

REPORT OF COMMITTEE ON INTERURBAN RULES*

The rules herein set forth govern the railroads operated by the.....
..... Railroad Company.

They take effect, 190., superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

To enter or remain in the service is an assurance of willingness to obey the 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. To obtain promotion, capacity must be shown for greater responsibility.

Employees, in accepting employment, assume its risks.

GENERAL NOTICE.

The safety of passengers and trains is of the first importance, and all operations of working, repairing, or constructing this road must be subservient thereto. To this, with the regularity and punctuality of the trains and the comfort and convenience of patrons, all work must be entirely subordinate.

It is of the utmost importance that proper rules for the government of the employees of a railroad company should be enforced, in order to make such rules efficient. If they cannot or ought not to be enforced, they ought not to exist. Officers or employees whose duty it may be to make or enforce rules, however temporary or unimportant they may seem, should keep this clearly in mind. If in the judgment of any one whose duty it is to enforce a rule, such rule cannot or ought not to be enforced, he should at once bring it to the attention of those in authority.

GENERAL RULES.

A. Employees whose duties are prescribed by these rules will be provided with a copy and will be required to have it with them when on duty.

B. Employees must be conversant with and obey the rules and special instructions. If in doubt as to their meaning, they must apply to proper authority for an explanation.

C. Employees must pass the required examinations.

D. Persons employed in any service on trains are subject to the rules and special instructions.

E. Employees must render every assistance in their power in carrying out the rules and special instructions.

F. Any violations of the rules or special instructions must be reported.

G. The use of intoxicants by employees while on duty is prohibited. Their use, or the frequenting of places where they are sold, is sufficient cause for dismissal.

H. Smoking tobacco by employees while on duty, in or about passenger stations or on passenger cars, is prohibited.

I. Employees on duty must wear the prescribed badge and uniforms and be neat in appearance.

J. Persons authorized to transact business at stations or on trains must be orderly and avoid annoyance to passengers.

Employees must treat all passengers with politeness, avoid difficulty and exercise patience, forbearance and self-control under all conditions. They must not make threatening gestures or use loud, uncivil, indecent or profane language, even under the greatest provocation.

K. In case of danger to the company's property employees must unite to protect it.

L. All employees whose duties are in any way affected by the time-tables must have a copy of the current time-table with them when on duty.

M. When an employee is discharged from the company's service he will not be re-employed without the consent of the officer who dismissed him, or that of the head of the department from which he was dismissed.

N. If an employee should be disabled by sickness or other cause the right to claim compensation will not be recognized. An allowance, if made, will be a gratuity justified by the circumstances of the case and the employee's previous good conduct.

O. No employee is allowed to contract any bill or other obligation on account of the company, or to use the company's credit, unless authorized by the proper officer.

P. Employees are required to exercise great care to avoid injury to themselves and others, and are required to inform themselves respecting the location of all structures or obstructions along the line that will not clear them when on the top or sides of cars or motors, also as to the conditions of equipment and track.

Employees are warned that extra and special trains may run at any time, and trains may run on any track in either direction without notice except to those whom it is necessary to advise in order to insure proper movement of such trains. Employees must be governed accordingly and exercise proper care to avoid being injured.

Q. Every employee, while on duty connected with the trains on any division of the road, is under the authority and must conform to the orders of the superintendent of that division.

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

S. 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.

T. In the selection of new men for the service, care should be taken to get only persons of good character, and who give promise of being able to improve and to deserve promotion. Application for employment should be made on the prescribed form.

U. The assignment or attaching of an employee's wages by garnishee proceedings in aid of execution will be sufficient cause for dismissal in absence of satisfactory explanation.

V. All articles furnished by the company for use of employees must, on leaving the service, be returned to proper officer. The right is reserved to withhold from wages due the value of such articles lost or that are not surrendered on leaving the service.

AA. All persons in the employ of the company must devote themselves exclusively to its service during the prescribed hours of the day or night, and must properly obey instructions of executive and general officers and of the heads of their departments in matters pertaining to their respective branches of the company's service. No employee will be allowed to engage in any trade, directly or indirectly, for himself, or as an agent for others, without special permission from his superior officer.

BB. Every employee is hereby warned that before exposing himself in working, or being on the tracks or grounds of the company, or in working with or being in any manner on or with its cars, machinery or tools, he must examine, for his own safety, the conditions of all machinery, tools, tracks, cars, 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, so far as he reasonably can, their condition and soundness; and he is required promptly to report to 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, and such superior will report the defect to such agent of the company who has authority to remedy it. It is made hereby the right and duty of every employee under all circumstances to take sufficient time, before exposing himself to danger, to make such examination as is here required and refuse to obey any order which would imperil his life or limb.

Responsibility for Damages.—Employees will be held responsible for any damages caused by their neglect or carelessness or by disobedience of rules.

CC. Give Information to Proper Persons.—No employee shall, under any circumstances, give any information whatever concerning any accident, delay, mishap of any kind or business of the company to any person except to a properly authorized representative of the company, except as provided by law.

DD. All employees should as a first consideration promote safety of trains and passengers by all means in their power, report 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 duty or not.

Employees, especially track and bridgemen, should notice the condition of passing trains, and if they observe anything in bad order should notify the trainmen by proper signals, giving a signal to stop, if, in their judgment, the train is endangered by the defect. In all cases of doubt take the safe side.

EE. Every employee who may witness any accident which may affect the interests of the company, must forthwith make a detailed written report thereof, including the names and addresses of all witnesses, and send same at once to the proper official.

FF. Hearing by Superintendent.—A hearing will be given by the superintendent to every employee who desires to complain. Reports or suggestions for the betterment of the service will always receive consideration.

GG. In addition to these rules special orders will be issued from time to time, as may be found necessary, and such orders posted on the various bulletin boards, when given by proper authority, whether in conflict with these rules or not, shall be fully obeyed while in force.

HH. Every employee accepting free transportation specifically agrees, in consideration of such free transportation, that the company shall not be liable under any circumstances for any injury to his person or loss or damage to his property while using such free transportation.

JJ. All persons entering the service of this company will be required to sign an acknowledgement that they have read, understand and do agree to obey the rules and regulations of the company.

DEFINITIONS

Engine.—A locomotive propelled by any form of energy.

Train.—An engine or more than one engine, or a motor or more than one motor coupled with or without cars displaying markers.

Regular Train.—A train authorized by a time-table schedule.

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, class or direction.

Right is conferred by train order; class and direction by time-table.

Right is superior to class or direction. Direction is superior as between trains of the same class.

Note.—Superiority by direction is limited to single track.

Train of Superior Right.—A train given precedence by train order.

Train of Superior Class.—A train given precedence by time-table.

Train of Superior Direction.—A train given precedence in the direction specified in the time-table as between trains of the same class.

Note.—Superiority by direction is limited to single track.

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.

*Adopted at the Kingston meeting of the Street Railway Association of the State of New York, Sept. 21, 1907.

Division.—That portion of a railway assigned to the supervision of a _____.

Subdivision.—A part of a division so designated on the time-table.

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

Main Track.—A track extending through yards and between stations, upon which trains are operated by time-table or train order or the use of which is controlled by 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.

Three (or More) Tracks.—Three (or more) main tracks, upon any of which the current of traffic may be in either specified direction.

Current of Traffic.—The direction in which trains will move on a main track under 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 or from which fixed signals are operated.

Siding.—A track auxiliary to the main track for meeting or passing trains, limited to the distance between two adjoining stations.

Fixed Signal.—A signal of fixed location indicating a condition affecting the movement of a train.

Yard.—A system of tracks within defined limits provided for the making up of trains, storing of 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 or conductor or both are not fully acquainted with the physical characteristics or running rules of the road or portion of the road over which the train is to be moved.

RULES FOR SINGLE OR DOUBLE TRACK. STANDARD TIME

1. Standard time obtained from _____ observatory will be telegraphed to all points from designated offices at _____ m. daily.

2. Watches that have been examined and certified to by a designated inspector must be used by conductors, motormen and such other employees as may be designated. The certificate in prescribed form must be renewed and filed with _____ every _____.

FORM OF CERTIFICATE

CERTIFICATE OF WATCH INSPECTOR

This is to certify that on _____, 19____, the watch of _____, employed as _____ on the _____ R., 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
Number of movement.....
Open or hunting case.....
Metal of case.....
Stem or key winding.....

Signed,

Inspector.

Address,

3. Watches of conductors, motormen and such other employees that may be designated must be compared before starting on each trip with a clock designated as a standard clock. The time when watches are compared must be registered on a prescribed form.

TIME-TABLES

4. Each time-table from the moment it takes effect supersedes the preceding time-table and its schedules take effect on any division or subdivision at the leaving time at their initial stations on such division (or subdivision). But when a schedule of the preceding time-table corresponds in number, class, day of leaving, direction and initial and terminal stations with a schedule of the new time-table, a train authorized by the preceding time-table will retain its train orders and assume the schedule of the corresponding number of the new time-table.

Schedules on each division (or subdivision) date from their initial stations or such division (or subdivision).

Not more than one schedule of the same number and day shall be in effect on any division (or subdivision).

5. 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 the leaving time.

Unless otherwise indicated, the time applies to the switch where an inferior train enters 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 signal, it applies to the place where traffic is received or discharged.

Schedule meeting or passing stations are indicated by figures in full-faced type.

Both the arriving and leaving time of a train are in full-faced type when both are meeting or passing time, or when one or more trains are to meet or pass it between those times.

When trains are to be met or passed at a siding extending between two adjoining stations, the time at each end of the siding will be shown in full-faced type.

Where there are one or more trains to meet or pass a train between two times, or more, than one train to meet a train at any station, attention is called to by _____.

6. The following signs when placed before the figures of the schedule indicate:

"S"—regular stop.

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

"L"—leave.

"A"—arrive.

SIGNAL RULES.

7. 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.

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

9. 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.

Indication.

(a) Red.....Stop

(b) Green.....Proceed, and for other uses prescribed by the rules

(c) Yellow.....Proceed with caution, and for other uses prescribed by the rules.

(d) Green and white.....Flag stop. See Rule 28.

(e) Blue.....See Rule 26

11. A fusee on or near the track burning red must not be passed until burned out.

12. HAND, FLAG AND LAMP SIGNALS.

Manner of Using.

Indication.

(a) Swung across the track.....Stop

(b) Raised and lowered vertically.....Proceed

(c) Swung vertically in a circle at half arm's length

across the track when the train is standing.....Back

(d) Swung vertically across the track in a circle at arm's

length when the train is running.....Train has parted

(e) Swung horizontally above the head, when the train

is standing.....Apply air brakes

(f) Held at arm's length above the head, when the train is standing.

.....Release air brakes

13. Any object waved violently by any one on or near the track is a signal to stop.

AUDIBLE SIGNALS

Engine Whistle Signals.

14. Note.—The signals prescribed are illustrated by "o" for short sounds, "—" for longer sounds. The sound of the whistle should be distinct, with intensity and duration proportionate to the distance signal is to be conveyed.

Sound

Indication

(a) o Stop. Apply brakes.

(b) — Release brakes.

(c) — ooo Flagman go back and protect rear of train.

(d) — — — — Flagman return from west or south.

(e) — — — — Flagman return from east or north.

(f) — — — — When running, train parted; to be repeated until answered by Rule 12 (d).

(g) o o Answer to any signal not otherwise provided for.

(h) o o o When train is standing, back. Answer to 12 (c) and 16 (a). When train is running, answer to 16 (d).

(j) o o o o Call for signals.

(k) — — — — o o To call the attention of yard engines, extra trains or trains of the same or inferior class or inferior right to signals displayed for a following section.

(l) — — — — o o Approaching public crossing at grade.

(n) — — — — Approaching stations, junctions and railroad crossings at grade.

A succession of short sounds of the whistle is an alarm for persons or cattle on the track.

15. The explosion of one torpedo is a signal to stop; the explosion of two not more than 200 ft. apart is a signal to reduce speed and look out for a stop signal.

15A. Torpedoes must not be placed near stations or road crossings where persons are liable to be injured by them.

BELL CORD SIGNALS,

Conductor to Motorman

(a) TwoWhen train is standing, start.

(b) OneWhen train is running, stop at next station.

(c) FourWhen train is standing, back the train.

(d) ThreeWhen train is running, stop at once—emergency.

(e) ThreeWhen train is standing, apply or release air-brakes.

(f) FourWhen train is running, reduce speed.

(g) FiveWhen train is standing, call in flagman.

(h) FiveWhen train is running, increase speed.

COMMUNICATING SIGNALS (OPTIONAL)

Sound	Indication
(a) Two	When train is standing, start.
(b) Two	When train is running, stop at once.
(c) Three	When train is standing, back the train.
(d) Three	When train is running, stop at next station.
(e) Four	When train is standing, apply or release air-brakes.
(f) Four	When train is running, reduce speed.
(g) Five	When train is standing, call in flagman.
(h) Five	When train is running, increase speed.
Sound	Indication
(a) One	Come to cab.
(b) Two	Watch trolley.
(c) Five	Pull trolley down to roof.
(d) Four taps by motorman	is signal to conductor that he wishes to back train and answered by conductor before train is backed.

TRAIN SIGNALS

17. The head-light will be displayed to the front of every train by night, but must be concealed when a train turns out to meet another and has stopped clear of main track or is standing to meet trains at the end of double track or at junctions.

18. Yard motors will display the head-light to the front and rear by night. When not provided with a head-light at the rear two white lights must be displayed. Yard motors will not display markers.

19. The following signals will be displayed, one on each side of every train, as markers, to indicate the rear of the train. By day, green flags; by night, green lights to the front and side and red lights to the rear, except when the train is clear of the main track, when green lights must be displayed to the front side and rear.

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

21. Extra trains will display two white flags and in addition two white by night in the places provided for that purpose on the front of the engine motor.

22. When two or more motors are coupled the leading motor only shall display the signals as prescribed by Rules 20 and 21.

23. One flag or light displayed where in Rules 19, 20 and 21 two are prescribed will indicate the same as two, but the proper display of all train signals is required.

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

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

26. A blue flag by day and a blue light by night displayed at one or both ends of an engine, car or train, indicates that workmen are under or about it; when thus protected it must not be coupled to or moved. Workmen will display the blue signals and the same workmen are alone authorized to remove them. 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.

USE OF SIGNALS

27. 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

28. A combined green and white signal is to be used to stop a train only at the flag stations indicated on its schedule. When it is necessary to stop a train at a point that is not a flag stop on its schedule a red signal must be used.

29. When a signal (except a fixed signal) is given to stop a train it must, unless otherwise provided, be acknowledged as prescribed by Rule 14 (g) or (h).

30. The engine or motor bell must be rung when a train is about to move.

31. The engine or motor bell must be rung on approaching every public road crossing at grade and until it is passed, and the whistle must be sounded at all whistling-posts.

32. The unnecessary use of either the whistle or the bell is prohibited. They will be used only as prescribed by rule or law or to prevent accident.

33. Watchmen stationed at public road and street crossings must use red signals only when necessary to stop trains.

SUPERIORITY OF TRAINS

71. A train is superior to another train by right, class or direction. Right is conferred by train order; class and direction by time-table. Right is superior to class or direction. Direction is superior as between trains of the same class.

72. Trains of the first class are superior to those of the second; trains of the second class are superior to those of the third, and so on. Trains in the direction specified by the time-table are superior to trains of the same class in the opposite direction.

73. Extra trains are inferior to regular trains.

MOVEMENT OF TRAINS

82. Time-table schedules, unless fulfilled, are in effect for after their time at each station. Regular trains hours behind

either their schedule arriving or leaving time at any station lose both right and schedule and can thereafter proceed only as authorized by train order.

83. A train must not leave its initial station on any division (or sub-division) or a junction or pass from double to single track until it has been ascertained whether all trains due, which are superior or of the same class, have arrived or left.

84. A train must not start until the proper signal is given.

85. When a train of one schedule is on the time of another schedule of the same class in the same direction it will proceed on its own schedule. Trains of one schedule may pass trains of another schedule of the same class and extras may pass and run ahead of extras.

86. An inferior train must clear the time of a superior train in the same direction not less than minutes, but must be clear at a time a first-class train in the same direction is due to leave the next station in the rear where time is shown.

87. An inferior train must keep out of the way of opposing superior trains and failing to clear the main track by the time required by rule must be protected as prescribed by Rule 99. Extra trains must clear the time of regular trains minutes unless otherwise provided, and will be governed by train orders with respect to opposing extra trains.

88. At meeting points between trains of the same class the inferior train must clear the main track before the leaving time of the superior train. At meeting points between extra trains the train in the inferior time-table direction must take the siding unless otherwise provided. Trains must pull into the siding when practicable; if necessary to back in, the train must first be protected as prescribed by Rule 99, unless otherwise provided.

89. At meeting points between trains of different classes the inferior train must take the siding and clear the superior train at least minutes and must pull into the siding when practicable. If necessary to back in the train must first be protected as prescribed by Rule 99, unless otherwise provided.

90. Trains must stop at schedule meeting stations if the train to be met is of the same class unless the switch is right and the track clear. When the expected train of the same class is not found at the schedule meeting station the superior train when on time must approach all sidings prepared to stop until the expected train is met. Trains must stop clear of the switch used by the train to be met in going on the siding.

91. Unless some form of block signal is used trains in the same direction must keep at least apart, except in closing up at stations.

92. A train must not arrive at a station in advance of its schedule arriving time. A train must not leave a station in advance of its schedule leaving time.

93. Within yard limits the main track may be used protecting against class trains. class and extra trains must move within yard limits prepared to stop unless the main track is seen or known to be clear.

94. A train which overtakes another train so disabled that it cannot proceed will pass it if practicable and if necessary will assume the schedule and take the train orders of the disabled train, proceed to the next open telegraph or telephone office and there report to the The disabled train will assume the right or schedule and take the train orders of the last train with which it has exchanged and will when able proceed to and report from the next open telegraph or telephone office. When a train, unable to proceed against the right or schedule of an opposing train, is overtaken between stations by an inferior train or a train of the same class having right or schedule which permits it to proceed, the delayed train may, after proper consultation with the following train, precede it to the next telegraph or telephone station, where it must report to When opposing trains are met under these circumstances it must be fully explained to them by the leading train that the expected train is following.

94-A.—Should it become necessary for crews to change off before the completion of their trip they must exchange all orders and special instructions, read them aloud to each other and know that they are understood before proceeding.

95. Two or more sections may be run on the same schedule. Each section has equal time-table authority. A train must not display signals for a following section without orders from the

96. When signals displayed for a section are taken down at any point before that section arrives the conductor will, if there be no other provision, arrange in writing with the operator, or if there be no operator, with the switchtender, or in the absence of both, with a flagman left there for that purpose, to notify all opposing inferior trains of the same class leaving such points that the section for which signals were displayed have not arrived.

97. Extra trains must not be run without orders from the

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

98-A. Trains must be brought to a full stop at a safe distance approaching railroad crossings at grade and motorman must not proceed until the conductor has gone ahead to the center of crossing, looking both ways, and given the "proceed" signal. Before starting the motorman will look back to see that no passengers are getting on or off, and in no case proceed, even after conductor's signal, until he has also examined the crossing and satisfied himself that it is clear and may be safely used. When there is more than one track the conductor must remain in advance of the train until the last track is reached.

99. When a train stops or is delayed under circumstances in which it may be overtaken by another train the flagman must go back imme-

diately with stop signals a sufficient distance to insure full protection. When recalled he may return to his train, first placing two torpedoes on the rail when the conditions require it. The front of a train must be protected in the same way when necessary by the

100. If a train should part while in motion trainmen must, if possible, prevent damage to the detached portions. The signals prescribed by Rules 12 (d) and 14 (f) must be given. The detached portion must not be moved or passed until the front portion comes back.

101. When cars are pushed by an engine or motor (except when shifting and making up trains in yards) a flagman must take a conspicuous position on the front of the leading car.

102. Messages or orders respecting the movement of trains or the condition of track or bridges must be in writing.

103. Switches must be left in proper position after having been used. Conductors are responsible for the position of the switches used by them and their trainmen except where switchtenders are stationed. A switch must not be left open for a following train unless in charge of a trainman of such train.

105. Both conductors and motormen are responsible for the safety of their trains and, under conditions not provided for by the rules, must take every precaution for their protection.

106. In all cases of doubt or uncertainty the safe course must be taken and no risks run.

RULES FOR MOVEMENT BY TRAIN ORDERS

201. For movements not provided for by time-table train orders will be issued by authority and over the signature of the 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.

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

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

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 and also to any one who acts as its pilot. A copy for each person addressed must be supplied by the operator. Orders addressed to operators restricting the movement of trains must be respected by conductors and motormen the same as if addressed to them.

205. Each train order must be written in full in a book provided for the purpose at the office of the, and with it recorded the names of those who have signed for the order, the time and the signals which show when and from what office the order was repeated and the responses transmitted and the train dispatcher's initials. These records must be made at once and never from memory or memoranda.

206. Regular trains will be designated in train orders by their numbers, as "No. 10" or "2d No. 10," adding engine or motor numbers if desired. Extra trains will be designated by motor numbers and the direction as "Extra 798 'East' or 'West.'" Other numbers and time will be stated in figures and words.

207. To transmit a train order the signal "31" or the signal "19" 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" or "19 East copy 2."

208 (A). 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, each office taking its proper address. When not sent simultaneously to all the order must be sent first to the superior train.

208 (B)—(Optional).

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 or waiting 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 meeting or waiting point must be delivered to all trains affected until all have arrived from one direction.

209. Operators receiving train orders must write them in manifold during transmission and if they cannot at one writing make the requisite number of copies, must trace others from one of the copies first made.

210. When a "31" 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 should observe whether the others repeat correctly. Those to whom the order is addressed, except, must then sign it, and the operator will send their signatures preceded by the number of the order to the The response "complete" and the time, with the initials of the, 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.

211. When a "19" 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. Each operator receiving the order should observe whether the other repeats correctly. When the order has been repeated correctly by an operator the response "complete" and the time, with the initials of the, will be

given by the train dispatcher. The operator receiving this response will then write on each copy the word "complete," the time and his last name in full and personally deliver a copy to each person addressed without taking his signature. When a "19" train order restricting the superiority of a train for it at the point where such superiority is restricted the train must be brought to a stop before delivery of the order.

212. A train order may when so directed by the train dispatcher be acknowledged without repeating by the operator responding "X" (number of train order) to (train number)," with the operator's initials and office signal. The operator must then write on the order his initials and the time.

213. "Complete" must not be given to a train order for delivery to an inferior train until the order has been repeated or the "X" response sent by the operator who receives the order for the superior train.

214. When a train order has been repeated or "X" response sent, and before "complete" has been given, the order must be treated as a holding order for the train addressed, but must not be otherwise acted on until "complete" has been given. If the line fail before an office has repeated an order or has sent the "X" response the order at that office is of no effect and must be there treated as if it had not been sent.

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

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

217. A train order to be delivered to a train at a point not a telegraph or telephone station, or at one which the office is closed, must be addressed to "C. and M. (at,) care of, and forward and deliver by the conductor or other person in whose care it is addressed. When form 31 is used "complete" will be given upon the signature of the person by whom the order is to be delivered, who must be supplied with copies for the conductor and addressed, and a copy upon which he shall take their signatures. This copy he must deliver to the first operator accessible, who must preserve it and at once transmit the signatures of the conductor and motorman to the train dispatcher. Orders so delivered must be acted on as if "complete" had been given in the usual way. For orders which are sent in the manner herein provided to a train, the superiority of which is thereby restricted, "complete" must not be given to an inferior train until the signatures of the conductor and motorman of the superior train have been sent to the

217-A. When necessary for train crews to receive train orders by telephone the conductors must receive and make a written record of the order. The motorman must repeat it back from the record made by the conductor. The order must not be acted upon until "complete" is given by the train dispatcher to motorman and acknowledged by the conductor.

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.

219. Unless otherwise directed, an operator must not repeat or give the "X" response to a train order for a train which has been cleared or of which the motorman has passed his train-order signal until he has obtained the signature of the conductor and motorman to the order.

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 4 and 82 or is annulled.

221 (A). A fixed signal must be used at each train-order office, which shall indicate "stop" when there is an operator 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 from the next open telegraph or telephone station. Where the semaphore is used the arm indicates "stop" when horizontal and "proceed" when in an inclined position.

222. Operators will promptly record and report to the the time of departure of all trains and the direction of extra trains. They will record the time of arrival and report it when so directed.

223. The following signs and abbreviations may be used:

- Initials for signature of the
- Such office and other signals as are arranged by the
- C. & M.—For conductor and motorman.
- X.—Train will be held until order is made "complete."
- Com.—For complete.
- O. S.—Train report.
- No.—For number.
- Eng.—For engine.
- Mot.—For motor.
- Sec.—For section.
- Psgr.—for passenger.
- Frt.—For freight.
- Mins.—For minutes.
- Jct.—For junction.
- Dispr.—For train dispatcher.

Opr.—For operator.

31 or 19—To clear the line for train orders and for operators to ask for train orders.

S. D.—For "stop displayed."

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

FORMS OF TRAIN ORDERS

Form A. Fixing Meeting Points for Opposing Trains

- (1).....meet.....at.....
 (2).....meet.....at.....
 (and so on).

Examples

- (1) No. 1 meet No. 2 at "B."
 No. 3 meet 2d No. 4 at "B."
 No. 5 meet extra 95 east at "B."
 Extra 652 north meet extra 231 south at "B."
 (2) No. 2 and 2d No. 4 meet Nos. 1 and 3 at "C" and extra 95 west at "D."
 No. 1 meet No. 2 at "B," 2d No. 4 at "C" and extra 95 east at "D."
 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.

STANDARD TRAIN ORDER BLANK FOR 31 ORDER

Form 31

Form 31

(Name)

Company

TRAIN ORDER No. 10

March 21, 1906

To _____ At _____
 X _____ (Initials) _____ Opr.; _____ 1 45 A M

Conductor and Engineman must each have a copy of this order

Repeated at 2 20 A M.

Conductor	Engineman	Train	Made	Time	Opr.
Jones	Brown	45	Complete	2 20 a.m.	Black
	(Omit				
	this column				
	where				
	Engineman				
	is not				
	required				
	to sign.)				

Form B. Directing a Train to Pass or Run Ahead of Another Train

- (1).....pass.....at.....
 (2).....pass.....when overtaken.
 (3).....run ahead of.....to.....
 (4).....run ahead of.....until overtaken.
 (5).....pass.....at.....and run ahead of.....to.....

Examples

- (1) No. 1 pass No. 3 at "K."
 (2) No. 6 pass No. 4 when overtaken.
 (3) Extra 594 east run ahead of No. 6 "M" to "B."
 (4) Extra 95 west run ahead of No. 3 "B" until overtaken.
 (5) No. 1 pass No. 3 at "K" and run ahead of No. 7 "M" to "Z."

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.

Form C. Giving Right to a Train Over an Opposing Train.

.....has right over.....to.....

STANDARD TRAIN ORDER BLANK FOR 19 ORDER

Form 19

Form 19

(Name)

Company

TRAIN ORDER No. 10

March 21, 1906

To _____ At _____
 X _____ (Initials) _____ Opr.; _____ 1 45 A M

Conductor and Engineman must each have a copy of this order

Mado complete time 2 16 P M Black Opr.

Examples

- (1) No. 1 has right over No. "G" to "X."
 (2) Extra 37 east has right over No. 3 "F" to "A."

This order gives right to the train first-named 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) if the second-named train reach the point last named before the other arrives it may proceed, keeping clear of the opposing train as many minutes as such train was before required to clear it under the rules.

Form—(A)

(Name)

Company

CLEARANCE CARD

Dover 9 15 a. m. March 21 19 06

Conductor and Engineman No. 12

I have (3) (No) (No further) orders for your train.

Signal is displayed for Extra 452

John Jones

Operator

This does not affect any orders you may have received.

Conductor and Engineman must each have a copy, and see that their train is correctly designated in the above form.

Under (2) 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.

Form D. Giving Regular Trains the Right Over a Given Train

Form E. Time Orders

- (1).....run.....late.....to.....
 (2).....run.....late.....to..... and
late.....to.....etc.
 (3).....wait at.....until.....for.....
 (4).....wait at.....until.....
until.....
until.....
until.....

Examples

- (1) No. 1 run 20 mins. late "A" to "G."
- (2) No. 1 run 20 mins. late "A" to "G" and 15 mins. late "G" to "K," etc.
- (3) No. 1 wait at "H" until 10:00 a. m. for No. 2.
- (4) Nos. 1 and 3 wait at "H" until 10:00 a. m.
"P" until 10:30 a. m.
"R" until 10:55 a. m., etc.

(1) and (2) make the schedule time of the train named between the stations 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 at the designated point or any intermediate station where schedule time is earlier than the time specified in the order as before required to run with respect to the schedule time of the train first named.

Under (4) the train (or trains) named must not pass the designated points before the times given.

Other trains receiving the order are required to run with respect to the time specified at the designated points or any intermediate station where schedule time is earlier than the time specified in the order as before required to run with respect to the schedule time of the train (or trains) named.

All of these examples may be used in connection with an extra train created by example (3) of Form G and the times at each point stated in that example have the same meaning as schedule times in the foregoing examples.

Form F. For Sections

- (1).....display signals and run as.....to.....
- (2).....run as.....to.....
- (3).....display signals.....to.....for.....
- (6).....is withdrawn as.....at.....
- (7).....instead of.....display signals and run as.....to.....
- (8).....take down signals at.....
- (9).....and.....reverse positions as.....and.....to.....

Examples

- (1) Eng. 20 display signals and run as 1st No. 1 "A" to "Z."
- (2) Eng. 25 run as 2d No. 1 to "A" to "Z."
- (3) No. 1 display signals "A" to "G" for eng. or mot. 65. 2d No. 1 display signals "B" to "E" for eng. or mot. 99.

These examples may be modified as follows:

- (4) Engs. or mots. 20, 25 and 99 run as 1st, 2d and 3d No. 1 "A" to "Z."
- Example (1) is to be used when the number of the engine 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 engine or motor named will not display signals.

Under example (4) the engine or 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) Eng. or mot. 85 display signals and run as 2d No. 1 "N" to "Z."
- Following sections change numbers accordingly.

Under (5) engine or 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) Eng. or mot. is withdrawn as 2d No. 1 at "H." Following sections change numbers accordingly.

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

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

- (7) Eng. or mot. 18 instead of eng. or mot. 85 display signals and run as 2d No. 1 "R" to "Z."

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

If engine or 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) 2d No. 1 take down signals at "D."

Under example (8) 2d 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) Engs. or mots. 99 and 25 reverse positions as 2d and 3d No. 1 "H" to "Z."

Under (9) engine or motor 99 will run ahead of engine or motor 25 "H" to "Z," and, if necessary, both engines or 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 divi-

sion or any part thereof, when no train is to follow the signals, Form K must be used.

Form G. Extra Trains

- (1) Eng. or mot.....run extra.....to.....
- (2) Eng. or mot.....run extra.....to.....and return to.....

Examples

- (1) Eng. or mot. 99 run extra "A" to "F."
- (2) Eng. or mot. 99 run extra "A" to "F" and return to "C."
- (3) Eng. or mot. run extra, leaving on as follows with right over all trains:

Leave.....

Leave.....

Arrive.....

- (3) Eng. or mot. 77 run extra, leaving "A" on Thursday, Feb. 17, as follows, with right over all trains:

Leave "A" 11:30 p. m.

" "C" 12:25 a. m.

" "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 minutes.

Form H. Work Extra

- (1).....works.....until.....between.....and.....

Examples

- (1) Eng. or mot. 292 works 7 a. m. to 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 clears (or protects 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 a regular train the following form will be used:

- (5) Work extra 292 protects 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 "D" and "E," 7 p. m. to 12 night.

This gives the work extra the exclusive right 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 99, against the work extra; if the order indicates that the work extra is protecting itself against other trains, they will run expecting to find work extra protecting itself.

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

Form J. Holding order

Hold.....

Examples

Hold No. 2.

Hold all (orward) 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 effected.

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

.....of.....is annulled.....to.....

Examples

No. 1 of Feb. 29 is annulled "A" to "Z."

2d No. 5 of Feb. 29 is annulled "E" to "G."

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

Form L. Annulling an Order

Order No. is annulled.

Examples

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. Annulling Part of An Order

That part of Order No. reading is annulled.

Examples

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

Form P. Superseding An Order or a Part of An Order

This order will be given by adding to prescribed forms the words "instead of"

- (1)meet.....at.....instead of.....
- (2)has right over.....to.....instead of.....
- (3)display signals for.....to.....instead of.....

Examples

- (1) No. 1 meet No. 2 at "C" instead of "B."
- (2) No. 1 has right over No. 2 "G" to "R" instead of "X."
- (3) No. 1 display signals for eng. or mot. 85 "A" to "Z" instead of "G."

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

SPECIAL RULES

Train Dispatchers

311. Train dispatchers report to and receive their instructions from the

312. They will issue orders governing the movement of trains and see that all such orders are transmitted and recorded according to the prescribed forms and rules, and will keep a careful record of the movement of all trains or engines or motors over the district or division, noting all important incidents on the prescribed forms.

(Transfer)

313. Each train dispatcher going off duty must enter in ink on the train dispatcher's order book, a transfer of all orders that have not been fully executed, and must see that all such orders are understood by the relieving train dispatcher.

(Time of Relief)

314. A train dispatcher and the operator working with him must not be relieved at the same hour.

Station Masters.

Report to:

322. Station masters report to and receive their orders from the superintendent and will comply with the instructions of the
Duty:

323. They will have charge of passenger stations and yards and persons employed therein.

324. Inspect all cars, station apartments and grounds and see that they are kept in condition for the comfort and convenience of passengers.

325. See that passenger trains are made up in the order designated that crews report for duty at the prescribed hour and that trains leave on time.

326. They must not permit a train to start with a motorman, conductor or trainman who has apparently been drinking intoxicating liquors or is unfit for duty, nor fail to report such occurrences at once to the superintendent.

(Keep Proper Records)

327. Keep a record of all trains and cars, note all irregularities and see that reports of same are made to the proper officer.

(Announcement)

328. Before the arrival or departure of a train announce in the waiting-room and on the platform its direction, its destination, state whether local or through and mention the next and principal stops.

(This duty may be delegated to doormen or ushers.)

Station Agents

Report to:

329. Station agents report to and receive their orders from the superintendent and will obey the instructions of the..... They will comply with instructions issued by the Passenger, Freight and Accounting Departments.

Duty:

330. They will have charge of the business of the company at the station, all property connected therewith and all persons employed thereat.
Switching Lists:

331. They must furnish conductors on arrival complete list of all station switching to be done by them and will report failure to properly perform the work.

Condition of Premises:

331. See that the station and grounds are in proper condition for the safety, comfort and convenience of patrons.

Signal Appliance:

332. See that the station is supplied with the necessary lanterns, flags and torpedoes and that they are ready for immediate use.

(Cars at Stations Properly Secured)

333. Know that all cars standing on sidings are entirely clear of passing trains and that brakes are properly set. When on grades, see that wheels are blocked. In case of high winds extra precaution must be taken to prevent cars from fouling adjoining tracks.

Obstructions:

334. See that street crossings and sidewalks are not obstructed by cars standing on sidings.

335. See that lumber or other material is not piled within eight (8) feet of any track.

Insure Safety:

336. Unless otherwise ordered they must know that all switches and frogs at their stations are in safe condition for use and that all signals are in proper working order. They must take every precaution to insure the safety of trains.

Switch Lamps:

337. Be responsible for the care and proper display of switch lamps as per Rule No. 9.

Printed Information for Public:

338. Post in a prominent place time-tables and tariffs and other matter issued by the Freight and Passenger Departments for the information of the public.

Hold Traffic:

339. Use every proper means to secure and hold traffic for the road.
Condition of Cars:

340. Know that all cars are in proper condition before loading and do not permit them to be loaded in excess of the weight given in special instructions nor beyond the proper limits of height and width. The dimensions of loading will be furnished on application to the superintendent. Heavy logs or timber on cars must be properly staked and wired or chained.

Long Timbers:

341. Long timbers reaching over two or more cars must be loaded and placed as per instructions. All such cars must be chained together in addition to the regular coupling.

Order and Politeness:

342. Enforce order and require all persons employed at the station to be polite and considerate in their intercourse with the public.

Passenger Conductors

Report to:

343. Passenger conductors report to and receive their orders from the superintendent and will obey the instructions of the They must comply with instructions issued by the Passenger and Accounting Departments.

Duty:

344. They will be responsible for the movement, safety and care of the train and for the vigilance and conduct of the men employed thereon and must report any misconduct or neglect of duty.

When there are two or more cars in a train the conductor of the leading car will be in charge of operation.

345. They must know that the men employed on their trains are familiar with their duties.

Report for Duty:

346. Report for duty in uniform at least minutes before leaving time and assist in making up the train when necessary.

Bulletin Rules:

347. Examine bulletin board before starting and at each point possible thereafter and compare time with the motorman before starting.

Registers:

348. At points where train registers are kept enter all the information required by their form.

Handling Passengers:

349. Never permit the train to be moved while passengers are getting on or off.

Running by Station:

350. When a train runs past a station notify the passengers not to alight until the train has backed, which movement must not be executed until the conductor has given the proper signal and motorman has acknowledged same.

Unauthorized Passengers:

351. No persons, excepting those specified in the instructions governing free travel, will be allowed to ride on any train without a proper ticket or pass or payment of fare.

Ejection:

352. If any person shall refuse to produce proper ticket or pass or pay fare cause the train to be brought to a stop at a regular station or near some dwelling-house and request such person to leave the train. In case of refusal remove such person therefrom.

It should not be in such a place in such weather or such unseasonable hour as might ordinarily endanger the health or safety of the person ejected. The person ejected must not be a child, a person of unsound mind or in such feeble or helpless condition as to be unable to take care of himself or herself at the point of ejection.

Protect Passenger:

It is the duty of conductors to protect passengers who are lawfully on their trains from rudeness, threatened violence, abusive or obscene language, and any passenger acting in a disorderly manner or who annoys

passengers as stated above may be removed from train at the next station whether provided with ticket or not.

Each conductor will be held responsible for the exercise of reasonable discretion in the performance of this duty, maintaining self-control and being careful to use no unnecessary force that might subject the company to litigation or annoyance.

When necessary to eject a person from the train ascertain name and address of such person and the names and addresses of a number of passengers who witnessed the removal and report the occurrence to the proper officer on the prescribed form.

Conduct of Train Employees:

353. Train employees must not occupy seats with passengers nor enter into conversation with them further than is required in the discharge of their duty and in answering questions politely.

Seating of Passengers:

355. Passengers must not be allowed to use seats in coaches on which to deposit their baggage when such seats are required for passengers. When necessary conductors will request the owners in a polite manner to remove baggage or packages from seats or aisles, and in case they refuse to do so, conductors will remove them in a careful manner, placing them in the overhead racks or on the floor within easy reach of the owner; but they must not be placed or allowed to remain in aisles of cars. In carrying out this order avoid unnecessary argument with passengers and be courteous.

Accidents:

356. In case of injury to persons, loss of life or damage to property report at once to..... Use utmost care in obtaining a full statement of facts and names and addresses of persons who witnessed or have any knowledge of the accident. Report on the prescribed forms.

Reports:

357. At the end of each trip make out all reports required, observing all special instructions, and deposit such reports in the prescribed places.

Articles Left On Trains:

358. All articles left by passengers should be marked to indicate on what date and train they were found and by whom and left with station master or designated place at division terminal.

Display of Signals:

359. Display proper signals at rear of train and have all appliances ready for use.

Responsibility:

360. When there is more than one car in train the conductor in rear car will be held equally responsible with the conductor of the first car for the display of signals and markers.

361. When there is more than one car in train the conductor of the second or last car will protect train when ordered by the conductor in charge to do so.

362. When a train needs protection the conductor of the second or last car of the train or both must never wait for a signal or order from the conductor in charge when their train needs protection.

Announcing Stations:

363. In announcing the names of stations observe the following: Just before arriving at a station at which the train stops announce the arrival in the same manner from inside of the car as follows: "This station is" (the name of the station to be repeated).

Before a passenger train leaves a junction station announce in each car the destination of the train thus: "This train for; the next station is"

If a train stops before arriving at the station platform after the announcement has been made the conductor must call out: "This is not the station stop," so that passengers will not be misled or tempted to leave the train.

Freight Conductors

Report to:

364. Freight conductors report to and receive their orders from, and at stations and yards will obey the instructions of the agent.

Duty:

365. They will report for duty at the required time and assist in making up train when necessary.

Examine Bulletin Boards:

366. Examine bulletin board before starting and at each point possible thereafter and compare time with the motorman before starting.

Inspect Train:

367. Look over the train carefully before starting and know that the couplings, brake and running gear are in good order and that the prescribed signals are correctly displayed.

Frequent Inspection:

368. Inspect the train as often as opportunity offers during the trip.

Responsibility:

369. Be responsible for the movement, safety and proper care of the train and for the vigilance and conduct of the men employed thereon.

370. They must know that the men employed on their trains are familiar with their duties.

Authority:

371. Have the proper authority for the movement of each car in the train.

Passengers on Freight Trains:

372. Passengers must not be carried on freight trains without proper authority.

Card Defective Cars:

373. Card any cars found defective between terminals.

Make-up of Trains:

374. See that all cars equipped with air-brakes are placed first in the train and air used on all of them. Cars or tanks containing oil or other inflammable substances must in no case be hauled next to the engine or motor or coupled next to the caboose when there are other cars in the train; they should be at least cars from the engine or motor or cars from the caboose when practicable. Flat cars must be placed on the rear of the train and boarding cars must be placed next to the caboose.

Train Orders:

375. Require flagman or rear brakemen to read all train orders.

Secure Cars:

376. See that brakes are set on cars left on sidings and when on grades or during high winds that the wheels are blocked. So far as possible all cars on sidings must be left coupled.

Switching:

377. In switching where it is necessary to disturb cars that are being loaded or unloaded notice must first be given to all persons in or about the cars that are to be moved.

When cars are so moved they must be returned to the same position as found.

Obstruct Crossings:

378. See that the train does not obstruct any public crossing longer than five minutes. They will be held responsible for violation of local ordinances relating to the obstruction of public crossings.

379. In leaving cars upon side tracks they must see they are entirely clear of any street, highway or private crossing.

Braking:

380. See that hand brakes are applied in such manner as will prevent sliding or excessive heating of the wheels. Braking should be changed in descending long grades.

Collect Material:

381. Collect all brasses, draw-heads, car doors and other material broken from cars when practicable and when not practicable report to the, where they are left.

Position On Train:

382. They will station themselves upon the train in the best position possible to enable them to see that their trains are intact and that their trainmen properly perform their duties so as to insure the best possible management of the train. Know that their flagmen go back promptly when necessary to flag.

383. In approaching yard limits distance before reaching and while passing railroad crossings at grade, drawbridges, junctions, water stations and other points where the train may be required to stop, also in ascending and descending heavy grades, trainmen must all be in proper position on top of the train.

Compare Time:

384. They must compare time with the brakeman, who will act as flagman each trip before departure of train, and they must never entrust the duties of a flagman to any person not entirely familiar with them except in emergency and then they must give the fullest instructions in such duties which circumstance will permit.

Cars Not Safe to Run:

385. Do not take cars that are improperly or too heavily loaded or that are not in condition to run safely. Report all such cases to the superintendent.

Disabled Cars:

386. When disabled cars are left on sidings report the fact by telephone or telegraph to the superintendent. In case they are left where there is no agent take the slips or way-bills to the next regular station with endorsements as to action taken.

Way-bills:

387. Carefully check with the way-bills (in conjunction with the agents if possible) all freight loaded or unloaded and make a record of freight over, short or in bad order. When necessary to transfer freight from one car to another record the transfer on face of way-bill together with the number of the car to which it is transferred.

Accidents:

388. In cases of injury to persons, loss of life or damage to property in connection therewith, report at once, giving all the information necessary to a clear understanding of the case and the assistance required. Use the utmost care in obtaining a full statement of facts and names and addresses of persons who witnessed or have any knowledge of the accident. Report on the prescribed forms.

Trespassers:

389. Tramps or other persons who have no legitimate business on the trains must not be allowed to ride and every precaution must be taken to prevent cars being robbed while in transit.

Make Out Reports:

390. At the end of each trip make out all reports required, observing all special instructions, and deposit such reports in the prescribed places.

Freight Brakemen

Report to:

391. Freight brakemen report to and receive their instructions from the and while on trains are subject to the orders of the

conductor and at terminal stations they must obey orders of the agent or

Duty:

392. They will report for duty at the required time and assist in making up train when necessary.

Inspect Train:

393. Look over the train carefully before starting and know that all couplings, brake and running gear are in good order. Inspect train as often as possible during the trip.

Braking:

394. See that hand brakes are applied so as to avoid sliding or overheating the wheels. Braking should be changed in descending long grades.

Position On Train:

395. In approaching yard limits before reaching and while passing railroad crossings at grade, drawbridges, junctions, water stations and other points where the train may be required to stop, also in ascending and descending heavy grades, trainmen must be in proper position on top of the train.

Flagman Compare Watch:

396. The brakemen acting as flagman will compare watches with the conductor before assuming such duties and they must be governed by the rules of conductors in so far as the rules pertain to their duties.

Duty of Flagman:

397. Rear brakemen or flagmen will consider it their special duty to protect the rear of their train in accordance with the rules and they must allow nothing to interfere with the prompt and efficient discharge of that duty. They must obey the signal from the motorman prescribed by the rules, but must never wait for the signal or orders from the conductor when their train needs protection.

Motormen

Report to:

398. Motormen report to and receive their instructions from the superintendent in all matters connected with the movement of trains and will report to all troubles that may arise with their cars or equipment and receive their instructions from him concerning same.

Responsibility:

399. The motorman is jointly and equally responsible with the conductor for the safety of his train and the movement of the same in strict compliance with the rules and he must decline to obey any orders which involve peril to his train or violation of the rules. When there is no conductor, or he is disabled, the motorman will have charge of the train and will be governed by the rules prescribed for conductors.

Duty:

400. They must report for duty at the appointed time; see that the engine or motor is in good working order and furnished with necessary stores and supplies and a full set of signals; examine the bulletin board before starting on and at the end of each trip and compare time with the conductor before starting.

401. They will see that the car, motor or engine is supplied with the required tools.

Signal Appliances:

402. The motorman must have necessary signal appliances at hand and ready for use and be prepared to protect the front of his train when necessary. He will be held responsible for the proper display of signals on the front of the train.

Improper Signals:

403. Report all switch or other signals not properly lighted or not properly displayed.

Handling of Air-brake and Air Whistle:

404. Before leaving a terminal station the motorman must apply the air-brakes and allow them to remain on long enough for the inspectors or trainmen to see that the apparatus is in perfect working condition throughout the train, and when cars have been attached to or taken out the brakes must again be applied to know that they are in working order before proceeding on the trip. In making regular stops they must be applied in such manner as to avoid discomfort to the passengers or injury to the equipment. They must also know that the communication signal is in proper working order.

Air-brake Test:

Motormen must test the air-brake distance from stations where engines or motors have been changed or where cars have been taken on or left. Also at least before reaching railroad crossings, drawbridges and at other hazardous places and before going down heavy grades and in case the brakes do not hold must at once signal for brakes. Such test to be made by applying the brakes with sufficient force to ascertain whether they are working properly.

Crossing Bridges:

405. Brakes must not be applied or released while crossing bridges or trestles except in case of emergency.

Look Back Frequently:

406. When running freight trains look back frequently to see that no portion of the train has become detached or derailed.

Train Orders:

407. Show their train orders to the forward brakeman and require him to read them.

Not to Leave Engine, Motor or Car:

408. They must not leave their car, motor or engine while on duty, except in the case of necessity, and then the conductor or some competent person must be left in charge.

Running By Station:

409. When a passenger train runs past a station or other stopping-place the motorman must give the back-up signal and receive a response from the conductor before backing the train. Great care must be exercised in backing the train to avoid injury to passengers or others by a sudden or unexpected movement.

Not to Cut Out Trains at Stations:

410. They will use great care in approaching station where a train is due to stop or is receiving or discharging passengers and in no case run between such train and the station.

No one to ride on motor or car's front platform.

411. They will not permit any person to ride on the front platform, except designated employees in the discharge of their duties without a written order from proper authority.

Accident:

412. In case of accident motorman must assist conductor in obtaining names of witnesses.

Law of State of New York:

413. The attention of motormen is called to the following extract from the laws of the State of New York:

"Section 421. (Amended 1900). Duties of Motormen.—A person acting as motorman, driving a motor or any railway in this State, who fails to ring the bell or sound the whistle upon such motor, or cause the same to be rung or sounded, at least 80 rods from any place where such railway crosses a traveled road or street on the same level (except in cities), or to continue the ringing of such bell or sounding such whistle at intervals until such motor, and the train to which the motor is attached, shall have completely crossed such road or street, or any officer or employee of a corporation in charge of a motor, train or car who shall wilfully obstruct, or cause to be obstructed, any farm or highway crossing with any motor, train or car for a longer period than five consecutive minutes, is guilty of a misdemeanor."

COLUMBUS MEETING OF CENTRAL ELECTRIC RAILWAY ASSOCIATION

(By Telegraph)

At the opening of the fall meeting of the Central Electric Railway Association, on Sept. 26, at Columbus, President Nicholl feelingly touched upon the recent death of two members, F. J. Stout, of Norwalk, and A. W. Anderson, of Dayton. Messrs. Spring, Sloat and Ohmer were named a committee to prepare resolutions of condolence and to present them to the families of the deceased. The report of the committee on train rules was presented and accepted, though the reading was dispensed with, the idea being that while these rules should furnish a standard method of operation their use is not obligatory upon members. Chairman F. D. Carpenter stated that they had been selected from rules of systems all over the country. G. D. Nichols read a paper on catenary construction and for an hour afterward was kept busy answering questions regarding the operation of the system on the Indianapolis & Cincinnati traction line. The use of the bow trolley was one of the interesting points discussed. Henry N. Staats, chairman of the committee on insurance, read a detailed report, which called out considerable discussion on rates and plans for securing reductions.

R. C. Taylor, chairman of the standardization committee, read a report on axle journals, journal boxes, brake shoes, tread and flange of wheels and rails for street and inter-urban purposes. The report was adopted. Mr. Starkey read a report from the committee on express in the absence of Chairman A. A. Anderson. This report embodied opinions from twenty different companies as to contracting with old line express companies allowing exclusive rights over lines. While many opposed the plan the majority favored it. The discussion following showed a great variety of opinions.

E. H. Anderson, of the General Electric Company, gave an interesting talk on the 1200-volt direct current system and described several machines made under it.

A more extended account of this meeting will be published next week.