



POLICY:

REGULATION: EGAB MAIL & DIVISIONAL COURIER
SERVICE

EXHIBIT:

Every principal must ensure that proper arrangements are made with the Post Office for the pick-up or the holding of all items received by Canada Post. The Division Office will not pick up items for the schools. If arrangements are not made, Canada Post will return all items to sender.

A) Guidelines:

The following guidelines are to be followed by all schools who wish to avail themselves of this service:

1. Letters should be sent by Canada Post unless they are intended for places outlined in (B) which lists the pre-determined places where pick-ups/deliveries may be required of the courier system.
2. All pieces of mail going to one location must be sorted and bundled together with destination, i.e. name and address, clearly marked on the outside. Any items without an address will not be picked up. The driver will no longer open books, films, etc. to find out where they should go.
3. Whenever and wherever possible, all pick-up/drop-off points should be close to the entrance doors of the school. Please indicate to the Secretary-Treasurer your suggested location.
4. The Thursday courier is intended to be used between schools only.

B) Pre-determined Locations:

Pre-determined locations for pick-up and delivery by the Divisional Courier System on every Tuesday:

1. All Schools
2. Division Office
3. Manitoba Education & Training-1181 Portage Ave. & 1970 Ness Ave.
4. Centre Pastorale – Taché Avenue
5. Collège St-Boniface – D.R.E.F. 200 Avenue Cathédrale
6. Inland Audio Visual – 1781 Wellington Avenue
7. Winnipeg Audio Visual – 1432 Erin Street
8. Manitoba Association of School Trustees – 191 Provencher Blvd.
9. CREE - 169 Marion Street, St. Boniface
10. Info Tech - 1970 Ness Avenue
11. Powerland 170 Marion Street
12. Wendy Bloomfield – 42 Lord Avenue
13. City of Winnipeg Treasury/Money Branch – Main Floor, Civic Centre – 510 Main Street

N.B. No other pick-up or delivery will be allowed except under special circumstances when arrangements have been made, in advance, with the Senior Accountant. The list will be altered whenever the need is justified

APPROVED:

REVISED:

SOURCE:

OTHER REFERENCE:

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