

NEW YORK CENTRAL SYSTEM

INSTRUCTIONS
FOR OPERATORS
(Signalmen)



In connection with
THE RULES OF THE
OPERATING DEPARTMENT

dated Oct. 28, 1956, and effective
APRIL 28, 1957

No. 232

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**INSTRUCTIONS TO
OPERATORS (Signalmen)**

In connection with, but not in lieu of, certain of The Rules of the Operating Department, effective April 28, 1957. Operators (Signalmen) must be conversant with and obey these instructions.

Office of
Assistant Vice President Transportation
New York, N. Y., July 1, 1957.

INSTRUCTIONS TO OPERATORS (Signalmen)

FOREWORD

In the beginning, when the railroad transportation system of this country began to develop, trains operated over single track lines by time table schedules, meeting other trains under crude operating rules, with no means of communication between them except the sound of the engine whistle and the sight of smoke pouring from the smoke stack. The rules required that a train wait at a scheduled meeting point only twenty minutes for the other train to arrive. If the other train did not put in an appearance within the required waiting time, the first train was permitted to proceed to the next station, and so on to other stations, until the two trains actually met. If this happened between stations, as was often the case, the train nearest to a siding was required to back in and allow the other to proceed. Under these conditions, needless to say, trains seldom operated on their advertised schedules. Then, in September 1851, eight years after Congress appropriated money to construct a telegraph line between Washington and Baltimore, and after its use began to spread throughout the country, an incident occurred which revolutionized the nation's whole system of train operation.

The General Superintendent of the Erie Railroad, aboard one of his trains in New York state, was wait-

ing for the scheduled arrival of another train. He sauntered into the station agent's office and inquired by telegraph whether the expected train had left the station ahead. When informed that it had not left, the official instructed the agent at that station to hold it until his train arrived. This was the very first train order ever issued, and it succeeded so well in improving the performance of the two trains involved that it spurred the development of a nation-wide train order system, which made possible a great improvement in maintaining advertised train schedules.

Ever since that eventful day in 1851, the train order operator has played an important part in the handling of railroad traffic on this continent. Together with the train dispatcher, the engineman, and the trainman, he forms a team which actually moves the country's commerce over the rails. It was railroad transportation that developed our great country into the giant it is today, and even if the bark of the steam engine's exhaust and the clicking of the telegraph sounder are no longer heard throughout the land, the traffic continues to move under the guiding hands of the same old team.

The diesel locomotive has replaced the steam engine, and the telephone and radio have replaced the telegraph, but in their passing after more than one hundred years of usefulness, these earlier implements of railroading left behind a very fine heritage. Those who follow in the footsteps of the telegrapher may take great pride in the thought that among their fore-runners they can name, as W. B. Patterson points out, such world figures as Thomas A. Edison, Andrew Carnegie, Dr. Lee DeForest, Theodore Vail, Dick

Sears, and many others who became leaders in all phases of life, as well as some who rose to the top in railroad management circles.

It was while listening to the clicking of a telegraph sounder at a lonely railroad station that Edison began to dream of the great things he later accomplished. It was while acting as a messenger boy that Carnegie began to develop into the great financial genius he later proved to be. DeForest—who gave the world its greatest communication lift with his development of the radio tube, Vail—whose foresight made the telephone company the great organization it is today, Sears—who founded the great merchandising business of Sears-Roebuck—all started their careers as telegraphers.

The operator of today still plays his important part in the movement of traffic, and for that reason he must be familiar with the rules which are set forth for the safe, efficient handling of that traffic. He must be familiar with train order practices and with the proper use of various signaling systems. He must have a practical rather than a theoretical knowledge of all the rules which apply to his work. He must be familiar also with time table special instructions which supply supplemental information and may sometimes modify operating rules. He must willingly and efficiently obey the instructions of the train dispatcher, whose eyes and hands he represents, and he should place his confidence in that individual's judgment to help him do the right thing at the right time. He must be alert and capable of using sound judgment in emergencies, and be able to take quick action on his own when necessary.

The operator must obey the rules which are set forth for the purpose of insuring greater protection to the lives and limbs of passengers, general public and employees, to the property of the railroad he serves, and to the goods it transports. He must learn that it is a foolhardy undertaking to learn safety through his own personal experience. Rules represent the accumulated experience of years of trial and error based on the successes and failures of others who learned the hard way. There is no need for anyone to experiment on his own.

In the movement of trains, SAFETY is of the first importance. SAFETY should be uppermost in the minds of operators when handling train orders or other instructions. Promptness, while not unimportant, is a secondary consideration and SAFETY should never be sacrificed to save time. In case of doubt or uncertainty, the operator must always take the safe course.

This booklet is designed to serve as a guide for operators in the performance of their duties, and as an aid to the student who is learning the work. The student must acquire the experience necessary to handle the job by actually doing the things he learns, and he must learn to do these things in exactly the same manner as employes at other stations do them, for uniformity in the handling of train movements is very important.

Office of the Ass't. Vice President Transportation
New York, N. Y. July 1, 1957.

TRAIN ORDER PRACTICE

Operators must give preferred attention to the handling of train orders. Train orders must state in clear and positive language what is to be done and will be issued in the prescribed forms when applicable. It is imperative that train orders be furnished in clear and cleancut copies. Carbons must be changed before they produce dim unreadable orders. Handwriting must be plain and easily readable. Train orders must be written without erasure, alteration or interlineation. Flourishes should be avoided. Punctuation is not to be used, but proper tabulation and paragraphing is required for easy understanding. The name of a station in the body of a train order must be written so there can be no possibility of mistaking it for the name of another similarly written or spelled. One figure or letter must not be written over another. A word that has been left out must not be written in above or below the line.

In transmitting train orders, train dispatchers will regulate their speed of transmission so that operators will be able to make plain and legible copies. Operators must inform the dispatcher when his speed is greater than will permit them to keep pace with him.

Except when making additional copies as prescribed by Rule 209, train orders must be written, or type-written, during transmission. It is not permitted to write a train order in advance of its transmission. This applies to an annulling order as well as any other form. The line showing made complete, time, and

operator's last name must always be in his own handwriting. After an order has been transmitted it is not proper to make any additions or alterations in it. A copy of each train order must be retained by the operator.

Even hours may not be used in the body of train orders, but there is no objection to showing the complete time of an order, or the time it is repeated or "X'd" in even hours.

Train orders must be issued to all in the same words. It is not proper for an operator to copy or repeat only part of an order and leave out a part, unless otherwise instructed.

Train orders must be numbered consecutively, beginning at midnight, and care must be used to avoid duplication of numbers on the same date. Operators will call attention of the train dispatcher if duplication occurs.

Train orders must be addressed to those who are to execute them, and the address must name the place where they are to be received. Under no circumstances must an operator file a train order which is addressed to a train. The order must be annulled by the dispatcher if it is not to be used.

Train dispatchers must inform operators when more than one engine is in service on a train so that the required number of copies will be prepared and delivered.

NOTE: An engine may consist of more than one unit operated from a single control. (See definition for engine.)

A copy of the train order must be furnished each person addressed. When a pilot is assigned to a train, all orders and clearances must be addressed to the pilot as well as to the conductor and engineman.

Under certain circumstances it may be necessary for the train dispatcher to issue a train order restricting the movement or superiority of a train at the station where it is to receive the order. When such an order is issued, special precautions must be taken to insure safety. The train must be brought to a stop before the order is delivered, and when conditions require it, the train dispatcher may instruct the operator to use hand signals in addition to the fixed signal to stop the train, and he must require acknowledgment from the operator that he understands such instructions. Hand signals include the use of torpedoes and fuses. The dispatcher may not "OK" the Clearance Form A for such a train until he is assured by the operator that the train has been brought to a stop. When it is not apparent from the wording of an order whether it restricts the train at his station, the operator must apply to the train dispatcher for instructions.

Copies of train orders addressed to the operator at the meeting or waiting point must be delivered to the trains affected, until all have arrived from one direction.

A train order to be delivered to a train at a point not an open train order office, will be addressed to "C&E.....at.....Care of....." and forwarded for delivery by the engineer, conductor, or other person in whose care it is addressed. Copies of the order must

be supplied for each person addressed, and a copy for the person making the delivery.

When so directed by the train dispatcher, a train order may be given the "X" response before repeating, by the operator responding: "Number of train order, to train number X" with the operator's initials and office call. The operator will then write on the order in the place provided, his initials and the time. When the "X" response has been given and before complete is given, such an order must be treated as a holding order for the train addressed, but must not be otherwise acted upon until "complete" has been given. If communication fails before an order is repeated, or the "X" response given, the order must be treated as though it had not been sent. The "X" response must not be given to a train order until it has been transmitted in its entirety.

An operator must not repeat or give the "X" response to an order for a train which has been cleared, or of which the engine has passed his train order signal, until he has obtained the signature of the conductor and engineman to the order. Such a train order must be on Form 31 in order to provide a space for signatures.

When a train order Form 31 has been transmitted, the operator will, unless otherwise directed, repeat it at once from the manifold copy in the succession in which the several offices have been addressed, and then write the time of repetition in the space provided. When making delivery of such train order the conductor, or engineman, or others addressed, must read it to the operator and sign it. The operator will then

give the signature preceded by the order number to the train dispatcher who will then give "complete" and the time. When receiving such response the operator will then write on each copy the word "complete" in the space provided, the time and his last name in full, all on the same line. It is important that the entire line be filled out in order to avoid misunderstanding or error when the next person signs it. This applies when the order is addressed to the operator as well as when others are addressed. When the order is signed by the conductor he will make delivery to the engineman. When the engineman signs the order, the operator will deliver a copy to the conductor without taking his signature.

When a train order Form 19 has been transmitted, the operator will, unless otherwise instructed, repeat it at once from the manifold copy in the succession in which the several offices have been addressed. When the order has been repeated correctly, the response "complete" and the time will be given by the train dispatcher. The operator receiving the response will then write on each copy the word "complete" and the time and his last name in full, and must then affect delivery of the order to the persons addressed. Such an order, if it does not restrict the movement or the superiority of the train at that station, may be handed on to a moving train. If the order does restrict the movement or superiority of the train at that station, the train must be brought to a stop before delivery is made.

Operators must regulate their speed of repetition so that the train dispatcher and other operators checking it can plainly understand all the words and

figures. Operators must check train orders when other operators repeat.

When making additional copies of train orders, operators must copy them from the original copy and repeat them to the train dispatcher from the new copy, each time additional copies are made. If the operator must re-copy an order account of an error in his writing, he must destroy the original copy before repeating the re-copy to the train dispatcher. When making additional copies the original time completed will not be changed.

In writing train orders, the superintendent's initials must be placed immediately beneath the last word of the order.

Only authorized abbreviations may be used in train orders. Abbreviations for such words as "extra", "care of", "east", "west", etc. are not authorized. The names of stations must not be abbreviated unless such abbreviations appear in the time table. The usual abbreviations for the months of the year, rather than numerals, must be used, as for example, "Nov." for November, etc. Numerals without suffix must be used for dates, as for example "Nov. 1," rather than "Nov. 1st."

Train order offices must not be closed without the permission of the train dispatcher. Permission must also be obtained before an operator leaves the office temporarily.

TRAIN ORDER SIGNAL PRACTICE

Train order signals are illustrated in Rules 200, 200A and 200B. The "proceed" indication of such signals apply only to trains on the main track. Trains moving on sidings or yard tracks may not accept the "proceed" indication. A train may not pass a train order signal while "stop" is indicated without receiving Clearance Form A, except to do station work or to enter a siding as provided by certain rules. When a train has passed the signal while "stop" is indicated, as permitted under those rules, it may not thereafter accept the "proceed" indication of such signal. Where but one train order signal is provided for a direction, it will govern trains moving only with the current of traffic. Trains moving against the current of traffic are required to receive Clearance Form A. If the train order signal should fail to work properly, Clearance Form A must be used.

The rules provide three different methods for train order handling. These are covered by Rules 221 (A), 221 (B) and 221 (C). Each is a separate rule designed to apply at such stations as prescribed by division officers. Never do all three rules apply at the same station.

Rule 221 (A) provides that the train order signal must remain in the Stop-position during the time an operator is on duty, except when it is changed to proceed to allow a train to pass after receiving train orders, or for which there are no train orders. The

signal must be returned to the Stop-position as soon as the entire train has passed.

Rule 221 (B) provides that the train order signal remain in the proceed position, except when train orders are to be delivered to a train. Before copying train orders for a train, the signal must be placed in the Stop-position, and until the order is delivered or annulled, it may not be restored to the proceed-indication.

Rule 221 (C) provides that the yellow banner or light illustrated in Rule 200B be used in conjunction with a fixed signal to indicate train orders. The yellow banner or light must be displayed in the direction of the approaching train, and the dispatcher so advised, in addition to placing the fixed signal in Stop-position before a train order for a train is copied, and it must be displayed continuously until the order is delivered or annulled. If the order does not restrict the movement of the train at his station, the operator must clear the fixed signal after the yellow banner or light has been acknowledged by whistle signal 14 (g) to allow the train to proceed to the station, but not beyond, for delivery of the order and/or Clearance Form A. If the order does restrict the movement of the train at his station, the operator must keep the fixed signal in the Stop-position until the order has been delivered. When it is not apparent from the wording of the train order whether it restricts the train at his station, the operator must apply to the train dispatcher for instructions.

Where no form of block signal system is in use, train order signals will be used to space trains.

MANUAL BLOCK PRACTICE

The Manual Block Signal System is used on portions of the railroad indicated in the time table. The method of operation under the system is described in Rules 300 to 373, inclusive, of the Rules of The Operating Department and in time table special instructions. This system is superimposed on other rules and regulations, but is not used in lieu thereof. It provides a method for controlling a section of track known as a block, or a series of consecutive blocks, by the use of manually operated signals, or by other specified means. Generally speaking, the system is in charge of block operators, or signalmen, who are required to consult with the train dispatcher when conditions require it, and be governed by his instructions.

Manual Block Signals are illustrated in Rules 300, 300A and 300B. Where but one block signal is provided for a direction, it will govern trains moving only with the current of traffic. Trains moving against the current of traffic must receive Clearance Form A at each open block station. Where block signals are provided for blocking trains moving against the current of traffic, they will govern.

When Manual Block signals are provided, they will govern the use of blocks. These signals may be used also as train order signals when separate train order signals are not provided.

When Manual Block signals are not provided, other methods for blocking trains, such as Clearance Form

A, may be specified. Interlocking signals may be used also as Manual Block signals in the manner described in time table special instructions.

When a Manual Block signal is remotely controlled, the operator at the control station may accept his office indication that a train has passed the signal. When such signal fails to display a proceed indication, the operator at the control station on being advised of the condition, will instruct trainmen as to what action to take.

A passenger train may not be admitted to an occupied block, nor may any other train be admitted to a block occupied by a passenger train, except under flag protection, or by authority of train order Form T. This applies to passenger extras as well as regularly scheduled passenger trains.

A train other than a passenger train may be permitted to follow a train other than a passenger train into a block under a "Block occupied" indication, Rule 300A, or with Clearance Forms A and B, except during fog, heavy rain or snow, or other adverse weather conditions.

A train may not be admitted to a block occupied by an opposing train, except as provided in Rule 326a, or under flag protection, or by authority of train order Form T.

A train other than a passenger train may be admitted to the block occupied by a work extra under Rule 326a, when the work order provides that the work extra may occupy the main track under flag protection. The train to be admitted to the block must

be furnished with a copy of the work order, together with Clearance Forms A and B at the entrance to the block.

A complete block record must be maintained on the blank provided for that purpose. The record must be made at once, never from memory or memoranda. It is not proper to maintain block records for more than one 24 hour period on the same sheet. All crossover movements must be included in the record.

To permit a train or engine to enter a block, or foul the main track, or cross over from one main track to another, the operator must examine the block record, and if all blocks affected are clear of trains and engines he must provide or arrange for block protection before permission is given.

A train must not pass the stop-indication of a Manual Block signal without receiving Clearance Form A, and in addition if the block is not clear, Clearance Form B or a train order authorizing it to do so, except in making a station stop or to enter a siding to meet an opposing train, under the provisions set forth in Rule 362.

A train or engine having passed beyond the limits of a block must not back into that block without permission of the signalman, who must provide or arrange for protection. Unless the switch involved is controlled by the signalman when a train clears the main track, the conductor or engineman must report clear to the signalman. A train or engine must not enter a block or foul a main track, or cross from one main track to another without the permission of the signalman.

Time Table Special Instructions modify Manual Block Signal System rules for the purpose of handling certain trains in yard limits. The modification provides that Manual Block signals will convey to second class and extra trains information as to the condition of that portion of the block which is not within yard limits, and second class and extra trains may be admitted to a block which is wholly or partly within yard limits on a clear block indication, when it is known that the block is not occupied by a passenger train, or a train other than a passenger train outside of yard limits. For example, when a second class or extra train enters yard limits, it may be considered clear of the block so far as the operation of other second class and extra trains is concerned. This does not apply to a passenger extra, as it must be considered for blocking purposes the same as a regularly schedule passenger train, which requires a clear block inside as well as outside of yard limits.

When interlocking signals are used also as Manual Block signals, as well as to govern movements through the interlocking, the top arm or light will be used to display the Manual Block indication, as specified in time table special instructions. When other than the top arm or light of the interlocking signal is used to display a proceed indication, Clearance Form A must be used in addition to indicate the condition of the block beyond the interlocking. For example:

(a) When the block is clear but the proper indication cannot be displayed on the top arm or light of the interlocking signal, Clearance Form A will be used to show the condition of the block. This would apply when the middle arm or light, the bottom arm

or light, or a dwarf signal is used to display proceed. (See note.)

(b) When the block is occupied and it is proper to permit a following train to enter the block but the proper indication cannot be displayed on the top arm or light of the interlocking signal, Clearance Forms A and B will be used to indicate the condition of the block. This would apply when the middle arm or light, the bottom arm or light, or a dwarf signal is used to display proceed. (See note.)

(c) When the block is occupied by a passenger train or an opposing train, and circumstances require the train dispatcher to authorize a movement into the block, Clearance Form A and a train order Form T will be used to authorize the movement.

NOTE: Exceptions to the procedure outlined in (a) and (b) may be listed in time table special instructions when required. The exceptions will specify which indication will be used to display Manual Block aspects without the use of Clearance Forms A or B at specific locations.

INTERLOCKING PRACTICE

An interlocking is described as an arrangement of signals and appliances, with its own limits and signals, and with 4 definitions and 44 rules to explain and govern its operation. The mechanical functions it performs may be powered by hand, compressed air, or electricity. It has such flexibility of operation that it may be located miles away from the hand that pulls the lever or flips the switch, and it can even be controlled automatically by the movement of trains. Traffic Control Systems are merely a series of remotely controlled interlockings, connected by sections of track equipped with automatic signals. We are interested here mainly in the practical application of the operating rules as they affect the duties of an interlocking operator (signalman).

Interlocking signals govern the use of the routes of an interlocking, and as to movements within its limits their indications supersedes the superiority of trains. Interlocking signals are considered so effective that they make flag protection within interlocking limits unnecessary. They do not, however, dispense with the use or observance of other rules whenever and wherever they may be required. They may be used also as train order, manual block, or automatic block signals, when separate signals are not provided for these purposes.

Unless otherwise specified, interlocking signals must be kept in the position displaying their most restric-

tive indications, except when cleared for an immediate movement. When the route is set for such a movement the signals must be operated sufficiently in advance to avoid delay.

When necessary to change the route for an approaching train or engine, for which the signal has been cleared, the train must be brought to a stop before any of the interlocking switches, movable point frogs, or derails may be changed, or signals cleared for any conflicting route.

When a signal or switch is undergoing repairs, or when train order or other rules require it, operating levers must be blocked or marked and must not be used.

If a signal fails to work properly, its operation must be discontinued, and when practicable it must be secured so as to display its most restrictive indication. Train movements must be protected, and the superintendent (through the train dispatcher) and the maintainer notified. Unauthorized repairs, alterations or additions to the interlocking must not be made or permitted. Defects must be promptly reported. In the absence of the maintainer necessary emergency repairs may be made.

When in an emergency it may become necessary to disconnect a switch, movable point frog or derail in order to clear up the main track, or if a switch or other appliance cannot be properly locked when it is necessary to make such an emergency move, all movable parts affected must be safely secured before the train or engine is permitted to pass over them.

Hand signals must not be used when the proper signal indication can be displayed by the interlocking signals, except when it becomes necessary to stop a train for which a proceed signal has been displayed and accepted, in which case hand signals must be given in addition to the stop indication of the interlocking signal where practical, or when an interlocking station is open at an irregular hour, hand signals, as well as fixed signals, must be used until all trains have passed which have not been properly notified.

When the proper indication cannot be displayed by the interlocking signal, hand signals may be used, but not until the train or engine for which they are intended has been brought to a stop. When such hand signals are necessary, they must be given from such a place, and in such a way, that there can be no misunderstanding on the part of enginemen or trainmen as to the signals, or as to the train or engine, for which they are intended, and the engineman or trainman fully informed of the situation. When trains have been previously notified by proper instructions that hand signals will be used they may be moved on such signals without stopping.

In Automatic Block Signal System territory when proper proceed signal cannot be displayed by the interlocking signal, Clearance Form A is not required after the crew has been fully informed and hand signal given; however, when Manual Block Signal System rules are in use, Clearance Form A is required to show the condition of the block.

When an interlocking signal does not display an indication to proceed when the lever is reversed, the

restricted speed indication, or a hand signal, must not be displayed for a movement in the same route until the switches and other movable appliances have been examined, except when the clearing of such signal is prevented by a track section being occupied, or other apparatus being out of service, which does not interfere with or make it improper to display the restricted speed signal or use hand signal.

At interlocking stations where Manual Block Signal System rules are in use, or where Motor Car Permit Form M rules apply, a block record of train and track motor car movements must be maintained.

When an interlocking station is closed upon proper authority, levers must be set for routes desired and signals for such routes arranged to display proceed indication. The interlocking station must be locked.

When a remotely controlled interlocking switch or signal does not function as intended, the operator at the control station on being so informed must instruct trainmen verbally as to what action they may take.

CLEARANCE FORM A PRACTICE

When clearing a train with Clearance Form A, the form must be properly filled in, then the numbers of the train orders, if any, must be repeated to the train dispatcher who, if all is in order, will issue "OK" and the time. The "OK" means only that the information regarding train orders is correct, and it should be inscribed on the margin, together with the time, opposite the "No train order" line, or following the last train order number, as the case may be. It is not proper to ask the train dispatcher to clear a train before filling out the clearance form. When clearing a train without train orders, the operator must be sure there are no train orders.

An operator may deliver Clearance Form A to a train without the "OK" from the train dispatcher only when communication fails. In such case the form must be endorsed "Wire has failed," and if no cause for detaining the train is known it may be cleared. When communication is restored the train dispatcher must be advised of each train cleared in this manner, giving the time and the numbers of train orders, if any, delivered.

Clearance Form A may be used to explain why a Stop-signal is displayed, by filling in the line provided for that purpose with an appropriate explanation. For example, "Stop-signal is displayed for following trains," or "Account out of order," or any other legitimate reason. It may be used to authorize

a train to pass the stop signal on a specified track by inserting the track number in its proper place. It may also be used to indicate the condition of the block when Manual Block Signal System Rules are in use. The block line should be left blank when the block is not clear, and Clearance Form B or train order Form T, as the case requires, used in addition.

Another important function of the Clearance Form A is to provide necessary information to a train moving against the current of traffic in multiple track territory, where but one train order signal and one block signal, is provided for a direction. Such signals govern only trains moving with the current of traffic, and the clearance form acts as a substitute for them at each open train order or block station to trains moving against the current of traffic. The clearance form must inform such train whether there are any train orders for it, and where Manual Block Signal System Rules govern movements against the current of traffic, it must provide information regarding the block. If block signals are provided for blocking trains moving against the current of traffic, they will govern. If such signals are interlocking signals they are subject to the same time table instructions applying to other interlocking signals which serve also as Manual Block signals.

Although the train order authorizing the creation of an extra train is addressed to the engine, the Clearance Form A must be addressed to the extra train, as for example, "Extra 1432 East."

When clearing a train, it should be referred to by its proper designation, for example, "Clear No 95," rather than "Clear the local," etc.

When issuing Clearance Form A with a train order addressed in care of the engineer or conductor of another train, it should be addressed to the train in whose care the order is addressed. It is not necessary to also deliver Clearance Form A addressed to the train which is to execute the order.

When issuing Clearance Form A it must be properly timed, dated, addressed, and signed with the operator's last name. Only authorized abbreviations may be used. Blank spaces not used should not be filled in with check marks, or other marks. A copy of each Clearance Form A issued must be retained by the operator.

CLEARANCE FORM B PRACTICE

Clearance Form B is used only when Manual Block Signal System rules are in use, to admit a train to an occupied block, or when communications fail. It must be filled in by writing in the proper choice of words as outlined in the instructions. For example, when the block is occupied and the fixed signal cannot be used to display the "Block occupied" indication, the words in italics under example 1 should be written on the blank following the address, thus: "Proceed into block as though block occupied signal was displayed." When communications have failed, the words in italics under example 2 should be written on the blank following the address, thus: "Proceed prepared to stop short of train ahead or obstruction."

Clearance Form B must be properly timed, dated, addressed and signed with the operator's last name. Only authorized abbreviations should be used. A copy of the form must be retained by the operator.

MOTOR CAR PERMIT FORM M PRACTICE

On portions of the railroad so specified by proper notice, Motor Car Permit Form M will be used to authorize the movement of track motor cars on the main track in Manual Block or Automatic Block Signal System territories, outside of yard limits. Rules 1926 to 1946 inclusive of the Rules For The Operation Of Track Motor, Velocipede, Hand and Push Cars apply. These specific rules apply only to track motor cars, and do not include other types of track cars such as self-propelled on track work equipment, velocipede, hand and push cars.

A complete block record must be made of track motor car movements under Form M permits, and a copy of each permit must be retained by the operator (signalman).

Permit Form M will be issued by the operator, after examining the block record and consulting with the train dispatcher. When Permit Form M is so issued, the track motor car must be protected by placing in Stop-position the fixed signal controlling the entrance to the section of track occupied by the track motor car.

A train or engine must not be permitted to follow a track motor car into a section of track occupied by the car under Permit Form M, except when authorized by train order.

A track motor car must not be admitted under Permit Form M to a section of track occupied by an opposing train or an opposing track motor car, unless movements do not involve the same portion of the block.

Operator issuing Permit Form M must report to operator at the station in advance, and must report to operator at the station in the rear when required. Operators on either side of the track car movement must be notified and furnish the necessary fixed signal protection. Operator in the rear of the movement will issue the permit.

Permit Form M issued to track motor car operators must specify the limits in which the main track may be used, on either of the two lines provided for that purpose. The form must also specify in the place provided, the time when the permit expires. Permit Form M issued by telephone to track motor car operators at outlying points must be recorded on the regular form with all necessary information, and the track motor car operator must be required to repeat back such information. Information regarding other track motor cars in the block must be shown in the place provided. When so required by division officers, the condition of the block must also be shown.

REPORTING AND OBSERVATION OF TRAINS

Operators must be prompt in reporting (OS-ing) passing trains to the train dispatcher. They must observe and report any unusual details in the appearance of such trains. If any indication of conditions endangering a train is observed, "Stop" signal

must be given. If there are no apparent defects, operators must give a proceed hand signal from a position where it may be seen by employes on the rear of passing trains. Operators must be familiar with the code of signals, to indicate hot journals, dragging equipment, car door swinging or about to fall, brakes sticking, flat wheels, headlight not burning, and all clear, as indicated in Rule 701. This code of signals must be used precisely. Sloppy use will confuse rather than inform trainmen of conditions. Where sections of regular trains are operated, operators must report signals displayed, or absence of signals. Markers on trains must be observed and their absence or improper display reported to the train dispatcher.

STATION RECORD OF TRAIN MOVEMENTS

The Station Record of Train Movements, which may also provide space for a block record, is required by the Interstate Commerce Commission at each station, tower, office, or place from which the time of arrival and departure, or passing of trains, is reported. Each operator, signalman, and leverman shall enter the time he goes on and off duty in the space provided for that purpose. This form, by virtue of an I.C.C. Order of May 2, 1921, constitutes the "lawful manner according to which records are to be made and kept." Operators must have a full understanding of the basic intent and purpose of this record, being sure that the figures required are accurately kept.

HANDLING MESSAGES

Messages for persons on trains, except train employes, should be enclosed in envelopes. Contents of

messages must be held strictly confidential, and in no manner made known to any person, except the one addressed, and must not be made the subject of any remark.

TRANSFERS

Operators going off duty must make written transfer on the prescribed form, of all train orders outstanding, instructions, unfinished business, interruptions in communication if any, and overdue trains. Operators going on duty must not handle train orders or signals until the transfer has been read and initialed. When shifts are not continuous, the transfer will be made in the same manner.

SIGNALING EQUIPMENT

Operators must have the prescribed flagging signals ready for immediate use at all times.

WEATHER CONDITIONS

Operators must report promptly to the train dispatcher the existence and duration of excessive rains, fog, high winds or sudden rise of streams in their vicinity. They must notify section men promptly to be on hand to inspect and protect track from damage. They will report to the train dispatcher any other conditions that may affect trains, and when practicable take other steps which may be necessary for protection.

MAINTAINING OFFICES

Operators must not permit or encourage unauthorized persons to gather in or frequent their offices. All

bulletins, special notices and special instructions should be promptly placed where they can readily and easily be seen, preferably on boards when provided. Offices should be kept in neat and orderly condition at all times. When leaving the office, even temporarily, the door should be locked to prevent entry by unauthorized persons.