NICKEL PLATE ROAD

The New York, Chicago and St. Louis Railroad Company

RULES GOVERNING THE USE OF MOTOR, HAND, VELOCIPEDE, PUSH AND TRAILER CARS

LOOK

OBSERVE

THINK

RULES GOVERNING THE USE OF MOTOR, HAND, VELOCIPEDE, PUSH AND TRAILER CARS.

The rules herein set forth govern the use of Motor, Hand, Velocipede, Push and Trailer cars by the employees of The New York, Chicago and St. Louis Railroad Company, and must be observed by all employees whose duties require use of such cars.

They take effect:

1:01 A.M. (Eastern Standard Time)

12:01 A.M. (Central Standard Time)

July 1, 1950, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

F. S. Hales,
Vice President—Operation

GENERAL NOTICE

A. Safety is of the first importance in the discharge of duty.

B. Obedience to the rules is essential to safety.

C. To enter or remain in the service is an indication of willingness to obey the rules.

D. In case of doubt or uncertainty the safe course must be taken.

GENERAL RULES

1. The word "car" (or "cars") as used herein refers to all cars covered by these rules.

2. Employees whose duties require operation of a car must provide themselves with and have a copy of these rules with them while on duty.

3. Cars shall be used only in the service of the Company and no one except responsible employees who have been properly qualified shall be permitted to operate them. An unqualified employee may be permitted to operate the car when being trained and instructed by a qualified employee accompanying him on the car and in position to take instant control.

4. Employee in charge of car will be personally responsible for its safe operation.

5. When employee operating car has means of communication with operator or dispatcher, the main track must not be occupied until a line-up in writing on a prescribed form has been obtained.

Line-up shall be read to all riders and plan of operation known to all.

Cars must be clear of tracks for all scheduled trains unless written information is obtained from operator or dispatcher which furnishes ample time for movement to next open telegraph office or point of clearing track.

When impracticable to communicate with the operator or dispatcher to obtain information with regard to the movement of trains, unless the track is seen or known to be clear, flag protection must be afforded.

6. Car must not be run backwards except for a short distance at a low speed and then only to the nearest location where car will be turned.

7. When not in use, car must be kept in house provided for the purpose, if available, and when it cannot be so housed, must be secured with chain and lock and protected from the elements. Car, set off on line of road not in sight of men in charge, must be locked. Car must never be set off close to highway or street crossing, other than for a very short period of time, unless protected by employee.

8. Employee to whom car is assigned is responsible for its use and condition, and before using car must determine each day that:—

(a) Rail sweeps are in proper adjustment.

(b) Brake lever bolts are in place and tight.

(c) Wheel nuts are tight.

(d) Gasoline tanks are filled.

(e) Cars are properly lubricated.

(f) There are no loose or broken parts.

(g) Brakes are in proper adjustment.

(h) Car is equipped with proper lights and flagging equipment.

(i) Window is clean and does not impair a clear view.

And must each week:

(a) Check axle bearings to see that they are properly lubricated and in good condition.

(b) Check to see that engine base bolts are tight.

(c) Make sure that bolts and differential axle are in place with nuts up snug and cotter pins in place.

(d) Fill all grease cups.

(e) Check brake shoes for excessive wear.

(f) Tighten all loose nuts and bolts.

(g) Check wheels for alignment.

(h) Check wheel tires and flanges for wear.

(i) Examine driving belt or chain.

(j) Clean entire motor car.

9. It must be seen that all equipment provided for in these rules is on the car and that tools and materials are located so that they will not fall off or otherwise endanger the movement. Track jacks must not be loaded on the front end of car.

10. When car has been started, brakes must be immediately tested and any defects remedied before proceeding. A report must be made to the supervisor when car is in need of repairs and it must not be operated when in unsafe condition.

11. When running, attention must be given to any unusual noise about the engine or car, and the car must be stopped and adjusted before proceeding. In making long runs, the car must be stopped periodically and examined for overheated parts or bearings and to insure proper lubrication.

12. Car must not be overloaded, and heavy materials must not be carried on hand car or motor car except in emergency. Push car must be used for transporting rails, ties, and other heavy materials.

13. Extreme care must be exercised in the handling of gasoline. It should preferably be stored in tanks removed from the car house. Only a small quantity should be kept in a standard safety can in the car house. Motor cars should be supplied with gasoline upon completion of day's work, so that it will be ready for use in case of emergency and eliminate the drawing of gasoline at night. When tanks are being filled or gasoline handled smoking is prohibited and flames and open lights must be kept away. Matches or open lights must not be used when inspecting car.

14. Car must not be set off with motor running. When removed from track, car must be placed not less than seven (7) feet from the nearest rail and secured so that it cannot foul the track.

15. Car must not be left standing unattended on any track in service.

16. To avoid carbon monoxide poisoning, engine must not be run inside of tool house, motor car shop, or any other building unless absolutely necessary, and then only with proper ventilation provided.

17. The employees in charge of car must see that all occupants are properly placed, designating certain places for certain occupants, with instructions that a constant look-out be kept in each direction. Occupants must be instructed as to the duties each should perform if it becomes necessary to remove car from track in emergency.

18. Where practicable car must be operated on main track in the direction of traffic or on siding. When necessary to operate car against the current of traffic, in double track territory, to run around obstructions, pass trains, etc., permission must be secured from the dispatcher, if possible. If impossible to secure permission from the dispatcher, flag protection must be afforded.

19. When necessary to run car over territory with which the employee in charge is not familiar, an employee who is familiar with the territory must accompany the car if practicable, and extreme precaution must be observed at all times while moving through such territory.

20. When necessary to operate car at night or through tunnels or during foggy or stormy weather, a red light must be displayed to the rear and a white light to the front. Lights must be obscured from view of trains as soon as car is removed from track.

21. Motor cars are equipped with standard gongs, which must be sounded when approaching all highway crossings at grade, and at all other points where it is necessary to warn workmen or other persons of their approach.

22. Car must not be attached to train or engine and must not be run closer than six hundred (600) feet behind moving train, nor stopped within two hundred (200) feet of standing train.

23. The space between cars when running must not be less than six hundred (600) feet. Men operating cars will exchange signals when the cars are to be stopped or slowed down.

24. Motor car must be stopped and pushed over all interlocked derails and switches unless car operator has been given authority to proceed and must not exceed a speed of eight (8) miles per hour when passing through stations or yards, over switches or through interlockings, over frogs, railroad, highway or farm crossings. At all other points, motor car is restricted to twenty (20) miles per hour, and hand car to fifteen (15) miles per hour.

25. Car must be brought under complete control when approaching workmen on or near the track, when entering interlocked territory, and when approaching railroad or highway crossings at grade. When it is necessary to stop at highway crossing at grade and vehicles are approaching, highway vehicles should be permitted to cross the track before the motor car crosses the highway.

26. When meeting trains on adjacent tracks, car must proceed cautiously until the entire train has passed.

27. Brakes must be applied gradually and emergency stops made only when absolutely necessary.

28. Car must be stopped and hand pushed over the spring rail side of frogs and through spring switches. Main track switches must not be thrown for siding movement except when car is loaded too heavily to lift over the rails. When necessary to open switches for loaded car, switch must be unlocked and thrown, and when movement is completed, returned to normal position and locked. When necessary to operate a spring switch, be governed by the following:

Points of the spring switches are under compression, and tension of the spring switch mechanism will cause the switch lever to move with considerable force when—

(a) the wheels of a car or an engine are on or moving through the switch;

(b) the switch points are moving;

(c) the switch points are standing open, and, except in emergency, the switch must not be operated by hand when any of the above conditions exist.

If an emergency exists, extreme precautions must be taken by persons attempting to operate the switch, and he must place and keep his body clear of the movement of the hand throw lever.

29. Car, when loaded too heavily to be lifted from the track, must be protected.

30. A motor car must never be used to push another car. When used to move another car the motor car must always be ahead and attached with a standard coupling to the car being towed. When handling long material requiring a longer coupling, car must be operated with special care and at slow speed.

31. Motor car, other than one-man car, must carry the following signal equipment: six (6) torpedoes, four (4) fusees, two (2) red flags, two (2) red lanterns, and two (2) white lanterns.

One-man car must carry the same equipment, except that only one (1) red flag, one (1) red lantern, and one (1) white lantern will be carried.

32. Employee in charge of car must see that a red flag is ready for immediate use.

33. While operating car employee in charge must carry a copy of the current time-table and a reliable watch, which must be compared with a standard clock, or one having standard time, each work day if practicable, and in no event must the time between comparisons exceed two working days.

34. Torpedoes exploded by car must be replaced.

35. When necessary to ship motor car on train, gasoline tank, water hopper, radiator, and carburetor must be drained.

36. Employees riding on hand car must be in a standing position.

37. A sharp lookout must be maintained at all times for obstructions and objects on rails, especially in flangeways at public and private crossings, guard rails and frogs.

38. Care must be exercised in placing car on or taking it off the track, and in loading or unloading tools to avoid disturbing the adjustment of engine or damage to engine or car.

39. Operator of car must not depend on signal indications for information regarding the location of trains.

40. The following practices are forbidden:

(a) Sitting with feet between cars when cars are coupled together.

(b) Using feet against rails or ties in stopping car.

(c) Scuffling or playing on car.

(d) Getting on or off moving car (front or sides).

(e) Running a car between a station building or platform and a passenger train receiving or discharging passengers.

(f) Use of non-insulated car where tracks are bonded for transmitting current for the operation of signals or other devices.

(g) Installation of other than the regular standard equipment to motor car, not properly authorized.

(h) Riding a car being towed, except a trailer equipped with standard seats and safety rail.

(i) Hand and velocipede cars coupled to motor cars.

41. Whenever motor car is stopped and operator intends to get off, engine must be shut off promptly.

42. Whenever practicable, crank a motor car, rather than push it, to start engine.

SPECIAL RULES GOVERNING THE USE OF CARS IN CENTRALIZED TRAFFIC CONTROLLED TERRITORY

43. Controlled sidings are to be considered the same as main track for car operation.

44. In C. T. C. territory and other locations where power operated switches are in service, car must be pushed over the switch and must not be stopped on the switch.

45. Hand operation of dual controlled switches is prohibited until after permission of the dispatcher or operator is secured. If permission is obtained to hand-throw a dual controlled switch, it must be done in accordance with the Operating Department rules.

46. When passing over a switch point closed against the movement of a car, the car must be lifted over the switch if possible. Men lifting the car must be careful to place their feet where they will not be caught by the switch points or fastenings if the switch is moved.

47. If the car is too heavily loaded to be lifted, the operator must ask the dispatcher or operator to throw the switch and after the move through the switch is completed, the operator of the car must immediately advise the dispatcher or operator.

48. If the car is too heavily loaded to be lifted over a switch with controlled electric switch lock, permission must be obtained from the dispatcher or operator and the switch operated in accordance with the instructions in the time table.

24. Motor car must be stopped and pushed over all interlocked derails and switches unless the car operator has been given authority to proceed. At railroad crossings, motor car must be stopped and will not proceed over the crossing until the foreign railroad track is seen and known to be safe for the crossing. A speed of 8 miles per hour, or less, must be used when passing through stations, platforms, yards, switches, interlockings and farm crossings. At all other points, motor car is restricted to a speed of 20 miles per hour. (Revised 4-1-1954).

25. Motor car must be brought under complete control, prepared to stop, when approaching workmen on or near the track, when entering interlocked territory, and when approaching highway crossing at grade. Motor car must not be operated over grade crossings unless it is safe to do so, and, if necessary, flag protection must be provided. (Revised 4-1-54).