



SCANNED

May 5, 2014

Mr. Javier Pineres  
Assistant Director  
Motor Vehicle Service Division  
American Postal Workers  
Union, AFL-CIO  
1300 L Street, NW  
Washington, DC 20005-4128

**Certified Mail Tracking Number:  
7013 1090 0002 4435 9738**

Re: IR14-13, Request for Information – Tractor Log Form

Dear Mr. Pineres:

This letter is in response to your April 16 request for information regarding a Tractor Log Form. This RFI has been assigned IR14-13. Please use this tracking number in future correspondence regarding this RFI.

Please be advised that the Headquarters authorized Tractor Log Form is the enclosed PS Form 4572, Tractor Log. The form you submitted with your April 16 letter (also enclosed) is not a Headquarters authorized form. One indication is the omission of the Postal Service Identification Number (PSIN) – PS Form 4572 which would be printed on the form.

It is suggested that you contact the local office from which you received the form to ask “who authorized the form; what is the intention of the form; and any and all documentation regarding the form.” Postal Service Headquarters does not maintain any files regarding the Tractor Log Form you requested we review.

If we can be of further assistance, or if you need to ask Headquarters more questions regarding the form, please feel free to contact Jacqueline Adona of my staff on extension 3800.

Sincerely,

Patrick M. Devine  
Manager  
Contract Administration (APWU)

Enclosures

U. S. Postal Service  
**TRACTOR LOG**

Tour of Duty <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		Tractor No.		Date		Assignment					
Dispatch Point						Run No.			<input type="checkbox"/> Scheduled <input type="checkbox"/> Unscheduled		
						Run Begins (Scheduled Veh. Time)			Run Ends (Scheduled Veh. Time)		
Operator's Name						Speedometer Readings					
Time Begins			Time Ends			Ending Mileage		Beginning Mileage		Miles Traveled	
**Arrival Time	Check Point	Trailer		*Load Factor Off	Trailer		*Load Factor Off	Service Code	Verified By	**Departure Time	
		No.	Length		No.	Length					
*Where possible, load factor will be indicated in pieces; otherwise percentage of load. **Make pencil entries unless your superior directs you to use time clock.						<u>Service Code</u>					
						D – Depot	L – Loading	IR – Interstation			
						L – Loading	AM – Airmail	M – Miscellaneous			

## VEHICLE OPERATOR'S PRE-TRIP CHECKLIST

### INSIDE

- Parking Brake (*Apply*)

### START ENGINE

- Oil Pressure
- Air Pressure or Vacuum
- Instrument Panel
- Horn
- Windshield Wiper & Washer
- Heater – Defroster
- Mirrors
- Steering Wheel (*Excess Play*)
- Apply Trailer Brake
- Turn On All Lights / Flashers
- Fire Extinguisher / Warning Devices
- Seat Belt

### OUTSIDE – FRONT

- Headlights
- Clearance Lights
- Identification Lights
- Turn Signals / Flashers
- Tires & Wheels (*Lugs*)

Remarks

### REAR

- Tail & Stop Lights
- Turn Signals / Flashers
- Clearance Lights
- Identification Lights
- Reflectors
- Tires & Wheels (*Lugs*)
- Rear End Protection (*Bumper*)

### RIGHT SIDE

- Fuel Tank & Cap
- Sidemarker Lights
- Reflectors
- Tires & Wheels (*Lugs*)

### INSIDE

- Stop Engine
  - Release Emergency Brake
  - Apply Service Brakes
- Air Loss Should Not Exceed:
- 3 PSI On Single Vehicles
  - 4 PSI On Combinations

### LEFT SIDE

- Fuel Tank & Cap
- Sidemarker Lights
- Reflectors
- Tires & Wheels (*Lugs*)

---

(Driver's Signature and Date)

---

(Supervisor's Signature and Date)





## American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

April 16, 2014

**Javier E. Pineres**  
Assistant Director  
Motor Vehicle  
Service Division  
202-842-4240 (Office)  
202-842-8517 (Fax)

Patrick Devine  
U.S. Postal Service  
475 L'Enfant Plaza, S.W.  
Washington, DC 20260

Re: U.S. Postal Service Tractor Log

### National Executive Board

Mark Dimondstein  
President

Debby Szeredy  
Executive Vice President

Elizabeth "Liz" Powell  
Secretary-Treasurer

Tony D. McKinnon, Sr.  
Director, Industrial Relations

Clint Burelson  
Director, Clerk Division

Steven G. Raymer  
Director, Maintenance Division

Michael O. Foster  
Director, MVS Division

Steve Brooks  
Director, Support Services Division

Sharyn M. Stone  
Coordinator, Central Region

Mike Gallagher  
Coordinator, Eastern Region

John H. Dirzius  
Coordinator, Northeast Region

Kenneth L. Beasley  
Coordinator, Southern Region

Omar M. González  
Coordinator, Western Region

Dear Patrick:

The inquiry is regarding the attached U.S. Postal Service Tractor Log form. The Union has received the form from the field and is requesting the following information:

1. Who authorized the form?
2. Is this form being utilized nationwide?
3. What is the intention of the form?
4. What is the forms number and why isn't it clearly designated on the form as other USPS forms are?
5. Will it be replacing P.S. Form 4572?
6. Any and all documentation regarding the form.

If you have any questions or concerns, please do not hesitate to contact me at (202) 842-4240.

Sincerely,

Javier E. Pineres  
Assistant Director  
Motor Vehicle Service Division  
Case Officers

Enclosure.