U.S. Postal Service

DELIVERY INSTRUCTIONS

Name of Employee	ID No.	Delivery Unit

Vehicle Make	Vehicle Capacity	Vehicle No.	Reference Volume AM_____ PM_____ Total_____	Assignment No.

Date Appointed	Date Assigned to Route	Delivery Method(s)	Type of Route
No. of Trips	Name of Replacement[3]	☐ Foot ☐ Mounted ☐ Park and Loop ☐ Other *(Specify)*_____	☐ Business ☐ Residential ☐ Mixed

Location of Collection Points in Order of Collection	Street Corner	Arrival Time[1] Daily	Arrival Time[1] Sat.	Relay ☐ Boxes / Location of ☐ Park & Loop Stops	Arrival Time[1] Daily	Arrival Time[1] Sat.	Possible Deliveries Per Relay, Loop, Swing, etc.	
							1)	2)
							3)	4)

Schedule

Time	Trip 1 Daily	Trip 1 Sat.	Trip 2 Daily	Trip 2 Sat.
Begin				
Leave				
Return				
End				

Transportation

	Public Trans.	Location: Board	Location: Leave
1	Leave		
1	Return		
2	Leave		
2	Return		

Use of Privately-Owned Vehicle Authorized ☐ Yes ☐ No

Effective Date of Transportation Agreement *(Form 1311)*

Lines of Travel *(Use reverse, if necessary)*

Streets Used		
	Office to Route Via	Route to Lunch Via
	Lunch to Route Via	Route to Office Via

Authorized Lunch Period

From	To

Location where authorized to leave route for lunch

Location of Authorized Lunch Location(s)[2]

Regular Carrier	Replacement Carrier

Approximate Break Location(s)

Regular Carrier	Replacement Carrier

Approved By *(Signature and Date)*

Title

[1] Arrival time shown should be earliest on a light day. Use reverse for additional remarks.

[2] If one of the following conditions prevail covering travel to and from a suitable lunch location (up to 3 places) carrier will complete:

(1) Reimbursed for driving own vehicle.
(2) Furnished bus fare or its equivalent.
(3) Provided transportation in PS Vehicle.
(4) Assigned a PS or Contract Vehicle. (Other carriers may at their option record similar lunch data.)

[3] Enter name of regularly assigned replacement (if any). Also complete the replacement's authorized lunch and break location(s).