

163. No officer is to be allowed to drive a motor vehicle until he has obtained from the proper authority a motor-driver's certificate. Payment for the certificate will be made by the Department. This requirement does not apply to motor-cycles in towns where the by-laws do not provide for it.

164. A motor vehicle is always to be driven by the same driver where practicable.

165. A record of the location and movements of each bicycle and motor vehicle is to be kept at each controlling office by means of card Acct. 45. The card for each machine must be kept posted to date, and the record should enable a controlling officer to state definitely at any time the position in regard to all machines under his control.

166. When the cost of repairs to motor and other vehicles that require to be executed in the departmental workshops is estimated to exceed £10 the authority of the Secretary must be obtained prior to the job being put in hand. If there is urgency the authority may be obtained by telegraph. In emergencies, repairs may be proceeded with in anticipation of the authority if the controlling officer is satisfied that the proposed repairs are warranted and any delay would be detrimental to or hinder the regular course of departmental business.

167. (a.) Controlling officers will open and maintain an account of the expenditure on each bicycle, motor vehicle, and motor-vehicle service, the particulars being compiled from monthly reports by Postmasters, &c. Returns of such expenditure will be forwarded to the Controller of Accounts at the end of each month.

(b.) The controlling officer will be informed by means of packing-lists of the type, description, and price of each new machine supplied.

(c.) When a new machine is received an account is to be opened, the full particulars being entered on forms Acct. 39 for motor vehicles and Acct. 9 for bicycles.

(d.) Requisitions in duplicate for all accessories or material required for departmental machines are to be sent from the officers concerned to their respective controlling officers. One copy is to be retained and filed by the latter, and the other, after having been approved and signed, is to be sent to the Stores Manager for supply. Requisitions must, as far as is practicable, show the number, make, and date of model of the machine for which items of material are required, so that the machine can be readily identified by both the Stores and controlling office.

(e.) In cases where the cost can be debited against a particular machine as shown on the packing-list the controlling office will be supplied with a priced copy of the packing-list from the Stores Manager. If the material is charged to a general account, without showing definitely that a particular machine can be debited with the total or any portion, the priced packing-list will be sent, through the controlling office, to the office at which the machine is located—it being understood that the material is for reserve stock.

(f.) When expenditure is incurred locally by a Postmaster or other local officer a report is to be at once forwarded to the district controlling officer, setting out the necessity therefor, and giving a full description of the machine affected. When the expenditure has been approved and a voucher passed for the amount the particulars on the voucher should be entered on the monthly report.

(g.) The monthly report or return of expenditure on form Acct. 37 for each bicycle and motor vehicle is to be compiled from the previously mentioned vouchers and from items taken from the Reserve Stock Account. The forms are then to be forwarded