



November 27, 2018

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

FAXED

Dear Brian:

As a matter of general interest, the Postal Service intends to test the use of trailers to stage or collect packages.

The following concepts will be tested:

- **Drop and Pick** – A trailer with packages to for a small/mid-size business will be dropped at the business to be emptied and filled with outgoing packages. Pick up will occur at a designated time or when the trailer is full.
- **Park and Pick** – An empty trailer will be dropped at a small/mid-size business for the business to fill with outgoing packages. Trailer pick up at a designated time or when the trailer is full.
- **Parcel Hub** – Trailers with packages for delivery will be parked at a central location for a group of routes or mid-day runs to reduce travel for additional trips back to the office.
- **Relay** - Trailers will be parked at a central location for a group of apartments, to reduce travel for additional trips back to office.

The test will be conducted in the Los Angeles District and is scheduled to begin December 3, and run for approximately six months.

We have enclosed final draft copies of the following:

- List of planned test sites
- Familiarization of Operation - 2 Ton Truck/PROMASTER with Trailer (Test Sites)
- ProMaster Van Checklist - (Test Sites)
- Job Safety Analysis - Cargo Trailer Towing

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

Sincerely,

A blue ink handwritten signature, appearing to read "Alan S. Moore", written over a circular scribble.

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosures

Vehicle Trailer –Test Sites

- Park and Pick
 - Station Name = Pico Station (Hub Operation)
 - Serviced Zip Codes = 90001, 90003, 90004, 90005, 90006, 90007, 90008, 90010, 90011, 90012, 90013, 90014, 90015, 90016, 90017, 90019, 90020, 90021, 90023, 90026, 90027, 90034, 90036, 90037, 90057, 90058, 90059, 90061, 90062, 90071, 90087
- Drop and Pick:
 - Station Name = Vernon Station, Wilmington Post Office
 - ZIP Code = 90058, 90744
- Relay:
 - Station Name = Bicentennial
 - ZIP Code = 90036
- Parcel Hub: (TBD)

**Familiarization of Operation
2 Ton Truck/PROMASTER with Trailer
(Test Sites)**

1st Day

1. Employee must have attended Defensive Driving Course/debrief (43601-06 & 43601-06CL) or had Driver Orientation (43513-01) in the past.
 2. DSI check if employee has a current driver license.
 3. Have employee sign documents.
 - a. Job Safety Analysis
 - b. PS 2548
 - c. PS 2432
 4. See backing/seat belt video.
 5. DSI takes employee to large scale course
 6. DSI demonstrate Vehicle Familiarization
 7. DSI explains/demonstrate Job Safety Analysis (JSA) – Safely disconnect trailer from vehicle.
 - a. Safely disconnect safety chains
 - b. Safely disconnect lighting connections
 - c. Safely chock tires. Trailer moves back and forth when you are rising the trailer
 - d. Unlock lock from trailer coupler
 - e. Safely lower landing gear
 - f. Safety Lock up trailer coupler and put on wheel boot, if coupler is attached to ball shack
 - g. Safely hook up trailer in reverse.
 - h. Double check to see if coupler is attached to ball shack
 8. DSI demonstrates the Large Skill Course with Postal vehicle & trailer.
 - a. Forward, Stop, Straight-Line Backing Station
 - b. Offset Backing Station
 - c. Alley and Dock Backing Station
 9. Have employee demonstrate the same maneuvers as DSI on Large Skill Course.
 10. Take employee on city driver and freeway drive.
- **At any time employee does not control vehicle in as safe manner (on course or street/freeway) terminate the exam.

2nd Day

1. Large Skills Course. Depending on the employees capabilities.
 2. Employee is taken on the line of travel to and from off point and then back
- **At any time employee does not control vehicle in as safe manner (on course or street/freeway) terminate the exam.

3rd Day

1. If needed

**ProMaster Van Checklist
(Test Sites)**

1. Perform Vehicle Inspection per Notice 76.
2. Two keys with remote.
3. Exit from the right side only.
4. Avoid working out of the back of the vehicle (loading/unloading at office is authorized).
5. Watch swing on Rear Doors. Don't let them swing all the way out.
6. Hold handles when entering and exiting vehicle.
7. Watch narrow footstep on right side, footing and parking.
8. Center door must be kept close.
9. Cargo light in the center is automatic.
10. Shelves are heavy, will drop quickly.
11. Watch step when entering cab from cargo area.
12. In rearview camera, objects are closer than they appear.
13. Keep ESC (Electronic Stability Control) ON.
14. Be aware of low hanging branches.
15. Be aware of right side and top clearance.
16. Avoid making U-turns.
17. Driver must be belted in to have engine on.
18. Use hazards lights at a Collection Box.
19. Following distance is 6 seconds.
20. Vehicle specifications: 1.5 ton, 82.7 inches wide / 6.9 ft., 213.1 inches long / 17.10 ft.,
101 inches high / 8.4 ft.
21. 24 gallon Fuel tank
22. Pull mirrors in when parked.
23. When curbing wheels, let steering wheel release, then take the keys out.

Printed Name

Signature

Date

Office

Job Safety Analysis

Title: Cargo Trailer Towing (pickup)

***Note:** This document verifies the hazard assessment as required by 29 CFR 1910.132(d)(2).

<p>Location (e.g., Station, Branch, Plant) Name: Street Address 1: Street Address 2: City: State: Zip Code: Area: PC:</p>	<p>Job Description: Cargo Trailer Towing (pickup)</p> <p>Location Description: Postal Facilities, Public Roads, & Customer Sites</p>	<p>Titles of Employees Performing the Job: City Carriers Rural Carriers Vehicle Mechanic Garage Man VMF Maintenance</p>	<p>Occupational Codes: None assigned</p>
<p>Author Name: Donald Pedro Jr. Title: VMF Supervisor Date: 10/31/2018</p>	<p>Headquarters Safety Review Name: Benjamin Franklin, CIH, CHMM Title: Manager, Safety Program Management Date: 7/4/1776 Approval: Yes</p>	<p>Local Review Name: Rick Hernandez Title: Date: 11/2/2018 Approval: Yes No</p>	
<p>Sequence of Basic Steps</p> <p>1. Back up your towing vehicle so the hitch ball is lined up under the coupler on the tongue of the trailer, place the vehicle in park, set the handbrake, shut off the engine, and remove the keys.</p>	<p>Potential Hazards and Effects</p> <p>1.1. Hazard: Striking people, trailer, buildings or other vehicles with bumper. Effect: Could cause injury or property damage</p> <p>1.2. Hazard: Leaving engine running. Effect: Possible runaway vehicle.</p>	<p>Safe Work Practices</p> <p>1.1. Drive slowly when entering trailer parking area.</p> <p>1.2. Follow basic parking procedures: place in park, set the handbrake, shut the engine off and remove key.</p>	<p>Required PPE*</p> <p>1.1. <None></p> <p>1.2. <None></p>
<p>2. Dismount from vehicle.</p>	<p>2.1. Hazard: Slippery walking surface or other vehicles. Effect: Slip, trip, fall or struck by other vehicle.</p>	<p>2.1. Check the area where feet will be placed before dismounting. Watch for pedestrian and vehicle traffic. Do not step in front of other vehicles without making eye contact with driver.</p>	<p>2.1. <None></p>
<p>3. Remove trailer tongue lock (if installed) and pull to release safety latch and lift trailer lock lever to vertical position prior to coupling.</p>	<p>3.1. Hazard: Failure to lift lock lever may prevent proper coupling. Effect: Possible trailer release & collision hazard</p>	<p>3.1. Always remove tongue lock before attempting to couple trailer to hitch ball.</p>	<p>3.1. Gloves</p>

<p>4. Turn crank counter-clockwise to lower the trailer's coupler until it completely covers and encloses your tow vehicle's hitch ball.</p>	<p>4.1. Hazard: None. Effect: N/A</p>	<p>4.1. Turn crank carefully to avoid contacting nearby objects.</p>	<p>4.1.<None></p>
<p>5. Lower the lock lever to lock the hitch ball within the coupler. Once coupled, push back on the trailer to make sure it fits well, then re-check to ensure the lock lever is completely down and that the safety latch is in the locked position.</p>	<p>5.1. Hazard: Failure to lower lock lever will prevent proper coupling. Effect: Effect: Possible trailer release & collision hazard</p>	<p>5.1. Lock lever should flip into the lowered lock position with little effort. Do not force lever into position.</p>	<p>4.1.<None></p>
<p>5. Once the coupler has been properly connected to the hitch ball, spin the crank on the tongue jack counter-clockwise to lift it into the fully retracted traveling position.</p>	<p>5.1. Hazard: Extended tongue jack may contact ground and snag obstructions. Effect: Damage to landing gear, trailer, and other items during driving.</p>	<p>5.1. Make certain that tongue is fully retracted.</p>	<p>5.1.<None></p>
<p>6. Next, cross the trailer's right safety chain underneath the tongue and connect it to the left side of your tow vehicle's permanent hitch. Make sure there is enough slack in the chain to allow your vehicle to turn safely, but not so much slack that the chain can drag on the ground.</p>	<p>6.1. Hazard: Failure to properly install safety chains creates a runaway vehicle risk. Effect: Injuries and damage to people, property, trailer, and other vehicles.</p>	<p>6.1. Safety chains are required by law. Do not omit connecting safety chains.</p>	<p>6.1.<None></p>
<p>7. Repeat these steps to connect the left safety chain to the right side of your tow vehicle's permanent hitch, frame or bumper brackets.</p>	<p>7.1. Hazard: Failure to properly install safety chains creates a runaway vehicle risk. Effect: Injuries and damage to people, property, trailer, and other vehicles.</p>	<p>7.1. Safety chains are required by law. Do not omit connecting safety chains.</p>	
<p>8. Next, insert the trailer's 4-way flat plug into your tow vehicle's lighting connection system. As with the safety chains, leave enough slack in the lighting wiring for your vehicle to turn safely, but short enough to keep from dragging on the ground.</p>	<p>8.1. Hazard: Non-operational signal and driving lamps create a collision risk. Effect: Injuries and damage to people, property, trailer, and other vehicles.</p>	<p>8.1. Proper vehicle lighting is required by law. Do not tow a trailer without proper light operation.</p>	
<p>9. If your tow vehicle does not have a 4-way flat connection, a VMF Supervisor will be happy to assist you with finding the proper solutions and products available for your vehicle.</p>	<p>9.1. Hazard: Non-operational signal and driving lamps create a collision risk. Effect: Injuries and damage to people, property, trailer, and other vehicles.</p>	<p>9.1. Proper vehicle lighting is required by law. Do not tow a trailer without proper light operation.</p>	
<p>10. Remove wheel chock from trailer wheels</p>	<p>10.1. Hazard: Trailer with chocked wheels will be difficult or impossible to tow.</p>	<p>10.1. Perform walk around inspection to ensure that entire vehicle combination is roadworthy.</p>	
<p>11. Test to make sure that the trailer's turn signals and brake lights are in proper working order before driving away.</p>	<p>11.1. Hazard: Non-operational signal and driving lamps create a collision risk. Effect: Injuries and damage to people, property, trailer, and other vehicles.</p>	<p>11.1. Proper vehicle lighting is required by law. Do not tow a trailer without proper light operation.</p>	

<p>Health Risk Assessment: 5 (Negligible)</p>	<p>Ergonomic Risk Assessment Code: 4 (Minor)</p>
<p>Safety Risk Assessment: 4 (Minor)</p>	
<p>Qualitative/Quantitative Exposure Assessment Data</p>	
<p>Supporting Postal Service Policy Documents</p>	

n/a	EL-810-96-1 M-41 EL-814	Response to Hazardous Materials Releases City Carrier Duties and Responsibilities Postal Employee's Guide to Safety
Supporting Safety Talks		
Title:	Link:	Required Training
Be a Professional Driver	#\\Orion\hr_dev\wk1_3\Safety_Talk\Motor_Vehicle\Profess_Drive.pdf#	Course No.
Slips, Trips and Falls	#\\Orion\hr_dev\wk1_3\Safety_Talk\Slips_Trips\STF.pdf#	Course Title:
Backing Safety	#\\Orion\hr_dev\wk1_3\Safety_Talk\Motor_Vehicle\Backing_Safe.pdf#	

Not every vehicle is capable of towing a Peak trailer. Make sure the only vehicle you use to tow your Peak is the vehicle that was specified by your district safety department. Also, make sure to verify your vehicle's towing capacity and check your hitch rating prior to connecting to ensure a safe move.

How to Connect a Peak Trailer

1. Back up your towing vehicle so the hitch ball is lined up under the coupler on the tongue of the Peak trailer.
2. By rotating the Peak trailer's tongue jack, lower the trailer's coupler until it completely covers and encloses your tow vehicle's hitch ball.
3. Turn the handwheel at the front of the trailer clockwise until it is fully tightened. Once tightened, push back on the trailer to make sure it fits well, then re-check to ensure the hand wheel is still tight.
4. Once the coupler has been properly connected to the hitch ball, pull the retaining pin on the tongue jack, rotate it into the horizontal traveling position.
5. Next, cross the trailer's right safety chain underneath the tongue and connect it to the left side of your tow vehicle's permanent hitch, frame or bumper brackets. Make sure there's enough slack in the chain to allow your vehicle to turn safely, but not too much slack where the chain is dragging on the ground.
6. Hook the chain back into itself with the S-hooks, securing the S-hooks with the rubber retainer.
7. Repeat these steps to connect the left safety chain to the right side of your tow vehicle's permanent hitch, frame or bumper brackets.
8. Next, insert the trailer's 4-way flat plug into your tow vehicle's lighting connection system. As with the safety chains, leave enough slack in the lighting wiring for your vehicle to turn safely, but short enough to keep from dragging on the ground.
9. If your tow vehicle does not have a 4-way flat connection, a VMF Supervisor will be happy to assist you with finding the proper solutions and products available for your vehicle.
10. Test to make sure that the trailer's turn signals and brake lights are in proper working order before driving away.

How to Disconnect a Peak Trailer

1. When you are ready to disconnect, park the Peak trailer on level ground in a straight line with your tow vehicle. Place the vehicle in park, turn off the motor and set the parking brake.
2. Remove the 4 wheel chocks from their designated holder located at the front of the Peak container. Place the wheel chocks on the front and rear side of the trailer's tires to prevent it from accidentally moving.
3. Next, disconnect your safety chains and lighting wiring (4-way flat connection) from your tow vehicle. Return them to their respective storage locations on the trailer's tongue to prevent them from becoming tangled or damaged, and from becoming a potential tripping hazard.
4. Loosen the hand wheel on the coupler by pressing down on the latch, and rotating the hand wheel counter-clockwise.

5. Once completely loosened, pull the retaining pin on the tongue jack, rotate the jack down to its vertical position, and release the retaining pin to make sure that it stays in the vertical position.
6. Turn the tongue jack handle to raise the coupler off of the hitch ball. Once the coupler is clear of the hitch ball, you can pull your tow vehicle forward and away from the trailer.
7. To stabilize the Peak trailer, rotate the tongue jack handle to raise or lower the tongue until it's about 2 inches lower at the front (tongue of the trailer) than at the trailer rear.
8. Lower the rear drop down stabilizers located behind the trailer wheels by removing the pins holding it in place. Once lowered, replace the pins to secure the stabilizers in the vertical position. The stabilizers should be lowered as close to the ground as possible with the retaining pins in place.
9. Repeat these steps with the rear drop down stabilizer on the other side of the trailer.
10. Rotate the tongue jack handle to raise the trailer until the stabilizers make contact with the ground. At this point, the trailer should be approximately level with the ground and your Peak trailer secured.

If you have any questions about connecting or disconnecting your tow vehicle from a Peak trailer, please refer to the guides on the sides of the trailer itself or ask a Driving Instructor for assistance. You can also contact the VMF.