



1955  
To

Bob Redgood

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Here is an antique  
for your Collection

Best wishes J3

Duck Brenner

Sept 2 - 1955

# **GENERAL RULES AND REGULATIONS**

Governing Employes of all Lines of Railway under the Manage-  
ment of the

**Chicago, St. Paul & Kansas City Railway.**

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**TO TAKE EFFECT SEPT. 1, 1889.**

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**JNO. M. ECAN,**

General Manager.

**C. SHIELDS,**

General Superintendent.

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ST. PAUL:  
THE PIONEER PRESS COMPANY.  
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## GENERAL RULES.

1. The rules herein set forth apply to and govern all roads operated by the Chicago, St. Paul & Kansas City Railway Company.

They shall take effect September 1st, 1889, and supersede all prior rules and instructions, in whatsoever form issued, which are inconsistent therewith.

2. It is of the utmost importance that proper rules for the government of the employes of a railroad company should be literally and absolutely enforced in order to make such rules efficient. If they can not or ought not to be enforced, they should not exist. Officers or employes 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 can not or ought not to be enforced, he should at once bring it to the attention of those in authority.

3. Boisterous, profane or vulgar language is forbidden. Employes must not enter into altercations with any person, no matter what provocation may have been given. They will make note of the fact if necessary and report to their immediate superior. Civil, gentlemanly deportment is required of all employes in their intercourse with passengers, with the public, and with each other.

Rudeness or incivility on the part of any employe will not be excused. It is required of every employe to answer questions properly, and to aid passengers and others doing business with the road, in every reasonable manner. Violations of this rule must be reported to the head of the department under whom the offending party is employed.

4. Each person in the employ of the Company is to devote himself exclusively to its service, attending during the prescribed hours of the day or night, and residing wherever he may be required.

5. Employes of this Company, who act (jointly) for other companies will be governed by all rules and regulations of those companies connected with their business.

6. Unless appointed to do so, an employe is not to receive money on the Company's account. To use the credit of the Company is forbidden, unless special authority is given by the General Manager.

7. Employes leaving the Company's service must deliver up the property intrusted to their care, or at any time when demanded by proper authority.

8. **The use of intoxicating drink by employes will be considered sufficient cause for dismissal from the service.** Smoking is not allowed about the shops, station buildings and warehouses. Employes at stations and on trains are prohibited from smoking when on duty.

9. No employe will be allowed to engage in other business without the written consent of the head of the department under whom he may be employed, approved by the General Superintendent.

10. No employe, of whatever rank, will be allowed to absent himself from duty without permission from the head of the department under whom he may be employed. The pay of employes absent or suspended from duty will be stopped.

11. A person discharged for cause from one department or division of the Company's service, shall not be employed in another without the written consent of the General Superintendent.

**All persons employed by the Company are required to exercise the greatest care and watchfulness to prevent injury or damage to persons or property.**

12. Ties, timber, coal or other material (whether old or new), must not be taken for use of employes or others. A liberal reward will be paid for information leading to the arrest and conviction of persons removing such property from the premises of the Company. All employes, and especially those in places of trust, are required to report any misconduct or negligence affecting the interest or safety of the road, and withholding such information will be considered a proof of negligence or indifference, and treated accordingly.

13. Every person accepting a position with this Railway, its Branches, or Operated Lines, does so with a full knowledge of the perils incident to the operation of railways and agrees to exercise due care in the performance of his duties, to prevent accident to himself or others, and before using them to see that the machinery or tools which he is to use are in a safe condition to perform the services required. The regular compensation of employes is remuneration in full for all risk or liability to accident.

14. Employes are not expected to incur any risk of injury which they can avoid by the exercise of judgment and personal care.

15. Conductors, Brakemen, Yardmen and other employes are warned not to catch on to the front or rear end of the engine or car as it approaches them, or to jump on or off trains or engines moving at a high rate of speed, or to get between cars in motion to uncouple them, or to follow other dangerous practices.

16. Conductors, Brakemen, Yardmen and other employes must not remove any of the appliances of the engine or cars for the sake of convenience in doing switching, thereby endangering those who are required to make couplings. Drawheads, drawbars and coupling apparatus must be examined before coupling is made, and if **there is anything about the engine or car that is dangerous** to the party making the coupling, he will not make it, but report the fact to his superior officer.

17. Conductors, Brakemen, Yardmen and other employes required to make couplings will not attempt to make a coupling if the car or engine is moving faster than a man ordinarily walks. Stick for guiding the link will be furnished upon application to Train Master.

18. Engineers must exercise great care in handling their engines while Yardmen or others are making couplings, and give close attention to signals. Conductors and Yardmen must report to the Superintendent or Train Master any Engineer who fails to obey this order.

19. In addition to these rules, the Time-tables will contain special instructions. Special instructions, whether in conflict with these rules or not,

which may be given by proper authority, whether upon the Time-tables or otherwise, shall be fully observed while in force.

20. The head of each department must be conversant with the rules, supply copies of them to his subordinates, see that they are understood, enforce obedience to them, and report to the proper officer all violations and the action taken thereon.

21. Every employe of this Company whose duties are in any way prescribed by these rules must always have a copy\* of them at hand when on duty, and must be conversant with every rule. He must render all the assistance in his power in carrying them out, and immediately report any violation of them to the head of his department.

22. Disobedience of orders or violation of rules will be a sufficient cause for dismissal from the service of the Company. Suspension from duty or fines may, however, be substituted, at the discretion of the head of the department, approved by the General Superintendent.

23. The fact that any person enters or remains in, the service of the Company will be considered as an assurance of willingness to obey its rules. No one will be excused for the violation of any of them, even though not included in those applicable to his department.

24. If in doubt as to the meaning of any rule or special instructions, application must be made at once, to the proper authority, for an explanation. Ignorance is no excuse for neglect of duty.

25. All employes will be regarded as in the line of promotion, advancement depending upon the faithful discharge of duty, and capacity for increased responsibility.

26. If an employe 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 employe's previous good conduct.

27. Every employe, 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 officials of that division.

28. Employes must wear the prescribed badges or uniforms while on duty.

29. Mail Agents, Express Messengers, Parlor and Sleeping Car Conductors, Porters, News Agents, and persons in charge of individual cars are subject, while on duty, to the rules governing employes of the company.

30. Employes intrusted with switch or car keys must give receipts for them to the head of their department and must not let them go out of their possession.

#### STANDARD TIME.

31. Observatory Standard Time is the only recognized standard, and will be transmitted from Northfield, Minn., Observatory to all offices.

32. The standard time will be telegraphed to all offices daily, except Sunday, at 10 A. M. and 9 P. M.

33. Certain clocks will be designated on each division as Standard Clocks.

34. Where station clocks are provided, Station Agents must see that they show correct time; but Trainmen and Enginemen must not take time from such clocks unless they are designated as Standard Clocks.

35. Each Conductor Engineman or other employe whose duties require it, must have a reliable watch.

36. Each Conductor and Engineman must regulate his watch by the designated Standard Clock before starting on each trip, and register in the book provided for the purpose his name and the time at which he regulated his watch.

37. Conductors, Enginemen and other employes, whose duties prevent them from having access to a Standard Clock, must compare daily with, and regulate their watches by, those of Conductors and Enginemen who have Standard Time, and have registered their names as above provided.

#### TIME TABLES.

38. A Time-table is the general law governing the arriving and leaving time of all regular trains at all stations. Time tables will be issued from time to time, as may be necessary. The times given for each train on the Time-table is the Schedule of such train.

39. Each Time-table, from the moment it takes effect, supersedes the preceding Time-table, and all special instructions relating thereto; and trains shall be run as directed thereby, subject to the rules. All regular trains on the road, running according to the preceding Time-table, shall, **unless otherwise directed**, assume the times and rights of trains of corresponding numbers on the new Time-table.

40. Upon the Time-table not more than two sets of figures are shown for a train at any point.

The times at regular meeting or passing points are shown in **full-faced type**; other times in ordinary type.

When two times are shown for a train at any station, the earlier (placed in its proper position) is the arriving time and the latter the leaving time.

When but one time is shown in ordinary type it is the leaving time.

When but one time is shown in **full-faced type** it is the actual meeting or passing time.

When both the arriving and leaving times are shown in **full-faced type** it indicates that one or more trains are to be met or passed at or between those times.

In all cases trains are required to clear and follow, as per Rules 106 to 115 inclusive.

41. On the employes' Time-table the words "daily," "daily except Sunday," etc., printed at the head and foot in connection with a train, indicate how it shall be run. The figures given at intermediate stations shall not be taken as indicating that a train will stop unless the rules require it. The following signs placed before the figures indicate:

"\*"—Do not stop;

"F"—Stop on signal to receive or discharge passengers or freight;

"N"—Day and night telegraph station;

"G"—Night telegraph station;

"T"—Day telegraph station;

Trains are designated by numbers, and their class indicated on the Time-tables.

42. Copies of employes' Time-tables will be furnished to all concerned a short time before they take effect, and Train Dispatchers must obtain a receipt from Conductors, Engineers and Yardmasters on their respective divisions before allowing them to occupy main track with train or engine after it has taken effect.

## SIGNAL RULES.

### SIGNALS.

43. Conductors, Enginemen, Brakemen, Firemen, Agents, Telegraph Operators, Switchmen, Switch Tenders, Track Foremen, Road and Bridge Watchmen, and all other employes whose duties may require them to give signals, must provide themselves with the proper appliances, and keep them in good order and always ready for immediate use.

44. Flags of the proper color must be used by day, and lamps of the proper color by night, or whenever from fog or other cause the day signal can not be clearly seen.

45. Red signifies **Danger**, and is a signal to "stop."

46. Green signifies **Caution**, and is a signal to "go slowly."

47. White signifies **Safety**, and is a signal to "go on."

48. Green and white is a signal to be used to stop trains at flag stations for passengers or freight.

49. Blue is a signal to be used by Car Inspectors.

50. An explosive cap or torpedo, placed on top of the rail, is a signal to be used **in addition** to the regular signals.

The explosion of **one** torpedo is a signal to **Stop** immediately; the explosion of **two** torpedoes is a signal to **Reduce Speed** immediately, and look out for a danger signal.

51. A fusee is an **extra** danger signal, to be lighted and placed on the track at night, in case of accident or emergency.



A train finding a fusee burning upon the track must come to a stop, and not proceed until it is burned out.

52. A flag or lamp swung across the track, a hat or any object waved violently by any person on the track, signifies danger, and is a signal to stop.

#### TRAIN SIGNALS.

53. Each train (except passenger), while running, must display two green flags by day and two green lights by night, one on each side of the rear of the train, as Markers, to indicate the rear of the train. Yard engines will be governed by Rule 55.

54. Red flags or red lanterns must not be used in place of cautionary signals, but only in cases of positive danger. When Enginemen see such signals they must stop their trains, and in no case go beyond them until the object of the signal has been ascertained; they must promptly report to the Superintendent or Train Master if they find upon examination that the signal has been misused.

55. Each train running after sunset, or when obscured by fog or other cause must display the headlight in front, and two or more red lights in the rear. Yard engines must display two green lights instead of red, except when provided with a headlight on both front and rear.

56. Each car on a passenger train while running must be in communication with the engine. In the absence of an equivalent appliance, a bell cord must be attached to the signal-bell of the engine passing through or over the entire length of the train and secured to the rear end of it.

57. Two red flags by day and two red lights by night, displayed in the places provided for that

purpose on the front of an engine, denote that the train is followed by another train, running on the same Schedule and entitled to the same **time-table rights** as the train carrying the signals.

58. Two white flags by day and two white lights by night, displayed in the places provided for that purpose on the front of an engine, denote that the train is an extra. These signals must be displayed by all extra trains, but not by yard engines.

59. A blue flag by day and a blue light by night, placed on the end of a car, denote that Car Inspectors are at work under or about the car or train. The car or train thus protected must not be coupled to, or moved, until the blue signal is removed by the Car Inspectors.

When a car or train standing on a siding is protected by a blue signal, other cars must not be placed in front of it so that the blue signal will be obscured, without first notifying the Car Inspector, that he may protect himself.

#### WHISTLE SIGNALS.

60. One **long** blast of the whistle is the signal for approaching stations, railroad crossings and junctions (thus, ———).

61. One **short** blast of the whistle is the signal to apply the brakes — stop (thus, —).

62. Two **long** blasts of the whistle is the signal to release the brakes (thus, ——— ———).

63. Two **short** blasts of the whistle is an answer to any signal, except "train parted" (thus, ———).

64. Three **long** blasts of the whistle to be repeated until answered, as provided in rule No. 84), is a signal that the train has parted (thus, ——— ———).

65. Three **short** blasts of the whistle when the train is **standing** (to be repeated until answered, as provided in Rule No. 83), is a signal that the train will back (thus — — —).

66. Four **long** blasts of the whistle (thus, — — — —) is the signal to call in a Flagman from the West or North.

Four **long** followed by one **short** blast of the whistle (thus, — — — — —), is the signal to call in a Flagman from the East or South.

67. Four **short** blasts of the whistle is the Engineman's call for signals from Switch-tenders, Watchmen, Trainmen and others (thus, — — — —).

68. Five **short** blasts of the whistle is a signal to the Flagman to go back and protect the rear of the train (thus, — — — — —).

69. Five **long** blasts of the whistle will be the signal for following engine to move forward to assist.

70. One **long** followed by two **short** blasts of the whistle is a signal to be given by trains on single track, when displaying signals for a following train, to call the attention of trains of the same or inferior class to the signals displayed (thus, — — —). To be answered as per Rule 63.

71. Two **long** followed by two **short** blasts of the whistle is the signal for approaching road crossings at grade (thus, — — — —).

72. Two **short** blasts of the whistle given three times will be the Engineer's signal that he is unable to release the air brakes.

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.

## BELL-CORD SIGNALS.

73. One tap of the signal-bell when the train is **standing** is the signal to start.

74. Two taps of the signal-bell when the train is **running** is the signal to stop at once.

75. Two taps of the signal-bell when the train is **standing** is the signal to call in the Flagman.

76. Three taps of the signal-bell when the train is **running** is the signal to stop at the next station.

77. Three taps of the signal-bell when the train is **standing** is the signal to back the train.

78. Four taps of the signal-bell, when the train is **running** is the signal to reduce speed.

79. When one tap of the signal-bell is heard while a train is **running**, the Engineman must immediately ascertain if the train is parted, and if so, be governed by Rule No. 130.

80. Signals of the same number of sounds shall have the same significance when given by other appliances than bell-cords and signal-bells.

## LAMP SIGNALS.

81. A lamp swung across the track is the signal to stop.

82. A lamp raised and lowered vertically is the signal to move ahead.

83. A lamp swung vertically in a circle across the track, when the train is **standing**, is the signal to move back.

84. A lamp swung vertically in a circle at arm's length across the track when the train is **running**, is the signal that the train has parted.

85. A flag, or the hand, moved in any of the directions given above, will indicate the same signal as given by a lamp.

## FIXED SIGNALS.

86. Fixed Signals are placed at junctions, railroad crossings, draw bridges, stations and other points that require special protection.

## RULES GOVERNING THE USE OF SIGNALS.

87. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as a danger signal, and the fact reported to the Superintendent or Train Master.

88. The unnecessary use of the whistle is prohibited; when necessary in shifting at stations and in yards the engine-bell should be rung, and the whistle used only when required by rule of law or when necessary to prevent accident.

89. The whistle must not be sounded while passing a passenger train, except in cases of emergency or danger or when required by the rules.

90. When a danger signal (except a fixed signal) is displayed to stop a train, it must be acknowledged as provided in Rule No. 63.

91. The engine-bell must be rung before starting, and when running through station yards, tunnels, and the streets of towns or cities.

92. The engine-bell must be rung for a quarter of a mile before reaching every road crossing at grade, and until it is passed; and the whistle must be sounded at all whistling-posts.

93. When two or more engines are coupled to the head of a train, both engines shall display the signals as provided in Rules Nos. 57 and 58.

94. One flag or light displayed as a classification signal will be regarded the same as if two

were displayed; but Conductors and Enginemen will be held responsible for the proper display of all train signals.

95. When a train is being pushed by an engine (except when shifting and making up trains in yards) a white light must be displayed on the front of the leading car at night, or when the train is obscured by fog or other cause.

96. When a train turns out to meet or pass another train the red lights must be removed and green displayed as soon as the track is clear; but the red must again be displayed before returning to the main track.

Headlights on engines when on side tracks or at the end of double tracks, waiting for trains must be covered as soon as the track is clear and the train has stopped.

97. The combined green and white signal is to be used to stop a train only at the flag stations designated by the schedule of that train. When it is necessary to stop a train at a point that is not a flag station for that train, a red signal must be used.

98. White signals must be used by Watchmen at public road and street crossings to prevent persons and teams from crossing when trains are approaching. Danger signals must be used only when necessary to stop trains.

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

100. All signals must be used strictly in accordance with the rules, and Trainmen and Enginemen must keep a constant lookout for signals.

**TRAIN RULES.**

## CLASSIFICATION OF TRAINS.

**101.** All trains are designated as regular or extra. Regular trains are those represented on the Time-table, and may consist of one or more sections. All sections of a train except the last, must display signals as provided in Rule No. 57. Extra trains are those not represented on the Time-table. An engine without cars, in service on the road, shall be considered a train.

**102.** All regular trains are classified on the Time-table with regard to their priority of right to the track; trains of the first class being superior to those of the second and all succeeding classes, and trains of the second class being superior to those of the third and all succeeding classes; and so on indefinitely. The terms passenger, freight or mixed are descriptive, and do not refer to class.

**103.** Extra trains may be distinguished as:

Passenger Special;

Freight Extra;

Work Train Extra.

**104.** All extra trains are of inferior class to all regular trains of whatever class.

## MOVEMENT OF TRAINS.

**105.** A train of inferior class must in all cases keep out of the way of a train of superior class.

**106.** On single track, all trains in one direction, specified in Time-table, have the absolute right of track over trains of the same class running in the opposite direction.

**107.** When trains of the same class meet on single track, the train not having right of track must take the siding, (except when time can be saved by having the other train side track), and be clear of the main track before the leaving time of the opposing train; but must not pass the switch to back in on a siding, until after the arrival of the opposing train, unless otherwise directed by special instructions. When necessary to back in on the siding, before passing the switch, a flagman must be sent out in the direction of the opposing train as per Rule No. 124.

**108.** No train having the right of track must leave a passing place or station where by Time-table it should meet a train of its own class, till five minutes after its own time per table; the five minutes, allowed is for variation of watches, and must be observed at each succeeding station, until it shall have met and passed the expected train.

**109.** Whenever a train not having a right to the road under this rule, is by a note on any time table given the right over another train, it must in all cases, observe the five minutes rule at meeting places. No portion of the five minutes allowed must be used by trains running in either direction.

**110.** When a train of inferior class meets a train of superior class on single track, the train of inferior class must take the siding and clear the train of superior class **ten** minutes. A train of inferior class must keep **ten** minutes off the time of a train of superior class following.

**111.** A train must not leave a station to follow a passenger train until **ten** minutes after the departure of such passenger train.

**112.** Passenger trains running in the same direction must keep not less than **ten** minutes apart.

Freight trains following each other must keep not less than **thirty** minutes apart (except in closing up at stations or at meeting and passing points).

**113.** No train must leave a station expecting to meet or to be passed at the next station by a train having the right of track, unless it has full schedule time to make the meeting or passing point, or unless it has the full time allowed between stations to make the meeting or passing point, and clear the track by the times required by Rules Nos. 107 and 110.

**114.** A train not having right of track must be entirely clear of the main track by the time it is required by rule to clear an opposing train or a train running in the same direction; failing to do so, it must be immediately protected, as provided in Rule No. 124.

**115.** Except at meeting and passing points, as provided in Rules Nos. 107 to 114 inclusive, no train must arrive at a station in advance of its schedule arriving time, when shown.

No train must leave a station in advance of its schedule leaving time.

**116.** All trains must **stop** at schedule meeting or passing points on single track, if the train to be met or passed is of the same class. The point at which a train should **stop** is the switch used by the train to be met or passed in heading out of the siding.

When the expected train of the same class is not found at the schedule meeting or passing point, the train having right of track must approach all sidings prepared to stop, until the expected train is met or passed.

**117.** Exchange register tickets, Form 367, must be used by Conductors of trains of the same class at meeting and passing points, and by all trains when meeting upon special order.

**118.** When one section of a train follows another that is carrying red signals for it, the section following has all the time-table rights of the leading trains, **but no more.** In case the following train is delayed, it must not consider it has a right to follow the flags against trains having the right of track, though the train carrying flags for it may have orders to run to a certain point, against a train having the right of track; but the following train **must keep back and off the time** of all trains having the right of track, without **special and separate orders.**

**119.** Trains approaching a railroad crossing at grade must come to a **full stop** at a distance of not less than one hundred and sixty-five (165) nor more than eight hundred (800) feet distant therefrom, and whistle "off brakes," before starting to pull over the crossing.

Where the crossing is for any reason obscure, the Conductor and Engineman must both **know** that the crossing is clear, and not likely to be obstructed before crossing. If necessary a Flagman must be sent ahead with proper signals, to see if the track is clear, and **Conductors and Enginemen will be held responsible** for knowing that this service has been performed.

**120.** When a passenger train is detained at any of its usual stops more than **five** minutes, the Flagman must go back with danger signals and protect his train, as provided in Rule No. 124, but if it stops at any unusual point, the Flagman must immediately go back far enough to be seen from a

train moving in the same direction when it is at least a distance of **twenty** telegraph poles from the rear of his own train, and if the stop is over **fifteen** minutes he must be governed by Rule No. 124.

**121.** When a freight train is detained at any of its usual stops more than **ten** minutes, where the rear of the train can be plainly seen from a train moving in the same direction at a distance of at least **twenty** telegraph poles, the Flagman must go back with danger signals not less than **fifteen** telegraph poles, and as much further as may be necessary to protect his train; but if the rear of his train can not be plainly seen at a distance of at least **twenty** telegraph poles, or if it stops at any point that is not its usual stopping place, the Flagman must go back not less than **twenty** telegraph poles, and if his train should be detained until within **ten** minutes of the time of a passenger train moving in the same direction, he must be governed by Rule No. 124.

When it is necessary to protect the front of the train, the same precautions must be observed by the Front Brakeman.

**122.** When it is necessary for a Flagman to go back to protect the rear of his train, the next Brakeman must immediately take the Flagman's position on the train, and remain there until relieved by the Flagman; and on passenger trains the Baggage-man must take the place of the Front Brakeman, except when the Baggage-man is also Express Messenger, in which case the Fireman will, when called upon by the Conductor, perform the duty of Front Flagman.

**123.** Should a train be held from any cause between telegraph stations the Conductor of the

train thus detained may require the last section of the first train passing him in the same direction to flag him to the next telegraph station, where he must report to the Train Dispatcher.

When no train going in same direction a Brakeman must be sent one mile in advance of train. This distance must be observed until next telegraph station is reached.

**124.** When a train is stopped by an accident or obstruction, the Flagman must immediately go back with danger signals to stop any train moving in the same direction. At a point **fifteen** telegraph poles from the rear of his train he must place **one** torpedo on the rail; he must then continue to go back at least **twenty** telegraph poles from the rear of his train and place **two** torpedoes on the rail, ten yards apart (one rail length), when he may return to a point **fifteen** telegraph poles from the rear of his train, and he must remain there until recalled by the whistle of his engine; but if a passenger train is due, within **ten** minutes, he must remain until it arrives. When he comes in he will remove the torpedo nearest to the train, but the **two** torpedoes must be left on the rail as a caution signal to any following train.

If the accident or obstruction occurs upon single track, and it becomes necessary to protect the front of the train, or if any other track is obstructed, the Front Brakeman must go forward and use the same precautions.

**125.** If it is necessary for an Engineer to stop his train between stations, he must, if possible, select a place where the view is clear in the rear of train for at least one-half mile and give the proper whistle signal as per Rule 68. This shall be the signal that the Engineer wants to stop and

the Rear Brakeman must instantly go back and protect the train as per Rule 124. If the Conductor finds it necessary to stop, he shall take the same precaution and protect the train in the same manner.

**126.** When from any cause a train is obliged to move at an unusually slow rate of speed between stations Conductors will at once take the necessary steps to protect their trains against any train which may be following by placing two torpedoes on rail as called for in Rule No. 124.

Under the telegraph system trains may be expected at any moment.

**127.** Freight trains having work to do on any other track may cross over if no passenger train is due, provided no approaching freight train is in sight; and also provided that a Flagman has been sent with danger signals, as provided in Rule No. 124, not less than **fifteen** telegraph poles in the direction of the expected train.

**128.** When a freight train on double track turns out onto the opposite track to allow a passenger train running in the same direction to pass, and, while waiting, a passenger train from the opposite direction arrives, the freight train may cross back and allow it to pass, provided the other passenger train is not in sight, and also provided that a Flagman has been sent with danger signals, as provided in Rule No. 124, not less than **fifteen** telegraph poles in the direction of the expected train.

**129.** When it is necessary for a freight train on double track to turn out onto the opposite track to allow a passenger train running in the same direction to pass, and a passenger train running in the opposite direction is due, a Flagman

must be sent back with danger signals, as provided in Rule No. 124, not less than **fifteen** telegraph poles in the direction of the following train, and the freight train must not cross over until one of the passenger trains arrive.

Should the following passenger train arrive first, a Flagman must be sent forward on the opposite track with danger signals, as provided in Rule No. 124, not less than **fifteen** telegraph poles in the direction of the over-due passenger train before crossing over. Great caution must be used, and good judgment is required to prevent detention to either passenger train.

The preference should always be given to the passenger train of superior class.

**130.** If a train should part while in motion, Trainmen must use great care to prevent the detached parts from coming into collision. Enginemen must give the signal as provided in Rule No. 64, and keep the front part of the train in motion until the detached portion is stopped.

The front portion will have the right to go back, regardless of all trains, to recover the detached portion, first sending a Flagman with danger signal **fifteen** telegraph poles in the direction in which the train is to be backed, and running with great caution, at a speed not exceeding four miles per hour. Always expecting the train to have broken into more than two parts. On single track all the precautions required by the rules must also be taken to protect the train against opposing trains.

**The detached portion must not be moved or passed around until the front portion comes back.** This Rule applies to trains of every class.

An exception will only be made to the above

when it is known that the detached portions have been stopped, and when the whole occurrence is in plain view, no curves or other obstructions intervening, so that signals can be seen from both portions of the train. In that event the Conductor and Engineman may arrange for the recoupling, using the greatest caution.

**131.** When a train is being pushed by an engine (except when shifting and making up trains in yards) a Flagman must be stationed in a conspicuous position on the front of the leading car, so as to perceive the first sign of danger and immediately signal the Engineman.

**132.** The rear car of every train must be a brake car, and a man must, when train is in motion, always be stationed on that car.

This rule applies to work trains as well as others.

**133.** If from any cause it becomes necessary to back a train, a Flagman must be sent not less than one-half mile in advance of the train so moving. The Engineman will frequently sound the whistle, and run at a speed that will allow the signal man to keep not less than one-half mile in advance.

The Conductor must station himself on the top of the rear car, or in a position so conspicuous as to perceive the first sign of danger, and give immediate signals to the Engineman.

**134.** In case trains under danger signals should meet between stations the train nearest to a siding should be backed, provided it does not endanger the safety of either train or violate a rule. By running under danger signals, it is understood to run at a rate not exceeding six miles per hour, with a Flagman one-half mile in advance at all

times where the track can not be seen for one mile distant, and on descending grades a greater distance. In all cases a sufficient distance to insure absolute safety. Conductors and Engineers, when running under danger signals, are held equally responsible for omission of any precaution, even though the rules have not provided for the case.

**135.** A train starting from a station, or leaving a junction, when a train of the same class running in the same direction is over-due, will proceed on its own time and rights, and the over-due train will run as provided in Rule 112.

**136.** A train which is delayed, and falls back on the time of another train of the same class does not lose its rights.

**137.** Regular trains twelve hours or more behind their schedule time, lose all their rights.

**138.** A train overtaking another train of the same or superior class **disabled so that it can not move**, will run around it, assuming the rights and taking the orders of the disabled train, to the next telegraph office which is open, where it will report to the Train Dispatcher. The disabled train will assume the rights of the last train passing it, till the next telegraph office is reached.

**139.** All messages or orders respecting the movement of trains or the condition of track or bridges must be in writing.

**140.** No trains shall display signals for a following train without an order from the Train Dispatcher, except as per Rule 123.

**141.** Extra trains must not be run without an order from the Train Dispatcher.

**142.** The term "Work Train" will be applied indiscriminately to all engines and trains engaged in construction or maintenance of track, bridges



or roadway, and authorized by special order to use the road back and forth within defined limits and hours, as the work or avoidance of other trains requires.

Such trains will clear the time of all regular trains by at least **ten** minutes, as required by all irregular trains (see Rule 110), except that when their work is of pressing importance, they may continue on main track until regular freight trains approach, provided they are fully protected (as per Rule 124). They will carry white signals on the engine as prescribed for all irregular trains in Rule 58.

**143.** Conductors of work trains will notify the Train Dispatcher by telegraph at the close of each day's work particulars of work performed by their trains, delays, etc., and stating where they wish to work the next day.

**144.** Trains carrying red signals for following sections must note in each train register that they are carrying red signals and state from and to what points, and will not leave the station at which signals are taken in without orders unless the following train has arrived.

In case of interruption to wires making it impossible to obtain orders, Conductors in charge of stock or important trains, knowing train for which signals are carried to be some distance in the rear — and to avoid delay to their train — will leave a Brakeman with instructions to await arrival of the signalled train, notifying all trains arriving from the opposite direction that signals have been carried to that point for .....section, train No.....

**145.** Work trains will be run as extras under special orders, and will be assigned working lim-

its; and when passing a telegraph office within those limits they must report the direction they are going and number of loads or empties.

**146.** Great care must be exercised by the trainmen of a train approaching a station where any train is receiving or discharging passengers.

On double track, where a train is standing to discharge or take on passengers, trains from opposite direction will come to a stop with the engines opposite each other and proceed slowly until trains are passed.

**147.** Enginemen must observe trains on the opposite track, and if they are running too closely together call attention to the fact.

**148.** Conductors will be held responsible for the proper adjustment of the switches used by them and their men, except where switchtenders are stationed.

Whoever opens a switch shall remain at it until it is closed, unless relieved by some other competent employe.

**149.** When there is more than one train to use a switch it must not be left open unless one of the trainmen of the other train is at the switch and takes charge of it.

**150** No train shall leave a station without a signal from the Conductor.

**151.** An Engineman will be subject to the orders of his Conductor, and will be held equally responsible with him in carrying out all prescribed rules, which are necessary to perfect safety.

**152.** All trains must approach end of double track, water or coaling places, junctions, draw-bridges, railroad crossings at grade, stations and sidings with train under control, expecting to find

main track occupied. Freight trains not scheduled to stop must reduce speed to ten miles per hour over switches.

**153.** During the season of navigation all trains must come to a stop not less than one hundred and sixty-five (165) feet and not more than eight hundred (800) feet before crossing Drawbridges and obtain "all right" signal from Bridgeman before proceeding. Trains must not exceed twelve (12) miles an hour over Draw-bridges.

**154.** The yard, or station limit, will, at principal stations, be marked by sign boards. In their absence the extreme switches will be considered yard or station limits.

**155.** Any train or engine approaching places where semaphore signals are used must be under full control, so as to be able to stop before reaching the semaphore. When semaphore arm is extended at right angles with the track by day, or red light shown by night, trains or engines will come to a full stop, and must not proceed until arm is changed or green signal shown.

**156.** Switch and fixed signals will show green when switch is set for main track and red when set for sidings, crossings or junctions. Any signal imperfectly displayed, the absence at night of a light at any switch, or fixed signal where a light is usually shown, must be taken as a signal of danger, and train must be stopped or run slowly under perfect control until position of switch is ascertained or the absence of light accounted for.

**157.** Every case of running by or non-observance of signals must be at once reported to the Superintendent or Train Master, with number of train and engine, and other information necessary to locate the responsibility.

**158.** In all cases where circumstances render it necessary, trains of any class will reduce speed, even below their own schedule time, to avoid running any unnecessary risk.

Fault will not be found with Train or Engine Men for losing time when their judgment shows this to be the safest course.

**159.** Trains must not exceed the speed specified below, over any portion of the road, without a special order from the Train Dispatcher in each case:

Second class trains, 20 miles per hour.

Special passenger trains, 35 miles per hour.

Extra freight trains, 18 miles per hour.

Work trains, 20 miles per hour.

Light engines, 20 miles per hour.

**160.** No train will start out on its run, leave a junction, a terminal, or other starting point until it is ascertained that all trains due which have the right of track has arrived and the Conductor has enquired at the telegraph office for orders, and obtained for the Engineer a terminal clearance order, Form 390, properly filled out in ink and signed by the operator.

Such clearance orders are for the guidance of Engineers only. Conductors will check over train register as per Rule 222.

**161.** Operators must in all cases consult with Dispatcher before issuing terminal clearances, except when line is not working, when they will issue such clearance without this authority.

**162.** The contents and substance of all orders regarding the movement of trains should be communicated by the Engineer to the Fireman and by the Conductor to the Brakemen.

**163.** Conductors and Enginemen will be held equally responsible for the violation of any of the rules governing the safety of their trains, and they must take every precaution for the protection of their trains, even if not provided for by the rules.

**164.** In all cases of doubt or uncertainty take the safe course and run no risks.

#### SPECIAL INSTRUCTIONS.

**165.** Conductors, Engineers, Agents, and all other employes responsible, must promptly report (first by wire and afterward by mail)—Conductors and Agents to Superintendent or Train Master, and Engineers to Mechanical Superintendent—all risk of accidents to trains, persons or property, however unimportant in result; and all matters or occurrences not consistent with safety, good order or convenience in working the road; the comfort of passengers; the satisfaction of patrons, or otherwise affecting the interests of the Company in any manner or degree. Verbal reports do not relieve of the duty to render written reports.

**166.** In emergencies or obstruction of the road by accident or other cause, pertinent suggestions based on observation of the actual situation are useful and required, and frequent reports of progress must be made.

**167.** In such cases, judicious, prompt and continued action to accomplish whatever can or should be done, is required of all employes, and in the absence of designation, the employe on whom the responsibility most naturally falls, will assume authority to direct the work.

**168.** Conductors, Engineers and Agents will be held to strict account for delays resulting from bad management of their own or on the part of those for whom they are responsible.

**169.** Promptness and dispatch are urgently enjoined in transacting business at stations, taking water, fuel, etc.

**170.** However long time a train may have at a station, the work should be done immediately on arrival and with expedition.

**171.** Conductors and Engineers will carefully inspect Bulletin Boards or Books before starting from Terminal Stations.

**172.** Conductors are required to be on duty at their trains at least thirty minutes in advance of their leaving time, and will be held responsible for the management of their trains, and for the strict performance of duty on the part of their men.

**173.** All employes engaged in the movements of trains must under no circumstances undertake to perform their duties, or start out on a trip with any train or engine, when they consider themselves not in proper condition (through sickness or want of rest) to satisfactorily discharge their duties.

Sufficient notice must in all cases be given by employes when unfit for duty, and if rest is needed, state number of hours required. No excuse will be taken for delay to trains or work occurring through neglect to give notice as above, or failing to report for duty after having acknowledged a call.

**174.** Whenever a light engine is sent over the road on the time of any train, it must precede such train in all cases and not follow it.

175. Conductors and engineers are cautioned against reckless running. They must run steadily and uniformly, adhering as closely to time as due regard for safety permits.

176. Trains are to be run under the direction of the Conductor, except when such directions conflict with these rules or involve risk or hazard, in which case the Engineer will be held equally responsible.

177. When an engine or train is run over any portion of the road without a Conductor, the Engineer will perform the duties of Conductor and be held responsible accordingly.

178. Engineers of engines carrying red signals must call attention to same and receive a reply as per Rule 70; failing to get reply they will notify their Conductor who will ascertain cause and report to the Superintendent or Train Master. When two or more engines or trains meet, both carrying signals, each will give the signal twice, except, when there is more than one engine attached to the train, the leading engine only will give the signal.

179. Conductors must give particular attention to the safety and comfort of their passengers. Careful attention must be given to the **heating, lighting and ventilation** of cars and the supply of water in the tanks. Brakemen and Porters will be required to assist ladies, children and infirm persons off and on the cars. Conductors will perform this duty themselves when necessary.

180. Conductors must see that passengers do not endanger themselves by imprudent exposure. When a passenger becomes disorderly gentle means must be used to stop the nuisance. This failing, the Conductor must exercise his authority

and confine such passenger for the safety and convenience of all until the next station is reached, where he will be put off.

Passengers must not be ejected from the cars without cause, and then only at a station when the train has stopped. Use no unnecessary force.

When for any reason it becomes necessary to eject passengers from trains, Conductors will obtain names and address of two or three passengers who witnessed the occurrence, and forward same with full report to the Superintendent or Train Master.

181. Shortly before reaching a station at which the train stops, a Brakeman will pass through each passenger car, except the sleeping cars, and announce distinctly, with closed doors, the name of the station they are approaching. When the train arrives at the station the name must be again announced.

182. Conductors will prevent unnecessary noise about passenger trains, particularly at night, and not allow employes to enter or pass through sleeping cars except when necessary in the discharge of their duties. Care must be taken in switching and handling to disturb the inmates as little as possible.

183. Conductors will see that passengers are seated, and not permit them to ride on the platform of a coach or car while trains are in motion. Freight train Conductors must not allow either passengers or employes (except train attendants) to ride on top of cars.

184. Conductors must see that no persons ride in Baggage, Mail and Express cars but those whose duties in connection with the train properly require them to be there.

**185.** Conductors will collect fare from all persons travelling without a ticket or pass, and will be allowed no discretion in the matter. Persons entitled to free travel will be furnished with passes upon application to the proper officers. Work or construction trains must in no case carry passengers.

**186.** Only designated freight trains will carry passengers.

**187.** In case freight trains on which passengers are allowed to be carried are run in sections, the last section only will be permitted to carry passengers, except persons in charge of live stock and freight, and, unless otherwise ordered, the last section will do the local work.

Employees with passes may be carried on freight trains between stations at which trains stop.

**188.** Persons accompanying live stock (or other freight requiring man in charge) may be carried on the same train with the stock (or freight) when provided with proper transportation.

**189.** Conductors will be held responsible for the good conduct of **News Agents** while on duty, and are authorized to prevent them acting in that capacity for insubordination, violation of rules, or any improper action. Conductors will look to the printed matter sold on their trains, and see that nothing improper is offered. Should anything improper be offered, they will prevent its repetition and promptly report the facts to the Superintendent or Train Master. News Agents must not be allowed to annoy passengers by urging their sales, leaving books and articles with them unsolicited, or in any other manner.

**190.** Conductors must look out for confidence men, monte players, prize packet vendors, and

other swindlers, and when known to be on the train must have them watched, and personally warn passengers and otherwise prevent their operating on the train, and report the case by wire. They must not permit beggars, gamblers or unauthorized peddlers to practice their vocations on the train.

**191.** Should an engine on a passenger train be disabled on the road, the Conductor has authority to take the first freight engine that he may meet or overtake.

**192.** Conductors when at stations doing business will attend to their switching personally.

**193.** Potter Bumper Drawheads must be connected with the two outside links, or one centre link, but the outside links must never be used to couple with a single drawhead.

**194.** Engineers must not allow others to handle their engines.

**195.** Particular care must be taken to avoid striking stock, and frequent occurrence of this kind will be regarded as incompetency on the part of Engineers and others in charge of trains. Trains running in the daytime must come to a stop, if necessary, to avoid them. When a case occurs the Engineer and Conductor must report separately in writing, all particulars, the Conductor to the Superintendent or Train Master, and the Engineer to the Mechanical Superintendent.

**196.** The number of cars estimated as ordinary trains for engines is based on general grades, but between points where the grades and other conditions are favorable, more cars can frequently be hauled, and **Conductors and Engineers are required to fill up trains to the full capacity of their engines.**

**197.** Conductors of trains carrying Live Stock are required to consult the wishes of the stock men in matters pertaining to the care and comfort of same. Especial attention must be given to stock unaccompanied by Drivers. In warm weather Trainmen will water hogs and other stock as often as may be necessary, without being requested to do so. Conductors must see to this personally.

**198.** Conductors and Switchmen must open their trains to clear all public crossings while standing at stations, and in no case block a public crossing longer than five (5) minutes. All fines inflicted on the Company for obstructing crossings will be collected from the party in fault, and they will also render themselves liable to dismissal from the service of the Company. When passenger trains are at stations care must be taken by Freight Conductors and Switchmen to open their trains to allow free passage way for all persons going to and from the passenger train.

In leaving cars at stations, Conductors will see that the highway crossings are not obstructed.

**199.** In no case must a train be backed over a public crossing or highway unless there is a man on the rear car to see that the crossing is clear; nor must a car be cut loose and allowed to run over a public crossing or highway unless there is a man on same. At night the man on train or car, as referred to above, must have a light.

**200.** Conductors will see that the words "Bad Order" are written with chalk on both sides of bad order cars left by them at stations, and defective part marked with a cross.

**201.** Conductors and Brakemen must carefully examine trucks and running gear of all cars taken

into their trains at stations and junctions of other lines where Car Inspectors are not employed.

Where cars are considered unsafe to run, through defects or otherwise, report particulars by wire to Superintendent or Train Master and Chief Dispatcher.

**202.** Conductors will comply with instructions of Agents in placing cars and doing other station work. If necessary to disturb cars for loading or unloading, they must be replaced in same position as found. In case Agents' orders are unreasonable, the facts must be reported to the Superintendent or Train Master. It is the duty of Agents to report violations of this rule, and all cases where Conductors (not having a full load) refuse to take cars that are ready to go.

**203.** Agents must never allow cars to stand on main track for loading or any other purpose, without special permission from the Train Dispatcher in each case. He must know that cars on siding properly clear main track, that brakes are applied, and wheels blocked when necessary.

**204.** Agents will see that the doors and other openings of loaded cars are closed and securely fastened before being placed in trains, and that the doors of cars loaded with powder, oil, hay, straw, or other inflammable material, are battened, and placed in train near the caboose or at least ten cars distant from engine, as a protection against fire. **The doors of empty cars hauled in trains must always be kept closed.** Conductors and Trainmen will be held personally responsible for the proper care and protection of goods and property while in transit in their trains, and they must not haul cars in their trains, unless the doors and windows are properly secured and protected as directed herein.

**205.** Conductors and Agents must examine the door fastenings of cars, and keep such a record of their condition as will enable them to give full and clear answer to inquiries.

**206.** Sending personal packages or letters on private business in Railway mail, is strictly prohibited. Communications by Railway mail must be exclusively from Officers and employes of the Company upon its official business.

**207.** Agents are required to make daily inspections of yards, platforms, offices, buildings and surroundings, and will be responsible for the neat and tidy appearance of same.

**208.** Office hours at stations where there is no Night Operator are from 7 A. M. until excused by Train Dispatcher. Where a Night Operator is employed the hours will be 7 P. M. to 7 A. M. for Night Operator. Each Operator is required to come on duty promptly at the regular hour and remain on duty until relieved by his colleague or excused by Train Dispatcher.

**209.** No agent must absent himself from duty or leave his station in the charge of any person without the consent of the Superintendent or Train Master.

**210.** Depots must be opened, ventilated and warmed as early and as late as the business of the Company requires. Buildings and platforms must be kept clean, orderly, and free from obstructions. The ticket office must be opened at least thirty minutes before train time.

**211.** Tickets must not be sold for stations at which trains do not stop or for trains not allowed to carry passengers.

**212.** Conductors must not move loaded cars without way-bills.

**213.** When operators relieve each other the one going off duty must carefully call the attention of the one coming on to orders still in effect and obtain the relieving Operator's signature as his acknowledgment of the transfer.

**214.** Under the system of running trains by telegraph, Agents and Operators should not be absent from office longer than five minutes without permission from the Train Dispatcher except during meal hours, and then notice should be given.

**215.** Agents must keep the public outside of their office railings. They must transact their business over the counter or through the ticket window. They will not use their own property in connection with that of the Company.

**216.** Conductors and Engineers will make careful inquiry at all stopping places, and when thought advisable make extra stops to ascertain the extent and severity of storms. In case of doubt as to safety of proceeding, they will communicate by telegraph with the Train Dispatcher.

**217.** Agents, Telegraph Operators, Bridge and Section men will telegraph the Superintendent or Train Master as soon as possible, all the information they can give as to severity of storm, and extent of damage done, and will also consider it their duty to impart the same information to Train and Engine men.

**218.** Should the Telegraph Wires be found crossed, broken, or lying on ground, Trainmen will, if possible, make temporary repairs. This can be done by uniting the broken ends, using fence or other wire for splice to effect a joint, making each wire free from the other; or by raising wires clear of ground, reporting particulars from first tele-

graph office. Should Trainmen be unable to make repairs, the nearest section crew must be notified to clear the interruption.

**219.** Engines, cars, cabooses, and train boxes must always be fully supplied with the necessary stores, tools, and equipment.

**220.** No person will be allowed to ride on an engine without an order from the Superintendent, or Mechanical Superintendent, except the Engineer, Fireman, Train Master, Road Master, and Conductors and Brakemen in the discharge of their duties. Conductors and Engineers will be held responsible for the strict enforcement of this rule.

**221.** Train or Enginemen finding a flag or lantern placed in centre of the track will see that it is replaced in proper position after their train has passed.

**222.** Immediately before starting from terminal telegraph stations, Conductors must go in person to the telegraph office and ask whether there are any orders for their trains and carefully check train register to see that all trains due having right of track have arrived.

**223.** Engine signal-bell must be rung from rear platform of rear car before leaving each terminal point, and each station where any change is made in train. Bell-cord must not be disconnected until train has come to a full stop.

**224.** Conductors will see that a red flag by day and red lantern lighted at night are kept in rear end of the rear car of their trains. Three torpedoes must be attached to the staff of the flag, and three torpedoes to the wire guard of the lantern, so as to be ready for immediate use.

**225.** Engineers of irregular trains and regular trains ahead or behind time must sound the whistle

when approaching sharp curves or obscure places and must keep a sharp lookout for hand cars and other obstructions.

**226.** Conductors and Engineers are prohibited from making "Flying Switches," except at stations where switches are connected only at one end, and in such cases the cars must be run slowly with a man at the brake.

**227.** When a passenger train loses five minutes or more, or a freight train twenty minutes or more, the Conductor must report the cause of detention to the Train Dispatcher.

**228.** If a train is held at a station where there is no Night Operator the Conductor will call the Day Operator into the office to get orders for him.

**229.** There must be a sufficient number of good brake cars in each freight train to insure safety.

In switching, Trainmen must know that brakes are in good order before cutting off cars.

Trainmen will not be permitted to use a stick to apply or tighten brakes.

**230.** Conductors of freight trains not equipped with automatic brake must see that Brakemen govern the rate of speed of their trains while descending grades. The brakes should never be applied so as to slide the wheels, and in descending heavy grades, Brakemen should see that the brakes are not kept on so long as to heat the wheels. To avoid this the brakes should be frequently changed from one car to another. Conductors and brakemen of freight trains must be out on top of their trains at least one mile before reaching stations or sidings, junctions, drawbridges, railroad crossings at grade, coal and watering places.



**231.** Cars left at stations must have hand-brakes set to prevent any possibility of their being blown out. The air-brakes must not be depended upon to hold cars left at stations. All cars left at non-agent sidings must be coupled up when practicable. In cases of a single car or one with defective brakes, wheels should be securely blocked in addition to having hand-brakes set.

**232.** Any employe, who, through carelessness or negligence, causes or permits damage to the property of the Company or that of the public entrusted to its care, will be required to pay for the same, and the amount will be deducted from his wages.

**233.** Inasmuch as the coupling apparatus of cars is not uniform in style, size or strength, and as dead-woods and draw-bars do not always have the same projections, and various other causes render it dangerous to expose the hands, arms or persons of those engaged in coupling cars, all employes will be expected to use the utmost care in coupling or uncoupling cars or engines, to guard against personal injury. They must be particular to notice the speed of the cars while moving, and if at a dangerous rate no attempt must be made to couple by going between them. It is dangerous to uncouple or to attempt to place with the hand or guide links or pins in draw-bars while cars are in motion, and is positively forbidden. Sticks furnished for the purpose must be used for guiding the link.

It is alike dangerous to assume that signals given to the Engineman or Fireman have been seen, and if seen will be obeyed—when obedience to those signals on the part of Engineman or Fireman is essential to the safety of an employe

in the performance of his duty. He must know that the signal has been seen, understood and obeyed, before placing himself in a dangerous position—otherwise, without such knowledge, he assumes all risks of danger arising from any misunderstanding or disregard of signals.

**234.** All employes are expected to protect themselves from personal injury by avoiding risks. Those who may receive injuries on account of taking risks will have no claim upon the Company.

**235.** Enginemen and Firemen on freight trains should look back when starting, and frequently while running, to see that all is right.

**236.** When a signal to stop is given, either by Flagman on the track or from the train, Enginemen must acknowledge their perception of it by two short blasts of the whistle.

**237.** Brakes must not be relied on wholly when approaching railroad crossing or hazardous places, but steam must be shut off, and the train held under such control as to absolutely prevent running over crossings before stopping.

**238.** Engineers will in all cases make a test of the air brake one mile before reaching Railroad Crossings at Grade Draw Bridges and all other important stops.

**239.** When a conductor discovers anything wrong with the track, bridges, or culverts which would likely cause an accident to a following train, he must not rely wholly upon the telegraph to notify other trains, but must leave a Flagman in addition to telegraphing.

**240.** Conductors and Engineers must use great caution when acting on verbal messages touching the safety of trains, track or bridges. Such mes-

sages will only be given when it is impracticable to give them in writing, the purpose being to avoid the possibility of misunderstanding.

**241.** Between sunset and sunrise, during fog, snow storms, or at other times necessary, red tail lights will be displayed on the rear of every train and rear end of every light engine.

**242.** Headlights of engines must always be lighted when running between sunset and sunrise, or when from fogs, snow storm or other cause it may be necessary.

**243.** If from any cause headlight can not be lighted Engineers will report to the Chief Train Dispatcher by telegraph from nearest station.

**244.** Conductors and Engineers will look out for the signal at each day or night telegraph station and know positively what it indicates and be governed accordingly.

**245.** In case of an accident, whereby passengers and baggage have to be transferred, Conductors must understand that they are to treat express and mail matter the same as baggage, and will render all the assistance they can in making such transfer, and must handle all baggage with care, and will be held responsible for unnecessary breakage.

**246.** Whenever an accident occurs which involves the loss of life, serious injury of persons, damage to property, or the obstruction of the road, detentions to trains, failure in the supply of water or fuel, defect in the track or bridges; or whenever the road is found impassable on account of snow, or damage by flood or other cause, the Conductor or person in charge must promptly report the fact to the Superintendent or Train Master and Chief Train Dispatcher, by tele-

graph, as soon as practicable, giving all information necessary to a clear understanding of the case, such as the location, nature of, cause and extent of the injury, damage, or obstruction, and what relief or assistance is required.

**247.** In cases where several trains meet at Stations where it is necessary to "Saw by," the senior Conductor in the service of the Company, present, will take full charge for that particular occasion, and all interested will obey his orders.

**248.** Bulletins will be kept at all terminal stations; they must be properly dated and timed, and when they affect trains or line before same can reach a terminal station, must be telegraphed to them.

**249.** Due notice must always be given in writing, to be sent by telegraph when the object is removed for which a bulletin has been issued, in order that the same may be canceled or withdrawn.

**250.** Engineers and Firemen must report for duty thirty minutes before the time for starting, and see that their engine is in good working order, supplied with the necessary stores, fuel and water, and assist in the shifting and making up of their trains when necessary. The Engineer will examine the bulletin board or book prior to leaving.

**251.** Engineers report to and receive instructions from the Superintendent, Train Master or Chief Train Dispatcher while on the road, and when in the engine house they are under the direction of the Mechanical Superintendent.

**252.** Engineers must obey the orders of the Conductor of the train in regard to starting, stopping, shifting cars, speed and general management

of the trains, unless they endanger the safety of the train or violate any of these rules.

253. Engineers must be provided with the Book of Rules, Current Time-table a full set of Signals, and the necessary tools, which they must keep in good order.

254. Engineers must not leave their engines during the trip except in cases of necessity, and then the Fireman or some other competent person must be left in charge.

255. The condition of the engine, or work required on same, must be reported at the end of each trip, in the book provided for that purpose.

256. Engineers and Firemen must be careful in the use of all property belonging to the Company, and tank spouts must never be pulled over or thrown off the tender while the engine or train is in motion. The pipe must always be allowed to empty before being thrown off the tender.

257. Engineers and Firemen must not interfere in any way with the pop valves of an engine; if they are not satisfied with the pressure carried they should so report to the foreman.

258. Fires must not be drawn in front of stations or buildings, neither on crossings, frogs or switches.

All fires drawn must be put out before leaving.

Engineers will as far as practicable keep ash pans closed while crossing bridges and trestles.

259. Except at railway crossings at grade, Enginemen will abstain from the use of the whistle as a signal for starting the train. Use the bell.

Too much sounding of the whistle impairs its value as a signal of danger.

260. Engineers will be held responsible for running off switches, they **must not** start the engine to enter or leave sidings **until the switch is in proper position** and they have received signal from the person attending the switch.

#### INSTRUCTIONS TO BE OBSERVED IN CLEARING THE TRACK OF SNOW AND ICE.

261. When two or more engines are coupled together, the Forward Engine will (except in case of danger, when any engine will signal) be considered the Signal Engine, and the direction the Forward Engine is going will govern all others in the train.

262. When starting for, or backing out of a snow drift, the Forward Engineer **will first place his lever in proper position**, and then signal the other engines. The second Engineer will answer the signal first given, only when **entirely** ready to give his engine steam. The third Engineer will answer the signal of the second Engineer only when **entirely ready** to give **his** engine steam, etc. The last signal given will govern **all Engineers** in giving steam to their engines, which must be done on the instant.

263. In case a following or assisting engine is employed, it will keep at least one-half mile in the rear of snow gang, and be prepared to move forward the instant required. Five long blasts of the whistle is a signal for following engine to move forward to assist snow gang, and the signal should be **answered** by the same signal.

264. In case engines become fast in snow bank, it is best to shovel out one of them at a time, and clear the track of snow. The released engine then becomes a helper for the others.

**265.** In running for snow banks, Engineers must in absence of express orders, as regards speed, use their best judgment, considering the condition of track and bank. When snow is badly packed and frozen, the edge of drift should be broken to allow plow to follow under with safety. In absence of a Conductor, head Engineer will frequently examine snow banks before running, and especially when snow is deep or badly drifted upon one side of track.

**266.** It is useless to run into snow banks with low steam, and Engineers will therefore pay particular attention to having full boiler pressure before making a run.

**267.** On regular snow-bucking expeditions the pilots of pushing engines must be removed, and engines thoroughly equipped with substantial drawheads, firmly bolted. Also an extra supply of links and pins, and the coal in the tender well covered with tarpaulin.

**268.** When snow plows are run over the road ahead of or on the time of passenger trains the snow plow will unless otherwise directed pull beyond the station and await the arrival of passenger train before proceeding. The passenger train will follow accordingly and stop at all stations whether it is a schedule stopping point for that train or not.

**269.** Everybody interested must understand that Plow Engines can not use headlights, and that the shoe of the Plow is liable to crowd Torpedoes off the rail without exploding, thus requiring the greatest possible care in flagging Plow Engines.

**270.** In Blizzards, when it is necessary to follow the Plow close, Engineers of following trains will allow as much time as possible between the

Plow and the following train. All Engineers should mark the bad cuts, and in severe storms every precaution should be taken to ascertain if the Plow Engine is through the cut or has had time to get a flag back. Particular attention is called to this rule.

**271.** No man is worth anything in Snow Plow Gang who has not perfect confidence in himself, engine and plow. Anyone who does not feel this is requested to inform his superior.

#### **SPECIAL INSTRUCTIONS TO TRAIN DISPATCHERS.**

**272.** Dispatchers must in all cases use discretion in sending train orders and messages relating to the movement of trains and cars.

The practice of "rushing" train orders beyond the receiving ability of the Operator copying the order will not be permitted.

Plain, steady sending will enable Operators to make a legible copy and will facilitate the movement of the trains as well as the work of Dispatchers.

**273.** Particular attention is directed to the various Dispatching Rules, which must be followed as closely as possible, and whenever an emergency arises which calls for any temporary modification of established rules, all the necessary precautions for absolute safety must be taken.

**274.** When in certain emergencies a particular kind of order is necessary, for which no regular form is furnished, the Chief Dispatcher will supply the form of order to be used.

Double Orders must be used to the utmost extent consistent with reasonable promptness in moving trains.

**275.** Regular Trains must not be run ahead of time or faster than the prescribed rate of speed, except when there is good and sufficient reasons for so doing.

**276.** It is the duty of Dispatchers when giving meeting orders affecting trains, which are run in sections to specify separately the section to be met, to hold following sections of trains when they are known to be running too close and keep them the prescribed time and distance apart, and in stormy weather the utmost care must be exercised in blocking the sections a safe distance apart.

**277.** Chief Dispatchers will make frequent examination of Train Order Books, and hold Dispatchers to a strict accountability for the observance of these rules and forms.

#### **RULES FOR THE MOVEMENT OF TRAINS BY TELEGRAPHIC ORDERS.**

**500.** Special orders, directing movements varying from or additional to the Time-table, will be issued by the authority and over the signature of the Chief Train Dispatcher. They are not to be used for movements that can be provided for by rule or Time-table. They must not contain information or instructions not essentially a part of them. They must be brief and clear, and the prescribed forms must be used when applicable; and there must be no erasures, alterations or interlineations. If train orders are not fully understood by those to whom addressed, an explanation will be required before accepting them.

**501.** Each order must be given in the same words to all persons or trains directly affected by it, so that each shall have a duplicate of what is given to the others. Preferably an order should include but one specified movement.

**502.** Orders will be numbered consecutively for each day as issued, beginning with No. 1 at midnight.

**503.** 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 Engineer, and also to a person acting as pilot. A copy for each person addressed must be supplied by the Operator.

**504.** Each order must be written in full in a book provided for the purpose at the Train Dispatcher's office; and with it must be recorded the names of Trainmen and others who have signed for the order; the time and signals, showing when and from what offices the order and responses were transmitted; and the Train Dispatcher's initials. These records must be made at once on the original copy, and not afterward, from memory or memoranda.

**505.** Dispatchers going off duty must make a transfer in writing in the train order book dated and timed in specified terms with complete list of all unexpired orders, or, if done by telegraph, the above shall be transmitted and understanding returned and correct given as provided for orders in Rule 510 before the authority is exercised by another person.

**506.** The terms "superior right" and "inferior right" in these rules, refer to the rights of trains under the Time-table and Train Rules, and not to rights under Special Orders.

**507.** When an order is to be transmitted, the signal "31," meaning "Train Order," will be given to each office addressed, followed by the word

"copy," and a figure indicating the number of copies to be made, if more or less than three — thus, "31 copy 5."

**508.** An order to be sent to two or more offices must be transmitted simultaneously to as many as practicable. The several addresses must be in the order of superiority of rights of trains, and each office will take only its proper address. When not sent simultaneously to all, the order must be sent first for the train having the superior right of track.

**509.** Operators receiving orders must write them out in manifold during transmission and make the requisite number of copies at one writing, or trace others from one of the copies first made.

**510.** When an order has been transmitted Operators receiving it must (unless otherwise directed) repeat it back at once from the manifold copy, and in the succession in which their several offices have been addressed. Each Operator repeating must observe whether the others repeat correctly.

Those to whom the order is addressed, except Enginemen, must then sign their names to the order. The Operator will send their signatures to the Train Dispatcher. The response "correct," with the time and Train Dispatcher's initials, will then be given by the Train Dispatcher. Each Operator receiving this response will write on the order the word "correct," the time, and initials of Train Dispatcher and his own last name in full, and will then deliver a copy to each person included in the address except Enginemen, and each must read his copy aloud to the Operator. The copy for each Engineman must be de-

livered to him personally by the Conductor, and the Engineman must read it aloud and understand it before acting upon it.

**511.** The operator who receives and delivers an order must preserve the lowest copy. On this must appear the signatures of those who sign for the order, and on it he must record the time when he receives it, the responses, the time when they are received, his own name, the date, and the train number, for which places are provided in the blanks. These copies must be sent to the Chief Train Dispatcher at the close of each month.

**512.** Orders used by Conductors must be sent by them, daily, to the Superintendent or Train Master.

**513.** Enginemen will place their orders in the clip before them until executed.

**514.** For orders delivered at the Superintendent's or Train Dispatcher's office the requirements as to record and delivery will be the same as at other points.

**515.** Orders to persons in charge of work requiring the use of track in yards or at other points, authorizing such use when trains are late, must be delivered in the same way as to Conductors of trains.

**516.** An order to be delivered to a train at a point not a telegraph station, or while the office is closed, must be addressed to —

"*C. and E., No. — (at—), care of—*" and forwarded and delivered by the Conductor or other person in whose care it is addressed, "Correct," 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 Engineman 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 advise the Train Dispatcher of its having been received.

Orders so delivered to a train must be compared by those receiving them with the copy held by the person delivering and acted on as if "correct" had been given in the ordinary way.

Orders must not be sent in the manner herein provided to trains the rights of which are thereby restricted.

**517.** When a train is named in an order, all its sections are included unless particular sections are specified, and each section included must have copies addressed and delivered to it.

**518.** Meeting orders must not be sent for delivery to trains at the meeting point, if it can be avoided. When it can not be avoided, special precautions must be taken by the Train Dispatchers and Operators to insure safety.

There should be, if possible, at least one telegraph office between those at which opposing trains receive meeting orders.

**519.** Orders should not be sent an unnecessarily long time before delivery, or to points unnecessarily distant from where they are to be executed. No orders (except those affecting the train at that point) should be delivered to a freight train at a station where it has much work, until after the work is done.

**520.** A train or any section of a train must be governed strictly by the terms of orders addressed to it, and must not assume rights not conferred by such orders. In all other respects it must be governed by the Train Rules and Time-table.

**521.** Orders once in effect continue so until fulfilled, superseded or annulled. Orders held by or issued for a regular train which has lost its rights, as provided by Rule 137, are annulled, and other trains will be governed accordingly.

**522.** A fixed signal must be used at each train order office which shall display red (target pointing across the track) when trains are to be stopped for orders, and white or (target pointing with the track) when there are no orders.

When an Operator receives the signal "31" he must immediately display red and then reply "S. D." (signal displayed). The signal must not be changed until the object for which it was displayed has been accomplished.

**523.** No train or engine will leave or pass a telegraph office where the red signal is displayed without obtaining from operator in charge a "train clearance order," properly filled out in ink and signed to be delivered by Conductor to the Engineer immediately before starting. Clearance orders will show numbers of all train orders received for that train. If no orders have been received for such train the clearance will show for what train the signal is displayed, and time of departure of preceding train from that station.

The fact of train order signal having been released will not excuse Conductors from obtaining clearance. Conductors and Engineers will see that numbers of orders shown on clearance correspond with the orders delivered to them.

**524.** Conductors of all trains and Engineers of light engines must register as provided for in Special Instructions.

Operators will report by wire to the Dispatcher's office the time of arrival and departure of all trains.

**525.** Regular trains will be designated in orders by their schedule and engine numbers, as "No. 10, Eng. 100," or "2d No. 10, Eng. 100;" extra trains by engine numbers, as "Extra 798." Time and all other numbers by words followed by the figures, thus: Seven fifty 7.50 a. m., or No. sixty-two 62 and No. sixty-three 63, etc.

The direction of the movement of extras must be added, as "East" or "West."

**526.** The following signs and abbreviations may be used:

Initials for Chief Dispatcher's signature.

C & E — for Conductor and Engineman.

Min — for Minutes.

Junc — for Junction.

Frt — for Freight.

No — for Number.

Eng — for Engine.

Opr — for Operator.

**9** — To clear the line for Train Orders, and for Operators to ask for Train Orders.

**31** — For Train order as provided in the rules.

The usual abbreviations for the names of the months.

#### FORM G.—FOR ARRANGING A SCHEDULE FOR A SPECIAL TRAIN.

1. Eng. — will run as special — train, leaving — on — on the following schedule, and will have the right of track over all trains:

Leave —,

—.

Arrive —.

#### EXAMPLE.

1. Eng. 77 will run as special (passenger train), leaving Chicago on Thursday, Feb. 17th, on the following schedule, and will have the right of track over all trains:

Leave Chicago 11:30 p. m.

Gretna 12:25 a. m.

Sycamore 1:47 a. m.

Arrive Byron 2:22 a. m.

Example 1 may be varied by specifying particular trains over which the special shall or shall not have right of track, and any train over which the special train is thus given the right of track must clear its time as many minutes as such train is required to clear the schedule time of a first class train.

2. Eng. — will run as special — train, leaving — on —, with the rights of a — class train — on the following schedule, which is a supplement to Time-table No. —.

Leave —.

—.

Arrive —.

#### EXAMPLE.

2. Eng. 75 will run as special (passenger train), leaving Chicago Thursday, Feb. 17th, with the rights of a first class train west, on the following schedule, which is a supplement to Time-table No. 10:

Leave Chicago 10 a. m.

Gretna 10:30 a. m., passing No. 9.

Sycamore 11 a. m., meeting No. 10.

Arrive Byron 11:30 a. m.

Example 2 creates a regular train, and the specified meeting and passing points are to be regarded



as if designated in the same manner as on the Time-table. Such trains will be governed by all rules which affect regular trains.

#### FORM H.—EXTRA TRAINS.

—Eng. — will run extra from — to —.

##### EXAMPLE.

(a) *Eng. 99 will run extra from Dubuque to Oelwein.*

A train receiving an order to run extra is not required to guard against opposing extras, unless directed by order to do so, but must keep clear of all regular trains as required by rules 104 and 105.

A "work train" is an extra, for which the above form will be used for a direct run in one direction. The authority to occupy a specified portion of the track, as an extra while working, will be given in the following form:

(b) *Eng. 292 will work as an extra from seven (7) a. m. until six (6) p. m. between Berwick and Des Moines.*

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

(c) *Eng. 292 will run extra from Bristow to Bremer, and work as an extra from seven (7) a. m. until six (6) p. m., between Bremer and Tripoli.*

When an order has been given to "work" between designated points no other extra must be authorized to run over that part of the track without provision for passing the work train.

When it is anticipated that a work train may be where it can not be reached for meeting or passing orders, it may be directed to report for

orders at a given time and place, or an order may be given that it shall clear the track for a designated extra, in the following form:

(d) *Work Train, Eng. 292, will keep clear of Extra 223, west, between St. Paul and Randolph, after two ten (2:10) p. m.*

In this case the work train must be out of the way between the points named by 2:10 P. M.

Extra 223 must not pass either of the points named until five (5) minutes after the time named in the order unless the work train is met.

When the movement of an extra train over the working limits can not be anticipated by these or other orders to the work train, an order must be given to such extra to protect itself against the work train, in the following form:

(e) *Extra 76 will protect itself against Work Train Extra 95, between Oelwein and Waterloo.*

This may be added to the order to run extra.

A work train, when met or overtaken by an extra, must allow it to pass without unnecessary detention.

When the conditions are such that it may be considered desirable to require that work trains shall at all times protect themselves while on working limits, this may be done under the following arrangements. To example (b) add the following words:

(f) *protecting itself against all trains.*

A train receiving this order must, whether standing or moving, protect itself within the working limits (and in both directions on single track) against all trains, in the manner provided in Rule 124.

When an extra receives orders to run over

working limits it must be advised that the work train is within those limits by adding to example (a) the words:

(g) *Eng. 292 is working as an extra between Eden and Hayfield.*

A train receiving this order must run expecting to find the work train within the limits named.

#### FORM J.—HOLDING ORDER.

Hold —.

##### EXAMPLES.

1. *Hold No. two (2), Eng. —.*
2. *Hold all trains east.*

This form will only be used in special cases, to hold trains until orders can be given, or for some other emergency. The reason for holding may be added, as "for orders."

This order is not to be used for holding a train while orders are given to other trains against it, which are not at the same time given to it in duplicate. It must be respected by Conductors and Enginemen of trains thereby directed to be held as if addressed to them. Conductors, when informed of the order, must sign for it, and their signatures must be sent and "correct" obtained.

When a train has been so held it must not go until the order to hold is annulled, or an order is given in the form, "No further orders for —." This must be addressed to the person or persons to whom the order to hold was addressed, and must be delivered in the same manner.

#### FORM K.—ANNULLING A SCHEDULE TRAIN.

##### EXAMPLES.

1. *No. one (1) of Saturday, February twenty-ninth, is annulled on St. Paul Division.*

Adding, "from Elma," or "between Elma and St. Paul," when appropriate.

This order takes away all rights of the train annulled, and authorizes any train or person receiving it to use the track as if the train annulled were not on the Time-table.

If a train is annulled to a point named its rights beyond that point remain unaffected.

The Train Dispatcher may direct any operator to omit repeating back an order annulling a train until he has occasion to deliver it.

When a train has been annulled, it must not be again restored under its original number by special order.

#### FORM OF TRAIN ORDERS.

##### FORM A—FIXING MEETING POINTS FOR OPPOSING TRAINS.

— and — will meet at —.

##### EXAMPLES.

*C. & E., No. 2, Oelwein:*

*C. & E. No. 1, Lamont:*

*Operator, Aurora:*

*No. one (1), Eng. —, and No. two (2), Eng. —, will meet at Aurora.*

*Extra 652 East, and Extra 231 West will meet at Dodge Centre.*

Copy of this order should always, when prac-

ticable, be sent to operator at point where trains are to meet as well as to trains concerned, at each side of meeting place.

Trains receiving this order will, with respect to each other, run to the designated point, and having arrived there, will pass in the manner provided by the Rules.

**FORM B—AUTHORIZING A TRAIN TO RUN AHEAD OF OR PASS ANOTHER TRAIN RUNNING IN THE SAME DIRECTION.**

1. — Eng. —, will pass — Eng. — at —.
2. —, Eng. —, will run ahead of —, Eng. —, from — to —.

**EXAMPLES.**

1. *No. one (1), Eng. —, will pass No. three (3), Eng. —, at Riceville.*
2. *No. four (4), Eng. —, will run ahead of No. six (6), Eng. —, from Orillia to Peru.*

When under this order 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.

**FORM C.—GIVING A TRAIN OF INFERIOR RIGHT THE RIGHT OF TRACK AGAINST OPPOSING TRAIN OF SUPERIOR RIGHT.**

[NOTE.—This form of order must not be used when form "A" can be used.]

- , Eng. —, has right of track against —, Eng. —, — to —.

**EXAMPLES.**

1. *No. two (2), Eng. —, has right of track against No. one (1), Eng. —, Iona to Maloy.*

2. *Extra 37, Eng. —, has right of track against No. three (3), Eng. —, Farley to Dubuque.*

[NOTE.—The terms "superior right" and "inferior right," here and elsewhere in these Rules, refer to the rights of trains under Time-table and Train Rules, and not to rights under Special Orders.]

This order gives a train of inferior right the right of track against one of superior right, to a designated point.

If the trains meet at the designated point, the train of inferior right must take the siding, unless the rules or orders otherwise indicate.

Under this order, as illustrated by Example 1, if the train of superior right reaches the designated point before the other arrives, it may proceed, provided it keeps clear of the schedule time of the train of inferior right as many minutes as the inferior train was before required by the Train Rules to keep clear of the superior train.

If the train of superior right, before meeting, reaches a point beyond that named in the order, the Conductor must stop the other train where it is met, and inform it of his arrival.

Under Example 2, the train of superior right can not go beyond the designated point until the extra train arrives.

When the train of inferior right has reached the designated point, the order is fulfilled, and the train must then be governed by Time-table and Train Rules or further orders.

The following modification of this form of order will be applicable for giving a work train the right of track over all other trains, in case of a wreck or break in the track:

**EXAMPLE.**

*Work Train Extra 275 has right of track over all trains between Elma and Dubuque from seven (7) p. m. —.*

This gives the work train exclusive right of the track between the points designated.

FORM D.—GIVING ALL REGULAR TRAINS THE RIGHT OF TRACK OVER A GIVEN TRAIN.

All regular trains have right of track against — between — and —.

EXAMPLE.

*All regular trains have right of track against No. one (1), Eng. —, between Mingo and Berlin.*

This order gives to any regular train of inferior right receiving it the right of track over the train named in the order, and the latter must clear the schedule times of all regular trains, the same as if it were an extra.

FORM E.—TIME ORDERS.

[NOTE.—This form of order must not be used when Form "A" can be used.]

1. — will run — late from — to —.
2. — will wait at — until — for —.

EXAMPLES.

1. *No. two (2), Eng. —, will run twenty (20) min. late from St. Paul to Kenyon.*
2. *No. one (1), Eng. —, will wait at Stanley until ten (10) a.m. for No. sixty-two (62), Eng. —.*

Form 1 makes the schedule time of the train named, between the points mentioned, as much later as the time stated in the order, and any other train receiving the order is required to run with respect to this later time, the same 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 Form 2, the train of superior right must not pass the designated point before the time given unless the other train has arrived. The train of inferior right is required to run with respect to the time specified, the same as before required to run with respect to the regular schedule time of the train of superior right.

FORM F.—FOR SECTIONS OF REGULAR TRAINS.

— will carry signals — to — for —.

EXAMPLES.

*No. one (1), Eng. —, will carry Red signals Elma to St. Paul for Eng. 85.*

*2d No. one (1), Eng. —, will carry Red signals Chicago to Aiken for Eng. 90.*

This may be modified as follows:

*Engines 70, 85 and 90 will run as 1st, 2d and 3d sections of No. one (1), Dubuque to Elma.*

Upon this order all but the last section will carry red signals as per rule 58.

For annulling a section:

*Eng. 85 is annulled as second section of No. one (1) from Stockton.*

If there are other sections following, add:

*Following sections will change numbers accordingly.*

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

**FORM L — ANNULLING OR SUPERSEDING AN ORDER.**

“Order No. — is annulled.”

This will be numbered, transmitted and signed for the same as other orders.

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 superseding another may be given, adding: “*This supersedes Order No. —,*” or adding “*instead of —.*”

**EXAMPLE.**

*No. one (1), Eng. —, and No. two (2), Eng. —, will meet at Baxter, instead of at Berwick.*

**527.** Any of the foregoing forms of orders which may be addressed to the Operator in addition to Conductor and Engineer will operate as a holding order for the trains named, the operator becoming a party to the order and will be held responsible for the proper execution of the order at his station.

An annulment or superseding of any order must also be addressed to the operator where his signature has been obtained on the previous order.

**528.** An order which includes more than one specified movement must not be superseded.

**529.** An order that has been annulled or superseded must not be again restored by special order under its original number.

**530.** In the address of an order annulling or superseding another order, the train first named must be that to which rights were given by the order annulled or superseded, and when the order is not transmitted simultaneously to all concerned, it must be sent to the point at which that train is to receive it, and the required response first given, before the order is sent for other trains.

**Trackmen, Bridgemen, Work Trainmen and Watchmen.**

**531.** All persons engaged on track or bridge work shall **constantly expect** and look out for **the coming of trains** at any moment **from either direction**, and shall **never assume that a train may not come** for any certain time, nor act on the assurance of any person whomsoever to that effect; **nor at any time**, for any reason, **when the main track is not in safe and proper order for trains, to neglect to provide, beyond all question, for the timely stoppage of any train which may come.**

**532.** They must bear in mind that under the telegraph system of working the road a train may be expected at any moment, and hence the necessity for strictest watchfulness on the part of all.

**533.** Road Masters are responsible for the safety of track, good condition of road bed, right of way and grounds of the Company, and neat and tidy appearance of station grounds and surroundings within the limits of their jurisdiction. They will frequently examine bridges, culverts, water

stations and other structures, and promptly report any defects or failure to Chief Train Dispatcher and General Road Master.

**534.** Master Carpenters, Road Masters and others employing foremen will frequently examine them on the rules, and make necessary explanation of same.

**535.** Master Carpenters are responsible for the water supply, safety and good condition of bridges, culverts, and other structures.

**536.** Foremen must know that their gangs are always supplied with the proper signal flags, lanterns, etc., and thoroughly instructed as to their use, and they will be held responsible for the strict observance of these rules by their men.

**537.** At all times when work is going on which renders the track unsafe for trains to pass at their usual rate of speed, proper signals must be sent out at least one half of a mile (sixteen telegraph poles) from the spot in each direction, as a caution to approaching trains. After or during severe storms or a thaw, a man must be sent over the road before the passage of regular trains for the purpose of ascertaining if track is safe.

**538.** Before a rail or frog is taken out, or any obstruction caused to the main track, or when any break or obstruction is discovered, the signal of danger must be sent out in both directions, at least a mile (thirty telegraph poles) from the point of danger, and a faithful man must remain and keep it displayed until he is recalled by the foreman, which must not be done until the track is known to be safe.

**539.** Foremen and men in their employ must at all times hold themselves in readiness to aid

the passage of trains; and in case of accident or delay will obey the orders of Conductors.

**540.** Section foremen must pass over and examine their sections at least once each day and oftener when necessary, and ascertain that the track, slopes, cuts, bridges, switches, etc., are safe, and execute such repairs as may be necessary.

**541.** In case of an extraordinary rain storm or high water foremen must be out with their men (day and night), with proper signals, and watch those places most liable to wash or to be disturbed, and take every precaution to prevent accident.

**542.** No wood, timber, freight, or material of any kind will be allowed within six feet of the main track. No building of any description will be allowed nearer than six feet to the main track, nor nearer than five feet to any side track. Trees or other obstructions liable to fall on the track must be immediately cut down or removed.

**543.** It is the duty of all employes to put out fires set by engines or otherwise, and to guard the property of the Company exposed to such fires.

**544.** Track and bridgemen will pay particular attention to the telegraph line. In case the wires are found to be broken or on the ground, crossed or in any other way obstructed, they must be repaired in a temporary manner immediately, and where such repairs are impracticable, notice must be given by telegraph, messenger or the earliest means practicable.

**545.** Section Foremen must look after water stations, and will see that the water supply is kept up, and promptly report any failure or defect. Also that fences on each side of the road and at crossings are in good order, and that cattle guards

are in repair. A break in a fence should not be overlooked, and when it can not be repaired for want of materials the Foreman will give the Road Master immediate notice of it, stating what materials are required. When fences are taken down for any purpose they must be immediately replaced.

**546.** Hand cars or other property of the Company must not be used except on the business of the Company. A red light must be displayed in front of hand cars when run during night.

**547.** Foremen and others employing Watchmen, must see that the Watchmen understand and attend to their duties.

**548.** Watchmen will be required to promptly report any violations of the rules of the Company, and any accident or risk of accidents, or occurrences not consistent with safety or good order that may come to their knowledge.

**549.** When Day and Night Watchmen are employed, they must not leave their posts until relieved by each other.

**550.** The rounds of Watchmen, or Track Walkers, must be so arranged as to pass over their section in advance of passenger trains. They will carefully examine the roadway, keeping a sharp lookout for broken rails; observe switches, try locks, and see that everything about them is in proper order; see that cars clear the main track; examine buildings and other property of the Company, and protect same from theft, fire, or other damage. Should an obstruction or anything occur, that would be liable to endanger trains, they will at once display danger signals, as directed in the Rules for Flagging, and send word to their Foreman and to their nearest telegraph office.

**551.** Bridge, crossing and other Watchmen, except Track Walkers, will be furnished with written instructions as to their especial duties, which must be approved by the General Road Master.

**552.** Bridge Watchmen must pass over their beats immediately after the passage of trains, keeping sharp lookout for fire. They are responsible for the cleanliness about structures, and must remove combustible matter from their vicinity, make frequent examinations and report any decay or failure. They will allow no one but employes upon bridges or structures.

#### AGENTS AND OPERATORS.

**553.** Station Agents and Operators report to and receive their instructions from the Superintendent, Train Master and Chief Train Dispatcher. They are held responsible for the buildings and other property connected therewith, and must inspect every room in the station, as well as the platforms, outbuildings and signal lamps, and see that they are kept clean and in good order.

**554.** They must not allow any signs, posters, advertisements, etc., to be put on the outside of any buildings, depots or cars, and must keep the grounds around the buildings clean. They must obey the orders issued to them by the heads of the different departments. They must see that cars are loaded or unloaded promptly, and that there is no unnecessary delay at their stations in forwarding loaded cars, and must see that cars on sidings are properly secured so as to prevent them running out on main line.

**555.** The comfort and convenience of passengers and shippers must be specially attended to.

Every precaution must be taken to prevent persons placing themselves in danger by being too near the track, or getting on or off while cars are in motion. They must keep their accounts and make their reports and remittances in the manner and form, and at such times as the accounting and treasury departments may direct.

**556.** They must keep the freight tariff, and such other regulations governing the transportation of passengers and freight, as may be ordered, posted in a conspicuous place in their stations where they can be seen and read by the public.

**557.** They must not sell tickets to persons who are not in a condition to take care of themselves, or whose conduct might be a source of annoyance to others on the train.

**558.** They must not receive freight to be forwarded which is not in condition for safe transportation, and the destination distinctly marked thereon. They must see that cars are properly loaded and that the loading does not exceed the authorized length, height and width, and that cars are in no way damaged when being loaded or unloaded.

**559.** All requisitions for stores, tickets and stationery, must be made out on the proper requisition forms, and sent in at the times appointed; care must be taken that a sufficient supply is always kept on hand.

**560.** They must use all proper means to secure traffic, and act at all times with the view of accommodating the public and promoting the best interests of the Company.

**561.** Station Agents are held responsible for proper time being kept at their stations, and are required to regulate their clocks daily.

**562.** They must promptly report to the Superintendent or Train Master all deviations from the rules of the Company, by employes or otherwise, and everything that comes under their observation that is prejudicial to the Company's interests, or may interfere with the safe and economical working of the road.

**563.** Agents and Operators must keep a full set of signals in good order, and always ready for immediate use, and use them strictly in accordance with the rules.

**564.** They must observe the rear of all trains passing their office, and if markers or red lights are not displayed it should be at once reported to the Superintendent or Train Master.

**565.** All telegrams sent and received must be dated, timed, and have written on them the initials of the sending and receiving Operators. All telegrams received must be delivered promptly. They must not permit students in their offices without permission from proper authority.

**566.** They must not receive messages to be transmitted free, unless signed by, or addressed to an officer, agent or employe, on business of the company, and all messages must be considered strictly confidential, and they must not be read by any person except those to whom they are addressed, nor make the contents the subject of conversation or remark. All telegrams forwarded must be filed for reference.

**567.** Passes received by telegraph will be signed by the General Manager or General Superintendent, and are good in one direction only, and must be written with ink, and have the name of the office, the date and time at which they were received, and the full signature of the operator who received them.



**568.** If the circuit is broken for an unusual length of time they must test the wire, and report in which direction the trouble is and must notify the track foreman at once.

**569.** The telegraph line must not be used for the transmission of communications which can be sent by train without detriment to the company's interests. Operators should report such cases to the Superintendent of Telegraph.

#### **RULES REGARDING THE USE OF THE WESTING HOUSE AIR BRAKE.**

**570.** All trainmen are required to familiarize themselves with the method of operating the air-brake, particularly as to releasing them when brakes stick or are applied by bursting of pipe hose or otherwise causing accidental stoppage of train.

**571.** Engineers upon finding that the brakes have been applied must at once aid in stopping the train by turning the handle of the brake valve towards the right so as to maintain the pressure in main reservoir; if the gauge shows that all the air has escaped they will know that the pipe or hose has burst or that the conductor's valve has been opened and held open. If pressure is only reduced sufficiently to apply brakes and reduction then ceases he will know that conductor's valve has been opened long enough to cause stoppage of train, and then closed. In this way he can easily release the brakes in the usual way on receiving signal from the conductor.

**572.** When brakes have been applied in such a manner that they can not be released from the engine the engineer should warn the trainmen by two short blasts of whistle given three times and

upon stoppage of train the rear brakeman will immediately go back the proper distance to protect the rear of train **without attempting to release any brakes.**

**573.** The Conductor, after seeing that the rear of train has been protected, will release as many brakes as he can beginning at the rear. The fireman will release as many as he can beginning at the tender. The baggageman will begin with his baggage car and release towards the rear. The forward brakeman will begin about one-third of the distance from the engine and release the brakes toward the rear of the train until he reaches the conductor. As soon as the brakes are released the train may proceed depending upon the hand brakes in case of failure of air. All the brakes on an average train can be released in about one minute if each employe attends to his duties as designated herein.

**574.** In making up trains all couplings must be united so that the brakes will apply throughout the whole train. The cocks in the brake pipe must all be open (handles down) except that on the rear of the last car where hose coupling must be coupled to dummy coupling and cock closed (handle up).

**575.** In detaching engines or cars the couplings must invariably be parted by hand (and not pulled apart) the cocks in the main brake pipe must always be closed before separating the coupling to prevent application of the brakes. Before detaching the engine or any cars the brakes must be fully released on the whole train.

**576.** In moving cars when air brakes are not being used hose couplings must be coupled to dummy couplings.

577. For the automatic brake the handle of the triple valve must be turned horizontally; if turned down it will be changed to the straight air brake; if turned midway between these two positions it will cut the brake out and should be so turned when desirable to have the brakes out of use on any particular car.

578. Car inspectors will, in cold weather frequently drain triple valve and see that brake cylinders are clean and oiled at least once in three months, and oftener if necessary, and date of same marked on cylinder with chalk. Conductor's valve must be kept tight, and must be examined by car inspectors.

579. If the brakes are applied when the engine is not attached to the train or car they can be released by opening the release cock.

580. The Conductor's valve **must only** be used in cases of emergency, when it should be held open to allow the air to escape until train is brought to a stand.

581. Before starting trains Conductors must see personally that the brakes are fully released.

582. In setting out cars where it is necessary to set brakes the air must not be used but should be fully released and hand brakes used.

583. Engineers will be held responsible for the proper workings of the air brake while in their charge, and must report on arrival at terminal stations any failure or defect in the air brake and must know that they are in perfect working order before starting out on their runs.

584. **The air brake must be tested by applying and releasing the brake from the engine before starting from terminal stations and at all other places where engine or cars have been de-**

**tached or hose coupling separated. Brakemen will carefully watch such tests and report any failure.**

585. Brakemen will carefully watch the action of brakes at all stops, and report sliding of wheels (if any) to engineer, who must govern himself accordingly.

586. Engineers must see that the pump is constantly run, but not faster than is necessary to maintain 75 pounds pressure. Engineers will be held responsible for the sliding of wheels and must in no case carry excessive pressure.

587. Engineers when applying the brakes must not use the full pressure of air except in cases of emergency.

588. For ordinary stops air must be applied lightly by opening the valve and closing it gently when the pressure has been reduced from 4 to 8 pounds on the gauge, and at a sufficient distance to enable them to stop the train without discomfort to passengers, sliding the wheels or injury to the machinery of the train. The brakes are fully applied when the pressure shown on the gauge has been reduced 20 pounds. Any further reduction is a waste of air.

589. In making a stop it is important to make as few applications of the brake as possible. If more than two are made some of the brakes are likely to stick.

590. If the engineer feels that some of the brakes are not released he should put his brake valve at stop and pump up ten or fifteen pounds more air in the main reservoir and throw it on the train which will release all brakes.

591. In releasing brakes the handle of the brake valve must be moved tight against the stop

and held there for ten or fifteen seconds, and then moved back against the intermediate stop which is the feed position and where it must remain while the train is running excepting on down grades when after using the brakes some distance the pressure has been reduced. In order to restore the pressure quickly the handle of the brake valve must be left in the releasing position. This gives a full opening from the main reservoir to the train. If greater time for recharging is necessary, reduce speed.

**592.** When the grades will permit the brakes should always be released before coming to a full stop, thereby avoiding the sudden action of the cars, which is extremely annoying to passengers.

**593.** Freight as well as passenger engineers **must** familiarize themselves with the air brake. **No excuse will be accepted for ignorance.**