

## TIPS & TECHNIQUES FOR NEW HIRE RCA'S

### Ways to case:

- Bringing DPS to the street
  - in the cardboard from the plant
  - crisscrossing-alternate addresses
  - rubber banding 40 homes together or by CBU
  - taking out holds and/or forwards before you go or using package markers if you take it in cardboard

\*if you pull the cardboard you can take out holds and forwards before you go\*

\* don't forget secure it by bungee or something so it tips its together\*
- Casing DPS (most like smallest in front & largest in back)
- Nest tube (1<sup>st</sup> address on one side, 2<sup>nd</sup> address on the next & on top of 1st, 3<sup>rd</sup> etc...carousel all the way to the top-fastest way to pull down \*\*\*you have to start from the end of the route\*\*\*)
- Taco'd (ex. folding a newspaper in a shape of a taco & putting all the mail inside of it (personal preference if you like the address on the inside or outside). Rubber band groups of mail together according to street or by CBU-your preference)
- Combining various methods depending on the road (ex. highways you may want to case and taco so you can get in and out fast)
- Order: Presort flats (case largest first-these are usually in DPS order & a good way to learn the case when first hired), then loose flats, then loose letters, then DPS letters (cradle stack in arm)  
\*\*\*Remember bringing DPS to the street is not mandatory as a rural carrier but will save you time in the office but may add time on the street\*\*\*

### Ways to mark packages (date and initial all packages returning to the office & know where they go):

- Color coded rubber bands (if you use the taco'd method)
- If a signature is required complete & tape the 3849 to the package or others like to write it out in the driveway so it gives time for the customer to come to you
- Labeling all oversized packages (ex. 1-1 case 1 row 1 OR A-2 case 1 row 2-depends on the case-this is extremely helpful so you can organize your packages when you get to your vehicle)
- Package markers (ex. green fits in the mailbox-red oversize (pjsigns.com) or make your own or use stamp envelopes one side small the other large)
- Rubber band multiple small packages for one home together
- Take pictures of all the packages you are unable to scan & the numbers are missing-text them to your supervisor immediately

### Items to make life easier:

- Badge holder (it is required your postal ID be visible where these when working a post office-think about what works best on the hip or over the neck)
- CD visor or expandable file to include:
  - 3849 forms for each office you work at
  - Accident kit
  - Emergency phone numbers (laminated and place in visor)
    - Accident number during hours
    - Accident number after hours
    - Accident number with injuries
    - Animal control
    - Non-emergency phone number for the police station
  - Hold slips & Dog slips
  - Pens/Markers
  - Rural carrier note cards (pjsigns.com)
  - Stamps
- Coin purse (if your regular doesn't let you borrow his/hers)
- Dog spray
- Dot, star stickers, or marker (ex. red dot next to house # on case=large mailbox=don't have to get out for!)
- Hand towel on your right leg on rainy days

- Hat (large brim for those sunny days or good sunglasses)
- Head lamp (early mornings/late nights)
- Know how to fix a flat (not if only when)
- Rubber mallet (ice on mailboxes)
- Rubbermaid dish tub (makes it easy when you work at multiple offices) you may want to include:
  - 3849 forms
  - Laminated list of abbreviations (NSN, DEC, NSS, UTF etc...)
  - Package markers
  - Pens, markers, & a red pen (for time sheet)
  - Post it notes
  - Postal labels: "This Address in Incorrect" (provided & need to ask for this-each location is different)
  - Scissors or box cutter
  - Tape
  - Thumb saver (provided & need to ask for this-each location is different)
- \*\*Leave these items at the office & use the bin for outgoing mail\*\*
- Ruler with rubber bands on the end, back scratcher, or mechanical arm to grab mail from the back of a mailbox
- Sculch tray if bringing DPS to the street (postalproducts.com)-you will need a system to sort outgoing, holds, forwards, & loop mail
- Sunscreen (or you will have 2 different colored arms)
- Tape (if you need to tape the 3849 forms to the door)
- WD40
- Write street names on post it notes next to each row on the case

#### Required items:

- Magnetic signs (need to purchase)
- Strobe lights (provided)

#### What to take notes on & what to do the first time on a route:

- Bring rubber bands or zip ties and rubber band or zip tie vacant homes (so you will know)
- Permanent marker: one black & one silver (write the # &/or turnaround arrow in the inside of the mailbox whether it is marked or not)
- 4003-take notes (you may want to write down the dog homes next to the street it's on to help or a distinct feature of it)

#### Scanners:

##### New scanners:

- User steps:
  1. Scan personal postal ID
  2. Enter Zip code (ex. 54321)
  3. Enter Route ID (ex. 4321R001)
    - This is the last 4 digits of the zip code
    - Route type (C=city, R=rural, H=highway, B=post office box, P=collections)
    - Route number (example above is for route 1, leading with zeros if necessary)
  4. Select On Street Motorized or On Street Walking
  5. The next steps are determined by if you are driving a personal or an LLV; follow the prompts on the screen.
- If you don't use the same scanner each time you will have to input this each time therefore know your zip codes and route ID's if you work at multiple offices and/or routes
- Sunday package delivery has special scanner instructions-see your supervisor

#### Time Sheet:

- Ask your regular and/or supervisor about how they would like how your time recorded. The majority of offices like regulars to use blue or black ink and then anything different in red pen.
- Don't forget to add mileage detours (bridges, flooding, road construction are just some examples of detours)

- Make a copy of your time sheet before you leave therefore if you have any discrepancies in your paycheck you will have a hardcopy of everything (especially if you work at multiple offices)
- On the top of the time sheet it will have how many boxes, people, and the evaluated time for the route

Old scanners:

- Quite slower & they have a more difficult time reading the barcode than the new scanners

Other key points:

- During the holiday season write on the outside of the envelope or gift the address (just so the regular will know who gave it to them)
- Ask yourself if you go up a steep hill or slam on the breaks will all your mail stay in place? The worse thing is to have to go back to the post office and resort all your mail!
- Gas cards! If you are trained for an LLV or if you have a personal car and assist on Sunday package delivery you will need a gas card. Please respect the regulars LLV's. Please leave it how it was found and with a full tank of gas (some like certain LLV's to go on gravel & others not-please ask)!
- Express mail-ask your supervisor how you would like these handled. You may have to alternate your route in order to deliver the package by time &/or your mileage could be different!
- Phonebooks-ask your regular about these! They will usually handle these for you because most don't deliver them all at once and you have to write down how many you give out each day.
- Rubber band 3849 cards or anything returning to the post office besides outgoing mail. It will make it easier to find when you get in.
- Scan a copy of your badge holder bar code and put it next to the case you work frequently
- Shopper days wear black or you will get everything that you are wearing black!
- Verify car insurance will cover your "privately owned vehicle route"
- Write down the list of all the Rural Carriers ahead of you by their hire date and who is possibly going to retire. It may be a short or long time before you make career.

**SPEED COMES WITH TIME**