

**WHERE IS IT IN WRITING  
THAT A DRIVER MUST  
INFORM HIS SUPERVISOR  
IMMEDIATELY UPON  
REVOCAION OR  
SUSPENSION OF HIS/HER  
STATE DRIVER'S LICENSE?**

- M-52 Fleet Management Section 214.65
- EL-827 (Driver Selection, Training, Testing, and Licensing) Sec. 470

46 as a condition of employment will be required to have a preemployment physical examination.

**.533** Form 4582-A, which has been completed on both sides, by the applicant, must be reviewed and signed by the applicant's immediate supervisor.

**.534** When Form 4582-A is completed, forward it to the examiner.

**.535** Obtain a record of the applicant's past driving experience as prescribed in 214.43.

**.536** The examiner must complete Section B, *Record of Examinations*, on Form 4582-A as follows:

*a. Four-Year Cards.* Complete items 17 through 21 before the skill and/or road test is given. If all items are satisfactory, then proceed to give skill and/or road test and complete item(s) 22 and/or 23.

*b. Thirty-Day Cards.* Complete items 17 and 18 only. If both are satisfactory and applicant has a valid State operator license, a 30-day permit may then be issued. Note: items 19 through 23 can be waived unless the issuing authority deems that the requirements of Section B must be completed in their entirety.

**.537** If approved, the examiner will sign the reverse of SF 46 as the qualifying official. The designated official shall sign as the issuing official. Serial numbers are not required.

**.538** Renewals are issued as follows (this does not apply to a temporary SF 46):

*a.* At the expiration of SF-46, applicants must complete both sides of Form 4582-A (as it applies to on-duty driving record).

*b.* The examiner must recheck items 17 through 21 in Section B on Form 4582-A and note in item 25 the date of this re-examination and any changes thereto.

*c.* Skill and/or road tests (items 22 and 23) are not required where a permit is to be reissued or renewed unless there is a change in the type of vehicle to be operated.

## 214.6 Revocation and Suspension of SF 46

### .61 For Physical Condition

**.611** Where a U.S. Postal Service medical officer or other licensed physician finds that an employee's physical condition is such that his SF 46 should be revoked, the fleet manager will consider

revocation until the condition is corrected or under adequate control. If, at any time, a change in physical condition is suspected, the USPS may test the employee to see that he meets required USPS physical standards. He must likewise continue to meet the physical standards required to obtain a State driver's license in the state which has granted him his license.

**.612** When the SF 46 of a bargaining unit employee is revoked or suspended, every reasonable effort should be made to reassign the employee to nondriving duties in his craft or other crafts.

**.62 For Unsafe Driving.** An employee's SF 46 may be revoked or suspended when his on-duty record shows that he is an unsafe driver. When a revocation, suspension, or reissuance of an employee's SF 46 is under consideration, only his on-duty record will be considered in making a final determination. An employee's SF 46 will be automatically revoked or suspended concurrently with any revocation or suspension of his State driver's license, and restored upon reinstatement. In the event such revocation or suspension of the State driver's license is with the condition that the employee may operate a vehicle for employment purposes, the SF 46 will not be automatically revoked. See Article XXIX, *National Agreement*.

**.63 In Case of Accident.** The employee's driving privilege shall be reviewed at the time of an accident (other than stopped or parked vehicle accidents) by his supervisor and/or other official in charge. The supervisor will make every effort to determine—by telephone contact or personal interview—the condition of the employee (shock, fatigue, or other related physical condition), the seriousness of the unsafe driving practice which resulted in the accident, and the condition of the Postal vehicle involved. Where the supervisor has reason to believe that the public or the employee's safety is at stake, he will suspend the employee's driving privilege and cover the remainder of the route with auxiliary help. As soon as possible thereafter, a full review of the accident will be made, and the employee's SF 46 and his driving privilege shall be reinstated or suspended as warranted.

**.64 Special Cases.** As a minimum, supervisors and/or other officials in charge will consider the revocation or suspension of an employee's

driving permit (SF 46) when the on-duty driving record indicates:

- a. A driver has two at fault accidents within a 12-month period.
- b. A driver has been convicted by civil authority of moving traffic violations more than once in a 12-month period.
- c. A driver continues to ignore post office driving regulations after being individually warned.
- d. A driver fails to observe safety rules and regulations, or in cases where retaining the employee on duty may result in damage to USPS property, loss of mail or funds, or where the employee may be injurious of himself or others.

**.65 State License.** A driver must inform his supervisor immediately of the revocation or suspension of his State drivers' license. The USPS may require the driver to produce his State license at any time, and may verify the license's continuing validity with State authorities at any time.

#### 214.7 Maintaining Form 4582

The fleet manager shall enter on Form 4582 all on-duty accidents, violations (except overtime parking), complaints and rebuttals thereto, if any, and Safe Driver Awards, if any. This form shall be available to the person responsible for the safety program for periodic review and analysis in connection with program planning, development, and evaluation. If the employee transfers to another postal installation, his Form 4582 must be sent to his new duty station. If the employee transfers to another Federal agency, his Form 4582 may be sent to that agency upon request. For all other separations, or upon rescission of driving authorization, place the Form 4582 in an inactive file and destroy after a maximum of 3 years. Enter accidents classified preventable for purposes of the safe driver award on Form 4582 as scorable. Scorable accidents will prevent the driver from earning the safe driver award under the safe driver award rules.

### 215 Driver Responsibility

#### 215.1 Care and Handling of Vehicles

**.11** All drivers, including letter carriers and motor vehicle service (MVS) operators, of Postal-owned and hired vehicles used in the Postal Service

are responsible for the proper care and handling of those vehicles while in their custody.

**.12** No employee shall operate a vehicle on official business who is not in possession of a valid SF 46.

#### 215.2 Driving Practices

**.21 Safety check.** Vehicle safety check outlined on Notice 76, *Expanded Vehicle Safety Check*, and on Label 70, *Safety Check Before Operating Vehicle* (Safety Decal), will be performed by all drivers regardless of craft. (See Exhibit 215.21.) Letter carriers who lease their private vehicles to the Postal Service are not required to perform the safety check.

#### .22 Repair Tag

**.221** Drivers must check defect(s) requiring attention on Form 4565, *Vehicle Repair Tag*, and indicate possible trouble if known for Postal-owned or leased vehicles. If further detail is required to provide maintenance personnel sufficient information, include a brief description of the problem in the *Remarks* section.

**.222** Although some repairs can be deferred until scheduled maintenance service, safety items must be corrected promptly. Dispatch point supervisors are responsible for determining whether or not a vehicle is safe to operate. When in doubt, consult vehicle maintenance personnel.

**.23 Road Calls.** Local management must establish a standard procedure for a driver to follow when his or her vehicle breaks down on the route. To the extent possible, the driver should pinpoint the problem to help management determine if a replacement vehicle is needed, or if the unit can be repaired on site. If the vehicle is leased, the contract number on the dash must be given.

**.24 Out of Order Tag.** In some cases, trailers develop defects which are reported when the vehicle is spotted for loading and unloading. All tractor drivers may not be aware that a Form 4565 has been prepared for a trailer. To eliminate the possibility of using a trailer needing immediate repairs, the driver will attach Form 4703, *Out of Order —Trailer Tag* (Red and Yellow) to the gladhand or air couplings of the trailer when Form 4565 is prepared. A trailer so tagged will not be used until repairs have been accomplished. Tractor