

Post Office

Cap. 27A.

**POST OFFICE (LETTER CARRIERS)
REGULATIONS, 1980**S.I.
1980/194.

Authority: These regulations were made on 17th June, 1980 by the Minister under section 59 of the *Post Office Act*.

Commencement: 1st January, 1981.

1. These Regulations may be cited as the *Post Office (Letter Carriers) Regulations, 1980*.

2. The times specified in the Schedule are the times when a Letter Carrier must attend for duty in respect of the Post Office and the routes to which those times relate. Schedule.

3. (1) A Letter Carrier who is attached to a District Post Office must, at the time of arrival of mail from the General Post Office, be in attendance at that District Post Office to sort and arrange the letters for delivery on his route.

(2) Notwithstanding paragraph (1), a Letter Carrier must attend at the District Post Office to which he is attached at such times, and perform such functions, as the District Postmaster requires; and in particular, on the arrival of a mail van, assist in carrying bags of mail from the mail van to the Post Office.

4. A Letter Carrier to whom is assigned a duty to clear mail from letter boxes must begin the performance of that duty so as to allow himself sufficient time to

- (a) complete the clearance of mail from all letter boxes within his area of duty; and
- (b) deposit that mail at the Post Office to which he is attached, in time for the scheduled dispatches of mail from that Post Office.

5. A Letter Carrier shall clear mail from letter boxes at the times fixed for so doing and not before; and shall report to the Postmaster General any damage done to a letter box or any difficulty experienced in the unlocking or locking of a letter box.

6. A Letter Carrier shall sort and arrange mail for delivery by him as soon as possible so as to avoid any delay in the starting of the delivery thereof

7. (1) A Letter Carrier who, in the arranging of mail for delivery by him, discovers an item of mail that is not for delivery on his route must return it to his superior officer for delivery to the correct Letter Carrier.

(2) No Letter Carrier shall transfer items of mail to another Letter Carrier without the approval of the District Postmaster or the officer of the Post Office assigned to oversee such matters.

8. (1) A Letter Carrier shall, before leaving the Post Office for the purpose of delivering mail, ensure that the items of mail in his possession are for his route.

(2) Where a Letter Carrier carries out an item of mail in contravention of paragraph (1) and such item of mail ought properly to be delivered by a Letter Carrier for a neighbouring route, the Letter Carrier so taking that item of mail must deliver it himself after completing delivery of mail for his route.

(3) A Letter Carrier who contravenes regulation (1) must satisfy the Postmaster General as to his reasons for the contravention.

9. (1) A Letter Carrier shall before leaving the Post Office for the purpose of delivery of mail

(a) check the amount of taxed postage that he is to collect in the course of delivery of the mail;

(b) satisfy himself that on each item of mail on which taxed postage is to be collected there is affixed the appropriate postage due label; and

(c) reconcile the amount of taxed postage indicated on the postage due label with the amount calculated by an officer of the Post Office as being such amount; and on his return to the Post Office pay over the amount collected to such officer and account for any uncollected amount.

(2) For the purposes of this regulation, a "postage due label" is a specially designed label for the purpose of indicating to an addressee the amount to be paid in respect of a postal article on which postage is unpaid or is underpaid.

10. Regulation 7(2) applies in respect of mail on which postage is taxed as it does in respect of other items of mail.

11. A Letter Carrier must examine all mail given to him for delivery to ensure the proper closure or fastening thereof and must immediately draw to the attention of a superior officer any mail not properly closed or fastened.

12. A Letter Carrier, in the course of delivery of mail,

- (a) must not loiter or enter into conversation with any person except for a purpose connected with his duty;
- (b) must endeavour as far as possible to deliver mail at the premises to which it is addressed;
- (c) must not deliver mail to a person in the street except in cases where that person is personally known to him and is the actual addressee of that item of mail;
- (d) must not give letters to unauthorised persons for delivery by them; and
- (e) must not deliver taxed letters unless the amount taxed is paid in full.

13. Where a Letter Carrier fails to deliver an item of mail he must endorse thereon the reason for his failure to deliver that item of mail and affix his initials and number after the endorsement.

14. A Letter Carrier must not

- (a) deliver any item of mail on which the postage has not been paid unless it has been taxed at the Post Office; or
- (b) deliver any stamped item of mail handed to him while on his route until the stamp is cancelled at the Post Office.

15. (1) No Letter Carrier shall

- (a) open or attempt to open or read any item of mail in his possession;
- (b) leave the Post Office during his period of duty without the permission of the officer who at that moment is in charge of that Post Office; or
- (c) enter any liquor shop while on duty except for the purpose of delivering letters.

(2) No Letter Carrier shall report for duty while under the influence of alcohol or consume alcohol while on duty.

16. (1) A Letter Carrier

- (a) is accountable for the keys to the letter boxes that he is required to clear;
- (b) must, when on his route, keep those keys secured to some part of his dress by a strong cord; and
- (c) must, before leaving the Post Office, to set out on his route,
 - (i) satisfy himself that he has in his possession the keys to the letter boxes for that route, and
 - (ii) report to his superior officer the fact of any missing key.

(2) A Letter Carrier must do everything to avoid losing a key to a letter box and must not

- (a) leave a key in the lock of a letter box; or
- (b) leave the door of a letter box unlocked.

17. A Letter Carrier must produce his collection bag, pouch or letter box keys where required to do so by his superior officer.

SCHEDULE

(Regulation 2)

Attendance for Duty for Letter Carriers

- | 1. City and Suburban Routes:
St. Michael served from the
G.P.O.... | Time |
|---|--|
| | (i) Monday and Friday
800 hrs. and 1300 hrs. |
| | (ii) Tuesday to Thursday
830 hrs. and 1300 hrs. |
| 2. Rural Route served from the
G.P.O.... | |
| | (i) Monday 800 hrs. and
1300 hrs. |
| | (ii) Tuesday to Friday
1100 hrs. |
| 3. Worthing and Eagle Hall
Post Offices | |
| | (i) Monday and Friday
800 hrs. and 1300 hrs. |
| | (ii) Tuesday to Thursday
830 hrs. and 1300 hrs. |

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