

**KANSAS CITY TERMINAL
RAILWAY COMPANY**

SPECIAL INSTRUCTIONS NO.

1

EFFECTIVE
JANUARY 1, 1971

at 12:01 A.M.
Central Standard Time

THESE SPECIAL INSTRUCTIONS ARE
FOR THE GOVERNMENT AND
EXCLUSIVE USE AND GUIDANCE
OF EMPLOYES ONLY.

V. E. COE
President & General Manager

W. R. APPLE
Superintendent

J. P. MAHER
Asst. Supt.

R. L. LUNSFORD
Chief Train Director

ACCIDENT OR PERSONAL INJURY
INSTRUCTIONS

Cases of injuries or fatalities to persons other than employees or fatal accidents to employees must be turned over to the Municipal Police in all instances.

In case of personal injury to an employee necessitating ambulance service, Physicians Exchange, Telephone WE 1-9500, should be called promptly to take injured person to St. Mary's Hospital, 101 Memorial Drive, Kansas City, Missouri, Telephone PL 3-5700.

When ambulance service is not required, all cases of personal injury should be taken to Dr. Duncan's office, 2600 Commerce Tower, 911 Main Street, Kansas City, Missouri, Telephone VI 2-1146. Dr. Duncan's office hours are as follows:

Monday through Friday - 8:00 a.m. to 5:00 p.m.
During hours previous to or after office hours, on Saturday, Sunday or holidays, injured employee should be taken to St. Mary's Hospital.

All injuries should be reported at once to Chief Train Director, who will notify Claim Department and others concerned.

W. R. HOVEY GENERAL CLAIM AGENT
Office Phone:
GR 1-7851 Automatic 271

Residence:
5120 W. 76th Street, Prairie Village, Kansas
NI 2-5233

DR. W. H. DUNCAN CHIEF SURGEON
Office:

2600 Commerce Tower, 911 Main Street
VI 2-1146
Residence:
808 W. 69th Street, Kansas City, Missouri
EM 1-0634

BOOK OF RULES DATED JANUARY 1, 1971
GOVERNS IN ALL CASES EXCEPT WHERE MODIFIED OR SUPERSEDED BY BULLETINS AND SPECIAL INSTRUCTIONS.

SPECIAL INSTRUCTIONS

1. DESIGNATION OF INTERLOCKINGS:

<u>INTERLOCKING</u>	<u>LOCATION</u>
Old Union Depot (Former Tower 2)	11th & Santa Fe
Santa Fe Junction (Former Tower 3)	25th & State Line
Frisco Crossing (Former Tower 4)	25th & Wyoming
Penn Avenue (Former Tower 5)	West End Union Station
Grand Avenue (Former Tower 6)	East End Union Station
Sheffield (Former Tower 8)	Wilson Road & Bennington
Rock Creek Junction (Former Tower 9)	GM&O.MOP Connection
Adams Street (Former Tower 14)	Adams & Shawnee
Big Blue Crossing 1st & Troost	NEFL-MOP-KCS Crossing NEFL-1st & Troost
29th Street	29th & Southwest Boulevard
High Line Junction	Kansas Avenue & Booth

2. DESIGNATION OF CONTROL STATIONS:

<u>CONTROL STATION</u>	<u>LOCATION</u>
Traffic Control Center	Washington & Pershing
<u>TELEPHONE</u> <u>NUMBERS</u>	<u>AUTO-</u> <u>MATIC</u>
Traffic Control Center	GR 1-0961-62-325,449
Chief Train Director	GR 1-0960 - 590,

3. DESIGNATION OF MAIN TRACKS:

TRACK

<u>NO.</u>	<u>LOCATION</u>
No. 1	Sheffield to Osage Avenue
No. 2	Rock Creek to Osage Avenue
No. 3	Rock Creek to Santa Fe Junction
No. 4	Sheffield to Grand Avenue
No. 4	Broadway to Santa Fe Junction
No. 70 (Bluff Line)	Southwest Blvd. to Old Union Depot
No. 74 & 75 (High Line)	Southwest Blvd. to Junction-U.P.
No. 76	High Line Junction to MOP Cypress Yard Connection
No. 79	Santa Fe Junction to Old Union Depot
No. 80	Santa Fe Junction to Old Union Depot
No. 80 (NEFL)	2nd & Broadway to Rock Creek
No. 81	Santa Fe Junction to Old Union Depot
No. 81 (NEFL)	2nd & Broadway to Big Blue Crossing
No. 291	Southwest Blvd. to 29th Street-Frisco

4. RULE 251:

In effect on tracks 74 and 75 between Penn Avenue Interlocking and Union Pacific connection except thru High Line Junction Interlocking.

5. RULE 261:

In effect on Tracks 1, 2, 3 and 4 between Grand Avenue Interlocking and Sheffield Interlocking.

6. CURRENT OF TRAFFIC ON MAIN TRACKS:

<u>LOCATION</u>	<u>TRACK NOS.</u>	<u>DIRECTION</u>
Rock Creek to Sheffield	2,3,	Both Directions
Sheffield to Grand Avenue	1,2,3,4,	Both Directions
Grand Avenue to Broadway	1,2,3,	Both Directions

Broadway to Santa Fe Junction	1,2,3,4,	Both Directions
Southwest Blvd. to U.P. Junction	74	Westward
U.P. Junction to Southwest Blvd.	75	Eastward
Southwest Blvd. to Old Union Depot	70	Both Directions
High Line Junction to MOP Cypress Yard	76	Both Directions
Santa Fe Junction to Old Union Depot	79,80,81	Both Directions
Broadway to Big Blue Crossing	80 (NEFL)	Westward
Broadway to Big Blue Crossing	81 (NEFL)	Eastward
Big Blue Crossing to Rock Creek	80 (NEFL)	Both Directions
Southwest Blvd. to 29th Street	291	Both Directions

7. TRACKS EQUIPPED WITH AUTOMATIC BLOCK SIGNALS:

<u>LOCATION</u>	<u>TRACK NOS.</u>	<u>DIRECTION</u>
Sheffield to Grand Avenue	1, 2, 3, 4,	Both Directions
Southwest Blvd. to U.P. Junction	74	Westward
U.P. Junction to Southwest Blvd.	75	Eastward

8. YARD RULE:

Trains or engines using yard tracks or outlying tracks will move expecting to find same occupied.

Where hand signals are necessary, train and engine crews must know that signals are intended for them, and that switches are properly lined.

9. DEFINITION OF SPEEDS:

Medium Speed -

A speed not to exceed 30 miles per hour.

Slow Speed -

A speed not to exceed 15 miles per hour.

Restricted Speed -

Proceed prepared to stop short of train, obstruction, or switch not properly lined, or anything that might require the speed of a train or engine to be reduced, but not exceeding 20 miles per hour.

10. LOCATION OF SIDINGS:

<u>TRACK NO.</u>	<u>BETWEEN</u>	<u>CAPACITY 50 FT. CAR</u>
102	Independence and Elmwood	93
107	Hardesty and 12th St.	54
109	12th St. and 18th St.	91
112	Jackson and 18th St.	87
101	Bennington and Independence	42

11. ELECTRIC SWITCH LOCKS:

An electrically locked switch is a hand operated switch, the lock of which is remotely controlled. Permission to unlock must be obtained from the Train Director before lock is removed from the keeper. Instructions are posted inside telephone box or attached to talk-back speaker at each location. The following is a list of the locations of all electric lock switches:

<u>LOCATION</u>	<u>SWITCH NO.</u>	<u>TRACK NO.</u>
Independence	101	4
1015 Ft. West Independence	4445	4

11. Electric Switches (Cont.)

Hardesty	107 East	4
310 Ft. West Hardesty	222	1
455 Ft. East Signal Bridge 18	223	4
Elmwood	102	1
12th Street	4600	1
12th Street	107 West	4
230 Ft. West 12th Street	109 East	4
Cleveland	225A	4
Signal Bridge 17	224 East	4
Signal Bridge 17	225 East	1
18th Street	112	1
445 Ft. West 18th Street	109 West	4
Montgall	4750	1
235 Ft. East Olive Street	260	1
75 Ft. West Woodland	5	4
80 Ft. West Forest	262	1

12. MILL STREET YARD

All transfer movements into Mill Street Yard must stop on Main Line 1 or 2 in clear of switching lead and call Yardmaster, Phone No. 337, or talk-back speaker for track assignment before entering yard.

All switches leading from Tracks 1 and 2 and all switches within Mill Street Yard must be left in normal position with green light, white or green target lined for straight movement on all leads.

13. 12TH STREET CROSSING SIGNALS - ARMOURDALE:

Approach circuits begin approximately 230 feet from street on east side and 170 feet from street on west side. Flashers will continue to operate as long as train or engine continues to move toward 12th Street. If train or engine stops on approach circuits, flashers will time

13. 12th Street Crossing Signals-Armourdale: (Cont.)

out after 15 seconds. If engine reverses direction and moves away from 12th Street, flashers not re-activate. If train or engine starts to move again toward 12th Street, flashers will not re-activate until train or engine has moved 5 feet.

When train or engine reaches Island circuit, which extends for approximately 5 feet on both sides of 12th Street, flashers will continue to operate as long as circuit is occupied.

When train or engine stops in the immediate vicinity of 12th Street and has not occupied Island circuit but still intends to move across street crossing, train or engine should proceed with caution, crew providing flag protection for vehicular traffic until flashers activate.

14. INDUSTRY SWITCHING:

When switching an industry, gates must be fastened securely in open position before engine or train enters industry. When leaving property gates must be closed, fastened and locked where locks are provided.

Most of the industry tracks are equipped with derails and bumping post. Enginemen and crews must be on the lookout at all times when switching industries. Derails must be removed from track before entering protected track and restored to derailing position when switching has been completed.

When switching industries crews must familiarize themselves with vertical and horizontal clearances and be alert to avoid restricted locations.

15. ENGINE FOREMAN:

Engine Foreman must promptly report all delays exceeding 10 minutes to the Yardmaster. Foreman on transfer movements must ride engine and keep in touch with Yardmaster by radio. Engine Foreman and switchmen must do everything possible to eliminate and minimize delays and must keep the Yardmaster informed as to their location at all times.

16. PASSENGER SERVICE - UNION STATION:

Employes must not loiter inside passenger equipment, and must not enter equipment except in the performance of their duties.

All lost articles recovered, including those found on trains, must be promptly turned into Lost Article Department, Union Station.

Porters must cut vestibule curtains when switching requires cuts be made between cars.

When it is not possible to avoid stopping engine or dining car under head house, crews must make every effort to prevent emitting of unnecessary smoke and gases.

Dining car crews must not drain sink water onto ground while in the Station.

All employes must cooperate to prevent any unnecessary noise when working around passenger trains in order to avoid annoyance to passengers, especially between 9:00 P.M. and 8:00 A.M.

Employes must not throw refuse of any character on station premises. All employes must cooperate to keep the premises neat and clean.

16. Passenger Service - Union Station (Cont.)

Conductors of trains leaving Union Station will advise Train Director on automatic telephone three minutes before leaving time that they expect to leave on time; if train is held, they must so advise Traffic Control promptly. When train is held or late in departing for any reason, conductor must advise Train Director as quickly as possible that train is ready to depart.

17. CAR WASHER:

Automatic control device to actuate car washer is located at the west end of the first tower. Engine pulling equipment is to pull by the first tower, spot first car with coupler even with spray tower and wait until spray begins. Equipment then is to move at 3 to 4 miles per hour through both towers.

Should car washer fail to operate properly, the detergent or rinse sprays do not start after engine has passed automatic device, Engine Foreman will notify West End Yardmaster immediately.

Equipment must not be shoved from east to west through washer. Equipment shoved must be routed west through hand throw switches onto Track 800 (old loop track) then east to Track 802 through washer.

Equipment that is not to be washed but must be looped must be routed via Track 800 and not through washer.

Road engines being turned must be routed via Track 800 and not routed through the washer unless ordered to be washed.

18. MONTGOMERY WARD:

Employees switching equipment in the Montgomery Ward Warehouse, Track 4386, are not permitted to ride on top or side of cars beyond door.

Pedestrian foot bridge is installed inside Montgomery Ward Building on Track 4386. This bridge is so constructed that when it is raised for switching operations, there is insufficient clearance for a man riding on side of car. Engine Foreman switching Montgomery Warehouse must notify the guard at the overhead door of his intent to switch Track 4386. The guard will then raise the overhead door and the bridge to allow movement of cars beyond that point.

19. LONG ALLEY TRACK 272:

Engines switching Long Alley will not clear storm windows on cabs when car is spotted at south dock, on Track 5510. Crews must place car on 5510 in clear before proceeding on Track 272 and re-spot car when switching is completed.

20. MAIL AND EXPRESS PLATFORMS - UNION STATION:

Crews switching mail and express equipment must check clearances on both sides of track to be certain that there are no obstructions.

There are close clearances between Tracks 54 and 55, and 56 and 57. Crews are prohibited from riding on side of cars entering these tracks or standing between tracks while cars are moving.

21. PROCTOR AND GAMBLE:

When spotting dock tracks at Proctor and Gamble Plant, when there are tank cars to be set at Spots 10, these cars are to be set one at a time. After car is spotted, hand brake is to be set and wheels chocked.

21. Proctor and Gamble (Cont.)

Crews must be on the lookout for close clearances between Tracks 31 and 32 in the vicinity of the Scale House.

22. U. S. COLD STORAGE:

Before entering plant members of crew must make a safety stop short of the sign posted 60 feet east of the locked gates.

Crews are prohibited from riding on side or top of cars being shoved inside the cave. Walk on the dock while making final spot of cars.

Cars equipped with the old type staff brake are not to be spotted inside the cave. If such a car is listed to be spotted for U.S. Cold Storage, the Superintendent's office must be notified regarding the handling of such a car.

Engine Foreman must call Train Director for permission to use Track 309 during switching operation.

23. BELMONT AVENUE STREET CROSSING, TRACK 90:

Vehicular traffic control signals are actuated by switch key controllers on signal mast at the northwest and southeast corners of the grade crossing. Employees handling cars or engines across Belmont Avenue on Track 90 will comply with the following procedure to stop vehicular traffic:

Insert switch key in controller and turn to the right. This activates traffic controller. Traffic lights will show steady green, then yellow and then red. After cars or engine clears crossing, turn key left and remove from controller. Signals will not restore to flashing yellow for 18 seconds. This will allow crew member time to cross street.

23. Belmont Avenue Street Crossing (Cont.)

Cars or engines must not proceed across Belmont Avenue until traffic signals display red aspect for vehicular traffic, nor is switch key to be turned left in controller until cars or engine is clear of crossing.

Under no circumstances should crew members attempt to reactivate traffic signals until signals display a flashing yellow aspect.

24. PILLSBURY - TRACKS 6004 - 6016:

Electrically locked derail is located between Switch 6004 and 6016. To operate, remove switch lock from keeper. Electric lock will not release until door over tracks is in full open position. When lock releases, derail may be removed from track.

When switching is complete, place derail in derailing position and insert switch lock in keeper. Door will close automatically.

25. POWER BRAKE LAW:

All Kansas City Terminal crews on transfer and industrial switching assignments in areas where car inspectors are not on duty will comply with the following provision of I.C.C. Power Brake Law of 1958:

“Transfer train and yard train movements not exceeding 20 miles, must have the air brake hose coupled between cars and after the brake system is charged to not less than 60 pounds, a 15 pound service brake pipe reduction must be made to determine that the brakes are applied on each car before releasing and proceeding.

The automatic air brake must not be depended upon to hold a locomotive, cars or train, when standing on a grade, whether locomotive is

25. Power Brake Law (Cont.)

attached or detached from cars or train. When required, a sufficient number of hand brakes must be applied to hold train, before air brakes are released. When ready to start, hand brakes must not be released until it is known that the air brake system is properly charged."

The above regulations must be followed in all cases.

26. RADIO OPERATION:

Rules governing the operation of radios are specified in the Book of Rules. Engines, crews and yardmasters will keep the channel selector set on channel No. 2. Maintenance of Way and other Engineering Department forces will keep their radios set on channel No. 1 Traffic Control Center will keep its channel selector normally set on channel No. 1.

Base station and remote consoles on each channel are listed as follows:

<u>STATION LOCATION</u>	<u>CALL DESIGNATION</u>
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<u>CHANNEL 1</u>	
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Traffic Control Center	Traffic Control
Engineering Office	Headquarters
Signal Department	Signal
Security Department	Security
Radio Shop	Radio Shop

<u>CHANNEL 2</u>	
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West End Yard Office	West End Yardmaster
Mill Street Yard Office	Mill Street Yardmaster
Superintendent's Office	Superintendent
Crew Dispatcher's Office	Crew Dispatcher

All engines must keep their units on: Frequency or channel selector switch on the proper channel; and the "PL" switch in the "ON" position.

26. Radio Operation (Cont.)

Should any crew need to contact Traffic Control Center, or any other unit on channel No. 1, they should change their channel selector to channel No. 1, complete the intended message and reply, and change the channel selector back to the No. 2 position.

When transmitting, talk in a normal tone of voice with microphone about 3 inches from your mouth, speak distinctly and slowly. Use call designation with each transmission. (Example: Engine 79 calling West End Yardmaster).

Engine Foreman, when going on duty and immediately prior to going off duty, will call the Crew Dispatcher on radio, reporting engine number, foreman's name, in service and destination, or out of service, as the case may be.

All Engine Foremen will call the Yardmaster at completion of each move given them. If Yardmaster can not be contacted by radio, automatic telephones and speakers located on the property are to be used.

Should radio fail to operate properly, report failure to Yardmaster by other means of communication immediately.

27. CLEARANCE:

Maximum heights permissible on tracks are as follows:

<u>TRACK NO.</u>	<u>HEIGHT</u>
1	19 ft. 4 in.
2	19 ft. 2½ in.
3	17 ft. 8½ in.
4	17 ft. 7½ in.
5	17 ft. 10½ in.
79	19 ft. 6 in.
80	19 ft. 8½ in.
81	19 ft. 10 in.
1301	19 ft. 4 in.
1307	19 ft. 4 in.

27. Clearance (Cont.)

Train Director should be notified of the following:

1. Any high load exceeding 17 ft. 7 in. to be routed between Sheffield and Penn Avenue Interlocking.
2. Any high load exceeding 19 ft. 4 in. moving under St. Louis Avenue at Old Union Depot Interlocking.
3. Any wide load exceeding 12 ft. 6 in.

Wide load exceeding 12 ft. 6 in. may be handled over K.C.T. trackage with special handling requiring adjacent rails to be clear on both sides of track on which movement is made.

The Kansas River Bridge will not clear men on sides of cars, nor loads in excess of 12 ft. 6 in. in width.

28. MAXIMUM AUTHORIZED SPEED SPEED

	<u>MAIN TRACKS BETWEEN</u>	<u>MPH</u>
2 & 3	West End Rock Creek to MOP & GM&O Connection _____	20
2 & 3	Rock Creek to Sheffield _____	35
1, 2 & 3	Sheffield to Brooklyn Ave. _____	45
4	Sheffield to Grand Avenue _____	30
1, 2 & 3	Brooklyn Avenue to Santa Fe Junction _____	30
74 & 75	Penn Avenue to U.P. Connection _____	30
79, 80, 81	Santa Fe Junction to Old Union Depot _____	30
1 & 2	Santa Fe Junction to Osage Avenue _____	20
80, 81	Old Union Depot to Big Blue (NEFL) _____	20
80	Big Blue to Rock Creek _____	25
291	Penn Avenue to 29th Street _____	20

28. Maximum Authorized Speed (Cont.)

OTHER TRACKS

All connections between
K.C.T. Main Tracks and
tracks of other railroads _____ 15

Through diverging routes
all locations _____ 15

Movements against current
of traffic _____ Restricted Speed

Main Tracks and sidings not
equipped with automatic
block signals _____ Restricted Speed

Tracks 18 through 32 at
Union Station _____ 10

Yard Tracks _____ Rule 8

29. STANDARD CLOCKS :

Standard Clocks are located at:
Telegraph Office, Room 307, Union Station
Traffic Control Center

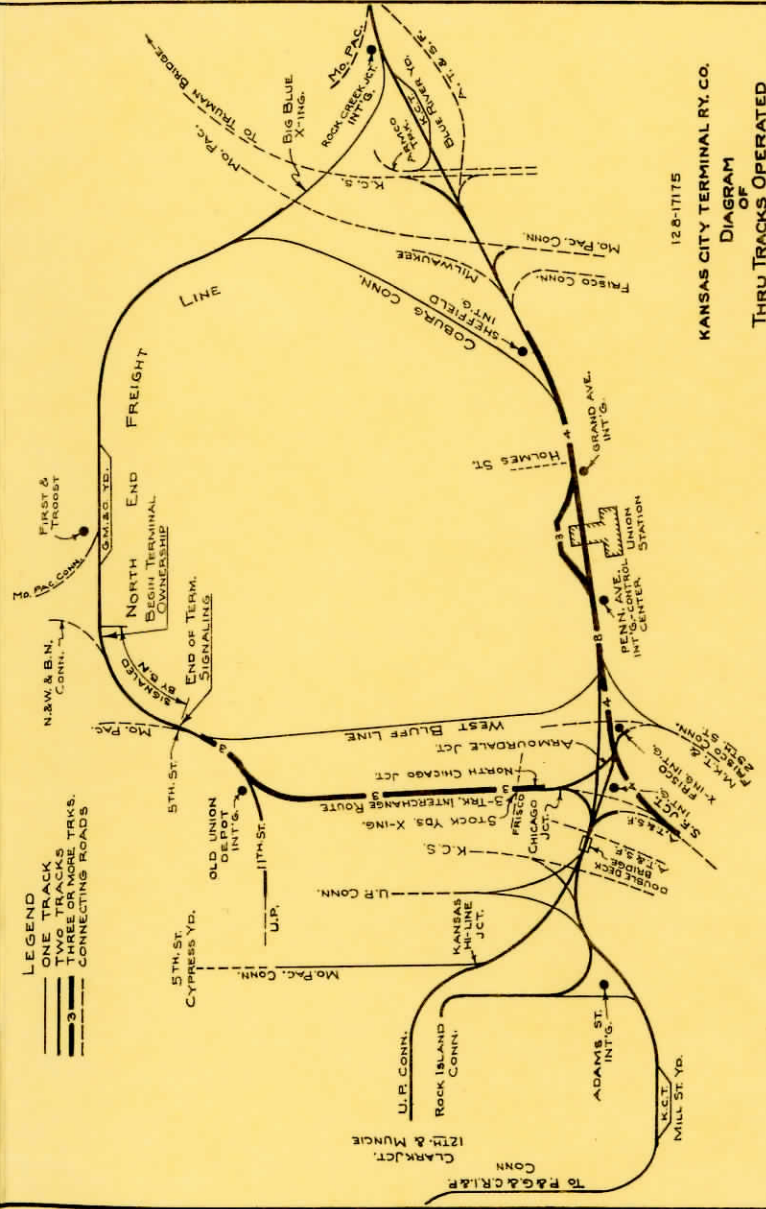
30. BULLETIN BOARDS:

Bulletin Boards are located at:
Telegraph Office, Room 307, Union Station
West End Yard Office
Mill Street Yard Office
McGee Street Yard Office
Blue River Yard Office
Crew Dispatchers' Office
Enginemen and Switchmen's Locker Room
Traffic Control Center

31. REGISTER BOOKS:

Register Books are located at:
Telegraph Office, Room 307, Union Station

LEGEND
 ONE TRACK
 TWO TRACKS
 THREE OR MORE TRKS.
 CONNECTING ROADS



12 B-17175

KANSAS CITY TERMINAL RY. CO.

DIAGRAM
 OF

THRU TRACKS OPERATED
 JUNE 9, 1969