

CARRIER ROUTE INFORMATION

NAME: _____ ROUTE #: _____ STATION: _____

I CURTAIL MAIL...

(Check all that apply)

- _____ At the beginning of the week
- _____ At the end of the week
- _____ To pivot and carry off another route in 8 hours
- _____ Daily to keep my route to 8 hours

3996 HELP SLIPS AT MY STATION ARE:

(Check all that apply)

- _____ Used by me to request assistance
- _____ Used by management to assign and record overtime
- _____ Used by management to assign and record pivot time
- _____ Not provided to me when I request assistance
- _____ Are never used

MY DAILY RINGS ARE:

		<u>Hour/Min</u>
BT	722	_____ : _____
MV	721	_____ : _____
MV	744	_____ : _____
ET	XXX	_____ : _____

TRUE OR FALSE

(Circle one)

- | | | |
|------|-------|--|
| TRUE | FALSE | The leave time (according to DOIS) my supervisor refers to each morning is accurate. |
| TRUE | FALSE | DPS verification and bundling is done on office time in the AM. |
| TRUE | FALSE | Management counts my post and SPRS on their daily AM walk around. |
| TRUE | FALSE | In March and April my route receives mail directly from other routes. |
| TRUE | FALSE | Management has explained the Carrier Flow Chart to me. |
| TRUE | FALSE | I regularly case mail in the PM. |

CLOCK RINGS

(Circle one)

- | | | |
|------|-------|--|
| TRUE | FALSE | I separate my raw outgoing mail on office time.
(If TRUE, _____ minutes.) |
| TRUE | FALSE | Management rings my pivot time. |
| TRUE | FALSE | Management rings my overtime. |
| TRUE | FALSE | I ring to street time before loading post to my vehicle. |
| TRUE | FALSE | I ring to street time before loading DPS to my vehicle. |
| TRUE | FALSE | I ring to office before unloading my vehicle in the afternoon. |
| TRUE | FALSE | I am consistently allowed to complete all of my assignment tasks before I end tour each day. |

CFS, UBBM, DPS, ERRORS, "3M MAIL" AND MISCELLANEOUS ROUTE MAIL IS:

(Check all that apply)

- | | |
|-------|---|
| _____ | I separate on street time as I deliver my route. |
| _____ | I separate on office time after I punch in from the street and it takes me _____ minutes a day. |
| _____ | I leave bundled at my case at end tour and worked with the next day's mail in the AM |

Office Functions that are part Fixed Office Time

- Prepare Slips for Signature Required Pieces (Sign/Confirm., Etc.)
- Pick Up/Log Scanner
- Equipment Needs
- Accountable Mail
- Multi Del. Point Maintenance
- Apartments/Cluster Boxes/Businesses
- Will Call Mail
- Vacation Holds
- Change of Address
- MNA/Registers/Warning Cards
- Edit Sheet Maintenance
- Heavy SPR's and/or Post
- Carrier Pick Up(s)
- Safety/Standup Talks
- Replenishing Forms
- Trips to Throw Back
- Facing Mail/Separating Collection Mail
- 3996's & 1571's
- Customer Issues (Phone Calls, Etc.)
- Review DPS
- Check for Sleepers
- S999 Mail/Holdouts/Handoffs
- Handling Skultch