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LABOR RELATIONS



January 24, 2019

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

Dear Brian:

As a matter of general interest, the Postal Service intends to revise Employee and Labor Relations Manual (ELM), Section 831.332, *Drivers' Responsibilities*.

This revision will incorporate into ELM Section 831.332 the cell phone policy currently contained in Handbook EL 801, Supervisor's Safety Handbook, Section 3-5.4, *Motor Vehicle Safety Rules*.

We have enclosed a final copy of ELM, Section 831.332, *Drivers' Responsibilities*, one with the revisions and one without changes identified.

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

Sincerely,

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

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosures

825.6 District File of OSHA Inspections

The district file of OSHA inspections is the official record of OSHA compliance activity. However, the citation management tracking system must be kept current to assist in tracking and managing citations and to provide a database of OSHA compliance activity nationwide.

The district Human Resources manager, or designee, must maintain a file on each OSHA inspection. The file must include the following:

- a. A copy of any employee complaint letter or list of complaint items if the complainant wished to remain anonymous.
- b. Any citations (OSHA Form 2) and accompanying materials.
- c. The names of all CSHOs, management officials, and employees' representatives participating in the inspection.
- d. Notes and other documentation, such as photographs, made by local management.
- e. All correspondence relative to correction of hazards, abatement plans, and procedures and documentation submitted to OSHA.
- f. Document log, if documents were provided to the CSHO.

All items listed above in the OSHA inspection file must be retained as stated in the , Records Control Schedule, items 32 to 43.

830 Motor Vehicle and Industrial Safety

831 Motor Vehicle Safety**831.1 Objective**

The objective of the Motor Vehicle Safety Program is to comply with applicable U.S. Department of Transportation regulations; require safe driving; and reduce potential losses, human suffering, and property damage, while maintaining the efficient delivery and collection of mail.

The following handbooks provide policy and procedures for implementing an effective motor vehicle safety program:

- EL-801, *Supervisor's Safety Handbook*.
- EL-804, *Safe Driver Program*.
- EL-814, *Postal Employee's Guide to Safety*.
- PO-701, *Fleet Management*.

831.2 Vehicle Maintenance

All installation heads and managers having motor vehicles under their control must develop and administer the controls necessary to ensure that the provisions outlined in Handbook PO-701 are followed.

831.3 Driver Selection, Training, and Supervision**831.31 Driver Selection**

Postal Service personnel responsible for hiring, testing, supervising, and providing medical services must ensure that only qualified applicants are hired and retained in driving positions. The determination of *qualified* is outlined in Handbook EL-312, *Employment and Placement*.

831.32 Driver Training

The goal of all types of driver training is to develop and maintain safe drivers. The careful selection of personnel to act as driving instructors is essential to ensure proper attitude, enthusiasm, interest, and understanding of the subject matter. Additional information and policy requirements can be found in Handbooks EL-804 and EL-312.

831.33 Driver Supervision**831.331 Supervisors' Responsibilities**

Supervisors must ensure that the drivers under their supervision drive safely, practice defensive driving, practice personal safety, obey all state and local traffic laws and Postal Service driving policies, and extend courtesy in all situations.

831.332 Drivers' Responsibilities

Drivers must:

- a. Drive safely and defensively,
- b. Practice personal safety,
- c. Obey all state and local traffic laws and Postal Service driving policies, and
- d. Extend courtesy in all situations.
- e. Do not use a cell phone while driving. Pull off the road to a safe location before using the phone.

831.4 Accident Analysis

Managers and supervisors must analyze driver observations, route layout, and vehicle accident data to determine potential hazards, contributing factors, and the root causes of accidents. They must also develop and implement countermeasures designed to prevent motor vehicle accidents at their installations.

832 Powered Industrial Truck Safety**832.1 General**

Employees authorized to operate powered industrial trucks (PITs) must be given operator training in accordance with Occupational Safety and Health Administration (OSHA) standard 1910.178, Powered Industrial Trucks.

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