

in addition to wasting part of the time of the trucks and drivers, is apparently responsible for an expenditure by this department alone of \$342.50 at least for additional express hire last year.

The trucks cover their scheduled routes in record time. An average of six minutes is spent at each school delivering parcels and picking up any odd articles for repair or exchange, etc. When this material is not ready, the driver wastes considerable time hunting up the caretaker. On one trip observed on April 26th,

21 minutes, 6 seconds, was required to load 134 packages for 20 schools.

11 minutes, 21 seconds, was spent at the surplus store on College Street, loading two ladders and three tables.

2 hours, 2 minutes, 33 seconds, was spent on the road, delivering parcels and receiving supplies for return, for 20 schools.

The following analysis of the time of two trucks in 1919 shows that, of the total time,

About 48% is spent on building supplies.
 " 24% " " " classroom supplies.
 " 14% " " " sundries.
 " 7% " " " work on truck, or idle.
 " 7% " " " at the storeroom, or idle.

100%

The time spent on building supplies, includes cartage of desks to and from the repair shop. The item "sundries" includes some time moving folding chairs from school to school for entertainments, meetings, etc.

Analysis of Drivers' Time Sheets for 1919

	Classroom Supplies	Building Supplies	Sundries	Work on Truck	Work in Stores	TOTAL
Truck No. 1*	599½	654½	260½	70½	90	1675 hours
Truck No. 2	341½	1200½	304	212½	173½	2232 "
	941	1855	564½	283	263½	3907 hours

* For nine months only—records for March, November and December missing.

These time-sheets have not apparently been checked or examined.

Costs of stores operation or distribution are not kept.