

**NICKEL PLATE
ROAD**

**The New York, Chicago &
St. Louis Railroad
Company**

RULES

**Governing the Issuance and Use
of Free Transportation**

**Superseding All Previous Instructions
Relating to Free Transportation**

Office of
THE PRESIDENT AND GENERAL MANAGER
Cleveland, O., January 1, 1917

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PASS RULES

1. These regulations apply to all free transportation, whether passes are issued or are honored for transportation wholly within one state or otherwise. These rules are based on the law and orders of the Interstate Commerce Commission, and must be strictly complied with.

NON-REVENUE PASSENGER SERVICE.

2. All non-revenue passenger service, whether transportation or parlor car accommodations, except as provided in paragraphs 41 to 45, 51 to 57, inclusive, shall be covered by passes as hereinafter prescribed.

GENERAL CLASS OF PASSES.

3. There are three general classes of passes, namely:

- 1st Annual or term passes.
- 2nd Trip passes.
- 3rd Telegraph passes.

- (a) Annual passes are those good until the end of the calendar year without restriction as to the number of trips, and good over the entire road. Term passes are those good for a specified period of time less than a year, or limited as to territory, or both, without restriction as to the number of trips.
- (b) Trip passes are those good for a specified period of time and restricted to a single trip, or to one round trip.
- (c) Telegraph passes are those issued upon telegraphic or telephonic authority and restricted to a trip in one direction, within a specified time, not exceeding four (4) days.

Passes of any class endorsed "Good on parlor cars" by the President and General Manager, will be honored for parlor car accommodations, in the cars of this company, but not those operated by the Pullman Company.

OFFICERS ISSUING PASSES.

4. All passes will be issued over the autograph or facsimile signature of the President and General Manager, except as otherwise provided in the case of telegraphic passes.

COUNTERSIGNING OF PASSES.

5. Each pass bearing facsimile signature must be countersigned with ink, except as provided in paragraph 11, by an officer or responsible subordinate, who must be designated on the pass.

6. The following may countersign trip passes, issued between any points on the road, for employes in their departments, and entirely dependent members of their employes' families:

Assistant to the President, or Chief Clerk,
Superintendent of Transportation, or Chief Clerk,
Chief Engineer, or Chief Clerk,
Superintendent of Motive Power, or Chief Clerk,
Superintendent of Track Maintenance and Construction, or Chief Clerk,
Superintendent of Telegraph, or Chief Clerk,
Division Superintendents, or Chief Clerks.

7. The following may countersign trip passes for employes only in their departments, over their respective districts or divisions:

Assistant Superintendents, or Chief Clerks,
Master Mechanics, or Chief Clerks,
Trainmasters, or Chief Clerks,
Acting or Assistant Trainmasters,
Chief Train Dispatchers,
Supervisors.

BLANK PASS SUPPLY AND DISTRIBUTION.

8. The stock of blank passes will be kept in the office of the President and General Manager and will be issued only on written applications.

9. Trip pass stock will be printed in sheet form, instead of book form as heretofore, so that, by folding and inserting carbon paper between the coupons, the going and return portions and the stub, may be filled out by one writing on the typewriter.

FILING OF PASS STUBS AND REQUESTS.

10. The stubs of passes issued by offices authorized to countersign, together with the requests covering same, must be transmitted to the President and General Manager, through the channel of superior offices, as and when a series of one hundred consecutively numbered passes shall have been issued. The stubs must be arranged in numerical order and the requests correspondingly arranged. Pass stock remaining unissued at the end of each year must be forwarded to the President and General Manager.

PREPARATION OF PASSES.

11. All passes must be filled out with a durable ink, either with pen or typewriter, or by printing, except that in case of emergency, a trip pass may be filled out and countersigned by the use of indelible pencil.

12. In making passes for one way only, the going portion must be cancelled by drawing diagonal lines through the same, and left attached to the stub. For convenience in Auditing, passes issued for one way only, should be so marked on the face, thus (one way). Spoiled, returned or unused trip passes must also be cancelled and attached to the stub. If stubs have been filed with the President and General Manager, such passes should be forwarded to him. The going and return portions of a pass must be made between the same points. If a pass is desired, say from Chicago to Cleveland and from Cleveland to Fort Wayne, separate passes must be issued.

13. Figures must not be used to indicate the number of persons or the month, and several dots, dashes, asterisks or other appropriate marks must be placed after the name of the person or persons to be passed, to prevent any additions being made, thus, Pass,—Mr. John Smith * * * * *. Passes must not contain obliterations, erasures, or alterations, otherwise they will not be honored.

14. The Conductor's check, or going portion of a pass, when detached, is void, unless pass to which it belongs is presented with it.

15. Each pass issued must bear upon its face the name of the person to be accorded free transportation, except as provided in paragraph 16 C.

In issuing a pass for a man and his wife, the form should be:

"Pass,—Mr. and Mrs. John Brown."

Passes issued to women and girls must have the title "Mrs." or "Miss" written before the name.

Passes for men and boys will be designated by writing the title "Mr." before the name.

16. A pass may include, in addition to the persons named thereon, a specified number of unnamed persons of any class eligible to receive free transportation, the number and the class to which such persons belong being specified upon the pass, for example:

- (a) Pass,—Mr. John Smith, Car, five officers and employes
Account,—President, officers and employes, X. Y. & Z. Ry.
- (b) Pass,—Mr. John Smith and six employes,
Account,—Section foreman and laborers, X. Y. & Z. Ry.
- (c) Pass,—One extra messenger, when presented with letter signed by
Superintendent of Eastern Express Company, authorizing use and giving name of person to be passed.

Account,—Messenger, Eastern Express Company.

17. A pass for "Mr. John Smith and three children" is not a sufficient compliance with the provisions of paragraph 16; it must be made so that the representation that they are the children of the person named shall affirmatively appear and must show the given names of children, for example:

Pass,—Mr. John Smith and son (Robert) and daughter (Sylvia),
Account,—Brakeman, X. Y. & Z. Ry.

18. The name of the person presenting the pass must appear on it unless it be prepared similar to the third example of paragraph 16, and presented with letter authorizing use and giving name of person to be passed. Passes issued for the transportation of more than one person, so as to be used separately by any one included thereon, must name the person actually using the pass. For instance, a pass to be used by either Mr. John Smith or his daughter, or a

pass to be used by either Mr. William Brown or one brakeman, should read:

Pass,—Mr. John Smith and daughter (Sylvia).
Pass,—Mr. William Brown and Mr. Edgar Moore.

19. A pass issued to "Mr. and Mrs. John Smith" is construed as if having the name of the wife appearing upon it and may be used by her in the absence of her husband.

20. Each pass must show in accordance with the following, on what account it is issued:

- (a) A pass for an officer or employe of the carrier issuing the pass must show the title or occupation of the person to whom it is issued, for example:

Pass,—Mr. John Smith,
Account,—Brakeman.

- (b) A pass for a member of the family of an officer or employe of the carrier issuing the pass, must show the name of such officer or employe, except as provided in paragraph 20 (c), his title or occupation, and the relationship of the person to whom it is issued, for example:

Pass,—Miss Mary Smith,
Account,—Daughter of J. A. Smith, Brakeman.

- (c) A pass for the wife of an officer or employe of the carrier issuing the pass, which shows the husband's given name, may omit, after "Account," the name of such officer or employe; e. g.,

Pass,—Mrs. John Smith,
Account,—Wife of Brakeman.

- (d) A pass for an officer or employe of a carrier other than the carrier issuing the pass, must show the title or occupation of the person to whom the pass is issued and the name of the carrier by which employed; e. g.,

Pass,—Mr. John Smith,
Account,—Brakeman, A. & B. R. R.

- (e) A pass for a member of the family of an officer or employe of a carrier other than the carrier issuing the pass, must show the name of such officer or employe, except as provided in paragraph 20 (f), his title or occupation, the rela-

tionship of the person to whom the pass is issued, and the name of the carrier by which employed; e. g.,

Pass,—Miss Mary Smith,
Account,—Daughter of John Smith, Brake-
man, A. & B. R. R.

- (f) A pass for the wife of an officer or employe of a carrier other than the issuing carrier, which shows the husband's given name, may omit, after "Account," the name of such officer or employe; e. g.,

Pass,—Mrs. George Brown,
Account,—Wife of clerk, A. & B. R. R.

- (g) Every pass issued to a person other than an officer or employe of a common carrier or members of their families, must state in the space provided for "Account," the reason for the issuance of the pass; e. g.,

Pass,—Mrs. Sarah Jones,
Account,—Charity.

Pass,—Mr. Henry Brown,
Account,—Traveling Secretary, R. R. Y. M.
C. A.

21. The territory in which, or the points between which a pass will be honored, must be shown upon it; e. g.,

- (a) From to
(b) Between and
(c) Between all stations.

22. The period of time for which a pass will be accepted for transportation must be indicated upon it; e. g.,

- (a) Until
(b) Good for one trip until
(c) If used within four days.

23. On trip passes must be shown the address (city or town) of the person for whom the pass is issued, and the name of the person making the request upon the issuing office.

REQUESTS FOR PASSES.

24. Passes shall be issued only upon written requests or telegraphic requests confirmed by written requests, except as provided in paragraph 26. Form

675 shall be used for making requests, and the numbers of the passes issued must be noted on the face of the requests. Officers approving requests must use every precaution in case of doubt to satisfy themselves that the statements in the application are correct.

25. All the information required to be shown on passes issued as prescribed in paragraphs 11 to 23, inclusive, must be indicated on requests for passes. In addition to such information requests must furnish information as follows:

- (a) The age and given name of all children and other dependents, except wives or parents.
(b) Length of service on requests for foreign passes.
(c) Requests for passes for other than employes of a common carrier, or dependent members of their families, must give evidence, clearly set forth, or be accompanied by papers showing the legality of the issuance of the pass requested.

26. Written requests for passes may be dispensed with in the following cases, provided the records of passes issued show the full information required, and in addition state upon whose authority the passes were issued and the reasons for dispensing with written requests:

- (a) For passes issued to employes engaged in the office in which the passes are actually prepared.
(b) For passes sent to employes attached to the office in which the passes are actually prepared, but temporarily located at other points to travel upon instructions from such office.
(c) In cases of emergency requiring immediate use of pass, and when there is insufficient time to procure written requests before issuance.

27. Requests for passes for or on account of a carrier's own officers or employes, must be made over the signature of the person to whom or on whose account the passes may be issued and must be signed by recommending and approving offices. Requests for annual and term passes need only be signed by the requesting officer.

28. Requests for passes for any persons not covered by paragraph 27, must be made over the signature of the persons making such requests and must be approved by the requesting officer of this company.

SIGNATURES OF USERS OF PASSES.

29. All passes must bear the signatures of the users, either in ink or indelible pencil, except as provided in paragraph 32. On the back of each pass, other than a telegraphic pass, issued on telegraph blank, must appear a statement that the holder is not prohibited by law from receiving free transportation and that the pass will be lawfully used. This statement may be shown, among other conditions, if any, and must be subscribed to by the holder.

30. A pass issued for a number of persons, but naming only one person, such as, "Mr. John Smith, section foreman and six laborers, X. Y. & Z. Ry.," need be signed only by the person whose name appears on the pass.

31. A pass issued for a number of persons, the names of all appearing on the pass, such as, "Mr. William Brown and Mr. Edgar Moore, brakemen," must be signed by the users, whether the pass is used by one or by more than one of the persons named thereon, except that such pass when issued to the members of a family need be signed only by one of the persons using it.

32. A pass issued for a person without giving the name, such as, "Pass one extra messenger when presented with letter, etc.," need not be signed by the user. The letter or identification form which accompanies the pass must be endorsed by the user and collected and filed with collected trip passes.

33. When a user named on a pass is unable to write, his mark will be accepted when witnessed in the usual manner. When passes are presented on trains with the conditions unsigned, the required signatures should be affixed before passes are accepted for passage. If the user is unable to sign his name, the conductor will witness his mark.

TELEGRAPH PASSES.

34. Telegraph passes may be issued in cases of emergency only, and shall be confined to one-way passage. Telegraph passes must be of the following form:

.....

.....

This telegram, when written in ink and countersigned by you, will pass
from to
accountif used within four days.

.....
(Signature—issuing officer)

The issuance of telegraph passes is confined to *officers* authorized by these rules to sign or countersign trip passes, and to the territory within which such officers have authority to issue passes.

35. A copy of each telegraph pass must be sent to the Auditor on the day of issue, to check against passes honored. Each time a telegraph pass is issued, the required record, to be shown on blanks furnished for that purpose, shall be entered thereon with typewriter, and at the end of each month, such record shall be sent, together with copy of each telegraph pass issued, through the channel of superior officer so as to reach the President and General Manager's Office, not later than the 5th of the succeeding month, where permanent record will be kept.

36. Telegraph passes do not embrace stop-over privileges.

37. Used telegraph passes must be filed with used trip passes.

38. Telegraph passes must be signed by the user, the same as other passes, except that they shall be signed on their face.

39. Telegraph passes expiring by limitation, before they are called for, must not be delivered, but shall be returned to the officer issuing them.

FILING USED PASSES.

40. All passes collected must be filed in the Auditor's office, in such manner as to be readily accessible and convenient for examination.

FREE PASSENGER FARE TICKETS.

41. (a) Free passenger fare tickets are tickets issued in lieu of passes, and may only be authorized by the President and General Manager, and when this is done the Ticket Agent's report of tickets "Without value," must be supported by such authority.

(b) All requests for refund of fare paid in emergencies, by employes and others entitled to free transportation, whether for travel over this road or to the line of another carrier, must be sent to the office of the President and General Manager. If they are favorably considered, voucher in refund, or application to the foreign carrier, will be made by that office, as the case may be.

(c) Requests for refund must contain the same information as a pass request, and in addition must show:

Date, form and number of the ticket purchased,
Amount paid,
Number of train on which used,
Reason for paying fare instead of requesting pass, and must be accompanied by Ticket Agent's receipt for ticket purchased.

(d) Vouchers for refund of fares paid, when in accordance with a prior arrangement made by authority of the President and General Manager, may be prepared by the head of the department making the arrangement, but must be sent to the President and General Manager for approval before being audited. Records of free tickets issued and fares refunded will be kept in the office of the President and General Manager.

FREE TRANSPORTATION WITHOUT PASSES.

42. The following officers may be permitted to pass over the entire road without ticket or pass, upon personal recognition by the Conductor:

President and General Manager,
Assistant to the President,
Superintendent of Transportation,
General Freight Agent,
General Passenger Agent,
Chief Engineer,
Superintendent of Motive Power,

Assistant to the Superintendent of Motive Power,
Superintendent of Track Maintenance and Construction,
Superintendent of Telegraph,
Division Superintendents.

43. The following officers may be permitted to pass over their respective districts without ticket or pass, upon personal recognition by the Conductor:

Assistant Superintendents,
Trainmasters,
Acting or Assistant Trainmasters,
Chief Train Dispatchers,
Master Mechanics,
Supervisors.

44. The following designated persons may be carried without passes, when in the actual performance of their duties:

Train crews,
Sleeping car, chair car and dining car employes,
Express messengers, baggage agents,
Newsboys on trains,

but when not on duty, are required to ride in the passenger coaches and be provided with proper transportation or identification slip.

IDENTIFICATION SLIPS.

45. Except as above, when necessary for employes to travel in the performance of their duties in the transportation, maintenance or construction work of the railroad, or to travel to and from such duty on instructions of the company, and it is not practicable to supply them with passes, an identification slip Form No. 797 may be furnished such employes, which will be the conductor's authority to carry them without ticket or pass.

46. These identification slips may be issued by the following, over their name, either in the original or by telegraph, for employes only, in their departments; except, in emergencies, the Superintendents or Trainmasters may issue identification slips for employes of any of the departments mentioned.

Superintendents,
Trainmasters,
Acting or Assistant Trainmasters,
Superintendent Track Maintenance and Construction,
Supervisors of Track, Bridges and Buildings, and
Water Service,
Division Engineers,
Master Mechanics,
Roundhouse Foremen,
Car Foreman at Buffalo.

47. In preparing identification slips the name of each employe and his occupation must be shown thereon, or the name of but one of such employes need be given and the number of other employes of each class shown, for example:

John Smith, Conductor, and two brakemen,
John Smith, Foreman, and twenty men,
John Smith, Engineer, and one fireman.

48. All employes who travel on identification slips, whether their names are shown or not, are required to sign their names on the face of the slip, except that when gangs of laborers are being moved in charge of foreman, only the foreman need sign the slip.

49. Conductors of trains on which identification slips are presented will note thereon the number of train, date and number of persons carried, and send the slips to the Auditor.

50. When officers' cars of this Company or other companies are moved over this line, conductors will collect tickets from all occupants not entitled to free transportation, and will collect or take record, as required by these rules, of free transportation of occupants entitled to ride free, and ascertain the names of officers of this Company occupying the car, and who are, under these rules, not required to present transportation.

51. In cases of wrecks, epidemics or other calamitous visitations, persons not prohibited by law from receiving free transportation may be accorded transportation without passes. In such cases a general statement of the facts must be made by conductors and filed with reports of passes honored.

Note. The Interstate Commerce Law permits a railroad to carry free, persons injured in wrecks, etc., and physicians and nurses attending such persons; and to carry passengers free with the object of providing relief in cases of general epidemic, pestilence or other calamitous visitations.

POSTAL COMMISSIONS.

52. United States Post Office Department Commissions may be honored for the passage of officers and employes of that Department when traveling on official business.

TRANSPORTATION OF CARETAKERS.

53. Pass forms must not be used for the transportation of caretakers of property. The transportation of caretakers is regarded as revenue transportation, the cost of which is included in the rates covering the charges on shipments for which caretakers are allowed.

54. Caretakers in actual charge of shipments of live stock, poultry, milk or fruit, and traveling on trains with such shipments, shall be furnished with no other evidence of their rights to transportation than are contained in shipping contracts or in identification papers to be used in connection with notations on way-bill. If caretakers are permitted under the provisions of tariffs to travel on passenger trains immediately preceding or following shipments, they must be furnished with a form of caretaker's ticket, which must give full way-billing reference and conform to published tariff provisions.

55. If a caretaker's return passage is furnished under the terms of the shipping contract, it shall be provided for either by having the shipping contract executed at destination for return, or by having it lifted and caretaker's return ticket issued, which must conform to published tariff provisions and show (a) the way-bill or shipping contract reference, or, (b) the initials and numbers of the cars, the shipping point, and the destination named in the contract.

56. In case shipments of milk are handled on tickets instead of way-bills, caretaker's tickets must give full reference to dates and numbers of trains on which the shipments move.

57. All collected caretakers' tickets, shipping contracts, and identification papers on which caretakers are carried, must be checked against the way-bills or way-bill records and filed in such manner as to be accessible and convenient for examination.

GENERAL RULES

58. In issuing passes to employes it should be understood that the primary intention is to enable them to travel over the line on Company business without the necessity of purchasing tickets; however, passes may be given over this line and re-

quested over other lines in a reasonable number as a courtesy to employes, for themselves and dependent members of their families. Nothing in this book of rules shall be considered as binding this Company to furnish free transportation to any employe under any circumstances.

59. An endorsement or notation purporting to increase the privileges originally granted by a pass, is void, unless it is signed by the person authorized to sign or countersign the pass.

60. All passes endorsed "Good on Parlor Cars," and honored for seat accommodation in such cars operated by this Company, must be reported on form provided.

61. Passes must not be accepted after the limitation shown thereon has expired, unless otherwise ordered. The time limit of trip passes may be extended by endorsement on the back thereof, over signature of the issuing officer or of that of the person authorized to countersign, whose name appears on face of pass. Such extensions should be noted on pass stub. Pass presented before midnight of the date on which it expires may be honored to destination, provided the trip is continuous.

62. Conductors must make report of annual and term passes honored for each run on form 790, except passes issued to employes of this Company and their families, of which no record need be taken.

63. Trip passes collected shall in all cases be endorsed in space provided so as to indicate the dates and numbers of trains on which used, etc., and in addition thereto, if a trip pass is honored for passage between stations, other than those named on its face, and is collected, the conductor shall indicate upon it the stations between which it actually was used; and if a trip pass, except passes issued to employes of this Company and their families, is honored for passage between stations other than those named on its face, and is not collected, the conductor shall report the use of the pass on form 790 in the same manner as provided for annual or term passes.

64. Travel performed on commissions issued by the United States Post Office Department must be shown on Conductor's report (form 790) of passes honored, except when the holder is actually engaged in handling mail on the train.

65. Passes will not be accepted for passage on trains not scheduled to carry passengers unless so endorsed; such endorsement to be signed by the person authorized to sign or countersign the pass.

66. Freight conductors must make report to the Auditor of all passes honored on their trains, being governed by the same rules as apply to passenger trains.

67. Annual passes issued for car and occupants may be honored for the individual whose name appears thereon when traveling without the car, but only for such person and not for others of the party.

68. Trip passes will be good for stop-over within the time limit of same, upon notification to the conductor by the holder of desire to do so, and when next presented it will be honored, within the time limit, from the stop-over station to next stop-over point or to destination shown on pass.

69. If any pass is lost, mislaid or stolen, it must be bulletined immediately, and if a pass is issued in lieu thereof, it should be written in red ink or marked duplicate. In the case of cancelled, returned or lost passes, the fact must be stated on the record, with the date of cancellation, return or loss.

70. Free baggage allowance on passes will be the same as on tickets.

71. Station numbers, instead of names, may be used on Conductors' report and for endorsements on trip passes.

72. Conductors must be careful and scrutinize passes closely to see that they are properly filled out, signed and countersigned, and presented by the person or persons named thereon, before the specified time limits have expired. They must also, in order to guard against any frauds that might be attempted, familiarize themselves thoroughly with the genuine forms of passes and the personal signatures of those who are authorized to sign and countersign passes.

73. If any irregular pass is presented, the conductors must take the same up, collecting fare from the passenger, and forward the pass to the Superintendent, with a statement of the facts, including the name and address of the holder, if at all possible to secure it. If in any doubt as to the validity of a pass, the conductor must take the same up and wire the Superintendent for instructions.

74. Conductors have no discretionary power to pass anyone in violation of these instructions, and will not assume or take for granted that any passenger has a pass if one is not shown, but inquire for and examine it and see that the conditions and limitations are being conformed to.

75. No officer or employe should make any request of, or suggestions to, conductors in violation of these rules.

76. Conductors when on duty will keep in their possession a copy of these instructions, and should any controversy arise by reason of the enforcement of these rules, inform the passenger they are acting in conformity with their instructions and refer him to the officer from whom the pass was secured.

77. A request for pass over another railroad should not be consolidated with request for pass over our own road, but a separate request blank must be used.

78. Requests for trip passes on foreign lines should be made in ample time to secure pass before trip is to be made. Special handling of requests will only be given in extreme cases of emergency, serious illness, death, etc.

79. If passes are obtained by employes and cannot be used as expected, they should be returned, or, if changes are desired, they must be returned for correction.

80. When an employe leaves the service of the Company, the head of the department in which he was employed must require the immediate surrender of all transportation in order that same may be returned for cancellation.

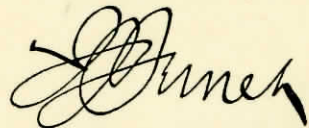
81. Officers and employes of this Company are forbidden to solicit transportation over foreign lines, but the same should be regularly requested through the office of the President and General Manager. Unsolicited complimentary passes may be accepted.

82. Requests for half-fares or reduced rate orders, for account of employes of this Company, will be handled in the same manner as requests for passes, and may be granted by authority of the President and General Manager.

83. Every employe is hereby warned that misuse of passes is not only forbidden by the rules, and is cause for instant dismissal, but is unlawful, with severe legal penalties against railroads to pass anyone not authorized by law, and likewise legal penalties for anyone who uses such transportation contrary to law. Any misuse of transportation by any person should be reported immediately to Department head.

84. No pass records of any kind are to be destroyed without first securing authority through the regular channels, as provided in the Interstate Commerce Commission's instructions governing the destruction of records.

85. These instructions supersede all heretofore issued.



President and General Manager.

Cleveland, Ohio,
January 1, 1917.

This book is the property of the New York, Chicago & St. Louis Railroad Company and must be returned by the holder when leaving the service.

