

THE ST. PAUL
UNION DEPOT CO.



Operating Rules
and
General Instructions

The Consolidated Code of Operating Rules and General Instructions, Effective December 1, 1945, is hereby adopted by The Saint Paul Union Depot Company.

Rules contained herein are supplementary to the Consolidated Code. Rules, or parts of rules, in the Consolidated Code which are inconsistent with rules of The Saint Paul Union Depot Company, are superseded by the rules of The Saint Paul Union Depot Company.

These Rules govern employes of The Saint Paul Union Depot Company and employes of the railroads using the property of this Company. They take effect July 1, 1947, superseding all previous rules and instructions inconsistent therewith.

Employes whose duties are prescribed by these rules must obtain a copy from the proper officer.

Special instructions may be issued by proper authority.

C. S. CHRISTOFFER
Vice President and General Manager.

PROPERTY LIMITS

1. The limits of The Saint Paul Union Depot Company property extend from connection with the Northern Pacific Ry. and Great Northern Ry. tracks at Third Street and connection with the CMStP&P-CB&Q R.R. tracks opposite depot round-house, on the east, to connection with the CGW Ry. and CMStP&P R.R. tracks at Robert Street on the west.

BULLETIN BOARDS

2. Bulletin boards are located in the Telegraph Office, Yard Office, and Round House.

TIME-TABLE

3. The time-table of The Saint Paul Union Depot Company is for information only. Employes of railroads using the tracks of this Company will be governed by current time-table of their respective Companies only as to arriving and departing time of trains.

SUPERIORITY OF TRAINS

4. There is no superiority of trains within the limits of The Saint Paul Union Depot Company property.

MOVEMENT OF TRAINS

5. Within the limits of The Saint Paul Union Depot Company property trains and engines must move at restricted speed and must not exceed ten (10) miles per hour through crossovers, turnouts and puzzle switches.

The entrance to and all movements on this property will be made only on authority of hand signals from switchtenders. No train or engine may foul any track or puzzle switch without authority of hand signals from switchtenders in control of such movements, except that short interior switching movements may be made through crossovers connecting shed tracks when authorized by train director.

Any lead or track may be used for the make-up of trains on authority of train director. The movement of trains should be given preference.

6. STOP must be made at STOP signs, and movement must not be started until authorized by proper signal from switchtender.

7. When indicated by the ringing of the bell, flashing of headlight, hand or light signal that a train or engine is ready to move, the switchtender in charge of the shed track on which the movement is standing will handle as follows: at west end of station the switchtender will control the movement by hand or light signal; at the east end of station the switchtender will inform the train director, who will route the movement by instructions over the public address system. Switchtenders will be governed by these instructions, relaying such instructions by hand or light signal to the next switchtender in the direction of the movement, each must receive an acknowledgment before signalling the movement. Signals must not be acknowledged or acted upon unless the signal corresponds with instructions from the train director and is definitely understood.

8. When backing, the back-up air brake valve on passenger trains must be operated by the conductor, except in the movement of empty equipment, it may be operated by a competent trainman or yardman. When practicable, conductors must see that trainmen are stationed so hand or light signals may be used, in case of an emergency.

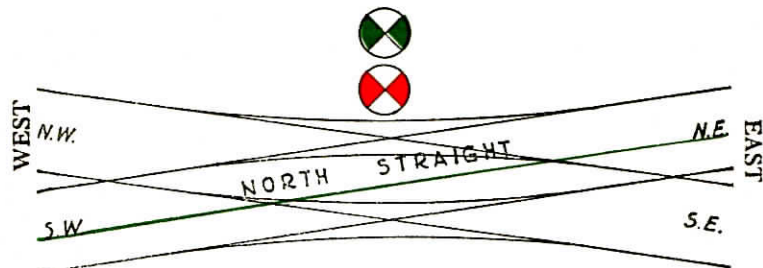
When backing a train, the engine brake valve must be in running position; an application of the brakes must be made with back-up air brake valve before starting and it must be known that the brakes are in operative condition. Movement must not be started until the proper signal is given. A running test must be made with the back-up air brake valve before the train has moved 300 feet; if the running test is not made within 300 feet the engineer must stop the train and ascertain the cause. The speed of train must not exceed eight (8) miles per hour and train must be under such control that it can be stopped short of train, or obstruction, and short of bumping post on stub tracks.

9. Headlights must be dimmed while on shed

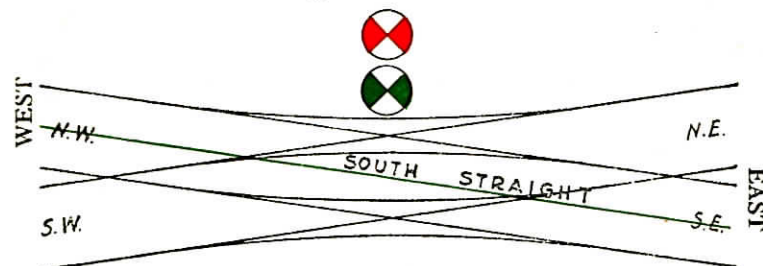
10. The use of torpedoes is prohibited.

11. Burning fuses must not be used except in case of emergency and then only when held in hand and must be extinguished before leaving.

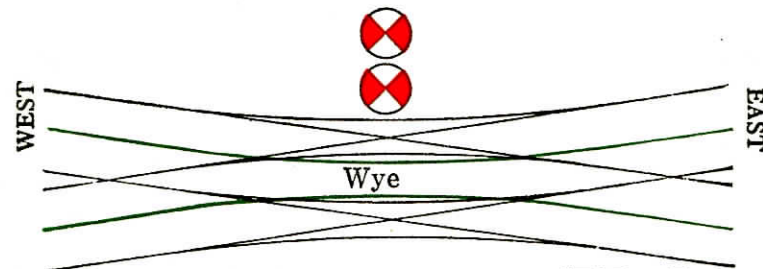
PUZZLE ALIGNMENTS



12. Indication—Proceed on north straight route. North straight route clear.



13. Indication—Proceed on south straight route. South straight route clear.



14. Indication—wye route set—STOP. Except when given proceed signal by switchtender.

YARDMASTERS

15. Yardmasters report to and receive instructions from trainmaster.

TRAIN DIRECTORS

16. Train directors report to and receive instructions from trainmaster or his representative. They will direct the movement of trains and engines and are responsible for observance of rules and special instructions, they must guard against conflicting movements and unsafe conditions.

When announcing movements and transmitting track designation over the public address system, the number of the track must be plainly pronounced.

They will make records required.

FOREMEN OF YARD ENGINES

17. Foremen of yard engines report to and receive instructions from trainmaster, yardmaster and train director. They must know jointly with engineers that engines are equipped with necessary flagging equipment.

YARDMEN

18. Yardmen report to trainmaster and yardmaster. While on duty they are under the direction of the foreman of yard engines.

SWITCHTENDERS

19. Switchtenders report to and receive instructions from trainmaster and train director. They are responsible for and in direct charge of

switches assigned to them. They will handle switches at the direction of yard crews when they do not conflict with instructions from the train director. When more than one train is ready to move and confusion may result, hand signals must be given from a point where they cannot be misunderstood. They must guard against conflicting movements and unsafe conditions.

ENGINEMEN

20. Engineers and firemen report to and receive instructions from trainmaster and roundhouse foreman.

OPERATORS

21. Operators report to and receive instructions from trainmaster.

Messages pertaining to train connections and all other advice concerning passengers, equipment and trains, must be immediately transmitted by Telautograph when possible, otherwise given to those concerned by telephone.

TRACK FOREMEN

22. Track foremen report to and receive instructions from district engineer.

23. They must carry a reliable watch.

24. They must have necessary flagging equipment while on duty and instruct their men as to its use.

25. If track is to be made unsafe, or found impassable, a red flag by day or a red light by night must be placed between the rails of the track at a safe distance on each side of the point of ob-

struction, where it can be plainly seen by an approaching train or engine; these signals must not be removed until the track has been made safe for passage of trains or engines.

26. They must exercise care and economy in the use of material and tools; all surplus material, scrap and extra tools must be stored in places provided.

27. They must give attention to conditions and appearances of all company property, making necessary repairs and report defects to proper authority. They must make frequent inspection of all frogs, guard rails, switch rails and other appurtenances of similar nature, and see they are properly protected with foot-guard blocking as required

28. They must not allow any material to be placed within six feet of nearest rail.

**GENERAL AND SAFETY INSTRUCTIONS GOV-
ERNING ONLY EMPLOYES OF THE ST.
PAUL UNION DEPOT COMPANY**

50. Employes must avoid standing or walking on tracks, except in performance of duty. Before crossing tracks look in both directions for approaching trains, engines or cars and keep a safe distance from end of engines or cars.

51. Employes in performance of their duties must, when about to board or alight from cars or engines, look out for trains approaching on adjacent tracks and see that there are no obstructions or openings on the ground and no side obstructions which might cause injury.

52. Do not go between or in front of moving cars or engines to couple or uncouple, or to connect or disconnect hose.

Lining drawbars or knuckles with hand or foot, when engines or cars are in motion, is prohibited.

53. Do not uncouple hose until both angle cocks have been closed when train line is charged.

54. Kicking a brake shoe while car is in motion or kicking an air hose to stop leak is prohibited

55. Not more than two employes are permitted on leading footboard of a moving engine and then on outside of rail on each side of drawbar. They must alight to clear before a coupling is made. While riding on the leading footboard, crossing over from one side to the other by swinging around the face of the drawbar is prohibited.

56. Employes must not ride on side of engine or car while it is being moved over turntable or in or out of roundhouse or at any other points of restricted clearance.

57. Employes are forbidden:

- (a) On engine footboard, between engine and car, when cars are being pushed.
- (b) On buffers, drawbars, brake beams, grab irons, brake wheels, and ladders on facing end of cars that are being pushed, or on rear tender sill when backing.
- (c) On truss rods, using door handles for handholds.

- (d) Getting on or off engines or cars moving at an unsafe rate of speed.
- (e) Stepping to the track from the front of an engine or car in the direction in which it is moving.
- (f) Standing between cars or engines and cars when coupling is made.
- (g) Stepping off of footboard or getting off a car and then crossing over ahead of an engine or car while slowing down to make coupling, throw switch or any other purpose.

58. None but authorized persons are permitted to move engines at any time.

59. While employes are working on air brake rigging on engines or cars, brakes must not be set or released until it is ascertained no one will be injured thereby. When practicable, the air on cars or engines on which employes are working must be cut out until repairs have been completed.

60. Before opening blow-off cock, operating air pump or injector, opening cylinder cocks or reversing valve motion, make certain no person is in zone of danger.

61. Standing in gangway of engine on sharp curves or on apron between engine and tender when moving through turnouts is prohibited.

62. When climbing on or off engines or cars, use both hands and face the ladder. Make sure of a firm grip and a safe foothold.

63. Employes are prohibited from tightening packing nuts on lubricator glasses or water

gauges while there is any pressure within the glasses, except when all steam valves are shut off.

64. Employes in charge of engines at the time they are coaled, must see that coal is properly trimmed to prevent it from falling from sides or on rear of tender or over gates.

65. Snow or ice should not be allowed to accumulate on footboards.

66. In case of injury to any person, employes will apply "First Aid to the Injured"—as per instructions in First Aid Kits; in mail room, women's rest room; yard office, roundhouse, building engineer's office, and storeroom. Department Head must be furnished with all particulars as promptly as is possible, in triplicate.

67. Employes must warn unauthorized persons, particularly children, against trespassing on Company property.

68. Employes must be suitably shod and clothed to safely perform their duties.

69. Do not leave drawbars, couplers, brake shoes or any other obstructions between rails or near tracks, or on station platforms, where trains may strike them or person stumble over them. If unable to remove such obstruction to place of safety, report at once to proper officer.

70. Do not throw any article from engines, cars, scaffolds, or other high places without first ascertaining that no one will be injured thereby.

71. Before entering or permitting any employe to enter a turntable or other pit containing machinery, foreman or man in charge must personally see that power switch to machinery is in

“off” position and tagged “Danger—Do Not Operate.”

72. Stepping or jumping across ash or other pits is prohibited.

73. Horses, trestles, or blocking must be used where work is to be done under car or engine tender, either or both ends of which have been raised on jacks. To prevent dropping in case jacks give way, space between horses and car or tender must be filled solid with wood. Before jacking up one end of car, wheels on the other end must be blocked to prevent car from moving or falling.

74. Leaving boards with nails or screws protruding where they may be stepped upon is prohibited. Remove to a place of safety or turn down nails.

75. Manholes, openings in floors and holes along right-of-way, where liable to cause injury, must be covered or protected by a barrier, and red lights used when necessary.

76. Smoking or using open flame in or near manhole where gas may be present is prohibited.

77. Entering sewer, sewer manhole or oil tank, without an employe at the top to render assistance in case of necessity, is prohibited.

78. Having gasoline in unapproved container, for any purpose, is prohibited.

79. Water is a conductor of electricity; keep it away from electric wires.

80. Gasoline must not be used to clean hands, gloves or clothing while on duty or on Company property.

81. Icicles must be removed particularly over doorways to prevent injuries from falling ice.

82. Wear prescribed goggles, properly fitted, when engaged in work listed below:

A. Acids, alkalis, water treating chemicals, or other irritants—using, pouring or handling in open container.

B. Adzers, using power.

C. Blowing with compressed air.

D. Concrete, stone, asphalt or cemented ballast—breaking or cutting.

E. When using arc or oxy-acetylene flame.

F. Grinding wheels—using or dressing.

G. Heating or pouring molten metal.

H. Paint Spraying.

I. Rivets—Heating, bucking up or driving.

J. Scaling, chipping, or sanding.

K. Striking or holding metal cutting tools.

L. Performing other work hazardous to the eye.

M. Employes near enough to the above operations to be exposed to their hazards must also wear prescribed goggles.

83. Use prescribed helmet or hand shield when electric welding or cutting, or watching such operation.

84. Use proper screens when electric welding or cutting.

85. Supervisors and employes who have to do with the handling and use of oxygen and acetylene gas must obtain copy of safety rules published by

the Oxweld Railroad Service Company and be governed by them.

86. Employes must not use the acetylene torch until they have been properly instructed by the Oxweld Instructor.

87. In handling welding supplies and equipment, welders and other employes must comply with the posted safety rules of the Service Company.

88. Power Tools, appliances, machinery or other similar equipment must be operated by authorized employes.

89. Do not remove by hand, chips from drills or other moving tools or machines, or put fingers under material that is being drilled to ascertain if drill is about through.

90. Work in unison when handling heavy material. Man in charge shall state in advance method of handling and signals or signs to be used.

91. All tools, when not in use, must be kept from between rails in used tracks.

92. When striking a track chisel, punch or drift pin, use a sledge only. Do not use spike maul or hammer.

93. Employes are prohibited from:

- (a) Using track wrench as a drift pin.
- (b) Placing shovel, fork, rake, hoe or other pointed or edged tool with point or edge up when not in use.

94. Track jacks in use must not be placed inside of rail except under flag protection. Remove lever from socket when jack is not being operated.

95. Foreman and others in charge of track cars must keep them in safe condition for use and make daily inspection to so insure. In particular examine for worn or defective wheel rims and flanges, for wear in bushing of loose wheel and lateral play; loose flywheels and loose bolts in wheels, body and engine.

96. Employes are forbidden to ride on push cars when coupled to track car, except in emergencies or when used as trailers for carrying them.

97. Care must be taken to avoid track cars being started or stopped suddenly.

98. When operating track cars after dark, a white light must be displayed in FRONT and a red light in REAR. A shield should be so placed to keep red light from showing toward the direction in which the cars are moving.

99. Flags or light signals displaced by a track car, must be immediately replaced.

100. Foremen shall be particularly careful and make certain that tools, material, supplies or other objects are placed on car so they will not project over sides or fall from ends or sides and not obstruct machinery or operating controls. Distribute load uniformly. Lining and other bars must be placed in the bottom of the tool tray. Tools must be laid flat, pike poles with points to the rear and jacks, rail benders, drills or such appliances on trailing end of car. Have securely fastened while car is in motion, tools, material or other objects that will not fit inside the tool tray. Transporting heavy material such as ties, rails and frogs on motor cars is prohibited.

101. Ashes, waste paper and similar refuse must not be deposited within twenty feet of any building or structure nor where fire may be started from them.

102. Woodwork in close proximity to stoves, furnaces or stove pipes must be protected by a non-combustible covered shield. Stove pipes must be securely fastened in position and must have a clearance of at least four inches from woodwork. Unused openings in chimneys must be closed with brick or with thimble coverings.

103. Employes should familiarize themselves with the location of public fire alarms near company property.