



FY 2014

October

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## STANDARD OPERATING PROCEDURE

### Carrier Functions

### Sunday Package Delivery

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**Purpose:** To set forth procedures for delivery of packages without Smart Phone Device

**Responsibility:** District Managers, Senior Plant Managers, Marketing Managers and Managers of Operations Programs Support, Postmaster, Manager and Supervisor.

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### Office

- Clock in to begin tour (BT) on EBR to correct operation number
  - City carriers LDC 23 (Other Delivery)
    - Operation 734 Office
    - Operation 733 Street
  - RCAs complete Form 1314-A using route A998. Hours will apply to LDC25
    - Time certificates must be returned to carrier's home office for processing
- Report to Supervisor for assignment
- Obtain postal vehicle keys and perform safety inspection
- Obtain and sign for relay/arrow keys needed for route
- Obtain IMD Device and turn by turn directions for assigned dynamic parcel route

### Delivery

- Set up IMD Device to start delivery
- Sort and load packages by delivery order into vehicle according to sequence number on package
  - Validate all packages on turn by turn manifest are accounted for
  - Report discrepancies to supervisor
- Deliver packages in sequence using hard copy turn by turn directions
  - Before leaving and at each subsequent stop, read the directions to the next stop before placing the vehicle in drive.
    - Do not attempt to drive and read directions simultaneously
    - Pull over to a safe location and place the vehicle in park prior to re-reading directions if necessary
- Make every effort to deliver all packages
  - All packages must be attempted at the door
  - Leave in secure location if no response
    - Examples
      - Under covered porch
      - Behind storm door if item fits (door must close and latch)
      - In mail box if item fits
- When delivery is successful, perform delivery scan
  - For parcels delivered outside of the IMD set up ZIP Code, follow the prompt to enter the actual ZIP Code of delivery
- If unable to deliver package
  - Perform attempt scan

## **Package Delivery SOP**

- Leave PS Form 3849 with correct pick up location
  - Office of destinating ZIP Code
- Continue package delivery to next delivery point per the turn by turn directions
- Repeat process through last package delivery point
- Return to station

## **Returning from Delivery**

- Secure vehicle
- Unload any undelivered packages and distribute to designated location at hub unit
- Turn in arrow key, vehicle key, hand held device to designated locations
- Report to supervisor for further instructions.