

NON DPS OFFICE

This system of casing mail requires the patient to case letter mail in a letter case and flat size mail into a flat case.

The preparation of letter size mail requires the patient to lift trays of letters weighing approximately 15 to 20 pounds place them on a ledge where he/she can grab a handful of letters with the left hand, then “peel” off one letter at a time with the right hand using one’s thumb, then sorting that letter into the letter case. The patient takes approximately _____ to _____ hours to do the letter size mail.

The preparation of casing flats requires lifting tubs of flats weighing as much as 70 pounds and placing them on a ledge for casing. Then picking up about 6 inches of this mail type, placing them on your left forearm and inserting them into flat size separations through the use of the right hand as with letter size mail. The patient takes approximately _____ to _____ hours to case the flat size mail.

Once the casing procedure is completed, the flats are then placed in trays. The tray can weigh up to 70 pounds. The casing and pulling down of mail requires repetitive bending lifting, stooping and twisting, sometimes with weight in the carrier’s hands and/or arms. In addition to the normal mail, the patient often is required to prepare bundles of circulars (e.g. Advo) for delivery. These circulars are often bulky and heavy.

STREET DUTIES

(Circle the appropriate street delivery method and fill in blanks)

WALK-OUT ROUTE

Preparation for delivery consists of placing mail into sacks if the patient is a walk out carrier. This consists of sorting the mail into sacks, properly labeling each one to as to have them properly delivered by others to the appropriate relay box on the patient’s route.

DRIVE-OUT ROUTE

The patient uses a delivery vehicle. Once the mail is prepared and is being pulled down, the patient is required to load the mail for delivery into a hamper, which allows the patient to move the mail to the delivery vehicle. Once at the delivery vehicle, the patient is required to reach into the hamper to grab the trays of letter’s and flats. This action sometimes requires bending deeply into the hamper’ to reach the trays, then lifting the trays which could weigh up to 70 pounds. The mail must be placed in the delivery vehicle in reverse order of delivery so that the last mail placed in the vehicle is the first delivered. The loading process also requires bending, stretching, and lifting with loads of mail. Once the vehicle is loaded, the patient is required to drive to the first delivery point and initiate delivery.

The patient’s route consists of approximately _____ hours of street delivery. Below, the patient has estimated the amount of time that his/her route takes for the applicable delivery methods. The patient’s route may be a combination of any of these delivery methods. Please be sure to have the patient estimate how much of each of the delivery methods are involved in the delivery of his/her route.