

140

Des Moines Union Railway Company

— — —
TIME TABLE NO. 390
— — —

Taking Effect

Monday, November 20, 1950

At 12:01 A. M. Central Time
— — —

**Study Carefully the Within Rules, as
IMPORTANT CHANGES
Have Been Made**
— — —

**For the Government and Infor-
mation of Employes of this
Company and Employes of Other
Companies Using Des Moines
Union Tracks.**
— — —

**NOT INTENDED FOR THE
INFORMATION OF
THE PUBLIC**
— — —

**J. P. KILEY,
President**

**W. A. HAHNEN,
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 and 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, ability and willingness must be shown for greater responsibility.

GENERAL RULES

TIME TABLE

1. A Time Table is the general law governing the arriving and leaving time of all regular trains. Time Tables will be issued from time to time as may be necessary. The times given for each train on the Time Table constitute the schedule of such train.

2. Each Time Table, from the moment it takes effect, supersedes the preceding Time Table and all special instructions relating thereto, and trains shall be run as directed thereby, subject to the Rules. All regular trains on the road, running according to the preceding Time Table, shall, unless otherwise directed, assume the times and rights of trains of corresponding numbers on the new Time Table.

3. Upon the Time Table not more than two sets of figures are shown for a train at any point. When two times are shown, the earlier is the arriving time, and the later the leaving time, unless otherwise indicated. Regular meeting or passing points are indicated on the Time Table by figures in full face type.

4. On the employe's Time Table the words "Daily," "Daily Except Sunday," etc., are printed at the head and foot in connection with the train, and indicate how it shall be run. The figures given at intermediate stations shall not be taken as indicating the train will stop, unless the rule requires it. Trains are designated by numbers, and their class indicated on the Time Table. Extra trains will be distinguished as follows: Passenger Trains, Specials; Freight Trains, Extra; Work Trains. All Extra Trains are of an inferior class to all regular trains of whatever class.

6. All persons interested in the movement of trains on Des Moines Union Railway tracks will provide and familiarize themselves with its current Time Table, Rules and Regulations, and will be required to receipt for each new Time Table, and always have a copy at hand when on duty.

RIGHTS OF TRAINS

7. First-class trains will take precedence over second-class trains.

8. Trains going east have absolute right of track over trains of the same class going west. North bound trains will be regarded as east bound, and south bound regarded as west bound.

9. A train of inferior class must keep out of the way of a train of superior class. Extra trains may be run without orders but will be governed by Rule 12. Switch engines must clear regular trains three minutes. When regular trains are over five minutes late switch engines may occupy the main track, but must protect themselves and be prepared to clear the main track without delay to the regular train.

11. Regular trains over five minutes late must proceed with caution, expecting to find main track in use by switch engine. If trains are delayed from any cause, Conductor must see that his train is properly protected by flagman.

12. All regular trains over ten minutes late lose all their rights and must protect against all trains and engines. All irregular trains and engines must protect around curves and obscure points. When it is impractical

for freight trains to take sidetrack, passenger trains must take sidetrack and avoid delay.

SPEED OF TRAINS

13. All trains while using Des Moines Union tracks, must be prepared to stop in distance seen to be clear, expecting to find tracks obstructed. When regular trains are late they must not exceed the scheduled time shown on Time Table and must be guided by Rules 11 and 12.

All trains and engines must approach all junction switches, and all crossover switches between West Seventh and Tenth Streets slowly, carefully and under full control and be prepared to stop if tracks are occupied by other trains and engines and they must know that the switches are in proper position for them before proceeding.

DES MOINES RIVER BRIDGE

14. Engine Loading Restrictions

Class E-48 engine loading is the maximum permitted in operation over the Des Moines River bridge. Engines of class E-48 loading are restricted to a speed of 15 miles per hour. Engines heavier than permitted under this class of loading are prohibited from operating over this bridge.

Double-heading of Wabash engines is not permitted over Des Moines River bridge.

Car Loading Restrictions:

Cars are prohibited passing over this bridge if weight of car and loading exceeds 200,000 pounds.

Restrict loads 170,000 to 200,000 pounds to speed of 15 miles per hour.

Clearance Restrictions:

Both lateral (side) and vertical (overhead) clearances are less than the minimum prescribed by rules of Iowa Board of Railroad Commissioners. Bridge will not clear a man on furniture or other high car.

TRAIN REGISTERS AND BULLETIN BOOKS

15. A train register will be kept at Yard Office in Union Station. Conductors of all trains and engineers of light engines will register at Yard Office.

Bulletin books must be consulted daily.

RAILROAD CROSSINGS, JUNCTION SWITCHES AND YARD LIMITS

17. Except at railroad crossings protected by interlocking signals all trains must come to a stop not less than 200 feet or more than 800 feet, before crossing another railroad or this Company's tracks at grade, also switches between West 10th and 11th Streets, and will sound the whistle twice before proceeding, and must not proceed until the way is known to be clear.

18. Crossing with C., R. I. & P. at east end of East Eighteenth Street yard is protected by interlocking signals operated from C., R. I. & P. tower 1,100 feet north of the crossing. A telephone communicating with this tower is located at the crossing. Interlocking rules of the Standard Code of the A. of A. R., Nos. 605 to 671 inclusive, are in effect and signal indications are as shown in Rules 601 A, B, C, D, and F. Speed not to exceed 20 miles per hour over this crossing.

A train which has been switching or standing on main line between distant and home signal and is ready to pro-

ceed over crossing and finds home signal not clear should sound ONE SHORT, ONE LONG AND ONE SHORT blasts of the whistle so tower man will know it is ready to proceed over crossing.

A train or engine using yard tracks, desiring to pass over crossing and finds signal not clear, should sound TWO SHORT AND ONE LONG blasts of the whistle so tower man will know it is ready to proceed over crossing.

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

22. Crossing gate at C., R. I. & P. Winterset crossing will govern movement of trains over this crossing. The normal position of this gate is against the C., R. I. & P. Trains and engines on Des Moines Union track may proceed without stopping when the gate is set across the C., R. I. & P. tracks. The rate of speed of trains and engines on Des Moines Union track must not exceed ten miles per hour for a distance of 500 feet before reaching crossing and enginemen must be prepared to stop before reaching crossing in event it is occupied by C., R. I. & P. trains or engines, or gate is set against the Des Moines Union.

23. Crossing gate at crossing with C., B. & Q. track just north of Coon River bridge will govern movement of trains and engines over this crossing. The normal position of this gate is against the Des Moines Union.

24. Des Moines Union yard limits extend east to yard limit board at Wabash Junction, southeast to yard limit board at C., B. & Q. Junction, south to yard limit board at Des Moines Union Junction, between which points movements not authorized by Time Table or by train order may be made subject to prescribed signals and regulations. West yard limits extend to yard limit sign located at West 28th Street. All trains or engines moving within west limits will keep a sharp lookout for C., M., St. P. & P. R. R. trains and must be prepared to stop in distance seen to be clear, expecting to find tracks obstructed within these limits.

POSITION OF SWITCHES

25. Enginemen, trainmen and yardmen must know that all switches are right before crossing over them.

LOCATION OF SPRING SWITCHES AND NORMAL POSITION OF SAME

26. There is a spring switch at end of double track East Fifteenth Street, normal position—Westbound. This switch is controlled by a color light type signal for Westbound traffic.

The normal position of the spring switch at the end of double track at Bridge Junction is for the eastbound track. West bound trains will trail this switch from the westbound track to the single track. This switch is controlled by a color light type signal for eastbound traffic. A hold color light type signal which controls westbound traffic is located on the right hand side of the westbound track 200 feet east of the spring switch. Time card rule No. 13 regarding speed of trains must be observed. When a train is stopped by this signal it must not proceed, except when signal is cleared or upon authority of yardmaster. A telephone for communication with yardmaster is located on the mast of the signal. Failure of signal must be reported to yardmaster at first opportunity.

There is a spring switch where Union Station track No. 2 enters main track 45 feet west of West Fourth Street. The normal position of this switch is for the main track. Eastbound trains using Union Station track No. 2 will trail this switch from Union Station track No. 2 to main track. This switch is controlled by color light type signal. Trains or switch engines desiring to move westward on Union Station track No. 2 will operate this switch by hand.

There is a spring switch at the end of double track which is 64 feet east of West Fifth Street. The normal position of this switch is for the westbound main track (Union Station track No. 4). Eastbound trains will trail this switch from the eastbound main track (Union Station track No. 5) to single track. This switch is controlled by color light type signal.

There is a spring switch located west of West 10th street which is the junction switch for Milwaukee. The normal position of this switch is for Milwaukee passenger trains. This switch is controlled by a color light signal for westbound traffic.

Any train or engine stopping when trailing any spring switch must not make a reverse movement until switch has been thrown and engineer knows that switch is in correct position for reverse movement. Failure of any signal controlling spring switches must be reported to the yardmaster.

27. Main line switch signals will show GREEN when switch is set for main track and RED when set for siding, cross-over, crossing or junction track. Inside switch signals will show WHITE when switch is set for lead and RED when set for siding.

USE OF TRACKS

29. Tracks between West Fifth and Eighth Streets will be numbered 1, 2, 3, 4, 5 and 6 in consecutive order, Track 1 being next to Union Station. Tracks 4 and 5 are main tracks. Freight trains and passenger trains containing freight cars or cabooses, must not use Tracks 1, 2 and 3 without special permission from General Manager or Yard Master. Track 6 will be used for the storage of sleeping and official cars. Sleeping cars will not be allowed to stand on this track between the hours of 9:00 A. M., and 7:00 P. M., without special permission from the General Manager.

31. The running of engine over track scales is forbidden.

32. When passenger trains are discharging or loading passengers at Union Station, freight trains, switch trains, or light engines will not pass between such passenger trains and Union Station until tracks and platforms have been cleared of people, except upon special instructions from the Yardmaster.

CLEARANCES

33. All train and yardmen are advised that at numerous points along the tracks there are buildings, platforms, sheds, roofs, water tank frames, telegraph poles, bridges, scales, derricks, overhead obstructions, cars, wires and other obstacles or structures which are dangerous, and you MUST inform yourselves as to their location, and use due care and diligence to avoid injury thereby. Some of the above are enumerated herein:

DES MOINES BY-PRODUCTS CO.: Coal chute on east end of track, will not clear man on south side of car.

TRAINS GOING WEST

TRAINS GOING EAST

SECOND CLASS						FIRST CLASS						STATIONS	FIRST CLASS						SECOND CLASS				
Wabash	Wabash	C. M. St. P. & P.	C. M. St. P. & P.	C. M. St. P. & P.	C. M. St. P. & P.	Wabash			C. M. St. P. & P.	C. M. St. P. & P.	C. M. St. P. & P.		C. M. St. P. & P.				Wabash	C. M. St. P. & P.	C. M. St. P. & P.	C. M. St. P. & P.	Wabash	Wabash	
No. 77	No. 95	No. 67	No. 81	No. 151	No. 163	No. 11			No. 33	No. 201	No. 203		No. 209				No. 14	No. 162	No. 168	No. 64	No. 98	No. 78	
Green Ball Freight	Red Ball Freight	Time Freight	Time Freight	Time Freight	Time Freight	Des Moines Limited			Passenger	Passenger	Passenger		Passenger				St. Louis Limited	Time Freight	Time Freight	St. Louis Stock Freight	Red Ball Freight	Green Ball Freight	
Daily Except Sunday	Daily	Saturday Only	Daily Except Sat. & Sun.	Daily Except Sunday	Daily	Daily			Daily Except Sunday	Daily	Daily	Daily				Daily	Daily	Daily Except Sunday	Daily Except Monday	Daily	Daily Except Sunday		
p. m. 7.30	a. m. 11.27 p. m. 12.01					a. m. 5.45										p. m. 8.57				p. m. 1.15	p. m. 11.00		
7.32	12.02					5.46										8.56				1.12	10.42		
7.36	12.06					5.49										8.53				1.07	10.37		
7.40	12.11					6.00										8.50				1.02	10.32		
7.45 p. m.	12.30 p. m.	p. m. 3.25	p. m. 10.25	a. m. 7.10	p. m. 7.27	a. m.			a. m. 7.40	p. m. 2.05	p. m. 5.25	p. m. 10.50				p. m. 4.10	p. m. 7.35	a. m. 4.30	a. m. 12.05				
		3.30 p. m.	10.30 p. m.	7.15 a. m.	7.32 p. m.				7.42	2.06	5.26	10.51	Ar. } UNION STATION { Lv.			4.09	7.32	4.27	12.02	a. m. 5.00	p. m. 5.25		
									7.44 a. m.	2.08 p. m.	5.28 p. m.	10.52 p. m.	Lv. } UNION STATION { Ar.			4.07 p. m.	7.30 p. m.	4.24 a. m.	11.59 p. m.	p. m.	4.55 a. m.		
Daily Except Sunday	Daily	Saturday Only	Daily Except Sat. & Sun.	Daily Except Sunday	Daily	Daily			Daily Except Sunday	Daily	Daily	Daily				Daily	Daily	Daily Except Sunday	Daily Except Monday	Daily	Daily Except Sunday		

ALL TRAINS MUST APPROACH ALL SWITCHES UNDER FULL CONTROL, AND BE PREPARED TO STOP if tracks are occupied by other trains. Trainmen and enginemen must know that the track is clear and the switches are in proper position for them, before proceeding. All trains will approach all junction switches carefully and under full control, expecting to find other trains or engines using junction switches.

ALL TRAINS MUST APPROACH ALL SWITCHES UNDER FULL CONTROL, AND BE PREPARED TO STOP, if tracks are occupied by other trains. Trainmen and enginemen must know that the track is clear and the switches are in proper position for them, before proceeding.

UNION STOCK YARDS: Double deck stock chute and platform, will not clear man on south side of car.

IOWA PACKING HOUSE: Platforms, overhead structures, piping between engine room and buildings, cars standing on parallel tracks, and ice chutes at Ice Houses, will not clear man on top or sides of car. Yard men must inform themselves of these places before starting work at Packing House or Ice Houses, so as to protect themselves against personal injury.

DES MOINES PACKING CO.: Stock chute will not clear man on the east side of car.

BOOKEY PACKING CO.: Platform and stock chute will not clear man on east side of car.

FARMERS GRAIN ELEVATOR: Buildings and shed will not clear man on either side of car on north track. Loading spout, platform and overhead platform, south track, will not clear man on north side of car. Engines must not enter the shed over the north side track.

BETWEEN EAST SECOND AND FOURTH STREETS: Buildings and platforms will not clear man on south side of car on first track south of main line.

BETWEEN EAST THIRD AND FOURTH STREETS: Platform south of north track will not clear a man on south side of car.

EAST THIRD STREET, SECOND TRACK SOUTH OF NATIONAL BISCUIT COMPANY'S WAREHOUSE: Buildings will not clear man on north side of car.

DES MOINES RIVER BRIDGE will not clear a man on top of furniture or other high cars.

KURTZ HARDWARE CO.: Platforms will not clear man on west side of car on West First Street track. Building will not clear man on north side of car on south track.

BETWEEN WEST FIRST AND SECOND STREETS: Taft Bldg., freight house, platform and cars on parallel tracks will not clear man on either side of car.

BETWEEN WEST SECOND AND FIFTH STREETS: Buildings and platforms will not clear man on north side of car on north track and will not clear man on south side of car on south track.

UNION STATION: Train sheds will not clear man on top of car.

BETWEEN WEST SIXTH AND EIGHTH STREETS: Buildings and platforms will not clear man on south side of car on south track. Buildings, sheds and platforms will not clear man on top of car or on north side of car on north tracks. Furniture cars must not be handled on north track east of Seventh Street.

BETWEEN WEST EIGHTH AND ELEVENTH STREETS: Buildings and platforms on south side of track will not clear man on south side of car.

PRATT PAPER CO.: Building will not clear man on east side of car.

TRACK TO YOUNKER BROS.: Buildings on both sides of this track will not clear man on either side of car. WAREHOUSE, built over north end of this track, will not

clear man on top of car or on either side of car. On account of the sharp curve, switchmen must not use end ladders on cars for fear of being squeezed by the end of the cars, on this curve.

GRAYBAR COMPANY WAREHOUSE: Building will not clear man on north side of car.

AUTOMOBILE PLATFORM will not clear man on north or west side of car.

BUILDINGS ON TENTH STREET NORTH OF CHERRY: Buildings and platform will not clear man on east side of car.

BUILDINGS ON ELEVENTH STREET, NORTH OF CHERRY: Buildings will not clear man on west side of car.

LOCOMOTIVE COALING PLANT: See Rule 34.

COMPANY STORE ROOM will not clear man on north side of car.

ROUND HOUSE, COAL BINS AND ENGINE ROOM will not clear man on south side of car.

REPAIR TRACKS AND COMPANY MATERIAL YARDS: Yardmen are cautioned to protect themselves against injury while switching repair tracks on account of material and supplies along the tracks.

ERICKSON COMPANY: Traveling crane must be removed before switching, to avoid injury to persons and damage to equipment and property.

IOWA TRACTOR & IMPLEMENT CO.: Loading dock and building will not clear a man on the south side of car.

TRACK SERVING INDUSTRIES FIFTEENTH STREET TO THIRTEENTH STREET: Poles will not clear man on south side of car between Thirteenth and Fifteenth Streets.

HOMESTEAD BUILDING: Platform and overhanging eaves to the roof of platform will not clear man on north side of car.

SOLAR AIRCRAFT COMPANY: Eighteenth Street viaduct will not clear a man on north side of car on track No. 1. Platforms will not clear man on north side of car on tracks Nos. 1 and 3. Roof over platform will not clear man on top of car on tracks Nos. 1, 2 and 3.

PITTSBURGH-DES MOINES STEEL CO.: Buildings, material, overhead derricks and obstructions of different kinds will not clear man on top of car or on either side of car.

DIKE TRACK: Viaduct at Southwest Seventh will not clear a man on top of car.

TRACKS BETWEEN SOUTH NINTH AND SOUTH EIGHTH STREETS: Buildings, platforms and other obstructions will not clear man on west side of car on west track and will not clear man on east side of car on east track.

FACTORY DISTRICT: Generally, side and overhead clearances are restrictive and care should be taken at all times when riding on top or side of car.

(Continued)

Trainmen and especially switchmen and yardmen are required to be constantly on the lookout for such obstructions, and are forbidden to ride on the tops or sides of cars over any tracks of this Company, without first assuring themselves by personal observation at the time that it is safe to do so.

LOCOMOTIVE COALING PLANT

34. In putting coal on the elevated track which serves the hopper of the locomotive coaling plant switchmen must not ride the south side of the car. Not more than two cars of coal shall be put up at one time. Air must be coupled up on each car and pumped up and fully tested before starting on elevated track. The coal hopper is the open type, therefore protect yourselves from falling into it.

BANNER COAL COMPANY'S TRESTLE

35. Before setting cars on or taking them off of trestle you must see that the track is clear of dirt or other obstructions. Box cars must not be set on chute. Not more than three cars shall be put up at one time. Air must be coupled up on each car and pumped up and fully tested before starting onto the chute. Care should be taken in getting on this trestle as there are openings into which a man might step and be injured.

DERAILING SWITCHES

36. Derailing switches must be set for the derail at all times when not in use.

The following tracks have derail switches:

Track to Merchants Transfer Company building, West Eleventh Street.

Track to Graybar Electric building, near West Twelfth Street.

Track to Iowa Tractor building, West Fourteenth Street.

Track to National Hide building, East Eighteenth Street.

Tracks to coal yards, East Fifth to Seventh Streets.

Track to Banner Coal chute, Southwest Seventh Street.

C. R. I. & P. crossing, East Twenty-second Street.

Turntable, both sides.

Track to Des Moines Union coal chute.

Track to Keating Coal Company.

ENGINE FOOT BOARDS

37. All yard and enginemen, before going to work, must examine both front and rear foot boards on engines to see that they are in safe condition and free from ice, snow or other substance of any kind that will endanger switchmen or other persons. If ice, snow or other substance accumulate on the foot boards, or if foot boards become unsafe while engines are in use, switchmen and enginemen must put same in safe condition, before using, going to round house if necessary for this purpose.

CONDUCTORS, BRAKEMEN, ENGINEERS AND YARDMEN

38. Toilet room doors must be kept locked while train is standing in Union Station yards and while passing through the City of Des Moines.

39. Engineers must close dampers while running over Des Moines River bridge.

40. Engineers are responsible for the proper care of their locomotives entering or standing in Union Station yards so that no unnecessary amount of smoke or discharge of steam or water from the locomotives will occur.

41. Yard engineers and firemen leaving roundhouse with their engines for duty, will be under the instructions of the Yard Master, immediately after crossing turntable.

42. Enginemen and switchmen will not leave their post of duty until relieved. Switchmen will be held responsible for the right position of switches.

43. When a train or cars are being pushed through yard where street or railroad crossings must be crossed, a man must be stationed on forward car and must know that car has a reliable brake. When a train of cars is being pulled through yard, a man must be stationed on rear car and must know that it is provided with a reliable brake. Yardmen must always face the direction cars or trains are moving. In shoving cars on side tracks where there are no streets to cross, yardmen must know that cars are not shoved over end of stub tracks, and do not foul leads or other tracks. Between sunset and sunrise, two crews must not work on the same train at the same time on same track, that is to say, one crew working on east end and one crew working on west end of the same track and at the same time.

44. Cars must not be cut off from engine on any grade until they have been placed where they are to stand, brakes securely set, and cars blocked so they will not get away. In no instance must cars be shoved in on team or private tracks, or coupled onto and moved from team or private tracks, until switchmen know positively that all obstructions that might cause derailment have been removed, and that parties loading or unloading are advised so they may get out of the way.

45. Cars loaded with inflammables or explosives must not be kicked. Cars loaded with inflammables or explosives must be shoved.

47. Engineers will see that the engine bell is kept ringing continuously while moving through the City of Des Moines.

48. All road engines running backyards, and all road engines running light in Des Moines Union yards at night must have red light on rear end of tank. This includes engines going to and from roundhouse, water tank or coal chutes.

49. All switch engines will carry Yard Master and assistants, agents and car inspectors who are in the employ of this Company in discharge of their duty. Conductors, brakemen, engineers, firemen and switchmen must make every effort to keep people who are neither passengers nor employes from jumping on or off their engines and cars. No person will be permitted to ride in the cab of an engine except the engineer, fireman and other designated employes in discharge of their duties without a written order from the General Manager.

50. EMPLOYEES ARE PROHIBITED FROM RIDING:

- (a) On engine footboards between engine and car when cars are being pushed.

- (b) On leading footboard while coupling engine to cars.
- (c) On engine pilots.
- (d) On deadwood, drawbars, brake beams, journal boxes and brake wheels.
- (e) On ends of cars containing loads which may shift.
- (f) On engine pilot or footboards, sides or ends of cars, going in or out of depressed track.
- (g) On forward footboard of engine in direction engine is moving except in cases where operating conditions make it necessary for safety and then only one employe must ride on the footboard.

51. Engineers will not permit their firemen to handle engine except upon order from the general foreman. Engines must not be moved in yards unless fireman and engineer are both on their engines in position to see signals.

52. Great care must be exercised by the trainmen of a train approaching a station where any train is receiving or discharging passengers.

53. When couplers are pulled out, knuckles broken or brake rigging torn off, crews must load and bring them to repair tracks. No excuse will be taken for leaving them on road.

54. Yard Foreman must know cars handled as empty, are empty before handling as such.

55. Yard Foremen will not move a car that in their judgment is overloaded or unsafe to handle, but will report same to Yard Master at once.

56. In case of accident or delay of any kind, conductor, engineer, foreman of crew or party in charge of train or engine, will make out accident or delay reports and forward to the General Manager before going off duty.

57. All trains or engines while using Des Moines Union Railway tracks will be subject to, and must obey, orders or signals given by the Yard Master or his assistants.

58. Employes of all roads using Des Moines Union Railway tracks will conform to Des Moines Union Railway rules and regulations.

59. Mail agents, express messengers, parlor and sleeping car conductors and porters, news agents and persons in charge of individual cars are subject, while on duty, to the rules governing employes of this Company.

60. In case of doubt, always take the safe course.

61. All work lists given Yard Foreman must be turned in to the Yard Master with their service cards, before leaving duty.

YARD MASTER

62. The Yard Master reports to and receives his instructions from the General Manager.

He will exercise a general supervision over all employes in the transportation department, and see that the rules are fully understood and observed by them.

He will give especial attention to the examination of yard foremen, enginemen and switchmen as to the rules,

and must know that each understands those pertaining to his duties before permitting him to go on duty.

He will see that none but intelligent and reliable men are selected.

He will give especial attention to the prompt movement of, and see that there is no unnecessary delay to trains.

In cases of wrecks, accidents or troubles of any kind he will in all cases assume charge of same, and his authority will be respected accordingly by all concerned.

He will see that every precaution is taken to protect and insure the safety of all property, either in charge of or belonging to the Company, making a detailed statement to the General Manager at the earliest practicable moment.

He must see that the proper number of cars are moved in each train.

He must see that his men are supplied with all the necessary signal appliances, and that they use them strictly in accordance with the rules.

He must report all neglect of duty on the part of employes, and anything that comes under his observation that may interfere with the prompt and safe working of the road.

It is his duty to see that crews and engines are ready for duty at the appointed time; that trains are properly made up and leave on time; that Conductors are furnished with way bills for cars leaving; that way bills are received for cars arriving.

He must be familiar with the rules of the freight service, and the duties of employes connected with all trains, and require the efficient discharge of those duties.

He will make frequent inspection of train register and bulletin books, and see that yardmen have properly signed for bulletins.

PUBLIC CROSSINGS

63. Flagmen at public roads and street crossings must exercise care to insure full protection at crossings when trains are approaching. They will be subject to instructions from the General Foreman.

64. Cars must not be allowed to stand so that they overhang street crossings or sidewalks.

65. Before crossing Mulberry and Cherry Streets, switchmen must flag street crossing and train or engine must come to full stop before crossing street and must not proceed except on signal from switchman who is flagging said crossing.

SIGNALS

66. Conductors, enginemen, foremen, brakemen, switchmen, switch tenders, track foremen, road and bridge watchmen, and all other employes whose duties may require them to give signals, must provide themselves with the proper appliances, and always have them ready for immediate use.

Flags of the proper color must be used by day, and lamps of the proper color by night, or whenever, from fog or other cause, the day signals cannot be clearly seen. Red signifies danger, and is a signal to stop. Yellow signifies caution, and is a signal to go slowly. Blue is a signal to be used by car inspector.

Two Green Flags by day and Two Green Lights by night displayed in the places provided for that purpose on the front of an engine, denote that the train is followed by another train, running on the same schedule and entitled to the same Time Table rights as the train carrying the signals.

Two White Flags by day and Two White Lights by night, displayed in the places provided for that purpose on the front of an engine, denote that the train is an Extra. These signals must be displayed by all Extra Trains, but not by yard engines.

A flag or lamp swung across the track or any other object waved violently by any person on the track, signifies danger, and is a signal to stop.

A Blue Flag by day and a Blue Light by night, placed on the end of a car, denotes that car inspectors are at work under, or about the car or train. A car, or train, thus protected must not be coupled to or moved until the Blue signal is removed by the car inspector.

When a train, or car, standing on a siding is protected by a Blue signal, other cars must not be placed in front of it so that the Blue signal will be obscured without first notifying the car inspector that he may protect himself.

A lamp swung across the track is a signal to stop.

A lamp raised and lowered vertically is a signal to move ahead.

A lamp swung vertically in a circle across the track when the train is standing is a signal to move back.

A lamp swung vertically in a circle at arm's length across the track when the train is moving is a signal that the train is parted.

A flag, or the hand, moved in any of the above directions, will indicate the same signal as given by a lamp.

A signal imperfectly displayed, or the absence of a signal at a place where signal is usually shown, must be regarded as a danger signal, and the fact reported to the General Manager.

WHISTLE SIGNALS

67. One short blast of the whistle is the signal to apply the brakes and stop.

Two long blasts of the whistle is the signal to release the brakes and proceed.

Two short blasts of the whistle is an answer to any signal except train parted.

Three long blasts of the whistle is the signal that the train is parted.

Three short blasts of the whistle when the train is standing, to be repeated until answered by proper signal from the rear, is the signal that the train will back.

Four long blasts of the whistle is the signal to call in the flagman.

Four short blasts of the whistle is the engineman's call for signals from switchmen, trainmen and others.

Five short blasts of the whistle is the signal to the flagman to protect the train.

A succession of short blasts of the whistle is an alarm for persons or stock on the track, and calls attention of trainmen to danger ahead.

AIR, WHISTLE OR BELL SIGNALS

68. One sound: Look to rear for signals.

Two sounds: When train is standing, start.

Two sounds: When train is running, stop at once.

Three sounds: When train is standing, back.

Three sounds: When train is running, stop at next station.

Four sounds: When train is standing, apply or release air brakes.

Four sounds: When train is running, reduce speed.

Five sounds: When train is standing, call in flagman.

STANDARD TIME

69. The clock in the Telegraph Office, Union Station, will be Standard Time for all trains using Des Moines Union Railway tracks.

Yard foremen and switchmen must compare their watches with this clock each day before going on duty. Enginemen will compare watches with yard foremen each day.

CAUTION

70. Trainmen and switchmen are cautioned against the danger, when on top of cars, of being struck by bridges or other overhead obstructions, and when on the sides of cars, of being struck by the sides of bridges, buildings, or other obstructions, which may be close to the track.

71. Switchmen and other employes are advised that the frogs, switches and guard rails of this Company ARE NOT BLOCKED, and under no circumstances must they place themselves between the rails so as to be caught in frogs or switches, by cars or engines while in motion. Sufficient time must be taken, by all switchmen or other employes, to do their work without placing themselves between the rails or taking any risk whatever.

72. Employes are warned not to attempt to get on the forward end of an engine or car as it approaches them; nor to jump on or off trains, engines or cars in rapid motion; nor to go between cars, or between engines and cars in motion, for the purpose of adjusting air appliances or brakes, or to couple or uncouple the cars or engine, or for any other purpose. Where the lever on one side does not work, that on the other side must be used. When it is necessary to change the alignment of drawbars or open the knuckle, the cars must be stopped. It is forbidden to attempt to put knuckles or drawbars in line by placing foot against them as cars or engines come together.

In going between cars to make temporary changes or repairs, employes are enjoined and authorized to take sufficient time to know that such action is understood by all who, through misunderstanding of signals or other error, may move or cause to be moved such cars. The cars should be separated a sufficient distance—at least fifty feet—so that there may be opportunity to avoid injury should they be moved through mistake. If on a yard track, enginemen using the track should be notified, or a man stationed at each end of the cars, or such other action taken as will insure the safety of men going between cars for such purposes. Whenever possible, employes should avoid standing directly in line with drawbars while engaged in such work.

73. Brakemen and switchmen in coupling or uncoupling cars must not assume that signals given to the engineman or fireman will be obeyed; when obedience to a signal thus given by a brakeman or switchman to an engineman or fireman is essential to the safety of the brakeman or switchman, in the performance of a duty, he must know that the signal has been understood and is obeyed before he places himself in a position of danger relying upon such obedience.

74. Employees are WARNED AGAINST TAKING RISKS in getting on or off trains or engines while in motion, in entering between cars while in motion, or handling tools or machinery of any kind. They must protect themselves from personal injury by AVOIDING RISKS. Any employee who is careless of others or himself is liable to discharge from further service. Employees who receive personal injuries in consequence of taking risks are hereby notified that they will have no claim upon the Company.

75. If an employe should be disabled by sickness or other cause, the right to claim compensation will not be recognized. An allowance, if made, will be a gratuity, justified by the circumstances of the case and the employe's previous good conduct.

76. In case of personal injury to an employe or other person, it is the duty of the foreman in charge to notify the General Manager at once, and when the services of a surgeon are required the General Manager will employ a surgeon to care for the injured.

Chief Surgeon, Arnold L. Nelson

For first aid call:

Dr. Arnold L. Nelson
811 Savings & Loan Bldg.
Telephone 4-3239

Residence 728 Cherokee Street
Telephone 6-0422

If no answer call
Physician Service Bureau
Telephone 4-0325

77. Agents, Yard Masters and switchmen must see that all cars are secured against the possibility of their being moved by the wind, and that all standing cars are out of the way of passing trains.

78. Every employe must promptly obey all instructions received from his superiors, must leave his address with the head of his department, and must give due notice of any change of residence.

79. An employe discharged from any department shall not be re-employed without the consent of the head of the department from which he was discharged.

80. Any employe subjecting the Company to the service of a garnishee notice or order on his pay will be liable to dismissal, and shall be held responsible for all expenses incurred by the Company in connection therewith.

81. Employees are forbidden to receive any fee or reward from the public under any pretense whatever.

82. Every employe is expected to be prompt and firm in the discharge of his duties, but at the same time he must be civil, courteous and obliging to the public and to his fellow employes.

83. The use of intoxicating liquors and narcotics or frequenting places where intoxicating liquors and narcotics are sold will be cause for dismissal.

84. An employe using improper language, entering into altercation with the public, or with his fellow employes, cursing or swearing while on duty, and absenting himself from duty, shall be liable to immediate dismissal.

85. Every employe will be liable to suspension from duty and dismissal for disobedience to orders, negligence, misconduct or incompetency.

86. All articles furnished by the Company for the use of an employe, must be delivered to his superior officer by the employe on leaving the service of the Company.

87. It is the duty of all officers and employes of the Company to report to the heads of their departments anything coming under their notice which appears to them to affect the safe and proper working of the road, or which may effect the interests of the Company in any way, or the convenience and accommodation of the public.

