

RULES AND REGULATIONS

— OF THE —

DAVENPORT ^{AND} ROCK ISLAND
RAILWAY CO.

— FOR —

CONDUCTORS AND MOTORMEN.

INDEX.

GENERAL RULES FOR MOTORMEN ^{AND} CONDUCTORS.

	RULE No.
Appointments	1
Accidents	15
Badges and Uniforms	4
Bell Signals	9
Cars, Smoking on	23
" Starting same	22
" Bulky packages in same	24
" Irresponsible persons on same	16
" Advertisements in same	21
" Dogs in same	18
Extra men	5
Fares	12
Lost articles	13
Observance of rules	26
Personal appearance	19
Passengers, Looking out for	7
" Civility to	8
" Missing fares from	14
" Taking on and letting of	20
" Disorderly	17
Passes	10
Packages, Charges for same	11
Reporting for duty	2
Regulars and extras	3
Responsibility of employes	6
Special rules	25

Trainmen are required to make themselves familiar with the following rules, which must be strictly observed and enforced, as they will be held responsible for any violation thereof, as well as for all loss or damages caused thereby.

THE PLEA OF IGNORANCE WILL NEVER BE TAKEN AS AN EXCUSE FOR THE NON-OBSERVANCE OF THESE RULES.

RULES AND REGULATIONS FOR CONDUCTORS.

	RULE No.
Announcing streets.....	36
Broken glass	43
Conductor's Change	31
" Punch.....	32
" Position	33
" " Descending grades.....	37
" Assisting passengers off and on..	34
Checking load.....	46
Cars, Defilement of same..	43
" Ventilation and sun shades.....	44
Fares, Accuracy in collecting same.....	29
" Mistakes in collecting same.....	35
" In boxes.....	47
Gates	45
Passengers, Signals for same getting off and on	41
" Caution to same	40
Registers, Condition of same.....	28
" Care of same.....	27
Railway Crossings.....	39
Soliciting patronage.....	42
Trip reports	30
Trolley, Care of same.....	38

RULES AND REGULATIONS FOR MOTORMEN.

	RULE No.
Brushes and Commutators.....	57
Backing.....	65
Blockades.....	110
Collision	100
Car parts.....	92
Cars, Starting and stopping same.....	49
" Care in running same.....	52
" Loose connections	58
" Examination of same.....	54
" Grounded	59
" Leaving front platform when car is mov- ing.....	68
" Stopping same.....	69
" Allowing others to run same.....	70
" Space between same.....	74
" Off track and blockaded... ..	78
" Pulling same on track.....	85
" Care of same.....	86
" Extras	94
" Operation of same.....	103
" Appearance of same.....	104
" Leaving same.....	112
Car House, preparing to leave same.....	48
Current, Use of same.....	50
" Shutting off of same leaving car.....	60

Circuit breakers.....	63
Crossing other lines.....	62
Curves, Running same.....	100
" Passing in same.....	71
" Stopping in same.....	101
Department.....	108
Descending hills.....	73
Damage, Responsibility of same.....	93
Fuses.....	55
Fares, In boxes.....	95
" Collecting same.....	96
" Out of Conductor limit.....	97
" Dumping boxes.....	98
" Collections on Trailers.....	102
Fast running.....	106
Grades, Starting on same.....	51
" Stopping on and running same.....	53
Gates.....	83
Gong, ringing.....	81
General information "page 42"	
Headlights.....	105
Lamps, Care of same.....	113
Motors, Care of same.....	107
" Inspection of same.....	88
Motormen, position.....	64
Obstructions.....	76
Power, failure of same.....	111
Passengers, discharging same.....	75
Passing at intersections.....	67
Railway crossings.....	82
Running through water.....	72
Reporting trouble.....	87
Reporting defects in track and overhead work.....	89
Starting in Conductor limits.....	66
Switches, stopping at same.....	79

Sudden stops.....	77
Stop when car from opposite direction is discharging passengers.....	80
Students.....	99
Sand.....	114
Salt.....	115
Snow.....	116
Sweeper.....	117
Stores.....	118
Special rules "page 42"	
Trolley Wheel, care of same.....	56
Tools.....	90
Waste.....	91

**SPECIAL ADDITIONAL RULES FOR
BRIDGE LINE.**

RULES FOR CONDUCTORS.

	RULE No.
Accidents	120
Conductor's position	119
Car heating	123
Fares, collection of same	121
Tickets, one-half fares, etc.	122

**SPECIAL ADDITIONAL RULES FOR
BRIDGE LINE.**

RULES FOR MOTORMEN.

	RULE No.
Accidents, avoiding same	128
Bridges, speed crossing same	127
Front platform, riding on same	129
Motor, examination of same	127
" Care of same	125
Slow switch	127
U. S. Government rules, complying with same ..	130
Vehicles, distance from same	131
Speed, controlling same	124

GENERAL RULES

— FOR —

MOTORMEN AND CONDUCTORS.

RULE 1. Appointment. All Conductors and Motormen, when appointed, must serve as extras in turn, according to appointment. When a vacancy occurs among regular Conductors or Motormen, Extra No. 1 is entitled to the car, and the remaining extras will be promoted in regular order.

RULE 2. Reporting for duty. Regular men will report for duty at least ten minutes before the starting time of their cars. Extras not assigned to duty will report ten minutes before the starting time of the first car; and such extra men as are not assigned to duty, will report at all changes during the day, when cars are to be sent out.

“**Extras**” failing to report promptly will be liable to lose their place (in order of seniority) on the list. Such as are detailed for emergency duty must remain at the car house during the time for which they are so detailed, and be ready to respond immediately if called upon.

When regular men fail to report for duty at proper time, or absent themselves without permission of Superintendent or Foreman, they will, for first offense be laid off for ten days; for the second offense, if within same month, they will be placed at foot of "Extra list"; for third offense they will be dismissed.

RULE 3. "Regulars and Extras" reporting for duty will immediately enter their names on the register provided for that purpose, and then consult the Bulletin Board, that they may have a thorough knowledge of all orders and notices issued.

Employes must also register their time in the house at the end of each run daily, or at the end of extra or special trips.

Failure to so register is liable to result in the employe not receiving pay for time put in.

RULE 4. Badges and Uniforms. When on duty, the Conductor and Motorman must wear the prescribed uniform. The Official Badge must be worn in plain sight and kept bright. Exchanging of badges or duties without the consent of the Superintendent, is prohibited.

RULE 5. Extra Men must provide themselves with the regulation cap as soon as appointed, and wear the same when on duty; and full regulation uniform must be procured not later than ten days after appointment to regular run.

RULE 6. Responsibility of Employes. Cars are under control of Conductors thereof, but Motormen will be held equally responsible for violation of Rules governing the safety of their cars, or failure to take every precaution to

prevent accidents, even if not provided for in the rules and orders. They must co-operate cheerfully in the necessary work of running the car, and avoid conflict as to their respective duties.

Motormen and Conductors must not leave car without permission unless properly relieved.

RULE 7. Look out for Passengers. Keep sharp lookout for persons wishing to ride (especially when vehicles are between the car and the sidewalk, and prevent their being readily seen) and always look both ways for passengers when passing cross-streets.

When leaving either terminus, look in all directions for persons wishing to ride.

When passing churches, theatres, or other public buildings from which people are emerging, do not leave until your car is fully loaded, or until another car arrives, unless you are sure you have all of the persons aboard who desire to ride.

Be vigilant in looking for passengers on both sides of the car at all cross streets, looking back to see if any one is approaching who wishes the car, and if in doubt, signal the person by raising the hand to see if they wish to ride.

RULE 8. Civility to Passengers. Be polite to passengers and answer proper inquiries, but avoid unnecessary conversation. Should you have any difficulty with a passenger, never allow yourself to become angry and use uncivil language even under the greatest provocation.

The utmost courtesy is demanded of both Conductors and Motormen towards the patrons of this road at all times even under the most exasperating circumstances.

Remember that you must solicit and encourage patronage for the Company as you are the Company's agents before the public, and the Company's business and your welfare depends largely on the good will of the public.

Also bear in mind that the public, as a rule, rides for convenience sake, not of necessity.

Conductors or Motormen will not be permitted to address impolite or improper language to passengers or patrons of the Company. Refer all matters in dispute to the office for settlement.

Unnecessary conversation with employes, or between Conductor and Motorman on a car when in motion, is prohibited.

RULE 9. Bell Signals. CONDUCTOR TO MOTORMAN.

One (1) tap of bell, stop at farther crossing.

Two (2) taps of bell, go ahead.

Three (3) taps of bell, stop immediately.

MOTORMAN TO CONDUCTOR.

One (1) bell—A fare has entered by way of front platform.

Two (2) bells—Come forward.

Three (3) bells—Set hind brake immediately,

Four (4) bells—Motorman's signal to Conductor that he is going to run the car back.

Upon receiving four bells, Conductor must immediately grasp Trolley Rope, and hold it firmly until the car has ceased backing,

RULE 10. Passes. The Green Pass Book is good on all lines; the Red book is good only in Davenport; the White book good only in Rock Island and Moline.

RULE 11. Charges for Packages and Merchandise carried or delivered. All bulky packages, bundles, and merchandise must be carried on the front platform of the car.

Charge ten (10) cents for all packages placed on cars to be delivered by Motormen or Conductors; and no parcel, package, or box will be accepted for delivery that is not directed plainly to some address along the line traversed by the car to which it is to be delivered.

Charge ten (10) cents for all packages carried by passengers, that will take up the room of a passenger, or that is too heavy to be carried by a passenger walking.

RULE 12. Fares. Children under twelve (12) years and over five (5) years of age must either have a coupon ticket or pay three (3) cents for a fare. Two children must not be allowed to ride for five cents. Always charge them six cents.

All adults over twelve (12) years of age pay five cents cash fare, excepting those holding passes and policemen in uniform and wearing the star, or persons on police or detective duty, and wearing regulation police star, officers of the Company, and employes with service badges.

On all extra cars, except on Bridge Line, after 11:00 P. M. 10 cent fares will be charged for adults and five cents for children from five to twelve years of age.

RULE 13. Lost Articles. Lost goods found on the car must be turned into the office not later than evening of day found.

All articles turned in must have a tag on them, plainly stating date and car on which article

was found, and the name of the employe turning it into the office.

For failure to turn into office, articles left by passengers in the cars, employes will be immediately discharged.

RULE 14. Missing Passengers and Fares. Motormen or Conductors reported for running by passengers, failing to collect all fares, or carrying passengers free, will be dismissed. No one allowed to ride free except policemen in uniform, or wearing star, officers of the Company, and employes with service badges, as those holding pass books provide a coupon ticket for each fare.

RULE 15. Accidents. Whenever an accident occurs to any person or property, the car must be stopped, and all the facts connected therewith ascertained, also the names of all the witnesses, (particularly those not connected with the company) and their residences. If persons are injured, their names and addresses must be obtained, and all possible assistance rendered. The case must be reported immediately to the office (Telephone No. 352, Davenport; No. 1081, Rock Island) and during the day an accident blank stating minutely every particular, must be filled out and given to the Superintendent or Foreman on blanks provided for that purpose. Separate reports must be made both by Motormen and Conductors if both are on car.

Motormen and Conductors must not converse with anyone outside of the Company in regard to any accident which takes place. All persons wanting information must be referred to the officers of the Company.

Motormen and Conductors are especially requested to exercise the utmost vigilance and the best judgment to prevent injury to persons and damage to property, and any such damage or injury that can be traced to the carelessness of a Conductor or Motorman will result in his discharge.

Any employe found guilty of misrepresentation or suppression of facts in connection with an accident, will be discharged.

RULE 16. Irresponsible persons on or near cars. Motormen and Conductors must not allow children to turn trolley or meddle in any way with cars or apparatus when standing still or in motion.

Under no circumstances allow irresponsible persons on or near cars.

RULE 17. Disorderly passengers, and removing them from car. Good order must be maintained among passengers, and drunken or disorderly persons, or any in such condition as to make them annoying to others, must not be allowed to ride. Allow no persons unable to take proper care of themselves to ride on the platform.

In case any person is disorderly, he must be politely requested to behave. If this does not suffice he must be requested to leave the car, and if he still persists, and a policeman is available, the passenger should be given into his custody. In case an officer is not available, the Conductor must stop his car and put the passenger off, using no more force than is absolutely necessary.

Conductors should never put a passenger off the car for disorderly conduct until he has the name of a witness to sustain him.

When it becomes necessary to eject a person from the car for non-payment of fare, or other cause, the car must be brought to a full stop, before attempting to put the person off, and then only use sufficient force to accomplish it. The Motorman must give the Conductor all the assistance in his power.

RULE 18. Dogs. Dogs (excepting lap-dogs, which must be held by the owners) will not be allowed inside the car, nor on the platform without a written permit from the office.

RULE 19. Personal appearance. Conductors and Motormen must preserve a neat and clean appearance at all times when on duty, and if found smoking or visiting saloons whilst on duty, will be discharged.

Uniforms must be kept in good repair, and must not be allowed to become torn and ragged. The hands must be kept as clean as possible. Woolen shirts will not be permitted. The shoes must be kept as clean as possible, and rubber boots worn only during wet or muddy weather.

RULE 20. Taking on and letting off passengers. Cars will take on passengers anywhere, but will stop to let off passengers only at street crossings, and in the middle of long blocks where the Company's sign is posted, reading "Cars Stop Here."

You will never in any way invite or encourage people to get on or off the car while the same is in motion, no matter how slowly, and always be particular to caution passengers of the danger of attempting to get on or off while a car is in motion.

RULE 21. Advertisements in cars. Motormen or Conductors will not allow notices or advertisements distributed in cars without permission from an officer of the Company.

RULE 22. Starting cars. The car must never be started or signalled to start until the passenger is safely aboard, or if alighting, is entirely off the car and safely on the ground.

Do not permit the car to be started while passengers are in the act of alighting, even though they attempt to get off at other than the regular stopping places.

RULE 23. Smoking. Passengers are allowed to smoke on rear platform only, and three rear seats of open cars.

RULE 24. Bulky packages in cars. Passengers must not be allowed to take into the car, packages of goods that are cumbersome or dangerous.

RULE 25. Special rules. Special rules will be found on the bulletin at the different car houses.

RULE 26. Observance of rules. Conductors and Motormen should study their rules carefully. Care and good judgment in the management of motor cars while in their care will be one of the qualifications necessary to retain employment and advancement with this Company.

Amendments of rules. Amendments and additions to these rules as hereafter required will be in the form of orders.

All temporary orders and notices will be posted on the bulletin board.

RULES AND REGULATIONS

—FOR— CONDUCTORS.

RULE 27. Care of Register. Before leaving car house, Conductors will be supplied with Registers and outfit.

The Register with the strap is to be worn on the outside of the coat and watched carefully at all times to see that it is in good order.

The Register indicates the number of fares collected, and, if after a careful examination of the returns, you are short, such shortage will be charged to you, and when a demand is made (by notice or otherwise) a prompt settlement is required with the Receiving Clerk.

Under no circumstances allow the register out of your possession until returned to the Receiver.

RULE 28. If register gets out of order, turn it in at once, and it will be returned to the factory for examination and repairs. Keep separate record on trip report of the number of fares collected from the time the register broke down or failed to ring. Do not attempt to ring a register that is out of order, as no one is permitted to ring a register except for fares collected.

RULE 29. Collecting Fares. All fares should be collected as soon after passengers enter the car as possible, and the fare must, in all cases, be rung up in the presence of the passenger. Failure to do so will be cause for immediate dismissal.

Collect all fares as per Rule No. 12, and register each fare *separately* in the presence of the passenger paying the same. You will never collect a number of fares from different people, and then ring them up all at once.

Collect fares beginning from forward end of car, announcing politely "Fares Please." Two fares should be rung up for collection for each package carried, and separate entry made of such collections on trip report.

RULE 30. Trip Report. Conductors must keep a record of fares collected on each trip upon blanks provided by the Company for that purpose.

Conductors must pull their "trip" register back to zero at the end of each trip "in" and "out."

Conductors will make returns to Receiver daily, immediately after being relieved for the day, turning in total of each day's receipts, together with the Register and Trip Report for settlement. All shortages must be made good not later than the following night.

No battered, plugged, or foreign money will be received, and as large change as possible should be turned in for case fares.

RULE 31. Conductor's change. Change to the amount of Ten (10) Dollars must be furnished and carried by all Conductors at all times

when on duty, and Conductors must start out every morning with not less than Two (2) Dollars in Half Fare Tickets. No excuse will be received for a Conductor being without change or tickets.

RULE 32. Conductor's punch. Conductors will be supplied with a punch which they must carry at all times when on duty, for punching Half Fare Tickets. Conductors shall be responsible to the Company for the return of this punch.

RULE 33. Conductor's Position. When not collecting fares or seating passengers, your position will be on the rear platform, opposite the door. You are strictly forbidden from going forward to front platform except to collect fares or on necessary business, or from sitting inside the car, or on the dash rail, and from reading newspapers, or lounging against the car or rail while the car is in motion, your whole attention being required in the performance of your duties.

RULE 34. Conductors helping passengers on and off. Conductors must help ladies, children, and infirm persons on and off cars, and see that steps and platforms are kept clear for passengers getting on and off cars.

KEEPING PLATFORMS CLEAR. The platforms must be kept clear by asking passengers politely to step inside; and if there are no unoccupied seats, to pass toward the forward end of the car when there is room for them to do so. Conductors in carrying out this rule, must address themselves in a general way to passengers, and not to any particular individual. They must be very persistent in repeating the request "Move Forward Please" in a loud voice when necessary.

Do not allow anyone to obstruct the steps by standing or sitting on them, or to put their feet on the dash rail, or to lounge across the platform. Passengers are not allowed to put their feet upon the seats. You must request persons in charge of children with muddy shoes, not to permit them to stand on the seats.

RULE 35. Mistakes in collecting fares. When fare is tendered for more than one person, you will have a distinct understanding before registering as to how many and who are to be paid for. Should a mistake or misunderstanding occur whereby you have registered in excess of the number of fares required, it must be rectified by giving back the necessary amount of cash, and not by omitting to register fares collected from others. Such errors must be avoided, and unless satisfactory statements regarding such mistakes can be made to the Superintendent, Conductors will be required to stand the loss.

Coppers. If a passenger declines to receive coppers in change, and requests nickels or larger money, Conductors will politely grant their request.

RULE 36. Announcing Streets, Depots, Etc. Conductors will distinctly announce within closed section of car the names of all cross-streets, and at the same time Conductors will observe whether anyone wishes to get off. The Conductors must also announce the routes of the various lines to which passengers are transferred. This rule must be observed until the last passenger has left the car.

Conductors should also announce all R. R. Depots along the lines.

RULE 37. Conductor's position descending grades. Remain on back platform except when needed by Motorman to sand track, etc., per Rule 33, and when on rear platform descending grades, you must be watchful and ready to set the brake instantly if required.

RULE 38. Care of Trolley at curves and switches. Hold Trolley rope while going around curves, and on entering and leaving switches.

RULE 39. Signaling at steam railway Crossings. At steam railway crossings, proceed ahead of the car and see that the track is clear before giving signal for Motorman to come ahead.

RULE 40. Signals for Passengers getting on and off. Conductors before giving signal to start car, must be sure that there is no danger likely to attend the starting of the car, to the passengers.

Caution passengers not to get off until the car stops, and to beware of passing vehicles. Children must not be allowed to ride on the platform. No one must be allowed to take hold of the car to run with or beside it.

RULE 41. Caution to Passengers. To prevent accidents, request the passengers to alight on the side nearest the sidewalk, and warn them to beware of passing vehicles. Caution passengers not to get on or off the car while it is in

motion. Prevent ladies and children from doing so by placing your arm across the platform and grasping the rail next to the car, and at the same time say politely, "Please wait until the car stops."

RULE 42. Soliciting Patronage. You are required to solicit passengers from various places of amusement on the line of the road, and upon the arrival of boats and trains, calling out the route you run. Also keep informed as to the time of departure and arrival of boats and trains, whether your car connects with the same, that correct information may be given when asked for.

RULE 43. Broken Glass. If glass is broken by accident or otherwise, or other damage be done to the car by passengers, you will obtain his or her address and make report of the same to the Superintendent or Foreman.

Defilement of Cars. Defilement of cars by tobacco chewers or others must not be permitted. If persisted in notify offenders that they will have to stop it or leave the car. If they still persist, proceed as provided in General Rule No. 17.

Conductors must pay special attention to the conduct of any suspicious passengers, and see that they do not by speech, behavior or condition offend any of the other passengers.

RULE 44. Ventilation and Sun Shades. The windows must be kept clean; the car must be kept well ventilated, and the blinds must be raised on the sunny side in pleasant weather. The doors must be kept closed when it is stormy or dusty, and also the ventilators unless requested to the contrary by the passengers.

RULE 45. Gates. Gates on rear platform must always be used on the side toward double tracks. On single track the gate must be taken off, and both entrances to rear platform left open.

RULE 46. Checking load. After collecting his load, the Conductor must count his passengers and check the account with his collections so as to avoid missing fares.

Trip Reports. Conductors are required to account for *every passenger carried on their Trip Reports* under proper headings, giving number of service badges of employes who ride free, and also the number of star of every policeman who is passed on the lines.

RULE 47. Box Fares. Motormen will leave fares in upper plate of box for passengers boarding car outside of Conductor limits and before Conductor gets on car, and Conductors will make note of such box fares on Trip Report in accounting for his load.

RULES AND REGULATIONS

—FOR—

MOTORMEN.

RULE 48. Preparing to start from Car House. Before starting your car out of the Car House, or placing the trolley on the wire, see that the current is all turned off, or that position of the controlling lever indicates that the car cannot start until you are ready. Also see that Car is equipped with gates, signs, tools and car parts and sand pails filled and coal when required.

RULE 49. Starting and Stopping. Start your car very slowly, giving it very little current at first, and gradually increase the speed in a manner so as not to make the change of speed perceptible to persons on the car. Allow fully one hundred and fifty feet before bringing your car to full speed on a level.

Never stop in a curve unless necessary to avoid accident.

RULE 50. Use of Current. When practicable to use the full current (or nearly all) without attaining an excess of speed, do so, as the contact arm resting on the beginning or the middle of the rheostat will cause it to heat. Never use current running down grade.

RULE 51. Starting on Grades. Always see that your brakes are relieved before turning on the current. There is one exception to this rule, which is as follows: In starting a car on a grade, first apply a very little current before entirely releasing the brakes to prevent the car from backing down the hill.

RULE 52. Care in Running Cars. The men most valuable to the Company are the ones who have the least accidents. The only safe rule is "take no chances and run no risks." Vehicles will especially annoy you, and when least expected may suddenly turn across the track in front of the car. The importance of being constantly on the alert, and of Motormen always being in proper position with one hand on the controlling lever and the other on the brake, must be fully appreciated. Especially at cross streets or when passing another car, Motormen must be exceedingly cautious.

Do not permit any person to interfere with you in the performance of your duty, or any unauthorized person to handle levers or controlling apparatus.

Always await proper signals from Conductors before starting your car, and when no Conductor is on car, be sure your passengers are on or off before you start up.

RULE 53. Running and Stopping on Grades. Always bring your car to a full stop before descending grades and ascertain if your brake is working properly. Remember that you are responsible for the safe handling of passengers entrusted to your care, and that unless it be utterly impossible to prevent an accident,

you will be held strictly to account, not only by the Company, but by the community at large.

Do not stop your car on heavy grades or curves when it can be avoided.

Cars must never follow each other up or down heavy grades. Wait at the bottom until car ahead is above the top of the grade, and wait above until car ahead reaches the bottom before you start to descend.

RULE 54. Examination of car and motors. Examine your motor at the end of each round trip to ascertain that the bearings and electrical parts are not overheated; that the controlling devices work freely; that the cables are not slack; that the carbon brushes are bearing upon the commutator, and that the brush holders are not loose; that the grease cups are filled and feeding properly, etc.

RULE 55. Use of Fuse. Use but ONE FUSE, such as you are provided with, in the fuse box on the side of the car. NEVER double them unless you are sure that the motor be in perfect condition, and cannot carry the load without two.

A fuse is intended as a safety device and is placed in circuit with the motors on the car, so that it will melt or "blow" in case a "short circuit" or "ground" should occur on the motors or car wiring. It should also melt in case a current should flow that would injure the motors. A fuse will sometimes melt from any of the following causes: the fuse terminals may not make good connections under the screws in the fuse box; the screws may be loose; the terminals of fuse, or connections in fuse box may be badly corroded; the fuse termi-

nals may not be down firmly under the screws; there may be a "ground" in the motor, the rheostat, the lightning arrester, the reverse switch, or car wiring.

A fuse blown by any of the above causes is generally indicated by the melting of the entire fuse. Should a fuse melt from a continuous overload, it is generally indicated by the fuse melting out a short piece from the middle. Should a fuse melt from a loose screw or a poor contact, it generally melts at one end.

Never use iron or copper wire as a fuse unless impossible to run car to the car house without it, or unless absolutely necessary to get a loaded car up a heavy grade, and then the iron or copper wire must be taken out of fuse box as soon as possible and a regular fuse substituted for it.

RULE 56. Care of Trolley Wheel.

Examine Trolley Wheel at least five times a day to see that it works freely and does not bind. Keep trolley wheel well oiled.

After oiling trolley wheel, see that oil does not drip down on car hoods. Take a piece of waste and wipe off the wheel and yoke.

Be sure to keep the oil hole in trolley wheel open at all times, and do not allow it to become clogged up with dirt or dust.

When the trolley wheel flashes or sparks on account of too much play on the pin, run the car into the house for a new pole and wheel complete, as from this cause you are liable to cut a wheel out in a few trips.

RULE 57. Brushes and Commutators. Motormen must frequently examine Car-

bon Brushes to see that they are making good contact with the Commutator and are wearing evenly; also that the brush springs exert a firm pressure on the Carbon Brushes. If the Carbon Brushes do not make good contact with the Commutator, the sparking will soon heat up and burn out the Armature.

Sometimes the springs on the brush-holders become weak or the brush-holder itself becomes tight upon the brush, and does not permit of its working down against the Commutator.

Never allow the brush plunger to fall violently on the carbon, else it may loosen a Commutator Bar. It is very important that you examine the brushes at the end of each round trip, and if there is any sparking, adjust the brush-holders; if that does not remedy the trouble, run your car into the house so that the Inspector may examine it.

The Commutator must be kept bright by being frequently wiped with cloth or waste, and must be kept perfectly free from oil and dust. A very little oil may be used on cloth or waste in cleaning Commutators.

Brushes should be taken out and all grease and dirt wiped off at least once a day.

RULE 58. Loose connections. Should there be any loose connections in the double motors either in the Armatures or Fields, cut out the motor affected, and run the car into the house.

RULE 59. "Grounded Car." Should the car not move, throw off the "overhead" and turn on the light switch. If current is on, first examine the fuse box; then see if the car is grounded by dirt or ice on rail; and if so, make connections

with the rail by means of switch rod or a piece of wire. If you can discover no trouble on the outside of the car, go inside, lift up the trap doors, and examine the feeder connections, and the motors generally. If you do not then discover the trouble, telephone the "wrecking crew."

RULE 60. Shutting off current—leaving car. Upon leaving your car or working about it, **always** throw off the overhead switch. **Never** try to put in a fuse with the overhead switch or controlling lever turned on.

RULE 61. Reverse Motor—When and How. Never reverse your motor while it is in motion, only as provided for as follows:

In case of accident or "defective brakes" so as to endanger life, or injury to persons or property in any way, the motor may be reversed.

To reverse the motor, first turn off all the current, same as usual in stopping, turn the reversing lever, and then turn on the current same as usual in starting. This **MUST BE** done gradually or the fuse will blow out.

RULE 62. Crossing other lines. In crossing the lines of other roads, always shut your current off until the trolley has passed the crossings in the over head wire.

RULE 63. Circuit Breakers. Shut off current at circuit breakers at Third and Brady, Third and Harrison, Third and Scott, Second Street between Iowa and Le Claire Streets, Dav-
enport; between Third and Fourth Avenues on Twentieth Street, between Third and Fourth Avenues on Seventeenth Street, and between Twenty-

Third and Twenty-Fourth Streets on Third Avenue Rock Island.

RULE 64. Position of Motorman. Motorman must have one hand on controlling lever, and one hand on brake handle when car is in motion.

RULE 65. Backing. Never run car with trolley in the wrong direction, except in cases of extreme necessity, then very slowly, the Conductor if one is on the car, having line in hand and watching wheel.

RULE 66. Starting in Conductor limit. Motorman must never start car within Conductor limit until receiving signal from Conductor to do so, and not then until sure that no passengers are getting on or off. Motorman, having received signal from Conductor to go ahead, must answer such signal by striking the gong twice before starting the car, and when no Conductor is on car, great caution must be used in starting.

Motorman before starting car, must be sure that there is no danger likely to attend the starting of the car to the passengers.

RULE 67. Passing at intersections. Motor cars running in opposite directions should not pass each other at street intersections.

RULE 68. Leaving front platform whilst car is in motion. Never, under any circumstances leave front platform whilst car is in motion.

RULE 69. Stopping. In the ordinary stopping of a car, always release the brake easily

just before the car comes to a dead stop; do not let the brake fly, or kick the brake dog off, the armature will then be able to take up the lost motion in the gears and shafting, and will be ready for a smooth start.

RULE 70. Allow no one to run car. Motorman will allow no one to run his car without having orders from headquarters. Conductors and Inspectors excepted when running to allow Motorman to clean Commutators and examine motors.

RULE 71. Passing in curves. Cars must not pass in curves.

RULE 72. Running through water. Run slowly through pools of water, and always have current shut off.

RULE 73. Descending hills. Cars descending hills must not go faster than a walk speed and must be brought to a full stop before descending hill. Motormen should carry at all times a pail of sand on front platform. Allow no one on front end of car whilst descending hills.

RULE 74. Space between cars. Cars following one another must never be less than two hundred feet apart.

RULE 75. Discharging passengers. The car must be brought to a full stop to allow passengers to get on and off. Stop at the farther cross-walk of all street crossings when running in either direction (except where otherwise instructed)

RULE 76. Obstructions. Motormen must have one hand on controlling lever and one

hand on brake handle when car is in motion, and at the same time be ever watchful for obstructions and persons wishing to ride.

Motormen must be careful to remove all obstructions from the track before proceeding. Motormen will be required to pay for any damage to car or motors caused by running over obstructions.

Baling wire on the track. Be on the constant lookout for baling wire on the track, or anything of a like nature that would be picked up by the motors. Stop your car and pick it up.

RULE 77. Sudden stops. In stopping your car do not do so suddenly so as to discomfort the passengers, or run the risk of causing flat wheels by holding them tight so that they will slide on the rails.

RULE 78. Cars off track, and blockades. Motormen must stand at the levers, attend strictly to business, and use the utmost care to prevent accident in any way. In case the car leaves the rail, or there is any cause for delay, Motormen must be prompt in action, remedy the matter quickly, and move on as soon as possible.

When the car cannot be put on the track, or the obstruction removed, telephone at once to the car house for the wrecking car.

Never sit idly by and wait for the arrival of the wrecking car, but always do everything in your power to raise the blockade.

RULE 79. Stop at Tongue Switches. Come to a full stop at all tongue switches before turning tongue. In case it becomes necessary to

reverse (except to avoid accident) be sure that the track is clear behind car and ring gong.

RULE 80. Stop when car from opposite direction is discharging passengers. When a car on double track, coming from an opposite direction has stopped to take on or discharge passengers, approaching car must come to a stop before reaching hind end of said car, and must not proceed until car has passed, and signal that the way is clear is given by the other Motorman. He must then proceed cautiously, ringing his gong.

RULE 81. Ringing Gong. Ring gong and keep sharp lookout when going over all *street crossings and curves, and when passing cars on double track and switches.*

Always ring gong and have car under full control when approaching a vehicle going in opposite or same direction, and sound gong continually.

RULE 82. Stop at Steam Railway Crossings. Bring car to a full stop before crossing street and steam railway crossings.

After bringing car to a stop at steam railway crossings, Motorman must not proceed until a signal is given by the Conductor, or if there is no Conductor, be sure that no train is approaching within four hundred feet.

RULE 83. Gates. Motormen must carry two gates on front end, and one gate behind, next to double tracks, on all cars. Remove hind gate when on single track.

RULE 84. Right of way on Curves and Grades. Cars must not pass in curves

Car on outside track has right of way. Cars coming down grade have right of way at crossings.

RULE 85. Do not pull car on track with single motor. Never pull a car on the track with a single motor car.

RULE 86. Care of cars. Motormen will be required to sweep out cars before running into the house each night, and to dust out cars before running out same in the morning. No dirt, oily waste or other rubbish should be allowed to accumulate under the seats of the cars, and each Motorman will be held personally responsible for the neatness and cleanliness of his car.

In changing at end of line to operate car from other end, wipe oil carefully off top of controlling stand and brake staff, so that passengers will not get oil on their clothing.

RULE 87. Reporting trouble. Motormen will be held responsible for the condition of their cars and motors, and by their care and attention, the repairs on the same can be kept down greatly.

When a car is run into the house at night the Motorman must report to the Night Foreman who will enter in book provided for that purpose, any and all defects in the car or motors noticed by him during the day. State whether there is any flashing or sparking on the commutators, loose connections or trouble with trolley or controlling devices, brakes not acting properly, broken windows, doors, lamps, life guards, light-couplings, loose screws, bolts, etc., etc. Car should never be run when brake is out of order.

Motormen are responsible for the condition of their cars, and cars will be considered in good order unless otherwise reported to Night Foreman.

Reports of defects will be dated and O K'd when repaired.

RULE 88. Inspection of Motors. Motors should be inspected by Motorman at the end of each round trip, and be kept clean, tight, free from dust, etc., and Motormen who are careless in this respect, and do not take proper care of their motors and cars will not be retained in the employ of the Company.

RULE 89. Reports of defects in track or overhead work. Motormen are also required to report to Foremen of Car Houses any defects noticed by them in the track or road-bed or in the overhead work, particularly when damage is liable to occur through same, to life or limb, or to property of the public or of the Company.

RULE 90. Tools. Motormen will be required to keep themselves supplied with a full set of tools, consisting of screw-driver, monkey-wrench, a pair of Billings combination pliers, and an oil can, at their own expense, and a tool box will be provided each Motorman, with lock and key, in which to keep the same; and the box must be turned in, in good order when the Motorman quits the service of the Company.

RULE 91. Waste. A supply of waste will be given each Motorman every Sunday morning, and this waste must be kept in the tool box.

RULE 92. Car parts. Motormen must keep themselves supplied at all times with five (5) fuses which will be furnished by the Company, and the following equipment will be supplied each car, and marked with the number of the car, and Motorman in charge of the car will be responsible for them:

One Controlling Lever. One Reversing Lever. One Link and Pin. One Switch Rod. One Broom. One Coal Shovel. One Stove Poker. One Shaker. One Sand Pail.

Motormen will also be furnished by the Company with one ticket punch for punching Half Fare Tickets. He must carry this punch with him for use at all times when on duty. Motorman will be responsible for safe return of punch.

RULE 93. Responsibility for damage. Motormen will be held responsible for damage to Company's property when damage occurs through their failure to observe the rules of the Company.

RULE 94. Extra Cars. When holding for an "extra" never leave car without leaving an employe in charge of same.

RULE 95. Box fares. When running without Conductor, Motorman must see that passengers put their fares in the box as soon after boarding car as possible.

RULE 96. Collecting fares. Motormen are not allowed to collect fares when running without Conductor, except when cars are so crowded that it is impossible to get fares in box.

RULE 97. Box fares outside of Conductor limits. Motormen must see that passengers coming upon cars outside of the district covered by Conductors and riding to end of trip deposit their fares in the box. In cases where city officials refuse, Motormen may collect and deposit same.

If any passenger neglects to so deposit the fare, the Motorman in charge of the car shall inform such passenger that the rule of the Company requires the deposit of the fare in the box; and if the passenger then neglect or refuse to make such deposit, the Motorman shall notify him that he must leave the car unless the fare be immediately deposited, and the passenger still refuses to deposit the fare, the Motorman shall stop the car and remove such passenger therefrom, using no more force than may be necessary.

RULE 98. Dumping box fares. Motormen will dump fares at the end of every run, deposited by the passengers who boarded car after Conductor left same.

Fares in box when Conductor boards car will be counted and deposited by him.

RULE 99. Students. Whenever you have a student in your charge, teaching him how to run a motor, remain on the front platform with him, and under no circumstances leave him alone in charge of the car which is in your care and for which you are responsible.

RULE 100. Running in curves. Motor must not be run into curves faster than four (4) miles per hour, and never stopped until both motor and trail car are entirely out of the curve.

RULE 101. Stopping in curves and on grades. Cars should never be stopped in a curve or on a heavy grade with a standing load, except as per rule No. 20.

RULE 102. Look out for fares with trailer. When drawing a trailer, after Conductor has made his first collection, Motorman should keep a sharp look out for those who get on his car and signal to Conductor to come forward and collect.

RULE 103. Operate car from front end. Motorman must always operate the car from the front end, unless compelled to use the rear end by reason of the controlling mechanism being out of order.

Conductor, if on car, should go forward and keep lookout.

RULE 104. Appearance of cars. Motormen must keep brooms, waste, oil can and boots under the seats and out of sight, and Motormen must not hang or permit to be hung in or around cars or platforms of cars, caps, overcoats, raincoats or gloves. All of this wearing apparel when not in use must be kept under the seats and out of sight.

RULE 105. Headlights. Headlights must be carried and lit at dusk, and no cars must be run after dark without headlights. Keep headlights bright and clean and do not permit them to smoke.

RULE 106. Fast running. Motormen must regulate the speed of the cars in conformity with the time card, and not lose time on one portion of the route and make it up on another, Fast

or reckless running will not be permitted. (Motormen should familiarize themselves with every sound made by the car, and if any peculiar sound is noticed, use every possible means to locate the cause, and report it at once to the Foreman of the Car House.)

RULE 107. Care of motors. Motormen must run through water slowly and with power thrown off. In bending over motors, be careful that no water drips from your hat or clothes, and that nothing falls on the motor from your hand or pockets. Do not run over sticks, stones, spikes, wires, etc., that are liable to become caught and jerked up against the motors. Stop the car and remove the obstruction. Be careful in raising traps over motors not to let any coal, cinders, dirt or anything fall down on motor as the same is liable to get in between the armature and the pole pieces and cut the armature.

RULE 108. Deportment. No loud talking or calling from one car to another will be permitted.

RULE 109. Collisions. The moment any person, wagon or other obstacle is near you on the track, have your car under perfect control. Never take any risk in so important a matter.

RULE 110. Blockades. When approaching vehicles on the track, give several strokes of the gong, and do not run nearer than thirty feet until the vehicle has moved off the track and is entirely out of the way. Be civil to drivers of such vehicles, the use of improper language being strictly prohibited.

Should any driver persist in holding the track when it is not necessary for him to do so, you are to make no threats or use abusive language, but respectfully request him to drive off of the track, and in event of his refusal, summon the aid of the police. Ascertain the name, number, and name of employers of parties annoying Motormen by holding track or dodging dangerously in front of cars, and report the same to your Foreman or Superintendent.

When following a procession (either in carriages or on foot) which obstructs the track, you must not approach nearer than fifty feet until there is room to pass. If the street is not crowded, ring the gong and politely make the request that it move aside for you to pass; if refused, continue to follow until there is room to pass.

RULE 111. Failure of Power. In all cases where there is a failure of power on the line, throw off the power handle and (whether by day or night) throw on the lamp current. When the lamps light, you will be thereby notified that the power is on again and ready for use.

Do not leave your car while the power is off.

RULE 112. Leaving car. If for any reason you are obliged to leave your car, always keep your controller lever in your possession. A violation of this rule is sufficient cause for discharge.

RULE 113. Lamps. Examine and test the electric lights before dark, and be sure that no lamps are burnt out, or wires broken, and if you find either to be the case, have the matter attended to, or the car changed before dark.

RULE 114. Sand. Use sand on slippery rails, and be very cautious where rails are slippery on grades.

RULE 115. Salt. Handle motor carefully when track is covered with ice, snow, or sleet, and endeavor with careful use of salt, sand, and scrapers to make as good headway as possible without damage to cars or motors.

RULE 116. Snow. Use track scrapers for snow, slush, and mud whenever necessary.

RULE 117. Sweeper. Render all assistance in your power to sweeper crew, and snow and ice crew to keep tracks clean and traffic unimpeded.

RULE 118. Stoves. Motormen will attend to fires in car stoves during the winter time, and supply cars with fuel from the car house every morning. Fires should be kept going, and stoves free from ashes, and a moderate heat sustained in car at all times for the comfort of passengers. Do not allow coal or ashes to spill on car floor, which must be kept clean at all times.

Special Rules. Special attention is called to **RULE 78** for Motormen, and also, to **SPECIAL NOTICE** on last page of Rule Book.

In all matters not fully covered by these, Motormen are expected to use good judgment and discretion.

General Information. Motormen are expected to consult with the Company's Electrician and Shop Foreman on all subjects pertaining to the care of cars and motors, and remedying of

electrical troubles, and to acquaint themselves thoroughly in regard to the proper handling and ordinary repairs of cars. When asked for, information will be cheerfully given by the Foreman of Repairs at the car house.

**SPECIAL ADDITIONAL RULES
FOR BRIDGE LINE.**

RULES FOR CONDUCTORS.

RULE 119. On Government Bridges, Conductors will go forward, and take a position on front platform, after first having locked both rear gates and turned on slow switch. From front platform he will be on the lookout for fractious horses, and endeavor to help the drivers of same in every way possible, and do all that he can to quiet the horses, and lead them safely by the cars.

RULE 120. The record of Bridge Line men will depend mainly on freedom from accidents on account of horses scaring at their cars.

In case of any accident to persons or property on Bridge, render all assistance in your power, and report all particulars to office as per Rule 15, even though the accident occurred through no fault of the Company or any of its employees.

RULE 121. All passengers are entitled to ride between the hours of 6:00 and 7:00 o'clock in the morning, and 5:00 and 7:00 in the evening, either way, between Le Claire Street, Davenport, and Third Avenue and Twenty-fourth Street, Rock

Island, only, for one-half fare, or the distance covered by the Government Bridges and Island. Conductors will see that passengers riding beyond these points pay full fare.

Arsenal employees who are provided with Arsenal Workmen's Pass are entitled to ride from any point on the Bridge Line to and from the Arsenal at any time during the day at one-half fare.

Advise all persons taking advantage of the above rule to provide themselves with green one-half fare tickets, so as to get the benefit of the one-half fare, as otherwise you will have to charge them 3 cents for a fare.

RULE 122. In addition to \$2.00 in regular one-half fare tickets, Bridge Line Conductors are required at all times to carry \$2.00 worth of green one-half fare Bridge Tickets for sale.

RULE 123. Conductors will be required to regulate heat of cars in the winter time, controlling Electric Heaters as follows: No. 1 notch on controller cuts in all six heaters; No. 2, four heaters; No. 3, two heaters; No. 4, two in series; and No. 5 in parallel; so that the heat is gradually increased from notches No. 1 to No. 5.

RULES FOR MOTORMEN.

RULE 124. Motormen, in starting Bridge Cars, should steadily and slowly move handle from notch to notch. The motors are in series with resistance on 1st and 2d points which should be used only for starting.

On the 5th point, motors are in parallel with resistance; and this point is designed merely to smooth action of controller, and should not be used as a running point under any consideration.

To secure best efficiency for continuous operation, points 3, 4, 6, or 7 should be used.

Open and examine Controller at least twice a day.

RULE 125. The Cylinder Plates and Fingers resting on them should be given particular attention, and their surface kept in good condition. See that cylinder contacts are well lubricated with grease that will be supplied to you to prevent same from cutting. All contacts, surfaces, and all bearings should be oiled twice a day.

Keep a small amount of grease around both power and reversing cylinder shafts where they pass through the water caps or dial plates, so as to exclude any moisture.

RULE 126. Examine motors at least twice a day so as to see that they are in proper condition as per Rules 51 and 83.

RULE 127. Always run on Slow Switch when crossing Bridges, and under no circumstances run faster than at the rate of six (6) miles per hour (slow trot).

RULE 128. Always be on the lookout on Bridges for horses that are afraid of motor cars. When horses appear to be frightened, stop immediately until horse has gone on, or if horse is fractious, and his driver and the Conductor cannot manage him, render any assistance necessary to lead horse or horses past the car.

RULE 129. Allow no one to ride on front platform of cars, crossing bridges, except the employes of Company designated in Special Rules on Bulletin Board.

RULE 130. Comply with rules and directions of U. S. Government Bridge Guards at all times.

RULE 131. Cars following vehicles on Bridge must not approach nearer than fifty (50) feet of them.

SPECIAL NOTICE.

If by reason of the negligent failure of any employe to obey the rules as to operating cars, any person should be killed, such employe might be indicted and convicted of the crime of manslaughter, under the laws of the state.

THE PLEA OF IGNORANCE WILL NEVER BE TAKEN AS AN EXCUSE FOR THE NON-OBSERVANCE OF THESE RULES.