



DETROIT TERMINAL RAILROAD  
COMPANY

**OPERATING  
RULES**

*For All*

**EMPLOYEES**

—  
*Effective November 1, 1956*  
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1430

The rules herein set forth govern the railroad operated by the Detroit Terminal Railroad Company. They take effect 12:01 A.M., November 1, 1956, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

J. B. LEAMY

General Manager

## GENERAL NOTICE

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

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 faithful, intelligent and courteous discharge of duty.

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

The public judges a railroad very largely by the treatment it is accorded by the employee representing the railroad, in whatever capacity employed.

The good will and friendship of the communities served by this company are its most valuable assets; and the strongest recommendation for promotion an employee can possibly have is the fact that by uniform courtesy and kindly accommodation of patrons he has secured for himself and for the company the good will and friendship of the community in which he is located.

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## GENERAL RULES

- (a) Employees whose duties are prescribed by these rules must provide themselves with a copy.
- (b) Employees must be conversant with and obey the rules and special instructions. If in doubt as to their meaning, they must apply to proper authority for an explanation.
- (c) Employees must pass the required examinations.
- (d) Employees must report for duty at the required time.
- (e) State and municipal laws pertaining to the obstruction of public crossings must be observed.
- (f) Accidents, failure in the supply of water or fuel, defects in track, bridges, signals or any unusual conditions which may affect the movement of trains, must be promptly reported to the proper authority.

When highway crossing signals are found out of order, the proper official must be notified immediately, and, when practicable, proper protection must be afforded for the crossing.

- (g) The use of intoxicants or narcotics is prohibited while on duty, or on company property, or when subject to call for duty. Being on duty or on company property while under the influence of intoxicants or narcotics is prohibited.
- (h) In case of danger to the company's property employees must unite to protect it.
- (i) Employees must exercise care to avoid injury to themselves or others by observing the condition of equipment and the tools which they use in performing their duties and when found defective will put them in safe condition before being used, reporting defects to the proper authority.

They must inform themselves as to the location of structures or obstructions where clearances are close.

They must expect trains to run at any time, on any track, in either direction.

- (j) Employees who are careless of the safety of themselves or of others, and also those who

are dishonest, immoral, quarrelsome or otherwise vicious, will not be retained in the service.

Employees are required to report any violation of the rules, misconduct or negligence affecting the interest of the company.

- (k) Employees must make the company's service their primary business. Attend to their duties during prescribed hours, and obey instructions from the proper authority in matters pertaining to their respective branches of the service. They must not absent themselves from duty, exchange duties with or substitute others in their place, without proper authority, nor engage in other business without permission.
- (l) Courtesy is required of all employees in their intercourse with the public, their subordinates, and each other. Employees must not enter into altercation with any person, regardless of the provocation, but will report the facts to their immediate superiors. Be polite to all and prompt in furnishing proper information to those entitled to it.
- (m) Applicants for re-employment or re-instatement may be required to undergo the same examinations as applicants for employment.
- (n) The acceptance of gratuities or rewards from patrons of the company is forbidden.
- (o) In case of damage to trains or structures involving the securing of company property or freight, it is the duty of all concerned to see that watchmen are immediately stationed, and that arrangements are promptly made for protection against thieving or loss from other causes.
- (p) Injuries to persons or damage to property must be promptly reported to the proper official, confirmed in writing on prescribed blanks and the names and addresses of as many witnesses as possible must be obtained. When trains are involved in an accident which may cause or result in personal injuries, conductors must obtain the information called for. All members of the crew must assist in obtaining information.
- (q) In case of serious injury when services of a company surgeon cannot be secured at once,

- the nearest surgeon should be called to take charge until the arrival of the company surgeon.
- (r) Injured employees, when not taken to a hospital, will go to the company surgeon's office for treatment. When necessary, company surgeon may be called for first attention.
  - (s) When employees or other persons are injured on or about cars or engines, or while working with or about machinery or tools, the equipment, machinery or tools must be immediately inspected by the persons in charge or a regular inspector, if available, to ascertain condition. In cases of serious injury to employees between cars there shall be, in addition to the inspection required by the foregoing, an immediate coupling and uncoupling test and the crew handling the cars in making the test shall use and examine the couplers, levers, etc., and be prepared to give statement showing their condition. Report should be made to the Superintendent. Inspectors must keep suitable record of such special inspection, which shall include the name of the injured person, date, and the place of accident, the manner of its occurrence and the result in detail of the inspection of the equipment.
  - (t) Employees who witness or have any knowledge of an accident, or of the facts involved, must not give information concerning it or talk about the occurrence to the injured person, lawyers, or to any other person or persons, unless legally required to do so, except only to company officials and claim agents. Information given to this company's representatives shall be as complete as possible and all facts must be stated whether favorable or unfavorable to anyone.

## **GENERAL SAFETY RULES**

### **All Employees**

"SAFETY FIRST" at all times and in all places is the most important rule of conduct of each employee, whatever his position. The safety of every movement or action in its effect upon himself and others, and upon property, must be the first con-

sideration of every trainman, engineman, yardman, shopman, trackman and all other classes of employees.

Safety goes much further than rules and their enforcement. It involves the cultivation of safe habits and the development of self-restraint and control.

Employees are responsible for their own safety and will not depend upon others to apply the rules of safety for them.

Inexperienced employees must be properly instructed as to the safe method of performing their work.

Employees who persist in practices which are unsafe shall be subject to discipline whether their conduct is regulated by rule or otherwise.

Each employee to whom these safety rules apply will be furnished a copy and will be required to understand and obey them.

1. All personal injuries, no matter how slight, must be reported to his or her superior immediately and Form No. 126 filled out in duplicate as soon after as possible.
2. Employees must render every assistance in their power in carrying out these rules and must report to the proper official any violation.
3. The rules contained herein are issued for the purpose of insuring greater personal protection to employees and to the public.
4. The necessity for care must be kept in mind at all times as the rules contained herein may not cover all practices essential to safety.
5. Employees must look in each direction before stepping upon, crossing or standing too close to tracks.
6. Employees must avoid standing or walking on the tracks except when necessary in the performance of duty, face the current of traffic where possible, looking out for trains in each direction, as trains may move on any track in either direction without notice.
7. Employees must not pass between cars that are standing close together on the same track without first making sure it is safe to do so.
8. Employees must not cross tracks close to engines or cars.
9. Employees must look out for objects which

- may fall, or possible projections, when near a passing train or engine.
10. Stepping on, or walking on the ball of rails, frogs, switches, guard rails, interlocking machinery or connections, except when absolutely necessary, is prohibited.
  11. Drawbars, couplers or other obstructions must not be left in improper places where persons may stumble over them.
  12. Boards with nails protruding must not be left where they may be stepped upon. Such boards must be removed to place of safety, or nails turned down, to avoid injury.
  13. Horseplay of any kind is prohibited.
  14. Covers, where provided, must not be left off drop pits, manholes or other openings without proper protection.
  15. Employees must use every precaution to prevent fires.
  16. When opening a tank or barrel which contains, or has recently contained, gasoline or other inflammable liquids, a flame must not be allowed to come near it.
  17. Greasy waste or other inflammable material must not be thrown on floors.
  18. Short cuts must not be taken over dangerous places where other ways are available.
  19. Employees must be on the lookout for their own safety and must not depend upon foremen or other persons to warn them of approach of trains or cars. In places where clear view cannot be obtained, extra precaution must be taken.
  20. As a matter of safety and personal precaution, all employees must keep their wearing apparel in a sanitary condition; otherwise, even slight wounds may become infected from this source. Arms must be covered as protection from electrical burns. Badly defective garments must not be worn. Goggles must be worn by employees while engaged in work where foreign particles may enter the eyes.

#### **TRAIN, ENGINE AND YARD PERSONNEL**

21. Employees are forbidden to --
  - (a) Go between moving locomotives or cars to couple or uncouple air hose, or turn

- (b) angle cocks.
  - (b) Go between locomotives or cars for any purpose when either is moving and coupling about to be made.
  - (c) Step in front of moving cars or locomotives to adjust couplers.
  - (d) Use hand or foot to adjust couplers, knuckles, or knuckle pins while cars or locomotives are about to come together.
22. Employees are forbidden to ride on engines footboard, between locomotives and cars, except when actually necessary in the performance of duty.
  23. They must not ride on brake rigging, journal box, truss rod or other insecure footing.
  24. They must not ride on leading footboard or pilot of engine when moving any great distance or over public crossings.
  25. They must not sit on wheel brake.
  26. Attempting to control the speed of a car without first knowing how to operate the type of brake with which it is equipped is prohibited.
  27. Hand brakes must be tested by trainmen before depending on their use.
  28. Standing or sitting on side of roof of box car or side of hopper or gondola car or standing on top of car, near end, except when operating hand brakes is prohibited.
  29. Jumping from roof of closed car to open top car or tender of engine or jumping from top of car or engine in moving train to car or engine on other track or vice versa, is prohibited.
  30. Riding between cars, or between engines and cars, with one foot on one car or engine and other foot on the adjoining one, is prohibited.
  31. Use of non standard push poles, chains or ropes is prohibited.
  32. Riding on or astride the raised end gate of a drop end gondola car is prohibited.
  33. The standard overhead clearance is 22 feet from top of RAILS. Standing on top of cars of exceptional height (over 15 feet) is prohibited.
  34. Getting on or off moving equipment except when necessary in performance of duty, is prohibited.
  35. Getting on or off moving equipment from the side of car or train away from the main track

- or close clearance when conditions permit.
36. Getting on or off engines and cars without using steps, ladders, and hand holds provided, is prohibited.
  37. When necessary to board moving equipment, face the direction in which it is moving.

### SHOP EMPLOYEES

38. It is the duty of every employee to report any defect or unsafe condition in the ways, works, plant, tools, machinery or appliances to his employer before using same or at any time when any such defect or unsafe condition or failure to guard shall come to his notice. Such duty to report is hereby made a condition of such employee's employment.
39. Employees must not shift moving belts by hand or reach between them.
40. Machine work must not be done on material until it has been properly secured.
41. Air brakes must not be set on engines and cars that are being worked on without first knowing that it is safe to do so.
42. They must not climb upon or stand on machinery in motion except where proper provision has been made for doing so.
43. Employees working underneath other men must notify those over head of their whereabouts so that they may have proper regard for safety.
44. Employees must not ride side of engine or car while it is being moved over a turntable or in or out of shop or engine house.
45. Machines must not be repaired, cleaned or oiled while in motion except when it may be done with safety. Changing gears on a lathe while machine is in motion must not be done unless machine is specially constructed to permit it.
46. While working around machinery, clothing should be buttoned closely. Loose, baggy or torn clothing, gloves, flowing neckties, rings, or chains must not be worn.
47. Chips from drills and other moving tools and machines must not be removed by hand. Fingers must not be placed under material that is being drilled to ascertain if drill is about through.

48. Tools, material or rubbish must not be thrown or dropped from engines, cars or other places without first seeing that persons are not standing where they may be struck or injured by same.
49. Tools or material must not be left unsecured on top of cab, boiler, running boards of engines, top of cars, scaffolds, etc.
50. Tools, material or rubbish must not be left in passageways or other places where men are accustomed to walk.
51. Goggles must be worn when babbitting, chipping, grinding, cutting rivets, cotter keys or staybolts, drilling or doing any other work hazardous to the eyes.
52. When cutting off heads of bolts, rivets, etc., broom, bagging or similar material must be used as a shield to prevent injury from flying objects. When cutting scrap by power, screen must be placed to protect employees from being struck by flying material.
53. When holding chisel bar for cutting, employees must stand on opposite side from which hammer man is swinging when practicable.
54. Standing or walking under a load that is being moved or hoisted by a crane or other mechanical device must be avoided as far as practicable. Crane-men must not move load without a signal from authorized employees.
55. Horses, trestles or blocking must be used where work is to be done under cars or engine tender from which one or both trucks have been removed. In the use of horses where cars are jacked up and where there is any danger of the employees being injured, the space between horse and car body must be filled in solid in all cases to avoid any dropping of car in case jacks give way.
56. When removing jacks from under cars, engine tenders or buildings, employees must not place their hands on top of jacks as there is danger of car, engine tender or building swaying or dropping, causing personal injury.
57. Bars or pipes must not be leaned against engines, cars, etc., where likely to fall, or where they may injure persons descending from top of scaffolds, engines or cars.
58. Engines or cars must not be moved without

first notifying all persons who may be working under or about them.

59. In addition to the use of blue flags by day and blue lights by night, switches leading to assigned repair tracks must be kept locked with a repair track lock while workmen are at work on such tracks, key must be retained and used by the employee in charge of the workmen working on such track.

#### **MAINTENANCE OF WAY AND CONSTRUCTION EMPLOYEES**

60. Foremen must know that tools, ropes, scaffold boards, ladders and such equipment used by workmen are in safe condition and used in a safe manner.
61. Employees working on or about tracks must, upon the approach of a train, move to a place of safety clear of all main tracks, and see that all tools and materials are removed or so placed that they will not interfere with the passage of trains.
62. Holes dug near tracks and walkways must be filled as soon as practicable, and until filled must be protected to prevent persons being injured.
63. The space between and beside yard tracks and switches must be kept clear of tools and material as far as practicable, and materials piled for use on line of road must be kept a safe distance from track.
64. Track jacks must be used on the outside of rail and main line tracks where practicable, and when conditions make it necessary to use on the inside, flag protection must be afforded.
65. When required to ride on open top or flat cars in freight or work trains, employees must station themselves as near center of cars as possible to avoid being knocked off by sudden start or stop.
66. The practice of jumping rails is prohibited; they must be carried or rolled into place.
67. The practice of breaking rail by marking with a chisel and dropping the rail is prohibited.
68. Sledges must be used in striking rail chisels when cutting rail or similar heavy materials.
69. Employees must wear goggles, which are provided by the company when work is being done involving danger to the eyes.
70. Employees unloading ballast, coal, cinder, etc.,

from hopper-bottom cars must exercise care to prevent falling through the hoppers.

71. When loading or unloading rails with machines, the fastenings must be made as near the center of the rail as practicable in order that it may be properly balanced.
72. When handling creosoted ties and timber or when climbing or handling creosoted poles, gloves must be used, and employees who are susceptible to burns from this cause must protect exposed parts by covering of clean grease or salve.
73. Never use the fingers for aligning two holes, for the insertion of rivets, bolts or pins, as the fingers may be injured.
74. While working on high tension lines, insulation on tools or wires must not be relied upon, but gloves of prescribed type and in good condition must be used. Leather gloves with rivets must not be used over rubber gloves.
75. No work that will obstruct or render the track impassible can be undertaken until permission is granted by the proper operating authorities and proper flagging procedures are installed.
76. When work is to be performed that will obstruct or render the track impassible or unsafe for the passage of trains at the usual speed, protection must be given as follows:  
  
Yellow flags by day and yellow lights by night placed fifteen hundred feet in each direction from the working point and placed at right angle to the effected track in clear view of the engineer. The working point is to be further protected by placing a red flag by day and a red light by night in both directions three hundred feet in advance of the obstruction or working point.
77. The foreman must assure that the conditions of rules 75, 76 have been installed before allowing any work to be done that may render the track impassible or unsafe for trains at the usual speed.



# DETROIT TERMINAL RAILROAD

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## Rules and Instructions Governing the Operation of a RAILROAD RADIO COMMUNICATION SYSTEM.

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NOVEMBER 1, 1956

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### GENERAL NOTICE

These rules are, in substance, a repetition of the rules promulgated by the Federal Communications Commission.

As will be seen from the Definition, - a "Railroad Radio Communication System" is "one employing radio for the transmission of intelligence between moving equipment, between moving equipment and a fixed point, or between fixed points."

On these lines, selected engines and cabooses within specified territory, have been equipped with a Railroad Radio Communication System.

This radio system is used for conveying information by voice, the same purpose for which a telephone system is used, and, likewise, for which personal contact is made when information is to be conveyed by voice from person to person.

These rules do not modify or supersede any rule in the Uniform Code of Operating Rules, Supplement Thereto, or Special Instructions Supplementary Thereto.

The Railroad Radio Communication System must not be used in any manner which would cause a violation of such Uniform Code of Operating Rules, Supplement Thereto, or Special Instructions Supplementary Thereto.

### GENERAL RULES

The following rules cover the use of a Railroad System and govern employees using such system.

- A. - Definition: A Railroad Radio Communication System is one employing radio for the trans-

mission of intelligence between moving equipment, between moving equipment and a fixed point, or between fixed points.

- B. - Radio Communication Systems are under the jurisdiction of the Federal Communications Commission. The railroad company and its employees are governed by the commission's operating rules. Violation is a Federal Offense for which severe penalties are provided.
- C. - In order to operate a radio transmitting set railroad employees must read, study and familiarize themselves with these rules.

### OPERATING RULES

1. All employes, except those specifically authorized to do so, are prohibited from making any adjustments to a railroad radio set. Employes so authorized must carry their FCC operator license or verification card while on duty. If it appears that a radio transmitter is not operating properly its use shall be discontinued and the supervisor notified promptly.
2. No employe shall knowingly transmit any false distress communication, any unnecessary, irrelevant or unidentified communication, nor utter any obscene, indecent, or profane language via radio.
3. No employe shall divulge or publish the existence, contents, purport, effect or meaning of any communication (distress communication excluded) except to the person for whom the communication is intended or to another employe of the railroad whose duties may require knowledge of the communication. The above applies either to communications received direct or to any that may be intercepted.
4. Before transmitting, any employe operating a radio transmitting set shall listen a sufficient interval to be sure that the circuit is not already in use, particularly for distress traffic.
5. A distress call will be preceded by the word "Emergency" repeated three times. Such calls shall be used only to cover initial reports of derailments, storms, washouts, fires, obstruc-

tions to tracks, or other matters which would cause serious delay to traffic, damage to property, injury to employes or the traveling public, and shall contain as complete information thereon as possible.

All employes shall give absolute priority to communications from another station in distress, and except in answering or aiding a station in distress, shall refrain from sending any communications until there is assurance that no interference will result to the station in distress.

6. The Railroad Company is required to answer an official notice of violation of the terms of the Communications Act of 1934, as amended, within three days from receipt of notice and any employes receiving inquiry concerning any violation shall answer such inquiry within 24 hours after receipt of notice.
7. Any employe shall permit inspection of the radio equipment in his charge and all FCC documents pertaining thereto, by a duly accredited representative of the Federal Communications Commission at any reasonable time.
8. Employes shall identify the radio station from which they are calling by prefacing their call with the railroad name, for example, "Detroit Terminal, Engine #115 calling Davison Yard", "Davison Yard calling Mack Yard etc."
9. In certain cases at crossings, junctions or paralleling tracks, some interference may develop with another railroad. In such cases, especial care in making identification shall be used and the employes concerned shall cooperate in handling their business by alternating calls and being as brief as possible.
10. If any communication from a station other than another railroad radio station interferes with Railroad Radio Service, the railroad employe will endeavor to ascertain the identity of such station and report the occurrence promptly through authorized channels to the supervisor, giving the exact time, nature of the communication and identity of the station, if possible.

Internationally, the word "MAYDAY" indicates a distress message, the word "PAN", an urgent message and the word "SECURITY", a safety message. Railroad employes may hear such messages sent by aircraft or, in coastal areas, by boats. Railroad employes hearing such messages must report them immediately through authorized channels to the supervisor, in addition to taking such appropriate action to relieve the distress as may be possible.

11. Stations in the Railroad Radio service may be used only for transmissions relating to and essential to operation of railroads.

During an exchange of communications exceeding 15 minutes in length, each station shall be identified at the end of each 15 minute period.

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## DEFINITIONS

ENGINE -- A unit propelled by any form of energy and used in train or yard service.

MOTOR -- A car propelled by any form of energy and used in train or yard service.

Note - When a motor is used instead of an engine, requirement of the rule will be the same for a motor as for an engine.

TRAIN -- An engine, or motor, or more than one engine, or motor, coupled, with or without cars displaying markers.

REGULAR TRAIN -- A train authorized by a time-table schedule.

SECTION -- One of two or more trains running on the same schedule, displaying signals or for which signals are displayed.

EXTRA TRAIN -- A train not authorized by a time-table schedule. It may be designated as:

"WORK EXTRA" -- for a work train.

"PASSENGER EXTRA" -- for an extra passenger train.

"EXTRA" -- any other extra train.

SUPERIOR TRAIN -- A train having precedence over another train.

**TRAIN OF SUPERIOR RIGHT** -- A train given precedence by train order.

**TRAIN OF SUPERIOR CLASS** -- A train given precedence by time-table.

**TRAIN OF SUPERIOR DIRECTION** -- A train given precedence in the direction specified by time-table as between opposing trains of the same class.

Note - Superiority of direction is limited to single track.

**TIME-TABLE** -- The authority for the movement of regular trains subject to the rules. It contains the classified schedules of trains with special instructions relating thereto.

**SCHEDULE** -- That part of a time-table which prescribes class, direction, number and movement for a regular train.

**MAIN TRACK** -- A track extending through yards and between stations, upon which trains are operated by time-table or train order, or both, or the use of which is governed by block signals.

**SINGLE TRACK** -- A main track upon which trains are operated in both directions.

**TWO (OR MORE) TRACKS** -- Two (or more) main tracks, upon any of which the current of traffic may be in either specified direction.

**CURRENT OF TRAFFIC** -- The movement of trains on a main track, in one direction specified by the rules.

**STATION** -- A place designated on the time-table by name, at which a train may stop for traffic.

**INITIAL STATION** -- A station at which a regular train is first timed on any division or sub-division, is an initial station for that train.

**SIDING** -- A track auxiliary to the main track for meeting or passing trains.

**FIXED SIGNAL** -- A signal of fixed location indicating a condition affecting the movement of a train.

Note to Definition Fixed Signal - The definition of a "Fixed Signal" cover such signals as slow boards, stop boards, yard limits, switch, train order, block,

interlocking, semaphore, disc ball or other means for displaying indications that govern the movement of a train.

**YARD** -- A system of tracks within limits defined by yard limit boards, or indicated by time-table, provided for the making up of trains, storing of cars, and other purposes, over which movements not authorized by time-table, or by train order, may be made, subject to prescribed signals and rules, or special instructions.

**YARD ENGINE** -- An engine assigned to yard service and work within yard limits.

**PILOT** -- An employe assigned to a train when the enginemen or conductor, or both, are not fully acquainted with the physical characteristics or rules of the railroad, or portion of the railroad, over which the train is to be moved.

**TRAIN REGISTER** -- A book or form which may be used at designated stations for registering signals displayed, the time of arrival and departure of trains and such other information as may be prescribed.

**SIGNAL STATION** -- A place from which fixed signals are operated.

**SIGNALMAN** -- An employe whose duties require him to operate fixed signals, or the levers of an interlocking plant.

**APPROACH SIGNAL** -- Fixed signal used in connection with one or more signals to govern the approach thereto.

**AUTOMATIC BLOCK SYSTEM** -- A series of consecutive blocks governed by block signals, cab signals, or both, actuated by a train or engine or by certain conditions affecting the use of a block.

**BLOCK** -- A length of train of defined limits, the use of which by trains is governed by block signals, cab signals, or both.

**BLOCK STATION** -- A place from which block signals are operated.

**BLOCK SYSTEM** -- A series of consecutive blocks.

**CAB SIGNAL** -- A signal located in engineman's compartment, or cab, indicating a condition affect-

ing the movement of a train or engine and used in conjunction with interlocking signals and in conjunction with or in lieu of block signals.

**DWARF SIGNALS** -- A low home signal.

**HOME SIGNAL** -- The fixed signal at the entrance of a route or block to govern trains or engines entering and using that route or block.

**INTERLOCKING** -- An arrangement of signals and signal appliances so interconnected that their movements must succeed each other in proper sequence and for which interlocking rules are in effect. It may be operated manually or automatically.

**INTERLOCKING LIMITS** -- The tracks between the home signals of an interlocking.

**INTERLOCKING SIGNALS** -- The fixed signals of an interlocking.

**INTERLOCKING STATION** -- A place from which an interlocking is operated.

**MANUAL BLOCK SYSTEM** -- A series of consecutive blocks governed by block signals, operated manually upon information by telegraph, telephone, or other means of communication.

**RESTRICTED SPEED** -- A speed not exceeding that which will enable a train to stop short of a train ahead, obstruction, or switch not properly lined, and to look out for broken rail.

## SIGNALS

### Rule 7

(a) Employes 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.

(b) Signals will be used in accordance with the rules. Employees giving signals will locate themselves so that they can be plainly seen and will give signals in such a manner that the signals are clearly understood.

(c) Trainmen, Yardmen, Enginemen, and others concerned will be on the alert constantly for signals. They will exercise utmost care to avoid taking signals that may be intended for other trains or engines

and will not move until assured of proper understanding.

(d) When a train, engine, or car is being backed or shoved, the disappearance of a person or a light by which signals are given will be construed as a stop signal unless the movement is otherwise protected.

### Rule 8

Flags of the prescribed color must be used by day, and lights of the prescribed color by night.

### Rule 9

Day signals must be displayed from sunrise to sunset, but when day signals cannot be plainly seen, night signals must be used in addition. Night signals must be displayed from sunset to sunrise.

## COLOR SIGNAL INDICATIONS

### Rule 10

COLOR	MEANS	USED ON
RED	1-Stop. 2-Switch set for turnout. 3-Stop to public. 4-Rear of train on Main Track.	Signals and signs. Main track switches. Crossing gates. Marker lamps on rear of train.
YELLOW	1-Caution. 2-Switch set for turnout. 3-Reduce speed. 4-"19" orders, train messages or clearance card. 5-Non-derailing position. 6-Take siding. 7-Stop to public.	Automatic and interlocking signals. Yard switches. Slow speed signs. Train order signals. Siding derails. Take siding indicators. Protected crossing.

COLOR	MEANS	USED ON
GREEN	1-Proceed. 2-Switch set for Main Track. 3-Resume speed.  4-Following section. 5-Train clear of Main Track.	Signals. Main Track switches. Resume speed signs. Front of engines.  Marker lamps on rear of train.
LUNAR WHITE	1-Switch set for straight track or lead.	Yard switches.
PURPLE (OR RED)	1-Derailing position. 2-Stop indication.	Siding derails. Dwarf signals.
BLUE	1-Repairing cars.	At one or both ends of an engine, car or train. Rule 26.

#### Rule 11

A train finding a fusee burning on or near its track must stop and extinguish the fusee, and then proceed with caution prepared to stop short of train or obstruction.

(a) A lighted fusee displayed from the side of an engine cab, day or night, indicates stop, to trains on the other Main Track (or tracks).

(b) Trains must not move over a burning fusee, and burning fusees must not be placed on engines, cars, road crossings, signboards, or at places where fire can be communicated to structures or inflammables.

### **HAND, FLAG AND LAMP SIGNALS**

#### Rule 12

(A) STOP--Swung across the track.

(B) REDUCE SPEED--Held horizontally at arm's length, when the train is moving.

(C) PROCEED--Raised and lowered vertically.

(D) BACK--Swung vertically in a circle at half arm's length across the track, when the train is standing.

(F) APPLY AIR BRAKES -- Swung horizontally above the head, when the train is standing.

(G) RELEASE AIR BRAKES -- Held at arm's length above the head when the train is standing.

Note--Hand signaling includes the use of lamp, flag, torpedo and fusee signals. Any object waved violently by any one on or near the track is a signal to stop.

### **AUDIBLE SIGNALS**

Engine and Motor Whistle Signals

#### Rule 14

NOTE--The signals prescribed are illustrated by (o) for short sounds ( ——— ) for long 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.
(c) (1) — ooo (2) ooo —	Flagman protect rear of train. Forward trainman or flagman protect ahead.
(d) — — — —	Flagman may return from West or South.
(e) — — — — —	Flagman may return from East or North.
(g) oo	Answer to 14K or any signal not otherwise provided for.
(h) ooo	When standing, back. Answer to 12d.

SOUND	INDICATION
(j) 0000	Call for signals.
(k) - oo	To call the attention of yard engines, extra trains or trains of the same or inferior class or inferior right, to signals displayed for a following section. If not answered by a train, the train displaying signals must stop and ascertain the cause.
(l) - - o -	Approaching public crossings at grade. To be prolonged or repeated until crossing is occupied by engine or car.
(o) o -	Inspect train line for leak or for brakes sticking.
(p) Succession of short sounds.	Alarm for persons or livestock on or near the track.
(q) - o	When running against the current of traffic. (1) Approaching curves, or other points where view may be obscured.

### TRAIN SIGNALS

#### Rule 15

The explosion of two torpedoes is a signal to reduce speed and look out for a train ahead or obstruction. The explosion of one torpedo will indicate the same as two, but the use of two is required.

(a) Torpedoes must not be placed near public or private crossings, or other buildings, nor where persons or property may be injured by their explosion.

#### Rule 17

(A) The head light will be displayed to the front of every train at night, during heavy storms or fogs. It must be concealed or extinguished when a train

turns out to meet another train and has stopped clear of main track, or is standing to meet a train at end of two or more tracks or at a junction.

(B) A headlight will be dimmed under the following circumstances.

- (1) Passing through yards where yard engines are employed.
- (2) Approaching junctions, terminals meeting points, or while standing on main track at meeting points.
- (3) On two or more tracks when approaching train in the opposite direction.

#### Rule 18

Yard engines will display the headlight by night at both the front and the rear.

#### Rule 19

If a train is not equipped to display the prescribed signals, it will display a red light by night to indicate the rear of a train, and a red flag by day.

#### Rule 20

All sections except the last will display two green flags and, in addition, two green lights at night, in places provided for that purpose on the front of the engine.

#### Rule 21

Extra trains will display two white flags and, in addition, two white lights by night, in the places provided for that purpose on the front of the engine.

#### Rule 22

When two or more engines in service are coupled at the head end of a train, each engine shall display the signals as prescribed by Rules 20 and 21, but leading engine only will sound and answer whistle signals.

#### Rule 23

One flag or one light displayed where two are required by Rules 19, 20, or 21 will indicate the same as two, but the proper display of all train signals is required.

#### Rule 26

(a) A blue signal, displayed at one or both ends of an engine, car, or train, indicates that workmen are under or about it; when thus protected it must not be coupled to or moved. Each class of workmen will display the blue signal 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 signal, without first notifying the workmen.

(b) When emergency repair work is to be done under or about cars in a train 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**

#### Rule 27

A signal imperfectly displayed, or the absence of a signal at a place where a signal usually is 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, or when sufficient lights in a position or color position light signals are displayed to determine indication of the signal, it will govern. A signal imperfectly displayed or the absence of a signal at a place where a signal usually is shown, must be promptly reported to the supervisor.

#### Rule 29

When a signal, except a fixed signal, is given to stop a train, it must, unless otherwise provided, be acknowledged as prescribed by Rule 14g or 14h.

#### Rule 30

Unless prohibited by special instructions, the engine bell will be rung when an engine is about to move, while approaching and passing over public crossings at grade, or while moving through cities, town, or tunnels, and otherwise when necessary as a warning signal.

#### Rule 31

The whistle must be sounded at all places where required by rule or regulation, or to prevent acci-

dents. Whistle signals must be sounded and the bell rung by the leading engine.

#### Rule 32

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

#### Rule 33

Watchmen stationed at public crossings at grade must use stop signals when necessary to stop trains. When no special signal device is designated, they will use a red signal to stop highway traffic.

#### Rule 34

When practicable, all members of engine and train crews must communicate to each other, by its name, the indication of each signal affecting the movement of their train or engine.

#### Rule 35

The following signals will be used by flagmen:

- A red flag, torpedoes, fusees, a red light, a white light.
- Day signals.
- Night signals.

### **SUPERIORITY OF TRAINS**

#### Rule S-71

A train is superior to another train by right, class, or direction.

(a) Right is conferred by train order; class and direction by time-table.

(b) Right is superior to class or direction.

(c) Direction is superior as between trains of the same class.

#### Rule D-71

A train is superior to another train by right or class.

(a) Right is conferred by train order; class by time-table.

(b) Right is superior to class.

#### Rule S-72

Trains of the first class are superior to those of the second; trains of the second class are superior to those of the third, and so on. Trains in the direction specified by the time-table are superior to trains of the same class in the opposite direction.

#### Rule 73

Extra trains are inferior to regular train.

### **MOVEMENT OF TRAINS**

#### Rule 84

A train must not start until the proper signal is given.

Note--Understanding of proper signal must be made complete with all crew members.

#### Rule 93

A movement against the current of traffic within yard limits, may be made under the direction of the yardmaster who will be responsible for the protection of the train making the movement.

#### Rule 97

Unless otherwise provided, extra trains will not be run without train order authority.

#### Rule 98

Trains must approach the end of two or more tracks, junctions, railroad crossings at grade, and drawbridges, prepared to stop, unless the switches are properly lined, signals, indicate proceed, and track is clear. Where required by regulations, trains must stop.

#### Rule 99

(a) When a train stops under circumstances in which it may be overtaken by another train, the flagman immediately must go back with flagman's signals a sufficient distance to insure full protection, place two torpedoes on the rail on the engine-man's side not less than two rail lengths apart and,

when necessary, display lighted fusees. When recalled, and safety to the train will permit, he may return.

(b) When conditions require, he will leave the torpedoes and a lighted fusee.

(c) The front of the train must be protected in the same way, when necessary, by the head brakeman or fireman.

(d) When a train is moving under circumstances in which it may be overtaken by another train, the flagman must take such action as may be necessary to insure full protection. By night, or by day when the view is obscured, lighted fusees must be thrown off at proper intervals.

(e) When day signals cannot be plainly seen, owing to weather or other conditions, night signals also must be used. Conductors and enginemen are responsible for the protection of their trains.

(f) When work train crews, trackmen, or other personnel are performing work requiring flag protection, the flagman will be furnished written instructions which will be shown to the engineer of all trains flagged and, also, to the trainman on the leading car when it is being pushed by an engine.

#### Rule 101

(a) Trains must be fully protected against any known condition, not covered by the rules, which interferes with their safe passage at normal speed.

(b) Then conditions are found which may interfere with the safe passage of trains at normal speed and no protection has been provided, such action must be taken as will insure safety.

#### Rule 102

When a train is disabled or is stopped suddenly by an emergency application of the air brakes or other causes, adjacent tracks as well as tracks of other railroads that are liable to be obstructed must be protected at once and until it is ascertained they are safe and clear for the movement of trains.

#### Rule 103

(a) When cars are pushed by an engine and the conditions require, a trainman must take a conspicuous position on the leading car and, when



switching over highway crossings at grade not protected by a watchman or by gates, a member of the crew must protect the crossing. When switching occupied passenger equipment, the air brakes on such equipment will be used and cars will not be uncoupled while in motion.

(b) Switches must not be left open nor cars left standing longer than necessary, on the main track or other tracks within operating limits of wigwags, crossing bells, or other automatic warning devices.

#### Rule 104

(a) Conductors are responsible for the position of switches used by them and their trainmen, except where switch tenders are stationed. Switches must be properly lined after having been used.

(b) A switch must not be left open for a following train or engine unless in charge of a trainman of such train or engine.

(c) When practicable, the engineer must see that the switches near the engine are properly lined.

(d) A train or engine must not foul a track until switches connected with the movement are properly lined and, when waiting to cross from one track to another and during the approach or passage of a train or engine on tracks involved, all switches connected with the movement must be secured in the normal position. Switches must not be restored to normal position until a movement is completed or clear of the main track involved.

(e) Where trains or engines are required to be reported clear of the main track such report must not be made until the switch has been secured in its normal position.

(f) After using a switch, personnel will test the lock and see that the switch points fit properly. The last person using a switch will replace a missing or defective lock, or report such condition from first available point of communication.

(g) When attending a main track switch, personnel must not stand within 30 feet of the switch stand while a train is approaching or passing over the switch; when practicable, they must take a position on the opposite side of the track.

#### Rule 106

Both the conductor and the engineer are responsible for the safety of the train and the observance

of the rules and, under conditions not provided for by the rules, must take every precaution for protection.

#### Rule 107

When a passenger train is receiving or discharging traffic on the side toward a station, a train or engine must not pass between it and the station unless proper safeguards are provided.

#### Rule 108

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

#### Rule 109

Conductors, trainmen, enginemen, yardmen, and other employees concerned with the operation of trains, will examine bulletins and notices before beginning each day's work or trip.

#### Rule D-151

(a) Where two main tracks are in service, trains must keep to the right unless otherwise provided.

(b) Where three or more tracks are in service, they will be designated by numbers and their use indicated by special instructions.

(c) When a train crosses over to, or obstructs another track, unless otherwise provided, it must first be protected as prescribed by Rule 99.

### **FIXED SIGNALS**

Aspects of fixed signals may be shown by the position of semaphore arms, color of lights, position of lights, or a combination of color and position of lights. Day and night aspects of color light signals will have the same colors as the night aspects of semaphore signals. Day and night aspects for position light signals will have the same position as the day aspects of semaphore signals.

#### Rule 293

A signal imperfectly displayed, or the absence of a signal at a place where a signal usually is shown, must be regarded as the most restrictive indication

that can be given by that signal, except that when the day indication is seen plainly, or when sufficient lights in a position or color position light signal are displayed to determine indication of the signal, it will govern. A signal imperfectly displayed, or the absence of a sign at a place where a signal usually is shown, must be reported promptly.

#### Rule 294

All members of engine and train crews will, when practicable, communicate to each other, by its name, the indication of each signal affecting the movement of their train or engine.

### **INTERLOCKING RULES**

#### Rule 605

Interlocking signals govern the use of the routes of an interlocking and, as to movements within home signal limits, their indication supersede the superiority of trains, but do not dispense with the use or the observance of other signals whenever and wherever they may be required.

#### Rule 606

The signals prescribed are illustrated by "o" for the short sound; " — " for the longer sounds.

SOUND	INDICATION
(a) ———	All trains and engines within interlocking limits stop immediately.
(b) o o	Resume normal movement after receiving the proper signal or permission from the operator.
(c) o o o	Whistle or horn test.
(d) o o o o	Call signal maintainer or repairman.

#### Rule 661

If a signal indication permitting a train or engine to proceed, after being accepted, is changed to a

"Stop" indication before it is reached, the stop must be made at once. Such occurrences must be reported to the train dispatcher.

#### Rule 663

Trains or engines must not pass an interlocking signal indicating "Stop" without receiving hand signals, and must not proceed on hand signals until a member of the train or engine crew is fully informed of the situation; the movement then must be made at restricted speed.

#### Rule 667

Sand must not be used nor water allowed to run over movable parts of an interlocking or spring switch.

#### Rule 669

Trains or engines stopped by the signalman in making a movement through an interlocking, must not move in either direction until they have received the proper signal from him.

#### Rule 670

A reverse movement within the limits of an interlocking, or a forward movement after making a reverse movement, must not be made without the proper interlocking signal indication or permission from the signalman.

#### Rule 671

While an interlocking station is closed, should a signal for an open route indicate "Stop", movements through the interlocking must be preceded by a flagman. Before proceeding, the enginemen and trainmen must know the route is properly lined. The facts must be reported to the operating supervisor from the first available point of communication.

#### Rule 672

When a train or engine is stopped by a Stop indication of an automatic interlocking signal and no immediate conflicting movement is evident, a member of the crew must operate the time release. If signal does not change its indication at expiration

time release interval, train or engine may then proceed on hand signal from a member of the crew if there is no train or engine on conflicting route and signals on conflicting route indicate Stop.

If a train or engine is on conflicting route, hand proceed signal must not be given until such movement is stopped, and if signals on conflicting route do not indicate Stop, proper flag protection must be provided.

## **YARD PERSONNEL YARDMASTERS**

### Rule 801

Yardmasters report to and receive instructions from the Superintendent or such official as he may designate.

### Rule 802

(a) The yardmaster will have charge of all Yard Personnel and supervision over enginemen and trainmen.

(b) He will have charge of yards in his territory and the distribution of cars therein.

(c) He will see that enginemen and trainmen are ready for departure at the designated time.

(d) He will see that trains are made up according to rules and special instructions; dead engines in train will be separated from each other and from other engines by at least five cars.

(e) He will see that passenger cars, when occupied, are not cut loose from the engine while being switched.

(f) He will see that yards are kept in good condition, that opportunity is given for inspection of cars, that inspection is made, and that cars requiring repairs are placed properly.

(g) He will see that cars to be transferred are placed promptly and avoid all unnecessary delay to freight.

(h) He will check the time of crews employed in the yard, certify to its correctness, and make sure that no more engines or crews are used than actual-ly are required.

(i) He will keep informed on the movement of trains and will expedite their passage through the yard; he will make sure that freight is forwarded in the train to which it is assigned.

## **TRAIN AND ENGINE PERSONNEL CONDUCTORS**

### Rule 803

The conductor will report to and receive instructions from the yardmaster. The switchman will report to the yardmaster, but will follow instructions issued by the engine conductor. All will perform their work in accordance with rules in this manual and special instructions as issued.

### Rule 804

(a) The conductor will determine, in advance, the best plan of switching and will inform his crew of the method to be followed.

(b) Persons in or near cars being loaded or unloaded will be notified before such cars are coupled or moved. Such cars will be returned to their original locations after the movement is completed.

(c) Air brakes will be cut in and operative before passenger cars are switched.

(d) The conductor will inform the engineer of cars containing livestock before such cars are switched. Cars containing livestock will be handled with care.

(e) Ditchers, pile drivers, rail loaders, derricks, and similar machines will not be "dropped" either singly or coupled to other cars, but will be shoved to a stop.

### Rule 805

(a) The conductor is responsible for the movement, safety, and proper care of his train and will see that the trainmen occupy their proper places. He is responsible for the vigilance and conduct of the men employed on his train.

(b) He is responsible for the preparation, inspection, and condition of his train where required.

(c) He will see that his train is provided with the proper tools and sufficient supplies.

#### Rule 806

(a) The conductor will not allow any other duties to interfere with the necessary precautions for the protection of his train; he will require the trainmen to act with the utmost promptness and in accordance with the rules.

(b) He will not entrust the duties of flagging to any person not familiar with such duties and will give as complete instructions in such duties as circumstances will permit.

#### Rule 807

(a) The conductor will not start his train from its initial or inspection station until the inspectors have given notice that their work is finished.

(b) He will inspect the running gear, brake and draft rigging, and observe the general condition of the train as closely and as often as practicable while moving or standing.

#### Rule 808

(a) The conductor will see that sufficient hand brakes are set on cars left on sidings, or yard tracks with grade and, when necessary, that the wheels are blocked. Air brakes must not be depended upon to hold a train or car when engine is detached.

(b) Where there are no car inspectors, he will thoroughly inspect, with the assistance of trainmen, all cars offered and be sure of their safe condition before moving them.

(c) He will have proper authority for movement of each car in his train and use every precaution to prevent pilfering.

#### Rule 809

(c) He will not take cars that, in his judgment are unsafe to run, or are loaded beyond their authorized capacity, or the lading of which is not properly distributed or secured.

#### Rule 810

He must assure that all cars left standing on yard, industrial or team tracks provide proper side clearances for all operations.

#### Rule 811

When shoving cars in on tracks where there are bumping posts, the conductor, where possible, must arrange for a man on the leading car to pass signals, and it is also required to know the condition of any cars on a track protected with a bumping post before coupling on to them.

### **HELPERS**

#### Rule 812

Helpers will comply with the instructions of supervisors. When on duty on trains or in yards, they are under the direction of the conductor and must obey his orders unless in so doing would endanger the safety of the train or require a violation of the rules.

#### Rule 813

They must read and be governed by the rules and instructions applicable to conductors.

### **ENGINEERS & FIREMEN**

#### Rule 820

(a) In matters relating to the operating department, enginemen report to and receive their instructions from the superintendent.

(b) In matters relating to the care and use of engines, they report to and receive their instructions from the master mechanic or the road foreman of engines.

(c) They will comply with the instructions of road foreman of engines and with the instructions of the conductor in the general actions relating to the train unless in so doing would endanger the safety of the train or require a violation of the rules.

#### Rule 821

(a) The engineer and fireman are responsible for the management and care of the engine in their charge, and the economical use of fuel and supplies.

(b) The engineer is responsible for the performance of duty by the fireman and will instruct him in such duties when necessary.

(c) They will report for duty at the appointed time and, unless otherwise provided, will see that the engine is in good working order and furnished with the necessary supplies including a full set of signals.

(d) Fireman (Helper) will comply with the instructions of supervisors when on duty. On trains they are under the direction of the engineer and must obey his orders unless in so doing would endanger the safety of the train or require a violation of the rules.

#### Rule 822

(a) The engineer and fireman will keep a constant and vigilant lookout; carefully note all signals, calling the signal indication to each other, note whether other trains are displaying signals; observe position of switches; watch for obstructions on track; and especially while rounding curves, look back to note whether the train is intact or if there is any indication of hot boxes.

(b) They will sound whistle signals accurately and will report to the supervisor any improper hand or lamp signals received.

(c) They will be alert in all matters pertaining to the protection of their train and when it becomes evident to them that rear protection will be required, they immediately will signal out the flagman.

(d) During foggy and stormy weather, they will not attempt to make up lost time and will take extraordinary precautions at switches and all places where authority to proceed depends upon signals.

(e) When signals are obscured by fogs or storms, they will approach at such a rate of speed as to be able to stop within the distance at which their indication can be distinguished.

#### Rule 823

(a) The engineer and fireman will regulate the starting or stopping of their train so as to avoid damage.

(b) During heavy rain or high water, they will observe caution in approaching bridges and other parts of the road likely to be damaged thereby and be assured of the safety of the track before proceeding.

(d) When a train has more than one engine, the requirements of the rules apply alike to the crews of both engines, except that the use of the bell,

whistle, and air brake will be limited to the leading engine, except in emergency.

#### Rule 824

(a) The engineer will not permit fireman to operate the engine except under his supervision and to conform with order of road foreman of engines.

(b) He will not leave his engine while on duty except in case of necessity, and then the fireman or some competent person will be left in charge.

(e) He will avoid, so far as possible, the slipping of driving wheels.

(f) He will not permit unauthorized persons to ride on the engine.

#### Rule 825

(a) The engineer will see that air brakes, steam heat, and air signal appliances, if in use on the train, are connected between engine and train and between engines when double-heading.

(b) The engineer will not drop sand or clean the ash pan on a main track inside track circuits, or on switches, frogs, or interlocking devices.

(d) The fireman will assist the engineer in repairing the engine in emergencies.

(e) If the engineer fails to regulate the speed of a train approaching a signal indication or other condition requiring speed reduction, the fireman will communicate with him at once and, if necessary, stop the train.

(h) To prevent damage to electrical equipment, diesel electric locomotives should not be operated over track where the rails are covered with more than 2 inches of water. In emergencies, operating the locomotive in water of greater depths than 2 inches will be at the discretion of the engineer.

(i) Special precautions must be taken in rerailling a derailed diesel electric locomotive to prevent damage to traction motors and running gear.

(j) When approaching yards, terminals, railway crossings at grade, junctions, and congested areas, the fireman on a diesel electric locomotive will be present in the cab in a position that will enable him to comply with the provisions of Rule 822.

(k) Unless otherwise instructed, the engineer will report on Locomotive Inspection Report any defect of the engine and any repairs needed at the end of each tour of duty or trip.

**You are an important part of this Railroad.**

**Rules herein, if properly applied, will protect life and limb. Will also reduce to a minimum damage to equipment and freight. Any savings realized make it possible for this company to provide better working conditions and accommodations.**

**The most important job you will do today is to see that no harm comes to the freight you handle.**

**Good team work can handle the customer's business in the manner it was intended.**

**Every employee on this Railroad is a member of a team. A team that is successful is made up of individuals, who are skillful, courteous and perform their work in a safe way.**