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Chapter 3 - Street Letter Box Routes and Relay Routes

Basis for Structuring

Individual Street Letter Box (SLB) and Relay tours consist of the following parts:

1. Driving time:
   a) The time required to travel to and from the relay or SLB route from the previous location or function and to the next location or function. This time includes the time to drive to and from the vehicle storage area where applicable;
   b) The time required for driving between stops within the route.

2. Nationally developed functional time values that represent the average time required to collect from or to deliver to each category of box or point of service.

3. Time to load and/ or unload mail and/ or equipment, including any waiting time.

4. Time to complete the Receptacle Clearance Checklist, or scan barcodes on SLB's. (Nationally developed functional time values)

Driving Time

To and From the Route

To establish driving time to and from the delivery area, estimate the time using the .0007 minute per foot driving time standard from the Tables of Application Values. Measure the distance between the previous duty and the first SLB or relay box or point of service by using the mapping software. Measure the distance between the last box or point of service on the route and the next duty. Multiply these measured distances in feet by the .0007 min. standard.

Where it is determined that the .0007 min. standard does not give accurate results, consult with the local union. A sampling exercise may be done to develop a time per foot rate to apply to these exceptional situations (e.g. high density, highway driving and high traffic, etc.). Use a sufficiently large sample.

Where the parties do not agree on the sampling methodology or on how the results of a sampling are to be applied, conduct a one-day on-street stopwatch verification for each route affected. Use these driving times to structure the route.

**Driving
Time
(cont.)**

Within the Route

To establish the driving time between stops within the route, estimate the distance by using the .0008 minute per foot driving time standard from the Tables of Application Values. First, determine the most efficient line of travel, giving due consideration to time sensitive duties. For relay routes, consider the need to alleviate waiting time by letter carriers at relay boxes.

To minimize the travel distance within the route, it may be necessary to relocate some boxes to opposite sides of the street. For relay routes, check with the Supervisor to see if the change creates problems for the letter carrier.

Plot the locations of the boxes and points of service in the mapping software and measure the total distance in feet between all of the stops on the SLB or relay route. Multiply the measured distance by the .0008 min. standard.

Where the .0008 min. standard does not give accurate results, consult with the local union. A sampling exercise may be done to develop a time per foot rate to be applied to these exceptional situations (e.g. high density, high traffic). Use a sufficiently large sample.

If after local consultation, the parties do not agree on the sampling methodology or on how the results of a sampling will be applied, conduct a one-day on-street stopwatch verification on each route affected. Use these driving times to structure the route.

When conducting an on-street verification, a private automobile may be used. Stop at every box or point of service and bring the vehicle to a stop. The time for the MSC to apply the parking brake after stopping the vehicle and the time to release the parking brake is part of time value of the box type (page 18).

On street verifications must be conducted during the time of day during which the work is performed.

Nationally Established Time Values	Time to perform work once the vehicle has come to a stop is structured into routes by using the time values described at the end of this chapter. Apply the time values based on the distance between the vehicle and the box or point of service, the type of box or point of service and the type of vehicle used.

Waiting, Loading and Unloading

To determine the time allocated for loading and unloading of mail, equipment, and supplies, conduct a 5 day verification of the actual time required to perform each of these functions.

Include any unavoidable waiting time associated with either loading or unloading as part of that activity.

Any other activity performed by the MSC that is related to loading or unloading should be included with the work that it is associated with (e.g. obtaining racks for relays).

<u>Loading</u>

For SLB routes, select a sufficiently large sample of routes that is representative of the routes in the facility. Time the loading of equipment and supplies and any other loading activity. If the work is sufficiently different, it may be necessary to separate the data for sampling purposes (e.g. morning shift from afternoon shift).

To calculate the loading time to be allocated to each route, divide the total time taken to perform loading work on all of the sampled routes (or in each grouping of routes) by the number of route-days sampled in the facility. Structure the resulting average time into all SLB routes scheduled in the same time frame in the facility.

For relay routes, determine how MSC's are scheduled to do the work in the facility. Factors such as the departure time of each relay route, the type of dock facilities, and whether or not any waiting time is required to obtain the relay bags or for dock space are very important. It may be necessary to group routes by departure time for sampling purposes

Where there is less dock space available than there are routes, define the order in which the MSC's will go to the dock, and/or the work method that the MSC's will use to work in the facility.

Select a representative sample of the routes in the facility, or a grouping of routes sharing dock space in the facility that depart at the same time. Develop a sampling method that will result in an accurate assessment of the work using the defined work method. Consult with the local union on the sampling method.

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To calculate the time to be structured into each route in the facility, or to each grouping of routes sampled separately, divide the total time taken to perform the loading and related work by the sampled routes or grouping of routes in the facility. Divide this total time by the number of route-days in the corresponding sample.

Example: 10 routes were sampled for 5 days. The total time taken was 125 minutes. To find the average loading time, divide the 125 minutes by 50 (10 routes times 5 days). The result is 2.5 minutes.

Structure the resulting average time from each separate sampling into all routes in the facility or into groupings of routes in the facility using a similar work method in similar conditions.

Unloading

For SLB duties, separate heavier volume periods (e.g. afternoon) from lighter volume periods (e.g. days). Select a representative sample of the routes for each period in a facility. Include any associated unavoidable waiting time for dock space, etc.

Where MSC's are required to segregate mail after unloading, define the work method that MSC's are to use when doing this work and exactly what segregation work is to be done by the MSC's. All of this work must be included as part of the work sampled.

To calculate the unloading time for each route on the shift in the facility, divide the total time taken to perform the unloading work by the sampled routes on each separate shift by the number of route-days sampled.

For relay duties, include the time required to unload empty relay bags and any other equipment or returned mail and place the unload items in the appropriate place at the depot.

Take the total unloading time for the sampled relay routes and divide that time by the number of sampled route-days.

Should the sampling method used not produce an accurate result for an individual route, conduct a 5 day verification to develop an unloading time for that route only.

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Receptacle Clearance Checklist and SLB Scan

The MSC must scan each SLB when clearing it. Apply the appropriate constant value from the tables at the end of this chapter. Multiply the applicable variable value by the number of boxes on the SLB route and add that to the constant value. The constant value provides time to sign the Mail Receptacle Checklist.

Where PDT's are not used on the route, MSC's must sign the Mail Receptacle Checklist. Apply the constant value from the table at the end of this chapter. Multiply the variable value by the number of boxes or points of service on the route. Add the total variable value to the constant value.

Driving time, time to deliver relays and clear SLB's (national values), time to fill out the receptacle clearance checklist, time to scan SLB barcodes, and loading and unloading time are recorded on the 103 form.

Mailing Receptacle Clearance Checklist

CANADA POST / POSTES CANADA

Mailing Receptacle Clearance Checklist

Liste de contrôle de levée de Boîtes aux Lettres

Depot Name Nom du Dépot	Tour No. ID de la tournée	Days / Jours	Clearance Date Date de levee
Regina UTS	**A03**	MTWTF / LMMJV	

Person assigned to collection Préposés à la levée	Start Time Heure de début	Finish Time Heure de fin
	_____ : _____	_____ : _____

No.	Location Endroit	Box Type Type de boite	dir. Loc'n orientation boite / p. de livraison	Box Cleared Le courrier de la boite a ete levee
1	14th AVE - 1440	E26	Inside	
2	HAMILTON ST - 2041	E26	East	
3	SCARTH ST & 13th AVE	E26	SE	
4	CORNWALL ST & 13th AVE	E26	NW	
5	SMITH ST & VICTORIA AVE	E26	SW	
6	VICTORIA AVE - 2125	CHU	South	

I certify that the mailing receptacles identified have been cleared on the clearance date and within the start and finish times mentioned above.

Je certifie avoir fait la levée des boîtes aux lettres indiquées, à date de levée et entre les heures de début et de fin susmentionnées.

Signature: _____

Workload Structuring System Inventory and Line of Route, form 33-082-103

CANADA POSTES
POST CANADA

Revision Date / Date de Révision 2005-09-06 13:38

Inventory and Line of Route	Relevé des points de levée et de livraison	17:00-MTWTF / LMMJV	S.L.B B.L.P
			Relay Relais

Depot Name Nom du Dépôt	Region Région
Saskatoon MSC	Prairies Praire

Tour No. No. de la tournée	Function Fonction	Effective Date Date de mise en oeuvre
Assig:A404 - A404	Loop A	2005-10-17

1	2	Mins.
(a) Travel time - Vehicle storage area to Term./Stn. or Dep./Route as applicable	(a) Temps - pour se rendre du stationnement au terminus/à la succursale ou au poste/itinéraire,selon le cas	18.83
(b) Travel time in route (between 1st and last delivery/pick-up location	(b) Temps - pour parcourir l'itinéraire (du premier au dernier point de levée / livraison	16.01
(c) Travel time between last location and Stn. or Dep./Vehicle storage area/Next assignment / as applicable	(c) Temps - pour se rendre du dernier endroit à la succursale, au poste, au stationnment, à la prochaine affectation, selon le cas	16.53
(d) Average time waiting/loading/unloading	(d) Moyenne de temps d'attente / de chargement / de déchargement	3.00
(e) Mail Receptacle Clearance Scanning Value	(e) Valeur de balayage pour la levée des récipients à courrier	1.51

2.(a) No.	(b) Location Endroit	(c) Box Type Type de boîte	(d) Loc'n Cat'y Symboles d'empla- cement	(e) dir. Loc'n orientation boite / p. de livraison	(f) Time values Valeur de temps SV / FM
1	103rd St 116	E26	A	North	1.13
2	105th St & Packham	E26	CA	SE	1.16
3	Central Ave 908	E26	CA	West	1.16
4	Central Ave 908 RPO #101	SUB	CT2	West	3.94
5	Spruce & 115th St	E26	A	NE	1.13
6	Ludlow St 402 Coop	E26	M2	East	2.27
7	Ludlow St 402 Coop	SUB	CT2	East	3.94
Total					70.61

Print Date / Date d'impression: 2005-09-14 09:56

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33-082-103e(6-00)

Workload Structuring System Inventory and Line of Route, form 33-082-103

NOTE: A separate "Inventory and Line of Route" form 33-082-103 (Exhibit 3-1) is to be prepared for each trip.

Headings   The following information is required:

Depot Name	Name of Depot
Region	Name of region
Tour Number	Postal installation tour number
Function	Name of the group or sub-group
Date of Implementation	Date the structure was implemented
SLB	Check the box if the route is a SLB route
Relay	Check the box if the route is a relay route

Data Capturing   The following is the information required to produce the 103 form:

Section 1

a) Enter the travel time – from vehicle storage area, to the depot, or the depot to the route as applicable, or from previous function	• Estimate the driving time between the storage area/previous function to the start of a route by using the mapping software. • Multiply the measured distance between these locations by the .0007 minute driving standard • **Note:** *Where the .0007 standard does not give accurate results, consult with the local union. A drive time sampling exercise may be done to develop a time per foot rate to be applied to these exceptional situations* When a one-day street verification is required, determine, by actual driving, the time required to travel to the start of the route.

Inventory and Line of Route, form 33-082-103 (continued)

b) Enter the total travel time in route (between each of the boxes or points of service within the route)	• Determine the most efficient line of travel, giving due consideration to time sensitive duties (e.g. directs, alleviation of Letter Carrier waiting time, etc.). Individual boxes should, to the degree practicable, be located on the curb side of the line of travel to permit drivers to leave their vehicles from the curb side. • To minimize the travel distance within the route, it may be necessary to relocate some boxes on the opposite side of the street. • Estimate the driving time between scheduled points of call on a route by using the .0008 min. per foot driving standard from the Tables of Application Values. Multiply the measured distance between these boxes or calls by the .0008 minute driving standard. . *See the **note** on step (a)* • When a one-day on street verification is required, determine the time required for travel within the route by driving the route *(stopping and starting at each location but not leaving the vehicle).*

c) Enter the travel time between last box or point of service on the route and the next function (Depot/Vehicle storage area; next assignment, as applicable).	• Estimate the driving time between the box/points of service and Depot /storage area/next duty by using the mapping software • Multiply the measured distance between these locations by the .0007 minute driving standard • *See the **note** on step (a)* • When a one-day on-street verification is required, determine, by actual driving, the time required to drive from the route area to the postal installation/vehicle storage area/beginning of next function as applicable.
d) Enter average time waiting/ loading/unloading	• Using a five-day verification, determine the average amount of time required to load and/ or unload the vehicle and the average amount of unavoidable waiting time.
e) Enter Mail Receptacle Clearance Checklist Value or SLB Scanning Value	• Apply values from the "Delivery and Collection Functional Values" table. **Note**: The heading in item e) will indicate the value used. (*e.g. if the boxes were scanned the "SLB Scanning Value" will appear*).

Inventory and Line of Route, form 33-082-103 (continued)

**Data
Capturing**

Section 2

Determine the most efficient location for each SLB or relay box on the
route, keeping in mind that letter carriers need to receive relays in a timely
manner.

(a) Number	List the numerical sequence of each collection/delivery point on the relay or SLB route.
(b) Location	Enter the actual location of the collection/delivery point.
(c) Box type	Enter the type of box/point of service (e.g. E-28 for relay box, DIR for direct).
(d) Location category	From the "Delivery and Collection Functional Values" table, determine the location symbol of the box/point of service (e.g. Location symbol A is a box or point of service located up to and including 25 feet).
(e) Direction, location	Enter the directional location of the box/point of service (e.g. North East (N/W), South East (S/E), etc.).
(f) Time value	From the "Delivery and Collection Functional Values" table, select the appropriate location time value for the box/point of service.
Total	The total of the time allowances under item 1 (a), (b), (c) and (d) as well as the location time values under item 2 (f) is the structured time for the relay or SLB portion of the assignment.

		Location Symbols
Delivery and Collection Functional Values	A	A box or point of service located up to and including 25 feet
	B	A box or point of service located more than 25 and up to and including 50 feet
	BX	A box or point of service located more than 50 and up to and including 75 feet
	CA	A box or point of service, in the core area, located up to and including 25 feet
	CB	A box or point of service, in the core area located more than 25 up to and including 50 feet
	CX	A box or point of service, in the core area, located more than 50 and up to and including 75 feet

NOTE: Measure the single distance from the curb or the nearest vehicle stopping point. Count each stair step as 2.5 feet.

Where a box /point of service is located more than 75 feet from the curb or nearest vehicle stopping point, wheel the distance (1 way single distance). Apply the value for a BX, CX, Retail postal outlet, Kiosk, Receiver or Mail chute. Add the value for the distances in excess of 75 feet (the wheeled singled distance multiplied by two).

For example, for a total of 165 feet (single distance), determine the additional time by:

1. (165 feet – 75 feet = 90 feet (One way))
2. (90 feet x 2 = 180 feet)
3. (180 feet X .0037 min. = .67 min.)

In this example, .67 additional minutes would be added.

If a box/ point of service requires the use of an elevator, the Supervisor/Route measurement officer will conduct a one-day verification to establish the additional time required. The value will consist of the actual ride up and down plus any unavoidable waiting time.

A "core" box is one receiving heavy volumes of mail on a regular basis but not necessarily located in a core area.

Delivery and Collection Functional Values
(continued)

The time values shown below include the time required to walk from the vehicle and the delivery or collection point and back to the vehicle, perform the delivery or collection function and to exit and re-enter the vehicle.

The time values in the table below have been adjusted to reflect the original value per box type and include the additional per stop interim value of .42 for vehicles with curb side exit (e.g. SV - step van, right hand drive) and .66 for left side exit (e.g. WV- window van) vehicles.

Where the MSC needs to make more than one trip between the vehicle and the delivery or collection point on a regular basis, multiply the appropriate time value (including time for any additional wheeled distance) by the number of trips that are required.

Note: The time values for Retail Postal Outlets, Mail Chutes, Kiosks, and Receivers are assumed to include a distance from the vehicle of 75 feet. The "total time value" includes time for any additional wheeled distance required, and is multiplied by the number of trips from the vehicle that are normally required. Should the total time value for clearing or for delivering to these types of points of service be inaccurate, conduct a verification of at least one day to establish a time value for that point of service.

When a MSC clears or deposits mail into any other approved receptacle on a regular basis, or if the point of service has unusual features that make the national standards inaccurate for that point of service, a one-day time verification will be conducted to establish a value for that point of service.

Location time values per types of Box/Point of service (interim)

Relay Boxes E-8, E-18, E-28	SV	WV
A	1.01	1.25 Min.
B	1.20	1.44
BX	1.35	1.59
CA	1.05	1.29
CB	1.30	1.54
CX	1.66	1.90

Mail Rooms	SV	WV
A	.97	1.21 Min.
B	1.98	2.22
BX	2.17	2.41
CA	1.24	1.48
CB	2.47	2.71
CX	2.65	2.89

SLB Boxes E-26	SV	WV
A	1.13	1.37 Min.
B	1.38	1.62
BX	1.73	1.97
CA	1.16	1.40
CB	1.72	1.96
CX	2.24	2.48
DUAL	2.27	2.51

Retail Postal Outlets	SV	WV
Res. W/O SLB	1.64	1.88 Min.
With SLB	2.78	3.02
Core W/O SLB	1.97	2.21
With SLB	3.20	3.44

Mail Chutes, Receivers, Kiosks	SV	WV
Single site	2.16	2.40 Min.
Multiple site	3.35	3.59

SLB Boxes E-14, E-17, E-27	SV	WV
A	.99	1.23 Min.
B	1.19	1.43
BX	1.57	1.81
CA	1.42	1.66

Directs	SV	WV
A	1.01	1.25 Min.
B	1.60	1.84
BX	1.97	2.21
CA	1.10	1.34
CB	2.10	2.34
CX	2.85	3.09

SLB Boxes E94, E95	SV	WV
A	1.17	1.41 Min.
B	1.39	1.63
BX	1.79	2.03
CA	1.17	1.41
CB	1.39	1.63
CX	1.79	2.03
DUAL	1.68	1.92
Triple	2.57	2.81
Quadruple	2.68	2.92

SLB Scanning	
Constant	.793 Min.
Variable (per box)	.089

Mail Receptacle Checklist	
Constant	.421 Min.
Variable (per stop)	.096