehicle.

Check Side Blind Spot, Over Shoulder, Just Prior to Turning Wheel

With the driver sitting behind the wheel of the vehicle and the instructor standing outside the driver's door, have the driver stare directly into the eyes of the instructor. The instructor then demonstrates that by using the driver's peripheral vision, objects at the side can be distinguished without looking directly at the object.

Movement of the fingers at the side of the driver's head accomplish this task. The instructor should walk through the blind spot areas on both sides of the vehicle while the driver glances back over the shoulder. The instructor should pay special attention to ensure that the driver does not look for more than an instant and then looks back to the front.

Turn From/Into Proper Lane

Many turning errors can be corrected on the training lot prior to taking the vehicle out onto public streets. The position of hands on the steering wheel and proper use of the eyes play an important role by assisting the driver to straighten out in the proper lane. Halfway through the turn, the driver should sight the eyes as far down the center of the lane as possible. This will automatically assist in straightening the vehicle in the center of the proper lane.

Turn Properly—Cuts Corners/Turns Too Wide

On the training lot, use a serpentine driving course to identify and solve clearance problems concerning cutting the corner or swinging too wide. Tell the driver to use the hand—over—hand method of steering. Drive as close to the pylons as possible without striking them. The driver should not look directly at the pylons. Use peripheral vision while aiming high in steering.

Stopping

Make Complete Stop, in Proper Position at Sign

At specified areas on the training lot, have the driver stop as if stopping at a stop sign. Be sure the driver understands the proper place to stop. The stop must be a complete stop before the front of the vehicle passes the specified area.

Make Second Complete Stop, After Sign, When Vision Obscured

If possible, make one of the stops on the training lot at an area where vision to the side is blocked by a vehicle or object. Have the driver move to the second stopping point and stop completely. Be sure that the driver is checking the rearview mirror while performing this function.

Leave Safe Distance (Stops Too Close to the Crosswalk at Signals or Too Close to the Vehicle Ahead)

With the driver sitting in the vehicle, the instructor says, "How far does it look from the front of the vehicle to where your eyes first see the ground?" The driver usually says two feet, four feet, or six feet. Be sure to have the driver sitting back in the seat in a relaxed position without stretching. The instructor says, "Stop me when you can see my shoes." The instructor then stands in front of the vehicle and walks straight ahead, away from the vehicle. When the driver stops the instructor, have the driver get out of the vehicle and look at the space. The space should be approximately 18–22 feet depending on the height of the driver and the length of the hood.

This area is used to leave yourself an "out." The more area saved, the better the chance of avoiding accidents with the vehicle ahead and the vehicle behind.

Observe Traffic to Rear

Have the driver sit in the training vehicle. Prior to beginning the demonstration, instruct the driver to devote all attention to the rearview mirrors. The instructor, in another vehicle, approaches from the rear. The driver should be able to note when the brakes are being applied and where the instructor is looking. The instructor should turn the head to the left and right momentarily, let up on the brake and reapply the brake while approaching from the rear.

Make Complete Stop in Proper Position at Signal

At specified areas on the training lot, have the driver stop as if stopping at a traffic signal. Be sure principle of space and visibility are observed and the driver comes to complete stops at the specified areas.

Keep Foot on Brake While Stopped

On the training lot, be sure the driver keeps the foot on the brake while stopped. Usually drivers who have a habit of making "rolling stops" also have a tendency to remove the foot from the brake before it is safe to proceed. This error should be corrected on the training lot prior to the road test.

Apply Brake Properly (Time/Manner)

Be sure the driver applies brakes in the proper (time/manner). Stops should be smooth and gradual. Allow additional time for vehicles having different braking systems, such as five-ton trucks.

For problems concerning jerky stops, the instructor can usually talk the driver through the process explaining when to apply pressure, how much pressure should be applied, and when to ease up slightly on the pedal. Easement of pressure can be explained by relaxing the muscles of the foot just prior to stopping.

Entering Intersections

Cover the Brake

Have the driver practice the process of covering the brake and looking left—right—left as a joint maneuver. Begin building the habit on the training lot. Pay special attention to speed control. If the vehicle loses speed, it is usually because the driver is covering the brake too soon. If the vehicle seems to wander in the lane, the driver looking is usually looking too long.

Look Left—Right—Left at Intersection

While the vehicle is in a stopped position, have the driver practice the procedure for covering the brake and looking left—right—left. As soon as the final look has been accomplished have the driver return the foot to the accelerator. REMEMBER: this is a combined maneuver and should be performed with the process of covering the brake.

Maintaining and Changing Lanes (Marked or Unmarked)

Fails to Drive in Safe Lane

Just prior to leaving the training lot, remind the driver of the proper lanes in which to drive and that lanes should be determined by space not lines.

Wanders in Lane

Use a diminishing clearance training course to correct problems involving lane wandering.

As the driver approaches the course, the eyes should be on a distant object that looks as if it is in the center of where you want to drive. By using peripheral vision and not looking at the pylons, the vehicle should go directly through the course. If the pylons on one side or the other are disrupted, the object chosen is not lined up with the center of the course. Have the driver choose a different object.

NOTE: By looking at a distant object, it should appear from inside the vehicle, that only half of the vehicle will fit in the space. Actually, if it looks as if half the vehicle will fit, the whole vehicle will fit. The chosen object should seem to be directly in the center of the side of the vehicle in which the driver is sitting.

Changes Lanes Unnecessarily

Remind the driver of the importance of maintaining a lane without unnecessarily changing lanes.

Changes Lanes Abruptly

By watching the way a driver reacts under pressure, the instructor can usually get a prior indication of a driver who makes abrupt movements. Explain the importance of completing driving maneuvers smoothly and gradually before beginning the test.

Changing Lane in Intersection or Crosswalk

Demonstrate the length of time it requires to check the rear, check left—right—left, check outside mirror, blind spot, signal, and turn the steering wheel.

A vehicle traveling 25 mph covers 44 feet per second. The average intersection is approximately 100 feet from curb to curb.

It would not be probable to complete a safe lane change in an intersection with only 2 1/2 seconds elapsing between curb lines.

Maintaining Distance

Maintain Safe Following Distance

While following another vehicle, have the driver obtain different timed intervals by watching the vehicle ahead pass a given object and counting aloud, one thousand one, one thousand two, etc. until the desired interval is obtained.

Avoid Driving Next to Vehicles When Possible

Prior to beginning the road test, remind the driver of the principles of space and visibility.

React Properly to Tailgaters

Have the driver demonstrate the ability to perform the procedures to avoid tailgaters. Give special attention to maintaining speed and judging the distances, of vehicles to the rear. Once a driver establishes the distance by using the counting method, the driver should be able to judge the interval by simply looking in the mirror.

Use Rearview Mirror Properly

On the training lot, the instructor should follow the driver in another vehicle. Different speeds should be obtained and the driver should follow the procedures for maintaining and reacting to vehicles to the rear.

Railroad Crossing

Look Left—Right—Left

On the training lot, simulate a railroad crossing by placing pylons at each side of the designated area. Be sure the driver looks left—right—left each time the area is encountered.

Slow to 15 MPH or Less

At the designated area used as a railroad crossing, be sure the driver slows to a speed of 15 mph or less.

Control Vehicle

On the training lot, be sure the driver does not shift gears, disengage the clutch, or stop in the simulated railroad crossing area.

Freeway

Interrupts Flow of Traffic on Entry

Remind the driver to enter the freeway without interrupting the flow of traffic, before beginning the road test.

Drives in Improper Lane

Remind the driver of the proper lanes to use while driving on the freeway, before beginning the road test.

Reduces Speed Improperly on Main Traveled Portion of Roadway for Exit if a Deceleration Lane Exists

Remind the driver of the proper method of exiting the freeway prior to beginning the Road Test.

Highway

Fails to Maintain Safe Distance When Passing

If possible, have the driver pass another vehicle several times, paying special attention to maintaining at least a four-second interval before and after the move.

Forces Other Vehicles to Yield When Passing

While the driver is performing passing maneuvers on the training lot, be sure the procedures for a safe pass are being followed.

Backing

Unnecessarily Places Vehicle in Position Requiring Backing

On the training lot, have the driver sit in the vehicle. Stand at the side of the vehicle opposite the driver and say, "If I stand here, you don't have any trouble seeing me, do you?" The instructor then bends down and says, "Can you see me now?" The driver will say, "No." Ask the driver to check the side mirror. Again, the driver cannot see the instructor. The instructor says, "If a child were in this position retrieving a ball that was under the vehicle, and you started to pull away from the curb, what would be your first indication that a child was here?" The instructor then bumps the side of the vehicle. The driver should say, "I would feel the bump."

Tell the driver to look in the rearview mirror and say, "The mirror seems to show most of the area behind you, doesn't it? Now turn around and look out the back window. You can see even more now, can't you?" The answer should be, "Yes." Say, "keep watching." The instructor walks to the rear of the vehicle and says, "Look in the rearview mirror. You don't have any trouble seeing me now, do you?" Answer—"No." "Turn around and look right at me. You can see me even better now, can't you?" Answer—"Yes." "But what about now?" As the instructor says this, he/she should bend down, out of the driver's view. The answer will be—"No." Say, "Check your rearview mirror. Check the outside mirrors." To both of these statements, the driver will answer—"No." Walk around to the driver's side of the vehicle, with your hand held about 3 feet above the ground and say, "How many children do you see in residential areas, about this tall?

If you can't see me bending down behind the vehicle, how are you going to see a child this tall, bending down behind the vehicle? How could you see a post or stump behind the vehicle?"

Fails to Physically Check Behind the Vehicle When Required

While giving blind spot demonstration to the rear, leave a pylon directly behind the vehicle. Immediately following the demonstration, ask the driver to move the vehicle to another space. The vehicle should be placed in a position where backing will be required and because you were just behind the vehicle and some habits die hard, the driver will usually back directly over the pylon. Tell the driver to stop, get out of the vehicle and look at the pylon. Explain that the pylon could have just as easily been someone's child and that backing accidents happen just that fast.

Fails to Control Vehicle

Use a serpentine course for teaching backing control and proper use of mirrors while backing. Explain to the driver that by using hand—over—hand steering, and keeping the vehicle in complete control, the course can be readily mastered.

Fails to Back Slowly

While the driver is going through the backing maneuvers, walk slowly beside the vehicle. If vehicle speed exceeds walking speed, tell the driver to slow down.

Fails to Stop in Proper Position Before/After Backing

Use an alley docking course to teach drivers to back at the dock, or use an actual space at the dock. If the space at the dock is used, choose a space that does not have other vehicles to the side. As driver performance improves, have the driver back between vehicles.

Parking

FOR TRAINING, USE A PARALLEL PARK TEST

Park Close to Curb

Have the driver back into the parking space from the sight side and then from the blind side until the vehicle is within 12 inches of the pylons simulating the curb.

Avoid Bumping or Scraping Curb

Have the driver back into the parking space from the sight side and then from the blind side until the driver can avoid bumping or scraping the simulated curb.

Avoid Contact with Other Vehicles

Have the driver practice parking in the training space until the driver becomes proficient and can avoid contact with the pylons. The pylons should be used to simulate other vehicles.

Curb Tires Properly When Parking on Hills

Have the driver demonstrate the proper method for parking on an uphill and downhill grade, with and without a curb.

Place Gear Selector in Park Position, if Provided

Allow the driver to place the gear selector in the park position, if provided, several times. Be sure the sequence of placing the vehicle in park, pulling back on the gear selector and setting the parking brake is performed in the same order each time the maneuver is accomplished. Remember, the only way to form a habit is to do it every time.

Pull Back on Gear Selector, if Required

Demonstrate how easy it is for the gear selector lever to drop into the reverse position if the button is not locked in the park position. Next demonstrate how easy the gear selector can drop into the drive position when left in the neutral position.

Set Parking Brake

By touching the hand type parking brake in most of the older vehicles the brake will usually be released. It is important that the hand brake can be pulled back past the pivot point and does not release too easily. Explain the purpose of placing the transmission in park, pulling back on the lever and setting the brake.

Simulated Mail Delivery

Fails to Check Mirror/Blind Spot/Signal Before and After the Delivery

Allow the driver to practice the proper sequence for changing lanes before beginning the road test (vehicle operation certification).

Passes Delivery Point—Backs to the Delivery

Have the driver stop at specified points to simulate delivery. If a stop is missed, have the driver get out and walk back.

Parks Too Far from Curb

Have the driver aim high in steering using peripheral vision. Do not look directly at the pylons. This will correct clearance problems and enable the driver to drive along the curb line without hitting the curb or having the vehicle unnecessarily exposed to traffic.

Blocks Driveway with Vehicle

On the training lot, set up one of the delivery points in a position where the driver must exit the vehicle to effect delivery.

Parks with Tires on Sidewalk/Curb

Remind the driver that postal vehicles are not to be driven or parked on sidewalks or curbs except at a permanent or temporary driveway.

Fails to Place Gear Selector in Park, Pull Back Gear Shift Lever, if Required

Each time the driver stops at the specified delivery points, have the driver practice the sequence.

Fails to Close Door and Fasten Seat Belt. When Required

When the vehicle is in motion on the training lot, the door must be closed and the seat belt must be fastened.

Attention

On the training lot, be sure the driver anticipates actions of other drivers. Drivers should plan for the unexpected and act in time to avoid drastic reactions in emergency situations.

Recognize Hazardous Conditions and Take Corrective Action

On the training lot, be sure the driver takes corrective action before allowing the vehicle to become involved in hazardous conditions.

Keep Attention on Driving

Watch the driver's eyes to determine if attention is where it is supposed to be. Drivers should not be looking at shifting levers or pedals while driving.

Observe/Obey Traffic Signs or Signals

Designate specific areas to stop, yield, and reduce speed. Watch the drivers at these specified areas to see that they conform to the requirements. It is easier to correct errors on the training lot than on the street.

Attitude

Be Courteous While Driving

Observe the driver's reaction to situations encountered on the training lot. Correct problems dealing with courtesy on the lot, prior to beginning the vehicle operation certification test.

Consider Intersecting Streets/Assumes Right of Way

Be sure the driver uses lateral eye movements when approaching all intersecting areas and is prepared to yield when required. If not, discuss the checking of left—right—left and covering the brake.

Yield Right of Way to Vehicle/Pedestrians

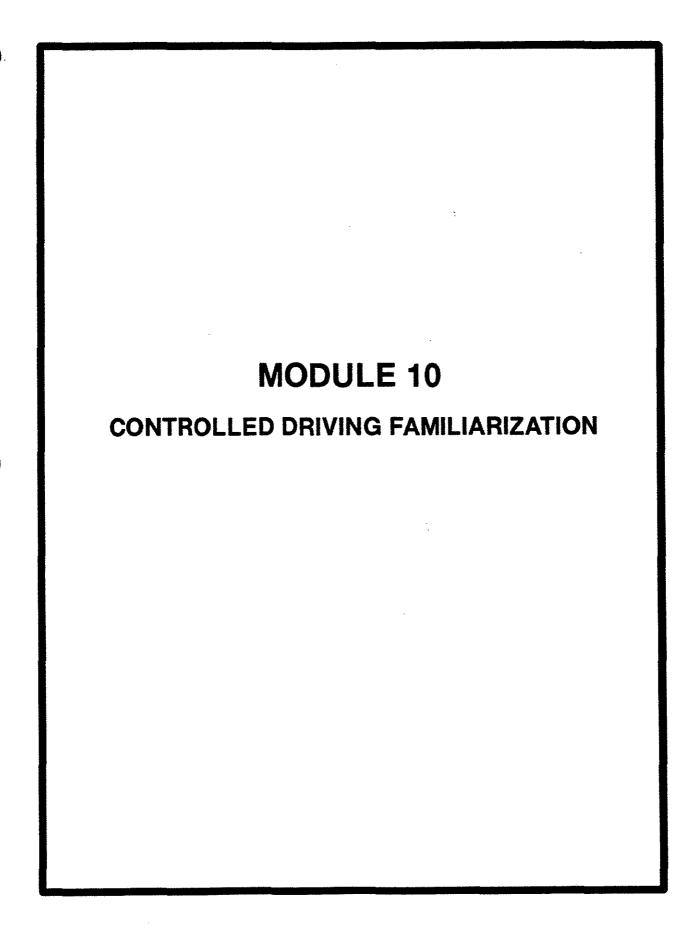
On the lot, observe the driver to determine whether or not the driver fails to yield right of way to vehicles or pedestrians.

Use Horn Properly

Proper use of the horn should be demonstrated by the instructor. Two short blasts and a wave usually makes a warning seem as if you are being friendly.

Control Temper (Displays Aggression)

Drivers who become impatient easily and use a vehicle to display emotion should be calmed and corrected before beginning the certification test.



Module Ten

Module Title: Controlled Driving Familiarization

Terminal Objective:

8.0 At the end of this section of instruction, the learners will successfully demonstrate

a knowledge of professional driving skills by passing the Vehicle Certification

Test.

Enabling Objectives:

In order to achieve the terminal objective, the learners must be able to:

8.13 Safely start, accelerate, decelerate, and stop their postal vehicle(s).

8.14 Explain the purpose of each gage in their vehicle(s) and determine when there is a

malfunction.

8.15 Determine correct tire pressure (where needed) for their vehicle(s) and how to get

the correct pressure if needed.

8.16 Adjust and use all vehicle mirrors.

8.17 Maneuver and show proficiency in the vehicle(s) through an obstacle course.

8.18 Maneuver and show proficiency in the vehicle(s) on certain roads.

8.19 Recognize the differences when driving a right-hand drive vehicle (if necessary).

Time:

120 - 180 minutes per vehicle

Methods:

Lecture, demonstration, hands-on, driving practice.

Materials:

Vehicles to be driven.

Media:

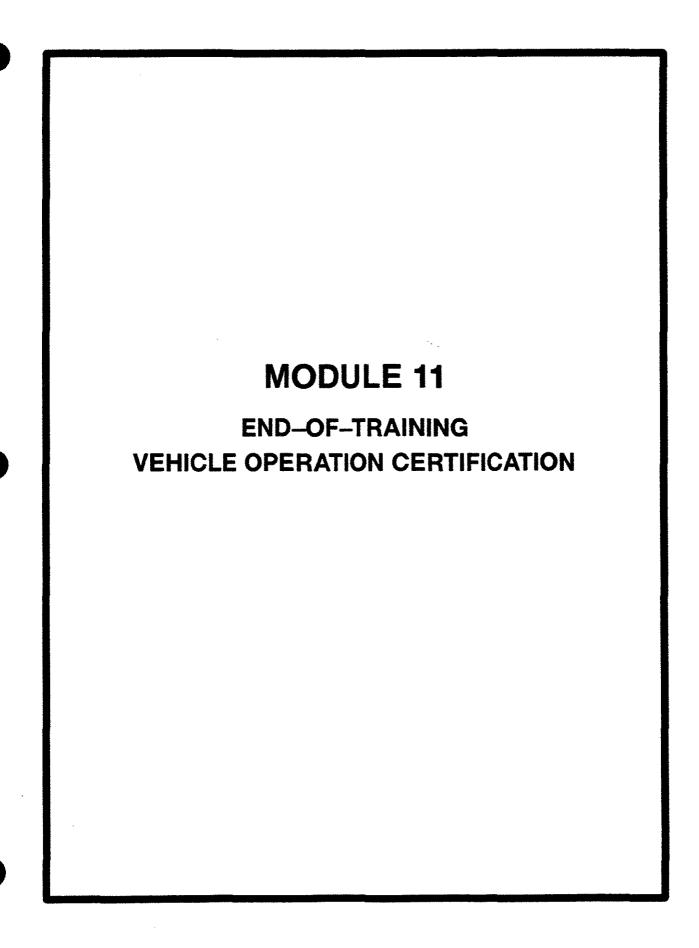
None.

SUMMARY OF INSTRUCTION:

Instructor shows the learners as a group and individually basically how to drive the vehicle(s) each learner will be responsible for. Instructor has the learners "touch" and "feel" the equipment and answers all questions from the learners. Instructor makes sure learners are comfortable with the function and purpose of each gauge by asking questions.

PLAN OF PRESENTATION:

- 1. Instructor takes the learners onto a selected area to give the learners the feel of driving a new type of vehicle. Particular attention is paid to:
 - Proper Braking/Stopping,
 - Following too closely,
 - Observing posted speed limits and extenuating circumstances (road conditions, weather limitations),
 - Proper signaling,
 - Observing traffic lights, signs, and police instructions,
 - Proper turning,
 - Intersection safety, courtesy,
 - Proper acceleration,
 - Proper passing,
 - Showing control while driving in reverse,
 - Backing to docks, and
 - Maneuvering vehicle through cones.
- 2. Instructor tries to make sure each and every learner is comfortable with the vehicle he or she is being trained on. All questions are answered.



Module Eleven

Module Title:

End-of-Training Test

Vehicle Operation Certification

Terminal Objective:

8.0

At the end of this section of instruction, the learners will successfully demonstrate a knowledge of professional driving skills by passing Vehicle Certification Test

Enabling Objectives:

In order to achieve the terminal objective, the learners must be able to:

8.20

Correctly apply information learned from previous modules to actual driving.

Time:

30 minutes per vehicle

Methods:

Observation.

Materials:

Vehicle(s) to be certified on.

Media:

None.

MISCELLANEOUS DETAILS: None

SUMMARY OF INSTRUCTION:

Instructor asks if there are any questions the learners have concerning anything taught in Vehicle Familiarization. When all questions have been answered, instructor explains that the driving test will now commence. Instructor will go through approved procedures on the range to determine whether each individual learner will be certified.

PLAN OF PRESENTATION:

1. THE FOLLOWING IS REPRINTED FROM TD-287D, END-OF-TRAINING TEST, PART II-VEHICLE OPERATION TEST. IT IS A CONTROLLED DOCUMENT. NONE OF THE FOLLOWING MAY BE REVEALED TO ANY UNAUTHORIZED PERSONS. IT IS TO BE USED BY THE DRIVER INSTRUCTOR EXAMINER OR AD HOC DIE AS A GUIDE DOCUMENT TO DETERMINE IF DRIVER APPLICANTS SHOULD OR SHOULD NOT BE CERTIFIED.

Instructions to Training Technician

The schematic route for this test must be approved by the PEDC. The route for this test must be approved by the PEDC. The route must not be less than 5 miles nor more than 8 miles in length. It must consist of driving in a congested area, at least five right turns, five left turns, and five stop signs or traffic lights. There must be a hill or a simulated hill, parking area, freeway, or highway driving area, and a simulated mail delivery area appropriate for the type vehicle used for the test. It must have a railroad or simulated railroad crossing, school, or simulated school zone, and a parking area suitable for the vehicle used in the test.

When a driver commits an error listed on the checklist, place a tally mark next to the item in column 1 and discuss the error with the driver immediately. If the error reoccurs at any time during the remainder of the test, place a tally mark next to the item in column II. After completion of the test, total the tally marks in column II and enter the total score in the appropriate space.

A total score of 5 errors or less in column II is a passing score. However, although the driver has passed the test, those errors identified in column II should be correctly demonstrated by the driver prior to certifying the driver to operate faster vehicle.

After the test, complete the Certificate of Vehicle Familiarization and Safe Operation. Keep a copy and forward the original to the PEDC for submission to the designated official.

Road Test

Basic Requirements

Perform Vehicle Safety Inspection

The driver should perform a Vehicle Safety Check, using Notice 76, "Expanded Vehicle Safety Check," prior to the road test. If the inspection is not accomplished correctly, explain the areas of deficiency and require the driver to repeat the inspection.

Special Scoring Instructions

If, after the second attempt, the driver is unable to correctly complete the Vehicle Inspection using Notice 76, continue on with the test.

Fasten Seat Belts

If the driver fails to fasten the seat belt prior to the beginning of the test, tell the driver to fasten the belt before allowing movement of the vehicle.

If the seat belt is fastened but is not in the proper position, tell the driver to position the belt correctly.

Keep Both Hands in Proper Position on Wheel

If either one or both hands are removed from the steering wheel while the vehicle is in motion and the removal is unnecessary for proper operation of the vehicle, tell the driver to keep both hands on the wheel.

NOTE: Removal of one hand from the wheel, if only momentarily, to brush hair out of the eyes or to perform another similar function does not constitute a violation.

If both hands are on the wheel but are not in the proper position, tell the driver to place the hands in the correct position.

Special Scoring Instructions

Two separate errors may be assessed for this item in column I. After placing a mark in column I, circle the words: (Both Hands) or (Proper Position) to describe the condition which the infraction occurred. Marks for identical errors are placed in column II.

Release Parking Brake

The parking brake should be released prior to pulling away from a stop. If the driver places the gear selector in gear and begins to accelerate before releasing the parking brake, tell the driver to release the brake.

Leaving Curb, Turning, Changing Lanes, Parking (Underline Condition Where Infraction Occurred)

Wait for Passing Traffic

If the driver pulls out into a lane with a vehicle approaching in the first or second lane, tell the driver to wait for both lanes to clear before pulling out into traffic.

NOTE: This error can occur while leaving the curb, turning, changing lanes, or parking.

Special Scoring Instruction:

Each circumstance is considered a different error and is marked as such. It would be possible for a driver to obtain four marks in column I without having any marks in column II. If the driver were able to correct each error after the initial notification and correction procedure, column II would not be used in scoring. After marking the error, underline the specific circumstance in which the error occurred, e.g. <u>LEAVING THE CURB</u> or <u>CHANGING LANES</u>. These instructions apply to each of the categories listed in this section of the road test.

Check Outside Rearview Mirror

Checking the outside rearview mirror is the first phase of the sequence for making a safe lane change or turn. It is extremely important that the sequence is followed in exactly the same order each time the maneuver is performed. The instructor must observe the driver carefully each time a change of direction is required.

If the driver fails to check the outside rearview mirror, in the direction of the move or if the look is out of sequence, tell the driver to pull over to the side of the road, stop, and perform the sequence several times before continuing the test.

See <u>Special Scoring Instructions</u> listed for "Wait for Passing Traffic."

Turn Head to Check Blind Spot/Use of Convex Mirror Before Signal

If the driver fails to check the blind spot area by looking over the shoulder in the direction of the move or if the maneuver is accomplished out of sequence, tell the driver to pull over to the side of the road, stop, and perform the sequence several times before continuing the test.

See Special Scoring Instructions for "Wait For Passing Traffic."

Signal

If the driver: fails to signal, signals improperly, signals too late, or signals before looking in both the outside rear view mirror and checking the blind spot area, tell the driver to pull over to the side of the road, stop, and perform the sequence several times before continuing the test.

See Special Scoring Instructions for "Wait for Passing Traffic."

Turn Head to Check Blind Spot/Use of Convex Mirror After Signal

If the driver fails to check the blind spot area after the signal or if waiting to turn, just prior to making the move, tell the driver to pull over to the side of the road, stop and perform the sequence several times before continuing the test.

See Special Scoring Instructions for "Wait For Passing Traffic."

Cancel Signal

If the driver fails to cancel the signal, cancels too soon or too late, tell the driver to cancel the signal.

NOTE: If the driver looks at the turn signal lever while initiating or canceling the signal, marks should be placed in the section for ATTENTION—FAILS TO KEEP ATTENTION ON DRIVING.

See Special Scoring Instructions for "Wait For Passing Traffic."

Use of Controls - Manual Transmission

Rides Clutch

If the driver's foot remains on the clutch pedal after shifting, tell the driver to place the foot on the floor after the shifting maneuver has been completed.

Slips Clutch to Hold Vehicle

If the driver slips the clutch to hold the vehicle in place, tell the driver to keep the clutch disengaged and apply the foot brake until ready to proceed.

Coasts, Clutch Disengaged

If the driver coasts with the clutch disengaged, or uses the clutch before braking, tell the driver to disengage the clutch just prior to stopping.

Stalls Engine

Stalling the engine in traffic can be dangerous. If this error occurs, do not attempt to correct the problem in traffic. If possible, move to an area out of the traffic and have the driver repeatedly start and stop in first gear.

Shift Gears Improperly

If the driver stays in lower gears too long, fails to attain proper speed when shifting to higher gears, or clashes or grinds the gears, discuss the problem. Other errors to be considered in this section are: fails to double clutch when required, selects wrong gear on upgrade, downgrade, or on level, or stays in higher gears too long.

Special Scoring Instructions

There may be any number of marks in column I, depending on the number of times a different error is committed. Place marks in column II only if an error is committed after that particular error has been discussed.

Parking: Gearshift Lever Not In First Or Reverse:

If the driver fails to place the gearshift lever in first or reverse when parking or completes the maneuver out of sequence, ask the driver to repeat the procedure.

Reminder: The proper sequence is: Place the gearshift lever in gear, set the parking brake, and turn off the ignition.

Parking: Fails to Set Parking Brake

If the driver fails to set the parking brake or performs the operation out of sequence, discuss the importance of setting the brake in the proper manner.

Parking: Diesel Engine Not in Neutral

If the driver fails to place the gearshift lever in the neutral position when parking, ask the driver to repeat the proper sequence several times before continuing the test.

Clutch Disengaged, in Gear, Foot Not on Brake While Stopped

If the driver removes foot from the brake or places the transmission in a gear other than first before ready to proceed, ask the driver to place the gearshift lever in gear and/or to keep the foot on the brake.

Speed

Exceeds Speed Limit 3 MPH

If the driver exceeds the speed limit by 3 mph, tell the driver to slow down. Each time the driver exceeds the speed limit by 3 mph, ask the driver to slow down even though the speed is obtained momentarily.

Varies Speed Excessively

If the driver approaches a hazard at a speed too fast for conditions, even though the speed is at or below the posted limit, tell the driver to slow down prior to endangerment of self or others.

Obstructs Traffic

If the driver obstructs traffic by driving slower than at least half of the traffic flow, tell the driver to move with the flow of traffic, but keep within the posted speed limit.

School Zone—Exceeds Speed Limit—No Leeway

If the driver exceeds the speed limit for even an instant, tell the driver to slow down.

NOTE: For the protection of children in school zone areas, there is no leeway on school zone speeds. If the speed limit is exceeded even fractionally, mark the error.

School Zone—Overtakes Another Vehicle

If the driver begins to overtake another vehicle in a school zone, discuss the error.

School Zone—Fails to Resume Speed in Accordance with Local Laws

If the driver resumed speed in a school zone before local laws permit, discuss the error.

Turning

Keep Wheel Straight Until Safe to Turn

If the driver moves the steering wheel even slightly in the direction of a turn prior to being able to safely complete the turn, discuss the error.

Wait for Clear Vision of Oncoming Traffic Before Turn

If the driver, while waiting for a turn, becomes impatient and takes a chance by turning before there is clear vision of oncoming traffic, discuss the error. If possible, don't allow the driver to move before it is safe.

Check Side Blind Spot, Over Shoulder, Just Prior to Turning Wheel

If the driver should fail to check side blind spot in the direction of the move, just prior to turning the steering wheel, discuss the error.

Turn From/Into Proper Lane

If the driver attempts to make a turn from an improper lane, if possible, don't allow the turn. Turning from an improper lane can be extremely dangerous. Tell the driver to drive straight through the intersection, explain the error, and circle the word (from).

If the driver turns into an improper lane, explain the error and circle the word (into).

Special Scoring Instructions

There may be a possibility of 2 marks in column I. Both errors are counted separately. Place marks in column II only if the error is committed after that particular error has been discussed.

Turns Properly—Cuts Corner/Turns Too Wide

If the driver cuts the corner or turns too wide, discuss the error. These errors can occur during left and right turns. Circle the corresponding error in the title.

Special Scoring Instructions

There may be a possibility of 2 marks in column I. Both errors are counted separately. Place marks in column II only if the error is committed after that particular error has been discussed.

Stopping

Make Complete Stop, in Proper Position at Sign

If the driver fails to stop completely in the proper position prior to passing the stop sign with the front of the vehicle, discuss the error.

Make Second Complete Stop, After Sign, When Vision Obscured

Explain the error if the driver fails to come to a second complete stop in the proper position when vision was obscured after the first stop was made.

Leave Safe Distance (Stops Too Close to the Crosswalk at Signal or Too Close to the Vehicle Ahead)

If the driver stops too close to the vehicle ahead (you cannot see both rear tires touching the pavement) or stops too close to the crosswalk, discuss the error with the driver and circle the appropriate words in the title (crosswalk or vehicle).

Special Scoring Instructions

There may be a possibility of 2 marks in column I. Both errors are counted separately. Place marks in column II only if the error is committed after that particular error has been discussed.

Observe Traffic to Rear

If the driver fails to check the rearview mirror prior to braking or if the driver does not observe traffic to the rear by checking the rearview mirror while stopped, discuss the error.

REMEMBER: The driver should be checking traffic to the rear about every five seconds.

Special Scoring Instructions

Count all violations for failure to observe traffic to rear as the same error. Only one mark is placed in column I before beginning column II.

Make Complete Stop in Proper Position at Signal

If the driver fails to come to a complete stop in the proper position prior to passing the stop line or entering the crosswalk area, discuss the error.

Keep Foot on Brake While Stopped

If the driver fails to keep foot on the brake while stopped, until it is actually safe to proceed, discuss the error.

Apply Brake Properly (Time/Manner)

If the driver applies the brake too late to permit a safe smooth stop or applies the brake causing a rough jerky stop, discuss the error.

Entering Intersections

Cover the Brake

If the driver fails to cover the brake, covers it too soon or too late, discuss the error.

Look Left—Right—Left at Intersection

It is important to watch the driver's eyes while giving the road test. The eyes can give many indications of the driver's intentions well in advance of performing required actions.

The driver should not only cover the brake but should do so simultaneously with looking left—right—left.

This function should be performed at every section of roadway that enters the section of roadway on which you are driving, regardless of size, signs, or signals.

If the driver fails to look left—right—left before entering the intersection, discuss the error.

Maintaining and Changing Lanes (Marked or Unmarked)

Fails to Drive in Safe Lane

If the driver chooses the wrong lane for no apparent reason, such as driving in the left lane for extended periods when the right lane is unobstructed or choosing a lane other than the center lane when the lane is not required for a turn, discuss the error.

Wanders in Lane

If the driver wanders in a lane and moves into another lane without taking the proper precaution, discuss the error.

Changes Lanes Unnecessarily

If the driver changes lanes unnecessarily, discuss the error.

Changes Lanes Abruptly

If the driver changes lanes abruptly, discuss the error.

Changes Lane in Intersection or Crosswalk

If the driver changes lanes in an intersection or begins or ends the change in any portion of the crosswalk, discuss the error.

Maintaining Distance

Maintain Safe Following Distance

If the driver fails to maintain a proper safe following distance, tell the driver to slow down and increase the distance.

Special Scoring Instructions

Each time this error reoccurs, tell the driver to increase the distance and mark the error.

Avoid Driving Next to Vehicles When Possible

If the driver continues to drive beside another vehicle for an unreasonable length of time and by an adjustment of speed the error could have been avoided, tell the driver to adjust the speed and mark the error.

React Properly to Tailgaters

If the driver fails to follow procedures to react properly to tailgaters, discuss the error. If the driver follows the procedures and the tailgater or potential tailgater persists, it should not be counted as an error.

Use Rearview Mirror Properly

If the driver does not use the rearview mirror properly, discuss the error. It is important that the instructor check the driver's eyes to denote this error.

Railroad Crossing

Look Left—Right—Left

If the driver fails to look left—right—left before crossing railroad tracks or a simulated railroad crossing area, discuss the error and repeat the crossing.

Slow to 15 MPH or Less

If the driver fails to slow to 15 mph or less before crossing the tracks, tell the driver to slow down prior to crossing the tracks. Discuss the error and repeat the maneuver.

Control Vehicle

If the driver does not have the vehicle in complete control, shifts gears, or stops on the tracks, discuss the error and repeat the maneuver.

Freeway

Interrupts Flow of Traffic on Entry

If the driver interrupts the flow of traffic while entering the freeway, tell the driver to adjust speed accordingly.

Drives in Improper Lane

If the driver utilizes an improper lane, tell why the lane was improper.

Reduces Speed Improperly on Main Traveled Portion of Roadway for Exit if a Deceleration Lane Exists

If the driver reduces speed before leaving the main traveled portion of the roadway, where a deceleration lane exists and the speed reduction was not required by traffic conditions, discuss the error and repeat the maneuver.

Highway

Fails to Maintain Safe Distance When Passing

If the driver fails to maintain a safe distance when passing, tell the driver to increase the distance immediately.

Special Scoring Instructions

Each time this error reoccurs, tell the driver to increase the distance and mark the error.

Forces Other Vehicles to Yield When Passing

If the driver forces the vehicle being passed or an oncoming vehicle to yield, discuss the error. Don't allow an unsafe pass if it can be avoided.

Backing

Unnecessarily Places Vehicle in Position Requiring Backing

During the test, tell the driver to pull into a parking lot that has marked parking spaces, just as if the driver were making a delivery. The driver should park the vehicle, if possible, so that upon return it can be driven out in a forward direction. If the driver unnecessarily parks the vehicle in a position requiring backing, discuss the error and show the driver an alternative place to park.

Fails to Physically Check Behind the Vehicle When Required

When required, if the driver fails to physically check behind the vehicle, don't allow the move and discuss the error. Have the driver look behind the vehicle before allowing the move.

Fails to Control Vehicle

If the driver fails to control the vehicle while backing, discuss the error. Correction of this error should be accomplished in a designated parking area.

Fails To Back Slowly

If the driver is required to back the vehicle, be sure all procedures are performed before moving the vehicle. If the speed exceeds a slow walking pace, tell the driver to slow down and discuss the error.

Fails to Stop in Proper Position Before/After Backing

If the driver fails to stop in proper position before/after backing into a space, discuss the error.

Special Scoring Instructions

These errors are counted separately and could result in having two marks in column I.

Parking

Park Close to Curb

If the driver fails to park within 12 inches of the curb, discuss the error and repeat the maneuver.

Avoid Bumping or Scraping Curb

If the driver fails to avoid bumping or scraping the curb, discuss the error and repeat the maneuver.

Avoid Contact with Other Vehicles

If the driver does not avoid contact with other vehicle and damage occurs, terminate the test and call your supervisor. If no damage occurs, mark the error and continue the test.

Curb Tires Properly When Parking on Hills

If the driver fails to curb tires properly when parking on hills or simulated hills, discuss the error and allow the driver to demonstrate the ability to correct the error.

Place Gear Selector in Park Position, if Provided

If the driver fails to place the gear selector in the park position, if provided, or does not follow the proper sequence, discuss the error and have the driver complete the sequence several times.

Pull Back on Gear Selector, if Required

If the driver fails to pull back on the gear selector, if required, or completes the maneuver out of sequence, discuss the error and have the driver repeat the maneuver several times.

Set Parking Brake

If the driver fails to set the parking brake or sets the brake out of sequence, discuss the error and have the driver repeat the sequence several times.

Simulated Mail Delivery

Fails to Check Mirror/Blind Spot/Signal Before and After the Delivery

If the driver fails to check mirror/blind spot/signal before, and after the delivery, discuss the error.

Special Scoring Instructions

Several marks may be made in column I on the Checklist before moving to column II. Do not mark column II unless the identical error has been repeated. Circle the word before or after when marking an error.

Passes Delivery Point—Backs to the Delivery

If the driver passes the delivery point and attempts to back to the delivery, tell the driver to stop and discuss the error.

Parks Too Far from Curb

If the driver parks too far from the curb, discuss the error and repeat the maneuver. The side of the vehicle should be close enough to the curb to prevent driver injury by wedging a foot between the curb and the side of the vehicle.

Blocks Driveway with Vehicle

If the driver blocks the driveway to make a simulated delivery, discuss the error and have the driver move the vehicle immediately.

Parks with Tires on Sidewalk/Curb

If the driver parks with tires on sidewalk or curb, discuss the error.

Fails to Place Gear Selector in Park, Pull Back Gear Shift Lever if Required, Set Brake

If the driver parks, fails to place gear selector in park, pull back gear shift lever if required, and set the brake, discuss the error.

Special Scoring Instructions

Column I could contain as many as 3 marks. Do not mark column II unless an identical error has been made. Circle applicable sections.

Fails to Close Door and Fasten Seat Belt. When Required

If the driver fails to close door and fasten seat belt, when required, tell the driver to close the door or fasten the seat belt before the vehicle begins to move.

Special Scoring Instructions

Column I could have a total of two marks before marking column II. Do not make any marks in column II unless the identical error has been made.

Attention

Anticipate Actions of Other Drivers

If a driver fails to anticipate actions of other drivers, discuss the error.

Recognize Hazardous Conditions and Take Corrective Action

If the driver fails to recognize hazardous conditions and take corrective action, discuss the error.

Keep Attention on Driving

If the driver fails to keep attention on driving or is distracted by people or objects not related to driving, discuss the error.

Observe/Obev Traffic Signs or Signals

If the driver fails to observe/obey traffic signs or signals, discuss the error and repeat the maneuver.

Special Scoring Instructions

Column I could have an unlimited number of marks. Do not place marks in column II unless the identical error reoccurs.

Attitude

Be Courteous While Driving

If the driver displays discourtesy to another driver or pedestrian, tell the driver to pull over and discuss the error.

Consider Intersecting Streets/Assumes Right of Way

If the driver fails to consider intersecting streets and assumes right—of—way, discuss the error. Require the driver to stop at the side of the road and practice the correct procedure several times before proceeding.

Yield Right of Way to Vehicles/Pedestrians

If the driver fails to yield right-of-way to vehicles/pedestrians, discuss the error.

Use Horn Properly

If the driver fails to use horn properly, if required, explain the error.

Control Temper (Displays Aggression)

If the driver fails to control temper and displays aggression, tell the driver to pull to the side of the road and stop. Do not continue the test unless the driver has calmed and is able to continue.

Unsafe Acts/Terminate Examination

Accident

A vehicle accident is defined as when contact is made and damage or injury occurs. If contact is made and no damage or injury occurs, the contract will not be deemed an accident. If an accident occurs curing the test, terminate the test. The Instructor will be responsible for deciding if damage has occurred and, if in doubt, will contact the supervisor.

Oral Instruction by Instructor Required to Avoid Accident

If the examiner has to verbally warn the driver to avoid an accident, terminate the test.

Failure to Control Vehicle in a Safe Manner

If the driver loses control of the vehicle, terminate the test.

If the driver attains a total score of three marks for speeding in column II of the checklist, terminate the test. Each time speed is exceeded, tell the driver to slow down.

Argumentative/Fails to Obey Instructions

If the driver argues or fails to obey instructions, terminate the test.

Endangers Self or Others

If the driver disregards a stop sign or traffic signal, terminate the test.

If the driver fails to stop at a railroad crossing when required, terminate the test.

If the driver endangers self or others, terminate the test.

REMARKS: (USE THIS SPACE TO EXPLAIN AND DOCUMENT REASON FOR TERMINATING-CERTIFICATION)

Circle the unsafe acts that required termination of the test, and use this space to explain and document reason for terminating certification.

If the termination was due to an accident, the instructor will follow procedures for reporting the accident and complete Standard Form 91.

NOTE

INCLUDE END OF TRAINING VEHICLE OPERATION CERTIFICATION TEST DOCUMENT

THE TD-187D, END-OF-TRAINING TEST, PART II - VEHICLE OPERATION TEST IS A CONTROLLED DOCUMENT AND IS THEREFORE NOT PRINTED AND DISTRIBUTED IN THIS PACKAGE.

NOTE

INCLUDE

CERTIFICATE OF VEHICLE FAMILIARIZATION

AND SAFE OPERATION

SEE ATTACHMENT 2 ON PAGE 16 OF SECTION 1 OF THIS PACKAGE.

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DRIVER TRAINING PROGRAM Course 43513-00

LEARNER'S WORKBOOK

DEVELOPMENT SERIES, TD-087-1B

January 1993



Management and Employee Development

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DRIVER TRAINING PROGRAM

Course 43513-00

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DEVELOPMENT SERIES, TD-087-1B

January 1993

Management and Employee Development Department

FOR USE ONLY DURING AUTHORIZED WORK HOURS AND ONLY ON POSTAL PREMISES FOR TRAINING PURPOSES

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PREFACE

This is the <u>Driver Training</u>: <u>Learner's Workbook</u> for use in the Driver Training Program: <u>Orientation for New Drivers</u>. It is also appropriate for <u>Refresher Driver Training</u>, and <u>Driver Improvement Training</u>.

You will be advised by your instructor to turn to various pages in this Workbook from time to time. Please wait until you are prompted by your instructor to turn each page. Listen carefully for directions for each exercise. You may need to fill in the blanks, choose a correct multiple choice answer, or perform some other activity.

The more you participate in this class, the more you will learn and in all likelihood, the better you will do when being certified to operate postal vehicles. Remember, if you do not successfully complete this course, you will not be authorized to operate a postal vehicle and therefore you may not be retained for Postal employment.

If you have any questions about the workbook materials or what is brought up in class, ask your instructor.

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Course Modules

Orientation for New Drivers

Classroom

Module 1: Introduction

Module 2: Vehicle Accident Statistics

Module 3: Driving Hazards

Module 4A: Hazards Due to the Vehicle

Module 4B: Hazards Relating to Others

Module 4C: Hazards Relating to Backing/Parking

Module 4D: Hazards Due to Driver Inattention

Module 5: Hazards Not Directly Controllable

Module 6: Accident Kit/Reporting Procedures

Module 7: Courtesy/Professionalism

Module 8: Review

Hands on Vehicle Familiarization

Module 9: Vehicle Information/Familiarization

Module 10: Controlled Driving Instruction

Module 11: TD-287D - Certification

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PS Form **4582**, Dec. 1989

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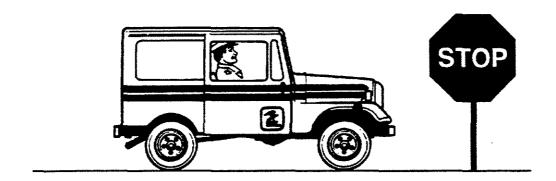
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INSTRUCTIONS

- Print the employee's name in bold letters. "Office or Station" and "Position Title" may be entered in pencil and should be updated as necessary. Print all other entries in ink or use rubber stamps.
- 2. File Forms 1768, Safe Driver Award Committee Decision; 4583, Physical Fitness Inquiry For Motor Vehicle Operators: 4584, Observation of Driving Practices; 5932, Road Test Checklist; TD # 287–B, C and D, End-of-Training Tests, and State Driving Abstract and all other forms, reports, correspondence, etc., relating to driver activities, in this folder. NOTE: The completed Form 5932 must be placed in a sealed envelope before filing in this folder.
- Folders may be flagged for license renewal, using the month/number system in the upper right margin.
 - a. Flag the month in which renewal is scheduled.
 - b. Additionally, flag the number indicating year in which renewal is scheduled. (For example, 1–1991, 2–1992, 3–1993, 4–1994. Upon renewal, 1–1995, 2–1996, 3–1997, 4–1998, and so on.)
 - c. Since most State licenses are renewed at three or four year intervals, flags need not be changed upon renewal.
- Record all initial, refresher and improvement driver training in Section B. Training time on specific vehicles should be recorded separately in "Training Hours" column.
- Record information from Form 1768, State driver records and/or other sources in Section C to provide a complete chronological record of on-duty accidents, citations and/or arrests from the date of first authorization to operate U.S. Postal Service Vehicles.
- Safe driver awards earned must be recorded in Section D, even though additional records are maintained.
- 7. Record special awards bearing a relationship to driver performance in Section E.
- 8. This folder must be maintained under the control of the Postmaster or Designee.
- 9. This folder with all contents must accompany the driver when transferred.

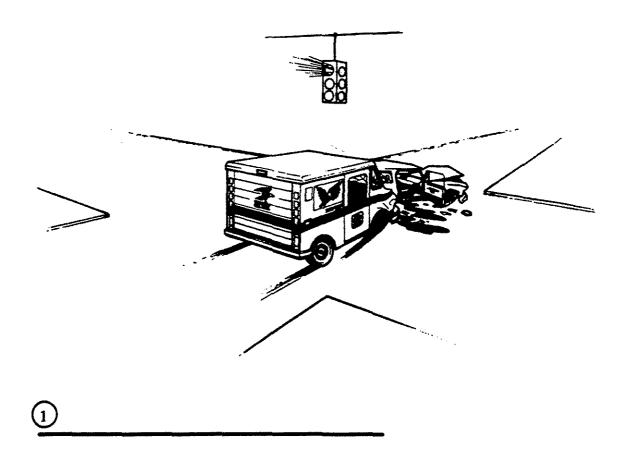
ACCIDENT STATISTICS

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TYPES OF ACCIDENTS		
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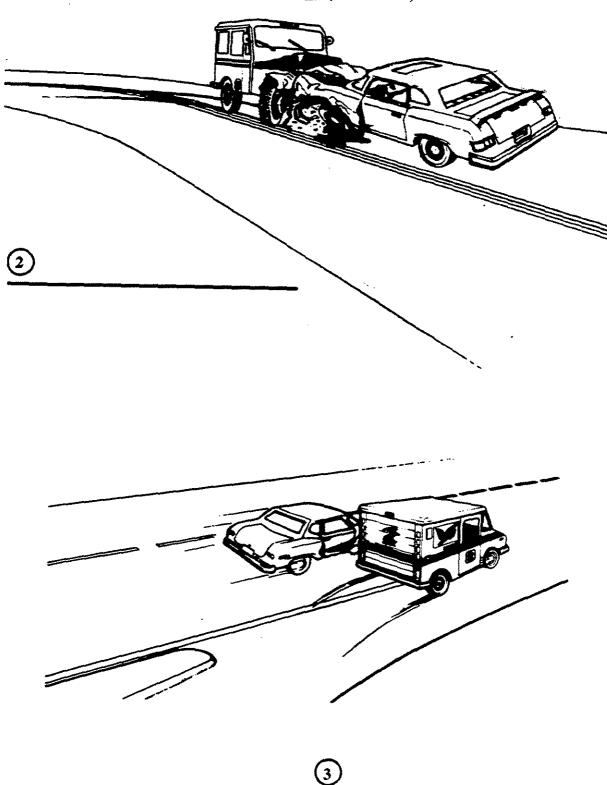


DIFFERENT TYPES OF ACCIDENTS

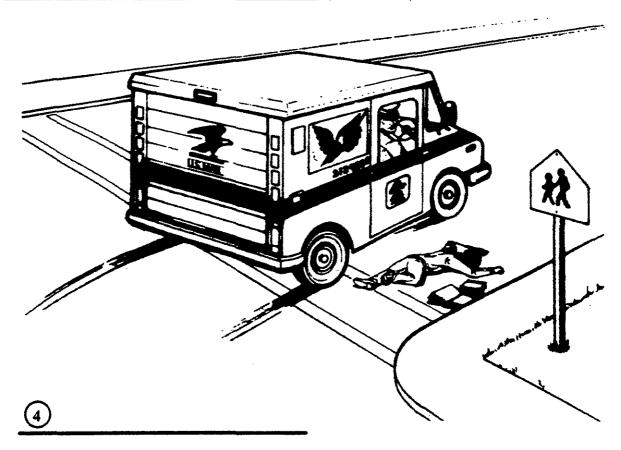
The following are accidents in which the Postal driver is at fault. Under each illustration, write the type of accident that it represents.



DIFFERENT TYPES OF ACCIDENTS (continued):

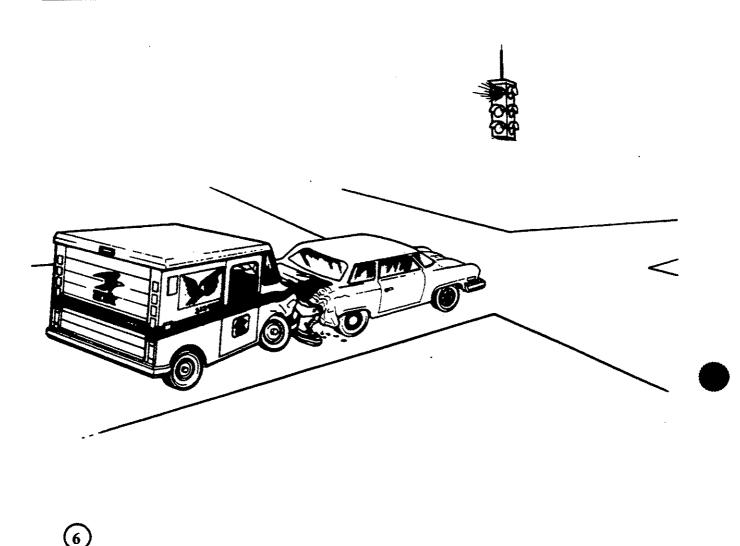


<u>DIFFERENT TYPES OF ACCIDENTS</u> (continued):





DIFFERENT TYPES OF ACCIDENTS (continued):



DEFINITION OF PREVENTABLE/NON-PREVENTABLE ACCIDENTS:

A preventable accident is	
A non-preventable accident is	
	,
HAZARD/DRIVING HAZARD DEFINITIONS:	
A hazard is	
A driving hazard is	, •
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Listing Directly Controllable And Not Directly Controllable Hazards

Directly Controllable Hazards	Not Directly Controllable Hazards
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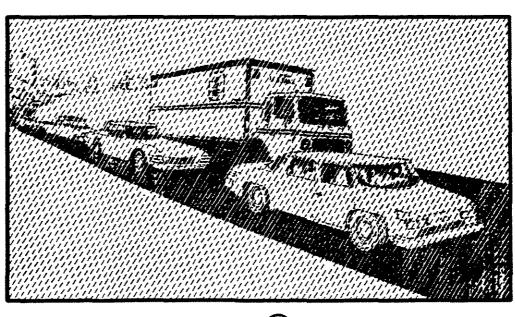
DIRECTLY CONTROLLABLE AND NOT DIRECTLY CONTROLLABLE HAZARDS

Directions:

Each hazard illustrated below is either directly controllable or not directly controllable by you, the driver. Under each illustration, state what the hazards is, and whether it is directly controllable or not directly controllable.

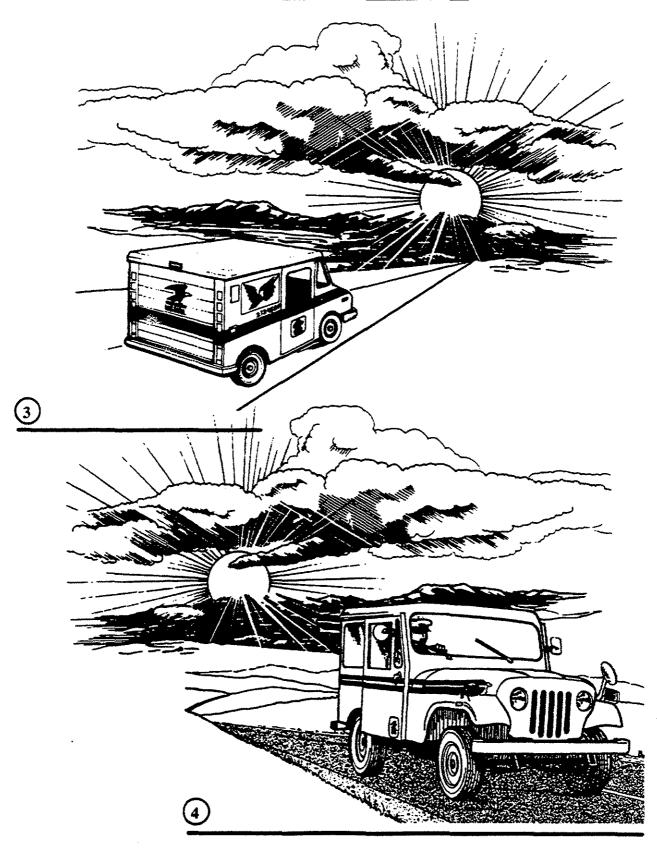


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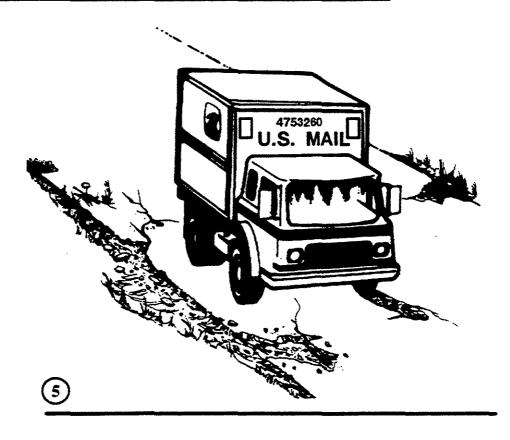


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DIRECTLY CONTROLLABLE AND NOT DIRECTLY CONTROLLABLE HAZARDS



DIRECTLY CONTROLLABLE AND NOT DIRECTLY CONTROLLABLE HAZARDS



Form 4570, Vehicle Time Record

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report	operating this vehicle, p damage immediately to y	our Bud Our Bud	ervi	ery c	py n	86 C	acc f Fo	orosnce wil rm 4565.	zi NOTO	Ce /5, :	and		actor's Address (V		_	_	Apt/	Sulte	No)									
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Notice 76, Expanded Vehicle Safety Check

U.S. Postal Service Expanded Vehicle Safety Check

- Look under body for oil and water leaks.
- 2. Inspect two front tires for inflation and wear.
- 3. Check hood latches.
- 4. Check front for body damage.
- 5. Check left side for body damage.
- Check left door lock.
- Check for rear end leaks.
- Check rear tires for inflation and wear.
- 9. Check rear for body damage.
- 10. Check rear door lock.
- 11. Check right side for body damage.
- 12. Check right door lock.
- 13. Open door and move into driving position.
- 14. Start engine (if temperature is 150 degrees F or below).
- 15. With assistance adjust pot-lid and left front marror.
- With assistance check headlights, tall lights, brake lights, 4-way flashers, and directional signals, front and rear.
- 17. Adjust right side rear view mirror.
- 18. Adjust center rear view mirror.
- 19. Check steering wheel play.
- 20. Check accident report kit.
- 21. Check window locks.
- 22. Check windshield wipers and washer.
- 23. Check horn.
- 24. Check gauges (gas gauge requires 30 seconds for "warm-up").
- 25. Check foot brake (no more than 2 inches free play).
- 26. Check hand brake.
- 27. Check seat belt and fasten.

Note: This check list has been programmed to take the driver in a logical sequence around the RHD vehicle with a minimum of lost motion. For LHD vehicles – work from right side to rear to left side beginning at Item 5. Items 15 and 16 – if no assistance readily available, handle personally.

See Additional Instructions On Reverse

Notice 76, April 1987

Instructions

Check items shown on other side on the initial use of each vehicle each day.

Report deficiencies, body damage, or inoperable items to your supervisor using Form 4565, Vehicle Repair Tag, so the condition can be corrected or another vehicle may be provided.

Proceed to your first assignment if there are no vehicle deticiencies.

Reverse of Notice 76

Label 70, Safety Check and Vehicle Dimensions

SAFETY CHECK BEFORE OPERATING VEHICLE Before operating this vehicle, report any deficiencies to your supervisor on Form 4565, Vehicle Repair Tag. Check hood latches. Check all tires. Check for body and fender damage. Check under vehicle for oil, grease, or water leaks. Check oil gauge, gas gauge, ammeter, and air brake. pressure gauge, if so equipped. Check rear view mirrors and adjust. Check pot lid mirror and adjust. Check windshield wiper and horn.	rface. Rub down smoothly,
Check hood latches. Check all tires. Check for body and fender damage. Check oil gauge, gas gauge, ammeter, and air brake. pressure gauge, if so equipped. Check pot lid mirror and adjust. Check pot lid mirror and adjust. Check windshield wiper and horn. Before operating this vehicle, report any deficiencies to your supervisor on Form 4565, Vehicle Repair Tag. ALWAYS LOOK ALWAYS LOOK BEFORE BACKING	
Check all tires. Check for body and fender damage. Check under vehicle for oil, grease, or water leaks. Check oil gauge, gas gauge, ammeter, and air brake. pressure gauge, if so equipped. Check rear view mirrors and adjust. Check pot lid mirror and adjust. Check windshield wiper and horn. Check windshield wiper and horn. Check 1 tires. ALWAYS LOOK BEFORE BACKING	
Check steering for excessive play.	
Check service and parking brakes. Check all lights including signal devices. Check accident report kit. Check safety belts. Fasten before driving. Vehicle Height ft.	in.
Label 70, Sept. 1988 Check Your Driving Habits	11 t-
01234567891011	
0 1 2 3 4 5 6 7 8 9 10 11	

Form 4565, Vehicle Repair Tag

					
U.S. Posta VEHICLE R		AG		D/	ATE
Vehicle No.	Mileage			ype of Post	Vehicle al Leased
Mechanical irregularities must be reported immediately on this form to the dispatcher or supervisor when vehicle is checked in. Initials are required for valid tag report.					
Check repai	rs needed a	and exp	lain und	der rem	narks
Accident			:	Springs	\$
Engine			1	Windsh	ield Wipers
Body				Radiato	×
Brakes				Differen	ntial
Hom				Clutch	
Steering		-		Lights	
Transmissi	on	-		res	
Carburetor					rs (Specify)
Glass			l		/=b//
indicate Po first tag, Su or contracto	pervisor				
Missing	ļ	Grab		T	Leaks
Heats Up		Face		1	Stips
Puli		Broke	n.		Short Out
Name of Station St.	ench				
Driver's Check-In T Driver's Receipt for	ime (Hour)		Signatu	n l	river's Signature
	OMPLET!				
Person Notified		Notified			Date
	1	VMF	<u> </u>	Lesaci	
Signature of Superv	teor	Tim	e Notilii	ed (Ho	am pm
Person notified vehi	cie repaire				Date
Time Notified (Hou	0	prn	yes		Report Required no
Signature of Superv Ready for Service		ting Vet	nicle		Date
PS Form 4565, Jun	e 1984			MECH	HANIC COPY 1

INSTRUCTIONS

DRIVER

Check and describe vehicle defects requiring repair. Show on all copies date and time of reporting vehicle defect to the appropriate supervisor (or the lessor's representative if you are instructed to do so). Have supervisor sign all copies. Retain copy 2 to show that you have reported the defect. Copy 1 and 3 retained by supervisor.

SUPERVISOR

(Leased Vehicle) - Notify lessor of vehicle defect at once. Show time and date of notification on your copy. (Copy 3). Retain copy 3 and enter on it the date and time the vehicle is returned. Retain in your files for six months. Copy 1 goes to lessor with vehicle.

(Postal Vehicle) -The first copy to be transmitted to Supervisor, VMF, or designated employee who will assure that repairs are made. The third copy will be attached to Form 4570, Vehicle Time Record, to indicate that vehicle is out of service and in need of repair. Retain copy 3 and enter on it the date and time the vehicle is returned. Retain in your files for 6 months.

LESSOR

Please repair vehicle and notify the designated postal supervisor when vehicle is returned. If you substitute another vehicle temporarily or permanently, it must meet contract requirements.

(Front)

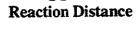
(Reverse)

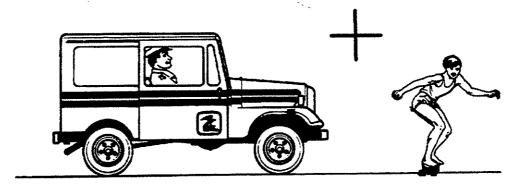
Note: This may be Group Discussion Exercise

IDENTIFYING HAZARDOUS TRAFFIC SITUATIONS Situations in which traffic can be a hazard are... AVOIDING AN ACCIDENT WITH THE VEHICLE AHEAD Safeguards you can use to avoid an accident with the vehicle ahead are...

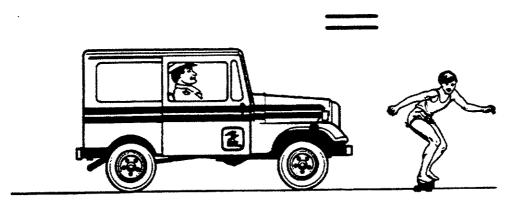
TOTAL STOPPING DISTANCE EQUATION







Braking Distance



Total Stopping Distance

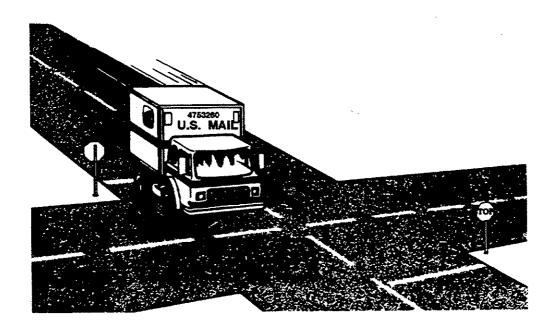
CAUSES OF HEAD-ON COLLISIONS

Some procedures to avoid head-on collisions are		
1		
2		
3.		
4.		
5.		

 MAKING A PROPER LEFT TURN	
When making a proper left turn, you must	
1.	
2	
3.	
4	
5	
6	
7	
8	
 MAKING A PROPER RIGHT TURN	
When making a proper right turn, you must	
1	
2	-
3	•
4	
5	_
6	-
7	•
Q	

PROCEEDING STRAIGHT THROUGH AN INTERSECTION

When proceeding straight through an intersection, you must...



· · · · · · · · · · · · · · · · · · ·

PROPER PASSING PROCEDURES	
When passing another vehicle you must	
1	
2.	
3	
4	· · · · · · · · · · · · · · · · · · ·
5.	
6	
7	
8	
9.	MATRICAL PROPERTY AND ADMINISTRATION OF THE PROPERT
10	
DRIVING OVER RAILROAD TRACKS	
When over railroad tracks you must	
1	
2	
3	
4	

Discussion Topics

VIEWING THE BEST OFFENSE IS A GOOD DEFENSE, VIDEOTAPE

Now that you have seen the videotape, <u>The Best Offense is a Good Defense</u>, please answer the following questions.

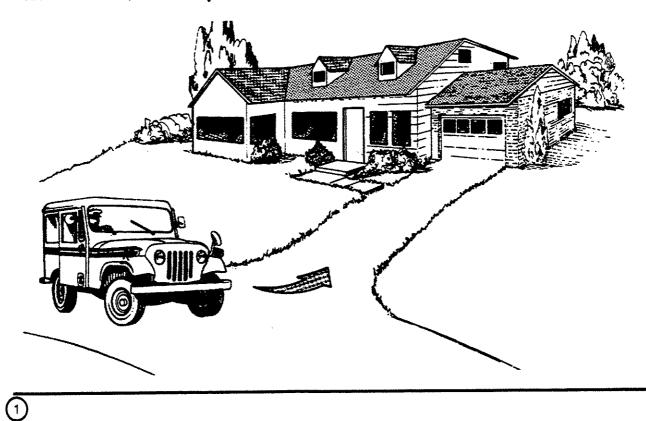
1.	Which of the following does a professional postal driver <u>not</u> do?
	a. Recognize the hazard.b. Know how to avoid the hazard.
	c. Cut off the driver who created the hazard.
	d. Leave enough time to react.
2.	Which vehicle parts are not part of an expanded vehicle safety check?
←•	a. Tires and brakes.
	b. Turn signals and horn.
	c. Gages.
	d. Spare tire.
3.	The entire Expanded Vehicle Safety Check (Notice 76) should take you no more than minutes.
	a. two
	b. three
	c. five
	d. ten
4.	In traffic, the main two hazards are the and the
	a. vehicle in front, vehicle behind
	b. vehicle in front, vehicle to the left
	c. vehicle behind, vehicle to the left
	d. vehicle behind, vehicle to the right
5.	To reduce the hazard ahead:
	a. don'ttoo closely.
	b. open up asecond following distance, anticipate, and
	c. watch for from the other vehicle.
6.	True or False. If you must hit something, it's generally better to hit a fixed object than to hit a moving object head—on.
7.	What is the first question you should ask yourself before you pass another vehicle?

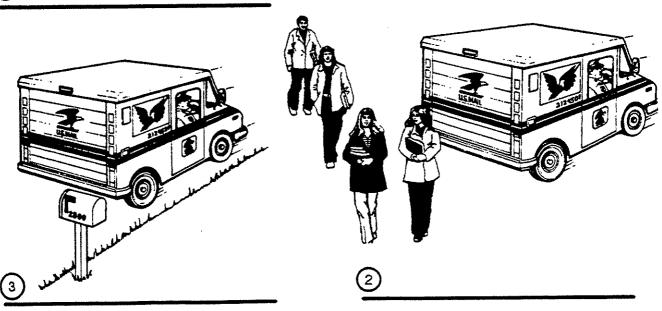
Discussion Topics

BACKING EXERCISES

Directions:

Each illustration shows something that you should not do while driving your vehicle. Under each illustration, write what you should do in these situations.

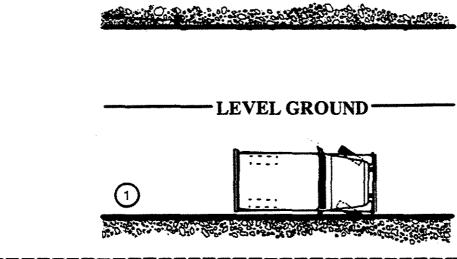


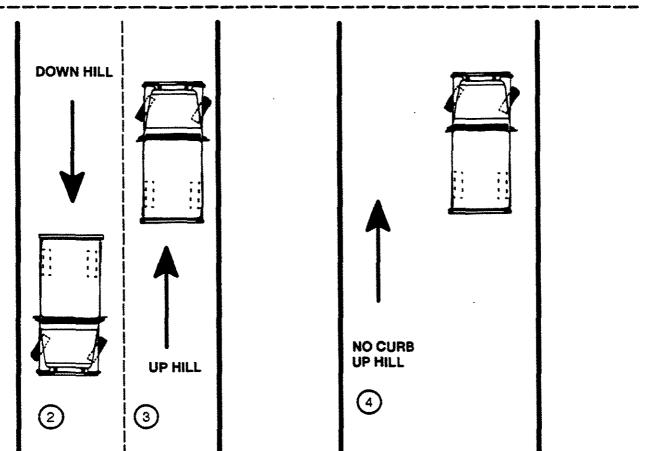


CURBING EXERCISES

Directions:

Each illustration shows a vehicle with wheels curbed. In each example, write whether the vehicle is curbed correctly or not. In addition, if any vehicles are curbed incorrectly, write how the wheels should be curbed.





ATTENTION PLEASE VIDEOTAPE EXERCISE

Nov	that	vou have	seen the	videotape,	Attention	Please.	please	answer	the fo	ollowing	questions.
		,	~~~~	,							

1	_	True	Ωť	False.
•	•	1140	V.	· ·

A driver's mood may negatively affect his/her ability to drive defensively in order to prevent accidents.

- 2. Safe driving involves _____ concentration.
 - a. 25 percent
 - b. 50 percent
 - c. 75 percent
 - d. 100 percent
- 3. You find you have too much mail to deliver in one day. You should:
 - a. Go as fast as you can and deliver whatever is humanly possible.
 - b. Deliberately slow down so your route will be adjusted.
 - c. Deliver what you can safely deliver.
 - d. None of the above.
- 4. True or False.

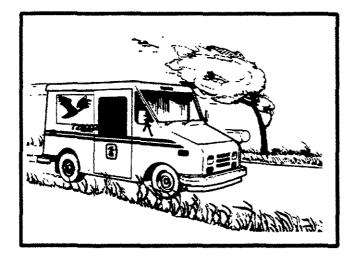
You are allowed to "finger" mail (that is check the next couple of addresses) while you are driving, as long as you do it safely.

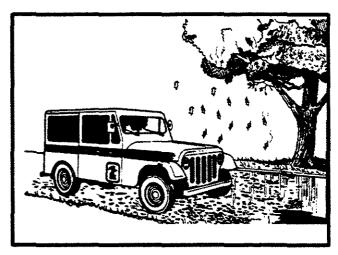
5. True or False.

Over-the-counter or prescription drugs taken while on-the-clock to alleviate physical problems never impact your ability to safely operate a vehicle.

ADVERSE CONDITIONS VIDEOTAPE EXERCISE

Label each driving situation pictured here. After you've labeled the situation, briefly write how you would drive to compensate for the problem.

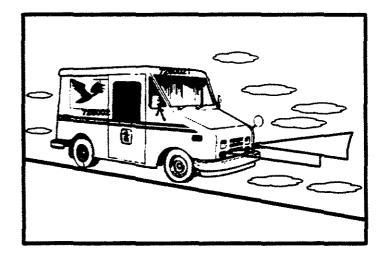




1.

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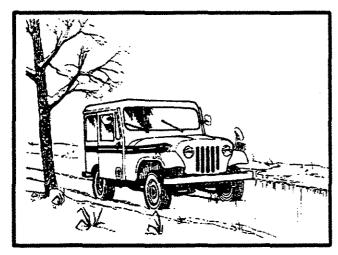




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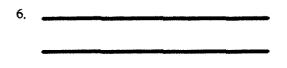
4.

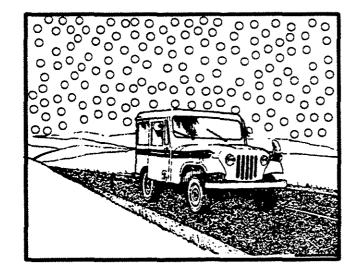
<u>ADVERSE CONDITIONS</u> VIDEOTAPE EXERCISE (continued)

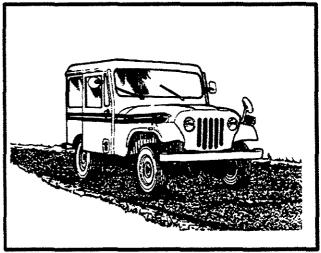




5.		







7.		

8.	

Item 087-H, Vehicle Accident Report Kit

UNITED STATES POSTAL SERVICE VEHICLE ACCIDENT REPORT KIT

CONTENTS - a. Standard Form 91

b. Form 4585

c. Form 4586 d. Pencil

e. Chalk

f. Local Instructions

INSTRUCTIONS FOR OPERATORS INVOLVED IN ACCIDENT

- a. Stop at the scene.
- b. Aid or assist any injured person.
- c. Safeguard the scene against further accidents.
- d. Safeguard the mail.
- e. Provide other driver(s) and/or police with any information required by law. (Use Form 4585 for this purpose. Note: Do not make any statement admitting personal or government liability or criminal negligence or attempt to negotiate an agreement or settlement with anyone.)
- f. Obtain names, addresses and telephone numbers of any injured persons. (Note the extent of visible or claimed injury).

- g. Obtain names, addresses and telephone number of the owners or drivers of any vehicles or property damaged. Note the extent of visible damage.
- h. Obtain the names, addresses and telephone number of any witnesses. (Use Form 4586 for this purpose.)
- Mark on pavement with chalk, positions of vehicles wheels, objects, or persons involved in the accident.
- j. Complete Standard Form 91 and submit it to your immediate superior before going off duty on the day of the accident.

k. Notify your office in accordance with local instructions.							
	M-F	EVE	SAT	SUN	HOL		
Vehicle Maintenance Facility:							
Vehick Base Supervisor:							
Police:	City	County	State				

FOR YOUR PROTECTION -REPORT ALL ACCIDENTS IN WHICH YOU ARE

INVOLVED WHILE OPERATING ANY VEHICLE ON OFFICIAL BUSINESS.

ltem 087-H

Form 4585, Postal Driver Accident Information

U.S. Posta	J Service		
POSTAL DRIVER ACC	IDENT INFORMATION		
The United States Postal Service desires to fulfill its responsibility toward persons in accidents involving vehicles operated by postal personnel.			
To prevent misinformation, postal personnel a required by law.			
The following information is required and is fu	rnished to you by the postal driver.		
1. Accident Location	2. Date and Time		
3. Driver's Name	4. State Driver's License No.		
5. Make, Type and Postal Vehicle No.	6. Post Office		
For further information about t	his accident please contact:		
Name, Title and Address	Phone No.		
PS Form 4585, June 1988 USGPO:1988-19	S1-700/82556 (Mar.1971 edition usable)		

Form 4586, Accident Information

U.S. Postal Service ACCIDENT INFORMATION							
You can assist in the national endeavor to reduce accidents by providing information about this accident.							
Please complete this form and give it to the postal driver involved. If you are unable to return it to the driver, please drop it in a letter-box.							
No postage is requ	sired.						
Thank You Postmaster							
Did you see the accident?	Where were you at the time?						
Yes No							
Did you see either vehicle involved prior to the accident?	What was the postal vehicle d	oing?					
Who do you think was at fault? Postal Other	What was the other vehicle do	ing?					
Was anyone hurt? Yes No Your Telephone No.	Your Name and Address (Inclu Suite No. and ZIP+4 Code)	ude Apt./					
Comments							

14. OPERATOR'S STATEMENT OR ACCIDENT AND USE OF SAFETY EQUIPMENT	OPER TOR V	ATOR'S I	REPORT OF M	DEPARTMENT	OR AGENCY	
Tell in your own way how the accident happened:	This form Governm the scen	n is to be comp nent operator a s of the accider Privacy Act Sta	leted by the I the time and It if possible.	NAME AND LOC ARE ASSIGNED		NIZATION TO WHICH YOU
	<u>a</u>	Print clearly	LAST NAME	· FIRST N	ME :	MIDDLE INITIAL AGE
	OPERA' DATA		IG OR TITLE SS	NUMBER		GOVT, MOTOR VEHICLE OPERATOR PERMIT NO.
	÷	Home Addres	ss (Number, Street, Ci	ly, State, ZIP Code)		HOME TELEPHONE NO.
	# 8	ACCIDENT OCCURRED	DATE //	DAY OF WEEK	TIME a.n p.a	NUMBER OF HOURS ON DUTY PRIOR TO 1. ACCIDENT
	ACCIDENT THAI AND LOCATION		CCIDENT (If in city, g y, or other landmark.)	ve number, street, (ity and State, if out	side city limits, indicate mileage
	-	ORIGIN OF	RIP		DESTINATIO	ON .
	4	PURPOSE C	FTRIP			
	L VEHCLE 2 privately ederally ()	MAKE		TYPE	REGISTRAT IDENTIFICA	ION NUMBER OR OTHER TION
	RAL VE ding pri d Fede ited)		EHICLE DAMAGED (•		OPERATOR'S ESTIMATED AMOUNT OF DAMAGE \$
	3. FEDERAL (Induding) owned Fed	IF THIS WAS WAS A GUIL	S A BACKING ACCIDI DE AVAILABLE?	NT. O Yes O N	o guide used?	Yes No
		MAKE		TYPE		PASY
WAS VEHICLE EQUIPPED Yes No If so were they in use Yes No	a) 3)	OPERATOR'S	S STATE PERMIT NU	MBER .	VEHICLE LICEN	SE NUMBER AND STATE
WITH SEAT BELTS at time of occident.		OPERATED BY:	NAME			
 Have you answered ALL the questions as completely as possible? In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information re- 	EHICLE INVOLVED(# Show in item 12, page		HOME ADDRESS	Number, Street, City	, State, ZIP code)	
quested on this form is authorized by Title 40 USC Section 491. Disclosure of the Information by a Federal Employee is mandatory as it is the first step in the Government's Investigation of a motor vehicle accident. The principal purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal		OWNED	NAME			
actions resulting from the accident and to provide accident information/statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local	A S	BY:	TOPENE			
governments, or agencies when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.	OTHER VEHICLE than one, show in		ADDRESS (Numbe		ZIP code)	
OPERATOR DATE SIGNED	4	PARTS OF V	EHICLE DAMAGED (Described)		OPERATOR'S ESTIMATED AMOUNT OF DAMAGE \$
		5. OTHER PI	IOPERTY DAMAGEC	(Explain, If more s	pace la needed, co	ntinued in item 12, page 3.)
14.5 Covernment Printing Office: 1605-461-275/20005 STANDARD FORM 91 PAGE 4 (REV. 11-76	1)		91-108	STANDA	RD FORM 91	PAGE 1 (REV. 11-76)

	NAMES	HOME AD	DRESSES		STATE WHO	GAVE MEDICAL AID, IF ANY WAS GIVEN	WHERE WAS INJURED TAKEN
PERSONS INJURED				둧			
63				ğ			
ゼ	J			H AC	CONDITIONS	OF OTHER DRIVER	
필드				4	Hother driver	or persons bluest made statements as to pour	se of accident and extent of personal or property
OCCUPANTS IN YOUR VEHICLE				EVENTS AFTER ACCIDENT		te conversation, also, give manes and address	
™	1			7.			
(E)							
8. OCCUPANT IN OTHER VEHICLE(\$)							
8年							
				8	MAKE	ТҮРЕ	YEAR
<u>8</u>				OLVED Is invol	OPERATOR'S	S STATE PERMIT NUMBER	
S AND			,	PERTY INVOLVED			
8. WITNESSES AND POLICE				OR PROPER	OPERATED BY:	NAME	
P. WIT	POLICE OFFICER	BADGE NUMBER	PRECINCT OR HEADQUARTERS	E OR P		HOME ADDRESS (Number, Street, City, Stat	e ZIP code)
_		FEDERAL VEHICLE Vately owned Federally operated)	OTHER VEHICLE (2)	OTHER VEHICLE	OWNED BY:	NAME	
HTIONE	DIRECTION OF TRAVEL			SATION		ADDRESS (Number, Street, City, State, ZIP o	ode)
ACCIDENT CONDITIONS	SIDE OF STREET OR HIGHWAY			점	PARTS OF V	EHICLE DAMAGED (Described)	OPERATOR'S ESTIMATED AMOUNT OF DAMAGE \$
COO	APPROXI- MATE SPEED	MILES PER HOUR	MILES PER HOUR		OTHER PRO	PERTY DAMAGED (Explain)	
å,	CONDITION OF ROADWAY (Wet or dry, icy, ect.)	WEATHER (Clear, foggy, rain, snow etc.)	TYPE OF ROADWAY (concrete, macadam, etc.)	***************************************			
	OTHER INFORMATION (Explain	n stop signs, traffic signals, obstructio	ns, etc.)		DAGRAM WHA HAPPENED BY USING THESE SYMBOLS, BEL	lravel by arrow	show direction of

STANDARD FORM 91 PAGE 2 (REV. 11-76)

STANDARD FORM 91 PAGE 3 (REV. 11-76)

CHARACTERISTICS OF A PROFESSIONAL DRIVER

Some characterist	ne characteristics of a professional driver would be			
1		- Management		
2				
3				
4				
5				
6				
7				

Form 4584, Observation of Driving Practices

U.S. POSTAL SERVICE

OBSERVATION OF DRIVING PRACTICES

INSTRUCTIONS

This form, when used correctly, can aid in the elimination of driving practices which cause accidents. All driving practices needing improvement and noted below should be discussed with the driver as soon as possible after the observation. Because the primary purpose of conducting observations is to improve driving practices before they result in accidents, discussions with drivers must be positive in nature and include the benefits to be gained from improving driving practices. If a driving observation is determined to require official action.

such action will be in accordance with the terms of the National Agreements. To enforce a high standard of professional driving performance, all drivers must be observed at least twice a year, and at other times when appropriate. For probationary drivers this form must be completed at 30–, 60–, and 80–day intervals. (or at other appropriate intervals if the driver's probationary period is not 90 days), and a copy attached to Form 1750, Employee Probationary Period Evaluation Report.

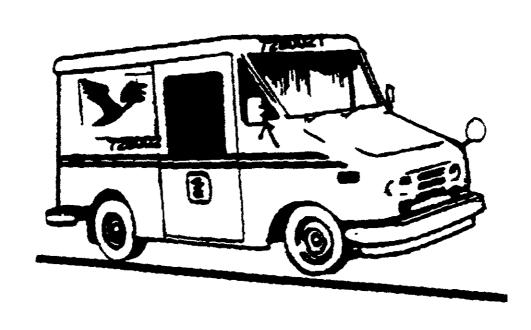
Name of Driver and Employee ID Number	3 f	Time of Observa	tion		Date of Observation
		From	То		
Location of Observation		Vehicle Type	V	ehicle No.	Sta/Br/Ofc
During this observation, the dr B. Dr STARTING Fasten seat belt and/or close door Give proper signal when leaving curb Look back to check traffic	iver exhibited riving Prac RESPONSIV Increase tol Reduce spe	CTICES TO BE INVENESS TO WEAT lowing distance to 3 accorded well in advance of interest overall during adverse	nal driving proved HER nds resections	practices, as TURNING Approach is	nd is to be commended. In proper lane ast 100 feet in advance
Wait for suitable gap in traffic Wait for suitable gap in traffic STEERING AND LANE USEAGE Keep both hands on wheel Keep vehicle in center of lane Stay to right of center line Stay to right of center line Stay in one lane as much as possible LANE CHANGING Check for vehicles approaching in intended lane Signal lane changes Change lane so as not to be in another driver's blind spot SPEED AND FOLLOWING DISTANCE Maintain speed of traffic flow not to exceed posted speed Adhere to posted speeds in curves Maintain 2—second following distance Stow down or change lanes when tailgated Conditions Enter at a Signal privation of the story of the stay of the		end of traffic flow into merging y which minimizes interfer r observe vehicles in adja- sheck rear/side mirrors intentions well in advance ed speed ment space in which to par util out or back in e legal (not hills, curves, in assing zones) assond following distance ing passed before pulling it AND INTERSECTI and at uncontrolled or visit intersections affic controls gradually when stopping or for following traffic e crosswalk or line ght and left es traffic	Signal intentions Curb wheels Set parkgear and handbrake Turn off ignition Lock vehicle BACKING Avoid backing whenever possible Look behind vehicle Physically turn around while backing pass Back slowly ATTENTION TO PEDESTRIAN Yield right-of-way at all times TIONS Tap hom to alert bicyclist, occupant is vehicle, or pedestrian near roadway		or and handbrake ition e ition around while backing y ition around while backing y ition
Comments Title of Observer			Signatu	7A	
C. To Be Comp	leted By F)river's Immed			
Action Taken			Origin	1-PEDC Ma 2-To Driver 3-To Driver	s Immediate Supervisor
Signature		Date	7	4-To Local S Probationary 1750 and Fo	Safety Manager (If a Driver, attach to Form

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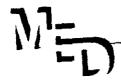


THE LONGLIFE VEHICLE (LLV)

DRIVER TRAINING PROGRAM



January 1993



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THE LONGLIFE VEHICLE (LLV)

The following is is provided as a general overview on the Long Life Vehicle (LLV). the vehicle will be covered in greater detail during the Vehicle Familiarization phase of the driver training.

One of the biggest problems that the Postal Service faced with delivery vehicles was body rust. This not only created added expense for repair and replacement, but also gave a very poor image of the Postal Service to the public when the vehicle remained in service awaiting repair.

The LLV, which was specifically designed for the purpose of delivering mail, has an aluminum body which decreases the chances of corrosion. This vehicle addressed the Postal Service vehicle rust problem while adding to the safety and comfort of the driver.

The vehicle, which is expected to last for twenty four years and carries more than 2 1/2 times the capacity of the Postal Jeep is equipped with power steering power brakes, cloth covered swivel seats, a moveable letter tray, specially designed mirrors for increased visibility, and glare-protected instrument covers. Along with these features the LLV is also a righthand drive vehicle which makes it excellent for curbside deliveries.

These features will be covered in more detail during vehicle familiarization. Also during the vehicle familiarization, information will be given on vehicle safety inspections, loading and unloading, and the safe operation of the LLV.

The following are key items that if adhered to can assist in ensuring the safe operation and utilization of the LLV.

Seat Belt - The LLV is equipped with both lap and shoulder belts. The two parts are not permanently joined (the two parts fit together by inserting the metal nub of the shoulder belt into the slot on the lap belt) However they should be worn at all times the vehicle is in motion. Only in unusual circumstances, such as, when the shoulder belt restricts access to mail boxes, will authorization be given to disconnect the shoulder belt. The lap belt must be worn at all times. It must be remembered that these belts are the best defense against death or serious injury should the vehicle be involved in collision. USE THEM.

Turn the Vehicle off – The LLV should not be left running when unattended, no matter how short the period of time. When leaving the vehicle, put the vehicle in park, set hand brake, curb the wheels, turn off the engine and take the key. This prevents rollaway/runaway accidents.

Lock the Doors – When the vehicle is unattended, lock the doors. The LLV is designed so that the back cargo compartment can be locked. Normally, the cargo door will be kept locked. Be sure to also lock the driver side door when leaving the vehicle unattended and out of view. Following these procedures will lessen the possibility of unauthorized entry into the vehicle and mail theft.

Use caution entering cargo area — When you're working in the LLV, the easiest way to enter the cargo area is from the cab. However, entry from the rear has not been prohibited. There are times when carriers can enter through the rear door safely and easily. If you need to get into the cargo area from the rear, there are some important safety tips to remember, and to use.

- Except for loading dock situations, entering through the back door has not been recommended because it can require a very large step.
- Do not use the back bumper as a step. The bumper is not designed to support your weight, and it may be slippery.
- A curb can reduce the size of the step, making it easier to step into the cargo area.
- If you're tall enough, you may be able to prop one knee on the cargo bed, then lean in to reach more mail.
- If you can't enter from the rear safely and comfortably, then you should be get to the cargo area from the cab of the vehicle.

Remember...work smart. Think ahead. When you load the vehicle, arrange the mail so it's easy to reach. Keep heavier items within easy reach at the rear of the cargo area.

How you load your vehicle is going to depend on how much mail you have on any given day. It's also going to depend on what type of mail you have on the route.

For example, on some routes where you have a lot of flats, it may be most efficient to put the flat trays at the rear of the cargo area, within easy reach from the back door.

The same is true for parcels. Some routes always have a high volume of parcels. If you're on one of those routes, it may be easiest to keep the packages within easy reach of the rear door.

Remember... work smart and use good judgment.

It makes a lot of sense to avoid injury. Work safely and stay healthy for the things you enjoy.

Adjust Mirrors - Before moving the vehicle make sure that the mirrors are properly adjusted. The LLV is equipped with a number of mirrors that when properly adjusted will provide adequate visibility for safe operation. Due to the fact that the LLV does not have a rear window, the mirrors become extremely important for safe backing. But remember, when in doubt, get out and check before backing.

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BMC MAIL HANDLER (P. 12)

Topic: Forklift Operator Training

Time: 8 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/Work Area (Secured)

When training takes place: Before		Assignment to Job	
	Points To Be Covered	Notes/Materials Needed	
A. B.	Passing test at medical unit Purpose and use of forklift	PEDC Course 52505—00, Forklift Truck Operator	
C.	Training program films		
D.	Hands—on training		
E.	Examination after training 1. Written test a. Weight allowances b. Height and width clearances c. Safety d. Recharging requirements 2. Road test a. Handling techniques—unloaded b. Pickup of loads of different weights c. Handling techniques—loaded d. Safety habits		
E	Supervised operation of forklifts		

BMC MAIL HANDLER (P. 13)

Topic: Tow Tractor Operator Training

Time: 3 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/Work Area (Secured)

	Points To Be Covered	Notes/Materials Needed
A.	Passing test at medical unit	PEDC Course 57510-00, BMC Tow
B.	Purpose and characteristics of stand up n and sit down model of tow tractors	Tractor (In-House)
C.	Use of equipment on workfloor	
D.	Training program videotape	
E.	Hands—on training	
E	 Examination after training Written test Number of containers that may pulled safely (empty/loaded) Numbers of hampers that may pulled safely Safety Recharging Road test Handling techniques—requirements without train Hooking up hampers and cont c. Safety habits 	be ith and
G.	Supervised operation of tow tractors	

CITY LETTER CARRIER (P. 1)

Cr	aft Skills Building Topics	Hours
1.	Driver Orientation	6-8
2.	Vehicle Familiarization	1/2*
3.	Controlled Driving Instruction and Certification	2-4
4.	Content/Basics	8
5.	Demonstration/Practice	12-28
6.	Service/Dependability	4
7 .	On—the—Job Training	24
8.	Service Fundamentals	2

Exhibit 2548-03, Individual Training Record

^{* =} Per vehicle

CITY LETTER CARRIER (P. 2)

Topic: Driver Orientation

Time: 6-8 classroom

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC

When training takes place: Before Vehicle Familiarization

	Points To Be Covered	Notes/Materials Needed
A. Int 1. 2. 3. 4. 5. 6.		PEDC Course 43513-00, Orientation for New Drivers TD-087-1A, Instructor's Guide TD-087-1B, Learner's Workbook Form 4582, Operator's Record
B. Sta 1. 2. 3. 4. 5.	S	Long Life Vehicle Videotape (Revised) VHS-087-4, Quarter Ton Vehicle Videotape Seat Belt Videotape
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13.	Form 4570/Automated Vehicle Recording Devices Notice 76 Label 70 Form 4565 Intersections	Form 4570, Vehicle Time Record Notice 76, Expanded Vehicle Safety Check Label 70, Safety Check and Vehicle Dimensions Form 4565, Vehicle Repair Tag

CITY LETTER CARRIER (P. 3)

Topic: Driver Orientation (CONTINUED)

Time: 6-8 classroom

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC

When training takes place: Before Vehicle Familiarization

	Points To Be Covered	Notes/Materials Needed
17. 18. 19. 20. 21. 22. 23. 24. 25. 26.	Left turns Right turns Passing Railroad tracks Defense vs. offense Backing Parking Curbing Rollaways Mood/inattention (headsets) Adverse conditions (ice, snow, leaves, glare, potholes, etc.)	VHS-087-1, The Best Offense Is a Good Defense VHS-087-5, Backing and Parking VHS-087-2, Attention Please VHS-087-3, Adverse Conditions
	Loading Mirrors	Form 4585, Postal Driver Accident Information
1. 2.	cident kit and accident procedures Form 4585 Form 4586 OF-91 Item 087-H	Form 4586, Accident Information OF-91, Operator's Report of Motor Vehicle Accident Item 087-H, Vehicle Accident Report
E. Co 1. 2. 3. 4.	Professionalism Safe driver awards	Kit Form 4584, Observation of Driving Practices

CITY LETTER CARRIER (P. 4)

Topic: Vehicle Familiarization

Time: 1/2 hour per vehicle

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: Garage or Driving Range - To Be Determined Locally

	Points To Be Covered	Notes/Materials Needed
A. B.	Parts of the vehicle and their operation Doors, latches and locks Seat adjustment Safety belt	PEDC Course 43513-00, Orientation for New Drivers Administrator's Guide
	 Mirrors (rearview, side, and pot lid) Ignition Windshield wipers and washers Light switches (headlights, parking, flashing, and directional lights) Parking brakes Accelerator and brake Gearshift Steering capability Gasoline and oil gauges (fueling) Gas tank location and clearance Tire pressure Loading and rear loading clearance Clearances 	Notice 76, Expanded Vehicle Safety Check
C.	17. Unique handling characteristics Safety check by each trainee	Label 70, Safety Check and Vehicle Dimensions .

CITY LETTER CARRIER (P. 5)

Topic: Controlled Driving Instruction and Certification

Time: 3 1/2 hours *

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: Driving Range and Road Test Route -

To Be Determined Locally

Wile!!	training takes place: Before	Assignment to Vehicle	
	Points To Be Covered	Notes/Materials Needed	
	bumpers/clearances Maneuvering the vehicle for clearance on right and left sides	PEDC Course 43513-00, Orientation for New Drivers Vehicles Traffic cones or pylons Chalk (stop line and course problems) Schematic of practice course	
B. E	End—of—Training, Vehicle Operation Certification Test (5-8 mile course)	* Amount of time is determined by previous training and types of vehicles used.	

MAIL HANDLER (P. 18)

Topic: Forklift Operator Training

Time: 8 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/Work Area (Secured)

77116	en training takes place: Before	e Assignment to Job
	Points To Be Covered	Notes/Materials Needed
A. B.	Passing test at medical unit Purpose and use of forklift	PEDC Course 52505 – 00, Forklift Truck Operator
C.	Training program films	
D. E.	Examination after training 1. Written test a. Weight allowances b. Height and width clearances c. Safety d. Recharging requirements 2. Road test a. Handling techniques—unloaded b. Pickup of loads of different weights c. Handling techniques—loaded d. Safety habits	
E	Supervised operation of forklifts	

MAIL HANDLER (P. 19)

Topic: Tow Tractor Operator Training

Time: 3 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/Work Area (Secured)

wne	n training takes place: Before	Assignment to Job
	Points To Be Covered	Notes/Materials Needed
A. B.	Passing test at medical unit Purpose and characteristics of stand up model and sit down model of tow tractors	PEDC Course 57510-00, <u>BMC Tow</u> Tractor (In-House)
C.	Use of equipment on workfloor	
D.	Training program videotape	
E.	Hands—on training	
F	1. Written test a. Number of containers that may be pulled safely (empty/loaded) b. Numbers of hampers that may be pulled safely c. Safety d. Recharging 2. Road test a. Handling techniques—requirements with and without train b. Hooking up hampers and containers c. Safety habits	
G.	Supervised operation of tow tractors	

MOTOR VEHICLE OPERATOR (P. 1)

Craft Skills Building Topics Ho		Hours
1.	Duties and Responsibilities of Position	1/2
2.	Reporting, Records, and Schedules	3/4
3.	Safety and Emergency Procedures	2
4.	Vehicle Maintenance	1
5.	Methods and Procedures	1
6.	Driver Orientation	8
7.	Vehicle Familiarization	1/2 to 1
8.	Controlled Driving Instruction and Vehicle Operation Test	2 to 3
9.	Assignment to Work Situation	8
10.	Service Fundamentals	2

Exhibit 2548-10, Individual Training Record

MOTOR VEHICLE OPERATOR (P. 2)

Topic: **Duties and Responsibilities of Position**

Time: 1/2 hour

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/Work Area

When to	raining takes place: Before	Assignment to Job
	Points To Be Covered	Notes/Materials Needed
A. In 1. 2. 3. 4. 5.	and supervisors to vehicle drivers Vehicle service——stations, depots, bulk mail center, airfield, etc.	Handbook PO-701, Fleet Management Driver Simulator offices use Module 3, Regulations and Reporting Procedures Local Maps Handouts
B. Di 1. 2. 3. 4.	post office functions—dispatch times, carrier leaving times, rail schedules, routes of travel, etc. Care and appearance of equipment; responsibility while in driver's custody Unauthorized riders, stops, or improper use of vehicle	

MOTOR VEHICLE OPERATOR (P. 3)

Topic: Reporting, Records, and Schedules

Time: 3/4 hour

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/Work Area

	Points To Be Covered	Notes/Materials Needed
A.	 Reporting for duty In proper uniform On time Employees' entrances and exits Reporting time, subsequent day assignment, how assignment is determined Local requirements when unable to report for duty Use and location of time clocks/transactors Location of rooms—available facilities, etc. 	Handbook PO – 701, Fleet Management Form 4533, MVS Schedule Local handouts
B.	Schedules	
C.	 Records Frequently used forms — -timecards, accident reports, other forms for recording work hours Transactor inputs 	

MOTOR VEHICLE OPERATOR (P. 4)

Topic: Safety and Emergency Procedures

Time: 2 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/Work Area

	Points To Be Covered	Notes/Materials Needed
A .	Defensive driving habits 1. Seatbelts 2. Leaving curb/dock 3. Controls 4. Speed 5. Turning 6. Stopping 7. Interactions 8. Maintaining and changing lanes 9. Following distance 10. Railroad crossing 11. Highway 12. Backing 13. Parking 14. Chocking vehicles at dock 15. Attitudes and attention	Driver simulator offices use Module 6, Strategy for Safe Driving, and Module 8, Accident Avoidance Techniques Item 087H, Accident Report Kit NSC Safe Driver Award Rules Form 4570, Vehicle Time Record or Automated Recording Device Handbook PO-701, Fleet Management
B. C.	State and local laws applicable to postal vehicles or peculiar to postal vehicle service Types of accidents and possible causes, proper procedure for reporting them, the necessary forms to be completed, the contents of the accident report kit. Handout the kit, explain the various forms, and collect kits for reuse.	
D.	Safe driver awards program 1. Safe driving awards 2. Preventable versus nonpreventable accidents	
E.	Use of Form 4570 or Automated Recording Device	
F.	Locking vehicles	

MOTOR VEHICLE OPERATOR (P. 5)

Topic: Vehicle Maintenance

Time: 1 hour

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/Work Area

MOTOR VEHICLE OPERATOR (P. 6)

Topic: Methods and Procedures

Time: 1 hour

Driver Instructor Examiner/ad hoc DIE Instructor:

Where training takes place: PEDC/Work Area

Whe	n training takes place: Before	Assignment to Job
	Points To Be Covered	Notes/Materials Needed
A. B.	Handling pouches of Registered Mail Collections and relays	Handbook M-41, <u>City Delivery</u> <u>Carriers Duties and</u> <u>Responsibilities</u> . Sections 380, 542, 543 and 544
C.	Manner and method of bed loading (maximum cube utilization ——order of delivery) Container loading and control Hampers Sacks and pouches Tray carts Post—con General purpose mail container Mail trays Bulk mail container Shoring for Safety	PEDC Course 54552-00, Van Loading-The Right Way Handbook PO-502, Container Methods Form 4572, Tractor Log Form 4575, MVS Vehicle Survey
Ε.	Vehicle utilization surveys	

MOTOR VEHICLE OPERATOR (P. 7)

Topic: Driver Orientation

Time: 8 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC

When training takes place: Before Vehicle Familiarization

	Points To Be Covered	Notes/Materials Needed
1. 2. 3. 4. 5. 6. B. Statis 1. 2. 3.	Course overview Defensive driving Safe driving Form 4582 Long life vehicle Quarter ton vehicle stics Local/divisional accident statistics Seat belts Four—second following rule School zones	PEDC Course 43513-00, Orientation for New Drivers TD-087-1A, Instructor's Guide TD-087-1B, Learner's Workbook Form 4582, Operator's Record Long Life Vehicle Videotape (Revised) VHS-087-4, Ouarter Ton Vehicle Videotape
C. Haza 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14.	Preventable/nonpreventable accidents ards Definition of a hazard Directly controllable hazards Not directly controllable hazards Form 4570 Notice 76 Label 70 Form 4565 Intersections Passing Entering/leaving parking spaces Oncoming vehicles Stopping formula Tailgating Mechanical devices Right turn on red Intersections	Form 4570, Vehicle Time Record Notice 76, Expanded Vehicle Safety Check Label 70, Safety Check and Vehicle Dimensions Form 4565, Vehicle Repair Tag

MOTOR VEHICLE OPERATOR (P. 8)

Topic: Driver Orientation (CONTINUED)

Time: 8 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC

When training takes place: Before Vehicle Familiarization

Points To Be Covered	Notes/Materials Needed
16. Left turns 17. Right turns 18. Passing 19. Railroad tracks 20. Defense vs. offense 21. Backing 22. Parking 23. Curbing 24. Rollaways 25. Mood/inattention 26. Adverse conditions (ice, snow, leaves, glare, potholes, etc.) D. Accident kit and accident procedures 1. Form 4585 2. Form 4586 3. OF -91 4. Item 087-H E. Courtesy and Professionalism 1. Courtesy 2. Professionalism 3. Safe driver awards	VHS-087-1, The Best Offense Is a Good Defense VHS-087-5, Backing and Parking VHS-087-2, Attention Please VHS-087-3, Adverse Conditions Form 4585, Postal Driver Accident Information Form 4586, Accident Information OF-91, Operator's Report of Motor Vehicle Accident Item 087-H, Vehicle Accident Report Kit Form 4584, Observation of Driving Practices

MOTOR VEHICLE OPERATOR (P. 9)

Topic: Vehicle Familiarization

Time: 1/2 to 1 hour

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: Garage or Driving Range

Whe	n training takes place: Before	Assignment to Job
	Points To Be Covered	Notes/Materials Needed
A. B.	Guidelines for vehicle familiarization Parts of the vehicle and their operation Doors, latches and locks Seat adjustment Safety belt Mirrors (rearview, side, and pot lid) Ignition Mindshield wipers and washers Light switches (headlights, parking, flashing, and directional lights) Parking brakes Accelerator and brake Gearshift Steering capability Gasoline and oil gauges Gas tank location and clearance Tire pressure	PEDC Course 43513-00. Orientation for New Drivers Administrator's Guide for End-of-Training Test Notice 76, Expanded Vehicle Safety Check Handbook PO-701, Fleet Management, Subchapter 260 Commercial films Label 70, Safety Check and Vehicle Dimensions
C.	Transmissions	
D.	Tachographs (if used)	
E.	MV locks and vehicle seals	
F.	Fire prevention types of fire extinguishers	
G.	State and local laws concerned with truck operations	

MOTOR VEHICLE OPERATOR (P. 10)

Topic: Controlled Driving Instruction and Vehicle Operation Test

Time: 2 to 3 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: Driving Range and Road Test Route

	Points To Be Covered	Notes/Materials Needed
A. Tr 1. 2. 3.	braking distance required for varying speeds Locating front and rear bumpers/ overhead clearances Maneuvering the vehicle for clearance on right and left sides	PEDC Course 43513-00, Orientation for New Drivers Vehicles Traffic cones or pylons Chalk (stop line and course problems) Schematic of practice course
B. E.	nd—of—Training Vehicle Operation ertification Test	

MOTOR VEHICLE OPERATOR (P. 11)

Topic: Assignment to Work Situation

Time: 8 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: Route of the Job Instructor or AD Hoc Training Technician

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	Points To Be Covered	Notes/Materials Needed
A. B.	Assignment to run with certified on—the—job instructor Observation of route with driver trainer operating vehicle	Note: This procedure should ensure timely MVS runs and also a smooth transition for the trainee from training to the work assignment
C.	Operation of route by trainee	
Рго	cedures:	
1.	On—the—job instructor performs normal duties; trainee observes and assists	
2.	Trainee performs normal duties of route and the OJI observes and assists if necessary	

	U.S. POSTAL SERVICE INDIVIDUAL TRAINING RECORD									
OCC (Code	Seistry Level		Position No.		Position Title(s) MOTOR VEHI		PERATOR		
Emplo	oyee's Name			Date Entered on Dut	y	DES/ACT Code		Social Security	Number	
,	training requirement	T-	Check Tng. Needs	REQUIRED INSTRUCTION G Administrator's Signature and Date		ADDITIONA TRAINING PROV Administrator's Signature and Date		Employee's- Signature and Date	Supervisor's Sig- nature and Date	Remarks
Α.	POSTAL ORIENTAT	TION_								
В.	CRAFT BASICS									
C. 1.	CRAFT SKILLS BUI Duties and Respon Position									
2.	Reporting, Records Schedules	s, and								
3.	Safety and Emerge Procedures	ncy								
4.	Vehicle Maintenanc	æ								
5.	Methods and Proce	edures								-
6.	Driver Orientation									
7.	Vehicle Familiarizat	ion								
8.	Controlled Driving I and Vehicle Operat	Instruction ion Test								
									·	
9.	Assignment to World	k Situation								
10.	Service Fundament	taxis					<u> </u>			
Ď.	CAREER BASICS									
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	Continued on back		t is not co	rnpleted, list topics co	vered on t	the reverse side	<u> </u>	<u> </u>		
i	**When as	oplicable, instructo	r should n	ote under "Remarks"	that addin	onal training is need	ed .			

PS Form 2548-10, June 1989

Exhibit 2548-10, Individual Training Record (p. 1)

	Check	REQUIRED INSTRUCTION GIVEN**		ADDITIONAL TRAINING PROVIDED		Employee's-	Supervisor's Sia	
TRAINING REQUIREMENT*	Tng. Needs	Administrator's Signature and Date	Tng. Time Used	Administrator's Signature and Date	Tng. Time Used	Signature and Date	Supervisor's Sig nature and Date	Remarks
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**When applicable, in		<u> </u>	<u> </u>		<u></u>		<u> </u>	<u> </u>

PS Form 2548-10, June 1989

Exhibit 2548-10, Individual Training Record (p. 2)

RURAL CARRIER, RELIEF AND ASSOCIATES (P. 8)

Topic: Driver Orientation

Time: 6-8 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC

When training takes place: Before Vehicle Familiarization

	Points To Be Covered	Notes/Materials Needed
1. 2	troduction Course overview Defensive driving	PEDC Course 43513-00, Orientation for New Drivers TD-087-1A, Instructor's Guide
3. 4. 5. 6.	Safe driving Form 4582 Long life vehicle Quarter ton vehicle	TD-087-1B, Learner's Workbook Form 4582, Operator's Record
1. 2. 3.	Local/district accident statistics Seat belts Four—second following rule School zones Preventable/nonpreventable accidents	Long Life Vehicle Videotape (Revised) VHS-087-4, Quarter Ton Vehicle Videotape Seat Belt Videotape
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13.	Directly controllable hazards Not directly controllable hazards Form 4570/Automated Vehicle Recording Devices Notice 76 Label 70 Form 4565	Form 4570, Vehicle Time Record Notice 76, Expanded Vehicle Safety Check Label 70, Safety Check and Vehicle Dimensions Form 4565, Vehicle Repair Tag

RURAL CARRIER, RELIEF AND ASSOCIATES (P. 9)

Topic: Driver Orientation (CONTINUED)

Time: 6-8

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place:

PEDC

When training takes place:

Before Vehicle Familiarization

Points To Be Covered	Notes/Materials Needed
 16. Left turns 17. Right turns 18. Passing 19. Railroad tracks 20. Defense vs. offense 21. Backing 22. Parking 23. Curbing 24. Rollaways 25. Mood/inattention (headsets) 26. Adverse conditions (ice, snow, leaves, glare, potholes, etc.) 27. Unique rual conditions 28. Vehicle maintenance 29. State warning light/signage requirements (private vehicle) 	VHS-087-1, The Best Offense Is a Good Defense VHS-087-5, Backing and Parking VHS-087-2, Attention Please VHS-087-3, Adverse Conditions VHS-012-1, On Down The Road (Option) VHS-012-4, Taking It To The Street (Option)
D. Accident kit and accident procedures 1. Form 4585 2. Form 4586 3. OF-91 4. Item 087-H	Form 4585, Postal Driver Accident Information Form 4586, Accident Information
 Courtesy and Professionalism Courtesy Professionalism Safe driver awards Form 4584 	OF-91, Operator's Report of Motor Vehicle Accident Item 087-H, Vehicle Accident Report Kit Form 4584, Observation of Driving Practices

RURAL CARRIER, RELIEF AND ASSOCIATES (P. 10)

Topic: Vehicle Familiarization

Time: 1/2 hour per vehicle

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: Garage or Driving Range -

To Be Determined Locally

whe	n training takes place: Before	e Assignment to Job
	Points To Be Covered	Notes/Materials Needed
A. B.	Parts of the vehicle and their operation 1. Doors, latches and locks 2. Seat adjustment 3. Safety belt 4. Mirrors (rearview, side, and pot lid) 5. Ignition 6. Windshield wipers and washers 7. Light switches (headlights, parking, flashing, and directional lights) 8. Parking brakes 9. Accelerator and brake 10. Gearshift 11. Steering capability 12. Gasoline and oil gauges 13. Gas tank location and clearance 14. Tire pressure 15. Loading and read loading clearance Safety check by each trainee	PEDC Course 43513-00, Orientation for New Drivers Administrator's Guide for End-of-Training Test Notice 76, Expanded Vehicle Safety Check Handbook PO-701, Fleet Management, Subchapter 260 Commercial films Label 70, Safety Check and Vehicle Dimensions Simulation of Child Hazard (Dummy)

RURAL CARRIER, RELIEF AND ASSOCIATES (P. 11)

Topic: Controlled Driving Instruction and Certification

Time: *

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: Driving Range and Road Test Route

n training takes place: Before	Assignment to Job
Points To Be Covered	Notes/Materials Needed
 Trainee practice driving Smooth stopping and knowledge of braking distance required for varying speeds Locating front and rear bumpers Maneuvering the vehicle for clearance on right and left sides 	PEDC Course 43513 – 00, Orientation for New Drivers Vehicles Traffic cones or pylons Chalk (stop line and course problems)
4. Parking vehicle — backing and	Schematic of practice course
End-of-Training Vehicle Operation Certification Test (5-8 mile course)	Management Instruction, Driver Selection, Testing, and Training Programs and Procedures
	Note: Rural carriers who later use right—hand vehicles on their routes or are assigned to offices having RHD Postal Vehicle on rural route must receive training and certification before management authorization can be given. * Amount of time is determined by previous training and types of vehicles used.
	Points To Be Covered Trainee practice driving 1. Smooth stopping and knowledge of braking distance required for varying speeds 2. Locating front and rear bumpers 3. Maneuvering the vehicle for clearance on right and left sides 4. Parking vehicle—backing and perpendicular End—of—Training Vehicle Operation

RURAL CARRIER, RELIEF AND ASSOCIATES (P. 12)

Topic: Service Fundamentals

Time: 2 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place:

Classroom

When training takes place:

Before Day 60

	Points To Be Covered	Notes/Materials Needed
A. B. C. D. E.	Purpose of National Service Standards Revenue protection and role of employee in protecting revenues Competition facing the Postal Service Importance of quality and its benefits to the organization Why service is top priority	TD-065F, Service Fundamentals Instructor's Guide; and TD-065G, Service Fundamentals Learner's Workbook VHS-065-6, Service Fundamentals VHS-065-7, Competition Notice 36, Labeling Bundled Mail

SPECIAL DELIVERY MESSENGER (P. 6)

Topic: Driver Orientation

Time: 6-8 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place:

PEDC

When training takes place:

Before Vehicle Familiarization

	Points To Be Covered	Notes/Materials Needed
A.	Introduction 1. Course overview 2. Defensive driving	PEDC Course 43513-00, Orientation for New Drivers VHS-087-1, The Best Offense Is a
	 Safe driving Form 4582 Long life vehicle 	Good Defense VHS-087-2, Attention Please
B.	6. Quarter ton vehicle Statistics	VHS-087-3, Long Life Vehicle Videotape
	 Local/district accident statistics Seat belts 	(Revised) VHS-087-4, Quarter Ton Vehicle
	 Four—second following rule School zones Preventable/nonpreventable accidents 	<u>Videotape</u>
C.	Hazards	VHS-087-5, Backing and Parking TD-087-1B, Learner's Workbook
	 Definition of a hazard Directly controllable hazards Not directly controllable hazards 	Seat Belt Videotape
	Form 4570/Automated Vehicle Recording Devices	Form 4565, Vehicle Repair Tag Form 4570, Vehicle Time Record
	5. Notice 766. Label 70	
	7. Form 4565 8. Intersections	
	9. Passing10. Entering/leaving parking spaces11. Oncoming vehicles	
	12. Stopping formula 13. Tailgating	
	14. Mechanical devices15. Right turn on red	

SPECIAL DELIVERY MESSENGER (P. 7)

Topic: **Driver Orientation (CONTINUED)**

Time: 6-8 hours

Driver Instructor Examiner/ad hoc DIE Instructor:

PEDC Where training takes place:

16. Left turns 17. Right turns 18. Passing 19. Railroad tracks 20. Videotape 21. Backing 22. Parking 23. Curbing 24. Rollaways 25. Mood/inattention (headsets) 26. Adverse conditions (ice, snow, leaves, glare, potholes, etc.) D. Accident kit and accident procedures 1. Form 4585 2. Form 4586 3. OF –91 4. Item 087 – H E. Courtesy and Professionalism 1. Courtesy 2. Professionalism 3. Safe driver awards 4. Form 4584	Points To Be Covered	Notes/Materials Needed
4. Item 087-H E. Courtesy and Professionalism 1. Courtesy 2. Professionalism 3. Safe driver awards	17. Right turns 18. Passing 19. Railroad tracks 20. Videotape 21. Backing 22. Parking 23. Curbing 24. Rollaways 25. Mood/inattention (headsets) 26. Adverse conditions (ice, snow, leaves, glare, potholes, etc.) D. Accident kit and accident procedures 1. Form 4585	Form 4584, Observation of Driving Practices Form 4585, Postal Driver Accident Information Form 4586, Accident Information OF-91, Operator's Report of Motor Vehicle Accident Item 087-H, Yehicle Accident Report Kit Notice 76, Expanded Vehicle Safety Check
	 4. Item 087-H E. Courtesy and Professionalism 1. Courtesy 2. Professionalism 3. Safe driver awards 	Dimensions Label 70, Safety Check and Venicle Dimensions

SPECIAL DELIVERY MESSENGER (P. 8)

Topic: Vehicle Familiarization

Time: 1/2 hour per vehicle

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: Garage or Driving Range

Whe	n training takes place: Before	e Assignment to Job
	Points To Be Covered	Notes/Materials Needed
A. B.	Guidelines for vehicle familiarization Parts of the vehicle and their operation 1. Doors, latches and locks 2. Seat adjustment 3. Safety belt 4. Mirrors (review, side, and pot lid) 5. Ignition 6. Windshield wipers and washers 7. Light switches (headlights, parking, flashing, and directional lights) 8. Parking brakes 9. Accelerator and brake 10. Gearshift 11. Steering capability 12. Gasoline and oil gauges 13. Gas tank location and clearance 14. Tire pressure 15. Loading and read loading clearance Safety check by each trainee	PEDC Course 43513—00, Orientation for New Drivers Administrator's Guide for End—of—Training Test Notice 76, Expanded Vehicle Safety Check Handbook PO—701, Fleet Management, Subchapter 260 Commercial films Label 70, Safety Check and Vehicle Dimensions Simulation of Child Hazard (Dummy)

SPECIAL DELIVERY MESSENGER (P. 9)

Topic: Controlled Driving Instruction and Certification

Time:

Driver Instructor Examiner/ad hoc DIE Instructor:

Where training takes place: **Driving Range and Road Test Route**

When training takes place: Before	e Assignment to Job
Points To Be Covered	Notes/Materials Needed
 Trainee practice driving Smooth stopping and knowledge of braking distance required for varying speeds Locating front and rear bumpers/ overhead clearances Maneuvering the vehicle for clearance on right and left sides Parking vehicle — backing and perpendicular 	PEDC Course 43513 – 00, Orientation for New Drivers Vehicles Traffic cones or pylons Chalk (stop line and course problems) Schematic of practice course
B. End—of—Training Vehicle Operation Certification Test	* Amount of time is determined by previous training and types of vehicles used.

TRACTOR-TRAILER OPERATOR (P. 1)

Cra	aft Skills Building Topics	Hours
1.	Duties and Responsibilities of Position	1/2
2.	Reporting, Records, and Schedules	3/4
3.	Safety and Emergency Procedures	2
4.	Vehicle Maintenance	1
5.	Methods and Procedures	1
6.	Driver Orientation	8
7.	Vehicle Familiarization Tractor	4
8.	Vehicle Familiarization — Trailer	2
9.	Driving Practice and Vehicle Operation Test	5 to 40
10.	Work Assignments	8
11.	Service Fundamentals	2

Exhibit 2548-13, Individual Training Record

TRACTOR-TRAILER OPERATOR (P. 2)

Topic: Duties and Responsibilities of Position

Time: 1/2 hour

Driver Instructor Examiner/ad hoc DIE Instructor:

Where training takes place: PEDC/Work Area

Assignment to Job	
Notes/Materials Needed	
Handbook PO-701, Fleet Management Driver Simulator offices use Module 3, Regulations and Reporting Procedures Film, The Great Gas Save-In Local Maps Handouts	
Handouts	

TRACTOR-TRAILER OPERATOR (P. 3)

Topic: Reporting, Records, and Schedules

Time: 3/4 hour

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/Work Area

	Points To Be Covered	Notes/Materials Needed
A.	 Reporting for duty In proper uniform On time Employees' entrances and exits Reporting time, subsequent day assignment, how assignment is determined Local requirements when unable to report for duty Use and location of time clocks/transactors Location of rooms—available facilities, etc. 	Handbook PO-701, Fleet Management Form 4533, MVS Schedule Local handouts
3.	Schedules	
C.	Records	
	 Frequently used forms — timecards, accident report, other forms for recording work hours Transactor inputs 	

TRACTOR-TRAILER OPERATOR (P. 4)

Topic: Safety and Emergency Procedures

Time: 2 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/Work Area

When training takes place: Before Assignment to Job

Notes/Materials Needed **Points To Be Covered** A. Defensive driving habits 16mm Film, Make It Your Habit Seatbelts 1. 16mm Film, ADP Response Films 2. Leaving curb/dock 3. Controls Driver simulator offices use Module 6, Strategy for Safe Driving, and 4. Speed Module 8, Accident Avoidance 5. Turning **Techniques** Stopping 6. 7. Interactions Item 087H, Accident Report Kit 8. Maintaining and changing lanes **NSC Safe Driver Award Rules** 9. Following distance 10. Railroad crossing Form 4570, Vehicle Time Record or 11. Highway Automated Recording Device 12. Backing Handbook PO-701, Fleet 13. Parking Management 14. Chocking vehicles at dock 15. Attitudes and attention B. State and local laws applicable to postal vehicles or peculiar to postal vehicle service C. Types of accidents and possible causes, proper procedure for reporting them, the necessary forms to be completed, the contents of the accident report kit, Handout the kit and explain the various forms, and collect kits for reuse. D. Safe driver awards program Safe driving awards Preventable versus nonpreventable accidents E. Use of Form 4570 or Automated Recording Device Locking vehicles

TRACTOR-TRAILER OPERATOR (P. 5)

Topic: Vehicle Maintenance

Time: 1 hour

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/Work Area

	Points To Be Covered	Notes/Materials Needed
A.	Effects of bad driving habits on vehicles, delivered by superintendent of maintenance	Handbook PO-701, <u>Fleet</u> <u>Management</u>
3.	Identifying vehicle deficiencies	Damaged parts display
-	Use of Form 4565 and importance of retaining operator's copy	Form 4565, Vehicle Repair Tag

TRACTOR-TRAILER OPERATOR (P. 6)

Topic: Methods and Procedures

Time: 1 hour

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/Work Area

	Points To Be Covered	Notes/Materials Needed
A.		Handbook M-41, City Delivery Carriers Duties and
B.	Collections and relays	Responsibilities. Sections 380, 542, 543 and 544
C.	Manner and method of bed loading (maximum cube utilization — order of delivery)	PEDC Course 54552-00, <u>Van</u> <u>Loading-The Right Way</u>
D.	Container loading and control 1. Hampers 2. Sacks and pouches 3. Pallets	Handbook PO-502, Container Methods Form 4572, Tractor Log
	 Tray carts Post—con General purpose mail container Mail trays Bulk mail container 	Form 4575, MVS Vehicle Survey
E.	9. Load Restraints Vehicle utilization surveys	Videotape Shoring for Safety

TRACTOR-TRAILER OPERATOR (P. 7)

Topic: Driver Orientation

Time: 8 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place:

PEDC

When training takes place:

Before Vehicle Familiarization

	Points To Be Covered	Notes/Materials Needed
A. Int 1. 2. 3. 4. 5. 6. 7.	Course overview Defensive driving Safe driving Form 1767 Form 4582 Long life vehicle Quarter ton vehicle	PEDC Course 43513-00, Orientation for New Drivers VHS-087-1, The Best Offense Is a Good Defense VHS-087-2, Attention Please VHS-087-3,
B. Sta 1. 2. 3. 4. 5.	Local/divisional accident statistics Seat belts Four-second following rule School zones Preventable/nonpreventable accidents	VHS-087-4, Quarter Ton Vehicle Videotape VHS-087-5, Backing and Parking
1. 2. 3. 4. 5. 6. 7. 8. 9. 10 11 12 13	Intersections	TD-087-1B, Learner's Workbook Seat Belt Videotape Form 1767, Report of Hazard, Unsafe Condition or Practice Form 4565, Vehicle Repair Tag Form 4570, Vehicle Time Record or Automated Recording Device

TRACTOR-TRAILER OPERATOR (P. 8)

Topic: Driver Orientation (CONTINUED)

Time: 8 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC

When training takes place: Before Vehicle Familiarization

When training takes place: Before		e Vehicle Familiarization	
	Points To Be Covered	Notes/Materials Needed	
	16. Left turns 17. Right turns 18. Passing 19. Railroad tracks 20. Videotape 21. Backing 22. Parking 23. Curbing 24. Rollaways 25. Mood/inattention	Form 4582, Operator's Record Form 4584, Observation of Driving Practices Form 4585, Postal Driver Accident Information Form 4586, Accident Information OF-91, Operator's Report of Motor Vehicle Accident	
	 Adverse conditions (ice, snow, leaves, glare, potholes, etc.) 	Item 087-H, <u>Vehicle Accident Report</u> <u>Kit</u>	
	Accident kit and accident procedures 1. Form 4585 2. Form 4586 3. OF-91 4. Item 087-H	Notice 76, Expanded Vehicle Safety Check Label 70, Safety Check and Vehicle Dimensions	
	Courtesy and Professionalism 1. Courtesy 2. Professionalism 3. Safe driver awards 4. Form 4584		

TRACTOR-TRAILER OPERATOR (P. 9)

Topic: Vehicle Familiarization -- Tractor

Time: 4 hours

Driver Instructor Examiner/ad hoc DIE Instructor:

Where training takes place: Garage or Driving Range

When training takes place: Before		Assignment to Job	
	Points To Be Covered	Notes/Materials Needed	
A. B.	Guidelines for vehicle familiarization Parts of the vehicle and their operation 1. Doors, latches and locks 2. Seat adjustment 3. Safety belt 4. Mirrors (review, side, and pot lid) 5. Ignition 6. Windshield wipers and washers 7. Light switches (headlights, parking, flashing, and directional lights) 8. Parking brakes 9. Accelerator and brake 10. Gearshift 11. Steering capability 12. Gasoline and oil gauges 13. Gas tank location and clearance 14. Tire pressure	PEDC Course 43513-00, Orientation for New Drivers Administrator's Guide for End-of-Training Test Handbook PO-701, Fleet Management, Subchapter 260 PEDC Course 43507-00, Operating Your Tractor-Trailer Operator's Manual for Type of Vehicle(s) used in that facility Commercial films	
C.	Engines gasoline, diesel		
D.	Transmissions		
E.	Fifth wheel		
F.	Tachographs (If used locally)		
G.	MV locks and vehicle seals		
H.	Fire prevention	Different types of extinguishers	
I.	State and local laws concerned with truck operations		

TRACTOR-TRAILER OPERATOR (P. 10)

Topic: Vehicle Familiarization—Trailer

Time: 2 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: Garage or Driving Range

When training takes place: Before Assignment		e Assignment to Job
	Points To Be Covered	Notes/Materials Needed
A.B.	Tractor/trailer mating—fifth wheel, kingpin Air hoses and light connections—hookup, trailer lights and brakes Landing gear 1. Lowering 2. Damage points 3. Specialized	Handbook PO-701, Fleet Management, Subchapter 260 PEDC Course 43506-00, Operating Your Tractor-Trailer
D.	Trailer loading 1. Sacks 2. Containers 3. Cargo control	

TRACTOR-TRAILER OPERATOR (P. 11)

Topic: Driving Practice and Vehicle Operation Test

Time: 5 to 40 hours*

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: Driving Range and Road Test Route

	Points To Be Covered	Notes/Materials Needed
A. B.		PEDC Course 43513-00, Administrator's Guide for Tractor-Trailer Familiarization * Dependent upon trainee's previous tractor-trailer experience.
D.	Practice on street, selected routes, and any other appropriate locations	
	End—of—Training Vehicle Operation Certification Test	

TRACTOR-TRAILER OPERATOR (P. 12)

Topic: Work Assignments

Time: 8 hours

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: Route of Job Instructor or

AD Hoc Training Technician

	Points To Be Covered	Notes/Materials Needed
A. B.	Assignment to run with certified on—the—job instructor Observation of route with driver trainer operating vehicle	Note: This procedure should ensure timely MVS runs and also a smooth transition for the trainee from training to the work assignment
C.	Operation of route by trainee	
Pro	cedures:	
1.	On—the—job instructor performs normal duties; trainee observes and assists	
2.	Trainee performs normal duties of route and the OJI observes and assists if necessary	

AUTOMOTIVE MECHANIC; LEAD AUTOMOTIVE MECHANIC (P. 7)

Topic: Driver Training

Time:

Driver Instructor Examiner/ad hoc DIE Instructor:

Where training takes place: PEDC/VMF Training Rm/Maintenance Work Area

Wh	When training takes place: Before Assignment to Specific Duties		
	Points To Be Covered	Notes/Materials Needed	
A.	Driver license requirement (State)	Handbook EL-801, <u>Supervisor's Safety</u> <u>Handbook</u>	
B.	Types of vehicles 1. R-H drive 2. L-H drive 3. Tractor and trailer 4. Wrecker 5. Other	Handbook EL-803, Maintenance Employee's Guide to Safety Handbook PO-701, Fleet Management Notice 76, Expanded Vehicle Safety Check	
C.	Types of equipment 1. Drive systems 2. Brake systems 3. Warning systems 4. Radios 5. Power tailgates 6. Other	Form OF-91. Operator's Report of Motor Vehicle Accident Label 70, Safety Check and Vehicle Dimensions PEDC Course 43513-00, Orientation for New Drivers	
D.	Clocking vehicles in system		
E. F. G. H.	On-the-street driving Controlled driving Vehicle accident reporting	* In coordination with the training manager and driver training instructor, the supervisor will determine the extent and coverage of training necessary for the employee to perform assigned job responsibilities. The time for controlled driving training is dependent upon factors such as: (a) number of trainees, (b) experience of trainees, and (c) availability of vehicles.	

AUTOMOTIVE PAINTER (P. 7)

Topic: Driver Training

Time:

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/VMF Training Rm/Maintenance Work Area

When training takes place: Before Assignment to Specific Duties

	Points To Be Covered	Notes/Materials Needed
A.	Driver license requirement (State)	Handbook EL-801. <u>Supervisor's Safety</u> <u>Handbook</u>
B.	Types of vehicles 1. R-H drive 2. L-H drive 3. Tractor and trailer 4. Wrecker 5. Other	Handbook EL-803, Maintenance Employee's Guide to Safety Handbook PO-701, Fleet Management Notice 76, Expanded Vehicle Safety Check
C.	Types of equipment 1. Drive systems 2. Brake systems 3. Warning systems 4. Radios 5. Power tailgates 6. Other	Form OF-91, Operator's Report of Motor Vehicle Accident Label 70, Safety Check and Vehicle Dimensions PEDC Course 43513-00, Orientation for New Drivers
D.	Clocking vehicles in system	
E. F. G. H.	On-the-street driving Controlled driving Vehicle accident reporting	* In coordination with the training manager and driver training instructor, the supervisor will determine the extent and coverage of training necessary for the employee to perform assigned job responsibilities. The time for controlled driving training is dependent upon factors such as: (a) number of trainees, (b) experience of trainees, and (c) availability of vehicles.

BODY AND FENDER REPAIRMAN; TOOL AND PARTS CLERK (VMF) (P. 7)

Topic: Driver Training

Time:

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/VMF Training Rm/Maintenance Work Area

When training takes place: Before Assignment to Specific Duties		
Points To Be Covered	Notes/Materials Needed	
Driver license requirement (State)	Handbook EL-801. Supervisor's Safety Handbook	
Types of vehicles 1. R-H drive 2. L-H drive 3. Tractor and trailer 4. Wrecker 5. Other	Handbook EL-803. Maintenance Employee's Guide to Safety Handbook PO-701. Fleet Management Notice 76. Expanded Vehicle Safety Check	
Types of equipment 1. Drive systems 2. Brake systems 3. Warning systems 4. Radios 5. Power tailgates 6. Other	Form OF-91. Operator's Report of Motor Vehicle Accident Label 70. Safety Check and Vehicle Dimensions PEDC Course 43513-00. Orientation for New Drivers	
Clocking vehicles in system		
On-the-street driving Controlled driving Vehicle accident reporting	* In coordination with the training manager and driver training instructor, the supervisor will determine the extent and coverage of training necessary for the employee to perform assigned job responsibilities. The time for controlled driving training is dependent upon factors such as: (a) number of trainees, (b) experience of trainees, and (c) availability of vehicles.	
	Points To Be Covered Driver license requirement (State) Types of vehicles 1. R-H drive 2. L-H drive 3. Tractor and trailer 4. Wrecker 5. Other Types of equipment 1. Drive systems 2. Brake systems 3. Warning systems 4. Radios 5. Power tailgates 6. Other Clocking vehicles in system Driver—vehicle safety check On-the-street driving Controlled driving	

GARAGEMAN (P. 7)

Topic: Driver Training

Time:

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/VMF Training Rm/Maintenance Work Area

When training takes place: Before Assignment to Specific Duties

	Points To Be Covered	Notes/Materials Needed
A.	Driver license requirement (State)	Handbook EL-801, Supervisor's Safety Handbook
B.	Types of vehicles 1. R-H drive 2. L-H drive 3. Tractor and trailer 4. Wrecker 5. Other	Handbook EL-803. Maintenance Employee's Guide to Safety Handbook PO-701, Fleet Management Notice 76. Expanded Vehicle Safety Check
C.	Types of equipment 1. Drive systems 2. Brake systems 3. Warning systems 4. Radios 5. Power tailgates 6. Other	Form OF-91. Operator's Report of Motor Vehicle Accident Label 70. Safety Check and Vehicle Dimensions PEDC Course 43513-00. Orientation for New Drivers
D.	Clocking vehicles in system	
E. F. G. H.	On-the-street driving Controlled driving Vehicle accident reporting	* In coordination with the training manager and driver training instructor, the supervisor will determine the extent and coverage of training necessary for the employee to perform assigned job responsibilities. The time for controlled driving training is dependent upon factors such as: (a) number of trainees, (b) experience of trainees, and (c) availability of vehicles.

JUNIOR MECHANIC, AUTOMOTIVE (P. 7)

Topic: **Driver Training**

Time:

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/VMF Training Rm/Maintenance Work Area

Who	When training takes place: Before Assignment to Specific Duties	
	Points To Be Covered	Notes/Materials Needed
A .	Driver license requirement (State)	Handbook EL-801, <u>Supervisor's</u> Safety Handbook
B.	Types of vehicles 1. R-H drive 2. L-H drive 3. Tractor and trailer 4. Wrecker 5. Other Types of equipment 1. Drive systems 2. Brake systems 3. Warning systems 4. Radios 5. Power tailgates 6. Other	Handbook EL-803, Maintenance Employee's Guide to Safety Handbook PO-701, Fleet Management Notice 76, Expanded Vehicle Safety Check Form OF-91, Operator's Report of Motor Vehicle Accident Label 70, Safety Check and Vehicle Dimensions
D.	Clocking vehicles in system	PEDC Course 43513—00, Orientation for New Drivers
E. F. G. H.	On—the—street driving Controlled driving Vehicle accident reporting	* In coordination with the training manager and driver training instructor, the supervisor will determine the extent and coverage of training necessary for the employee to perform assigned job responsibilities. The time for controlled driving training is dependent upon factors such as: (a) number of trainees, (b) experience of trainees, and (c) availability of vehicles.

VEHICLE MAINTENANCE ANALYST (P. 7)

Topic: Driver Training

Time: *

Instructor: Driver Instructor Examiner/ad hoc DIE

Where training takes place: PEDC/VMF Training Rm/Maintenance Work Area

When training takes place: Before Assignment to Specific Duties

Whe	When training takes place: Before Assignment to Specific Duties	
	Points To Be Covered	Notes/Materials Needed
A.	Driver license requirement (State)	Handbook EL-801, <u>Supervisor's</u> Safety Handbook
B.	Types of vehicles 1. R-H drive 2. L-H drive 3. Tractor and trailer 4. Wrecker 5. Other	Handbook EL – 803, Maintenance Employee's Guide to Safety Handbook PO – 701, Fleet Management Notice 76, Expanded Vehicle Safety Check
C.	Types of equipment 1. Drive systems 2. Brake systems 3. Warning systems 4. Radios 5. Power tailgates 6. Other Clocking webicles in system	Form OF-91, Operator's Report of Motor Vehicle Accident Label 70, Safety Check and Vehicle Dimensions PEDC Course 43513-00, Orientation for New Drivers
E. F. G. H.	Clocking vehicles in system Driver—vehicle safety check On—the—street driving Controlled driving Vehicle accident reporting	* In coordination with the training manager and driver training instructor, the supervisor will determine the extent and coverage of training necessary for the employee to perform assigned job responsibilities. The time for controlled driving training is dependent upon factors such as: (a) number of trainees, (b) experience of trainees, and (c) availability of vehicles.