

ANGELA H. CURTIS
VICE PRESIDENT, RETAIL AND POST OFFICE OPERATIONS
HEADQUARTERS



RECEIVED

April 7, 2021

APR 19 2021

VICE PRESIDENTS, AREA RETAIL & DELIVERY OPERATIONS
DISTRICT MANAGERS

SUBJECT: Delivery Unit Extra and Late Transportation

Requesting and approving extra and late transportation not only impacts plant operations, but also our overall financial position. Dispatch discipline ensures all mail is on the intended transportation allowing us to achieve service metrics and ensure fiscal responsibility. To minimize impacts to service and reduce unnecessary costs when scheduling extra trips or delaying transportation, the attached Standard Operating Procedures (SOP) must be followed.

The scheduling of extra transportation may be necessary due to excess volume, weather related conditions, to avoid delay of preferential mail, and to support operations in case of emergencies. Each district is required to follow the attached SOP and review expectations with post offices, stations, and branches for requesting extra transportation. Prior to contacting the district designee to schedule extra transportation, all requests must be reviewed, validated and approved by the facility's next higher level manager in writing.

Delivery units must also avoid transportation delays by staging all available mail on or near the dock prior to the scheduled transportation. All late trips caused by Postal Service must be documented on PS Form 5466 (Late Slip) for the current day, specific trip and issued by the facility which caused the late departure. Whenever a Highway Contract Route (HCR) trip is late, it must be documented on a PS Form 5500 (Contract Route Irregularity Report) unless supported by a previously issued PS Form 5466.

We appreciate your assistance to ensure the attached Standard Operating Procedure is communicated and shared promptly.

E-SIGNED by ANGELA.H CURTIS
on 2021-04-06 08:52:32 CDT

Angela H. Curtis

Attachment



UNITED STATES POSTAL SERVICE STANDARD OPERATING PROCEDURE

SUBJECT: Delivery Unit Extra and Late Transportation – April 2021

Purpose: Dispatch discipline ensures all available mail is on the intended transportation to achieve service metrics and fiscal responsibility. Extra transportation is an infrequent occurrence; additional trip will result in increased transportation cost. Extra transportation should not be scheduled unless necessary to prevent serious delay of preferential mail, justified because of high mail volume, or to support operations in case of emergencies. Late transportation occurs when transportation is held beyond the scheduled dispatch time. Transportation schedules correspond with scheduled carriers return time, mail processing distribution requirements and principal dispatches from processing facilities. When transportation is late it impacts down-stream facilities, on-time service and the efficient movement of mail to meet delivery requirements at the lowest possible cost.

Review process to reduce/eliminate extra and late transportation: Whenever a delivery unit has requested extra transportation or causes transportation to depart late, a review must occur. The review by the facility manager along with that person’s next higher-level manager must determine in writing the root causes and result in actions to ensure transportation is maximized to prevent extra and late trips. All transportation classified as unplanned is preventable with proper planning and adherence to schedules.

Extra Transportation: Prior to contacting the district designee to schedule extra transportation, all requests must be submitted via email, reviewed and validated by the facility’s Postmaster or Manager, Post Office Operations. The request must include the reason, the pickup location (origin), destination facility, mail classes, number and type of containers.

Reason:	Emergency	Peak Season	Contingency	Mailer/Customer Pickup	HCR or PVS Failure	Unplanned*
	Civil Unrest	Holiday Trip	COOP**		Failed to show	Excess Volume
	Weather	Peak Volume			Late Arrival	Mail Transport Equipment
						Late Collections

*All requests for unplanned extra transportation are avoidable.

**Continuity of Operations Planning

Late Transportation: Delivery units must avoid transportation delays by staging all available mail on or near the dock prior to the scheduled transportation. Delivery units must ensure carriers and collectors return on time to meet scheduled transportation. All late trips caused by USPS must be documented on PS Form 5466 (Late Slip) issued by the facility which caused the trip to depart late. Whenever a Highway Contract Route (HCR) trip is late, it must be documented on a PS Form 5500 (Contract Route Irregularity Report) unless supported by a previously issued PS Form 5466. The administrator of the contract will make the determination if the reason provided by the contractor for the delay was appropriate or if additional steps need to be taken. Irregularities with Postal Vehicle Service (PVS) are reported to the Manager, Transportation/Networks or their designee.

Contract Irregularity Reporting: Delivery units must ensure any irregularity with HCR Transportation is properly reported as either a USPS-caused delay or an HCR Supplier-caused delay.

- **USPS caused the delay**
 - PS Form 5466, Late Slip, is issued at the USPS facility where the contractor was held beyond the scheduled dispatch.

- Driver receives a copy to document late arrivals to downstream facilities and return to the processing facility.
 - Delivery units must not detain trips. Delayed trips impact downstream facilities and on-time arrival back to the processing facility resulting in preventable service failures.
 - HCR drivers who arrive late to a facility must have a PS Form 5466, Late Slip, to document the reason and amount of time for the delay or a PS Form 5500, Contract Irregularity Report, should be issued.
- **HCR Supplier caused the delay or other irregularity**
- PS Form 5500, Contract Route Irregularity Report, is issued when the HCR supplier caused a delay or other irregularity. Some examples are:
 - Late arrival or departure (not caused by Postal Service)
 - Vehicle Breakdown
 - Vehicle does not meet required specification of the contract
 - Safety Violations
 - Non-chargeable irregularities include delays caused by: Road Closures, late departures caused by the Postal Service, extreme weather conditions, acts of God and/or traffic accidents.
 - PS Form 5500 completion and distribution (PS Form 5500 can be found on Blue in Published Forms and Directives): Complete the form online or using a ball point pen; file one copy locally; provide Administrative Official (AO) for the contract with a copy; provide supplier with copies 1, 2 and 3, the driver will present to destination facility on arrival. The AO will investigate and determine next steps.

Postal Service Vehicle (PVS) Irregularity Reporting: Delivery units must ensure irregularities with PVS Transportation are properly reported to the Manager, Transportation/Network or their designee for investigation and follow-up. Both delivery units and PVS drivers are required to scan the 99T/99Z barcodes indicating arrival and departure times.