

## 830 Motor Vehicle and Industrial Safety

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### 831 Motor Vehicle Safety

#### 831.1 Objective

The objective of the Motor Vehicle Safety Program is to comply with applicable Department of Transportation regulations and to encourage safe driving to reduce the amount of property damage and human suffering caused by vehicle accidents while maintaining an efficient delivery and collection system.

#### 831.2 Vehicle Maintenance

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

#### 831.3 Driver Selection, Training, and Supervision

##### 831.31 Driver Selection

Postal personnel responsible for hiring, road testing, supervising, and providing medical services must ensure that only qualified applicants are hired and/or retained for driving positions. The determination of “qualified” must be based on:

- a. Past driving record.
- b. The ability to avoid accidents, traffic violations, vehicle abuse, schedule delays, and discourtesy.
- c. Physical fitness as outlined in Handbook EL-806, *Health and Medical Service*.
- d. Requirements specified in TD 087-Course Number 43513-00.

##### 831.32 Driver Training

Initial driver training, periodic driver improvement training, and special emphasis training must be designed and implemented to develop and maintain a professional, defensive driving workforce. (Defensive driving is defined by the National Safety Council as “driving to prevent accidents in spite of the incorrect actions of others and adverse conditions.”) Such training must regularly be reinforced by the first-line supervisor. The careful selection of personnel to act as driving instructors is essential to ensure proper attitude, enthusiasm, interest, and understanding of the subject matter.

##### 831.33 Driver Supervision

##### 831.331 Supervisory Responsibility

Special responsibility for safe motor vehicle operations, as outlined in Handbook EL-801, *Supervisor’s Safety Handbook*; Handbook PO-701, *Fleet Management*; and Handbook EL-814, *Postal Employee’s Guide to Safety*, must be followed. To enforce a high standard of professional driving

performance, supervisors must complete Form 4584, *Observation of Driving Practices*, for each driver under their direct supervision at least semiannually and at other times deemed appropriate, including at 30, 60, and 80 days for probationary drivers. Supervisors must familiarize themselves with defensive driving techniques so that they know what the common driving errors are, how they can be detected, and how they can be prevented.

#### 831.332 **Driver Responsibility**

Drivers must obey all traffic laws and postal policies, drive defensively and professionally, and extend courtesy in all situations. Specific driving responsibilities are outlined in Handbook PO-701, *Fleet Management*, in Handbook EL-801, *Supervisor's Safety Handbook*, and in Handbook EL-814, *Employee Guide to Safety*.

#### 831.4 **Accident Analysis**

Managers and supervisors must analyze accident data to determine the hazards of vehicle operations and the primary causes of vehicle accidents and develop special action plans to reduce or eliminate them.

### 832 **Powered Industrial Truck Safety**

Employees authorized to operate powered industrial trucks (PITs) must be provided operator training in accordance with OSHA standard 1910.178, Powered Industrial Trucks, utilizing Course 52503, Powered Industrial Trucks Training. Before operating PITs, employees must be evaluated and certified. They must follow the operating rules and regulations outlined in Handbooks EL-801 and 814 and/or the manufacturer's operating instructions.

### 833 **Safety and Health in Design, Procurement, and Construction**

#### 833.1 **Standards, Ergonomics, and Engineering**

OSHA and applicable consensus safety and health standards, ergonomic considerations, and sound safety and fire protection engineering techniques must be used to plan, build, design, construct, modify, repair, and procure new equipment, vehicles, and facilities. Consideration must be given to employee work environment, equipment, tools, supplies used, and the material on which work is performed.

Purchasing, delivery, and engineering personnel must consult safety personnel to ensure that safety engineering, health protection, and ergonomic considerations are integrated into all activities of the Postal Service.

Managers responsible for purchasing, design, and construction are accountable for compliance with OSHA standards and applicable fire protection and building codes.

**833.2 Supplemental Standards**

When deemed necessary, the Postal Service may adopt more stringent, alternate, or supplemental standards. Alternate or supplemental OSHA standards must be approved by the Secretary of Labor. Safety Performance Management, Headquarters, must coordinate all such requests with the Department of Labor.

**833.3 Supplier (Contractor) Safety**

Installation heads, purchasing, contracting officers, and other managers are responsible and accountable for ensuring that all suppliers (contractors) working on postal property follow OSHA regulations and postal safety and health policies. All suppliers must conform to OSHA regulations, and a postal representative is to be assigned to monitor supplier activities as appropriate, including coordinating with supplier safety “competent persons” and/or safety representatives. Supplier evaluation and selection must include a supplier’s safety and health record, written programs, training, and OSHA compliance activity as appropriate to the scope of the contracted work, in accordance with existing purchasing policy.

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