

**THE LAKE TERMINAL
RAILROAD COMPANY**



BOOK OF RULES

No. **2494**

THIS BOOK
IS THE PROPERTY OF
**The Lake Terminal Railroad
Company**
AND IS LOANED TO

Name	Employed as

Who hereby agrees to return it to the proper official
when called for, or upon leaving the service.

The Lake Terminal Railroad Company

LORAIN, OHIO

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OPERATING RULES

AND

GENERAL INSTRUCTIONS

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Effective January 1, 1952

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The rules herein set forth govern the operation of The Lake Terminal Railroad Company. They take effect January 1, 1952, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

D. J. SMITH,
President.

GENERAL NOTICE

Safety is of the first importance.

Obedience to the rules is essential to safety.

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

The service demands the safe, faithful, intelligent and courteous discharge of duty.

To obtain promotion, ability must be shown for greater responsibility.

GENERAL RULES

- A. Employees whose duties are prescribed by these rules must provide themselves with a copy. If in doubt as to their meaning, they must apply to proper authority for an explanation.

Employees must be familiar with, understand and obey the rules and special instructions. Appropriate discipline will be applied to maintain these standards.

- B. Employees must pass the required examinations.
- C. Employees must take physical examinations when directed. Satisfactory medical confirmation may be required for any absence on account of sickness or injury.
- D. Employees are subject to the rules and special instructions.
- E. Employees must render reasonable assistance in carrying out the rules, special instructions, notices and bulletins, and must report promptly to the proper officials any violation thereof.
- F. Accidents, defects in tracks, bridges, signals, or any unusual conditions which may affect the movement of engines, cars or other

equipment must be promptly reported to the proper officer.* Accidents involving injuries to persons or damage to property shall be confirmed in writing on the prescribed forms and delivered to the proper officer* not later than completion of tour of duty during which the accident occurred.

* As designated by bulletin notice.

- G. The use or being under the influence of intoxicants or narcotics by employees while on duty, is prohibited and is sufficient cause for dismissal.
- H. In case of danger to Company's property, employees must render every reasonable protection.
- I. Unauthorized persons shall not be permitted on engines, cars or ladders.
- J. Employees while on duty are under the authority of and shall conform to the orders of the supervisors in charge.
- K. Employees are required to be considerate and courteous in their association with each other, and must not enter into altercation with any employee or other person while on duty or on Company property.
- L. Employees whose legal hours of service are restricted by law shall advise the proper officer to avoid excessive periods of service. Time reports for service performed shall show hours actually worked by the person or persons listed thereon.

M. Employees must exercise care to avoid injury to themselves or others.

They must inform themselves as to the location of structures or obstructions where clearances are close. They must expect movements at any time, on any track, in any direction.

N. Employees must not absent themselves from duty, exchange duties with others, nor substitute others in their places without permission from proper authority.

Diligent attention to duty is required of all employees.

Reading of newspapers, periodicals, etc., playing cards or other games while on duty is prohibited.

O. Employees while operating on another railroad will also be under the authority of, and must conform to the orders of the officers of that railroad.

P. Employees must assist in keeping the premises in a neat and orderly condition, and in preventing deterioration, waste, or defacement of Company property.

Q. Employees shall fully cooperate at all investigations in order that true and complete facts may be determined.

R. Employees not on duty or not on business for or with the Company are not permitted to be on Company property without proper permission.

S. Selling or soliciting while on duty on Company property is prohibited, except by proper permission.

T. Removing supplies or other articles from Company property without proper permission is prohibited.

U. Upon leaving the service, employees must return to the proper officer, articles furnished them by the Company.

W. No employee shall, directly or indirectly, hold any interest or be concerned in any undertaking which may interfere with the full discharge of his duty to the Company, or with the Company's full discharge of its duty to the public.

Y. The Company will not knowingly employ anyone not of good character. It requires that those remaining in its service be of good character. Each employee will be held responsible for his own acts, at any time, that reflect upon his character and reputation as a law abiding citizen.

DEFINITIONS

- Engine** A unit or more than one unit coupled and operated under single control, used primarily for the movement of cars equipped with standard couplers.
- Fixed Signal** A signal of fixed location indicating a condition affecting the movement of engine, cars, or other equipment.
NOTE: A fixed signal may be displayed by a switch, color light, target, slow or resume speed board or other means of fixed location.
- Yard** A system of tracks provided for classification, storing of cars and other purposes, over which movements may be made subject to prescribed signals and rules or special instructions.
- Pilot** An employee assigned to an engine or engine and cars or other equipment when the engineman, conductor, or operator, are not fully acquainted with the physical characteristics or rules of the railroad or portion of the railroad over which engine, engine and cars or other equipment may be moved.
- Track Car** A self-propelled car or trailer not equipped with standard coupler.
- Yardman** A conductor or brakeman.

OPERATING RULES

SPECIAL INSTRUCTIONS

1. Special instructions will be issued from time to time as conditions warrant, and such instructions supersede any previous instruction in conflict therewith.

SIGNALS

7. Employees, whose duties may require them to give signals, must provide themselves with the proper appliances, keep them in good order and ready for immediate use.
9. Day signals must be used from sunrise to sunset, but when day signals cannot be plainly seen, night signals must be used in addition.

Night signals must be used from sunset to sunrise.

10.

COLOR SIGNALS

Color	Indication
(a) Red	Stop. (Indication for derails equipped with lamps.)
(b) Yellow	Proceed with caution.
(c) Green	Proceed.
(d) Blue	See Rule 26.
(f) White	As prescribed by the rules or special instructions.

12. HAND, FLAG AND LAMP SIGNALS

NOTE: The hand or a flag moved the same as a lamp gives the same indication, except that in the observance of Rule 12 (a) the lamp movement shall be below the shoulder while the hand movement may be above the shoulder.

MANNER OF USING	INDICATION
(a) Swung across the track.	Stop
(b) Held horizontally at arm's length, when moving.	Reduce Speed
(c) Raised and lowered vertically.	Proceed
(d) Swung vertically in a circle at half arm's length across the track, when standing.	Back
(f) Swung horizontally above the head, when standing.	Apply Air Brakes
(g) Held at arm's length above the head, when standing.	Release Air Brakes
(h) Any object waved violently by anyone on or near the track is a signal to stop.	
(i) Signals must be given from a point where they may be plainly seen and in such a way that they cannot be misunderstood. If there is doubt as to the meaning of a signal, or for whom it is intended, it must be regarded as a stop signal.	

13. Signals to the engineer must be given according to the way the engine is headed. When using more than one engine and they are headed in opposite directions, the con-

ductor must have a proper understanding with his crew.

14. ENGINE WHISTLE SIGNALS

NOTE.—The signals prescribed are illustrated by "o" for short sounds: "—" for longer sounds. The sound of the whistle should be distinct, with intensity and duration proportionate to the distance signal is to be conveyed.

SOUND	INDICATION
(a) o	Apply brakes Stop.
(b) — —	Release brakes. Proceed.
(g) o o	Answer to any signal not otherwise provided for.
(h) o o o	When standing, back. Answer to Rule 12 (d).
(j) o o o o	Call for signals. Also to be used at all points of mills or structures where it is necessary to receive signals before proceeding.
(l) — — o —	Approaching street crossing, foot crossings, passage-ways, or any point where it is necessary to call attention of workers on or near tracks or in mills when engine or car is approaching.
(m) — — — —	Approaching junctions and railroad crossings at grade.
(o) o —	Inspect train line for leak or for brakes sticking.
(p) Succession of short sounds.	Alarm for persons or live stock on the track.

OTHER SIGNALS

18. Engines will display the headlight to the front and rear by night. When not provided with a headlight at the front or rear, a white light must be displayed.

When rules require the headlight to be displayed, it will be dimmed:

- (a) Whenever it improves the vision of signals.
 - (b) When approaching engine or cars moving in opposite direction.
 - (c) When engine is stopped.
24. When two or more engines are coupled, the leading engine shall sound the signals as prescribed by Rule 14.
26. A blue signal, displayed at one or both ends of an engine or car, indicates that workers are under or about it.

Equipment thus protected must not be coupled to or moved. Each class of workmen will display the blue signals and the same workmen are alone authorized to remove them. Other equipment must not be placed on the same track so as to intercept the view of the blue signals, without first

notifying the workmen. When emergency repair work is to be done under or about cars coupled to an engine and a blue signal is not available, the engineman and fireman will be notified and protection must be given those engaged in making the repairs.

USE OF SIGNALS

27. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as the most restrictive indication that can be given by that signal, except that when the day indication is plainly seen, it will govern. Employees using a switch where the switch light is imperfectly displayed or absent, must, if practicable, correct or replace the light.

A signal imperfectly displayed or the absence of a signal at a place where a signal is usually shown, must be promptly reported to the proper officer.

30. The engine bell must be rung when an engine is about to move; while approaching and passing over street or foot crossing or passageway; when passing engines or cars on adjacent track; when entering or coming

out of mills and when weather conditions obscure view.

32. The unnecessary use of either the whistle or the bell is prohibited.

OBSERVATION OF EQUIPMENT FOR DEFECTS

77. So far as practicable and as other duties permit, employees will observe passing equipment for defects; and should there be any indication of conditions endangering the movement, they must take necessary measures for its protection.

MOVEMENT OF TRAFFIC

83. All engines shall run prepared to stop short of engine, cars and/or obstructions, within range of vision.
84. An engine must not be moved until the proper signal or instruction is received by the engineman.
87. The exercise of good judgment by all concerned in the hauling of hot material is especially essential to avoid accidents and delays. Employees must not ride on loaded ladles, or on engine platform between en-

gine and loaded ladles, at any time, but will ride on other end of engine; except, at times when they are required to flag crossings or protect movement. Rule 103 modified. After spotting Hot Metal ladles at the various furnaces, the switch to track on which these ladles are spotted, must be lined for the lead.

98. Crews shoving or pulling cars must approach the end of two or more tracks, junctions, and railroad crossings at grade, prepared to stop, unless the switches are properly lined, signals indicate proceed, and track is clear.
101. Members of crews must fully protect against any known condition not covered by the rules which interferes with the safe passage of engines or cars.
103. Except as specified by Rule 87, when cars are pushed by an engine and conditions require, a member of the crew must take a conspicuous position on the leading car. When shifting over crossings at grade, a member of the crew must protect the crossing.

Cars left on tracks adjacent to highway crossing at grade must be placed as far from crossing as conditions permit.

Before cars are moved on tracks where loading or unloading is done, a crew member must warn persons working on or about the cars, and transfer boards, if used, must be removed.

104. Trainmen are responsible for the position of switches and derails used by them. Switches and derails must be properly lined after having been used.

Employees lining switches must see that points fit properly. When practicable, the engineman must see that the switches and derails near the engine are properly lined. When trailing movement through spring switch (in springing position) is stopped before movement is completed, slack must not be taken or reverse movement made until switch has been reversed by hand. The switch, if operated by hand, must be restored to normal position after movement is completed.

106. Both the conductor and the engineman are responsible for the safe movement of engine and cars and the observance of the rules, and, under conditions not provided for by the rules, must take every precaution for protection.

This does not relieve other employees of their responsibility under the rules.

108. In case of doubt or uncertainty, the safe course must be taken.
109. Yardmen, enginemen, and other employees, before going on duty, must examine bulletin board and familiarize themselves with current instructions. When such employees are absent from duty for prolonged period they must satisfy the Trainmaster or other designated officer that they are fully qualified to resume duty.
110. Track cars shall be governed by Rules and Special Instructions applying to the movement of engines. Track cars must not be attached to nor follow engines or cars closer than five hundred feet. They will display red flags by day, red lights by night, on front and rear. Track cars will not operate spring switches.

GENERAL REGULATIONS FOR EMPLOYEES

YARDMASTER

200. The Yardmaster reports to and receives his instructions from the Trainmaster or his designated representative. Within assigned districts and as directed, he has charge of yards, employees, and all engine and car movements therein. He is responsible for the discipline and supervision of the men employed in train service and their understanding and observance of the Rules and Special Instructions. He must report all violations coming under his notice.

CONDUCTOR

201. The conductor reports to and receives instructions from the Trainmaster or his designated representative. He shall obey the orders of the yardmasters and others with proper authority or to whom authority has been delegated. He shall be responsible for the prompt movement, safety, and proper care of the equipment in his charge, and for the vigilance, conduct and work of his crew. He shall report any misconduct or neglect of duty, and see

that brakemen occupy their proper places. He shall prepare and handle reports according to instructions.

BRAKEMAN

202. The brakeman reports to and receives instructions from the Trainmaster or his designated representative. He shall obey the orders of his conductor and others with proper authority. He shall assist the conductor in all things necessary for prompt and safe operation.

ENGINEER

203. The engineer reports to and receives instructions from the Superintendent of Motive Power and Equipment or his designated representative. He shall obey the orders of the Master Mechanic, the Trainmaster and others with proper authority. He shall obey the orders of the yardmasters concerning transportation work, and those of the conductor as to starting, stopping and general operation of the crew, unless they endanger the safety of men and equipment or require violation of the rules or special instructions. When at the engine house, he shall be under the direction of the Master Mechanic. He shall be responsible for keeping his engine in a

safe operating condition while in his charge; for the safety, vigilance, and conduct of the fireman employed thereon. He shall exercise caution and good judgment in starting and stopping, and in moving and coupling cars, so as to avoid injury to persons or damage to property. He shall keep a constant lookout for signals and obstructions. He shall make required reports, and report any misconduct or neglect of duty. He shall not leave the engine unless properly relieved or an authorized man is left in charge.

FIREMAN

204. The fireman reports to and receives instructions from the Superintendent of Motive Power and Equipment or his designated representative. He shall obey the orders of the Master Mechanic, the Trainmaster and others with proper authority. He shall obey the orders of his engineer. He shall assist the engineer in keeping a lookout for signals and obstructions, and in all things necessary for prompt and safe operation. He must not run an engine in the absence of the engineer, unless in some emergency he is directed to do so by the Conductor, or other proper authority.

TRACK CAR DRIVER

205. The track car driver must obey the instructions of yardmasters within their jurisdiction and of others with proper authority. He must maintain a lookout for approaching engines or cars. He must sound horn or whistle when approaching street or foot crossings or passage-ways and be prepared to stop when necessary.

CRANE OPERATOR

206. The crane operator must obey the instructions of yardmasters within their jurisdiction and of others with proper authority.

MAINTENANCE OF EQUIPMENT EMPLOYEES

207. The general outline of duties and responsibilities of certain Maintenance of Equipment employees is prescribed in current instructions posted on Maintenance of Equipment bulletin boards.

MAINTENANCE OF WAY EMPLOYEES

208. The general outline of duties and responsibilities of certain Maintenance of Way employees is prescribed in current instructions posted on Maintenance of Way bulletin boards.

