

RULES AND REGULATIONS

for the

Government of Employees

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Washington and Old Dominion  
Railway

Washington and Old Dominion Railway

Rule Book No. \_\_\_\_\_

This book is the property of the *Washington and Old Dominion Railway*, and is issued to

Name \_\_\_\_\_

Position \_\_\_\_\_

Division \_\_\_\_\_

who hereby agrees to return it to the proper officer  
of the Company when called for,  
or upon leaving the service.

# RULES AND REGULATIONS

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*GOVERNMENT OF  
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(Date)

**WASHINGTON AND OLD DOMINION RAILWAY.**

The rules herein set forth govern the railroads operated by the Washington and Old Dominion Railway.

They take effect October 1, 1912, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

W. B. EMMERT,

*General Manager.*

### **SPECIAL NOTICE.**

Notice is here given, and all employees are warned, that the bridges, including highway bridges, and the overhead wires, on this railroad are too low to clear a man standing on a car; that there is not room in the bridges to climb up and down the side of a car while same is in motion; that the electric current carried in the wires, and in the electric equipment on the cars, and in the machinery and apparatus operated by this Company, is of sufficient power to cause serious injury or death upon coming into contact with the human body; that they are not required to expose themselves to these dangers; and that in accepting employment the employee assumes the attending risk of personal injury or loss of life.

### **GENERAL NOTICE.**

To enter or remain in the service is an assurance of willingness to obey rules.

Obedience to the rules is essential to the safety of passengers and employees and to the protection of property.

The service demands the faithful, intelligent and courteous discharge of duty.

The reputation and success of this Company depends greatly upon the care and promptness with which its business is conducted and the manner in which its patrons are treated by its employees.

To obtain promotion capacity must be shown for greater responsibility.

Employees in accepting employment, assume its risks.

## **GENERAL RULES.**

### **Have Copy of Rules.**

1. The head of each department must be conversant with such rules as apply to his department, supply copies of them to his subordinates, see that they are understood, enforce obedience to them, and report to the proper officer all violations thereof and the action taken thereon. If in the opinion of the head of any department, any existing rule should not be enforced, he should at once bring the matter to the attention of those in authority. Any employee whose duties are prescribed by these rules must have a copy of them at hand while on duty. He must render all assistance in his power in carrying them out, and immediately report any infringement of the same to the head of his department.

### **Special Instructions and Rules Must be Obeyed.**

2. In addition to these rules, bulletin orders and timetables will be issued from time to time, containing such special instructions as necessity demands. These special instructions when issued by proper authority, shall be fully observed while in effect, whether in conflict with these rules or not. Employees must be conversant with and obey the rules and special instructions. The bulletin boards, or books, or both must be examined daily for orders or instructions. If in doubt as to their meaning, they must apply to the proper authority for an explanation. **IGNORANCE IS NO EXCUSE FOR NEGLECT OF DUTY.**

**Governed by Rules.**

3. All persons authorized to transact business or engaged in performing any service at stations or on trains are subject to the rules governing the employees of the Company.

**Time-Tables.**

4. Employees engaged in the movement of trains must provide themselves with a copy of current time-table and always have same with them when on duty. Copies for other employees will be furnished by the head of their department. When a new time-table takes effect, old issues must be destroyed at once.

**Examinations.**

5. Employees must pass the required examinations.

**Report Whatever Affects Interests of Company.**

6. Whenever it shall come to the knowledge of any official or employee of the Company, by published notice or otherwise, that any work or improvement is proposed by any county, township, municipal or other authority, which in any way affects the Company, all information upon the subject must at once be sent to the proper authority, together with the notice, if any served in the matter. It is important that the earliest information should be had of any intended improvements, etc., in order that the Company's interests may be fully protected.

Anything which may affect the safe and proper operation of the railroad or the interests of the Company in any way must be promptly reported.

**Protect Property.**

7. In case of danger to the Company's property, employees must unite to protect it.

**Safety of Employees.**

8. Each employee is expected and required to look after and be responsible for his own safety, as well as to exercise care to avoid injury to others. Employees must examine and know for themselves that grab irons, brake shafts, and attachments, running boards, steps and all other parts of cars and locomotives which they are to use and all machinery, mechanical appliances, tools, supplies, and facilities of every kind of which they must make use in performing their duties are in proper condition. If not, they must put them so, or report them to the proper person and have them put in order before using.

**Conduct Towards Public.**

9. In all matters not fully covered by these rules and regulations, employees must bear in mind that they are engaged in a public service in which they are constantly called upon to exercise great patience, forbearance and self-control. Politeness and courtesy must be continually practiced by employees. These will prevent controversy and complaint, and greatly benefit the service.

**Department.**

10. The use of boisterous, profane, or vulgar language by employees around or on the premises of the Company is strictly forbidden. Civil, gentlemanly and quiet deportment toward their fellow employees, as well as the patrons of the Company, is required.

**Intoxicants.**

11. The use of intoxicants before reporting for, or while on duty, is prohibited. Employees known to be addicted to

their use at any time, or to frequent saloons or places of low resort, will not be retained in the service.

#### **Tobacco.**

12. The objectionable use of tobacco by employees when on duty in or about stations, passenger, or freight cars, is prohibited. Smoking while thus on duty is absolutely prohibited.

#### **Gambling.**

13. All forms of gambling, including bets, raffles, etc., are forbidden upon the premises or cars of the Company.

#### **Reading on Duty.**

14. Reading newspapers, letters or other matter when on duty, except to consult orders, rules and time-tables, is prohibited.

#### **Employees Occupying Seats.**

15. Employees, when passengers on a train, must not occupy seats to the exclusion of other passengers. Conductors must enforce this rule.

#### **Uniforms.**

16. Employees on duty must wear the prescribed badge and uniform, and must be neat in appearance.

#### **Absence Without Permission.**

17. No employee will be allowed to absent himself from duty without special permission from the head of the department in which he is employed, nor will any employee be allowed to engage a substitute to perform his duties.

#### **Assignment of Wages.**

18. Assignment of wages by an employee is prohibited and will be cause for dismissal. The attaching of an employee's wages by garnishment process or proceedings in aid of execution, will be considered sufficient cause for dismissal unless a satisfactory explanation is given.

#### **Resignation.**

19. Employees on leaving the service of the Company must sign receipt for their final pay and return all the Company's property with which they have been entrusted.

#### **Neatness.**

20. Employees are required to keep the premises in their charge in a neat and orderly condition.

#### **Give Information to Proper Persons Only.**

21. No employee shall, under any circumstances, give any information whatever concerning any accident, delay, mishap of any kind, or any business of the Company, to any person except to a properly authorized representative of the Company, or except as provided by law.

#### **Lost Articles.**

22. An employee finding a lost article in the cars, stations or on the property of this Company, will forward same to the proper officer.

#### **Packages.**

23. Employees must not carry packages, letters, or newspapers, without an order from the proper authority.



**Promote Safety on Trains.**

24. All employees should, as a first consideration, promote the safety of trains and passengers by all means in their power, reporting any defect in track, bridges or equipment to the proper official.

In case of accident to trains or roadway, employees are required to give their best efforts to clear the road, or to assist as may be required at the time, whether in the line of their usual duties or not.

**Discharged Employees.**

25. When any employee is discharged from the Company's service he shall not be re-employed in any department without the approval of the General Manager.

**Hearing by Official.**

26. A hearing will be given by the proper official to any employee who desires to complain. Reports or suggestions for the betterment of the service will always receive consideration.

**DEFINITIONS.****Motor or Engine.**

A car or locomotive propelled by any form of energy.

**Train.**

A motor or engine, or more than one motor or engine coupled, with or without cars displaying markers.

**Regular Train.**

A train represented on the time-table. It may consist of sections.

**Section.**

One of two or more trains running on the same schedule displaying signals, or for which signals are displayed.

**Extra Train.**

A train not represented on the time-table. It may be designated as:

EXTRA—For any extra train except work extra.

WORK EXTRA—For work train extra.

**Superior Train.**

A train having precedence over other trains. A train may be made superior to another train by right or class.

RIGHT is conferred by train order; Class by time-table.

RIGHT is superior to Class.

**Train of Superior Right.**

A train given precedence by train order.

**Train of Superior Class.**

A train given precedence by time-table.

**Time-Table.**

The authority for the movement of regular trains subject to the rules. It contains the classified schedules of trains with special instructions relating thereto.

**Schedule.**

That part of a time-table which prescribes the class, direction, number and movement of a regular train.

**Main Track.**

A principal track upon which trains are operated by time-table, train orders, or block signals.

**Single Track.**

A main track upon which trains are operated in both directions.

**Double Track.**

Two main tracks, upon one of which the current of traffic is in a specified direction and upon the other in the opposite direction.

**Current of Traffic.**

The movement of trains on a main track, in one direction, specified by the rules.

**Station.**

A place designated on the time-table by name, at which a train may stop for traffic; or to enter or leave the main track.

**Siding.**

A track auxiliary to a main track for meeting or passing trains.

**Meeting Point.**

A place where opposing trains, *i.e.*, trains moving in opposite direction, meet by schedule or train order.

**Passing Point.**

A place where trains moving in the same direction pass by schedule or train order.

**Fixed Signal.**

A signal of fixed location, indicating a condition affecting the movement of a train.

"Fixed Signals" cover such signals as whistle boards, slow boards, stop boards, yard limits, switches, blocks, semaphores, or other means for indicating whistle, stop, caution or proceed.

**Yard.**

A system of tracks within defined limits provided for the making up of trains, storing cars, and other purposes, over which movements not authorized by time-table or by train order may be made, subject to prescribed signals and regulations.

**Yard Motor or Engine.**

A motor or engine assigned to yard service and working within yard limits.

**Pilot.**

A person assigned to a train when the motorman, engineman, or conductor, or either are not fully acquainted with the physical characteristics or running rules of a road, or portion of a road over which the train is to be moved.

**Automatic Block Signals.**

Signals which are operated by electric, pneumatic or other agency actuated by a train or by certain conditions affecting the use of a block.

**Home Signal.**

A fixed signal controlling the entrance to a block or governing movements over switches at interlockings.

**Distant Signal.**

A fixed signal used in connection with home signals to regulate the approach to the home signal.

**Advance Signal.**

A fixed signal placed in advance of the home signal or switches at an interlocking to control the entrance to the block ahead.

**Dwarf Signal.**

A low fixed signal with small semaphore arm.

**Pot Signal.**

A revolving fixed signal.

**Markers.**

Signals carried on rear end of train indicating that it is a train and that it is the end of the train.

**Classification Signals.**

Signals carried on the front end of the train to indicate that it is a section of a train or an extra.

**Train Order.**

An order issued by the train dispatcher as prescribed in the rules.

**TRAIN RULES.****Standard Time.**

60. Eastern standard time is the standard time of this Company.

**Reliable Watches.**

61. Watches that have been examined and certified to by a designated inspector must be used by dispatchers, engine-men, firemen, conductors, motormen, flagmen, yardmen, road masters, and line foremen. The certificate must be renewed and filed with the Train Master at intervals not greater than three months.

*Form of Certificate.*

(Name) \_\_\_\_\_ Company.

This is to certify that on \_\_\_\_\_ 191—, the watch of \_\_\_\_\_, employed as \_\_\_\_\_, was examined by me.

It is correct and reliable, and in my judgment will, with proper care, run within a variation of thirty seconds per week.

Name of maker \_\_\_\_\_ Brand \_\_\_\_\_ No. of movement \_\_\_\_\_  
Metal of case \_\_\_\_\_ Stem or key wind \_\_\_\_\_  
Open or hunting case \_\_\_\_\_ Old or new \_\_\_\_\_ If re-  
jected, state reasons \_\_\_\_\_

Address: \_\_\_\_\_ Signed \_\_\_\_\_,

*Watch Inspector.*

**Comparing Time and Registering.**

62. Motormen, engine-men, conductors, flagmen and firemen must call for and receive standard time from a clock designated as a standard clock or from the train dispatcher

before taking their runs, with which standard time they must at that time compare their watches, and must register their names on the daily registration sheet provided for that purpose, stating time at which comparison was made and noting any variations. Members of a train crew must compare their watches with each other at intervals not to exceed three hours in length during the day's run.

#### Standard Clocks.

63. The clock in the dispatcher's office at Washington and such others as may be hereafter designated, are standard clocks.

#### Station Clocks.

64. When station clocks are provided station agents must see that they show correct time; but trainmen must not take time from such clocks unless they are designated as standard clocks.

### TIME TABLES.

#### Receipt of Time-Tables.

70. Copies of time-tables will be furnished to trainmen, yard and road masters, and all others concerned. Receipt of same must be acknowledged to the General Manager on the prescribed form before the time-table takes effect. Proposed change of time-table will be bulletined at least twenty-four (24) hours in advance.

#### Supersedure of Time-Tables.

71. Each time-table, from the moment it takes effect, supersedes the preceding time-table, and all special instruc-

tions relating thereto, or conflicting therewith, and trains shall be run as directed thereby subject to the rules.

A train of the preceding time-table thereupon loses both right and class, and can thereafter proceed only by train order.

#### Arriving and Leaving Trains.

72. Not more than two times are given for a train at any station; where one is given, it is unless otherwise indicated, the leaving time; where two, they are the arriving and leaving times.

#### Where Times Applies.

73. Unless otherwise indicated, the time applies to the siding; where there is no siding, it applies to the place from which fixed signals are operated; where there is neither siding nor fixed signals, it applies to the place where traffic is received or discharged.

#### Scheduled Meeting Points.

74. Scheduled meeting points or passing points are indicated by figures in "full-face type"; the number or numbers of trains they are to meet or pass are shown in small type above or along side the full-face type.

#### Indication of Meeting and Passing Times.

75. Both the arriving and leaving times of a train are in "full-face type" when both are meeting or passing times or when one or more trains are to meet or pass between these times.

**Abbreviations.**

76. The following signs when placed before the figures of the schedule or opposite station indicate:

"S"—Regular stop.

"F"—Flag stop to receive or discharge passengers or freight.

"M"—Stop for meals.

"L"—Leave.

"A"—Arrive.

"N"—Night and day telephone or telegraph office.

"D"—Day telephone or telegraph office.

"W"—Water station.

**Designation of Trains.**

77. Trains are designated by numbers and their class is indicated on the time-table.

**SIGNAL RULES.****Employees Must Provide Themselves with Proper Appliances.**

85. Employees whose duties may require them to give signals, must provide themselves with the proper appliances, keep them in good order, and ready for immediate use.

**Flags and Lamps.**

86. Flags of the prescribed color must be used by day, and lamps of the prescribed color by night.

**Night Signals.**

87. Night signals are to be displayed from sunset to sunrise. When weather or other conditions obscure day signals, night signals must be used in addition.

**VISIBLE SIGNALS.****Color Signals.****90.**

<i>Color.</i>	<i>Indication.</i>
(a) Red,	Danger. Stop.
(b) White,	{ Proceed, and for other uses pre- scribed by the rules.
(c) Green,	{ Caution. Proceed under perfect control, and for other uses pre- scribed by the rules.
(d) Blue,	See Rule 112.
(e) Green and white,	Flag Stop. See Rule 141.

**Fusee.**

91. A fusee on or near the track burning red must not be passed until burned out, and train must then proceed with caution until assured that track is clear. A fusee burning green is a caution signal.

## Hand, Flag and Lamp Signals.

92.



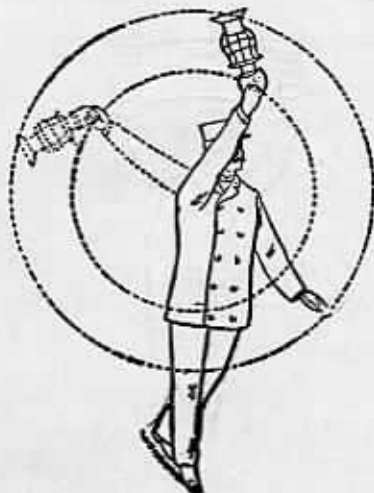
STOP—SWUNG ACROSS THE TRACK. SEE RULE 92 (a).



PROCEED—RAISED AND LOWERED VERTICALLY. SEE RULE 92 (b).



BACK—SWUNG VERTICALLY IN A CIRCLE ACROSS THE TRACK. SEE RULES 92 (c) AND 95 (h).



TRAIN HAS PARTED—SWUNG VERTICALLY IN A CIRCLE AT ARM'S LENGTH ACROSS THE TRACK. SEE RULES 92 (d) AND 95 (f).



APPLY AIR BRAKES—SWUNG HORIZONTALLY ABOVE THE HEAD. SEE RULE 92 (e).



RELEASE AIR BRAKES—HELD AT ARM'S LENGTH ABOVE THE HEAD. SEE RULE 92 (f).



<i>Manner of Using.</i>	<i>Indication.</i>
(a) Swung across the track,	Stop.
(b) Raised and lowered vertically,	
(c) Swung vertically in a circle across the track when the train is standing,	Proceed.
(d) Swung vertically in a circle at arm's length across the track when train is running,	
(e) Swung horizontally above the head when the train is standing,	Back.
(f) Held at arm's length above the head when train is standing,	
	Train has parted.
	Apply air-brakes.
	Release air-brakes.

### Violent Signals.

93. Any object waved violently on or near the tracks is a signal to stop.

### AUDIBLE SIGNALS.

#### Signals Must be Sounded.

95. Whistle signals must always be given at places and under the circumstances indicated below. When the blowing of the whistle is forbidden by law, ordinance or rule, the sounding of the gong or ringing of the bell must be substituted.

<i>Sound.</i>	<i>Indication.</i>
(a) One Short,	Stop. Apply brakes.
(b) Two Long,	Release brakes. Start.
(c) One Long and Three Short,	Flagman go back and protect rear of train.
(d) Four Long,	Flagman return from the west.
(e) Five Long,	Flagman return from the east.
(f) Three Long,	When running, train parted; to be repeated until answered by the signal prescribed by Rule 92 (d); answer to 92 (d).
(g) Two Short,	Answer to any signal not otherwise provided for.
(h) Three Short,	When train is standing, back. Answer to 92 (c) and to 98 (d).
(i) Four Short,	Call for signals.
(j) One Long and Two Short,	To call attention of all trains, yard engines, sectionmen, bridgemen, and others interested, to signals displayed for a following section. To be answered by:—
(k) Two Short and One Long,	Answer to signal of train displaying signals for a following section.
(l) Two Long and Two Short,	Approaching public road crossing and at all road crossing whistle signs.
(m) One Long,	Approaching stations, siding, junctions, railroad crossings, at grade, meeting points and dangerous or obstructed curves.

**Alarm.**

96. A succession of short blasts of the whistle is an alarm for persons or cattle on the track and calls the attention of trainmen to danger ahead.

**Torpedo Signals.**

97. The explosion of one torpedo is a signal to stop; the explosion of two torpedoes not more than one hundred (100) feet apart is a signal to reduce speed and look out for danger or a danger signal.

Torpedoes must not be placed near stations or road crossings where persons are liable to be injured by them.

Torpedoes exploded by hand, velocipede or gasolene cars must be at once replaced.

**Communicating Signals.****98. Conductor to Motorman or Engineman:**

<i>Sound.</i>	<i>Indication.</i>
(a) One bell or whistle cord signal,	When train is running. Motorman or engineman will ascertain at once whether train has parted; and also for use as per rule No. 146.
(b) Two bells or whistle cord signals,	When train is standing, start forward.
(c) two bells or whistle cord signals,	When train is running, stop at once.
(d) Three bells or whistle cord signals,	When train is standing, back the train.
(e) Three bells or whistle cord signals,	When train is running, stop at next station.
(f) Four bells or whistle cord signals,	When train is standing, apply or release air brakes.
(g) Four bells or whistle cord signals,	When train is running, reduce speed.
(h) Five bells or whistle cord signals,	When train is standing, call in flagman.
(i) Five bells or whistle cord signals,	When train is running, signal from conductor to motorman or engineman approaching meeting or passing points.

## 99. Motorman to Conductor:

<i>Sound.</i>	<i>Indication.</i>
(a) One bell or whistle cord signal.	Come forward.
(b) Two bells or whistle cord signals.	Pull trolley down to roof.
(c) Three bells or whistle cord signals.	By motorman, is signal to conductor that he wishes to back train, and must be answered by conductor before train is backed.
(d) Four bells or whistle cord signals.	Set rear brakes.
(e) Five bells or whistle cord signals.	Watch trolley.

**Starting Signals.**

100. Motormen or enginemen must not start their trains without first receiving proper signal from the conductor.

**Answer Signals.**

100-A. All signals originated by the conductor, and directed to the motorman or engineman, must be answered by the motorman or engineman, using the foot gong or whistle, as circumstances may require.

**TRAIN SIGNALS.****Headlights.**

101. Headlights will be displayed on the front of every train at night, but must be concealed when a train has stopped clear of the main track. A headlight displayed on a train standing at a siding, either on main track or side track, will be regarded as a danger signal by opposing trains.

**Headlights Out of Order.**

102. When a headlight is out of order and will not light, and another cannot be procured, a white light must be displayed in the place of the headlight.

**Yard Motor or Engine Lights.**

103. Yard motors and engines will display the headlight on the front and rear by night. When not provided with a headlight at the rear, two white lights must be displayed. Yard motors and engines will not display markers.

**Rear End Signals [Markers].**

104. The following signals will be displayed, one on each side of the rear of every train as markers, to indicate the rear of the train; by night, green lights to the front and side and red lights to the rear, except when the train takes a siding to be met or passed by another train and is clear of the main track, when green lights must be displayed to the front, side and rear; by day, the lamps in their proper position will indicate rear of train.

**Signals for Sections of Trains.**

105. Two green flags by day, or two green lights by night, displayed on the front of motor or engine denote

that the train is being followed by another running on the same schedule, and entitled to the same schedule rights as the train carrying the signals.

#### All Sections Except Last Display Signals.

106. All sections of a train, except the last, will display two green flags by day, and in addition, two green lights by night on the front of the motor or engine in places provided for that purpose.

#### Signals for Extra Trains.

107. All extra trains will display two white flags by day, or two white lights by night on the front of the motor or engine in places provided for that purpose.

#### Two Motors or Engines in a Train.

108. When two or more motors or engines are coupled together or in a train, the leading motor or engine only shall display signals as prescribed by Rules 105, 106, 107.

#### Proper Signals Required.

109. One flag or light displayed, where in Rules 104, 105, 106, 107, two are prescribed, will indicate the same as two, but the proper display of all train signals is required.

#### Cars Being Pushed.

110. When cars are pushed by motor or engine (except when shifting or making up trains in yards) a white light must be displayed on the front of the leading car by night.

#### Communicating Signal Appliances.

111. Each car on a passenger train must be connected with the motor or engine by a communicating signal appliance.

#### Car Repairmen's Signals.

112. A blue flag by day and a blue light by night displayed at one or both ends of an engine, car or train, indicate that workmen are under or about it. When thus protected, it must not be coupled or moved. Workmen, before placing themselves in a dangerous position in or about an engine, car or train, must display a blue signal, and the same workmen are alone authorized to remove such signals.

Other cars must not be placed on the same track so as to intercept the view of the blue signals, without first notifying the workmen.

#### Slow Speed Flags.

113. A green flag by day, and in addition, a green light by night, on the right-hand side of track indicates track is in bad condition 2,000 feet in advance, and train must move under full control until it passes the same kind of signal on the left-hand side of the track.

### USE OF SIGNALS.

#### Imperfect Signals.

140. A signal imperfectly displayed, or the absence of a signal, at a place where a signal is usually shown, must be regarded as a stop signal, and the fact reported to the train dispatcher.

**Flag Station Signals.**

141. The combined green and white signal is to be used only to stop a train at flag stations where station agents are employed. When it is necessary to stop a train at a point that is not a stopping point for that train, a red signal must be used.

**Answer Signals.**

142. When a signal (except a fixed signal) is given to stop a train, it must, unless otherwise provided, be acknowledged by two (2) short blasts of the whistle.

**Sound Whistle at Public Road Crossings and Ring Bell or Gong.**

143. The regular whistle signal must be sounded on approaching all public road crossings at grade, and the engine bell must be rung, or the motor gong sounded at intervals, until the crossing is passed.

The whistle must be sounded at all whistling posts.

**Sound Bell or Gong When About to Move.**

144. The bell or gong must be sounded when an engine or motor is about to move.

**Unnecessary Use of Whistle or Gong.**

145. The unnecessary use of either whistle or foot gong is prohibited. They will be used as prescribed by rule or law, or to prevent accident.

**Approaching Sidings.**

146. When approaching any station provided with a siding, the motorman or engineman will sound one (1)

long blast of the whistle in all respects as required when approaching a station; and the conductor shall answer such signal with five (5) bells or whistle cord signals or a stop hand or lamp signal, if a train is to be met, or if orders are to be taken at the station or siding; and with one (1) bell or whistle cord signal or a proceed hand or lamp signal if no train is to be met or passed or orders taken.

The motorman or engineman will not pass a station provided with a siding without receiving signals from the conductor as per this rule.

**Signals for Following Section Must be Observed.**

147. Failure to answer a signal from trains carrying green signals must be understood to indicate that signals displayed have not been observed and the train must be stopped, and not proceed until certain that signals are observed and understood.

**Signals at Switches.**

148. After a regular train clears the main track and switches are properly set for main track, the conductor must step to the side of the track opposite the switchstand until after the opposing train has passed, keeping his hand lantern at night in full view of the approaching train but giving no proceed signal.

**CLASSIFICATION OF TRAINS.****Trains Have No Superior Rights by Direction.**

155. Trains in either direction have no superior rights over trains of the same class in opposite direction, but

will meet such trains as per time-table, unless otherwise directed by train order.

#### **Trains Classified on Time-Table.**

155-A. All regular trains are classified on the time-table with regard to their priority of right to the track; trains of the first class are superior to those of the second class; trains of the second class are superior to those of the third class, and so on.

#### **Sections of a Regular Train.**

156. Two or more sections may be run on the same schedule.

Each section has equal time-table authority.

#### **Extra Trains.**

157. Extra trains are inferior to all regular trains of whatever class, and have no rights except those conferred upon them by train order.

### **MOVEMENT OF TRAINS.**

#### **Time-Table Schedules in Effect.**

158. Time-table schedules, unless fulfilled, or annulled by train order, are in effect for two hours after their time at each station.

#### **Regular Trains Two Hours Late Lose All Rights.**

158-A. All regular trains, or sections of a regular train, after they have become two hours behind either their arriving or leaving time at any station, lose both right and

schedule, and can thereafter proceed only as authorized by train order.

#### **Trains Leaving Initial Station and Junction.**

159. A train must not leave its initial station on any division, or a junction, or pass from double to single track, until it is ascertained whether all trains due, which are superior or of the same class, have arrived and departed.

Where a train register is maintained, it shall be the duty of the conductor and motorman or engineman to register and to note carefully whether all trains due have arrived and departed.

#### **Rights of Delayed Trains in Same Direction.**

159-A. A train leaving its initial station or a junction when a train of the same class in the same direction is overdue, will proceed on its schedule, and the overdue train will run as prescribed in Rule 163.

#### **Delayed Trains of Same Class in Same Direction Proceed.**

159-B. A regular train which is delayed and falls back on the time of another train of same class in the same direction will proceed on its own schedule, protecting with fuses or torpedo signals as circumstances may require.

#### **Disabled Train Overtaken.**

159-C. A train which overtakes a superior train or a train of the same class between telegraph or telephone stations so disabled that it cannot proceed, will render any assistance possible. If the disabled train cannot be moved and can be passed, the train overtaking it will pass it,

taking its passengers and perishable property, if possible, and will assume its schedule and take its train orders, if necessary, and proceed to the first station at which communication can be had, and there report to the train dispatcher. The disabled train, after giving up its schedule and train orders, will have no rights.

#### **Be Sure Proper Train is Being Met or Passed.**

159-D. Trainmen must know before meeting or passing trains that the train being met or passed is that represented on time-table or specified in train order.

#### **Inferior Trains Keep Clear of Superior Trains.**

160. A train of inferior class must in all cases keep out of the way of trains of a superior class, and must clear the time of such trains at least ten minutes, unless a meeting or passing order has been given.

A train failing to clear the main track by the time required by rule, must be protected as prescribed by Rule 172.

#### **Scheduled Trains Have Equal Rights to Meeting Point.**

161. All scheduled trains of the same class, or sections of such scheduled trains, have equal rights to scheduled meeting points.

#### **Taking Siding at Meeting Points.**

161-A. At meeting points the train that is to take siding must head into siding when practicable. If necessary to back in, the train must first be protected as per Rule 172.

#### **Extra Trains Clear Regular Trains.**

162. All extra trains must keep out of the way of regular scheduled trains, and clear their time at least ten minutes, unless otherwise provided, and will be governed by train orders with respect to opposing extra trains.

#### **Distance Required Between Following Trains.**

163. Unless some form of block signal be used, passenger trains running in the same direction must keep at least five minutes apart, and freight trains at least ten minutes apart, except in closing up at stations or meeting points.

When the view is obscured by curves, fog, storms or other causes, trains must be kept under such control that they may be stopped within the range of vision.

#### **Arriving or Leaving Station or Siding.**

164. A train must not arrive at a station or a siding in advance of its scheduled arriving time.

A train must not leave or pass a station or siding in advance of its scheduled leaving time nor without proper proceed signal from the conductor.

#### **Yard Limits—All Trains Under Control.**

165. Yard limits marked by proper boards may be established, and within such limits the main track may be used, clearing first class trains as prescribed by the rules. All trains must move within the yard limits prepared to stop unless the main track is known to be clear.

#### **Signals for Sections to be Authorized.**

166. A train must not display signals for a following section unless authorized to do so by train order, except as provided for in Rule 167.

#### Extra Trains to be Authorized by Train Order.

**166-A.** An extra train must not be run without train order authority.

#### Authority for Sections When Telephone and Telegraph are Out of Order.

**167.** When telephone and telegraph line is out of order, any scheduled train, when requested by conductor of any train, may carry signals for such, as a section following, without first obtaining train order authority. The conductor of train desiring signals displayed as per this rule shall issue second section order in duplicate, as per Number 3, Form F, to be duly signed by the respective conductors. Both copies of order to be turned in by the conductors of the respective trains. Scheduled train, under such arrangement, will immediately display signals, though second section must not proceed until it is certain that signals are so displayed by the first section. Both trains will report to train dispatcher at first station from which communication can be had.

#### Taking Down Signals for Following Sections at Intermediate Point.

**168.** Trains displaying signals to an intermediate point will report to the train dispatcher when arriving at that point and will not take down signals or leave that point until the following section arrives, unless otherwise instructed. Train dispatcher will not instruct train, displaying signals, to proceed before the following sections arrive that signals are displayed for, until he has properly protected the following sections against all opposing trains.

#### Delayed Trains and Extra Trains Sound Whistle.

**169.** Delayed regular trains, and all extra trains, must sound the whistle at frequent intervals, and upon approaching curves and obscured places.

#### Places to Approach Under Control.

**170.** Trains must approach all stations and sidings, the end of double track, junctions and railroad crossings at grade, prepared to stop, unless the switches and signals are right and the track is clear. Where required by law, trains must stop.

#### Trains Not To Stop at Obscured Points.

**171.** If possible to avoid it, a train must not be allowed to stand on or be obstructed by a curve between stations.

#### Protect Train When Stopped or Delayed.

**172.** When a train stops or is delayed under circumstances under which it may be overtaken by another train, the CONDUCTOR OR FLAGMAN MUST GO BACK IMMEDIATELY WITH RED SIGNALS A SUFFICIENT DISTANCE TO INSURE FULL PROTECTION, NOT LESS THAN TWO THOUSAND (2,000) FEET. When recalled he may return to his train; first placing two torpedoes on the rail, two rail lengths apart, when the conditions require it. The front of a train must be protected in the same way, when necessary, by the motorman or fireman. The duty herein required of the conductor or motorman may be performed by the other when desirable for any reason.



**Train Broken in Two.**

173. If a train should part while in motion, trainmen must, if possible, prevent damage to the detached portions. The signals prescribed by Rules 92 (d) and 95 (f) must be given, and the front portion of the train kept in motion until the detached portion is stopped, then the front end will go back to recover the detached portions, running with caution and following a flagman. The detached portions must not be moved or passed until the front portion comes back.

**Pushing Cars.**

174. When cars are pushed by a motor or engine (except when shifting and making up train in yards) the conductor or flagman must take a conspicuous position on front of leading car and signal the motorman or engineman in case of need.

**Instructions in Writing.**

175. Messages or instructions respecting the movement of train or the conditions of track or bridges must be in writing.

**Responsibility for Switches.**

176. Switches must be left in proper position after having been used. Conductors are responsible for the position of switches used by them and their trainmen, except where switch tenders are stationed.

**Switches for Following Trains.**

177. A switch must not be left open for a following train, unless in charge of a trainman of such train.

**Motormen and Enginemen See That Switches are Properly Set.**

178. When a train backs in on a siding to meet or be passed by another train the motorman or engineman, when train is in the clear, must also see that the switch is properly set for the main track.

Motormen and enginemen must also see that switches are properly set before they pull in or out of sidings or other tracks.

**Responsibility for Safety of Trains.**

179. Both motorman and conductor, or engineman and conductor, are responsible for the safety of their train and the proper fulfillment of all running orders received by them, governing the operation of their train, and under conditions not provided for by the rules, must take every precaution for their protection.

**Cases of Doubt.**

180. IN ALL CASES OF DOUBT OR UNCERTAINTY, TAKE THE SAFE COURSE AND RUN NO RISKS.

**Backing Train.**

181. When a passenger train runs by a station or other stopping place, they must always give the back-up signal and receive the response before starting back. [Rules 95 (h), 98 (d), 99 (c).] Great care must be exercised in backing a train to avoid injury to passengers or others by sudden or unexpected movement.

**Work Trains.**

182. Work extras will be assigned working limits by train order.

**Crossing Other Railroads at Grade.**

183. Special instructions will be issued governing each railroad crossing at grade which must be strictly observed.

**Care Passing Other Trains at Stations.**

184. Trains must use caution in passing a train receiving or discharging passengers at a station, and must not pass between it and the platform at which the passengers are being received or discharged.

**Approaching Meeting or Passing Points.**

185. All trains must approach meeting or passing points under full control, and must not attempt to pass until switches and signals are seen to be right and the train to be met or passed is clear of the main track.

**Give Notice of Following Section.**

186. When a train running in sections meets an opposing train, the conductor of each section of such train displaying signals for a following section will, in addition to seeing that proper whistle signals are given and answered, personally notify the conductor of opposing train that another section is following.

**RULES FOR MOVEMENT BY TRAIN ORDER.****Train Orders.**

201. For movements not provided for by time-table, train orders will be issued by authority and over the signature of the General Manager, or other designated authority. They must contain neither information nor instructions not essential to such movements.

They must be brief and clear; in the prescribed forms when applicable; and without erasure, alteration or interlineation.

**Train Order Form.**

201-A. Train orders will be issued on Form 31, unless other form is authorized by the General Manager.

**Wording Must Be the Same.**

202. Each train order must be given in the same words to all persons or trains addressed.

**Numbering Orders.**

203. Train orders will be numbered consecutively each day, beginning with No 1 at midnight.

**Address of Orders.**

204. Train orders must be addressed to those who are to execute them, naming the place at which each is to receive his copy. Those for a train must be addressed to the conductor and motorman or engineman, and also to any one who acts as its pilot. A copy for each person addressed must be supplied by the person taking the order.

### Orders Addressed to Operators Must Be Respected by Trainmen.

204-A. Orders addressed to operators restricting the movement of trains must be respected by conductors and motormen or enginemen the same as if addressed to them.

### Conductors and Enginemen Must Show and Read Train Orders to Balance of Crew.

204-B. It shall be the duty of the conductor to show and read all train orders received to the flagman and baggageman on his train, and the duty of the engineman to show and read them to the fireman.

### Dispatcher's Record of Orders.

205. Each train order must be written in full by the dispatcher, in a book or record provided for the purpose, before or at the time of giving the order to the train crews. With it must be recorded the names of those who have signed for the order, the time, and from what station the order was repeated and delivered, and the train dispatcher's initials, underscoring each word and number as repeated. These records must be made at once, and never from memory or memoranda.

### Designation of Trains.

206. Regular trains will be designated in train orders by their numbers, as "No. 10," or "Second No. 10," adding motor or engine numbers. Extra trains will be designated by motor or engine numbers and the direction as "Extra Engine 798 'east' or 'west,'" or "Extra Motor 205 'east' or 'west.'"

### Train Order Signal.

207. To transmit a train order, the signal "31," followed by the direction, must be given to each office addressed, the number of copies being stated, if more or less than three—thus, "31, west copy 5."

### Details of Transmission.—Order to be given to Operator at Meeting Point.

208. A train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable.

The several addresses must be in the order of superiority of trains and when practicable must include the operator at the meeting point, each office taking its proper address.

When not sent simultaneously to all, the order must be sent first to the superior train.

Copies of the order addressed to the operator at the meeting or waiting point must be delivered to all trains affected until all have arrived from one direction.

### Person Receiving Orders Make Requisite Number of Copies.

209. The person receiving train orders must write them in manifold during transmission, and if they cannot at one writing make the requisite number of copies, they must make others from one of the copies first made, but the same must be repeated back to the dispatcher, same as first copy, before being acted upon.

One copy must be provided for each person addressed and one copy for operator's file or to be placed in box provided for the purpose at points where there is no operator.

### Repeating Orders.—Signing and Making Complete.

210. When a train order has been transmitted, operators must (unless otherwise directed) repeat it at once from the manifold copy in the succession in which the several offices have been addressed, and then write the time of repetition on the order. Each operator receiving the order must observe whether the others repeat correctly.

Those to whom the order is addressed must then sign it, and the operators will send their signatures, preceded by the number of the order, to the train dispatcher. The response "complete," and the time, with the initials of the General Manager, or other designated authority, will then be given by the train dispatcher. Each operator receiving this response will then write on each copy the word "complete," the time, and his last name in full, and then deliver a copy to each person addressed.

### Restricting Order Must Be Made "Complete" for Restricted Train Before It is Given to Another Train.

211. A train order restricting the rights of a train must not be given to another train until the signature of the conductor and motorman, or engineman, of the train whose rights are to be restricted is obtained to the restricting order, and given to the train dispatcher, and "complete" given thereto by the dispatcher.

### Failure of Telephone and Telegraph Lines.

212. If the line should fail (communication with the dispatcher be cut off) before the train dispatcher has given "complete" to a train order the train order is of no effect, and must then be treated as though it had not been sent.

### Train Orders to Be Obtained Over Telephone and Telegraph Lines.

213. Train orders will be given over the Company's telephone lines, its telegraph lines, and in case of failure of those, when emergency requires, over other (commercial) telephone lines.

### Train Orders Have Precedence Over Other Business.

214. Train orders must be given precedence over all other business on telephone and telegraph lines.

### Signal to Clear Line.

The signal "9" will be used to clear the line for train orders and for operators and trainmen to ask for orders.

### Location of Telephones.

Telephones are located in the agent's office at stations where an operator is employed. Other points provided with telephones will be bulletined.

### Operators Preserve File Copy.

215. The operator who receives and delivers a train order must preserve the lowest copy.

### Orders Delivered to Trainmen at Train Dispatcher's Office.

216. For train orders delivered by the train dispatcher the requirements as to the record and delivery are the same as at other offices.

### **Trainmen Obtain Orders Over Telephone Direct from Train Dispatcher.**

217. To obtain train orders at telephone stations where there is no operator on duty the conductor will call the dispatcher and report train number and location. The dispatcher will give such orders as are necessary to the conductor, who will write the same plainly and without (unauthorized) abbreviation, on the blank provided for that purpose, making requisite number of copies, and when he has finished writing the order he will read it to the dispatcher, who will O. K. the same, if correct. The conductor will thereupon sign his name upon the order. The motorman or engineman will then read the order to the dispatcher, and if correct, the dispatcher will, if he is ready for the order to be acted upon, complete the order by giving the initials of the General Manager or other designated authority, the time, and the word "complete," which initials, time of completion and the word "complete," together with the signature of the motorman or engineman, shall be promptly written upon the order by the motorman or engineman, after which the order shall be in full force and effect.

Where it is not practicable for both members of the crew to leave the car at the same time at important places designated by bulletin, or, in emergency at other places, after authority has been given by the train dispatcher on duty at the time, one member of the crew may receive and complete the order, the second member being required to read the order aloud to the one who has taken and repeated it, before the train is started, the dispatcher making a full record of the facts and reasons on his record book for every order completed by his instructions in this manner.

If for any reason the line should fail before the dispatcher completes an order, it is of no effect, and must then be treated as though it had not been given.

### **Conductors Call for Orders.**

217-A. When any train reaches a meeting point and finds that the train or trains to be met have not arrived, the conductor shall immediately apply to the operator or call the dispatcher for orders.

### **All Sections Included and Must Have Copies.**

218. When a train is named in a train order by its schedule number alone, all sections of that schedule are included, and each must have copies delivered to it.

### **Stay on Siding Until Necessary Orders are Received.**

219. In no case shall a train leave a siding and run out onto the main track without complete orders when same are necessary.

### **Orders in Effect Until Fulfilled, Annulled or Superseded.**

220. Train orders once in effect continue so until fulfilled, superseded or annulled. Any part of an order specifying a particular movement may be either superseded or annulled.

Orders held by, or issued for, or any part of an order relating to, a regular train become void when such train loses both right and schedule as prescribed by Rules 158-A and 71, or is annulled.

### **Train Order Signals and Clearance Card.**

221. A fixed signal must be used at each train order office, which shall indicate "stop" when there is an opera-

tor on duty, except when changed to "proceed" to allow a train to pass after getting train orders, or for which there are no orders. A train must not pass the signal while "stop" is indicated. The signal must be returned to "stop" as soon as a train has passed. It must be fastened at "proceed" only when no operator is on duty.

Operators must have the proper appliances for hand signaling ready for immediate use if the fixed signal should fail to work properly. If a signal is not displayed at a night office, trains which have not been notified must stop and ascertain the cause, and report the facts to the train dispatcher from the next open telegraph office.

When approaching such signal and when not more than one thousand feet therefrom, and only after it is clearly visible, the motorman or engineman will sound signal as per rule 95 (i), if there are no orders for the train the Operator will change the signal to "proceed" and motorman or engineman will answer the change as per rule 95 (g). If the signal indicates "proceed" when first seen by motorman or engineman (except during such time as they are advised by rule or special notice that no operator is on duty or that operation of the signal is suspended) the train must stop before passing it, and not proceed without orders or proper clearance card.

Where the semaphore is used, the arm indicates "stop" when horizontal and "proceed" when in an inclined position.

Note.—If red is displayed at a train-order office and the operator holds no orders for trains ready to proceed, he must give the conductor and engineman a clearance card on the prescribed forms over his signature that he has no orders for it, giving such train a clear signal.

At telegraph stations where there are no fixed signals a red flag by day and a red light by night will be used instead.

#### **Operators' Train Record. Reporting Trains.**

222. Operators will promptly record and report to the train dispatcher the time of arrival and departure of all trains and the direction of extra trains.

#### **If Any Doubt as to Meaning, Ask Dispatcher.**

223. If the operator, or one, or both of the crew, or any of them, do not understand the order or have any doubt concerning its meaning, the dispatcher shall be notified. In no case shall any of them attempt to influence the decision of the others as to the meaning of a train order.

#### **Be Sure Train Specified is Being Met or Passed.**

224. Trainmen must know, before meeting or passing trains against which they have orders, that the train met or passed is the one specified in the order.

#### **Meeting Orders Not to Be Delivered at Meeting Point.**

225. Meeting orders must not be sent for delivery to trains at the meeting point if it can be avoided. When it cannot be avoided, special precaution must be taken by the train dispatcher and operators to insure safety.

#### **Signs and Abbreviations.**

226. The following signs and abbreviations may be used:

Initials for signature of the General Manager or other over whose signature train orders are authorized.

Such office and other signals as are arranged by the General Manager.

C & E—for Conductor and Engineman.

C & M—for Conductor and Motorman.

O S—Train report.

No—for Number.

Eng—for Engine.

Sec—for Section.

Jct—for Junction.

Dispr—for Train Dispatcher.

Opr—for Operator.

31—to clear the line for Train Orders.

9—for Operators and trainmen to ask for Train Orders.

The usual abbreviations for the names of the months and stations.

### FORMS OF TRAIN ORDERS.

In train orders an electric motor will be designated as a motor and a steam locomotive will be designated as an engine.

#### Meeting Orders.

#### FORM A. FIXING MEETING POINTS FOR OP- POSING TRAINS.

(1) — Motor — will meet — Motor —  
at —.

(2) — Motor — will meet — Eng. —  
at — (and so on).

#### Examples.

(1) No 23 motor 112 will meet No. 24 motor 115 at  
"A."

No. 3 motor 225 will meet second No. 4 engine 223 at  
"B."

No. 5 motor 222 will meet extra engine 95 east at "C."

Extra engine 97 west will meet extra motor 210 east at  
"D."

(2) No. 1 motor 225 will meet No. 2 eng. 226 at "E,"  
Second No. 4 eng. 227 at "F" and Extra 95 east at "G."

Trains receiving these orders will run with respect to  
each other to the designated points and there meet in the  
manner provided by the Rules.

#### Run Ahead or Pass Orders.

#### FORM B. DIRECTING A TRAIN TO PASS OR RUN AHEAD OF ANOTHER TRAIN.

(1) — motor — will pass — eng. — at  
—.

(2) — eng. — will pass — motor —  
when overtaken.

(3) — eng. — will run ahead of — motor  
— to —.

(4) — motor — will pass — eng. — at  
— and run ahead of — eng. — to —.

#### Examples.

(1) No. 1 motor 228 will pass No. 3 eng. 229 at "A."

(2) No. 6 eng. 230 will pass No. 4 motor 231 when  
overtaken.

(3) Extra eng. 594 east will run ahead of No. 6 motor  
232 "B" to "C."

(4) No. 1 motor 234 will run ahead of No. 3 eng. 235  
from "D" until overtaken.

When under (1) a train is to pass another both trains  
will run according to rule to the designated point and  
there arrange for the rear train to pass promptly.

Under (2) both trains will run according to rule until  
the second-named train is overtaken and then arrange for  
the rear train to pass promptly.

Under (3) the second-named train must not exceed the speed of the first-named train between the points designated.

Under (4) the first-named train will run ahead of the second-named train from the designated station until overtaken and then arrange for the rear train to pass promptly.

When an inferior train receives an order to pass a superior train, right is conferred to run ahead of the train passed from the designated point.

#### Right of Track Orders.

### FORM C. GIVING A TRAIN THE RIGHT OVER AN OPPOSING TRAIN.

Note.—This order must not be used when Form "A" can be used.

\_\_\_\_\_ motor \_\_\_\_\_ has right over \_\_\_\_\_ eng. \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_.

#### Examples.

(1) No. 1 motor 250, has right over No. 2 engine 251 "A" to "B."

(2) Extra engine 37 has right over No. 3 motor 252 "C" to "D."

This order gives the train first named the right over the other train between the points named.

If the trains meet at either of the designated points, the first-named train must take the siding, unless the order otherwise prescribes.

Under (1) the regular train must not go beyond the point last named until the extra train has arrived, unless directed by train order to do so.

(3) Work extra \_\_\_\_\_ has right over all trains between \_\_\_\_\_ and \_\_\_\_\_ from \_\_\_\_\_ m. to \_\_\_\_\_ m.

#### Example.

Work extra train 275 has right over all trains between "A" and "B" from seven (7) p.m. to twelve (12) midnight.

This gives the work extra exclusive right between the points designated between the times named.

### FORM E. TIME ORDERS.

#### Run Late and Time Orders.

- (1) \_\_\_\_\_ eng. \_\_\_\_\_ will run \_\_\_\_\_ late \_\_\_\_\_ to \_\_\_\_\_.
- (2) \_\_\_\_\_ motor \_\_\_\_\_ will run \_\_\_\_\_ late \_\_\_\_\_ to \_\_\_\_\_ and \_\_\_\_\_ late \_\_\_\_\_ to \_\_\_\_\_ etc.
- (3) \_\_\_\_\_ eng. \_\_\_\_\_ will wait at \_\_\_\_\_ until \_\_\_\_\_ for \_\_\_\_\_.

#### Examples.

(1) No. 1 eng. 254 will run 20 minutes late "A" to "B."

(2) No. 1 motor 255 will run 20 minutes late "C" to "D" and 15 minutes late "E" to "D," etc.

(3) No. 1 eng. 256 will wait at "F" until 10 a.m. for No. 2 eng. 357.

(1) and (2) make the schedule time of the train named, between the points mentioned, as much later as stated in the order, and any other train receiving the order is required to run with respect to this later time, as before required to run with respect to the regular schedule time. The time in the order should be such as can be easily added to the schedule time.

Under (3) the train first named must not pass the designated point before the time given, unless the other train



has arrived. The train last named is required to run with respect to the time specified, as before required to run with respect to the regular schedule time of the train first named.

### FORM F. FOR SECTIONS.

- (1) Motor \_\_\_\_\_ will display signals and run as \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_.
- (2) Motor \_\_\_\_\_ will run as \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_.
- (3) No. \_\_\_\_\_ motor \_\_\_\_\_ will display signals \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_.
- (4) Motor \_\_\_\_\_ is withdrawn as \_\_\_\_\_ at \_\_\_\_\_.
- (5) Motor \_\_\_\_\_ instead of motor \_\_\_\_\_ will display signals and run as \_\_\_\_\_ to \_\_\_\_\_.
- (6) No. \_\_\_\_\_ motor \_\_\_\_\_ will take down signals at \_\_\_\_\_.
- (7) Motors \_\_\_\_\_ and \_\_\_\_\_ will reverse positions as \_\_\_\_\_ and \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_.

#### *Examples.*

- (1) Motor 201 will display signals and run as 1st No. 1 "A" to "Z."
- (2) Motor 250 will run as second No. 1 "A" to "Z."
- (3) No. 101 motor 205 will display signals "A" to "G" for motor 65. Second No. 1 will display signals "B" to "E" for motor 99.
- These examples may be modified as follows:
- (4) Motors 20, 25 and 99 will run as 1st, second and third No. 1, "A" to "Z."

Example (1) is to be used when the number of the motor for which signals are displayed is unknown, and is to be followed by example (2) both being single order examples.

Under examples (2) and (3) the motor or engine named will display signals.

Under example (4) the motor last named will not display signals.

For changing sections:

To add an intermediate section the following modification of Example (1) will be used:

(5) Motor 85 will display signals and run as second No. 1, "N" to "Z." Following sections change numbers accordingly "N" to "Z." Following sections change numbers accordingly.

Under (5) motor 85 will display signals and run as directed, and following sections will take the next higher number.

To drop an intermediate section the following example will be used:

(6) Motor 85 is withdrawn as second No. 1 at "H." Following sections change numbers accordingly.

Under (6) motor 85 will drop out at "H" and following sections will take the next lower number.

To substitute one motor for another on a section, the following will be used:

(7) Motor 18, instead of motor 85, will display signals and run as second No. 1, "R" to "Z."

Under (7) motor 85 will drop out at "R" and motor 18 will run as directed.

If motor 85 is last section the words "display signals and" will be omitted. Following sections need not be addressed.

To discontinue the display of signals the following example will be used:

(8) Second No. 1 motor 205 will take down signals at "D."

Under example (8) second No. 1 will take down signals as directed, and a following section must not proceed beyond the point named.

To pass one section by another the following will be used:

(9) Motors 99 and 25 will reverse positions as second and third No. 1, "H" to "Z"

Under (9) motor 99 will run ahead of motor 25 "H" to "Z" and, if necessary, both motors will arrange signals accordingly. Following sections, if any, need not be addressed.

The character of a train for which signals are displayed may be stated. Each section affected by the order must have copies, and must arrange signals accordingly.

To annul a section for which signals have been displayed over a division, or any part thereof, when no train is to follow, the signals form "K" must be used.

### FORM G. EXTRA TRAINS.

- (1) Eng. \_\_\_\_\_ will run extra \_\_\_\_\_ to \_\_\_\_\_.  
 (2) Eng. \_\_\_\_\_ will run extra \_\_\_\_\_ to \_\_\_\_\_ and return to \_\_\_\_\_.

#### *Examples.*

- (1) Eng. 99 will run extra "A" to "F."  
 (2) Eng. 99 will run extra "A" to "I" and return to "C."  
 Under (2) the extra must go to "F" before returning to "C."

- (3) Motor \_\_\_\_\_ will run extra, leaving \_\_\_\_\_ on \_\_\_\_\_ as follows, with right over all trains.

Leave \_\_\_\_\_

Leave \_\_\_\_\_

Arrive \_\_\_\_\_

#### *Example.*

- (3) Motor 77 will run extra, leaving "A" on Thursday, Febr. 17th, as follows, with right over all trains:

Leave "A" 11.30 p.m.

Leave "C" 12.25 a.m.

Leave "E" 1.47 a.m.

Arrive "F" 2.22 a.m.

This order may be varied by specifying the kind of extra and the particular trains over which the extra shall or shall not have right.

Trains over which the extra is thus given right must clear the time of the extra five minutes.

### FORM H. WORK EXTRA.

- (1) Eng. \_\_\_\_\_ will work \_\_\_\_\_ until \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_.

#### *Examples.*

- (1) Engine 292 will work 7 a.m. until 6 p.m. between "D" and "E."

Under (1) the work extra must, whether standing or moving, protect itself against extras within the working limits in both directions as prescribed by rule. The time of regular trains must be cleared.

This may be modified by adding:

- (2) Not protecting against (eastward) extras.  
 (3) Not protecting against extras.

Under (2) the work extra will protect only against (westward) extras. The time of regular trains must be cleared.

Under (3) protection against extras is not required. The time of regular trains must be cleared.

When a work extra has been instructed by order to not protect against extra trains, and, afterward, it is desired to have it clear the track for (or protect itself after a certain hour against) a designated extra, an order may be given in the following form:

(4) Work extra 292 will clear (or protect against) Extra 76 east between "D" and "E" after 2.10 p.m.

Under (4) Extra 76 east must not enter the working limits before 2.10 p.m. and will then run expecting to find the work extra clear of the main track (or protecting itself) as the order may require.

To enable a work extra to work upon the time of regular train the following form will be used:

(5) Work extra 292 will protect against No. 55 (or — class trains) between "D" and "E."

Under (5) the work extra may work upon the time of the train or trains mentioned in the order, and must protect itself against such train or trains, as prescribed by Rule 99. The regular train or trains receiving the order will run expecting to find the work extra protecting itself.

When a work extra is to be given exclusive right over all trains the following form will be used:

(6) Work extra 292 has right over all trains between the points designated between the times named.

Work extras must give way to all trains as promptly as practicable.

Whenever extra trains are run over working limits they must be given a copy of the order sent to the work

extra. Should the working order instruct a work extra to not protect against extra trains in one or both directions, extra trains must protect, as prescribed by Rule 172, against the work extra; if the order indicates that the work extra is protecting itself against other trains, they will run expecting to find the work extra protecting itself.

The working limits should be as short as practicable, to be changed as the progress of the work requires.

### FORM J. HOLDING ORDER.

Hold ———.

*Examples.*

Hold No. 2.

Hold all (or ———ward) trains.

When a train has been so held it must not proceed until the order to hold is annulled, or an order given to the operator in the form: "—— may go."

These orders will be addressed to the operator and acknowledged in the usual manner, and will be delivered to conductors and motormen of all trains affected.

Form J will only be used when necessary to hold trains until orders can be given, or in case of emergency.

### FORM K. ANNULING A SCHEDULE OR A SECTION.

No. ——— of ——— is annulled ——— to ———.

*Example.*

No. 1 of Febr. 29th is annulled "A" to "Z."

Second No. 5 of Febr. 29th is annulled "E" to "G."

The schedule or section annulled becomes void between the points named and cannot be restored.

**FORM L. ANNULING AN ORDER.**

Order No. ——— is annulled.

*Example.*

Order No. 10 is annulled.

If an order which is to be annulled has not been delivered to a train, the annulling order will be addressed to the operator, who will destroy all copies of the order annulled but his own, and write on that:

Annulled by Order No. ———.

An order which has been annulled must not be reissued under its original number.

**FORM M. ANNULING PART OF AN ORDER.**

That part of Order No. ——— reading ——— is annulled.

*Example.*

That part of Order No. 10 reading No. 1 meet No. 2 at "S" is annulled.

**FORM P. SUPERSEDING ORDER OR A PART OF ORDER.**

This order will be given by adding to prescribed forms the words "Instead of ———."

(1) No. ——— motor ——— will meet No. ——— motor ——— at ——— instead of ———.

(2) No. ——— motor ——— has right over No. ——— motor ——— to ——— instead of ———.

(3) No. ——— motor ——— will display signals for motor ———, ——— to ——— instead of ———.

*Examples.*

(1) No. 1 motor 50, will meet No. 2 motor 55 at "C" instead of "B."

(2) No. 1 motor 60, has right over No. 2 motor 65, "G" to "R" instead of "Z."

(3) No. 1 motor 70, will display signals for motor 85, "A" to "Z," instead of "G."

The order which has been superseded must not be reissued under its original number.

**FORM R. PROVIDING FOR A MOVEMENT AGAINST THE CURRENT OF TRAFFIC.**

No. ——— eng. ——— has right over opposing trains on ——— track ——— to ———.

*Example.*

(1) No. 1 motor 50 has right over opposing trains on No. 2 (or eastward) track "C" to "F."

A train must not be moved against the current of traffic until the track on which it is to run has been cleared of opposing trains.

Under this order the designated train must use the track specified between the points named, and has right over opposing trains on that track between these points. Opposing trains must not leave the point last named until the designated trains arrive.

This order may be modified as follows:

(2) After No. ——— eng. ——— arrives at ———, No. ——— eng. ——— has right over opposing trains on ——— track ——— to ———.

*Example.*

After No. 4, motor 54, arrives at "C" No. 1, motor 51, has right over opposing trains on No. 2 (or eastward) track, "C" to "F."

Under (2) the train to be moved against the current of traffic must not leave the first-named point until the arrival of the first-named train.

**FORM 8. PROVIDING FOR THE USE OF A SECTION OF DOUBLE TRACK AS SINGLE TRACK.**

— track will be used as single track between — and —. If it is desired to limit the time for such use add (from — until —).

*Example.*

No. 1 (or westward) track will be used as single track between "F" and "G," adding if desired:

From 1 p.m. until 3 p.m.

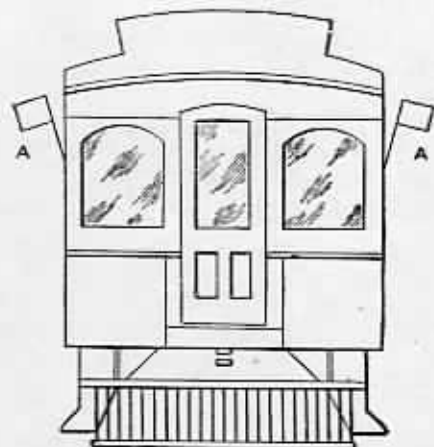
**DIAGRAMS**

FIG. NO. 1—MOTOR RUNNING BY DAY AS AN EXTRA TRAIN; WHITE FLAG AT AA. SEE RULE 107.

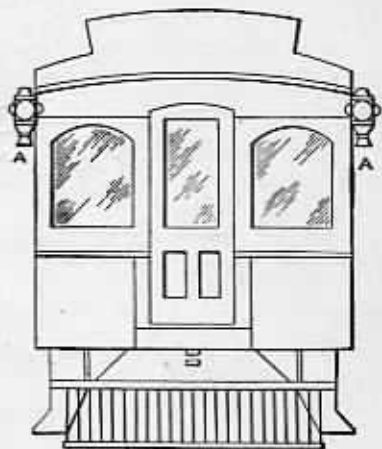


FIG. NO. 2—MOTOR RUNNING BY NIGHT AS AN EXTRA TRAIN;  
WHITE LIGHTS AT AA. SEE RULE 107.

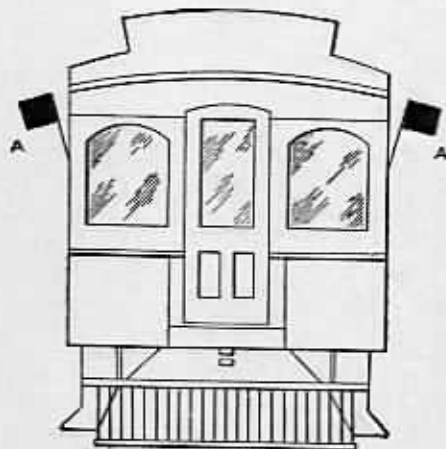


FIG. NO. 3—MOTOR RUNNING BY DAY DISPLAYING SIGNALS  
FOR A FOLLOWING SECTION; GREEN FLAGS AT AA. SEE  
RULE 105.

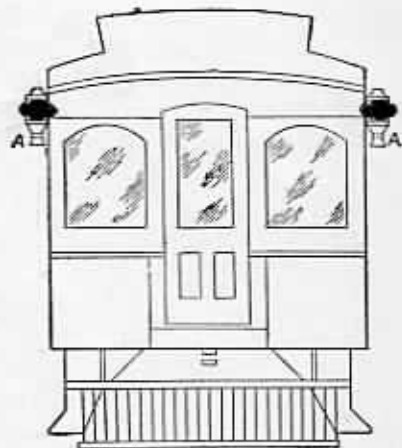


FIG. NO. 4—MOTOR RUNNING AT NIGHT DISPLAYING SIGNALS FOR A FOLLOWING SECTION; GREEN LIGHTS AT AA. SEE RULE 105.

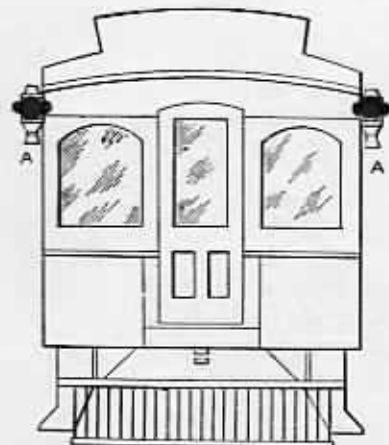


FIG. NO. 5—REAR OF TRAIN AT NIGHT WHILE RUNNING; LIGHTS AT AA, AS MARKERS, SHOWING GREEN TOWARD SIDE AND RED TO REAR. REAR OF TRAIN BY DAY; LAMPS AT AA, AS MARKERS. SEE RULE 104.

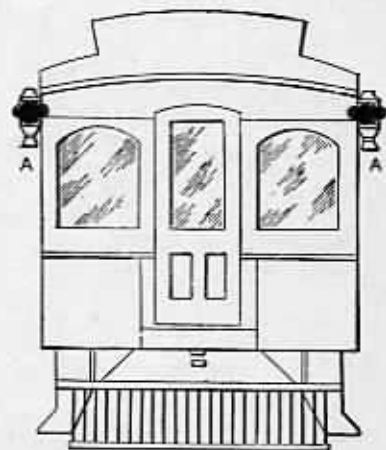


FIG. NO. 6—REAR OF TRAIN BY NIGHT WHEN ON SIDING TO BE PASSED BY ANOTHER TRAIN; LIGHTS AT AA, AS MARKERS, SHOWING GREEN TOWARD SIDE AND REAR. SEE RULE 104.

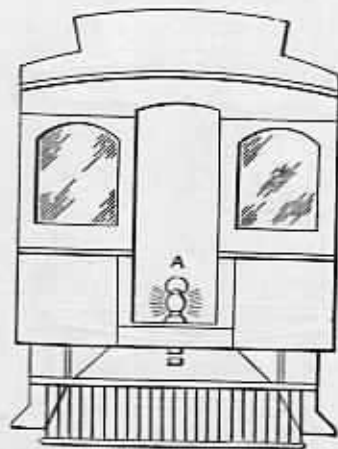


FIG. NO. 7—PASSENGER CARS BEING PUSHED BY A MOTOR BY NIGHT; WHITE LIGHT ON FRONT OF LEADING CAR. SEE RULE 110.



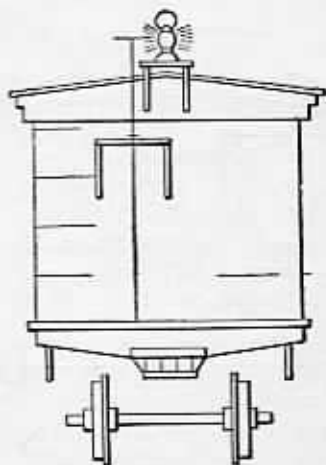


FIG. No. 8—FREIGHT CARS BEING PUSHED BY A MOTOR BY NIGHT; WHITE LIGHT ON FRONT OF LEADING CAR. SEE RULE 110.

## TRAIN MASTERS.

260. Train Masters will report to and receive instructions from the General Manager.

261. They are in direct charge of train service and the operation of motive power and rolling stock, including the assignment of motive power, distribution of cars and movement of traffic.

262. They have charge of all employees in train, yard, telephone and telegraph service, and in station service connected with train service and the movement of traffic, and are responsible for the proper organization and adequacy of such forces. They must know that employees are qualified to perform their respective duties and that they understand the rules. They also have such control over forces and work of the Maintenance Department as may be necessary to the proper movement of trains and the protection of property and the interests of the Company.

263. They will appoint brakemen, flagmen and baggage-men and will recommend to the General Manager the appointment of conductors, and, together with the Master Mechanic, will recommend the appointment of engineers.

They will see that no one is employed in any grade of train service for which formal examination is prescribed until he has passed such examination and that no one is employed until he has filed application for position on the Company's standard form.

264. They will see that the rules are obeyed, and they may suspend any subordinate for violation of the rules or for neglect of duty, and will report all such cases and action taken to the General Manager.

265. They will give special attention to the movement of trains and see that they are moved with the utmost

punctuality and dispatch and that the highest degree of care is used to secure safety.

266. They will see that no trains suffer unnecessary delay, that proper loads are hauled by all freight trains and that no more are run than are actually required, that unnecessary mileage of empty cars is avoided, that cars are not unnecessarily detained at stations and that foreign cars are returned to connecting lines without delay.

267. In case of serious accident to trains or obstructions of the track, they will see that every possible precaution is taken to insure safety of trains, notify the General Manager and the Chief Engineer, see that proper forces are assembled, go to place and see to the protection of baggage, express, mail and freight, and that passengers are cared for and forwarded as promptly as possible. They will co-operate with surgeons in caring for injured persons and with the Maintenance Department in clearing and restoring tracks, and will see that traffic is resumed at the earliest possible moment, and will make detailed report of each case to the General Manager.

268. They must see that all new time tables are distributed in due season, that receipts are taken therefor, and that no conductor, motorman, engineman, flagman or brakeman is allowed to run on the road after new time table is in effect until after he has been supplied with and received for a copy thereof.

#### **CHIEF TRAIN DISPATCHERS.**

269. Chief Train Dispatchers will report to and receive instructions from the Train Master.

270. They are in immediate charge of the movement of trains, of the distribution of cars and of the operation of telephone and telegraph lines.

271. They have supervision over train dispatchers, signalmen, telegraph and telephone operators, and will direct the work of linemen as far as may be necessary to the proper movement of trains and protection of property.

272. They must know that the employees under their supervision are qualified to fill their respective positions and that they know the rules and obey them.

273. They will designate the regular hours for telephone and telegraph operators to be on duty at the various stations and may vary same at any time according to the requirements of the service. They will require operators to be on duty at other than regular hours when safety and prompt movement of trains require it.

274. They may suspend any employee under their supervision for violation of the rules or for neglect of duty, and will report such action and reasons therefor to the Train Master.

275. They will perform such other duties as may be assigned to them by the Train Master.

#### **TRAIN DISPATCHERS.**

276. Train Dispatchers will report to and receive instructions from Train Master and Chief Train Dispatcher.

277. They will issue orders for the movement of trains in the name of the Train Master, in strict accordance with the Rules.

278. They must keep constantly and closely informed as to the location and progress of all trains, require prompt reports of their arrival and departure from all open telephone and telegraph offices, and register all such reports on the Train Sheet. Causes of delay must be immediately ascertained and, if possible, remedied.

279. They must anticipate, as far as possible, the necessity for orders and have them ready and compel a prompt compliance therewith by trainmen.

280. They will enforce discipline among operators.

281. They will register upon the Train Sheet the time that each train dispatcher is relieved and by whom, enter all other information called for thereon, including a record of all important events that occur while they are on duty.

282. They must never delegate their duties to another and must never go off duty until relieved by another train dispatcher, to whom they must then deliver a summary written in ink of all train orders outstanding and of any other information necessary for his guidance.

#### TELEPHONE AND TELEGRAPH OPERATORS.

283. Telephone and Telegraph Operators will report to and receive instructions from the Chief Train Dispatcher.

284. They are required to be constantly on duty during the hours assigned them, and must not leave their offices without permission.

285. On Sundays, unless otherwise instructed, offices must be kept open between the hours of 8 and 10 A. M. and 4 and 6 P. M. for commercial business where there is no independent commercial office.

286. At offices where there is no night operator, the day operator on leaving the office at night must place in the window where it can be read from the outside a card plainly written showing where he can be found during the night. He must not leave the vicinity of the office, even after business hours, without special permission.

287. Operators will be required to be in their offices at other than their regular hours, in cases of emergency.

288. They must not leave their offices while a train is at the station, unless required to do so by business connected with the train.

289. When permitted to leave their offices in charge of other operators, they must first make the substitute acquainted with the business of the office—especially with that pertaining to the movement of trains—and with the management of the switch boards, instruments, batteries, etc.

290. Telegraph operators must always disconnect their instruments from the circuit when they are about to close their offices, and in doing so, must be careful not to leave the main circuit interrupted.

291. They must keep their instruments clean and in good working order, and when they need repairing must notify the Chief Train Dispatcher.

292. Local batteries must be kept clean and no dampness must be allowed on the space between the cells or on the shelves on which they rest. They must be cleaned and renewed at such times as will least interfere with business.

293. In case a circuit is interrupted, they must test the wire and report, if possible, on which side of their office the trouble is.

294. They must not use the ground wire except when the circuit is interrupted, and then only long enough to ascertain and report as required by the preceding rule, or to transmit business that would suffer by delay.

295. They must not allow any person inside the office barriers, except as provided in Rules.

296. The Company's wires must not be used for the transmission of communications which may, without detriment to its interests, be sent by train. If operators receive

messages for transmission on the Company's account, the necessity for sending by wire they consider questionable, they will transmit such messages as promptly as possible, and forward copies of them to the Chief Train Dispatcher for his information.

**297.** All messages sent and received must be dated, timed, and have written upon them the initials of the operators who sent and received them. Messages sent must be preserved for reference, and those received must be delivered promptly. All messages received for officers of the Company or for delivery on trains must be enclosed in sealed envelopes.

**298.** They must not receive messages to be transmitted free, unless they are signed by, or are answers to messages signed by an officer, agent or employee of the Company. They must consider all messages strictly confidential, and not permit them to be read by any persons except those to whom they are addressed, nor make their contents subject of conversation or remarks.

**299.** In case of accident, no message respecting it, other than regular tariff business, must be sent unless addressed to an officer of the Company and signed by an agent, conductor, or other authorized person, nor must such message be made the subject of conversation or remark. Particulars for the public will be furnished only by an officer of the Company or upon his authority.

**300.** Every day (Sunday excepted) at 11:57 A. M. (Eastern Time) all business will be suspended on the telegraph line time circuits, and connections made with the Washington U. S. Naval Observatory clock during three minutes. The signal clock at the Observatory is arranged to break the circuit once every second, except the 29th second and the 55th, 56th, 57th, and 59th seconds are

omitted. Thus the first beat after the pause of five seconds always marks the beginning of a minute, and the first beat after the pause of one second marks 30 seconds. In order to distinguish the last minute the beats cease 10 seconds before 12.00 o'clock when there is a single beat. The first beat after the long pause indicates exactly 12:00 o'clock, Noon (Eastern Time).

**301.** At offices where standard clocks are located, the operator must see that they are regulated daily in accordance with the time signal, unless other provision is made for such regulation. Any variation of a standard clock of more than four seconds per day, and any variation of ordinary station or office clocks of more than 30 seconds per day, must be promptly reported by telegraph to the Chief Train Dispatcher.

**302.** They will, in transacting the commercial business, be governed by the rules of the Telegraph Company.

**303.** The Company, by terms of its contract with the Western Union Telegraph Company, is bound to do the commercial business of that Company at its stations, and operators will consider its transaction a part of their regular duties and govern themselves accordingly.

**304.** In addition to the abbreviations and signals prescribed by the Rules the following numeric signals will be used as required:

1. Wait a minute.
2. Operators to ask for train orders.
3. Give me correct time.
4. Where shall I go ahead?
5. Have you anything for me?
8. Busy now on other wires?
9. Train Master's and Train Dispatcher's Signal. Preference over everything except 97.

- 15. For you and others.
- 17. Car reports. Preference over ordinary business.
- 18. What is the matter?
- 27. Close your key; you are breaking.
- 29. This is private and must be delivered in sealed envelope.
- 44. Answer quick.
- 97. President's, Vice-President's, and General Manager's Signal, and only to be used by their order. Preference over everything.

### **CONDUCTORS, MOTORMEN, ENGINEMEN AND OTHER TRAIN AND YARD EMPLOYEES.**

305. Conductors, Motormen, Enginemen, Firemen, Flagmen, Baggage-men, and Brakemen must report for duty at least thirty minutes before leaving time of their respective runs or trains and as much earlier as may be necessary to enable them to have everything in readiness to leave on time. It is the duty of conductors to see that the necessary crew is on hand; that the train is properly made up, properly equipped and supplied, and in every way ready for service, and to report any failure or omission to the Train Master.

306. A conductor, motorman or engineman will not be relieved during a trip except in a case of extreme necessity and then only under instructions from the Train Master. The relieving conductor, motorman or engineman must receive and have fully explained to him all unfilled orders and before proceeding must compare same with those held by balance of crew; and each member of the crew must know that the orders are fully understood by the other.

307. Before starting on each trip train employees must have a copy of the working time table for all parts of the road to be covered by such trip, and if a new time table is to take effect during the trip, they must have the requisite copy or copies of such new time table also.

308. Train employees must examine the special order books and bulletin boards, and will be held responsible for the observance of all such special orders and bulletins, after having an opportunity to read them, or after being advised of them.

309. Train employees must make all reports and other returns required of them by the several departments in due time and in the form and manner prescribed.

310. They must keep a record of the dates and details of all occurrences important to remember and be prepared to give a full and correct account of them whenever required to do so.

311. At the end of each trip conductors and motormen or enginemen must report in writing on form provided for that purpose all accidents and other unusual occurrences, whether previously reported by telegraph or not.

312. Freight trains must not go to the schedule meeting points of passenger trains unless there is ample side-track room for the freight train and at least one of the passenger trains. Freight trains must not do work at stations while passenger trains are approaching, or standing in the limits of, said station.

313. Speed of trains will not exceed fifteen miles per hour over track or structures protected by slow boards.

314. Main line switches must stand set and fastened for main line at all times when not in use. To guard against derailing by throwing switch under moving cars or engines, the person in charge of the switch must, as soon as he sets

and fastens the same, take position at least ten feet from the switch stand, where he will remain until the last wheel has passed over the switch. The switch must not be set for main line until engine or train using siding is clear of clearance post. This does not relieve train and engine-men on main track from knowing that train is clear before proceeding.

315. The use of sticks in applying hand-brakes is strictly prohibited. A violation of this rule will be considered just cause for dismissal from the service.

316. In coupling or uncoupling cars or air-hose, employees are positively prohibited from going between the cars while either car is in motion. They are also prohibited from going between the cars while an engine is attached to either for any other purpose than to adjust for a coupling knuckle upon the car farthest from the engine, or to couple the air-hose, and then only when the cars are stationary and the knuckle can be adjusted in the ordinary way by raising the lever with one hand and opening or closing the knuckle with the other. If anything connected with the coupling apparatus, cars or track be defective or out of order, making the coupling or uncoupling more difficult or dangerous than ordinary, the employee must not attempt to make the coupling or uncoupling, or to remedy the defect or difficulty, but must immediately upon discovery report the same to the Conductor or other superior officer in charge of the train. Conductors and yard foremen are required to see that trainmen and yard men do not violate these instructions, and they shall require each brakeman on their train to read these instructions in their presence, and whenever these instructions are violated the conductor or yard foreman must be able to establish the fact that

the brakeman in fault violated the instructions positively against his orders.

317. Every employee must exercise the utmost caution to avoid injury to himself or to his fellows, especially in the switching of cars, and in all movements of trains, in which work each employee must look after and be responsible for his own safety. Jumping on or off trains or engines in motion, getting between cars in motion to couple or uncouple them, and all similar imprudences are dangerous and in violation of duty. All employees are warned that if they commit these imprudences it will be at their own peril or risk.

318. Every employee is hereby warned that before exposing himself in being on the track or grounds of the Company, or in working with or being in any manner on or with its cars, engines, machinery, or tools, he must examine, for his own safety, the condition of all machinery, tools, tracks, cars, engines, or whatever he may undertake to work upon or with, before he makes use of or exposes himself on or with the same, so as to ascertain, as far as he reasonably can, their condition and soundness; and he is required to promptly report, either to the Train Master, or to the agent who may be his immediate superior officer, any defect in any track, machinery, tools or property of the Company affecting the safety of any one in using or operating upon or with the same. The object of this rule is to protect employees from suffering personal injury from any cause. While the Company will be responsible to each one for the discharge of all its duties and obligations to him, and for any fault and neglect of its own, or of its Board of Directors or General Officers, which are the immediate cause of the injury, yet it will

not be responsible to him for the consequences of his own fault or neglect, or that of any other employee of the Company, whether they or any of them are superior to him in authority, as conductor, foreman, or otherwise; it being the right and duty of every employee, under all circumstances, to take sufficient time before exposing himself, to make such examinations as are here required, and refuse to obey any order which would expose him to danger. Every case of personal injury must be promptly reported.

319. Whenever any person, animal or other obstruction appears upon the track, or so close thereto as to be in danger, then *instantly*, the following precautions must be observed:

1. The alarm whistle must be sounded.
2. The brakes must be applied.
3. Every other possible means must be employed to prevent an accident.

If there is time, *all* these requirements must be complied with.

If by reason of the *speed* of the train, or the *suddenness* of the obstruction, only a part of these precautions can be observed, *then such of them* as under the particular facts of each case is *best calculated to prevent a possible accident* must be observed.

*But, if possible, all precautions must be observed.*

320. Enginemen will call aloud to firemen and firemen to enginemen the indications of all fixed signals as they come in view.

321. Trains must make every effort consistent with the Rules and Orders and with safety to make their running time and will be governed by instructions from the Train Master as to making up lost time.

322. If their trains are involved in any accident from which claims or personal injury may arise, the conductor, assisted by the balance of the crew, must get the names and addresses of all persons thereon, and a statement from each whether any personal injury has been sustained, must make a complete record of such names, addresses and statements and, in case of personal injury, they must be governed by the Rules and the instructions on personal injury report form.

323. In case of defect in, or damage to, road-bed, track, switches, overhead lines or wires, that threaten safety of trains, or should the road be in danger of becoming impassable or unsafe from any cause, and there are no track men at hand or other means of protection, they must leave a flagman with signals or otherwise protect following trains, and must notify all opposing trains that are met, until they are assured that the point is fully protected; and will notify any trackmen available, and must stop at the first telephone or telegraph office and report the defect and the action taken, by wire, to the Train Master.

If there is fire along the line which threatens any structure of the Company or adjacent property, train crews must take necessary action to protect trains and property, notify section men, and report to Train Master from first telephone or telegraph station.

324. If a fire be discovered on a bridge or trestle or so near to such structure as to threaten it, and there are no track men or other employees at hand, the train must be stopped and the fire extinguished.

325. Conductors, motormen, enginemen, and other train employees, must always be vigilant to foresee and, as far as possible, to prevent anything which may cause accident or delay to their trains. They must constantly bear in

mind that many of the most serious accidents to trains have resulted from failure to properly protect them. They must not allow any other duties to interfere with the necessary precautions for the protection of their trains, and must invariably see that flag and signal protection is made complete with the utmost promptness and in strict accordance with the Rules.

**326.** A flagman's signal equipment consists of:

One red flag (three torpedoes securely attached to staff ready for immediate use).

One red lamp (three torpedoes securely attached, ready for immediate use).

One white lamp.

Twelve torpedoes.

Six red fuses.

One box waterproof matches.

One signal case.

**327.** Conductors, motormen and enginemen must provide themselves with this signal equipment complete before starting out on their run and keep same at hand, in proper order, and ready for immediate use.

**328.** When a train is obliged to stop between stations, except in obedience to a danger signal, they must endeavor to do so on a tangent or at other point where the view is long and clear.

**329.** Train orders received by conductors, motormen and enginemen must be sent by them daily to the Train Master.

**330.** Crews of work trains located at other than terminal stations, must in all cases obtain permission of the Train Master before absenting themselves from the vicinity in which they are stationed, as they are likely to be called upon at unusual hours.

**331.** When there is evidence of a car being on fire, overhead switch must be immediately thrown to "OFF," and both motorman and conductor must use every effort to prevent passengers becoming panic-stricken or leaving car before it is brought to a stop.

**332.** The greatest degree of care must be used by all train employes at all times to avoid injury to persons and property.

**333.** All employees must familiarize themselves with the rules governing other employees and must render every assistance in carrying them out.

**334.** The foregoing rules, which apply to conductors, motormen, enginemen and other train and yard employes, are supplemented by the following rules which apply specially to the duties of the employees and service indicated.

### CONDUCTORS.

**335.** Conductors will report to and receive instructions from the General Manager and Train Master. They will obey the orders of station agents, station masters and yard masters at stations and in yards.

**336.** They will have charge of the trains to which they are assigned and of all persons employed thereon. They are responsible for the safe and proper management of such trains, for the protection and care of passengers, baggage and freight, for a thorough performance of duty by the train employes, and for the observance and enforcement of all rules and orders relative thereto. They will report all violations of rules and neglect of duty by the train employes to the Train Master, and in cases of gross misconduct report to Train Master for instructions, and hold the train, should safety require it.



337. Any failure on the part of Conductors to exercise proper control over the movements of their trains, or to report negligence or violation of duty will be taken as proof of inefficiency.

338. They must see that all persons employed on their trains are familiar with their duties, and must instruct them, if necessary, in the proper performance of their work and caution them as to its risk. Any incompetence which they cannot readily remedy must be promptly reported to the Train Master.

339. They must never intrust the duties of a flagman to any person not entirely familiar with them.

340. They must see that the train is furnished with all necessary supplies and with the standard train and signal equipment complete, including that to be used by the motorman or engineman, and that all requisite train signals are properly displayed.

341. They must make the test of the air brake and signal appliances, and assure themselves that they are connected and work properly throughout the train.

342. At points where there is no switching service, they will have charge of the making-up of their trains, with the assistance of the trainmen, make thorough inspection of their trains, and must detach any cars that they cannot make safe to run.

343. They must see that all cars taken into their trains at intermediate points are thoroughly inspected, must test the air brake appliances thereon, and must ascertain that they are safe to run before starting the train.

344. They must see that the engineman is advised of all the new special orders or bulletins found at intermediate points, which it is necessary for him to know during the trip.

345. They must personally register their trains at all registry stations, unless otherwise specially directed. They must bear in mind that these registers are to govern the rights and movements of other trains, and they must be careful to write distinctly and legibly. The information as to the classification signals of regular trains must be given in one of the following forms:

"Signals," "Signals from — to —," or

"No Signals," as the case may be.

346. They must do all they can toward the starting of their trains at the appointed time, and make every effort consistent with the rules and orders and with safety to move them with regularity, and as nearly on time as possible. Any lack of co-operation in this respect on the part of the train, station or yard men, telephone or telegraph operators must be reported to the Train Master.

347. Upon arrival at a point where the train order signal is displayed or where orders are necessary to the further movement of their trains, they must immediately report for such orders.

348. In all cases of delay to their trains they must promptly report to the Train Dispatcher, if possible, giving the cause and probable duration of such delay.

349. If their trains are detained for want of orders at a telephone or telegraph station where the operator is not in attendance, they must call him and report for orders, or report for orders as provided in rule 217.

350. They must inspect the running gear, and brake and draft rigging of their trains as often and closely as practicable while on the road, require their men to assist in such inspection, remedy as far as possible any defects discovered, and remove from the train any cars that are unsafe to run.

351. They must see that the brakes are securely applied on all cars left by them on sidings, that the wheels are blocked, if necessary, and where derailing switches are provided, that they are set so as to prevent such cars from obstructing the main track.

352. They must see that hand and lamp signals are carefully and correctly given, and that whistle signals are accurately sounded.

353. They must not allow running or flying switches to be made where it can be avoided, and when unavoidable, such movements must be made with all the care necessary to absolutely prevent accident.

354. When cars are set out at other than the regular points for their delivery, or when cars are left which they have orders to move, they will notify the Station Agent or Yard Master of such action and the reason therefor, and will also report the facts by wire to the Train Master.

355. They must see that their trains do not obstruct street or highway crossings, and that all ordinances of cities or villages limiting such obstructions or the rate of speed over street crossings are fully complied with. When their trains are cut at crossings, they must see that they clear the whole width of such crossings.

356. In leaving cars upon sidings, they must see that they are left entirely clear of any street, highway, or private crossing.

357. They must stop their trains to let off or take on line repairers engaged in their duties, upon request or signal from such repairers, and must report such stops to the Train Master.

358. In case of accident to their trains at points where they cannot communicate with the Train Master, they may command the service of motors and engines and

men of other trains should the emergency require it. The ranking or senior conductor on the ground will take charge, and all others will assist.

359. In case of death on their trains from accident or otherwise, or of the killing of any person on the track by their trains, they must see that the proprieties are observed and that the body receives appropriate care and is removed as soon as possible to a proper place and left in the charge of a public officer or an agent of the Company.

360. They must report all detentions and the causes thereof by wire to the Train Master from the first open telephone or telegraph office at which they stop.

361. At the end of each trip they must report to the Train Master in writing all accidents and other unusual occurrences, whether previously reported by telegraph or not.

#### Passenger Service.

362. The foregoing rules, which apply to the duties of all conductors, are supplemented by the following rules, which apply specially to the duties of conductors in Passenger, Freight and Maintenance or Construction Service, respectively.

363. Passenger Conductors will comply with the instructions received from the Accounting, Passenger and Treasury Departments.

364. Side doors of vestibules must when practicable be kept closed while train is in motion, and when not closed the conductor or flagman must keep close watch and see that passengers do not ride near open door.

365. When cars are to be cleaned at points where no

car cleaners are employed, they must see that trainmen thoroughly perform such work.

366. At way stations they must give constant attention to their trains and to passengers, except when it is necessary to enter the stations to sign their orders, register their trains, or examine train registers, bulletin boards or special order books.

367. They must see, as far as practicable, that passengers have proper transportation before entering the train, and must announce destination and principal stops, and whether it is a local or express train, as passengers enter.

368. They must not give the starting signal while passengers are getting on or off their trains, and they must prevent passengers from getting on or off while the trains are moving. When practicable vestibule doors must be closed before train is moved.

369. When a train runs past a stopping place they must see that passengers are warned not to alight until the train has backed.

370. They must contribute as far as they can, without being unduly officious, to the convenience and comfort of passengers, and must give particular attention to women and children who are unattended, and to all persons who are ill, infirm, inexperienced, or otherwise unable to care for themselves.

371. They must see that passengers are provided with seats as far as possible, and that no one is allowed to occupy more than a single seat to the exclusion of others, and they must not allow passengers to put their feet on the cushions or otherwise misuse the seats.

372. Passengers must not be permitted to ride on platforms when there is room inside the car, and in no case must passengers be allowed to ride on an open platform.

373. They must not allow passengers to ride in baggage or express cars.

374. They must not allow passengers to carry in the coaches bulky packages or other articles which obstruct the aisles, seats, or the space between seats, to the inconvenience of other passengers. Articles of this description which are entitled to be carried as baggage must be sent to the baggage car and checked. If not entitled to be so carried, they must be forwarded by express or otherwise disposed of by the owner.

375. They must see that proper ventilation is had in all passenger cars, and that, when artificial heat is in use, a proper and uniform temperature is maintained at all times.

376. They must see that no unauthorized peddling or soliciting is done on their trains, that no beggars, gamblers or confidence men are allowed to operate thereon, and that news agents and other licensed venders or solicitors do not annoy passengers by placing articles in their laps, by undue efforts to sell their wares or to secure patronage or otherwise.

377. They must pass through the whole train as soon as possible after leaving stations, for the purpose of collecting tickets and fares, and when the intervals between stops are long they must go through them frequently to attend to the wants of passengers, preserve order, and see that the trainmen are performing their duties.

378. They must require each passenger to present proper transportation either in the form of ticket or pass or to pay the prescribed fare, except such officers and employees of the Company as the rules governing free transportation permit to ride without presenting transportation, and the employees on duty on the train. Any passenger

who fails to present such ticket or pass or refuses to pay the prescribed fare, should be ejected from the train at the next station, in accordance with the rules governing ejectments.

**379.** Whenever a passenger presents defective transportation, conductors will notify the passenger that transportation is not good, explaining why. If the passenger refuses to pay fare, lift the transportation, enclose it in an envelope, giving time, place, name of passenger, and all facts relating to the incident, and deliver the report to the General Passenger Agent as soon as possible. Do not in case of doubt eject a passenger on defective transportation. If circumstances permit, wire General Passenger Agent for instructions.

**380.** They must not allow drunken or disorderly persons to get on the train nor allow profane or obscene language, damage to the Company's property, or other disorderly conduct in any of the cars.

**381.** Conductors must attend to the safety and comfort of passengers on their trains and protect them against rudeness, threatened violence, abusive or obscene language. Any passenger acting thus on a train, after having been requested to desist, whether provided with a ticket or not, should be ejected from the train promptly but not at such place as will endanger his life or personal safety, and with only sufficient force for the purpose.

**382.** The regulations must be enforced in a courteous manner and without attracting unnecessary attention. Any person violating them must be promptly requested to desist. If such request be disregarded, the conductor must see that he is ejected from the train at the next station at which it stops.

**383.** When ejecting a passenger all means to persuade him to leave the car without assistance should be used before taking hold of the passenger, and never show anger.

**384.** Ejectments shall be made for two causes:

(A) Failure to pay proper fare.

(B) Disorderly or offensive conduct.

**385.** When necessary to eject a passenger for refusal to pay fare or for persistent disorderly or offensive conduct, employes must proceed with coolness and moderation. When the train stops the passenger must be requested to get off. Only in case of refusal to do so must force be employed, and then the ejectment must be accomplished without unnecessary violence.

**386.** Ejectments shall be made by the conductor with the assistance of the motorman, or other train employes, after the train has been brought to a stop at a regular stopping place for passengers, using only such force as is sufficient to expel the offending passenger, with a reasonable regard for his personal safety, and without the use of harsh language or the display of ill temper.

**387.** A passenger must not be ejected at a point where he is liable to be exposed to danger, and extraordinary precaution must be observed during bad or inclement weather, late at night, or when the passenger is intoxicated.

**389.** A child of tender years, a person of unsound mind or a person in such feeble or helpless condition as to be unable to take care of himself must not be ejected.

**390.** In case of ejectment or any other difficulty with passengers, conductors will get names of witnesses and make full report, the same as in case of accident.

391. Any person caught stealing a ride must never be pushed from the train or so frightened that he will jump while the train is in motion.

392. When examining tickets, they must notify passengers destined to points on branch or connecting lines where they are to change cars, and also where they will find the trains of such lines.

393. They will see that the announcements necessary to the information and guidance of passengers are properly made.

394. Immediately before leaving a terminal announcement must be made in each car of destination of the train, the principal stations at which it stops and, if an express train, it must be so announced, together with the names of the stations at which it will stop. At terminals at which no caller is employed and at intermediate starting points, conductors will make the announcements in waiting rooms, on station platform and on train.

395. On approaching each station at which a train stops, the name of the station must be distinctly announced twice in each car.

396. They must report to the Train Master any irregularity in the delivery of United States mails to their trains, or by their trains.

397. When cars are left by them at way stations or sidings, they must see that all windows and doors are closed and locked.

398. Passenger Conductors should never lose sight of the fact that their duties are of a most delicate and responsible character, and demand unusual judgment, tact and courtesy, and that the safety of their trains and passengers and the reputation of the road are dependent upon their discretion and care.

### Freight Service.

399. Freight conductors are responsible for the security of all freight carried by their trains, while in their charge, and for its delivery, with the necessary waybills or manifests, at its destination or at terminals.

400. Before starting they must have their trains examined to see that they are made up as required by the Rules, that they are properly coupled, whether each car is loaded or empty, that open cars, and as far as practicable, closed cars, are properly loaded, that all car doors are closed and securely fastened, that the steps, ladders, hand holds, running boards, and the brake wheels and shafts are in good order. They must personally see that all air brakes are tested and work properly.

401. They must refuse to take cars that in their judgment are unsafe to run or are loaded beyond their capacity or the proper limits of height and width, or the lading of which is not properly distributed or secured, notifying the Yard Master or Station Agent, and advising the Train Master by wire in each case, of such refusal and the reason therefor. Oil-tank cars or cars containing explosives should be at least five cars from either end of the train and as near the middle as possible.

402. If any car bear defect marks, they must assume that it is defective until assured to the contrary.

403. They must enter in their train book the numbers and initials of all cars in their trains, and record of seals, beginning at the head end, and the name or number of the station from which they are taken and to be left, and must indicate therein all loaded and empty cars respectively. They must make corresponding entries for all cars taken into their trains during the trip, and must complete the record by entering therein the name or number of the

station at which each car is left, the time of arrival at and departure from each station at which their trains stop, and any other particulars essential to such record. They must also record in their book the particulars of any accident or important incident occurring on trip.

404. They must procure an original waybill, or manifest, from the Yard Master or Station Agent for every loaded car, and the original waybill for all freight in less than carload lots, taken by them, and must, unless otherwise instructed, refuse to take all loaded cars or freight for which such bills are not furnished, and must be careful to take no waybill without the corresponding car or freight.

405. When they are notified that loaded cars are ready for their trains at loading sidings, which are reached before the billing stations for such siding, they may take such cars to the billing station, but must be sure to either procure waybills for them or leave them at such station; also in such cases, when the billing station is first reached, they must take the waybills for any cars that they are notified by the agent are ready to go forward from such sidings, but if such cars are found not to be ready to go, they must notify billing agent promptly by wire and return the waybills by train mail to the billing agent, stating why the cars were not taken.

406. They must enter on back of all waybills, over their signature, their train number, date, and station from and to which handled.

407. They must deliver the waybills for all cars and freight to the yard master or station agent at or for the point at which such car is left or at which such freight is delivered.

408. Unless their trains are regularly designated to carry passengers, they must not permit any person to ride thereon except the officers of the Company, train dispatchers, roadmasters, line repairers and track foremen within their own sections, without special authority for doing so.

409. When their trains are in motion, unless their presence is required elsewhere, their proper place is in the caboose, and they must there maintain such position as will give them a full view of their trains and enable them to see whether they are all right and the men are in proper position and are performing their duties.

410. They must see that their crews are so distributed over the trains as to control them most effectually and to be able to pass signals from any part of them to the engineman.

411. They must see that the utmost care is used in the handling of trains carrying live stock to avoid jerks or shocks that will be likely to throw the animals off their feet.

412. In case of any trouble or threatened delay to shipments of live stock the conductor will report to Train Master and ask for instructions.

413. Where the contract provides that the shipper of live stock shall send an attendant in charge of it, conductors must not consent to such attendant abandoning the live stock while in transit. Should an attendant notify the Conductor that he intends to leave the stock before it reaches its destination, the Conductor must not concur in such intention, but must notify him that the Company will not undertake the care of the stock, and will assume no responsibility for such care.

414. They must give persons in charge of live stock in their trains opportunity for examination and care of

the same by notifying them where stops are to be made and the probable duration of such stops.

415. If live stock gets down they must render all possible assistance to the attendant, and if it cannot be gotten up, they must leave the car at any station at the request of the attendant, placing it at the stock chute if there be one, and notify the Train Master.

416. If there be no person in charge of such stock, they must, with the assistance of the crew, make all possible effort to get it up, and if the circumstances require it, will switch the car at any station having a proper stock chute and pen, in order that it may be unloaded.

417. They must see that their trains are guarded to prevent theft at all times and especially when moving slowly or standing.

418. Draw bars, brakes, car doors or other parts of cars that become detached on the road must be taken along and left with the cars from which they are detached, so as to be available for repairs or carried to terminal as case may require.

419. In leaving cars at stations where there is a business track, they must see that such cars are placed thereon.

420. In leaving cars at a station for loading or unloading, they must place them as directed by the agent.

421. If it becomes necessary to leave any loaded car where it does not belong, they must note the facts on the back of the waybill and advise the Train Master thereof by wire, stating the number, initials, and contents of the car and its destination.

422. When cars are so left on account of defects which render them unsafe to run, they will write with chalk conspicuously on each side of such cars the words "Bad Order," and also mark with a cross the defective parts.

423. In switching at stations and in yards, when it is necessary to move cars that are being loaded or unloaded, they must see that all persons engaged in such work are warned in time to avoid injury. When cars that have been placed for loading or unloading are so moved, they must be returned as soon as possible to the places where they were found or to places equally convenient.

424. If station agents require work to be done at their stations that conductors believe to be unreasonable or unnecessary, or if work at stations is not properly anticipated and arranged, they must do it as expeditiously as possible, without argument or dispute, and report the facts to the Train Master for correction.

425. In loading freight into their trains at stations they must see that it is loaded only in cars that are suitable for it; that it is securely stowed, put as far as practicable in station lots with respect to delivery, and is placed for convenience in unloading, and that loads are consolidated and cars made empty as fast as practicable.

426. Any suitable empties in their trains which they do not need, and for the disposal of which they have no orders, may be applied to station requirements. All other empties for which they have no orders must be reported to the Train Master for disposal.

427. They must check all freight loaded by them with the waybills and make a record of all freight over, short, or damaged, and report the same as required.

428. When freight is received at a non-agency station they will make memorandum waybill in duplicate, using regular waybill blank, and will stop at the first agency station thereafter and surrender one copy of the memorandum waybill to the agent and require him in return to supply a regular numbered waybill for the shipment.

reading from his station, this regular waybill to accompany the shipment to destination. They will carefully preserve all duplicate copies of memorandum waybills made by them, and on reaching their terminal station will enclose same to the Auditor.

429. When such freights are offered at non-agency stations they must not issue receipts or bills of lading, but notify shipper that same will be issued at the first agency and be returned to him by the agent if desired.

430. If freight for way stations is found to be improperly loaded, with respect to security, or convenience in unloading, they must report the facts to the Train Master stating where it was loaded.

431. When unloading freight at stations where no freight handlers are employed, they must require the trainmen to put the freight in the freight house, unless otherwise directed by the agent.

432. If there be no agent where freight is left they must check off upon the waybill all freight so left, and must certify on the face of the waybill to its correct delivery and apparent condition, noting particularly any short or damaged freight. Any freight found "over" at such points must be delivered to the agent at the billing station for such point.

433. When freight is transferred by them from one car to another, they must note upon the waybills therefor the reasons therefor, the numbers and initials of the cars into which it is transferred, and the name of the station at which the transfer is made. Freight so transferred must be checked with the waybills and over, short or damaged freight must be noted thereon and must be recorded and reported.

434. They must not permit any unauthorized persons to enter any car containing freight.

435. They must not leave their trains during the trip except to perform duties required by the Rules, nor at the end of the trip until cars are placed upon the receiving tracks or are otherwise finally disposed of.

#### Maintenance and Construction Service.

436. Conductors of Maintenance and Construction trains will report to and receive instructions from the Chief Engineer or Road Master as the case may be, with respect to the special service in which they are engaged, and will also obey the orders of the representatives of the Maintenance Department in immediate charge of such service.

437. Their responsibility with respect to the safe and proper movement of the trains, the control of the trainmen and the observance of all rules and orders relative thereto, is the same as that of other conductors.

438. They must maintain a thorough inspection of all cars in use by them, see that they are properly oiled and are kept in safe condition, and must set out any that become unfit to run. All repairs required upon their cars, motors or engines must be reported by wire to the Train Master.

439. They must see that all material is safely loaded and secured before moving it, and in unloading material, they must see that it is properly distributed and does not obstruct the tracks. If such material is liable to be damaged in unloading, they must see that it is handled with sufficient care to avoid such damage, and in unloading heavy material, such as rails, frogs and large timber, they must use skids or such other appliances as may be necessary.



440. They must use the utmost care to avoid injury to the men from the handling of material or the movement of their trains or cars. They must not allow any one to ride upon their trains, except the officers of the Company and the men employed thereon.

441. They must keep such records and make such reports to the Maintenance Department of the work done by them as may be required by such Department.

### MOTORMEN AND ENGINEMEN.

442. Motormen and enginemen will report to and receive instructions from the Train Master and the Master Mechanic.

443. They are responsible for the proper management of the motors and engines in their charge, for care of their equipment and for economical use of power, fuel and supplies. Enginemen are responsible for the performance of duty by their firemen, must instruct them in such duties, when necessary, and must report incompetence or neglect of duty upon their part to the Train Master or the Master Mechanic, as the circumstances may require.

444. They are jointly responsible with the conductor for the movement and protection of their trains in accordance with the Rules; and while they must obey all proper orders by the conductors or others, as provided by the Rules, they are individually responsible for the observance of rules relative to their duties, and must decline to obey any order by the Conductor or any other person which involves the violation of such Rules, or peril to persons or property.

445. When there is no conductor, or when the conductor is disabled, the motorman or engineman will have

charge of the train and will be governed by the rules for conductors.

446. They must report for duty at the appointed time and place and have their motors or engines at the starting point in due season, and enginemen must see that their firemen are on hand. They must inspect their motors or engines, see that they are in safe and proper condition, are furnished with proper equipment complete, with adequate fuel, water and supplies.

447. Before starting out they must examine motor or engine and see that it is in good condition for safe operation. They must make further examinations while waiting on sidings and during layovers at terminals.

448. They must assist in making up their trains whenever necessary.

449. They must see that all train signals required by their motors or engines are properly displayed.

450. They must maintain as far as practicable regular and uniform speed, and must avoid sudden increase or checking of speed except when necessary to prevent accident. They must avoid excessive speed on down grades and run with great caution where the track is under repair and at all points where there is reason to apprehend danger.

451. They must keep a constant and vigilant lookout while running, for obstructions, defects of track, and signals, and must frequently look back, especially while rounding curves, to see whether they have the whole train and it is all right.

452. If anything is seen which has the appearance of an obstruction, or if there be any indication of defect of track or roadway, they must immediately reduce speed,

stopping the train if necessary, and be assured that the track is clear and safe before proceeding.

453. In case of storm, heavy rain, or high water, motormen and enginemen must observe great caution in approaching bridges, culverts, and other parts of the road liable to be damaged thereby, and be assured of the safety of the same before attempting to pass them.

454. If at any time there is reason to believe that the train has passed any dangerous defect of track, roadway, on overhead lines or wires, they must stop at once and investigate the matter. If such defect be found, proper protection must be afforded as per Rule 323.

455. In descending heavy grades, motormen must shut off the power and allow train to coast, being careful to keep it under control.

456. In order to effect an economical use of the electric current, it is necessary that the continuous movement of starting and increasing speed should be made gradually. An economical start does not jerk a car or train.

457. In starting a train, let it run until the maximum speed of each notch has been obtained before moving the handle to the next notch.

458. Do not apply brakes when the current is on.

459. Do not apply current when the brakes are applied.

460. When there is water on the track, motormen must run very slowly, drifting without the use of power whenever possible.

461. When the power leaves the line, the controller must be shut off, the light switch turned on and the train started only when the lamps burn brightly.

462. In the event of a blockade of trains from any cause, trains in such blockade must not all attempt to start

at one time, but at such intervals as will not overload the power.

463. During thunder storms turn on the light circuit.

464. They must obey all signals promptly and absolutely. When on trains carrying signals they must in all cases, when they meet or pass any motor, engine, or train that such signal affects, give proper signal as per Rule 95 "j," which signal must be answered as per Rule 95 "k." If prompt answer is not given, the motorman or engineman giving the signal will stop his train, find out why no answer was given, and report the facts to the Train Master in writing. When two trains, motors or engines meet, each carrying signals, each will give the proper whistle signal and answer.

465. If in doubt as to the meaning of any signal, they must stop the train and ascertain its meaning.

466. When fixed signals are obscured by fog or storms, they must approach them at such a rate of speed as to be able to stop within the distance at which their indication can be distinguished. Should they be unable to see the indication of a signal without encroaching upon the danger point protected by it, they must stop clear of such point and go or send ahead to ascertain the indication and be advised thereof before proceeding.

467. In approaching sidings and yards they must be especially careful as to the indication and position of all switches.

468. They will be held accountable for passing a switch which is not in the right position for them. The absence of switch lights should be taken as danger signal.

469. If any signal is missing, or does not show good light, from any main track switch, they must report the

fact by wire to the Train Master from the first open telephone or telegraph office at which they stop.

470. They must see that the front of their train is protected as prescribed by Rules whenever protection is necessary.

471. When a motorman or engineman is unable to proceed with his train on account of a danger signal, an obstruction, a defect of track or wires or a failure of his motor or engine, or any other cause, so that it becomes necessary that the rear of the train be protected, he must immediately give the signal prescribed by Rule 95 "c," or when he fails to make his running time to an extent which involves any risk of being overtaken by a following train, he must immediately give the signal prescribed by Rule 95 "c."

472. When a train is obliged to stop between stations, except in obedience to a danger signal, they must endeavor to do so on a tangent or at other point where the view is long and clear.

473. After leaving initial stations or any stations at which cars have been attached to or detached from the train or the motor or engine has been changed, they must within the first half mile, test the brakes by applying them with sufficient force to ascertain whether they work effectively.

474. In approaching fixed signals, railroad crossings at grade, draw bridges, meeting points, yard limits, caution signs, heavy descending grades, and other dangerous or doubtful places, when far enough therefrom to admit of stopping or slowing the train, as far as the circumstances may require, by manual application of the brakes, they must test the air brakes, and if they do not work effectively, they must call for their application by hand in time

to insure the stopping of the train before passing the danger point, or its proper control before passing the caution point.

475. They must pay particular attention to the state of the weather and condition of the rail, as well as to the weight and speed of their trains, and give these circumstances due force in determining when to shut off power and apply brakes, so as to make proper stops or get their trains under control, as may be necessary.

476. They must not apply the air-brakes, or keep them applied, while passing over bridges or trestles, except in cases of emergency.

477. When running trains carrying live stock, they must be careful to avoid shocks that will be likely to throw the animals off their feet.

478. On double track, if an obstruction be seen on the opposite track or if track or wires are seen to be in unsafe condition, a danger signal must be displayed from the cab of motor or engine on the side next to the track, and first train met must be stopped and notified.

479. Enginemen must never leave their engines while in service except in case of necessity, and must then always leave them in the care of their firemen.

480. Motormen must never leave their motors while in service except in cases of necessity and must then always apply the hand brakes and detach and take with them the reverse and controller levers.

481. They must never leave them while on the main track, except to perform duties required by the Rules.

482. When they leave their engine under steam, they must always see that the throttle is closed and secured, the engine is out of gear, and the hand-brakes are firmly set.

483. They must instruct their firemen in all matters pertaining to the operation and care of engines, and may allow them to handle the engine at stations, under their immediate supervision, but must not permit them to do so under any other circumstances without written authority from the Master Mechanic.

484. Never use the reversing lever to stop except to avoid accident or when the brake rigging is disabled.

485. They must not use sand while passing over switches, derails, detector bars, and the rail connections of draw bridges.

486. Engines must not be allowed to stand within one hundred feet of any street or highway crossing when it can be avoided, and enginemen must be particular to see that there is no unnecessary escape of steam from valves or cylinder cocks when near such crossings.

487. Enginemen must use every precaution to prevent the setting of fires by their engines. They must see that the netting, spark arresters and ash pans are in good order. They must refrain from using steam, or use it as lightly as possible, and not allow their fires to be disturbed in passing close to wood piles, lumber piles and wooden structures. They must observe these precautions and also keep their dampers closed and not allow the grates to be shaken while passing over wooden bridges and trestles. They must not allow burning coal, wood waste, or hot cinders to be dropped from the engine while in motion; and must keep the rear damper closed while running the engine forward and the front damper closed while running it backward.

488. When necessary to draw the fires of their engines upon the road, they must see that all fire is extinguished, that unconsumed fuel is returned to the tenders, and that

the ashes and cinders are leveled and distributed so as not to obstruct the track.

489. They must not clean their ash pans and spark arresters at other than designated points unless absolutely necessary, and under no circumstances shall they be cleaned over switches, frogs, derails or detector bars. When cleaned at other than designated points, they must report the fact and the reason therefor to the Train Master.

490. At the end of each trip or other period of service they must make a thorough inspection of their motor or engine and report to the Master Mechanic on the proper form all defects discovered or work found to be necessary, stating also any repairs that have been made by them during the trip.

### FIREMEN.

491. Firemen are responsible for maintaining the requisite pressure of steam, for the economical use of fuel, for keeping their engines clean, and for the protection of the front of their trains as provided by the Rules.

492. They must report for duty at the engine house or other appointed place in time to have their fires in proper condition and steam up in due season.

493. They must take water, clean the ash pans and spark arresters, and assist in taking fuel when necessary.

494. They must feed their fires and regulate the draft so as to prevent the discharge of black smoke from the stack and the unnecessary escape of steam at the safety valves, remembering that both involve a waste of fuel, the former by imperfect combustion and the latter by unnecessary consumption, and are the result of unskillful firing.

495. They must assist the engineman in oiling and in repairing the engine when required, in keeping a lookout for signals, obstructions and defects of track and of their trains, and must take charge of the engine during his absence.

496. They must not move the engine in the absence of the engineman unless in some emergency they are instructed to do so by the conductor or other person in authority.

497. After being advised of train orders, as provided in rules, they must keep them in mind, and should there be occasion to do so, must remind the enginemen of them.

498. Should the engineman be disabled, they must stop the train and notify the conductor.

499. They must remain with their engines until they are delivered at the engine house or other appointed place, unless specially excused from doing so.

500. They must never allow tank spouts, water cranes or coal chutes to be pulled toward the engine while it is in motion.

501. In taking fuel they must see that no more is taken than will ride safely upon the tender. They must also see that the tools and fire irons are so placed that they will not fall off, and must not allow anything to be thrown from the engine while it is in motion.

502. They will perform any service assigned to them by engineman.

#### **FLAGMEN.**

503. Flagmen will report to and receive instructions from the Train Master. When on duty, they must obey the orders of the conductor.

504. It is their especial duty to protect the rear of their trains in strict accordance with the Rules, and they must

allow nothing to interfere with the prompt and efficient discharge of this duty.

505. They must obey the signal from the engineman prescribed by the Rules, but must never wait for such signal or for orders from the conductor when their trains need protection.

506. They must report for duty at the appointed time and place, and assist in any work there is to be done.

507. After being advised of train orders as provided in Rules, they must keep them in mind, and, should there be occasion to do so, must remind the conductor of them.

508. They will perform any service assigned to them by the conductor.

509. Flagmen of freight trains must never leave the rear of their trains except to protect them, without permission from the conductor and the substitution of a competent man in their place.

510. Flagmen of passenger trains must never leave the position on train assigned to them while the train is running, except to protect it.

#### **BRAKEMEN.**

511. Freight brakemen will report to and receive instructions from the Train Master. When on duty they must obey the orders of the conductor.

512. They must report for duty at the appointed time and place and assist in any work there is to be done.

513. They must see that the brakes, hand bolts, steps, ladders and running boards for all cars in or to be taken into their trains are in good condition, and must report all defects in these and other particulars which they discover to the conductor.

514. They must manipulate the brakes, make couplings, switch cars, load and unload freight, throw the switches to be used by their trains, and perform such other duties in the management and protection of their trains as may be assigned to them by the conductor.

515. When their trains are running they must ride on top of them, and in such position as to be able to control them most effectually and to pass signals the whole length of them.

516. When riding on the engine they must promptly obey the orders of the engineman to return to their positions on the top of the train.

517. When the control of the train is dependent wholly or in part on the manual application of the brakes, they must promptly perform this duty at all points where its necessity is apparent, without waiting for a signal from the engineman or directions from the conductor, and under all circumstances they must respond instantly to the engineman's call for manual application of the brakes. They must apply the brakes in such succession as to take up the slack of the train gradually and avoid breaking it in two, must not slide the wheels, and on long grades must release each brake at such intervals as may be necessary to avoid excessive heating of the wheels.

518. They must be careful to give all hand and lamp signals in a plain and accurate manner.

519. They will perform any service assigned to them by the conductor.

520. They must not leave their trains during the trip, except for their protection, nor until they are finally disposed of at terminals.

## TRAIN BAGGAGEMEN.

521. Train baggagemen will report to and receive instructions from the Train Master. They will comply with instructions received from the Accounting and Passenger Departments. When on duty they must obey the orders of the conductor.

522. They are responsible for the safe keeping and correct delivery of all property placed in their charge.

523. They must report for duty at the appointed time and place, must open the baggage car in due season, and must receive all baggage, mail, Company's material and supplies, and other articles properly consigned to them.

524. They will receive baggage from passengers taking the train at stations where there is no agent, and at other stations when there is no one in attendance, and will check it after they have ascertained from the conductor to what point such passengers have presented tickets or passes or paid fare.

525. If they think such baggage exceeds the weight allowed for free transportation, they must call the attention of the station agent or baggage master to whom they deliver it to this fact, in order that it may be weighed, and the proper charge for excess may be collected upon delivery to the owner.

526. They must not receive as baggage anything not entitled under the regulations of the Company to be carried as such, nor must they receive any letters, packages, money, or other valuables which they are not so authorized to carry, nor accept any fee or perquisite for the transportation of any articles, except such as they may be authorized to take charge of at fixed rates for special care.

527. Except as provided in Rule 524 they must not receive baggage unless it is properly checked. They must receive or make waybills for all material, supplies and tools forwarded in their cars, and must deliver such waybills with the articles to which they apply at destination or terminals.

528. They must enter in their baggage records the description, receiving point and destination of all baggage received by them and the numbers of the checks thereon, also the description, addresses and other marks of all special packages so received.

529. They must give and take receipts on the proper form for all baggage and special packages received and delivered by them respectively.

530. They must carefully examine all baggage received, and if any appears to be in bad order they must receipt for it accordingly, and must note the fact in their baggage records and in the receipts taken by them upon its delivery, and must use special care in handling and stowing it, to prevent further damage.

531. In handling United States mail they must conform to the regulations relative to such service, and must keep an accurate record and make required reports of all pouches received and despatched.

532. They must stow baggage in the order of its delivery, so as to avoid delay in handling it at destination.

533. They must handle all baggage carefully, bearing in mind the penalties prescribed by law for the willful or negligent destruction or injury of baggage.

534. Corpses will be received for transportation in baggage cars in accordance with rules and regulations issued by the General Passenger Agent.

535. They will handle milk shipments and milk cans according to instructions issued by General Passenger Agent.

536. They must keep all detached checks carried by them in a secure place, and allow no one to have access to them.

537. They must not allow any person to enter their cars except the officers of the Company and mail agents, express messengers, news agents and trainmen in the discharge of their duties.

538. They must remain in the baggage car throughout the trip, unless they are required to leave it to protect their trains; and when necessary to leave it they must see that all of the doors are locked.

539. They must not leave the car at the end of the trip until its contents are properly disposed of.

540. They will perform the duties of flagman when directed to do so by the conductor, and will perform any other service assigned them by the conductor that does not interfere with the performance of specific duties set out in the rules.

### STATION AGENTS.

541. Station Agents will report to and receive instructions from the General Manager and the Train Master. They will conform to the instructions issued by the Traffic, Accounting and Treasury Departments.

542. They are required to devote their time exclusively to the business of the Company and to such other duties as the Company may assign to them, unless they are specially exempted from doing so.

543. They are in charge of the Company's interest at their respective stations, of its buildings, sidings and

grounds within the station limits, of the station appliances and equipment, of its accounts and records, of the material and supplies furnished for its work, of all cars at the station except in trains, of the receipt, care, forwarding and delivery of baggage and freight, of the sale of tickets, of the collection of the station revenues, of the remittance or deposit of money received for the Company, of such disbursements thereof as may be properly authorized, of all station employees, and of other employees while at the station, so far as relates to their conduct or to the station work. They will also have charge of such other matters as may arise in connection with the station management or may be assigned to them by proper authority. They must report to the General Manager any matter affecting the Company's interest.

544. Where there is no Yard Master, the duties of such position, so far as they exist, devolve upon the Station Agent.

545. They must make complete daily inspection of the station premises and see that all parts thereof are in safe and proper condition for the uses to which they are devoted. Any defects which they cannot remedy they must promptly report to the General Manager.

546. They must especially see that the waiting rooms and other apartments for the accommodation of passengers are thoroughly cleaned, and properly heated, ventilated and lighted.

547. They must see that the station platforms and walks are properly cleared of ice and snow, and that dirt is not allowed to accumulate thereon.

548. When their stations are opened for business after dark, they must see that the platforms are adequately lighted.

549. They must not allow rubbish to accumulate about any of the buildings.

550. Freight or material received or discharged upon the ground must be confined as far as possible to grounds set apart for that purpose at a proper distance from the station buildings and in such location as not to obstruct such a view of the tracks from the approaches to public crossings as may be necessary for the safety of persons or teams passing over the crossings.

551. In addition to keeping their station grounds in safe and tidy condition, they are expected to make all practicable effort to improve and beautify them.

552. They must not allow lumber, timber, ties, or other freight or material to be piled within ten feet of the main track nor within seven feet of any side track.

553. They must not allow freight, baggage or other articles to be left upon the platform so close to the track as to come in contact with passing trains.

554. They must see that all cars left upon the station sidings clear the main track, that their brakes are securely set, and, when such sidings are on grades, or if the brakes be defective, that the wheels are securely blocked, and that, where derailing switches are provided, they are set so as to prevent the cars from obstructing the main track.

555. They must see that cars are left entirely clear of street and highway crossings, and must not allow them to be placed so as to obstruct the necessary view of the track from the approaches to such crossings.

556. Where passing sidings are separately provided, or portions of sidings are set apart for the passing of trains, they must see that such sidings or portions of sidings are reserved for their regular use and that no cars are left



upon them if it can be avoided. When it is necessary to obstruct them with cars, they must notify the Train Dispatcher.

557. They must not allow cars to stand upon the main track except in trains, nor otherwise obstruct the main track, without the authority of a "31" order from the Train Master, and, in case of accidental obstruction, unless it be under the protection of train, yard or maintenance men, they must immediately arrange for the protection of trains, as provided in Rule 172, and report the facts to the Train Master.

558. They must see that their stations are always supplied with the following signal equipment:

Two red flags and lamps.

Two green flags and lamps.

Two white lamps.

Twelve torpedoes.

Six fuses.

One combined green and white flag.

They must always have these signals ready for use, and be prepared to display danger or caution signals in both directions from the station at any time of the day or night when it may be necessary.

559. They must select a conspicuous and permanent location for the display of the flag and lamp signals to stop trains for passengers; but when danger or caution signals of this description are to be displayed, it must be done by hand, and in such place as the circumstances may require.

560. They must see that all fixed station signals are in proper order, and must immediately report any defect in their condition to the Train Master.

561. Where there is no Yard Master, they are responsible for the position and security of all main track switches within the station limits, and must see that they are set and locked for the main track when they are not in use. Special examination of such switches must be made immediately before the arrival of passenger trains which do not stop at their stations.

562. They must not allow switches to be unlocked or operated by others than authorized employees, nor permit a switch to be set for a siding or cross-over for an approaching train by any person connected with the station, except in response to the proper whistle signal or to avert accident.

563. Where the duty is not otherwise assigned, they must see that the switch lamps are cleaned, filled, trimmed and kept in proper order, and that they are lighted and in place on the switch stands from sunset until sunrise.

564. They must give courteous attention to passengers, shippers and all other persons having business to transact at their stations.

565. They must preserve order in and about the station, must exclude from the station and platforms all drunken and disorderly persons, all loungers who interfere with the comfort or conveniences of passengers or obstruct the station work, and all persons engaged in unauthorized occupations.

566. They must indicate the places where hacks, omnibuses and other vehicles shall be allowed to stand at the station and where the persons in charge thereof, hotel runners and other solicitors, shall remain while engaged in their duties on the Company's premises, and must remove therefrom any such person who does not comply with these directions.

567. They will exercise a general supervision over all persons employed at the station, and see that they comply with all the Rules of the Company applicable to their attendance, service or conduct.

568. They must prescribe proper hours of duty for their subordinates, and see that the time so defined is faithfully devoted to the business of the Company. If at any time a larger force is employed than is necessary for the current work, they must report the fact to the General Manager.

569. They must not grant leave of absence to their subordinates nor make any change in their forces without authority from the proper officer.

570. They must suspend their subordinates for violation of the rules or neglect of duty, and must report all such cases and the action taken to the General Manager.

571. They are required to use all proper means to secure traffic for the road, and to cultivate the confidence and good-will of the public. They must extend all proper accommodations to shippers and other patrons, and must always have in view the promotion of the Company's interests.

572. They must not make charges for any service performed at their stations except such as are prescribed by the Traffic Department or other competent authority.

573. For the information of the public, they must post Freight and Passenger Tariffs, the Company's advertising matter, and other printed matter received from the different departments for such purpose, and must renew same as required.

574. They must not allow other advertising matter to be posted on the station premises without authority from the General Manager. When the posting of such matter

has been authorized, they must designate proper places for it.

575. Where train report boards are provided, they must see that proper entries are made thereon.

576. They must see that the ticket offices and baggage rooms are open for the sale of tickets and receipt and delivery of baggage not less than half an hour, or other period required by law, before the departure of passenger trains, and at such other times as may be necessary.

577. They must make all practicable effort to induce passengers to purchase tickets before entering the train.

578. They must not sell tickets to persons who are intoxicated or who are otherwise likely to be a source of danger or annoyance to others on the train, nor to persons who are not in a condition to take care of themselves, unless they are in charge of an attendant.

579. They must not sell tickets for any train to a station at which it does not stop, unless such station may be reached by changing cars at an intermediate point, in which case the purchaser must be advised of such change.

580. They must be conversant with routes, connections, and rates, and must answer courteously and fully all questions relative thereto.

581. They must see that all correspondence receives prompt attention.

582. They must keep the station accounts and records promptly and neatly written up, in the manner prescribed by the Accounting and other departments to which they respectively relate, and will submit them to the Traveling Auditor or other authorized officer for examination, as may be required. Except as provided in this rule, no one must be allowed access to the books or other records of

the station. The Company's affairs must not be divulged except to the proper officers.

583. They must promptly remit or deposit all money received on account of the Company, as directed by the Treasury Department.

584. They must see that the calculations in discharge tickets and other vouchers which they may be authorized to pay are correct before paying them. When paid, they must promptly remit them to the Treasurer.

585. They must keep complete files of all printed or written instructions received from the several departments.

586. They must see that their freight houses are open as may be necessary for the reception and delivery of freight.

587. Freight will be received and forwarded in accordance with the Company's tariffs, classifications, rules and regulations.

588. They must forward freight with the least possible delay, but must not promise to forward it by any particular train or within a specified time.

589. They will advise Train Master by wire, and as much in advance as possible, of live stock, perishable, and other important freight to be moved from their station.

590. When freight is received for delivery at their stations, they must promptly notify the consignees, and use all proper means to induce them to remove it.

591. Freight must be delivered only to the consignee or upon his written order. Freight billed "to order" shall be delivered only upon surrender of the original bill of lading properly endorsed.

592. They must not deliver freight until all charges thereon are paid, except to persons to whom they are

authorized by the Auditor, approved by the Treasurer, to allow credit, and in such case the period or other limitation of such credit must never be exceeded.

593. They must take receipts for all freight delivered.

594. "Over," "short," damaged, refused and unclaimed freight will be reported, handled and disposed of in accordance with instructions from General Freight Agent.

595. They must see that all freight loaded by them is safely and properly stowed, piled or placed, and when necessary is securely fastened by blocks, cleats, stakes, chains or other means, as the nature of the freight may require, so as to prevent loss or damage by falling, shifting, chafing, breaking, or by contact with any contaminating substance. In loading way cars, they must see that the freight is stowed in station lots and in the inverse order of its delivery.

596. They must not load cars or receive or forward cars that are loaded, in excess of their capacity, or beyond the proper limits of height or width, and when cars have been so loaded by shippers, they must require them to reduce the loads to proper weight or dimensions; or, if this be not practicable, they must themselves reduce the loads and charge forward the expense thereof. If portions of such loads be transferred to other cars, they must see that they are properly billed.

597. Agents or their representatives must check jointly with the conductors all freight loaded into or unloaded from trains at their stations and see that it agrees with the way bills. They must check all freight loaded by them into station cars and see that it is properly loaded. They must check all carload freight, other than bulk freight, unloaded by them, and all such freight unloaded by consignees except when billed at "Shippers' load and count." All freight

except bulk freight transferred by them must also be checked with the waybills, or if the regular waybills be not at hand an accurate tally must be taken and filed for future reference. All bulk freight received which has the appearance of shortage must be weighed when practicable.

598. They must see that all freight which requires shelter is promptly placed in the freight house or in cars.

599. Freight houses must be locked, and loaded box cars standing at stations must be locked or sealed at all times except when the agents or their representatives, or other authorized persons, are in immediate charge thereof.

600. They must at all times give the necessary attention to live stock, and when it is accompanied by attendants they must render them all the assistance necessary to properly take care of it.

601. If live stock be left at their stations on account of injury or of its being down in the car, they must give it prompt and necessary attention. If an attendant accompany the stock, he must invariably be consulted as to how it shall be handled.

602. They must keep themselves thoroughly informed as to all regulations governing the use of cars, and must see that they are fully complied with.

603. They must neither order cars, nor use cars on hand for partial loads of freight, that can be loaded in the way freight trains while at the station, without difficulty, or serious delay to such trains.

604. Before loading cars or assigning them to shippers for loading, they must see that they are in proper condition for the class of freight to be loaded.

605. In furnishing cars for the loading of live stock, special care must be taken to see that there are no protruding nails, spikes or bolts on the inside; that the siding

and floors are whole and sound; that the doors and their supports and fastenings are strong and secure, and that the cars are in every way in good condition.

606. They must not allow any changes to be made in cars by or for shippers, such as temporary linings, upper decks or partitions, without permission from the Train Master, and when such changes are authorized they must be made wholly at the expense of shipper, and he must assume all risk of loss or damage that may result therefrom. Agents will see, however, that the work is done in such a manner as not to damage the cars or interfere with the movement of the doors or anything else connected with their safe and proper handling. The assumption of risk by the shipper must be noted on the bills of lading and waybills.

607. They must make every proper effort to obtain cars for shippers, but in no case shall they promise to furnish them within a specified time.

608. When the demand for cars exceeds the supply, they will distribute the available cars in proportion to the actual requirements of shippers and their ability to load promptly, and with due regard to the sequence of their orders. If cars furnished for loading by shippers are not promptly loaded, they must be assigned to other shippers or reported to the Train Master for disposal.

609. They must report to the Train Master all empty cars at their stations for which they have no immediate use.

610. They must make every effort to avoid delay in the movement of cars, both loaded and empty, must see that they are promptly forwarded by the proper trains, and must report to the Train Master conductors who refuse to take cars properly offered them.

611. When cars are left at stations where they do not belong, on account of defects, or for other reasons, the agents at such stations must report the fact and the reasons therefor by wire to the Train Master, stating numbers, initials, contents and destination. They must forward them as soon as possible, and, if they require special dispatch, must notify the Train Master when they are ready to go forward.

612. They must not load foreign cars except for home or in the homeward direction as shown by the route cards, without special authority. When such cards are wanting, they must in all cases apply to the General Manager for routing instructions, and must card them accordingly before using or forwarding them.

613. They must have all cards, except route cards, M. C. B. defect cards, and such as relate to the classification or handling of the freight therein, removed from all cars before they are forwarded.

614. They must not allow advertising matter to be pasted or nailed upon or otherwise attached to cars, and if this rule be disregarded by shippers or others, they must have such matter removed from the cars before forwarding them.

615. They must furnish conductors with the regular waybills for all loaded cars and memorandum waybills or their equivalent for all empty cars forwarded from their stations. They must furnish conductors of way freights with the original waybills for all freight loaded into their trains, and for all freight, whether in carload lots or in less than carload lots, which is to be unloaded by them during the trip.

616. In case Company's freight is not unloaded within 48 hours, they must notify the General Manager.

617. They must have a complete program of the switching to be done by way freight trains at their stations ready for delivery to the conductors upon their arrival, and must report conductors who fail to properly do the station work required of them to the Train Master.

618. As a general rule the Company is required to receive and deliver U. S. mails at the post-offices when they are distant 80 rods or less from the station. Where this rule prevails, agents must see that mails are promptly handled.

619. They must notify postmasters of all changes of time tables affecting the local postal service, and must advise the General Manager of all changes in the location of post-offices.

620. They must take the utmost care to prevent U. S. mail pouches from being rifled or stolen while in their charge. They must never leave them upon the station platform, in the waiting room, or in other exposed places, unprotected.

621. They must keep an accurate record of all closed pouches received and dispatched.

### BAGGAGE AGENTS.

622. Baggage Agents will report to and receive instructions from the Station Master or Station Agent. They will also obey the instructions received from the Passenger, Accounting and Treasury Departments.

623. They are in charge of the baggage rooms and of the receiving, checking, forwarding and delivering of baggage at their stations.

624. They must have the baggage rooms open not less than half an hour, or other period required by law, before

the departure of passenger trains, and at such other times as the business of the station may require.

625. They must check baggage only upon the presentation of a ticket or pass by the applicant, and must never exceed the limits, either as to route or destination, shown thereon.

626. They must not check or forward as baggage anything not entitled under the regulations of the Company to be carried as such.

627. They must handle baggage carefully, bearing in mind the penalties prescribed by law for the willful or negligent injury or destruction of baggage.

628. They must collect for all baggage in excess of the weight allowed each passenger, at the prescribed rates, and must report and remit such collections as directed.

629. They must enter in their baggage records the description of all baggage, the numbers of the checks thereon, the description, addresses and other marks of all special packages and the numbers of the trains from which they were received and by which they were forwarded respectively.

630. They must give and take receipts for all baggage and special packages received from and forwarded by trains, respectively.

631. They must not receive a corpse for transportation unless it is in proper condition, securely enclosed in a tight and strong box, and is accompanied by all papers required by the laws of the State or States within which it is to be carried, nor until they are assured that it is in the care of a person who has the proper ticket and will take passage by the same train.

632. They must carefully examine all baggage received and if any appears to be in bad order they must note the

facts in their baggage records and, if received from a train, must receipt for it accordingly.

633. They or their assistants must remove the checks upon the delivery or rechecking of baggage, and must never allow others to do so.

634. They must see that their stations are always supplied with the requisite number and variety of baggage checks, and that no one except authorized persons has access to them.

### CHIEF ENGINEER.

635. The Chief Engineer is in charge of Construction, Maintenance of Way and Structures, maintenance of all overhead lines and bonding (including telephone and telegraph lines) and all employees engaged therein.

636. The Chief Engineer will report to and receive instructions from the General Manager.

### ROADMASTER.

637. The Roadmaster is in direct charge of the maintenance or track, roadway, right-of-way, station grounds, buildings, bridges, trestles, culverts, water stations and tanks, coal stations and other structures and will direct the work of all employees engaged therein.

638. The Roadmaster will report to and receive instructions from the Chief Engineer.

639. He shall see that the road-bed and tracks and everything pertaining thereto, are maintained in safe and proper condition, and in all respects in accordance with the prescribed standards, that ample provision is made for drainage, that culverts and other water ways are kept open, that land slides are guarded against, that trees,

rocks, and other objects along the road which are likely to fall upon the track, are removed, that the right-of-way is cleared of trees and bushes, that the grass and weeds are cut in proper season, that fences are kept in repair and that all brush, weeds, worn out ties, timber and other rubbish are collected and promptly burned.

640. He must keep himself constantly informed as to the general condition of the track, structures, and other property under his charge. He shall make inspection of track, roadway, right-of-way, station grounds, buildings, bridges, trestles, culverts, water tanks, coal stations, and other structures and their appurtenances, at least once a month and as much oftener as conditions may require.

641. He must make prompt report to Chief Engineer of any defects or defective conditions.

642. He must, in case of obstruction or damage to track or road-bed, proceed to the place with the forces at his command and do all in his power to promptly clear and repair the track.

643. He must know that foremen are familiar with the operating rules in regard to the train signals and flagging, and that they fully understand and comply with them.

644. He shall investigate and report all accidents which may be attributable to defects in, or result in damage to track, road-bed or structures.

645. He must not allow lumber, timber, ties, poles, rails, or other freight or material to be piled within ten feet of the near rail of main track or within seven feet of the near rail of any side track.

646. He must know that foremen are supplied with tools, and material necessary for the efficient performance

of their duties and see that these are properly used and cared for.

647. He shall have the direction of maintenance and construction trains while at work, unless otherwise ordered.

648. He must make requisitions in due season for all material, appliances, tools, equipment and supplies required, must inspect them as soon as they are received, and see that they conform to the standard specifications or other requirements, and he must report all that do not conform to such requirements, to the Chief Engineer, and he must not permit them to be used without special orders to do so.

649. He must see that the proper quantities of reserve material are kept on hand on each section for use in emergencies.

652. He must see that material, tools, equipment and supplies are properly stored, economically used and fully accounted for.

650. He must not allow any material, appliances or fixtures to be taken from the track or structures under his charge or dropped by passing trains to be destroyed or scrapped, until he has ascertained by personal inspection that they are unfit for further use.

652. When a track foreman leaves the service he must take an inventory at once of all the material, equipment and supplies of the section, and if they are not accounted for, he must report at once to the Chief Engineer, and he must not issue pay voucher for such track foreman until the matter has been adjusted and he has received instructions from proper authority to do so.

653. He must see that the authorized track force is maintained; that it is never exceeded, except in emergen-

cies; that it is at all times judiciously and effectively employed; that discipline is maintained, and that all negligent, idle or inefficient workmen are promptly dismissed.

654. He will recommend track foremen to the Chief Engineer for appointment, and must see that they have passed the required examination before they are given charge of a section. He may suspend them for violation of the rules or neglect of duty, and must report all such cases and the action taken, to the Chief Engineer.

655. He must see that the tracks are promptly patrolled at all times, that watchmen are specially assigned to dangerous points as may be necessary, and in case of violent storms, high winds and other emergencies that all exposed parts of the road are guarded, that all necessary means are employed and every possible effort is made to keep the track safe, and that every precaution is taken to prevent accident to trains.

656. In all cases of serious accident, obstructions of the track or damage to track or roadway, he must go at once to the place with the necessary material, tools and men and do everything in their power to clear or restore the tracks and facilitate the movement of trains.

657. A watch that has been examined and certified to by a designated inspector, must be used by Roadmaster.

658. He shall compare it daily with a standard clock, or, if he has not access to a standard clock, with the watches of a conductor and motorman or engineman which have been compared with such a clock as prescribed by the Rules.

659. He must see that each track foreman also has a reliable watch, and must compare time with all of them at least twice a week, and oftener if practicable.

660. He must supply all track foremen with copies of each new working time table before it takes effect, and take their receipts therefor.

661. He must not, except by proper authority, permit experimental trials of appliances or devices, nor give out information of the results of any trials.

662. He shall keep himself informed in regard to all work performed by contractors, or others who do not come under his charge, and see that nothing is done by them that will interfere with the safety of track or the movement of trains.

663. He shall know that foremen are provided with the rules, circulars, forms and special instructions pertaining to their duties, and that they fully understand and comply with them.

664. He shall see that the vicinity of all bridges and trestles is clear of all combustible matter, and that bridge seats, tops of piers and other readily accessible portions of bridges and trestles are clear of cinders and dirt and that water barrels are provided where needed and that they are kept full of water.

665. He must be familiar with the boundaries of the right-of-way and all adjacent land owned or leased by the Railway, and see that no one is allowed to occupy or use the same without the consent of the Railway, and must immediately prohibit and report to the Chief Engineer any unauthorized occupation or use of any part thereof.

666. He must see that all private crossings, easements or other privileges within its right-of-way or lands granted by the Railway to private individuals, firms or corporations are limited to the specific uses for which they were granted, and report to the Chief Engineer any attempt on the part of grantees, or others, to extend or enlarge such uses.



667. He must verify all track foremen's time, labor and material reports, correct any errors therein, certify to them and forward them to the Chief Engineer on the last day of each month.

668. He must also verify and countersign all discharge vouchers issued to his subordinates.

669. He must perform such other duties as may be assigned him by competent authority or as may be necessary for the proper maintenance and the protection of the property and the Railway's interests, and he is expected to intelligently employ all means at his command in preserving the safety and improving the condition and appearance of the track and roadway.

### TRACK FOREMEN.

670. Track Foremen will report to and receive instructions from the Chief Engineer and the Roadmaster.

671. Within their respective section they are in charge of the right-of-way; of the repairs to the road-bed, tracks, crossings, and fences; of the watching of the telegraph lines and all bridges and structures not otherwise provided for, and of such protection and temporary repairs thereof as safety and the dispatch of business may require, and they shall do no work thereon that will interfere with the safe passage of trains, except under proper protection. They are also in charge of the track laborers, road watchmen and switch lamp lighters upon their section.

672. They shall keep themselves informed in regard to all work performed in their districts by contractors, or others who do not come under their charge, and see that nothing is done by them that will interfere with the safety of track or the movement of trains.

673. They shall employ men as directed. They must treat employees with consideration and see that they properly perform their duties. They must discharge men who are incompetent or neglect their duties, and in no case shall they discharge men without cause.

674. They must promptly replace defective rails, ties, splices, switch points, rods, stands and other material and appliances which can in any way affect the safety of the track and must make all repairs required with the utmost promptness and with due regard to their relative importance.

675. They must keep the track in proper gauge and in good line and surface, the ties evenly spaced and properly ballasted and tamped; must see that the rails have an even bearing on the whole width of the ties; that the full number of spikes are used; that the rail splices are sound and are secured by the full number of bolts and that the nuts are kept tight.

676. They must personally examine all switches on their respective sections once every week, they must keep all switches, stands, and connections, properly adjusted, and free from lost motion and other defects, must see that they work easily, that their bearings are frequently oiled and that they are cleared of ice, snow and other obstruction.

677. They must preserve the proper slopes on embankments and in cuts and must maintain the standard cross-section at all points.

678. They must make the ditches deep and wide enough to carry all of the water without overflow and must provide cross-drains wherever they are needed.

679. They must keep all culverts and other waterways open so as to admit of the free passage of the water and

prevent its accumulation or diversion, and the undermining of the road-bed, culverts or bridge foundations, and must not allow drift-wood or other rubbish to accumulate about the openings of culverts, the foundations of bridges or in the beds of streams adjacent thereto.

680. They must guard against land-slides as far as possible, and must promptly remove all earth, trees, rocks or other objects that are likely to fall upon the track.

681. They must clear the right-of-way of trees and bushes, and must cut away all overhanging branches of trees that are likely to interfere with the telegraph wires or other electric circuits.

682. They must keep all street, highway and private crossings in good condition, and must especially see that the standard flange-way between the rails and the planking is maintained and that there are no openings in which the feet of persons or animals can be caught.

683. They must keep the cattle guards and fences in good repair.

684. They must cut all grass and weeds upon the right-of-way and grounds before they ripen.

685. They must keep the station grounds clean and in good order.

686. They must not allow lumber, timber, ties, rails, or other freight or material to be piled or placed upon the ground within ten feet of the main track or seven feet of any side track, and must see that all such freight or material left near the tracks is so placed that it cannot fall upon or near them.

687. They must see that all ballast, ties, rails and other material distributed along the track are so placed as to clear all trains.

688. They must see that all car or engine appliances or other objects found upon the track are promptly removed.

689. They must immediately report any defects discovered in roadbed, track, bridges, and trestles, to the Roadmaster. In case of any defect in, or damage to, the roadbed, track or anything pertaining thereto, that in any way endangers trains, or interferes with the safe operation of trains, he must immediately report same to the Chief Engineer and the Train Master by wire, giving location and character of defect, and he must provide such flag or other protection as will avoid accident until he knows that proper protection to trains and property is otherwise provided.

690. They must look after water-tanks and their appurtenances and report to the Roadmaster any defects therein, and must immediately notify the Train Master of any failure, or threatened failure, of the water supply.

691. During violent storms or high water they must see that all exposed parts of their sections are carefully guarded, must use all means in their power to prevent damage to the roadway and tracks and must see that trains are not allowed to pass over any part of the road where there is reason to apprehend danger until it is known to be safe.

692. In cases of train accident on their sections, they must go at once to the place with their men and such material and equipment as is required, and render all assistance possible in clearing the track, protecting property, and doing such other work as the circumstances may require. If the track be damaged, they must repair it as soon as possible; and in the absence of the Roadmaster

and other ranking officers, will be responsible for the character of such repairs, and must not allow the track to be used until its safety is assured.

693. They must each have a reliable watch, and must compare it daily with a standard clock, or, if he has not access to a standard clock, with the watches of a conductor and engineman which have been compared with such a clock as prescribed by Rule 62.

694. They must have a copy of the working time table at all times when on duty.

695. They must keep themselves as well informed as is practicable how regular trains are running, what extra trains are on the road, and when they may be expected, must closely observe all passing trains for classification signals, and must regulate their work as far as is expedient so as not to interfere with the passage of trains.

696. They must not undertake any work, except to repair dangerous defects of track or roadway, that will obstruct the main track within ten minutes of the time of first-class trains (nor until all sections of such trains have passed), unless they have reliable reports that they are late, and in such case must have the track clear for their passage if possible ten minutes before the earliest time at which they are to be expected. Work that in any way obstructs the main track or interferes with safe operation of trains must at all times be done under proper flag and torpedo protection.

697. When trains are stopped by their work, they must be allowed to proceed as soon as the track can be made safe for them to do so.

698. In no case, except when the track is unsafe, shall they do any work that will obstruct the track during a fog or snow storm.

699. They must always be provided with the following equipment:

- Four red flags and lanterns,
- Four green flags and lanterns,
- Four white lanterns,
- Two dozen torpedoes,
- Four signal standards.

700. They must see that all regular and special track watchmen are provided with a red flag by day and a red and white lantern at night, and with six torpedoes, and must instruct them fully as to the use of the same in signaling trains in case of danger.

701. They must always have the necessary signal appliances at hand and in condition for immediate use when at work on the road, and be prepared to display danger or caution signals in accordance with the Rules as may be required.

702. When dangerous defects of the roadway or track are found, or when work is to be done that will render the track unsafe, for the passage of trains, they must display danger signals as per Rule 172.

703. If both tracks be affected, or if the defect or obstruction be on single track, these signals must be displayed in both directions from the danger point.

704. If caution signals cannot be seen from where the work is being done, a man must be left in charge of it.

705. When the condition of any part of the road requires that trains be run over it at reduced speed, caution signals as prescribed by Rule 90 "c," (except the torpedoes), must be placed as provided in 90 "c"; and if such condition cannot be immediately remedied, the Train Master must be promptly notified thereof, in order that proper instruction governing the rate of speed may be

issued to trainmen. The signals must be left in place until the defect is entirely remedied.

706. Track jacks must not be used between the rails when it can be avoided, and when it is necessary to so use them, they must be regarded as an obstruction, and must be under the protection of signals, unless there is a clear view of the track for at least one-half mile in the right direction on double track, and in both directions on single track.

707. When switches or their connections are unsafe for use and cannot be immediately repaired, they must see that they are securely spiked for the main track and must repair them as soon as possible. When the switches of passing sidings are so spiked they must notify the Train Master of the fact.

708. When any portion of the road has been reported as unsafe, or switches have been reported as spiked, they must notify the Train Master as soon as they are repaired.

709. They must see that the switch lamps for all switches within their sections, except such as are in charge of switchmen or where other provision is made, are properly cared for, and that they are lighted and put in place on the switch stands in due season.

710. They must not allow their hand or push cars to be used for other purposes than the Railway's business, and only under their personal direction.

711. They must see that they are clear of the main track at least ten minutes before the time of the first-class trains; that they are run with great caution at all times; that they are not run in the wrong direction on double track, if it can be avoided; that a constant lookout is kept for trains, and that where there is not a clear

view of the track far enough to insure absolute safety, flagmen are sent out with danger signals to protect them; that when they are run at night or in dark tunnels, a white light is displayed in front and a red light on the rear, and that they are never attached to trains.

712. Loaded push cars must always be protected by danger signals when on the main track, and must not be used thereon in fog, snow storms, or at night, unless absolutely necessary.

713. Hand and push cars when not in use must be removed from the main track and placed clear of trains and of street and highway crossings. When they are out of sight, their wheels or gearing must be chained or locked.

714. When running hand or push cars they must watch for torpedoes upon the rails, and if any are found, must stop, if possible, and remove them, and, after passing must replace them where they were found. Should torpedoes be exploded by their cars, they must place others instead.

715. Hand cars must be frequently examined for defects, and must never be used unless they are in safe condition. When not in service they must be kept in the tool houses.

716. They must send requisitions in due season to the Road Master for all material, appliances, tools, equipment and supplies required for their work; must hold them when received subject to the inspection and acceptance by Road Master, must see that they are properly stored, and, if accepted, that they are economically used and fully accounted for.

717. They must keep proper quantities of reserve material on hand for use in emergencies.

718. All carload material consigned to their sections must be promptly unloaded, and when special engine or

train service is required to accomplish this, they must report such requirement to the Road Master.

719. They must observe great care in handling heavy material, to avoid both damage to such material and injury to the men.

720. They must personally engage in the work being done by their men as far as the proper supervision of their section will permit.

721. They must see that trackmen are diligent in their work, and that all regular and special watchmen give thorough attention to their duties. They must frequently visit night watchmen and see that they are at their posts or on their rounds, and are faithfully watching the portions of the road to which they are assigned.

722. Special watchmen assigned to particular points upon the road, and men left in charge of the signals must be provided in the daytime with track tools, and be given such employment in the immediate vicinity as will not interfere with their special duties.

723. They must keep an accurate record of the time of their men, of the labor devoted to each class of work, and of the materials received, used, and otherwise disposed of, and must report the same at the end of each month upon the prescribed forms and in the manner directed.

724. They must pick up all freight lost from trains upon their sections and deliver it to the agent at the nearest station and take a receipt therefor; or if it be too heavy to be so delivered, they must remove it to a safe distance from the track, and in either case they must report the facts to the Chief Engineer, stating, if possible, from what train it was lost.

725. All clothing or other articles of any value found upon the track that may belong to trainmen or passengers must be sent to the Train Master, and at the same time reports must be sent describing the articles, stating when and where they were found, and the dates and trains on which they were forwarded.

726. They must collect ties, timber, rails, frogs and other material and fixtures taken from the track or structures, or falling from passenger trains, once a week. As soon as they have been inspected by the Road Master, they must be assorted in accordance with such inspection. All condemned ties, timber and lumber must, unless otherwise directed, be burned. Second-hand material and scrap must be properly stored. Grass, weeds and other rubbish cut or accumulated upon the right-of-way and grounds must also be promptly collected and burned.

727. They must see that old material and rubbish are burned at a safe distance from bridges and other structures, and that the fires are carefully watched and prevented from spreading by the fences, telegraph poles or adjoining property. Such fires must not be left burning after working hours.

728. They must give prompt attention to all "Fire" cards thrown off by trains, whether the point indicated thereon is upon their sections or not. They must also respond to the Fire Alarm signals.

729. They must make all possible effort to extinguish accidental fires upon the right-of-way or adjoining property; and when such fires are known to have been started by engines, or when engines are seen to throw fire from their stacks, they must report the fact and the number of the engine in each case to the Roadmaster and Chief Engineer.

730. They must be familiar with the boundaries of the right-of-way and with the adjacent lands owned or leased by the Railway, and see that no one is allowed to occupy or use the same without the consent of the Railway, and must immediately prohibit and report to the Roadmaster any unauthorized occupation or use of any part thereof.

731. They must ascertain the use for which private crossings or other similar privileges upon the right-of-way of lands of the Railway within their sections were granted or acquired, and must report any other use which may be made of them to the Roadmaster.

### ROAD WATCHMEN.

732. Road Watchmen will report and receive instructions from the Track Foreman.

733. They must go over the portions of the road to which they are assigned as often as required, and must carefully examine the roadway, tracks, crossings, fences, water tanks, bridges, trestles, culverts, telegraph lines, trolley and other overhead wires and must promptly report any defects therein which they cannot repair and any failure of water supply to the Track Foreman.

734. They must examine all buildings, structures, or property of the Railway not under the immediate supervision of agents or others, and must protect them from damages or theft, as far as possible.

735. They must observe the speed of passing trains at all points where reduced speed is required, and report any disregard of orders or signals governing such speed.

736. When going on duty they must always be provided with a spike maul, a track wrench, six torpedoes, a red flag by day, a red and a white lantern by night or when-

ever they are likely to be required, and a box of waterproof matches.

737. Should they find the road impassable or unsafe they will be governed as follows: If the obstruction or defect be on double track, and only one track is affected thereby, they will display danger signals, as prescribed by Rule 172 in the right direction on such track. If both tracks be affected, or if the obstruction or defect be on single track, they will place torpedoes on the rail, as prescribed by Rule 172, in the direction of the first expected train. They will place a red flag by day and a red lantern by night in a conspicuous and secure position on the engineman's side of the track opposite such torpedo. They will then go out in the opposite direction from the point of danger and place torpedoes upon the rail, as prescribed by Rule 172, and will return to the point where the single torpedo is placed and will remain there and give the stop signal as prescribed by Rule 92 "a" to an approaching train.

738. They must notify the Track Foreman of the condition of the track as soon as they can do so without neglecting the protection of trains. If there be a telegraph office at hand they must also notify the operator.

739. When not wholly occupied with watching the road they must perform such other duties as the Track Foreman may direct.

