Chapter 10

Restructuring of Letter Carrier Routes

Restructuring of Letter Carrier Routes

Introduction

This chapter provides guidelines and instructions to be used in the restructuring of letter carrier routes at a postal installation, after the route sampling and assessment have been completed.

Purpose

To equalize the workload of the Letter Carrier routes. Accordingly, when restructuring, consideration must be given to the time available between the official starting time(s) and the desired departure time for each type and category of route and to reflect the wave system. Local conditions, such as availability of mail, transportation schedules and bundle run times must be considered in the restructuring process.

Restructuring of Letter Carrier Routes -- Route Types

Definition Route types are used to determine the starting time of the letter carrier routes based on the wave and preparation time.

Criteria used To designate the route type after the route sampling and assessment has been completed, you must determine the amount of points of call and type of calls on a route.

IF the commercial points of calls are...	**AND apartment points of call in buildings of <u>more</u> than 30 suites are...**	**THEN the route type is...**
less than 30%	Less than 30%	RSD - Residential Single Dwelling
	Between 30-70%	RC - Residential Combination
	More than 70%	RHR - Residential High Rise
between 30% - 90%		RB - Residential Business
more than 90%		BUS - Business

Note: If the criteria in the table above are met, then the apartment points of call in buildings of more than 30 suites are included in the corresponding route designations.

Restructuring of Letter Carrier Routes -- Route Extensions

Definition To identify the letter carrier routes that may require an earlier or later start time according to the five route types, the following route type extensions have been established.

Inside time The inside time is the total of sortation, obtain and preparation time.

Procedure

Step	Action
1	Determine the average inside time required for each of the five route types.
2	Considering which wave the routes are restructured for.
3	Apply the following route extensions once the average time has been determined.

IF the inside time is...	BY...	AND generated primarily by...	THEN the extension is...	Plus add the Wave indicator
above the average	6 to 15 minutes	commercial calls	RCO 1	-1,-2,-3, etc
		residential and apartment calls	HVR 1	
	16 to 25 minutes	commercial calls	RCO 2	
		residential and apartment calls	HVR 2	
	26 to 35 minutes	commercial calls	RCO 3	
		residential and apartment calls	HVR 3	
	36 minutes or more	commercial calls	RCO 4	
		residential and apartment calls	HVR 4	
below the average	6 to 15 minutes	N/A	MIN 1	
	16 to 25 minutes	N/A	MIN 2	
	26 to 35 minutes	N/A	MIN 3	
	36 minutes or more	N/A	MIN 4	

Restructuring of Letter Carrier Routes -- Route Extensions

Guideline These extensions are not stand-alone letter carrier route types but are to be used in combination with the five route types.

Diagram This diagram illustrates the different possibilities that can be encountered when the inside time is above or below the route type average by 10 to 36 minutes or more. For definitions, see previous page.

TYPE of ROUTE	EXTENSIONS	6-15	16-25	26-35	36 +	wave	wave	wave	wave
RHR	RCO					1	2	3	4+
	HVR	1	2	3	4	1	2	3	4+
	MIN	1	2	3	4	1	2	3	4+
RC	RCO					1	2	3	4+
	HVR	1	2	3	4	1	2	3	4+
	MIN	1	2	3	4	1	2	3	4+
RSD	RCO	1	2	3	4	1	2	3	4+
	HVR	1	2	3	4	1	2	3	4+
	MIN	1	2	3	4	1	2	3	4+
RB	RCO	1	2	3	4	1	2	3	4+
	HVR	1	2	3	4	1	2	3	4+
	MIN	1	2	3	4	1	2	3	4+
BUS	RCO	1	2	3	4	1	2	3	4+
	HVR					1	2	3	4+
	MIN	1	2	3	4	1	2	3	4+

Note:

After the extension portion add the wave indicator which is the same number as the wave the route is restructure on. Eg(RSDHVR1-1 if route is on wave 1, RCMIN3-2 if route is on wave 2)

Restructuring of Letter Carrier Routes -- Route Extensions

Flexibility

This procedure will provide you with flexibility and help you determine suitable start times.

Alternatives

WHEN...	THEN you can...
The delivery portion is excessive...	Remove low-volume area and replace with high-volume area. This will increase sortation and preparation time.
	Advance the “last draw”.
	Provide on-street delivery assistance
The inside portion is excessive…	Establish additional straight depending on plant capacity.
	Review the desired departure time to ascertain whether a later departure time will seriously affect service.
	Assess the use of night routers to sort mail into the existing letter carrier cases.
	Assess the use of day router to sort mail into own case(s) or into other letter carrier case(s).

Restructuring of Letter Carrier Routes -- Restructuring

Areas of Growth

- Allowance for growth must be in line with Chapter 8.
- A partial route must not be credited with assessed time to provide future growth for service.

Businesses

- The location of business establishments must be considered.
- Ensure that delivery to these calls can be made as early as practicable.

Transportation Time

When structuring routes, it should be possible to determine the actual transportation allowances with a reasonable degree of accuracy.

On the LDU or transportation map indicate:

- the locations of street letter boxes;
- postal facilities;
- bus stops and schedules;
- etc.

As it is not possible at this time to determine the actual occurrences for disposal of undeliverable mail at the completion of PM delivery, it will be necessary to estimate a frequency. This estimate is to be replaced with actual occurrences after the new routes have been in operation for five weeks and other adjustments have been made, as required.

Restructuring of Letter Carrier Routes -- Restructuring

Sortation

To obtain efficient sortation on city finals:

Keep to a minimum...	But do not...
• sortation breaks • points of knowledge • number of routes serving the same street	• sacrifice good route structure in an effort to reduce splits

Topographical Layout of the Community

The suggested procedure to be followed when laying out routes is:

- Begin in the section of the community where the least growth is expected;
- Progress toward the area where expansion is most likely to occur.

To minimize changes, particularly of business routes:

- Begin near the center of the area where the majority of business concerns are located;
- Radiate from this core toward new construction areas.

Restructuring of Letter Carrier Routes -- Restructuring

Assessment Restructured routes are to contain a total assessed workload of 480 minutes per day.

The assessment includes the following time credits:	**AM**	**PM**
• Contractual Allowances:		
• Official communication	2.2 min.	
• Departure	.58 min.	.57 min.
• Break	10 min.	10 min.
Obtain & Prep Time,,	100%	0
For PT offices, where A-62 cases are shared, also credit both routes with time to change the label holders		
(3 modules)	1.93 min	0
(2 modules)	1.28 min	0
• Sort Time,	100%	0
• Preparation Time,	100%	0
• Transportation time from the Office to the Start of AM, and from End of AM to the lunch location, including, if applicable:	100%	0
• Vehicle safety check,		
• Waiting Time,		
• Load / Unloading Time		
• Applicable AM Delivery Time & sub delivery,	100%	0
• Applicable “AM Special Allowance”,	100%	0
• Applicable “AM Assistance”,	100%	0
• Applicable “AM Duty on Other Routes”,	100%	0
• Applicable “AM Duty on Own Route”,	100%	0
• Wash up (as applicable)	5 min	
• Meal period (as applicable)	30 min.	30 min.
• Transportation time from the Lunch location to the Start of PM, and from End of PM to Office, including, if applicable:	As required	As required
	0	100%
• Vehicle safety check,		
• Waiting Time,		
• Load / Unloading Time		
		100%
• Applicable PM Delivery Time & sub delivery,	0	100%
• Applicable “PM Special Allowance”,	0	100%
• Applicable “PM Assistance”,	0	100%
• Applicable “PM Duty on Other Routes”,	0	100%
• Applicable “PM Duty on Own Route”,	0	

Restructuring of Letter Carrier Routes -- Restructuring

Householders

For offices with householder preparation and/or delivery credits as per option 1 in chapter 6:

- Credit half the allowance in the a.m. and the other half in the pm.

As per option 2 in chapter 6:

- Credit the neighborhood mail allowance as defined in the LCRMS chapter 8, form 081 item 5.

Restructuring

When manually restructuring...	
Do...	**Do not ...**
• keep routes within an FSA •	• split LDUs between routes

There may be occasions, however, where strict adherence to these principles could result in unsound route restructuring and the creation of additional part time routes.

Consequently, part time routes should not be established solely because of FSA designations, unless the FSA coincides with the postal installation boundaries, in which case there could be no alternative but to create a part time route. Under no circumstances may a route cross a postal installation boundary.

IF the workload is...	**THEN...**
between 120 & 360 minutes	you may establish a part time route
over 360 minutes	convert into a full time route

Note: The above does not mean that you may not create more than one part-time route in an installation. It simply illustrates the time requirements for a part-time or a full-time route. The feasibility and usefulness are some of the criteria used to create a part-time route.

Restructuring of Letter Carrier Routes -- Restructuring

Changes

If changes occur on existing routes or in the number of routes in operation between the time of the route sampling and the actual assessment of the route and/or the restructuring of the routes, it will not be necessary to conduct another route sampling. In such cases, proceed as follows:

- Update all "Inventory of Points of Delivery" form 038s and prepare sheets for new LDUs;
- Amend the value totals for the LDUs affected and determine the time value for any new LDUs;
- Amend the Original Summary of Inventory for the route(s) concerned.

Note: The number of pieces per POC and the rates per POC at the LDU level will remain as determined at the time of the route sampling, since the number of POCs on the route at the time of the sampling is used to determine this information.

Material

Before beginning an actual manual restructuring, the following equipment is required:

- A map of the area showing the location and boundaries of the existing routes;
- On the map show the FSAs and transportation facilities;
- Two new maps of the area, of identical scale;
- A sheet of transparent plastic, of a size sufficient to permit laying out several routes;
- A set of china markers or grease markers in various colors.

Restructuring of Letter Carrier Routes -- Restructuring

Layout of LDUs

On one of the new maps, identify all LDUs served by the present Letter Carrier routes. Every LDU is to be followed by a dash and a symbol designating the pattern of delivery. The following symbols are to be used:

- S - Delivery to one side only;
- U - Delivery along one side and back on the other side;
- O - To be used when no street distance has been allotted;
- C - Criss-cross delivery.

As the majority of LDUs are single sided, it is permissible to identify only the delivery pattern of those whose delivery patterns are not single sided . Refer to “Delivery Patterns” on page 15, 16 and 17 .

In the event there is any business content in a particular LDU, the LDU and the delivery symbol are to be enclosed in a circle.

Example:

LDU 1A1 is residential and is served in a “U” pattern. It would be designated as 1A1 - U.

LDU 1A2 contains 4 business calls, and is criss-crossed. It would be designated as (1A2 - C).

Restructuring of Letter Carrier Routes -- Restructuring

Laying Out of Route

Begin the actual manual restructuring by placing the transparent plastic sheet over the map containing the LDUs. Bearing in mind all the foregoing information, begin to lay out a new route by tracing with a coloured “china marker” along the streets of the proposed route, in a line of travel sequence. As the LDU is traced, record the LDU number on the Route Structuring Worksheet.

When it is anticipated that the new route is close to 480 minutes of assessed time, total the value, including:

- Time values for all LDUs on the proposed route;
- Total the anticipated traveling time;
- Wash-up, order book, special allowances;
- Future growth allowance (if required);
- Breaks and lunch.

Should adjustments be necessary in the size of the route, either add or delete LDU's as required.

Restructuring of Letter Carrier Routes -- Restructuring

New Route

When the new routes have been properly constructed, print the following for each route:

- An “Adjusted Summary of Inventory” form 33-082-071 (see Chapter 11) for the new route and transfer all “Inventory of Points of Delivery” forms (038) from the original route(s) and use these forms to ensure that all LDUs are included on the “Adjusted Summary of Inventory” form;

- A new “Route Assessment and Letter Carrier Workload” form in accordance with the instructions found in Chapter 8;

- Using the “Inventory of Points of Delivery” forms, colour the new routes on the other new map. Place the transparent plastic sheet over the new map in the same relative position and ensure that all LDUs have been coloured on the new map. This will eliminate confusion and possible omission of LDUs.

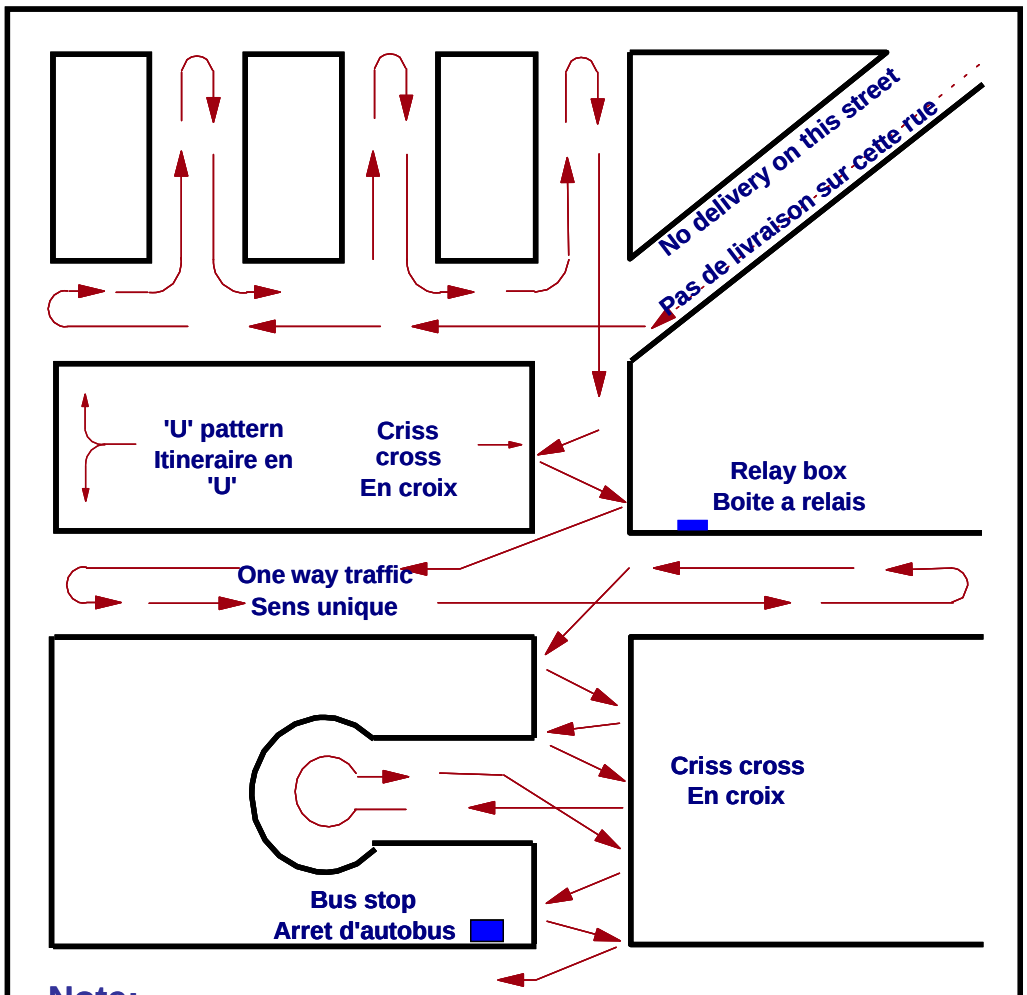
- Once the restructuring of all routes is completed, print a “Summary of Adjusted Individual Route Assessment” form (33-082-075) as per instructions found in Chapter 12.

In all instances where the route is changed, it is necessary to make the changes on the map, the “Summary of Inventory” form and the "Inventory of Points of Delivery" form for the LDU concerned.

The use of the transparent plastic sheet will permit the map with the LDU designators to be retained and utilized in subsequent route adjustments.

Restructuring of Letter Carrier Routes -- Delivery Patterns

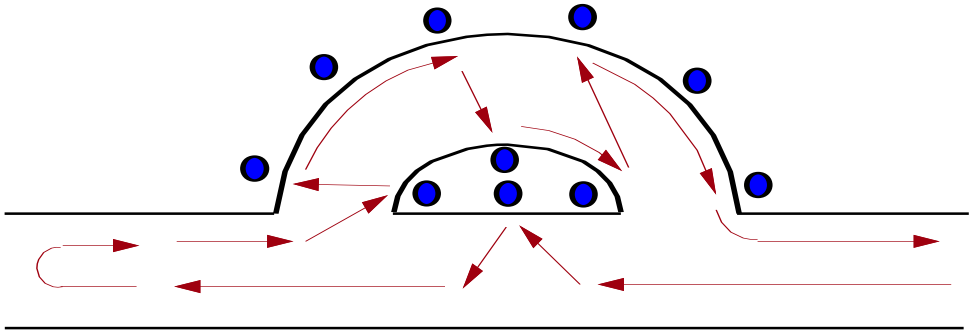
Pattern	In determining the delivery pattern for letter carrier routes, safety for the letter carrier is one of the major factors to be considered.
Criss Cross	Main thoroughfares or heavily traveled roadways in business or residential areas are not normally to be served in a criss-cross pattern. The only exception to this would be where there are only a few calls located on one side of the roadway, making it impractical to serve such a thoroughfare in a "U" pattern of delivery, as illustrated in page16 and 17. The street topography and other factors that would limit the visibility of traffic (i.e. blind corners) should also be considered as a safety constraint to the criss-cross delivery pattern.
"U" Pattern	When a "U" pattern of delivery is employed on heavily traveled roadways, such as highways, with no sidewalk, care is to be taken to have the letter carrier face the traffic flow when making delivery, as illustrated in page 16 and 17.



Note:

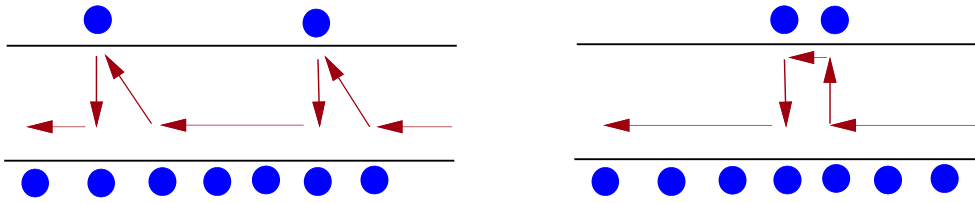
Illustrates a practical delivery pattern for a letter carrier proceeding through an area of dead walking. The suggested line of travel would enable him/her to serve the calls and complete delivery at a designated bus stop.

Démontre un itinéraire de livraison typique pour un facteur ou une factrice à partir d'une section de rue sans livraison. La ligne de livraison suggérée permet de desservir tous les points de remise et de terminer à un arrêt d'autobus



Note2
This suggested pattern presents the opportunity to complete delivery at the point it connected. The dissociation of the desert is partial because of the limited number of calls on this section.

Note2
Le modèle de desserte suggéré permet de terminer la livraison au point de départ à la fin de la livraison. Il est pratique de "tricoter" dans le désert car il n'y a qu'un nombre limité de points de remise dans la partie intérieure.



Note3&4
These two sides illustrate instances where the letter carrier may be allowed to cross a heavily traveled street to save a few sidewalk calls, thus limiting the need to retrace any portion of the street unnecessarily.

Note3&4
Il s'agit de deux cas où on peut permettre au facteur de traverser une rue à circulation intense pour desservir quelques points de remise isolés, évitant ainsi le besoin de revenir sur ses pas inutilement.