



September 30, 2016

AREA VICE PRESIDENTS

SUBJECT: Vehicle Inspections and Maintenance

The postal vehicle is a welcomed and trusted sight in all residential and business communities because it signals that we are doing what we do best – delivering the postal brand. In order to continue meeting this standard, it is imperative that we continue to provide our employees with postal vehicles that are safe to operate.

Preventive maintenance starts with our employees performing daily vehicle inspections, and continues with our Vehicle Maintenance group performing quality, scheduled maintenance and being responsive when unscheduled repairs are needed.

Please ensure that proper and complete vehicle inspections are performed before and after driving a vehicle to perform postal duties. Ensure all safety defects/failures are reported immediately and corrected before allowing the vehicle to be used by our employees. These guidelines also apply to personal vehicles used for postal business. A vehicle inspection check list, titled "*Expanded Vehicle Safety Check*" (Notice 76"), can be found in the M-41, section 832, Exhibit 832.1. The check list includes the following guidance:

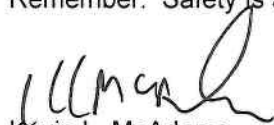
- Look under the body of the vehicle for oil and water leaks.
- Inspect all tires for inflation and wear.
- Check rear axle for leaks.
- Start the engine and check for unusual sounds and/or smoke.
- From behind the steering wheel, check the wheel for play, all mirrors, horn, wipers/washers, seat belts, and hand and foot brakes.
- Check all gauges and make sure they all work properly.
- Ensure the vehicle is equipped with an accident report kit.

Drivers are to report all defects/failures immediately to management using Postal Forms (PS) Form 4565, "Vehicle Repair Tag." Drivers are to receive their signed copy of PS Form 4565 as proof that defects/failures were reported. Management is required to report all safety defects/failures immediately to maintenance for abatement before the vehicle is used.

If there are any questions regarding the vehicle check process, please contact Dwight D. Young, City Delivery Specialist, Senior at 202-268-8533.

Please ensure that your local delivery unit managers receive this memorandum and adhere to its content.

Remember: Safety is a Core Value!



Kevin L. McAdams

cc: David E. Williams
Charles Kappler
Nancy Rettinhouse
David Ellis
Krista Finazzo
Jennifer Vo