



THE BRANCH 324 BUZZ



August 2021

Route Maintenance - Part One

Are you doing proper route maintenance?

What is route maintenance? That could be a question that many newer carriers are asking. We have been hiring new CCAs in several of our offices and hopefully more are on the way. We have also had CCAs converted to career status in Greeley recently that haven't been a CCA for more than a year so we thought this would be a good topic to cover.

There are two types of route maintenance - **office and street.**

Many times, we hear of a CCA or an Unassigned Regular who opt on a route and like the route but complain the maintenance is lacking. It is the responsibility of the regular carrier to maintain the route. What does this mean? Let's take it step by step.

Office Maintenance:

Let's start with the case. Are the case labels up to date? Are business names correct and when is the last time the carrier has updated the labels? The Handbook M-41 Section 253.1 states *"it is absolutely essential that the carrier keep them accurate and up to date."*

This means that it is the carrier's job to maintain the carrier edit book and it should be done on the clock even if overtime is needed. We will cover the PS Form 3996 in a future issue. Keeping the case up to date is required and part of the job of every letter carrier assigned to a route daily. We understand that CCAs and Carrier Technicians may not be making changes on labels but it is imperative that good communication occurs between all of the carriers to increase safety and awareness on the street for all. With the updates of the case labels being required, it is also important to keep **Carrier Alert Cards** updated along with **Dog Alert Cards**. All carriers should be doing this as needed. If you are on the route and encounter a situation, please be sure to complete a **Carrier Alert Card** when you return to the office that evening or the following morning. We want all carriers to be informed on route safety.

In the Greeley offices, we recently had the PS Form 1564-A's updated. The 1564-A is the form in your route book that verifies all of the information on the route including the carrier, vehicle assigned, collection boxes, park points, lunch locations, break locations, etc.

This should be updated regularly and approved by management. Please check your 1564-A and ask for it to be updated or contact your steward. If management requires us to follow the Handbook M-41, they should do their part too.

Does your route book have a map in it? It should for new CCAs. We are in the process of getting new Handbook M-41's for all of our offices. Many of you probably have the 1986 version in your route book but there is a newer 2019 version.

All of these office functions and more are included in the M-41 and are part of route maintenance which is the job of the carrier assigned to the route. If the route is currently vacant, any carrier can do the maintenance and should put in for time to clean it up. If a CCA is covering an auxiliary route, that time should be requested as well. Routes are required to be maintained and this should be done regularly so that it doesn't build up later on.



Sunday - August 15th, 2021

10am - 2pm

Saint Michael's Square