

*Town Districts.*

No definite limits of weight and distance are prescribed, but care must be taken to avoid requiring the performance of bicycle duty which may conduce to undue strain or overwork.

In all cases assistance may be claimed, irrespective of weight, if the load is so bulky as to prevent the letter-carrier (or messenger) from controlling his machine properly.

Men employed on cycling duties are strongly recommended to wear woollen underclothing, and, when possible, opportunity will be afforded to men who get wet to change their clothes.

Men who use machines not provided for their exclusive use should be careful to adjust the saddle. Failure to take this precaution has been known to result in serious physical injury. Men detailed for cycling duty are to be cautioned, as occasion requires, against riding at excessive speed ("scorching"), and against riding on footpaths.

The rule regarding cycling duty is to be carried out as far as possible; but, in the case of offices at which the staff is not sufficient to permit of the rule being strictly adhered to, Chief Postmasters are expected to exercise reasonable discretion in the use of bicycles by officers under their control.

## EXPRESS DELIVERY AND SPECIAL-MESSENGER SERVICES.

(See Guide for general instructions.)

**570.** Where the telegraph-office is separate from the post-office the Chief Postmaster will confer with the Officer in Charge and make arrangements for boys to be sent to the post-office for express articles at any time the boys may be wanted.

**571.** The express-delivery and special-messenger services extend to all offices at which telegraph message-boys are employed.

**572.** The receipts to be taken by telegraph messengers will be on a form P.P.N., which should be altered to suit. The form should show the address and time of delivery of the express article, and must be returned to the post-office on completion of each delivery. The number of articles delivered and the amount of delivery fees should be inserted, and the forms filed for reference.

**573.** At the office of despatch, express articles are to be placed in a separate bundle, with a coloured label marked "Express" tied outside; the number of articles in the bundle must be marked on the slip and the letter-bill, and the bundle placed with the letter-bill. Fragile parcels must, of course, be sent in hampers, and advised on the letter-bill as "In hamper."

**574.** The officer who opens the mail must take out the express bundle, obtain the express parcels, and have the contents immediately dealt with by date-stamping, entering the address on form P.P.N., and handing the articles for delivery either to the telegraph messenger (who should be rung for immediately it is known that a mail contains express articles), or to the delivery clerk for delivery at the counter, as the case may be.

**575.** Gummed labels bearing the word "Express," for affixing to the addressed side of express articles, may be handed to the public, or affixed by officers when such articles are handed in over the counter or discovered in the posting-box.

**576.** The special-messenger service will, at Auckland, Christchurch, Dunedin, and Wellington, be dealt with by the Officer in Charge of the telegraph-office, who should make arrangements for prompt despatch of a messenger whenever required. At other offices, Chief Postmasters or Postmasters will act in the same manner. (See also Rule 926.)