

Mandatory Stand-Up Talk

March 28, 2020

Guidelines for interacting with HCR drivers during the COVID-19 pandemic

Step 1:

Designate a door, or in the case of larger facilities designate multiple doors, that Highway Contract Route (HCR) drivers can access to check in. At the designated door(s), provide an isolated area large enough for several drivers (if multiple drivers arrive at the same time). When designating the area, keep the social-distancing guidance of staying 6 feet apart in mind. Post instructions on the door(s) for the drivers so they know what we need them to do.

Step 2:

If a driver exhibits any signs of being sick, ask the driver to wait in his/her truck until loading/unloading is complete. If the driver who has signs of being sick usually helps load/unload the trip, you will need to find postal personnel to load the truck. If that cannot be done, maintain social distancing during the load/unload.

As soon as practicable, inform the district Transportation Manager about any contractor driver exhibiting COVID-19 symptoms. The Transportation Manager must contact the supplier or have the Contracting Officer (CO) provide notice to the supplier.

Step 3:

When any driver checks in, determine if the trip requires driver assistance in loading.

- A. If driver is needed to help consolidate and load, please reiterate with the driver the need to maintain social distance.
- B. If driver is not needed to help load, ask the driver to wait inside the truck until trip is ready to depart. See Step 6 below to determine how driver will know when trip is ready to depart.

Step 4:

Once a trip is loaded and ready to depart, print a PS Form 5398-A, Contract Route Vehicle Record, and place it on a clipboard that you have located by the designated entry door.

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Step 5:

Upon arrival at the plant, ensure drivers remove the padlocks prior to bumping the dock. After getting permission to depart, the driver should first pull away from dock and then padlock the truck.

Step 6:

Designate a postal employee as a yardmaster (with a radio) to keep drivers informed as to when trips are ready to depart, while also signaling to drivers to come to the designated door and retrieve the PS form 5398-A, 5500, 5429, etc.

The same yardmaster should be used to direct drivers as they come into the yard.

Note 1: If a driver needs to use the restroom, please do not stop them from using the facilities, but ask them to return to the truck, or finish loading the truck when done with the facilities.

Note 2: Emphasize with the driver the need to make sure not to start the truck or pull away from the dock before getting cleared by the yardmaster.

Note 3: If a facility has a driver breakroom, these should not be used.

Thank you for your attention.

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