

its way through cracks or cuts in the rubber and destroys the inner fabric. The wheel-alignment of motor cars and lorries should be carefully checked, to prevent undue wear through misalignment of the wheel-track.

172. Before leaving a motor or other vehicle unattended on an incline the officer in charge of it must bring the vehicle to a standstill with either a front or a rear wheel against the kerb or edge of the road, at an angle, so as to relieve the brake of a good deal of the strain. This action is especially necessary in the case of a loaded vehicle. Officers failing to carry out this instruction will be charged with the cost of repairing any damage resulting from such failure.

173. No parts of bicycles or motor-cycles are to be renickelled. The standard finish for departmental machines is to be all parts, except front forks, black, the latter red. All parts originally nickel-plated that show signs of wear or rust should be enamelled black.

174. Parts of bicycles and of motor vehicles are not to be transferred from one machine to another without the authority of the Secretary.

175. Whenever a departmental motor vehicle is returned to the Stores Manager for disposal, or is transferred from one office to another, it is to be accompanied by the full outfit of tools and accessories.

176. All cases of breakdown of motor vehicles requiring the hiring of a machine or other substitute, or the sending of a relief machine, are to be reported by telegraph to the Secretary, accompanied by the controlling officer's recommendation.

177. A report on form P.O. 92 of accident, &c., in the running of motor vehicles is to be rendered in each case of breakdown, &c., however trivial. The forms are made up in books, with provision for duplicate copies to be taken by means of carbon paper. The duplicate copies are to remain in the book as the office record, and are to be examined periodically by the controlling officer.

178. Whenever for any reason a departmental bicycle or motor vehicle is no longer needed for the purpose for which it was issued, the controlling officer must report the fact to the Secretary, and ask for instructions as to the disposal of the machine.

179. Every bicycle, whether a departmental or a private machine, used on the business of the Department must be provided with a bell and brake, and, when used at night, a lamp.

180. Each controlling officer must personally assure himself that proper and adequate provision exists at each office for the care and safe keeping of departmental bicycles when not actually in official use. As a rule, when there are only two or three machines they can be safely locked up in the office where no suitable shed or outhouse is available for the purpose. Where a large number of machines is in use a suitable locked shed is to be provided. Officers are not to be allowed to take bicycles to their homes except under exceptional circumstances, and such circumstances are to be reported to the Secretary and permission obtained for the machines to be taken home.

181. Local controlling officers are cautioned against allowing bicycles or accessories to be left carelessly about, and officers using machines are warned that they may be called upon to replace articles lost through their carelessness. Controlling officers are to send form Stores 34 annually to each office where machines are in use, for the purpose of obtaining a report on the condition of each machine.

182. The use of departmental bicycles for private purposes is strictly forbidden. Local controlling officers are held responsible if any departmental machine is found to have been used for such purposes.

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