

RULES AND REGULATIONS

GOVERNING THE

RUNNING OF TRAINS

OF

SOUTH CAROLINA RAILWAY

JOHN B. PECK,

General Manager.

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GENERAL RULES.

1. Every person in the employment of the Company must devote himself exclusively to its service during such hours of the day or night as may be prescribed, and reside wherever he may be required.
2. He must conform to all the regulations of the Company, and obey all orders he may receive from those having authority over him.
3. Ignorance will not be accepted as an excuse for neglect or omission of duty. If not supplied with the Rules and Regulations, Employees must apply for them to the proper officer. If in doubt in regard to the true meaning of any rule, regulation, order, or special direction, they must take an early opportunity to obtain a full explanation from the proper source.
4. Strict propriety of conduct, and the avoidance of profane or indecent language, in the presence of, and in the transaction of business with the patrons of the road and with one another, is required.
5. Smoking in and about shops, or while on duty at depots, is prohibited.
6. The use of intoxicating drinks while on duty is prohibited. Persons known to be in the habitual use of them will not be retained in the service. ✓
7. All persons are required to exercise the greatest care and watchfulness to prevent injury to persons or property, AND IN DOUBTFUL CASES TO TAKE THE SIDE OF SAFETY.
8. Every officer should keep himself perfectly conversant with the Rules and Regulations, supply copies of them to his subordinates, explain them when it may be necessary to do so, see that they are properly understood, enforce obedience to them, and report to the proper officer all violations of them coming under his notice, as well as the action taken upon such violations.
9. When there is doubt as to the meaning of the instruction, employees will be careful not to compromise the safety of persons or property, but will seek an explanation of such instructions from the proper officer as soon as possible.

10. All persons in the employment of the Company are required to report misconduct or negligence affecting the interest or safety of the road or its property, which may be observed by them while in the discharge of their duties.

11. No employees shall, under any pretense whatever, receive money from any person on the Company's account, unless appointed to do so.

12. No employee is allowed to use the credit of the Company.

13. Employees must obtain permission from the heads of their respective departments in order to justify absence from duty. Their pay will be stopped when absent without leave, or during time of suspension from duty.

14. Employees passing over the road upon their own or the Company's business must provide themselves with passes from the proper authorities. Conductors have no authority to pass any person at the request of an employee, and in case such a request is made and granted, the employee will be held equally responsible with the conductor, for the offence.

15. The regular compensation of employees covers all risk or liability to accident.

16. If an employee is disabled by sickness or any other cause, the right to claim compensation is not recognized. Allowance, if made in such cases, will be a gratuity justified by the circumstances of the case.

17. Employees entrusted with switch keys and keys of passenger or freight cars, are required to give receipts for them, and are not to let them go out of their possession. A fine of five dollars is the penalty for loss of freight car or switch keys.

18. All persons must deliver up the property of the Company entrusted to their charge, before leaving the service; taking the receipt of the head of their departments, which receipt must be presented to the pay-master before payment will be made for services rendered. If any of it shall have been improperly used by them or damaged, the pay due to such person, or a sufficient portion thereof, may be applied to make good the amount of damage or to supply new articles.

19. Employees of every grade will be considered in the line of promotion, dependent upon the faithful discharge of duty, qualification and capacity for assuming increased responsibilities.

20. Disobedience, negligence or incompetency, will be a sufficient cause for dismissal from the service.

21. An employee discharged from one department of the Company's service cannot be employed in another department unless with the consent of the head of the department from which he was discharged.

22. Any employee disapproving of the rules adopted for his government, or not disposed to aid in carrying them out, is expected to leave the service of the Company at once.

23. Agents in charge of Mails, Messengers of Express Companies, Sleeping Car Conductors and Porters, News Agents, and individuals in charge of private cars, while with the trains of this Railway Company, must consider themselves subject to these rules equally with the employees of this Company, and abide by its regulations in all matters connected with the movement and government of the trains, and must conform to the directions of the conductors thereof.

RULES

FOR

MEETING AND PASSING TRAINS,

That apply only between Trains which have a Meeting Point designated by Schedule.

In all Cases of Doubt take the Side of Safety.

24. In the case of waiting for a delayed Train, it must be particularly borne in mind that the time lost by waiting for the delayed Train must not be made up until after the Train is met and passed. This Rule is to be observed in every instance without exception, and, in case of doubt as to its application, or that of any other Rule, no risk must be taken.

PASSENGER TRAINS.

25. All Passenger Trains will be regarded as First-Class Trains, with the right of track over all other trains. All other regular trains will be regarded as Second-Class Trains, and must avoid all First-Class Trains, except when otherwise specially provided for, by note or special order.

26. Passenger Trains will wait for delayed Passenger Trains at regular meeting points fifteen minutes, after their own schedule time of leaving, and then proceed, leaving each succeeding station precisely fifteen minutes behind schedule time, until the delayed train is met or heard from. If *both* trains be more than fifteen minutes behind time, the Westward-bound Train will have the right to the track, the Eastward-bound Train taking the siding till the Westward-bound Train arrives or is heard from.

FREIGHT TRAINS.

27. Freight Trains will be considered as Second-Class Trains, and will avoid First-Class Trains.

28. Freight Trains will wait for delayed Freight Trains at regular meeting points fifteen minutes, after their own schedule time of leaving, and then proceed, leaving each succeeding Station precisely fifteen minutes behind schedule time, until the delayed train is met or heard from. If *both* trains be more than fifteen minutes behind time, the Westward-bound Train will have the right to the track, the Eastward-bound Train taking the siding till the Westward-bound Train arrives or is heard from.

29. Special, Irregular or Material Trains (not provided for in the Time Book) must not go upon the Main Track at any time, or under any circumstances, without observing every possible precaution known in the usages of the Road, such as being properly "flagged" or signalled by a Regular Train; having a reliable man, back and ahead at a long distance, with proper signals, to stop other trains if they should approach; having a full and clearly understood right to the track by previously arranged telegraphic notice, or by some distinctly and fully understood arrangement for the regular use of tracks between certain points and within certain hours. Material Trains, before going on the Main Track, any morning, must know, beyond a doubt, that all trains of the previous night have passed, and that the Main Track is clear. **Any person violating these vital Rules WILL BE SUMMARILY DISCHARGED.**

30. Material Trains will not be allowed on the Main Track between dark and daylight without special orders.

31. Trains passing Working, Material, and Extra Trains on the Road at night, will, in all cases, leave with the trains a report of the time they arrive and leave that station, and, if carrying a signal, give the color of the same and where carried from, and where to. The flagged train, on passing trains, shall comply with this Rule also.

CODE OF SIGNALS.

HAND OR DAY SIGNALS.

32. **GO AHEAD.** Throw one or both hands from the breast outward.
33. **STOP.** Raise and lower the hand.
34. **BACK.** A beckoning motion, describing a half-circle over the head.

LANTERN OR NIGHT SIGNALS.

35. **GO AHEAD.** Swing lantern with circular motion over head.
36. **STOP.** Raise and lower lantern vertically.
37. **BACK.** Swing the lantern from right to left.

WHISTLE SIGNALS.

38. **One short blast:** To take off brakes; also to answer Conductor when he strikes the engine gong as a signal to stop at the next station.
39. **Two short blasts:** To put down brakes.
40. **Three short blasts:** To give notice when a train is standing, that it will be backed; when a train is running, that it will be stopped, and that Conductor must immediately signal following trains to stop.
41. **Four short blasts:** To call in Conductor or Brakeman.
42. **One long blast:** To give notice on approaching stations, and for a signal from a Freight Conductor when starting.

Several long blasts in case of accident, to call assistance.

43. **Two short and one long blast (thus — — —)** must be given on approaching all road crossings.
44. **Long, short, and long blast (thus — — —):** To indicate that train has broken lose.

45. Engineers of freight trains must blow for and receive a signal from their Conductors to know that he is in his proper position on the last car of train before commencing the ascent or descent of all heavy grades, and when starting from all water or other stations.

46. Five short blasts of the whistle, when **running** is a signal to be given by trains when carrying signals for a following train, **to call the attention of trains they pass to the signals** (thus, — — — — —). The other train must answer by a long whistle (thus, ———). If no answer is received, **stop and notify in person.**

ENGINE BELL SIGNALS.

47. The engine bell must be rung before starting from stations, and in passing through cities and towns.

48. Passenger trains must be started and stopped by ringing the signal gong on the engine with the bell-cord.

49. One tap of the gong.....Signal to go ahead.

50. Two taps of the gong when train is running, Signal to stop.

51. Two taps of the gong when train is standing, Signal for Engineer to test air brakes.

52. Three taps of the gong.....Signal to back.

53. Four taps of the gong.....Signal to reduce speed.

TORPEDO SIGNALS.

54. Use three torpedoes, not less than fifty feet apart, in all cases day or night, when a train is to be stopped to avoid accident. Place them farther apart whenever practicable.

55. The use of torpedoes does not relieve the trainmen from the use of their flags or lanterns, as heretofore, but is intended as an additional precaution.

56. Conductors are forbidden to start on their trips without a supply of torpedoes, flags and lanterns.

57. An unnecessary waste of torpedoes must not be made, nor must those having torpedoes in their possession allow them to be misapplied or fall into the hands of improper persons.

TRAIN SIGNALS.

58. Two **LIGHTS**—To give warning to any train that may be following—one **red** the other **green**—must be carried on the rear of **EVERY TRAIN** running after dark. Proper fixtures are attached to the cars for placing these lamps. In case said fixtures are wanting, Conductors will place the lamps on the rear platform, or rear end of last car in train, as far distant from each other as the width of the car will allow.

59. Each freight train, while running, must display one **red** and one **green** flag by day, and one **red** and one **green** light by night, as **markers** on the rear car of the train, to enable the Engineer to know that the whole of the train is attached to the engine.

60. Two **red flags** by day and two **red lights** by night, carried on the front of the engine, denotes that the engine or train is followed by another engine or train running on the same schedule. The engine or train thus signalled, will be entitled to the same schedule, rights and privileges as the engine or train carrying the signal. Engineers and Firemen will be held responsible for the proper display of signals on their respective sides of the engine.

61. Two **green flags** by day, or two **green lights** by night, carried on the front of an engine, denotes that an **extra train or engine** is to follow during the day or night, as the case may be, which train will keep out of the way of all regular trains. Material, road, construction, and other irregular trains *moving in an opposite direction, will lay off* until the train thus announced has passed, but if moving in the same direction as the expected train, they may proceed by displaying the same signals, and leaving for the Conductor of the expected train a written notice of the fact.

TRACK SIGNALS.

62. A **Green Flag** near the track, means reduce speed to six miles per hour.

63. A **Red Flag** displayed on the road by day, or a **Red Light** by night, or anything moved over the track with the apparent intention of stopping the train, must be regarded as a signal of danger.

In such cases the train must stop, and not proceed until the danger is removed, so that the train may pass with perfect safety.

64. Trainmen are required to use all Signals strictly in accordance with the Rules, and they are especially directed to be always on the lookout for the Signals carried by other Trains.

RULES FOR RUNNING TRAINS BY TELEGRAPH.

TRAIN ORDERS AND REPORTS.

65. Dispatchers are warned of the vital necessity of exercising the greatest possible caution, at all times, in giving orders to run trains in any manner by telegraph.

66. Promptness on the part of Operators and Trainmen in transmission of and response to telegraph orders, is of the utmost importance, in enabling trains to move with regularity and save detentions; and all concerned must bear in mind that frequently a few minutes unnecessary loss of time at a station, results in a delay of hours in accomplishing the whole trip, hence the importance of all dispatch possible *consistent with safety*.

67. The safety of life and property imperatively demands that every person in any manner connected with the movements of trains by special order, should use the utmost care and watchfulness, and that all Rules regarding the same should be strictly observed. Orders should be made plain and explicit, and if not fully understood by the parties addressed, an explanation should be required before taking the order. After the receipt of the order, it *must be obeyed fully and to the letter*.

68. 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 as proof that the one coming on duty knows of these orders, he will, in the presence of the one going off, *place his initials on the margin of each order*. Operators will be held responsible for condition of Signal Boxes, and will give special attention to see that lamps are in good order.

69. Operators, when called for holding or train orders, will exhibit the *red signal at once*. The signal so exhibited will take all Conductors and Engineers to the office for orders. Those not affected and not held for orders, will be shown the order or orders on the book and allowed to pass, but the signal must be kept set until those interested are notified and receive their orders. Conductors and Engi-

neers will invariably go to the telegraph office when the red signal is shown, without waiting to be sent for.

70. When Conductors and Engineers are notified that they are held for orders or for the arrival of a train, they will place their signatures on the holding order.

71. All special orders for the movement of trains by telegraph will be given in writing, addressed to the Conductor and Engineer, and written by the Operator upon manifold paper, so arranged that three or more copies, if required, shall be taken. One copy to be kept on file in the Telegraph Office, and one copy to be given to each Conductor and Engineer, who shall write their understanding of the order and sign it. Such understanding must then be sent to the person giving the order. When it is all right, they will receive **Correct** with the **TIME** and initials of person giving the order, and the train will be allowed to proceed.

72. Operators are expressly prohibited, under all circumstances, from signing the name of Conductor and Engineer to an understanding. A failure to comply with this rule will be followed by a prompt dismissal of the offender. He will refuse to transmit the understanding unless the signatures of both Engineer and Conductor are attached.

73. No order issued to an extra or irregular train will be construed to give such train the right to run against any regular train, unless the regular train is specified in the order.

74. When a meeting point is to be made for trains moving in opposite directions the right to run shall be positive and definite; and the order must first be sent to the Conductor and Engineer of the train having the right to the road, and their understanding received before giving an order to the opposing train. The train which arrived at such meeting point first, will wait indefinitely for the opposing train.

75. In sending "train orders" the Dispatcher will observe the following routine:

1. He will write the order in his order book.
2. He will call the station affected by the order, giving them the signal "30."
3. He will, so far as possible, give the order simultaneously to all concerned.
4. He will receive the understanding (13) from *all concerned*; after which he will give *correct*, and sign his initials.

76. Operators will, when receiving orders :

1. At once write them in their manifold book.
2. He will have the understanding written out and signed by the person or persons who have to "13" the order, after which he will repeat it to the Dispatcher.
3. When he receives the "correct" from the Dispatcher, he will write it on the order, and *sign his own name*, assist the Conductor and Engineer to compare the order and understanding, and hand the order to the Conductor and Engineer.

77. The "By or Before" in a train order gives the right to go to the meeting point designated, "By or Before" the time specified in the train order, but not after the time specified, except by schedule, nor ahead of schedule time, under any circumstances, unless flagged by a regular train in advance.

78. When a train has an order to run regardless of a specified train, it gives the train under such orders **no rights whatever over any other train**. Special orders for moving trains are only intended for persons to whom they are directed, and no other persons shall use such orders as authority to move their trains.

79. After the receipt of an order, should the line cease to work before the "correct" is received, the Operator will not deliver such order, but will inform both the Conductor and Engineer of the occurrence, who will adopt such precautions as will prevent accident. Trains will only proceed in such cases under a protection of a Red Flag by day, or a Red Light by night.

80. No abbreviations must be made in train orders except "12" and "13," which are explained as follows: 12—answer how you understand and receive my reply before starting; 13—I (or we) understand.

81. When "train orders" expire by limitation of time, or otherwise, trains will fall back on Time Book rights, and be governed thereby.

GENERAL RULES FOR TRAIN MEN.

82. Conductors and Train men must be at the station forty-five minutes before the time of departure of their trains.

83. Conductors and Engineers will compare their watches with the Standard Clock at Charleston, Branchville, Augusta and Columbia daily, and before starting with a train, and compare with Conductors and Engineers at meeting and passing points, and must invariably have the correct time.

84. Conductors will have entire charge and control of their trains, and of all persons employed on them, and will be held responsible for the movement of their trains while on the road, EXCEPT WHEN THEIR DIRECTIONS CONFLICT WITH THE RULES OR INVOLVE RISK OR HAZARD, IN EITHER OF WHICH CASE THE ENGINEER WILL BE HELD ALIKE ACCOUNTABLE.

85. Conductors will be held responsible for the condition and position of signals, flags, lanterns and torpedoes on their trains, and are required to see that they are kept clean and in good order, and ready for instant use. No excuse will be taken for not being supplied with torpedoes.

86. Dispatchers, Train Men and others must not, under any circumstances, move trains upon verbal orders, except in station yards.

87. *No train will be allowed to run ahead of Schedule time at any point, or under any circumstances in approaching terminal, division, water or other Stations, unless properly flagged by a train in advance, or by special order from the General Manager or Master of Transportation.*

88. Conductors of Trains must attend to Switches used by their Engine or Trains, and they will be held responsible for their proper adjustment, except where a regular Switchman is stationed. When there is more than one train to use a Switch, Conductor must not leave it open for following train, unless the Conductor of that train is at the Switch, and takes charge of it.

89. Any Conductor failing to *give tickets for wood at the time it is taken*, will be fined to the value of the wood tickets due.

90. Trains of all classes, when delayed on main track, must keep a sharp lookout to the rear, whether other trains are expected or not; and if caused unexpectedly to stop, must immediately send a flagman nine hundred yards to the rear, with the prescribed danger signals.

91. At meeting points all trains must, whenever practicable, pull in at the first Switch reached, instead of backing in.

92. Freight trains must invariably be clear of the main track ten minutes before passenger trains are due.

93. Lying down or sleeping while on duty is positively forbidden.

94. In case of accident on the line of road, it shall be the duty of all trainmen, except those necessary to take care of the engines and to look out for approaching trains, to render every possible assistance in clearing obstructions from the track.

95. Road crossings, streets and other thoroughfares must not be obstructed by standing trains, whenever possible to avoid it.

96. Ten minutes must elapse after the departure of passenger trains, and six minutes after the departure of freight trains, before another is allowed to pass, unless otherwise provided for by Schedule, or special order.

97. Passenger Conductors must see that their cars are clean, and in good and safe order; and while on the road, they must see that the duties of those employed on the trains are faithfully performed.

98. They and their Brakemen shall distinctly announce the name of the Station in each car, and the time of stopping, when it exceeds five minutes at any one Station. They will not allow passengers to stand on the platform while the train is in motion, nor to ride in the Baggage, Mail or Express cars.

99. In order to avoid delay, and to expedite the movement of trains, all trainmen must render every possible assistance in receiving and delivering baggage and express freight at stations on the line. They must use every exertion to hasten the movement of passengers to and from the train at Way Stations, and as far as possible, have those leaving the train to do so from the front of coach, and those getting on enter at the rear; change the Switches at meeting points in the promptest manner possible, and will be held personally and individually responsible for delay of trains caused by any neglect of this rule.

100. Each Conductor must be on the rear platform when trains start from terminal stations. All Passenger Trains must be started from Terminal and Division Stations, and from Stations where cars are taken on, by pulling bell rope from rear platform, and not from Baggage Car, as at other Stations.

101. Conductors will not permit any one to escape payment of fare by riding upon the Engine or in the Baggage, Express or Postal Cars, contrary to the rules.

102. In all cases of refusal by any passenger to produce a proper ticket or pass, or to pay his fare, the Conductor will cause the train to be brought to a *full* stop, at a road crossing or dwelling house, and require such person to leave the train, and on refusal, will remove him therefrom.

103. In all cases where an objection is made, the Conductor will, when practicable, note the names of a number of passengers who witnessed the transaction, and report their names and residences at once, in writing, to the Master of Transportation, in order to afford the Company an opportunity to avail itself of the testimony of disinterested persons.

104. Freight Conductors must, before beginning their runs, examine all loaded cars in their trains and decline to receive any which are not properly sealed.

105. Should cars, after being taken from a station, be found to have become unsealed, or seals to have been broken or injured, the contents must be examined by the Conductor at once, and the car sealed by the Agent at the first station reached at which seal can be had. A full report must be made by the Conductor to the Master of Transportation and to the Agent at the end of the trip, giving the number of the car, the station at which sealed, and the condition of the contents when examined and at the time the car was sealed, and the Agent who seals the car must report the same to the General Freight Agent and to the Agent at the destination of the car. If the Conductor holds the manifest for the car, the change of seals must be noted thereon.

Conductors and Brakemen will be held responsible for the condition of the seals and of the contents of cars which have no seal or defective ones while in the trains.

106. Conductors will be held responsible for the proper care and handling of all GOODS OR PROPERTY entrusted to them while in their charge, and must be careful to see that the same are delivered to the Station Agents, according to the Manifests. They must see that the doors of Freight Cars, loaded with articles liable to be injured or stolen, are always LOCKED and SEALED, and that the doors of empty

cars are closed and fastened, and keep the Brakemen at their posts.

107. In making up Freight Trains, Conductors and Yard Masters must see that cars with high and low buffers are not mixed, but each kind put by itself, so as to necessitate the use of only one goose-neck coupling in a train.

108. Conductors, Engineers, and other trainmen will be held personally responsible for all damage done to cars through their carelessness while on the road, or switching at stations.

109. Freight Conductors will obey the DIRECTIONS OF AGENTS as to placing or moving Cars on Sidings. A Conductor may, however, decline to obey the directions of an Agent if in his opinion the safety of life or property would be endangered thereby, but in such cases he must report the case to the Master of Transportation at the end of his trip. In leaving CARS ON SIDINGS Conductors must see that they are inside of the clear post.

110. Conductors of all Freight Trains are required to keep two brakemen on the brakes at all times; and whenever it is necessary for a brakeman to be relieved, it must be done by the Conductor, who must take the brakeman's place during his absence. **In case of accident** the Conductor is required to do the rear flagging of his Train. After an interval of **ten minutes**, if practicable, the Conductor must be relieved by one of his brakemen, but must not **under any circumstances**, leave his post as flagman until relieved by the brakeman, or until the expected train has been stopped and warned of the danger ahead, nor must the brakeman relieve the Conductor when flagging until the threatened danger has been averted and it is prudent for him to leave his post. Should it be necessary to flag the rear of the train when the Conductor is out relieving a brakeman, the brakeman in the caboose or rear of the Train must at once go back and flag the train, and must remain out until called in.

BRAKEMEN.

111. Brakemen, when with trains, are under the orders of the Conductors, and will be at the train at the time prescribed, previous to the time of starting.

112. It is the duty of brakemen, as well as porters, to have the lamps in the cars in good order and ready for use, and to provide water in coolers, and fuel, if the season requires it. They will see that the cars are clean, and in every respect in good condition. They are required to have the necessary signals, tools and appliances on their trains.

113. Brakemen must see that the Bell Cord extending through the train, is properly connected with the engine before the train is started, and at the end of the trip that it is properly taken care of. They must light lamps at the proper time, keep up fires in stoves when necessary, and do such other work as may be required by the Conductor. One Brakeman will ride in the rear car of all trains. In addition to his other duties he must keep signal lights for rear of train in good order, and attach them in proper positions when running at night; and will have red flag, red lantern and torpedoes in readiness for instant use. He must inspect the Brakes and Wheels from time to time; give his attention to coupling the cars, and have at hand on the train, provided for emergencies, spare coupling links and pins, oil, waste, lanterns, flags, and torpedoes, for the safe keeping of all which he will be held responsible.

114. Brakemen will not allow passengers to ride upon the platforms of passenger cars. They are expected to examine Wheels and Bearings, oiling them when needed.

115. Brakemen must not put down the Brakes sufficiently hard to slide the wheels.

116. At all stopping places they will announce the name of the Station twice, and also examine the running gear of the Cars as often as time will permit.

117. They must assist the Conductor in preserving order.

118. They must be respectful to all passengers, and give polite attention to their wishes, but will avoid unnecessary conversation.

ENGINEERS.

119. Engineers are subject to the Master of Transportation while their engines are serving trains, and to the orders of the Master of Machinery at other times. They are responsible for the safety of their trains, and should always act under a sense of their accountability, with prudence and judgment. The Engineers must obey all reasonable directions of the Conductor, relating to the running of the train. He must not, however, violate any rule of the road, even when ordered by the Conductor so to do, unless, in his judgment as well as that of the Conductor, a necessity exists for such action. He must always, when on duty, carry with him a copy of the latest Time Book issued, and, unless unavoidably prevented, must run in accordance with it, keeping at all times a vigilant lookout for any signals and for any obstructions upon the track.

120. Engineers must always approach Terminal and Division Stations and Junctions with their Trains under complete control, AS IF THEY EXPECTED SOMETHING WRONG THERE.

121. Immediately after sunset, or in a fog, the Engineer must light his head-lamp, and, if without Train, suspend a red and green light on each side of the rear of the tender. In case head-light is out of order, use two white lights, one on each side of the Buffer.

122. Whenever the track is covered with water, or has been covered with water since the passage of a preceding train, Engineer must run slowly and in the most careful manner until they can see that the track is unobstructed and in good order.

123. Engineers and Firemen (especially the latter), must keep a constant lookout for their rear signals, to avoid losing any portion of their trains.

Firemen will be held equally responsible with Engineers in case of accident or delay from breaking loose.

124. Engineers will permit no one to ride on engines except those belonging there, without permission from the President, General Manager, Master of Transportation, Master Machinist, or Master of Road.

125. Engineers must test Air-Brakes as soon as they couple to train, before starting from Terminal or Division Stations. They must not leave Charleston unless their air-

pumps, reservoirs, connections and brakes are in good working order.

126. Engineers of all trains will see that their engine bells are rung while approaching and leaving all Stations on the road.

127. Engineers must not pass any of the new Signal-boxes at Telegraph offices, day or night, unless a white signal is shown, or notified by operator in charge. Engineers must report to Master of Transportation whenever delayed at any of the Signal-box Stations waiting for white signals.

128. Freight, Material, or Extra Trains, will, when necessary, give assistance to Passenger Trains. If the engine of a Passenger Train meets with an accident, or from any cause becomes disabled, the engine of any Freight, Material, or Extra Train may be put in requisition for the Passenger Train by the Conductor of the latter.

129. Great care must be taken to prevent the killing of cattle or other stock. Trains must come to a full stop if necessary, to avoid doing so. Conductors and Engineers must make a full report to the Master of Transportation immediately upon their arrival at the Terminal Station of all stock killed or injured during the trip.

130. In case a Conductor is disabled on a trip, the Engineer will have charge of and be responsible for the safety of the train, until an authorized person takes charge of it.

131. Engineers must report to the Master of Transportation the absence or neglect of any Flagman or Switchman.

RULES FOR TELEGRAPH OPERATORS

132. Each office at which there is but one Operator employed, must be opened every day (excepting Sundays) by or before 7.00 A. M., and must not be closed, except by permission, before 8.00 P. M.

133. On Sundays, all offices must be kept open between the hours of 9 and 10.30 A. M., and 5 and 6 P. M., for general business; and also when trains are due or standing at the station, or during such hours as the Train Dispatcher may designate.

134. Operators must not absent themselves from duty during office hours without first obtaining permission from the Dispatcher's office.

135. Conversation over the wires, upon matters not pertaining to the business of the Company is prohibited.

136. Operators must keep their manifold paper ready for instant use, so arranged as to take three or more impressions promptly whenever signal 30 is given, and comply strictly with rule 76 in writing and delivering train orders.

137. Operators, when relieving each other, must transfer all unfinished business to the Operator taking charge of the office.

138. Telegraph offices must be kept strictly private, and no one allowed access to them except officers and employes whose presence may be actually necessary for the transaction of business. Operators not in the employ of the Company must not be allowed to use the wires, unless by consent of the Master of Transportation or Train Dispatcher.

139. Operators must not exchange places with each other or leave their stations when on duty, without the permission of the Master of Transportation or Train Dispatcher.

140. When Operators are permitted to leave their offices in charge of others, they must see that their substitutes are thoroughly acquainted with the duties of the office, management of the switch-board, instruments, battery, etc.

141. All printed or written circulars and messages must be preserved carefully for reference, and whenever an Operator is relieved from duty he must take his successor's receipt for all the Company's property left in his charge, and forward it promptly to the Master of Transportation.

142. In case of any trouble on the line, Operators must make diligent inquiry for its whereabouts and report to the Dispatcher at Charleston.

143. The use of ground wires, except under extraordinary circumstances, is strictly prohibited.

144. During heavy rain, or sleet storms, Operators must telegraph promptly to the Master of Transportation and Train Dispatcher a report of every accident to the road, trains, or line, which may be brought to their notice. At such times they must remain on duty until relieved by the proper authority.

145. Operators must regard all business sent over the lines as strictly confidential, and in no instance divulge any part or parts thereof to any one except that the business relating to the immediate operation of the Train Department may be shown to the officers and employes of that department when the service demands it. Train reports must only be furnished to the officers and employes of the Company.

146. The telegraph must be used only for urgent and important business, which cannot be properly transacted by letter. An improper use of the wire for unimportant business will result in the cost of messages being charged to the sender.

147. At one minute before 9 o'clock every day, except Sundays, all other business will be suspended, for the purpose of sending the time. At precisely that moment the Dispatcher at Charleston will commence beating seconds with his key, and will continue to do so until 9 o'clock, in order to give every Operator an opportunity to adjust his instrument. At precisely 9 o'clock he will commence saying "i i," and continue for one minute, and then sign; after which, business will proceed as usual. All Operators must be on hand to get time, and no excuse will be accepted for not having correct time.

148. Operators must report promptly to the Train Dispatcher the departure of all trains from their stations.

149. They must ascertain from Conductors the cause of all delays exceeding three minutes to first class trains, or ten minutes to second class trains, and report the same with full details to the Dispatcher when the departure of the train is reported.

150. Operators must not allow students to practice on the line without permission from the Chief Train Dispatcher.

151. When trains are due, or standing at the station, the Operator must be in his office and not on the platform, unless business actually requires his presence there.

152. Operators must keep red signals at hand at all times ready for immediate use, and at night, a red lantern must be kept burning and in good order while the office is open.

153. When an Operator receives orders to flag and hold a certain train, he must invariably display the proper red signal before giving "13," and he will be held responsible for the position of the signal until the train is stopped.

RULES REGARDING THE USE OF STATIONARY SIGNALS.

154. The stationary signals at telegraph offices, and switches, must show red at all times except when trains are to be passed, or as provided for in Rule 157.

155. The signal must not be tied up, except while the office is closed, at points where there is only one man on duty, and then only after "Good Night" has been received from the Train Dispatcher's office.

156. On the approach of train, the Operator or signal man will display the white signal, provided everything is in order for the passage of the approaching train, and the preceding train has passed at the prescribed time, and he has no orders to deliver. Ten minutes must elapse after the departure of passenger trains, and six minutes after the departure of freight trains, before another is allowed to pass, unless otherwise provided for by schedule or special order.

157. The red signal must be displayed immediately after the Engine passes, if the train stops at the station, but not until the rear car passes if it does not stop.

158. ABBREVIATIONS.

1. Wait a minute.
2. What time is it?
4. Where shall I go ahead?
5. Have you anything for me?
8. Busy on another wire.
9. Test Wires. (Has preference over all business, except 29, 30 and 44.)
12. Answer how do you understand and get my answer before leaving.
13. I understand.
14. Important message.
18. Message for you and others.
19. I am ready for business.
23. What is the trouble?
24. Repeat this back.
27. Close your Key. You are breaking.
29. *Danger*, takes precedence over all other signals, and must be used with great caution.
30. Train Orders, and takes precedence over everything except 29 and 44.
44. Master of Transportation's private signal, to be used only by his special order, and takes precedence over everything except 29.

159. In transmitting and receiving messages, and in all matters regarding their Telegraph duties, Operators must conform to the general rules of the Western Union Telegraph Company.

RULES FOR TRACKMEN.

160. Section foremen must examine daily all bridges, culverts, switches, and road crossings on their sections, and repair immediately any defects discovered.

161. In making repairs which require that the track shall be opened or obstructed, red signals must be displayed at least a half mile in both directions, **whether trains are expected or not.**

162. Trackmen must notice carefully the signals on all passing trains to see whether other trains are following, and if so, must keep the track clear for them, unless immediate repairs prevent, in which case danger signals must be displayed according to rule 161.

163. Foremen, or others engaged in repairs of track, must at all times have danger signals ready for instant use, and expect irregular trains at all times.

164. During storms, or at times when the track is liable to special injury from any cause, foremen must distribute their men over the sections as watchmen at the most dangerous points, providing each one with signals, unless it is necessary to concentrate them on account of accident or damage to the track.

165. Foremen must at all times see that the telegraph wires are up and in order, and render any necessary assistance in repairing the line in case it is broken. If they can not repair it for want of material or other cause, a messenger must be sent, at once, to the nearest telegraph office, to report the nature and location of the break.

166. Trees and shrubbery must not be allowed to grow so as to be liable to touch the wires.

J. H. AVERILL,

Master of Transportation.

APPROVED :

JOHN B. PECK,

General Manager.

EXTRACTS FROM RAILROAD LAWS OF SOUTH CAROLINA.

For Information and Guidance of Employees.

SECTION 38. Any Baggage Master or other person whose duty it is to handle, remove or take care of the baggage of passengers, who shall wilfully or recklessly injure or destroy any trunk, valise, box, package, or parcel while loading, transporting, unloading, delivering, or, storing the same, shall be punished by a fine not exceeding fifty dollars, or imprisonment not exceeding thirty days.

SECTION 63. From and after the passage of this Act, it shall be unlawful for any Railroad Corporation, or persons owning or controlling railroads operating in this State, to load or unload, or permit to be loaded or unloaded, or to run or permit to be run, on Sunday, any locomotive, cars, or trains of cars, moved by steam power, except as herein-after provided, and except to unload cars loaded with animals.

SECTION 64. It shall be lawful for said Corporations, or persons, to run on said day their regular mail trains, and such construction or other trains rendered necessary by extraordinary emergencies, other than those incident to freight or passenger traffic.

SECTION 66. It shall be lawful for any train running by a schedule made in conformity with the provisions of this Act, but delayed by accident or other unavoidable circumstance, to be run until it reaches the point at which it is usual for it to rest upon Sunday.

SECTION 70. In forming a passenger train, baggage or freight, or merchandise, or lumber cars, shall not be placed in rear of passenger cars.

SECTION 71. Whenever any Railroad crosses the track of any other Railroad, it shall be the duty of the Engineer or person in control of the train, besides giving the signals required to be given near all crossings, to bring the train to a full or complete stop before crossing the said track; the same rule to apply to the running of a locomotive by itself without train.

SECTION 72. A bell of at least thirty pounds weight and a steam whistle shall be placed on each locomotive engine,

and such bell shall be rung or such whistle sounded by the Engineer or Fireman, at the distance of at least five hundred yards from the place where the Railroad crosses the highway or street, or traveled place, and be kept ringing or whistling until the engine has crossed such highway or street, or traveled place; and if such engine or cars shall be at a stand still, within a less distance than one hundred rods of such crossing, such bell shall be rung, or such whistle sounded, for at least thirty seconds before such engine shall be moved; and shall be kept ringing or sounding, until such engine shall have crossed such public highway, or street, or traveled place.

SECTION 74. Every Conductor, Baggage Master, Engineer, Brakeman, or other servant of any Corporation employed on a passenger train or at stations for passengers, shall wear on his hat or cap a badge, which shall indicate his office, and the initial letters of the style of the Corporation by which he is employed. No Conductor or Collector without such badge shall have any authority to meddle or interfere with any passenger, his baggage or property, and it shall be the duty of said Railroad Corporation to see that such badges as aforesaid are worn.

SECTION 104. Whoever, without right, loiters or remains within any station house of the Railroad Corporation or upon the platform or grounds adjacent to such station after being requested to leave the same by any Railroad Officer, shall forfeit a sum not less than two, nor more than twenty dollars.

SECTION 105. Conductors of Railroad Trains and Station or Depot Agents are hereby declared to be conservators of the peace, and they and each of them shall have the same power to make arrests that constables now have, except that the Conductors shall only have such power on board their respective trains, and the Agents at their respective places of business, and the said Conductors and Agents may cause any person or persons so arrested by them to be detained and delivered to proper authorities for trial as soon as practicable.

SECTION 106. Whoever fraudulently evades or attempts to evade the payment of any toll or fare lawfully established by a Railroad Corporation, either by giving a false answer to the collector of the toll or fare, or by traveling beyond the point to which he has paid the same, or by leaving the train without having paid the toll or fare established for the distance traveled, or otherwise, shall forfeit a sum not less than five, nor more than twenty dollars. Whoever does not, upon demand, first pay such toll or fare shall not be entitled to be transported for any distance.

SECTION 115. When an Engineer, Fireman or other Agent or Officer of a Railroad Corporation is guilty of negli-

gence or carelessness, whereby an injury is done to any corporation or person, he shall be punished by imprisonment not exceeding twelve months, or by a fine not exceeding one thousand dollars.

SECTION 116. Whoever having management of, or control over, a Railroad train while being used for the common carriage of persons, is guilty of gross carelessness or neglect in, or in relation to, the management or control thereof, shall forfeit a sum not exceeding five thousand dollars, or be imprisoned not exceeding more than three years.

SECTION 127. Any Engineer, Conductor or other Agent or employé of any Railroad Company in this State, who shall wilfully neglect to observe or shall wilfully violate any rule or regulation of the Company to which such Engineer or Conductor may belong, whereby any person or persons shall sustain or be in danger of sustaining any bodily injury, such Engineer, Conductor or other Agent or employé shall be liable to be indicted for every offence, and, upon conviction thereof, be fined two hundred dollars and imprisoned not exceeding one year, at the discretion of the Judge before whom such case may be tried: *Provided, however,* That nothing herein contained shall be so construed as to relieve such Engineer or Conductor from responsibility in cases where the life of any person is destroyed, under the law as it now exists.

