

MOU # 8 RIGHT-HAND DRIVE (RHD) VEHICLE INSTRUCTIONS

Any regular rural carrier, part-time flexible rural carrier, substitute, rural carrier relief, or rural carrier associate who has completed his/her probationary period, and who purchases a manufactured right-hand drive vehicle for use when providing service on the assigned route(s), is eligible for an incentive payment of \$1,000 in accordance with MOU # 8, *Right-Hand Drive Vehicles*.

Furthermore, any regular rural carrier, part-time flexible rural carrier, substitute, rural carrier relief, or rural carrier associate employee who has completed his/her probationary period, and who converts a vehicle to an acceptable right-hand drive configuration, or purchases a qualified, used manufactured or converted right-hand drive vehicle, will receive an incentive payment of \$500 for utilizing the vehicle for the purpose of providing service on his/her assigned route(s).

Instructions for completion of the forms required in order to make the purchase and receive the incentive payment are set forth below:

Notice of Intent to Purchase a Manufactured, Converted, or Used Right-Hand Drive Vehicle for Use on My Rural Route

Any rural carrier who is considering purchasing a manufactured, converted, or used RHD vehicle for use on his or her route(s) should first consult with the supervisor/postmaster to determine if the Postal Service plans on providing postal-owned or postal-leased equipment for the route. The carrier will make his or her intentions known by completing the notice of intent to purchase form and giving it to the postmaster/supervisor.

The postmaster/supervisor has ten (10) working days from the receipt of the notice to contact the appropriate district personnel and determine if there are any plans to provide the route with a vehicle.

If no postal-owned or postal-leased vehicle is planned for the route, the postmaster/supervisor signs and dates Section A. of the intent form and gives a copy to the carrier. The carrier has sixty (60) days from the date of notification by the postmaster/supervisor to purchase an approved RHD vehicle under the provisions of the MOU.

(NOTE: A signed purchase order is acceptable if the vehicle must be ordered and delivery to the carrier cannot be completed within the sixty (60) day period.)

If a postal-owned or postal-leased vehicle is planned for the route, the postmaster/supervisor signs and dates Section B. of the intent form and gives a copy to the carrier. The carrier is not eligible for the waiver or the applicable incentive payment.

Request for Incentive Payment and/or USPS Waiver Offer for Purchase of a Right-Hand Drive Vehicle

After being advised that the Postal Service does not intend to provide a vehicle for the route, the carrier has sixty (60) days to complete the purchase of an approved RHD vehicle. If the carrier purchases an approved RHD vehicle during the sixty (60) day period, he/she should complete a request for incentive payment and/or USPS waiver offer form. If the carrier has followed proper procedure (completed an intent form and the purchase was authorized), he or she must complete Section 1. of the incentive/waiver request form and provide appropriate documentation. The postmaster/supervisor must complete Section 2. of this form certifying carrier purchase of an approved RHD vehicle and his/her pledge to utilize the vehicle on the assigned route(s) for at least three years. This will provide a regular carrier with a three-year period during which the Postal Service will not assign a postal-owned or postal-leased vehicle to the route.

Also included in Section 2. is a statement of eligibility for an incentive payment. If the vehicle meets the requirements of the MOU, the carrier is eligible for an incentive payment and the remainder of the information in this section is completed.

Processing of Right-Hand Drive Incentive Payments

The only method to process a RHD incentive payment is via the eAwards application. No forms should be submitted to the Eagan ASC. The unique eAward Code 40 has been created for use with the RHD incentive payment. The same award code is to be used for both the \$500 and \$1,000 payments.

The following vehicle information is required and must be entered in the "Basis for Award" field:

- New Purchase, Re-engineered, Conversion, or Used Vehicle
- Make, Model and Date of Purchase

All copies of the documentation related to a RHD incentive payment should be retained at the district finance office.

**NOTICE OF INTENT TO PURCHASE A MANUFACTURED, CONVERTED, OR
USED RIGHT-HAND DRIVE VEHICLE
FOR USE ON MY RURAL ROUTE(S)**

TO BE COMPLETED BY THE RURAL CARRIER:

This is to advise you that I am presently considering the purchase of a right-hand drive vehicle for use on my assigned rural route(s). I am asking you to advise me if the Postal Service intends to provide a postal-owned or postal-leased vehicle for my assigned route(s). If you advise me that the Postal Service does not presently intend to provide a vehicle, I understand that I will have sixty (60) days from the date of notification to complete the purchase. If I have not completed the purchase of the RHD vehicle within sixty (60) days, I understand that I will not be eligible for the three-year waiver, if applicable, that would be provided under the terms of the Memorandum of Understanding on right-hand drive vehicles. I also understand that I may be eligible for an incentive payment if the vehicle that I purchase meets the requirements of the aforementioned memorandum.

RURAL CARRIER SIGNATURE: _____

Date: _____ OFFICE: _____ RT. #: _____

TO BE COMPLETED BY THE POSTMASTER/MANAGER:

(Section A or B must be completed within 10 working days of receipt from the carrier)

A.) This is to advise you that the Postal Service presently has no intention of providing a postal-owned or postal-leased vehicle for your route. As of this date, you will have sixty (60) days to complete the purchase of a right-hand drive vehicle in order to be eligible for the three-year waiver, if applicable, and any incentive payment.

POSTMASTER/MANAGER SIGNATURE: _____

Date: _____ OFFICE: _____

B.) This is to advise you that the Postal Service intends to provide a postal-owned or postal-leased vehicle for your route and that your request for a three-year waiver, if applicable, and an incentive payment for purchase of a right-hand drive vehicle is denied.

POSTMASTER/MANAGER SIGNATURE: _____

Date: _____ OFFICE: _____

**REQUEST FOR INCENTIVE PAYMENT AND/OR USPS WAIVER OFFER
FOR PURCHASE OF A RIGHT-HAND DRIVE VEHICLE**

In accordance with the Memorandum of Understanding regarding an incentive to rural carriers for purchase of right-hand drive (RHD) vehicles and a three (3) year waiver of vehicles provided by the USPS for regular carriers, the following information is provided relative to my purchase:

1. Rural Carrier

I, _____, purchased an acceptable right-hand drive
(Print Employee Name)

_____ on _____
(Vehicle Year/Make/Model) (Purchase Date)

I pledge that I will use the RHD vehicle on my assigned rural route(s) for at least three years from the date of purchase and I understand that I could forfeit all or part of any incentive payment for which I may be eligible if I discontinue use of the vehicle on the route(s) prior to the end of the three-year period. I further understand that, as a regular rural carrier, the Postal Service will not assign a postal-owned or postal-leased vehicle to my route during this three-year period.

2. Postmaster/Manager

I, _____, certify that _____ purchased a
(Postmaster/Manager Name) (Rural Carrier Name)
right-hand drive _____ on _____ and has
(Vehicle Year/Make/Model) (Purchase Date)

pledged to use this vehicle on his/her assigned rural route(s) for at least the next three years. With this purchase and pledge, the Postal Service will not assign a postal-owned or postal-leased vehicle to his/her route, if a regular carrier, during this three-year period. I further certify that the carrier (is) (is not) (circle one) eligible for the incentive payment for purchase of a right-hand drive vehicle.

(Carrier Signature) (date) (Postmaster/Manager Signature) (date)

Employee Name: _____ Route #: _____

Post Office: _____ City/State/Zip Code: _____

Finance Number: _____ Employee ID Number (EIN): _____

Account Number: 52463 Pay Location: _____

Vehicle ID Number (VIN): _____

Authorized Incentive Payment (Check One):

____ **Manufactured** RHD vehicle incentive payment of \$1,000

____ **Converted or Used** RHD vehicle incentive payment of \$500