Chapter 7

Letter Carrier Route Transportation Allowance (forms 079 and 098)

Introduction

This chapter explains the various modes of transportation available for letter carriers and the method of calculating the transportation time allowance per route.

It also provides a method of calculating the time required for duties at the end of the delivery day, including disposing of any collected, undelivered and/or returned mail.

Purpose

Transportation is required for all letter carrier routes where the starting and/or finishing points of the route are more than 500 yards from either the emanating office or the designated postal installation where personal contact items are to be returned.

Modes of Transportation

Foot	To be used when the distance traveled is 500 yards or less.
Public	Bus, train, subway, etc.
Special	Taxi, postal-owned vehicle (POV), or private vehicle (PV)

Procedure

The following is to be taken into consideration when assessing route transportation:

1 DML	Immediately following the completion of their AM delivery duties, full-time motorized letter carriers and their passengers may be structured to go to a meal location other than their emanating office. A passenger may only use a designated meal location if they are conveyed both to and from the meal location by the motorized route. All full time motorized routes are eligible for this meal on route option. Where the Designated Meal Location is applied, the route will receive travel time from the last activity or where the street distance of the last LDU ends of the AM to the meal location and from the meal location to the first activity or where the street distance of the first LDU start of the PM along the most efficient line of travel All other full time routes will return to their emanating office.
2 MOR	Following the completion of the AM portion of the route, a full time motorized route may be assessed 3 minutes of travel time to reach an undesignated meal location and return to the beginning of the PM portion, when the AM and PM portion of the route are adjacent. This meal on route option does not apply to routes that convey passengers to their meal location. Where the end of the AM is not the same location as the start of the PM and when Meal on Route is applied, the route will receive conveyance time between these two points along the most efficient line of travel in addition to the 3 minutes.
3	When special transportation is the designated mode to be used to commence the letter carrier's PM delivery duties, transportation will be provided back to the emanating office.
4	When the PM delivery area is reached by means of foot or public transportation, upon completion of the letter carrier's PM delivery duties, personal contact items will be returned to the postal installation designated by local management.

5	The 500-yard criterion does not prohibit a letter carrier from being required to walk more than 500 yards from one delivery area to another delivery area in the AM or PM portions of the route. Where such walking is required the time will be credited as a Dead Walk (DW) on the 071. However, if transportation during the AM or PM delivery portions is deemed, this allowance is to be credited as Dead Drive (DD) on the 071 form. .
6	The transportation allowance for part-time routes is to be calculated as if assessing the transportation for the PM portion of a full-time route

Forms

Two forms have been designed to facilitate the calculation of the required time allowance for transportation for all types of routes, regardless of the designated mode of transportation. They are the:

"Letter Carrier Route Transportation Allowance" form 079
"L/C Workload Equalization and Transportation" form 098

These forms are divided into sections and, in most cases; all calculations for a particular route can be completed within one section. In instances where a route requires no transportation to the route but requires transportation from the route, or vice-versa, or where the route is assessed to use more than one mode of transportation, it will be necessary to use more than one section and possibly more than one form

Note: For the purpose of determining transportation needs, the starting or finishing points of the AM or PM portions of a route are the points where the street measurements begin or end for the appropriate LDU

The geographic locations of these points are identified in the center columns on forms 079 and 098 (From/To)

Letter Carrier Route Transportation Allowance Form 079

Purpose

This form is used to calculate the appropriate time allowance when the mode of transportation is foot and/or public. It is also designed to permit the transfer of times calculated to the next form when a route is to use special and foot and/or public transportation.

Section 1 **Foot Route No Transportation**

This section of the 079 form is used when the route can be reached on foot.

- Office to Start of AM Portion:
  On a scaled map or with a wheel, measure the distance in feet from the designated exit of the postal installation to the start of the AM portion of the route where the street distance of the first LDU starts. Enter this figure and the calculated time value in the appropriate columns.
  .

- End of AM to Office:
  On a scaled map or with a wheel measure the distance in feet from the end of the AM portion of the route where the street distance of the last LDU ends back to the designated entrance of the postal installation. Enter this figure and the calculated time value in the appropriate columns.

- Office to Start of PM Portion:
  On a scaled map or with a wheel measure the distance in feet from the designated exit of the postal installation to the start of the PM portion of the route where the street distance of the first LDU starts. Enter this figure and the calculated time value in the appropriate columns.

Letter Carrier Route Transportation Allowance Form 079, continued

Section 1 **Foot Route No Transportation,** continued

- End of PM to SLB:
  On a scaled map or wi a wheel measure the distance in feet from the end of the PM portion where the street distance of the last LDU ends to the designated street mailbox where undelivered ordinary mail is to be deposited.. This figure is to be entered to the left of the multiplication sign in the appropriate PM distance column. Determine and enter the number of occurrences as per the **Note** below. Complete the calculation (distance X occurrences / 25) and enter the result and the appropriate time value, based on the result, in the appropriate columns.

- End of PM to Postal Facility:

On a scaled map or with a wheel measure the distance in feet from the end of the PM portion where the street distance of the last LDU ends to the designated postal installation (for the disposition of undelivered registers, CODs, etc.) And enter this figure in the appropriate column, in the same manner as for a street mailbox..
Complete the entries and calculations as per note below.

Note: For the purpose of calculating the transportation allowance in the PM, it is considered that the carrier will either deposit undeliverable ordinary mail in a street mail box or return Personal Contact items to the designated postal facility at the end of the trip. The abbreviation "OCC" means occurrence. The number of times the Carrier was required to return Personal Contact Items to a Postal Installation throughout a 25-working-day period is to be counted. The balance of the times represents the number of Occurrences the Letter Carrier returned to the street mail box.

During the restructuring process, if a new or modified PM portion is created, the number of credited occurrences is to be determined based on the best available information. In the month following implementation of the revised routes, a 25-day exercise is to be conducted and the forms and calculations adjusted.

If the route uses a PDT, and it must be returned to the Postal Facility at the end of the day; the route should be credited to return to the Postal Facility 25 out of 25 occurrences.

Letter Carrier Route Transportation Allowance Form 079, continued

Section 2 **Foot Route Public Transportation AM and PM**

This section is used when public transportation is required to reach the route. A public transportation facility may be a bus, train, streetcar or other vehicle that travels over a prescribed route on a regularly scheduled basis and provides transportation to the general public.

- Office to Transportation Facility:
  On a scaled map or with a wheel measure the distance in feet from the designated exit to the designated transportation embarking point. Enter the distance and the calculated time value in the appropriate columns.

- Traveling Time, Office to Route:
  The Riding Time is the actual scheduled time required to travel from the embarking point to the disembarking point. The Waiting Time is the period between scheduled trips. One half of the waiting time is added to the riding time, e.g. When the schedule is a 20 min. frequency, add 10 min to the riding time. If a transfer from one facility to another is necessary, add half of the waiting time for each facility to the actual scheduled riding time.

- Transportation Stop to Start of Route (AM Portion):
  On a scaled map or with a wheel measure the distance in feet from the disembarking point of the facility to the start of the AM portion of the route where the street distance of the first LDU starts. Enter the distance and the calculated time value in the appropriate columns.

Note: Similar measurements and calculations are required for the remainder of this section. These measurements and calculations are to be done in the same manner as previously described.

- End of PM to SLB:
  On a scaled map or with a wheel measure the distance in feet from the end of the PM portion where the street distance of the last LDU ends to the designated street letter box where undelivered ordinary mail is to be deposited. If public transportation is required, calculate the time as described above
  This figure is to be entered to the left of the multiplication sign in the appropriate PM distance column. Determine and enter the number of occurrences as per the Note above. Complete the calculation (distance X occurrences / 25) and enter the result and the appropriate time value, based on the result, in the appropriate columns.

- End of PM to Postal Facility:

On a scaled map or with a wheel measure the distance in feet from the end of the PM portion where the street distance of the last LDU ends to the designated postal installation (for the disposition of undelivered registers, CODs, etc.) And enter this figure in the appropriate column, in the same manner as for a street letter box. If public transportation is required, calculate the time as described above
Complete the entries and calculations as below.

Note: For the purpose of calculating the transportation allowance in the PM, it is considered that the carrier will either deposit undeliverable ordinary mail in a street letter box or return Personal Contact items to the designated postal facility at the end of the trip. The abbreviation "OCC" means occurrence. The number of times the Carrier was required to return Personal Contact Items to a Postal Installation throughout a 25-working-day period is to be counted. The balance of the times represents the number of Occurrences the Letter Carrier returned to the street letter box.

During the restructuring process, if a new or modified PM portion is created, the number of credited occurrences is to be determined based on the best available information. In the month following implementation of the revised routes, a 25-day exercise is to be conducted and the forms and calculations adjusted.

If the route uses a PDT, and it must be returned to the Postal Facility at the end of the day; the route should be credited to return to the Postal Facility 25 out of 25 occurrences.

Section 3 **Total transportation allowance per trip**
Represent the total amount for each of the AM and PM portions

Section 4 **Total daily transportation allowance**
Represent the total amount for each of the AM and PM portions combined

Workload Equalization & Transportation Form 098

Purpose

This form is used to calculate the time allowance when the mode of transportation is special. It is also designed to simplify the calculation of the waiting time when more than one route is conveyed by the same vehicle.

Section 1 **Foot Route Special Transportation**

This section is used when special transportation is to be used to reach and/or return from the route, but the route is not assessed for motorized delivery. Examples of the potential use of this method of transportation are as follows:

- Carrier conveyed to and/or from route by taxi or contracted private vehicle;
- Carrier conveyed to and/or from route by corporate vehicle driven by another postal employee;
- Carrier authorized to drive to and/or from the route in a private vehicle.

Special transportation may be used as the sole means of conveyance or in conjunction with other modes of travel.

Details of special transportation arrangements as well as any other pertinent information. are to be posted for individual routes,

- Traveling Time:
  Travel time is to be determined by driving the distance between the stated locations over the most efficient line of route, at the same time of day as the carrier is normally expected to travel. The most efficient line of route must be based on the starting/finishing points where the street distance of the first or the last LDU starts or ends of all the carriers expected to travel in the vehicle on each trip.

Note: For passengers of motorized letter carrier routes**,** if the meal location is other than the originating facility, this travel time is to be measured from the AM pickup point to the lunch parking location and back to the PM drop off point.

Note: To ensure the most efficient line of travel is maintained, passengers may be dropped off and/or picked up at a convenient location within 500 yards of the start and/or end of the route where the street distance of the first or the last LDU starts or ends. Any additional walking must be included in the transportation assessment for the affected route.

Workload Equalization & Transportation Form 098,

Section 1 **Foot Route Special Transportation,**

- Inside / Outside Waiting Time:
  Legitimate waiting time must be included in the daily transportation allowance and applies to routes whose departure from and/or return to the emanating office is dependent on other routes assigned to the same vehicle. Any calculated waiting time, as well as the other transportation allowances, is to be indicated on the "L/C Workload Equalization and Transportation" form 098.

- Calculation of Waiting Time:
  Waiting time is the difference between the inside and daily workload of individual routes grouped together for conveyance purposes. Any calculated waiting time is added to the daily workload to obtain equalized workloads. Instructions are located in section 3.

- Private Vehicle Usage:
  The use of a private vehicle as mode of transportation is dependent on the following:
  (i) The results of the cost-benefit analysis (see chapter 15) indicate a break-even or benefit for the Corporation;
  (ii) The letter carrier on the route volunteers to use a private vehicle (As per the collective agreement).

  If these criteria are met, the route is to be structured with the transportation time allowance calculated as if the route were to be conveyed by taxi under the "one-on-one" concept (i.e. no waiting time).

Section 2 Mail mobile Route

This section is to be used when the carrier is required to drive a postal vehicle.

Information related to obtaining and disposing of the vehicle, traveling between the postal installation and the route are to be entered in this section.

- Time to Obtain Vehicle (Item 3)
  Using a stop watch**,** take the average of a one-day random sampling of 20% of the routes for the time required by the carrier to travel between the dock of the installation and the vehicle storage area. When a vehicle is required to be moved, include the time to bring the vehicle to the loading area, as well as any time legitimately required to wait for a space. Do not consider any time actually taken to perform the safety check, as the 5.00 minute safety check is a separate entry at item 4).

- Vehicle Safety Check (Item 4)
  Enter 5.00 minutes, as indicated.

Workload Equalization & Transportation Form 098, continued

Section 2 **Mailmobile Route,** continued

- Average Loading times: (Item **5**)
  Using a stop watch**,** sample a random selection of 20% of the routes or a minimum of one (1) route of each route type (excluding extensions) in the station/depot of the time required to load the vehicle during a 5-day check loading time commences when the driver takes the first step away from the sortation case, after completely preparing all mail for delivery, and ends when the vehicle leaves the loading area. Do not include any time to obtain the vehicle (item3) or for the safety check (item 4)
  If throughout the rest of the workday, a route requires additional loading activity at postal installations, that is not captured elsewhere, it should also be timed and included in column 15.

  Loading is to be performed in the most efficient manner. Loading time includes, but is not limited to, the following activities if they are required to be performed:
    - Sequencing parcels into delivery order
    - Obtain the key and log book
    - Confirm/scan parcels (>3 pounds, 200 cu. in.) before departure
    - Performing spot checks (1 or 2) of mechanically-sequenced mail to ensure that the contents of the tray belong to the route
    - Obtaining bags or containers for Street Letter Box clearances
    - Obtaining supplies and equipment for customers when required
    - Obtaining and loading relays in delivery order
    - Conveying all mail, supplies, and equipment to be delivered to the vehicle with the cart(s)
    - Loading the mail from the cart(s) into the vehicle
    - Organizing items into a logical delivery sequence in the vehicle
    - Returning the cart(s) to the designated staging area
    - Walking back to the vehicle from where the carts were staged
    - Entering and starting the vehicle
    - Clearing the security gate while leaving the dock area
    - Driving up to the property line

  Loading time does not include time already captured elsewhere,

- Traveling Time (column 9)

The preferred method used to determine travel time is using a stopwatch and driving the distance between the stated locations over the most efficient line of route, at the same time of day as the carrier is normally expected to travel. While a one-day check should suffice, this may be extended where circumstances warrant.

Note : Time – Transporting Other Letter Carrier(s):
Any additional travel time required to convey other carriers to and/or from their routes is to be included in "traveling time" in column 9

Section 2 **Mailmobile Route,** continued

Where the route is sent to a specific designated meal location other than the originating facility, this time will include travel to the parking location of the lunch facility (until the vehicle comes to a stop) plus the time value for (1) MM stop (MM r or MM s) (See special allowance form section 9 c) Where the route is structured to go to an unspecified meal location, credit the route with the following:

- For contiguous routes - 3 minutes of transportation time. This time replaces driving time to the depot or designated meal location and back to the start of the PM.
- For non-contiguous routes – 3 minutes of transportation time as well as travel time from the end of the AM to the beginning of the PM along the most efficient line of travel.

- Inside / Outside Waiting Time:(column 7 and 14)
  Waiting time is applicable only to those motorized routes that are required to convey other letter carriers using foot routes to and /or from their delivery areas and is determined in the bottom section of form 098.

  Note: The allowance for obtaining and loading the vehicle is included as inside time. The delivery of parcels and relays on other routes and the clearance of street mailboxes is part of the delivery time for the mail mobile route. The allowance for unloading and returning the vehicle to storage, etc. is not to be considered when determining waiting time because this function is performed after returning to the postal facility.

Workload Equalization & Transportation Form 098,
Section 2 Mail mobile Route,

- Average Time to Unload Vehicle (Item 16):
  Using a stop watch**,** sample, during a 5-day check, a random selection of 20% of the routes or a minimum of one (1) route of each route function (delivery, delivery/SLB-RPO collection, delivery/SLB-RPO collection/commercial pickup) in the station/depot the time taken to unload the vehicle and to empty satchel and to dispose of any collected, undelivered and/or returned mail

  If throughout the rest of the workday a route requires additional unloading activity at postal installations, that is not captured elsewhere, it should also be timed and included here.

  Unloading time commences when the vehicle arrives in the dock area, and ends when the driver leaves the dock area to park the vehicle in the vehicle storage area at the end of the shift. (see Item 16 below)

  Unloading is to be performed in the most efficient manner. Unloading time includes, but is not limited to, the following activities if they are required to be performed:
  - Any time to wait for the security gate
  - Any time legitimately required to wait for a space in the unloading area
  - Unloading of all collected, undelivered and/or returned items, including collected funds, and placing in designated area(s).
  - Unloading of any returned equipment and placing in the designated area(s)
  - Docking of PDT and/ or uploading of data, as required
  - Returning to vehicle, in preparation to dispose of vehicle.

- Time to Dispose of Vehicle: (Item 16)
  Using a stop watch**,** take the average of a five-day check of the time required by the carrier to return the vehicle to the vehicle storage area, complete the operator's daily report (if applicable), and dispose of the vehicle, return the keys and the log book and record finishing time (if applicable).

  The timing starts when the vehicle pulls away from the dock area, heading to the vehicle storage area, and finishes when the letter carrier returns the keys and the log book. Do not include time required for wash-up, as this has a separate allowance.

Workload Equalization & Transportation Form 098, continued

Section 2 **Mail mobile Route,** continued

- New Motorized Routes (Load & Unload)
  When creating new motorized routes, use the time allowance from similar motorized route for obtain, load, unload and dispose. As much as possible, take into account the work content.

  In a machine sequenced office, if the allowance used for obtain, load, unload and dispose comes from a non-machine sequenced office, add 0.558 min to the allowance to account for machine sequenced defects.

  Eight (8) to twelve (12) weeks after implementation, the load and unload activities will be verified through a 5 day stop watch exercise.

Section 3 Guidelines for Completing Form 098

Col. 1 - List Routes that are schedule to travel together in numerical sequence

Col. 2 - Obtain information from form -071 (Col. 7b,10b and the total preparation time as shown on the header), and apply the sortation, preparation "like areas" to calls under construction.**Col. 3 -** Record time to obtain the vehicle.

Col. 4 - Record the 5 minutes allowance to complete the safety check.

Col. 5 - Record time to load the vehicle

Col. 6 - Total of Col. 2 – 3 - 4 – 5

Col. 7 - Difference between the total of inside time of each individual route and the route with the highest total (Col. 6).

Col. 8 – Obtain information from form -071 (col. 11) and form -081, items 4 and 5a.

Note: in the case where a route is not structured to end the day at the depot but uses special transportation in the morning the neighborhood mail preparation time will be credited in here. (form 081 section 5 b)) **Col. 9 -** Total of travel time between office and route as indicated on form -079 and/or -098 (waiting time not to be included).

Col. 10 - Obtain information from form -081. items 3 a),b), & c)

Col. 11 - Record total time on the route special allowance form.

Col. 12 - Record 58.35 for full time routes or 13.35 for partial routes

Col. 13 -.Total of Col. 7 – 8 – 9 – 10 – 11 - 12

Col. 14 -. Difference between the total time of each individual route and the route with the highest total (Col. 13).

Col. 15 - Total columns 13 and 14.

Col. 16 -– Record the time allowed for unloading, disposing the vehicle,and neighbourhood mail preparation time. (form 081 items 3 d) and 5 b)).

Col. 17 - Total columns 15 and 16

Note: (1) Routes using vehicles in **A.M. only** to or to and from route are entitled to inside wait only. Calculate columns 1 to 7 only.

(2) Routes using vehicle in A.M. only from route do not require equalization.

(3) Routes using vehicle in **P.M. only** from or to and from route are entitled to outside wait only. Calculate from column 8 to 17.

(4) Routes using vehicle **in A.M.** from route **and P.M.** to route **do** not require equalization.

(5) Routes with future construction - show estimated allowance (inside) in column 2 and estimated total allowance in Col. 8.

(6) An Equalization of Workload (form -098) is to be completed for each letter carrier route affected by this exercise.

Care must be exercised in these calculations with regard to the apportioning of neighbourhood mail and future construction allowances to theworkload. The appropriate allowance can be determined from form 085 and by applying sortation, preparation and obtain-and-prepare-to-sort rates from comparable areas to the calls under construction.

Note: In instances where the transportation of more than one route is provided by the same vehicle, care must be exercised to ensure that both the inside and daily workloads of the routes are as nearly equal as possible, to minimize any waiting time. After the routes have been in operation for a short time, actual finishing times should be reviewed and the morning portions adjusted, if necessary, to group both the AM and PM finishing times as close together as possible.

Transportation Cost Analysis

Route Measurement Officers and Supervisors are responsible for ensuring that any necessary transportation is provided in the most efficient manner. As a means of determining the best method of providing transportation, those concerned must review the available services and determine which of these methods will provide the most satisfactory service, keeping in mind the human element and the cost factor.

It is therefore essential that the cost/benefit analysis include such factors as service reliability and the implication this may have on staff.

To determine which method is the most advantageous, consideration must be given to the following factors:

Public Transportation	1. The calculated daily transportation allowance, including the following:
	a) Time to and from embarking/disembarking points;
	b) Riding time(s);
	c) Waiting time(s);
	d) Apportioned time to street mail box (PM);
	e) Apportioned time to designated postal installation at end of day re: personal contact items.
	2. The monetary cost of public transportation.

Special Transportation	1. The calculated daily transportation allowance, including any waiting time. 2. The monetary cost of providing the special transportation (e.g. taxi cost, based on maximum use as structured).

The various times indicated above should be converted to a monetary value by applying the letter carrier cost per minute. The resulting totals of both calculations will permit selection of the least costly approach for the route in question. Before a final decision is made as to what mode of transportation will be used, local consultation will take place.

It will be necessary to weigh the calculated savings against other pertinent factors, such as the reliability of the transportation service and its implication in terms of the human element.

Public transportation For Letter Carriers

The time allowance for transportation of letter carriers serving those routes that make use of a public transportation system is a combination of measured values, walking to the bus stop, riding time, waiting time, etc.

When letter carrier routes are restructured, it is not always practicable to have the new routes begin at the same location as the previous routes. Accordingly, to facilitate the provision of an accurate transportation allowance for the new routes, a map of the area may be prepared indicating all the public transportation available and the travelling time required to reach each stop. The walking time required from the office to the various boarding points and the waiting time allowed can also be indicated on this map.

The use of such a map will allow the structuring officer to determine at a glance:

1	The time from the office to the transportation facility;
2	The waiting time for the particular transportation route (to be shown both for rush and normal hours);
3	The scheduled riding time from embarkation points to the appropriate disembarkation stop;
4	The waiting time at transfer points, etc.

Accordingly, when a new route is constructed, it is only necessary to measure the distance from the bus stop to the beginning of the route and add to this the time values applicable to the particular stop.

The route measurement personnel would find a map of this nature beneficial and timesaving when restructuring the routes in any office where a public transportation system is used to transport letter carriers.

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Letter Carrier Route Transportation Allowance
Allocation des transport de facteur

REPORT/RAPPORT 079
Page # 1 /1

Post Office / Bureau de poste	CHICOUTIMI LA BAIE	Depot Code / Code Depot	B205	Route # / No. de l'itineraire	52 MM X	Type of Route / Genre d'itineraire	RSD LLV MMC

Total Transportation Allowance per trip / Total de l'allocation de transport par voyage — A.M. : 0 — P.M. : 0

Total DailyTransportation Allowance / Total de l'allocation de transport par jour — 0

1. Foot Route / No Transportation	Itinéraire à pied / Pas de transport	Location Measurement is made / Les distance sont mesurées	Distance in Feet / Distance en pieds	Values A.M.	Values P.M.
		From / De — To / À	A.M. — P.M		
Office to start of A.M. Portion	Du bureau au début de l'itin. (A.M.)				
End of A.M. to Office	De la fin de l'itin. (A.M.) au bureau				
Office to start of P.M. Portion	Du bureau au début de l'itin. (P.M.)		ft pi		
End of P.M. to S.L.B	De la fin de l'itin. (P.M.) au B.L.P.		ft pi X 25 Occ.fois = ft pi		
End of P.M. to postal facility	De la fin de l'itin. (P.M.) à l'instal. postal		ft pi X 25 Occ.fois = ft pi		
2. Foot Route / Public Trans. A.M.	**Itinéraire à pied / Transport Public A.M.**				
Postal facility to Trans Facility	L'instal. postal au moyen de transp.	Stop Location / Arrêt Endroit	ft pi		
Travelling time. Postal facility to route	Durée du voyage de l'instal. postal à l'itin.	max. wait attente max. = 2 + riding time duree du parcour = min.			
Trans. Stop to start of route	Arrêt du transp. au début de l'itin.	From De — To À	ft pi		
End of route to Transportation Stop	Fin de l'itin. à l'arrêt du transp.	From De — To À	ft pi		
Travelling time, route to postal facility	Durée du voyage, de l'itin. à l'instal. postal	max. wait attente max. = 2 + riding time duree du parcour = min.			
Trans facility to postal facility	Du moyen de transp. à l'instal. postal	Stop Location / Arrêt Endroit	ft pi		
Foot Route / Public Trans. P.M.	**Itinéraire à pied / Transport Public P.M.**	Numero de l'autobus	Direction / Direction		
Postal facility to Trans Facility	De l'instal. postal au moyen de transp.	Stop Location / Arrêt Endroit	ft pi		
Travelling time. postal facility to route	Durée du voyage de l'instal. postal à l'itin.	max. wait attente max. = 2 + riding time duree du parcour = min.			
Trans. Stop to start of route	Arrêt du transp. au début de l'itin.	From De — To À	ft pi		
End of route to nearest S.L.B.	De la fin de l'itin. à la B.L.P. la plus proche	From De — To À	ft pi X 25 Occ.fois = ft pi		
End of route to Transportation Stop	Fin de l'itin. à l'arrêt du transp.	From De — To À	ft pi X 25 Occ.fois = ft pi		
Travelling time, route to P.O. facility	Durée du voyage, de l'itin. à l'instal. Postal	max. wait attente max. = 2 + riding time duree du parcour = min.	ft pi X 25 Occ.fois = ft pi		
Trans facility to postal facility	Du moyen de transport, à l'instal. postal	From De — To À	ft pi X 25 Occ.fois = ft pi		
3. Total Transportation Allowance per trip		**Total de l'allocation de transport par voyage**			
4. Total Daily Transportation Allowance		**Total de l'allocation de transport par jour**			

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Workload Equalisation and Transportation Form
Égalisation des tâches et transport des facteurs

REPORT/RAPPORT 098
Page # 1 /1

Post Office / Bureau de poste	CHICOUTIMI LA BAIE	Depot Code / Code Depot	B205	Route # / No. de l'itineraire	52 MM X	Type of Route / Genre d'itineraire		Impl. Date / Date d'impl.	

SECTION 1

Foot Route / Special Transportation	**Itinéraire à pied / Transport spécial**				
(a) Travelling time postal facility to route A.M.	Durée de voyage, de l'instal. postal à l'itinéraire A.M.	From De	To À		
(b) Travelling time route to postal facility /DML A.M.	Durée de voyage, de l'itinéraire à l'instal. postal/E.P.R. A.M.	From De	To À		
(c) Travelling time, postal facility/DML to route P.M.	Durée de voyage, de l'instal. Postal/E.P.R. à l'itinéraire P.M.	From De	To À		
(d) Travelling time, route to postal facility P.M.	Durée de voyage, de l'itinéraire à l'instal. postal P.M.	From De	To À		
TOTAL	**TOTAL**				

SECTION 2

Mailmobile Route	**Itinéraire de livreuse automobile**			**A.M**	**P.M.**
(a) Travelling time postal facility to route A.M.	Durée de voyage, de l'instal. postal à l'itinéraire A.M.	From De	To À		
(b) Travelling time route to postal facility /MOR/DML A.M.	Durée de voyage, de l'itinéraire à l'instal. Postal/REI/EPR A.M.	From De	To À		
(c) Travelling time, postal facility/DML/MOR to route P.M.	Durée de voyage, de l'instal. Postal/REI/EPR à l'itinéraire P.M.	From De	To À		
(d) Travelling time, last inter. in A.M. to first inter. In P.M.	Durée de voyage, du dernier inters. A.M. au premier inters. P.M.	From De	To À		
(e) Travelling time, route to postal facility P.M.	Durée de voyage, de l'itinéraire à l'instal. postal P.M.	From De	To À		
TOTAL	**TOTAL**				

SECTION 3

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
No's of routes grouped together Num. des intéraires groupés ensemble	Obtain, Sort, Prep & Inside portion of H.H., & U/C allowance Obtenir, Tri, Préparation et temps intérieur pour courrier sans adresse et maisons en construction	Obtain Vehicle Obtenir le véhicule	Safety Check Vérification de véhicule	Load Vehicle Charger le véhicule	Total inside Fonctions totals à l'intérieur	Inside waiting time Attente à l'intérieur	Total of 071, col 11 +U/C allow. / H.H. allowance Total form 071, col. 11 +Maisons en Constr. Et courrier sans addresse	Actual travelling time Durée réelle de voyage	Obtain, load the vehicle and safety check Obtenir, charger et vérification du véhicule	Special Allowance Allocations Spéciales	Rest. Wash-up, off comm. & order book Pause, lavages, comm. - off et registre d'ordre	Total Route workload Total des taches de itinéraire	Outside waiting time Attente à l'extérieur	Route Equalized L'itinéraires visés par l'égalisation	Unload and dispose of vehicle Temps requis pour décharger et disposer véhicule	L/C route Workload Somme de l'itinéraire de facteur

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Meal Scenarios

Figure 1: Mailmobile Route Scenario 1 – Lunch at the Depot

Mailmobile Route	Itinéraire de livreuse automobile			A.M	P.M.
(a) Travelling time postal facility to route A.M.	Durée de voyage, de l'instal. postal à l'itinéraire A.M.	From De **WINNIPEG LCD CHARLESWOOD**	To À **(Intersection or see Report 103 / 108*)**		
(b) Travelling time route to postal facility /MOR/DML A.M.	Durée de voyage, de l'itinéraire à l'instal. Postal/REI/EPR A.M.	From De **(Intersection or see Report 103 / 108*)**	To À **(Depot Name)**		
(c) Travelling time, postal facility/DML/MOR to route P.M.	Durée de voyage, de l'instal. Postal/REI/EPR à l'itinéraire P.M.	From De **(Depot Name)**	To À **(Intersection or see Report 103 / 108*)**		
(d) Travelling time, last inter. in A.M. to first inter. In P.M.	Durée de voyage, du dernier inters. A.M. au premier inters. P.M.	From De N/A	To À N/A		N/A
(e) Travelling time, route to postal facility P.M.	Durée de voyage, de l'itinéraire à l'instal. postal P.M.	From De **(Intersection or see Report 103 / 108*)**	To À **WINNIPEG LCD CHARLESWOOD**		
TOTAL	**TOTAL**				

* For Relay Boxes or SLB activities, refer to Report 103
For CPUs, refer to Report 108

Figure 2: Mail Mobile Route Scenario 2 - Lunch At DML

Mailmobile Route	Itinéraire de livreuse automobile			A.M	P.M.
(a) Travelling time postal facility to route A.M.	Durée de voyage, de l'instal. postal à l'itinéraire A.M.	From De **WINNIPEG LCD CHARLESWOOD**	To À **(Intersection or see Report 103/108*)**		
(b) Travelling time route to postal facility /MOR/DML A.M.	Durée de voyage, de l'itinéraire à l'instal. Postal/REI/EPR A.M.	From De **(Intersection or see Report 103 / 108*)**	To À **(DML NAME)**		
(c) Travelling time, postal facility/DML/MOR to route P.M.	Durée de voyage, de l'instal. Postal/REI/EPR à l'itinéraire P.M.	From De **(DMLName)**	To À **(Intersection or see Report 103 / 108*)**		
(d) Travelling time, last inter. in A.M. to first inter. In P.M.	Durée de voyage, du dernier inters. A.M. au premier inters. P.M.	From De N/A	To À N/A		N/A
(e) Travelling time, route to postal facility P.M.	Durée de voyage, de l'itinéraire à l'instal. postal P.M.	From De **(Intersection or see Report 103 / 108*)**	To À **WINNIPEG LCD CHARLESWOOD**		
TOTAL	**TOTAL**				

* For Relay Boxes or SLB activities, refer to Report 103
For CPUs, refer to Report 108

Figure 3: Mail Mobile Route Scenario 3 - Lunch At MOR

Mailmobile Route	Itinéraire de livreuse automobile			A.M	P.M.
(a) Travelling time postal facility to route A.M.	Durée de voyage, de l'instal. postal à l'itinéraire A.M.	From De **WINNIPEG LCD CHARLESWOOD**	To À **(Intersection or see Report 103/108*)**		
(b) Travelling time route to postal facility /MOR/DML A.M.	Durée de voyage, de l'itinéraire à l'instal. Postal/REI/EPR A.M.	From De **MOR**	To À **MOR**	1.5	1.5
(c) Travelling time, postal facility/DML/MOR to route P.M.	Durée de voyage, de l'instal. Postal/REI/EPR à l'itinéraire P.M.	From De N/A	To À N/A		N/A
(d) Travelling time, last inter. in A.M. to first inter. In P.M.	Durée de voyage, du dernier inters. A.M. au premier inters. P.M.	From De **(Intersection or see Report 103 / 108*)**	To À **(Intersection or see Report 103/108*)**		
(e) Travelling time, route to postal facility P.M.	Durée de voyage, de l'itinéraire à l'instal. postal P.M.	From De **(Intersection or see Report 103 / 108*)**	To À **WINNIPEG LCD CHARLESWOOD**		
TOTAL	**TOTAL**				

* For Relay Boxes or SLB activities, refer to Report 103
For CPUs, refer to Report 108