

- (3.) All matter for deposit must be sent out in sealed bags, with labels attached, showing where the bag is to be deposited, and the name of the postman for whom it is intended. Under no circumstances may loose articles be left at such places.
- (4.) A waybill must accompany the bags, and, if possible, a receipt must be obtained for each bag as deposited.
- (5.) A responsible officer must check the bags out of the office, and the postmen on their return must report whether they obtained their bags, and at the same time initial the waybill.
- (6.) If a postman finds that a bag is missing he must ring up the office, using the nearest telephone.
- (7.) Overflow matter which may be sent out by hand must also be placed in sealed bags and accompanied by a waybill, which should be initialled by the occupier of the place of deposit, or by the postman if delivery is made personally to him. In such case the receipt and the disposal of the bags must be verified on the return of the postman to the office.

**436.** (a.) The limits of weight and distance for postmen using bicycles in the performance of their deliveries are as follow:—

Bicycles in rural districts: Maximum weight to be carried in trailer, 70 lb.; maximum weight to be carried on bicycle, 50 lb.; maximum weight to be carried on postman's person, 35 lb.; maximum distance where the roads are good and the loads moderate, 28 miles; maximum distance otherwise, 26 miles. In no case should the time spent in actual travelling exceed six hours.

For towns definite limits of weight and distance are not 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 postman (or messenger) from controlling his machine properly.

(b.) This rule 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, Postmasters are expected to exercise reasonable discretion in the use of bicycles by officers under their control.

**437.** (a.) At offices at which a postmen's sorter is the officer in control of the staff of postmen, such officer is expected to perform the following duties, and, should he be required to make a delivery, his walk should be the lightest, and the nearest to the office:—

- (1.) To divide the letters, &c., for the delivery into walks before the men come on duty, and to charge the unpaid letters against each.
- (2.) To take control of the postmen's division, and be responsible for the conduct of the men and to see that their uniforms are not used improperly.
- (3.) To see that the men present a clean and tidy appearance before starting on their walks.
- (4.) To take care that the postmen's attendance-book is kept properly.
- (5.) To see that every postman does his best to deliver doubtfully addressed correspondence, and to make himself thoroughly acquainted with the town and its inhabitants. At the four chief centres P.O. 24 (postman's check docket) should be used.