City carrier assistants and the use of privately owned vehicles

I n some offices throughout the country, city carrier assistants (CCAs) are being asked, or at times required, to use their privately owned vehicles in the course of performing their letter carrier duties. It is important for CCAs and shop stewards to understand the contractual provisions that govern privately owned vehicle usage by CCAs. There are two documents that specifically address the rules for CCAs using their privately owned vehicles to perform letter carrier work.

The first document is a memorandum of understanding (MOU) between the American Postal Workers Union (APWU) and the Postal Service. This MOU is found on page 228 of our 2011 National Agreement. It reads:

Re: Use of Privately Owned Vehicles

The parties agree that the following represents the policy of the U.S. Postal Service and the American Postal Workers Union concerning the furnishing of privately owned vehicles (POV) by employees of the crafts represented by the APWU: No craft employee represented by the APWU may be coerced into furnishing a vehicle or carrying passengers without the employee's consent. The use of a personal vehicle is the decision of the employee and it is not the intent of the parties to discourage such use of personal vehicles when transportation is needed from one postal facility to another or in the completion of the employee's assignment. When an employee begins his/her work day at one postal unit and is provided transportation to another unit to complete his/her tour of duty, that employee will be provided transportation back to the unit where his/her tour began if transportation is needed. If the employee ends tour at the new location the return trip will not be on the clock but transportation will be provided promptly by management upon request.

Date: July 21, 1987

(The preceding Memorandum of Understanding, Use of Privately Owned Vehicles, applies to **City Carrier Assistant** Employees.)

Although this is an APWU MOU, it was incorporated into our National Agreement and applies to letter carriers, including CCAs. This MOU specifically states that management *may not require* CCAs to use their own vehicles to perform their letter carrier duties if they do not desire to do so; however, it does allow CCAs to do so.

The second document is the Questions and Answers 2011 USPS/NALC National Agreement, specifically Question 77, located on page 7-29 of the *2014 Joint Contract Administration Manual (JCAM)*. If a CCA voluntarily consents to use a personal vehicle during the course of duties, Question 77 provides the mutual understanding of the national parties for facilitating such use and payment. It reads:

77. May CCAs enter into City Carrier Transportation (Drive-out) Agreements, as defined in Article 41.4 of the National Agreement?

No, Article 41.4 does not apply to CCAs. However the Memorandum of Understanding, *Re: Use of Privately Owned Vehicles* applies to CCAs. In circumstances where the postmaster or station manager determines that use of a personal vehicle is necessary for business purposes, a CCA may voluntarily elect to use his/her vehicle. Such agreement must be made through PS Form 8048, Commercial Emergency Vehicle Hire, with the daily rate for vehicle use mutually agreed to by the postmaster or station manager and the employee. The postmaster or station manager must then forward the completed form to the servicing Vehicle Maintenance Facility manager.

PS Form 8048 details the agreed to daily or hourly dollar rate; the number of days, hours and mileage used; and a complete set of instructions on the reverse of the form. CCAs should not use their privately owned vehicles for work purposes unless they agree to do so and unless they are being paid to do so via PS Form 8048.

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