

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
AMERICAN POSTAL WORKERS UNION, AFL-CIO**

Re: Pilot – Tractor Trailer Operator and Postal Vehicle Operator Position – Expansion – Little Rock, Arkansas

The parties agree to expand piloting the establishment of the career bargaining unit position titled, Postal Vehicle Operator (PVO), Level 6. The parties have agreed to the job description and qualification standards for the PVO position that will be in effect during the pilot and any additional sites where this concept is determined to be feasible for expansion. The parties have also agreed to include Tractor Trailer Operator (TTO) Level 8 assignments into this Pilot.

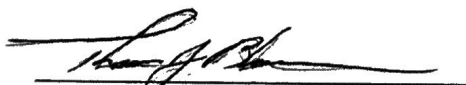
The PVO position is intended to assign the Motor Vehicle Service (MVS) Craft to perform the transportation of bulk quantities of mail without driving a vehicle that requires a Commercial Driver's License (CDL). All other work rules remain in effect, including the prohibitions of supervisors performing bargaining unit work consistent with Article 1.6.b. except where explicitly changed by this agreement. The following provisions will apply to the pilot:

1. The positions will be established in the Little Rock, Arkansas area, which is currently designated as a non-Postal Vehicle Service (PVS) site. The Little Rock Processing & Distribution Center (P&DC) and five (5) transfer hubs will be designated as PVS sites: Batesville, AR, Camden, AR, Hot Springs National Park, AR, Pine Bluff, AR, and Russellville, AR.
2. The Postal Service will establish and fill a minimum of 30 Tractor Trailer Operator (TTO) positions; consisting of 70% Full Time Regular (FTR) and 30% Part Time Flexible (PTF), and 80 PVO positions, consisting of 68% FTR and 32% PTF, in the Little Rock, Arkansas P&DC. The five (5) transfer hubs will collectively be staffed with a minimum of 60 PVO positions. Full time/part time ratios will consist of the following:
 - a. Batesville, AR 50/50
 - b. Camden, AR 42/58
 - c. Hot Springs National Park, AR 30/70
 - d. Pine Bluff, AR 42/58
 - e. Russellville, AR 60/30
3. The positions established as part of this MOU will be posted and filled in accordance with Article 39.2.A.11. The senior internal bidders will be placed in a "pending qualification" status until the employees have been certified by the Driver Safety Instructor. These career PVO positions will also be posted externally, during which non-career employees may apply.
4. Employees holding full-time TTO and PVO positions will be considered unassigned regular employees and will be assigned schedules in accordance with Article 39. Full time unassigned regular employees assume, as their regular work schedule, the hours worked in the first week of the pay period in which the change to unassigned regular occurred. The posting of the TTO and PVO bid duty assignments will occur no later than 90 days from the signing of this agreement.
5. The PTF to FTR ratios will be maintained throughout the Pilot, additional conversions to Full Time Flexible (FTF) will be according to the Maximization/ Full Time Flexible MOU.
6. Full-time TTO and PVO duty assignments will be as follows:

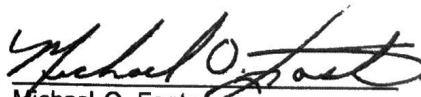
- a. Normally eight (8) hours within nine (9) hours; and,
 - b. A workday of eight (8) hours within ten (10) hours may be appropriate when eight-hour schedules contain report to a dispatcher time or idle time or where an additional trip is not possible due to time restraints in the middle or nearing the end of tour.
7. Employees holding a PTF TTO and PVO positions will be guaranteed a minimum work schedule of 24 hours per service week.
8. Within 30 days of the initiation the Pilot, the Postal Service will solicit volunteers, and will make available the required training to obtain a CDL for interested PVO employees who volunteer to be trained. A copy of the solicitation, and the PVO training records will be maintained for the Union to review.
9. Following successful completion of the CDL training and receipt of a CDL, employees holding PVO positions will be considered qualified to bid for available Motor Vehicle Operator (MVO) and/or Tractor Trailer Operator (TTO) positions. The assignments shall be posted and awarded in accordance with the provisions of Article 39 of the Collective Bargaining Agreement.
10. During the pilot, there will be a one (1) year lock-in period for PVOs who were provided CDL training by the Postal Service, for placement in the MVO or TTO position, during which the following restrictions will apply:
 - a. employee must remain in the MVS Craft;
 - b. employee must remain in the Little Rock, Arkansas, installation, and;
 - c. employee is restricted from bidding to a lower-level position.

The Pilot expansion associated with this agreement will run for six months after the pilot expansion is fully implemented, unless it is mutually agreed to extend. The national parties will meet monthly and exchange data and review results of the Pilot, to include the possibility the percentage of PTF employees where it is economically and operationally feasible. The national parties agree to review the effectiveness of the training program including the retention of MVOs trained as TTOs and make adjustments, if necessary.

Modifications made to work rules as stated in this MOU will not be citable in any future proceedings. An Alternative Dispute Resolution Process will be established at the National Level for the handling of any alleged violations of this Pilot MOU.



Thomas J. Blum
Vice President
Labor Relations
United States Postal Service



Michael O. Foster
Motor Vehicle Service Director
American Postal Workers
Union, AFL-CIO

Date: June 24, 2024

Position Description
Qualification StandardList of PositionsU.S.Postal Service

TRACTOR TRAILER OPERATOR (P7-08)
OCCUPATION CODE: 5703-0004

FUNCTIONAL PURPOSE:

Regularly operates a heavy-duty tractor-trailer either in over-the-road service, city shuttle service, or trailer spotting operations.

DUTIES AND RESPONSIBILITIES:

1. Operates a tractor-trailer in conformity with time schedules and in accordance with instructions regarding the route assigned; or operates a tractor-trailer in unscheduled service directed move by move by telephone, two-way radio or through designated supervisors.
2. Picks up and delivers bulk quantities of mail at postal installations, mailing concerns, railroad mail facilities and airports.
3. Ascertains the condition of the tractor-trailer prior to leaving and in returning to garage; reports all accidents, mechanical defects noted, and mechanical failures in the course of the trip.
4. Makes decisions respecting changes in route in emergency; makes emergency decisions respecting loading mail or leaving it for later trip.
5. In addition, may prepare daily trip reports; make minor repairs or adjustments to vehicle in emergencies; load and unload mail; perform other duties as assigned by a supervisor.

SUPERVISION:

Supervisor, Transportation Operations, or other designated supervisor.

SELECTION METHOD:

Senior Qualified

BARGAINING UNIT:

Motor Vehicle Craft

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DAVID E. WILLIAMS
VICE PRESIDENT, NETWORK OPERATIONS



April 27, 2012

VICE PRESIDENTS (AREA)
MANAGERS, OPERATIONS SUPPORT (AREA)
MANAGERS (IN-PLANT SUPPORT) AREA

Subject: Vehicle Receipt and Dispatch Standard Operating Procedure
Revision (April 2012)

A recent audit of Postal Vehicle Operations performed by the Office of the Inspector General (OIG) revealed widespread non-compliance with respect to management enforcement of proper Postal Vehicle Service safety procedures including use of seatbelts, chock blocks, and securing contents in vehicles prior to dispatch.

It is expected that Plant Managers have the proper procedures in place to ensure safe operations of our Postal Vehicle fleet. The attached Standard Operating Procedures (SOP) is revised to update the current policy on Vehicle Receipt and Dispatch. This SOP will be posted on the Network Operations website.

Questions regarding this SOP or the findings of the OIG audit can be referred to Jennifer Stevenson at 202-268-3588.

David E. Williams

Attachment

**Standard Operating Procedure
Receipt and Dispatch of Surface Transportation
April 2012**

This guideline is reissued to update standard operating procedures for the receipt and dispatch of motor vehicles and to implement instructions to prevent accidents generally caused by the unauthorized movement of vehicles away from the dock prior to completion of loading and unloading. Given the variations in dock operations, facility configurations, local agreements and memorandums of understanding, this standard operating procedure guideline is a national framework and applies as deemed appropriate by local management to address site specific dispatch conditions and dock operations.

RECEIVING VEHICLES

1. Upon arrival at the facility, scheduled trips operated by drivers of Postal Vehicle Service (PVS), Highway Contract Route (HCR) service, and commercial carriers such as drop shippers must proceed to the designated dock door or platform assignment, unless otherwise redirected. For unscheduled arrivals, the driver must obtain direction from the dock/platform postal supervisor or authorized designee.
2. Drivers must ensure that the assigned dock door or platform space is vacant. If the space is not vacant, the driver must contact the dock/platform postal supervisor or authorized designee for further instruction.
3. If the facility has a dock/door light system, a driver must verify the green light is on before placing the trailer at the dock/door. If the lights are broken, the driver must contact the dock/platform postal supervisor or authorized designee.
4. The driver backs the vehicle to the door or platform space, sets the brake, shuts off the engine and affixes the chock block(s). If chock block(s) is missing, the driver is to notify the expeditor/platform personnel.
5. In the case of swinging or "barn" type doors, the driver must stop the trailer away from the dock, set the brakes, turn off the engine, and exit the tractor. The expeditor/ platform personnel will remove the lock and/or seal, open the doors and secure each door to the outside trailer wall using the vehicle's door fasteners. The expeditor/platform personnel will return to the dock and observe the trailer being placed at the dock. The driver will set the brakes, turn off the engine and restrain the vehicle using chock block(s).

After a driver has backed to the dock door or platform space:

6. The driver reports to expeditor/platform personnel, who will cut the security seal (where applicable).
7. Driver unlocks and opens door.
8. As appropriate, the driver or expeditor/platform personnel will place the dock plate into vehicle.
9. If the facility is a Surface Visibility (SV) site, expeditor/platform personnel will scan the dock door bar code, the seal and the vehicle bar code in accordance with Surface Visibility guidelines.
10. Expeditor/platform personnel remove Form 5398-A and confirm that the seal number (where applicable) and vehicle number are the same on Form 5398-A.

11. Driver remains with load until the unload process is completed.
12. Driver will assist with unloading mail, if required.
13. Driver reports to expeditor/platform personnel prior to departure.

Live load

1. The facility manager must ensure sufficient dock doors are available to perform live loading and unloading of trailers.
2. If a trailer requires relocating to a dock door for loading, the driver will be required to back the vehicle to the door or platform space, set the brake, shut off the engine, and affix chock block(s) following the same above steps for receiving a vehicle.
3. Postal Service personnel will inspect the vehicle for damage and/or unsafe condition, determine roadworthiness, inspect the E-track, and ensure a proper number of securing devices (a minimum of 12 straps) are on board.
4. Postal Service personnel may assist in loading mail and will ensure the load is secured by the driver.
 - o Pre-loads performed by Postal Service personnel affix responsibility to platform personnel for properly securing the portion of the load completed by the Postal Service employees. A video depicting the updated instructions on restraining loads properly can be viewed under "Secure that Load" at <http://blue.usps.gov/pac/uspstv/vodlist.htm>.
 - o Expeditor/platform personnel will ensure the load has been properly secured prior to completing Form 5398-A.
5. If the facility is a Surface Visibility (SV) site, expeditor/platform personnel will scan the dock door bar code, the seal, the vehicle bar code and vehicle contents in accordance with Surface Visibility guidelines.
6. For all outbound trips Postal Service personnel will complete Form 5398-A, place the yellow copy in an envelope in the cargo compartment and hand the white copy to the driver.
7. Ensure the dock plate is removed from vehicle by appropriate personnel.
8. The driver must close the door and ensure the locking mechanism is put in place.
9. Prior to removing chock block(s) the driver inspects the back of trailer to ensure the trailer door is locked, sealed and secure.
10. Driver removes chock block(s), turns on engine, releases brake, and departs facility.

A. Drop Shippers & Mailers

1. Driver reports to expeditor/platform personnel to obtain a door, dock or queue assignment.

2. Drivers will ensure the assigned dock door or platform space is vacant. If the space is not vacant, the driver must contact the dock/platform postal supervisor or authorized designee for further instruction.
3. If the facility has a dock/door light system, a driver must verify the green light is on before placing the trailer. If the lights are broken, the driver must contact the expeditor/platform supervisor.
4. The driver backs the vehicle to the door or platform space, sets the brake, shuts off the engine and affixes the chock block(s). If the chock block(s) is missing, the driver is to notify the expeditor/platform personnel.
5. In the case of swinging or "barn" type doors, the driver must stop the trailer away from the dock, set the brakes, turn off the engine and exit the tractor. The expeditor/platform personnel will remove the lock and/or seal, open the doors and secure each door to the outside trailer wall using the vehicle's door fasteners. The expeditor/platform personnel will return to the dock and observe the trailer being placed at the dock. The driver will set the brakes, turn off the engine and restrain the vehicle using chock block(s).

After a driver has backed to the dock door or platform space:

6. Driver reports to expeditor/platform personnel.
7. If this is a Surface Visibility site, expeditor/platform personnel will ensure that "check in" and "close out" procedures are followed according to Surface Visibility Essentials Drop Shipments instructions.
8. Seal is cut and removed by expeditor/platform personnel, (where applicable).
9. Driver unlocks and opens door.
10. Expeditor/platform personnel place dock plate into vehicle.
11. Expeditor/platform personnel receive and verify required documentation before acceptance of the mail.
12. The vehicle is live unloaded of contents for this facility.
13. Driver remains with load until completed.
14. Driver assists in unloading mail, if required.
15. Upon completion of unloading, the driver will ensure that any remaining load is secured.
16. Dock plate is removed by expeditor/platform personnel and vehicle doors are closed.
17. Prior to removing the chock block(s), the driver verifies the proper trailer is being dispatched by checking the trailer number against Form 5398-A (if applicable), and inspects the back of trailer to ensure the trailer door is locked, (and sealed if required).
18. Driver removes chock block(s), turns on engine, releases brake, and departs facility.
19. Expeditor/platform personnel will remain at dock door until the vehicle has safely departed.

B. Drop & Pick

Postal Vehicle Service (PVS) and Highway Contract (HCR) drivers will follow these guidelines:

Dropping a trailer

1. Drivers that perform service to/from the Network Distribution Center (NDC) driver will report to Vehicle Operations Analyst (VOA) or dispatcher.
2. A driver must ensure the assigned dock door or platform space is vacant. If the space is not vacant, the driver must contact the expeditor/platform supervisor for further instruction.
3. If the facility has a dock/door light system, a driver must verify the green light is on before placing the trailer. If the lights are not functioning, the driver must contact the expeditor/platform supervisor.
4. Driver backs vehicle to door or platform space, shuts off engine, sets brake affixes chock block(s), drops landing gear and disengages tractor lines from trailer.
5. If the trailer is parked/staged, the driver will receive instruction from the yard control system via radio/phone, or via other established mode of communication.
6. Driver reports to expeditor/platform personnel.
7. Driver unlocks door.
8. Seal is cut and removed by expeditor/platform personnel where applicable.
9. After being cleared by expeditor/platform personnel, the driver will pull the tractor away from trailer.

Picking up a trailer

1. Driver reports to Expeditor/platform personnel.
 - o NDC drivers will report to VOA or dispatcher.
 - o Pre-loads performed by Postal Service personnel affix total responsibility and accountability to platform personnel for properly securing the load.
2. Expeditor/platform personnel complete Form 5398-A, and place the yellow copy in an envelope in the cargo compartment on all trips.
3. If the facility is a Surface Visibility (SV) site, follow the same procedures for scanning outlined above in accordance with Surface Visibility guidelines.
4. Door is closed by the expeditor. If the locking mechanism is available, the lock is affixed to the safety chain, and where applicable. Postal Service personnel affix a seal to the locking mechanism.
5. If the locking mechanism is not available, the driver will be required to affix the lock to the trailer prior to departure.
6. Driver ensures that the load and vehicle doors are secured, and receives the white copy of Form 5398-A.

7. Driver engages tractor with trailer, then raises and secures landing gear.
8. Prior to removing chock block(s) driver verifies the proper trailer is being pulled by checking the trailer number against Form 5398-A, and inspects the back of trailer to ensure trailer door is locked and sealed.
9. Driver removes chock block(s), turns on engine, releases brake, and departs facility.

STANDARD OPERATING PROCEDURES

Each Area Networks Operations Office is responsible for ensuring that all postal facilities within their respective service area have a standard operating procedure for receiving and dispatching vehicles.

GUIDELINES ORIGINATORS AND CONTACTS:

Manager, Surface Transportation Operations
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Washington DC 20260-7133
202/268-8522 Voice, 202/268-3584 Fax