

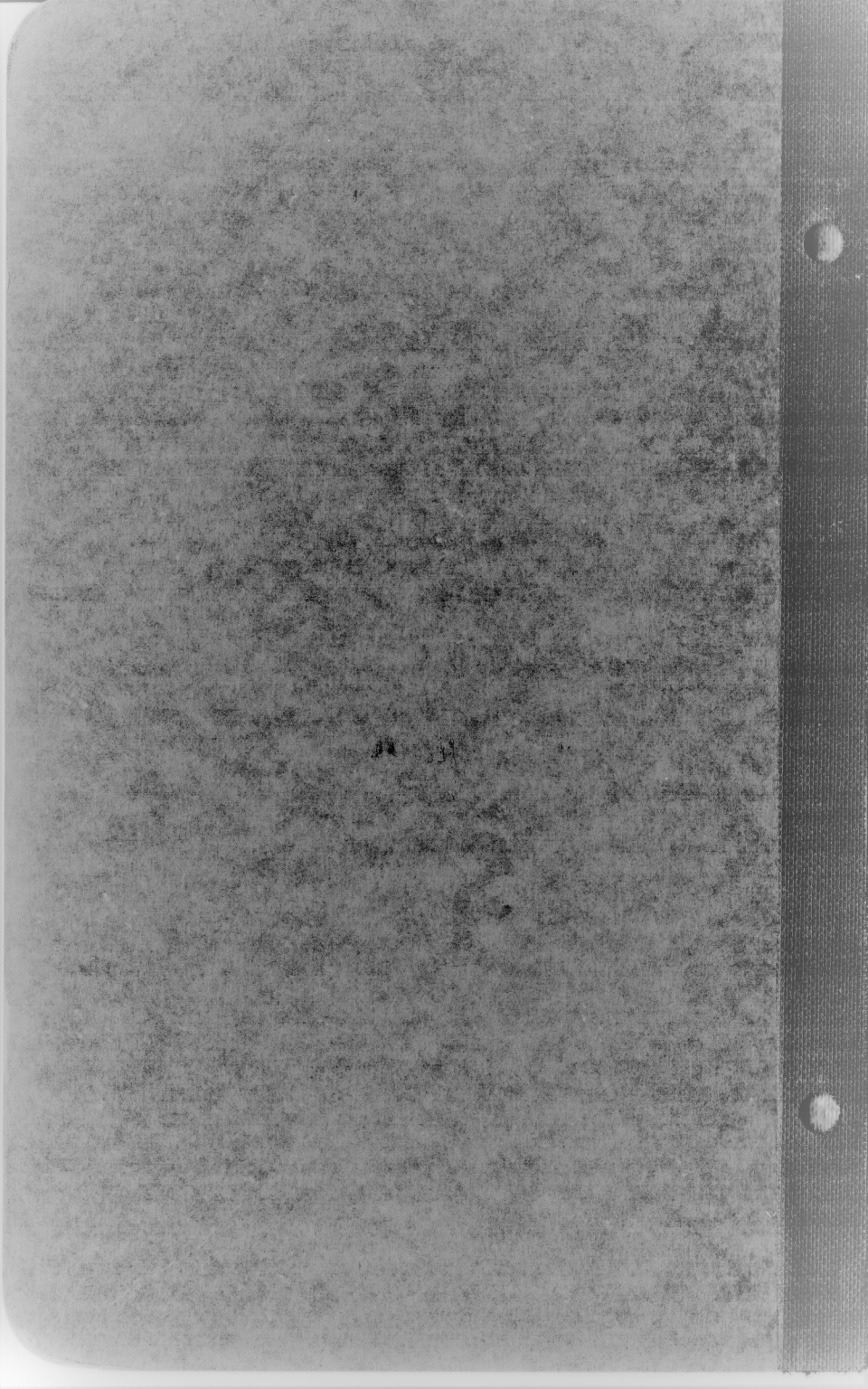


**CHICAGO, BURLINGTON & QUINCY  
RAILROAD COMPANY**

**RULES AND INSTRUCTIONS  
FOR**

**CONDUCTORS, SUBURBAN COLLECTORS  
AND TRAIN BAGGAGEMEN**

**JULY 1, 1957**



**FOREWORD**

These rules and instructions will take effect July 1, 1957, and supersede prior instructions contained in Book of Instructions to Freight and Passenger Conductors dated December 1, 1916, and amendments thereto.

The purpose of this book of rules and instructions is to guide employees in the proper handling and reporting of railroad traffic. Employees to whom these rules and instructions apply are required to familiarize themselves with them, and if in doubt as to the meaning of any rule, the officer having jurisdiction should be asked for an interpretation. The various sections and sub-sections have been listed under the caption "Contents" which will be of assistance in locating the rules involving a particular class of service but to locate a specific rule you should refer to the alphabetized index.

It is not the purpose of these rules to cover unusual or isolated matters which must be handled in accordance with special instructions.

This book is the property of the company and must not be loaned or given away. When an employee leaves the service of the company or is transferred to another department, the book must be returned to his supervisory officer.

S. L. FEE

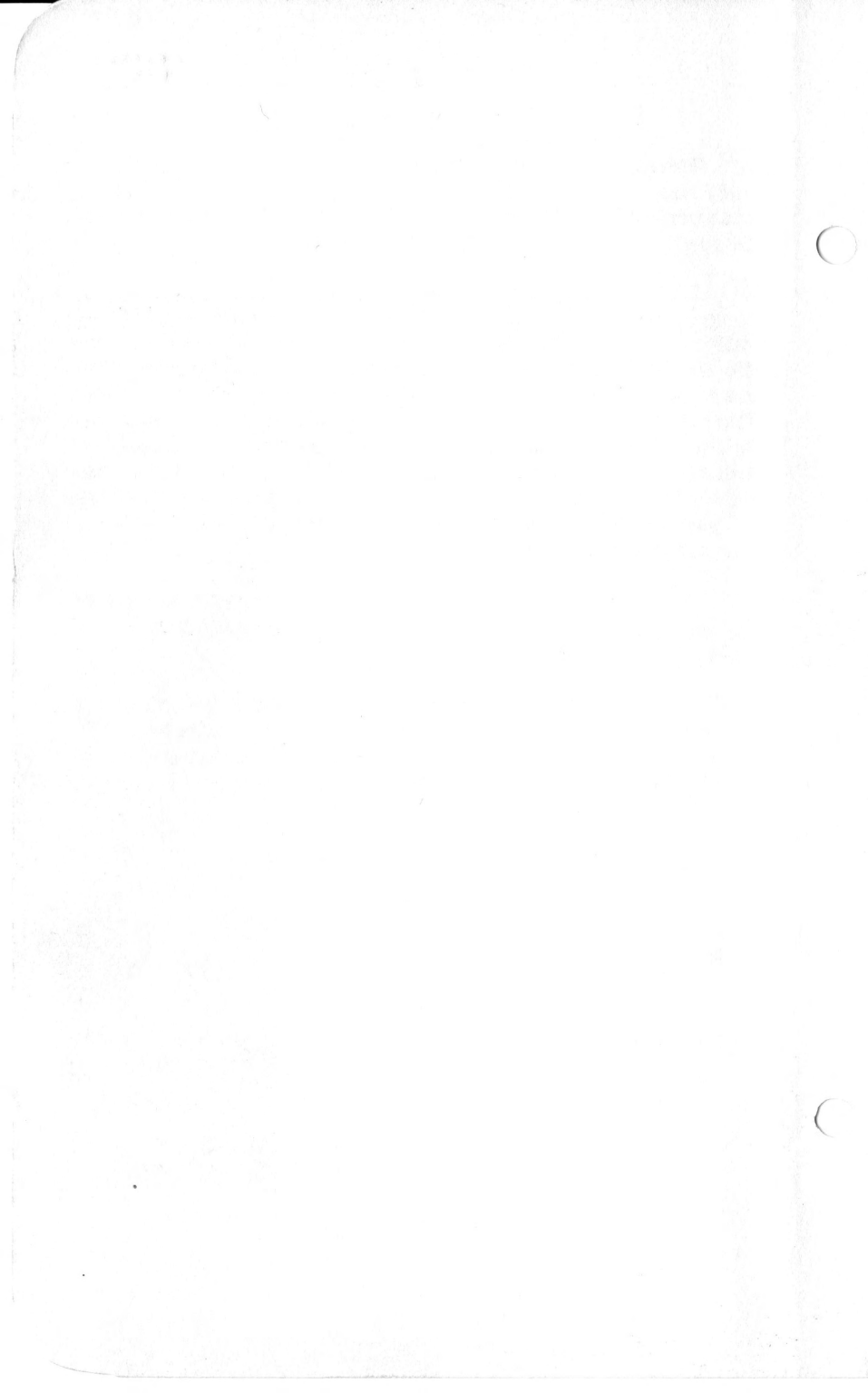
Vice President — Operation

L. R. CAPRON

Vice President — Traffic

A. W. LAVIDGE

Vice President & Comptroller





# CONTENTS

	Page
INDEX. . . . .	2
GENERAL INSTRUCTIONS . . . . .	15
SECTION I - Treasury. . . . .	16
SECTION II - Passenger Traffic . . . . .	17
A. General. . . . .	17
B. Suburban Passenger Train Service. . . . .	39
SECTION III - Mail and Baggage . . . . .	43
A. General. . . . .	43
B. Mail . . . . .	44
1. U. S. Mail . . . . .	44
2. Railroad Business Mail . . . . .	46
C. Baggage . . . . .	47
1. Checked Baggage . . . . .	47
2. Lost and Found Baggage and Other articles . . . . .	49
3. Milk and Cream. . . . .	49
4. Newspapers . . . . .	50
5. Remains, and Invalids on Stretchers . . . . .	50
6. Reports. . . . .	50
Baggage and Cream Trip Report, Form 1254 . . . . .	50
Through Receipt, Form 1254-R . . . . .	52
Standard Baggage Abbreviations . . . . .	52
SECTION IV - Freight Traffic. . . . .	54
A. General. . . . .	54
B. Non-Agency Stations . . . . .	58
C. Livestock . . . . .	60
D. Bonded Freight . . . . .	63
E. Sealing Cars. . . . .	65
SECTION V - Preparation of Freight and Passenger Reports to Auditor of Car Accounts . . . . .	67
A. Passenger Service. . . . .	67
1. Wheel Report, Form 2107 . . . . .	67
2. Delay Report, Form 1626 . . . . .	68
3. Express Carload Waybill, Form 53 . . . . .	69
B. Freight Service. . . . .	69
1. Wheel Report, Form 2108 . . . . .	69
2. Delay Report, Form 1626 . . . . .	73
3. Work Train Wheel Report, Form 1647. . . . .	73

**INDEX**  
**TO RULES FOR CONDUCTORS, SUBURBAN**  
**COLLECTORS AND TRAIN BAGGAGEMEN**  
**IN PASSENGER SERVICE**

(See page 10 for index to Rules for Conductors  
in Freight Service.)

	<b>Rule</b>
Abbreviations for description and condition of baggage . . . . .	164
Accidents — names of witnesses, reporting . . .	7
Animals in baggage cars . . . . .	148
Animals in passenger cars . . . . .	82
Announcing stations . . . . .	68
Announcing cause of serious delay to train . . .	69
Assistant conductor lifting transportation . . . .	20
Attendants — carload express shipments . . . . .	60
Attendants — livestock, honoring tickets . . . . .	58, 59
<b>Baggage:</b>	
Abbreviations for description and condition	164
Articles may not be added en route . . . . .	145
Carried beyond destination . . . . .	143
Check missing or illegible check . . . . .	144
C.O.D. baggage, delivery of . . . . .	140
Company laborers, detraining . . . . .	142
Contents exposed . . . . .	137
Damage, reporting . . . . .	136
Delivery en route at baggage car door . . . .	139
Dogs, cats and small household pets . . . . .	148
Explosive shipments . . . . .	113
Found by trainmen, baggage and other articles . . . . .	74 to 77
Hand baggage in passenger cars . . . . .	78 to 81
Handling when not moving via proper route	146
Illegible checks . . . . .	144
In Bond . . . . .	138
Inspection of . . . . .	136
Newspapers dispatched at non-stop stations . . . . .	158
Newspapers, handling and reporting . . . . .	156 to 158
Non-agency or closed station destination .	141
Opening en route . . . . .	145
Protection of . . . . .	137
Reporting when transferred to another car .	147
Through receipt, preparation and disposition	163

Index — Passenger Service (Cont.)

	Rule
Baggage and cream trip report:	
Mail in envelope Form 5044 . . . . .	100, 162
Preparation and disposition . . . . .	100, 162
Station numbers . . . . .	162
Baggage car:	
Human remains . . . . .	159, 160
Invalids on stretchers . . . . .	161
Lights to be turned off . . . . .	108
Merchandise of employees . . . . .	112
Passenger injured on train . . . . .	161
Unloading headend traffic . . . . .	109
Baggagemen:	
Current instructions . . . . .	101
Notice boards . . . . .	8
Remaining with cars . . . . .	111
Banana messenger tickets . . . . .	61
Berth reservation telegrams . . . . .	85
Blind and attendants tickets . . . . .	48
Book tickets . . . . .	19
Bulletin boards . . . . .	8
Business cars — transportation, collecting . . .	52
Calling stations . . . . .	68
Caretakers' tickets — honoring . . . . .	58, 59
Car ownership — showing on wheel report . . . .	217
Cash fares — issuing and reporting . . . . .	44
Cash fares — sleeping cars . . . . .	63
Change in accommodation, Government traffic, Form WMB-6 . . . . .	54
Change in transportation, Government traffic, Form WMB-6 . . . . .	54
Children's fare . . . . .	39
Clergy tickets . . . . .	86
Closed stations — baggage for . . . . .	141
C.O.D. baggage — delivery of . . . . .	140
Complaints or criticisms regarding service . . .	4
Conduct of passengers . . . . .	6
Conductors exchange check, Form 116 . . . . .	47
Conductors report, Form 1250 . . . . .	53
Conductor's supervision headend traffic . . . .	110
Conductors supplies lost or stolen . . . . .	72
Corpse — transportation of . . . . .	159, 160
Courteous treatment of passengers . . . . .	3
Cream and baggage trip report:	
Mail in envelope Form 5044 . . . . .	100, 162
Preparation and disposition . . . . .	100, 162
Station numbers . . . . .	162

Index — Passenger Service (Cont.)

**Rule**

Credit Cards, rail travel . . . . .	56
Damaged headend traffic — reporting . . . . .	104, 136
Damage, loss or pilferage headend traffic — protect from . . . . .	106
Deadhead cars — reporting on wheel report . . .	218
Delay report, Form 1626 — preparing and mailing . . . . .	224, 242
Detoured trains — wheel reports, Forms 2107 and 2108 . . . . .	221, 232
Duties of various positions — employees to be posted . . . . .	10
Ejection of passengers . . . . .	62
Envelope — tally card, Form 5116 . . . . .	63
Exchange check Form 116 — use of . . . . .	47
Explosive shipments. . . . .	113
Express — attendants with carload shipments. .	60
Express carload waybill, Form 53 — preparing and mailing. . . . .	225
Family plan tickets . . . . .	38
Folders, time table. . . . .	14
Freight cars handled in passenger trains — wheel report . . . . .	219
Gambling or soliciting on trains . . . . .	13
Government movements of troops and freight — wheel report . . . . .	222
Government or state orders. . . . .	55
Government personnel and troop movements, Form 1250 . . . . .	53
Government traffic, Form WMB-6 . . . . .	54
Guns in passenger cars . . . . .	81
Hand baggage in passenger cars . . . . .	78 to 81
Hat checks — use of . . . . .	28
Headend traffic:	
Damaged, reporting. . . . .	104, 136
Fragile articles . . . . .	103
Keep away from open doors . . . . .	105
Loading and stowing. . . . .	103
Mailing reports . . . . .	100, 107
Non-stop dispatch . . . . .	102
Protect from damage, loss or pilferage . . .	106
Signal conductor when exchange nearing completion . . . . .	110
Sorting. . . . .	109
Supervision at stations . . . . .	110
Unloading, avoid delay to trains . . . . .	109

Index — Passenger Service (Cont.)

	<b>Rule</b>
Horses shipped express . . . . .	60
Human remains — transportation of . . . . .	159, 160
Identification check envelope, Form 5114 . . . . .	63
Identification slips, Form 1687 . . . . .	57
Inquiries regarding service . . . . .	10
Invalids in passenger and baggage cars . . . . .	84, 161
Invalids on stretchers in baggage cars . . . . .	161
Irresponsible persons . . . . .	12
Junction stations — showing on wheel report . . . . .	216
Lifting transportation in sleeping cars . . . . .	63
Lights in baggage cars . . . . .	108
Livestock attendants — honoring tickets . . . . .	58, 59
Locomotive units used en route — reporting on wheel report . . . . .	215
Lost and found articles — telegrams regarding . . . . .	76, 77
Lost and found — baggage and other articles . . . . .	74 to 77
Mail (R.R.B.):	
Accepting and handling . . . . .	129
Company registers . . . . .	130
Dispatch list showing junctions . . . . .	132
Exchange with various companies and individuals . . . . .	131
Letters or packages pertaining to personal matters . . . . .	135
Mishandling of pouches . . . . .	134
Name of forwarding railroad . . . . .	135
Non-stop station, dispatching mail . . . . .	133
Mail (U.S.):	
Acceptance from publisher or public . . . . .	124
Admittance restrictions in RPO Cars . . . . .	120
Baby chicks . . . . .	128
Consist of mail-carrying cars, reporting . . . . .	127
Damage, reporting . . . . .	104
Detour or other emergency . . . . .	116
Employees not to sit or walk on mail . . . . .	122
Fines for loss, damage or theft . . . . .	122
Mail cranes . . . . .	119
Non-stop dispatch from storage cars . . . . .	121
Points of transfer or dispatch . . . . .	115
Postal clerks to be consulted . . . . .	115, 116
Preference in handling . . . . .	114
RPO cars set out en route . . . . .	117
Smoking in storage cars . . . . .	123
Station numbers not to be used . . . . .	126
Storage cars set out en route . . . . .	118

Index — Passenger Service (Cont.)

Rule

Mail (U.S.): (Cont.)	
Train not to leave station until all mail loaded. . . . .	125
Train operating on tracks not serving mail cranes. . . . .	119
Transfer from RPO cars en route. . . . .	117
Trip report, preparation and disposition . . . . .	100, 126
Mail and Baggage Traffic Department defined. . . . .	100
Merchandise of employees . . . . .	112
Milk and cream:	
Carried beyond destination. . . . .	153
Double-decking . . . . .	155
Empty containers . . . . .	149
Overages and shortages. . . . .	152
Protecting from high temperatures . . . . .	155
Through receipt, Form 1254-R. . . . .	151
Trip report, Form 1254 . . . . .	151
Waybills. . . . .	149, 150 152, 154
Mixed trains — passengers . . . . .	71
Money and checks — acceptance of . . . . .	9
Newspapers — baggage service, handling and reporting . . . . .	156 to 158
Newspapers — dispatch at non-stop stations . . . . .	158
Non-agency stations - baggage for . . . . .	141
Notice boards . . . . .	8
Party tickets. . . . .	37
Passengers:	
Carried beyond destination. . . . .	70
Conductor's responsibility for conduct . . . . .	6
Ejectment. . . . .	62
Injured on train, use of baggage car. . . . .	161
Irresponsible persons . . . . .	12
Notify when necessary to change cars . . . . .	21
On freight or mixed trains . . . . .	71
Stations where trains do not stop. . . . .	29
Passes:	
Honoring and collecting. . . . .	16, 17
Identification slips, Form 1687. . . . .	57
Sleeping car passengers . . . . .	63
Postal commissions . . . . .	57
Private cars — transportation, collecting. . . . .	52
Promises and incorrect information . . . . .	2



Index — Passenger Service (Cont.)

	Rule
Pullman cars:	
Lifting transportation . . . . .	63
Seating coach passengers . . . . .	67
Used part way in coach service, wheel report . . . . .	218
Rail travel credit cards . . . . .	56
Raise in class of ticket . . . . .	46
Registered mail — company business . . . . .	130
Reports — baggage and cream, Forms 1254 and 1254-R. . . . .	162 to 164
Reservation telegrams . . . . .	85
Schedules, time tables . . . . .	14
Seating coach passengers in sleepers . . . . .	67
Seeing eye dogs in coaches and sleeping cars . . . . .	83
Show or circus scrip . . . . .	25, 26
Smoking in U.S. Mail storage cars . . . . .	123
Special cars — tickets . . . . .	51
Special instructions . . . . .	1
Station numbers to be used in preparing wheel report . . . . .	216
Station stops — calling in each car . . . . .	68
Stations where trains do not stop . . . . .	29
Suburban Passenger Train Service:	
Cash fares . . . . .	44, 45, 88
Cash fare penalties . . . . .	89
Collecting transportation . . . . .	86
Commutation ticket limits . . . . .	90
Disposition of wholly used commutation tickets . . . . .	94
Expired tickets . . . . .	97
Honoring 10 and 25 ride tickets . . . . .	98
Improper use of 10 and 25 ride tickets . . . . .	95
Passes . . . . .	93
Penalties, Cash fares . . . . .	89
Remittances . . . . .	45
Stopovers . . . . .	91
Tally cards . . . . .	87
Tickets reading via Chicago . . . . .	99
Transfers from one train to another . . . . .	92
Two half fares . . . . .	96
Suggestions to improve service or increase traffic . . . . .	5
Supplies and equipment . . . . .	65, 66
Supplies lost or stolen . . . . .	72
Tally card, Form 1667, — use of . . . . .	27

Index — Passenger Service (Cont.)

	<b>Rule</b>
Tally card envelope, Form 5114 . . . . .	63
Tariffs — passenger . . . . .	64
Telegrams and letters . . . . .	7
Through receipt, Form 1254-R — preparation and disposition . . . . .	163
Tickets:	
Accepting . . . . .	16, 17
Assistant conductor collecting . . . . .	20
Baggage cars, special . . . . .	51
Banana messenger . . . . .	61
Blind and attendant . . . . .	48
Book form . . . . .	19
Business and private cars, transportation . . . . .	52
Caretakers, honoring . . . . .	58, 59
Cash fares when no ticket . . . . .	44
Change of cars, notify passengers . . . . .	21
Children . . . . .	39
Class not shown . . . . .	35
Clergy . . . . .	36
Coach . . . . .	33
Collected on trip, mailing . . . . .	45
Collection of . . . . .	11, 44
Endorsements, proper handling . . . . .	43
Exchange check, Form 116, use of . . . . .	47
Expired, honoring of . . . . .	15, 31
Family plan . . . . .	38
First class . . . . .	32
Hat checks, use of . . . . .	28
Honored but not lifted . . . . .	27
Honored, not to be returned to issuing agent . . . . .	24
Honored short of destination . . . . .	23
Improperly issued, lost or expired . . . . .	15, 40
Irresponsible persons . . . . .	12
Mixed class, restrictions . . . . .	34
Party . . . . .	37
Punched or collected in error . . . . .	22
Punching and lifting . . . . .	18
Raise in class . . . . .	46
Routed via other railroads . . . . .	41, 42
Sleeping cars, lifting . . . . .	63
Special cars . . . . .	51
Tally card, Form 1667, use of . . . . .	27
Time limit . . . . .	30
Transfer checks, Form 135 . . . . .	49

Index — Passenger Service (Cont.)

	<b>Rule</b>
Tickets: (Cont.)	
Transfer coupons at Chicago . . . . .	50
Transfer of passengers en route . . . . .	29
Transportation orders . . . . .	55
Time table folders — schedules, connections and equipment . . . . .	14
Train schedules and connections — employees to be posted . . . . .	10
Transfer checks, Form 135, use of. . . . .	49
Transfer coupons at Chicago . . . . .	50
Transportation — collection of . . . . .	11, 44
Transportation orders . . . . .	55
Trip reports — mailing, headend traffic . . . . .	100, 107
Troops and Government personnel, Form 1250 . . . . .	53
Wheel report, Form 2107 (Passenger):	
Car ownership, reporting . . . . .	217
Check before mailing . . . . .	223
Conductor handling into final terminal . . . . .	213
Deadhead cars, reporting . . . . .	218
Detoured trains . . . . .	221
Freight cars in passenger trains . . . . .	219
Junction stations, reporting . . . . .	216
Locomotive units used, reporting. . . . .	215
Mail in envelope, Form 5043. . . . .	213
Main number for Government moves . . . . .	222
Passing to succeeding conductor. . . . .	214
Pullman cars used in coach service. . . . .	218
Station numbers to be used. . . . .	216
Time passing state lines. . . . .	220
Trains other than normal route . . . . .	221
Weight of contents of freight cars . . . . .	219

# INDEX

## TO RULES FOR CONDUCTORS

### IN FREIGHT SERVICE

(See page 2 for index to Rules for Conductors,  
Suburban Collectors and Train Baggage-men  
in Passenger Service.)

	<b>Rule</b>
Accidents — names of witnesses, reporting . . .	7
Advise, order and C.O.D. shipments —	
non-agency stations . . . . .	186, 189
Bad order car set out at non-agency station . . .	188
Bonded freight:	
Examination of custom seals . . . . .	205
Loss of manifest . . . . .	203
Loss of red card . . . . .	204
Manifests to be attached to waybills . . . .	202
Red card, use of . . . . .	201
Seals applied and removed by customs officers . . . . .	201
Seals broken in case of accident . . . . .	206
Seals broken, reporting . . . . .	205
Seals broken to comply with 28 hr. law . . .	207
Bulletin boards and notice boards . . . . .	8
Card Waybills — restrictions and use . . . . .	178, 182
Carloads set out at non-agency stations, seal record . . . . .	191, 208
Cars — inspection of empty cars for loading . .	167
Cars not to be moved if initials and number do not agree with waybill . . . . .	175
Cars set out short of destination, reporting . .	239
Claim correspondence . . . . .	185
C.O.D., order and advise shipments —	
non-agency station . . . . .	186, 189
Company material — reporting on wheel report, Form 2108 . . . . .	237
Courteous treatment of patrons . . . . .	3
Custom seals — bonded freight . . . . .	201, 205, 206, 207
Delay report, Form 1626 — preparing and mailing . . . . .	224, 242
Detoured trains — wheel reports, Forms 2107 and 2108 . . . . .	221, 232
Drenching hog shipments . . . . .	197, 240
Empty cars — inspection for loading . . . . .	167

Index — Freight Service (Cont.)

	<b>Rule</b>
Empty tank cars — waybill . . . . .	182
Explosives — transportation of . . . . .	184
Fragile freight — loading and handling . . . . .	171
Freight:	
Claim correspondence . . . . .	185
Damaged, pilfered or improperly loaded. . . . .	177
For a non-agency station . . . . .	192
Fragile freight . . . . .	171
From a non-agency station . . . . .	186, 187
Information not to be furnished	
unauthorized persons . . . . .	165, 176
Loaded car without waybill . . . . .	180
Loaded on open cars at non-agency station . . . . .	194
Loading and bracing glass shipments . . . . .	172
Loading and checking . . . . .	170, 187
Loss or damage in transit . . . . .	179
Not to be accepted on card waybills . . . . .	178
Properly marked . . . . .	168, 193
Protection from damage . . . . .	173
Protection from theft . . . . .	166
Second hand containers . . . . .	168, 193
Stowing in cars after partial unloading . . . . .	171
Symbol . . . . .	183
Waybills altered . . . . .	175
Waybills from agency stations . . . . .	174
Glass shipments — loading and bracing . . . . .	172
Government movements of troops and freight —	
wheel report . . . . .	239
Hog shipments — drenching . . . . .	197, 240
Information not to be furnished unauthorized	
persons . . . . .	165, 176
Inspection of empty cars for loading . . . . .	167
Livestock:	
Attendants and issuance of return	
transportation . . . . .	200
Caretakers, transportation of . . . . .	196
Drenching hog shipments . . . . .	197, 240
Endorsements . . . . .	195, 196
Extension of time of confinement . . . . .	198
Feed and rest as required by law . . . . .	198
Form 120, livestock contract . . . . .	196, 200
Form 136 for reporting exceptions . . . . .	197
36 hour request . . . . .	198
Instructions given by owner or man in charge	
to be noted on waybills . . . . .	199

Index – Freight Service (Cont.)

	<b>Rule</b>
Livestock: (Cont.)	
Report of crippled or dead stock . . . . .	197
Reporting time stock last loaded . . . . .	199
Shippers instructions . . . . .	198
Loading and checking LCL freight . . . . .	170, 187
Loading and handling L.C.L. freight to prevent damage . . . . .	173
Loaded car handled as empty . . . . .	180
Loaded car without waybill . . . . .	180
Locomotive and caboose movements light in train – wheel report . . . . .	226
Locomotive units used en route – reporting on wheel report . . . . .	230
Money and checks – acceptance of . . . . .	9
Non-agency station:	
Bad order car set out . . . . .	188
Breaking seals . . . . .	190
* Carloads set out, seal record . . . . .	191, 208
Freight for . . . . .	192
Freight from . . . . .	186, 187
Freight on open cars. . . . .	194
Livestock waybills . . . . .	195
Order, advise and C.O.D. shipments. . . . .	186, 189
Perishable shipment without waybill . . . . .	180
Promises and incorrect information . . . . .	2
Protection of freight in transit . . . . .	166, 173
Revenue and work train service same day – wheel reports . . . . .	228
Sealing cars:	
Application of seals . . . . .	209
Breaking seals at non-agency station. . . . .	190
Cars opened for inspection. . . . .	211
Cars opened in error. . . . .	212
Cars picked up at non-agency stations . . . . .	190
Cars received from another carrier improperly sealed. . . . .	210
Carloads set out at non-agency stations, seal record . . . . .	191, 208
Continuous seal record . . . . .	211
Custom seals – bonded freight . . . . .	201, 205, 206, 207
Imperfect sealing, reporting . . . . .	210
Special Instructions . . . . .	1
Station numbers to be used on wheel report, Form 2108 . . . . .	235



Index — Freight Service (Cont.)

	Rule
Stowing L.C.L. freight in cars after partial unloading . . . . .	171
Suggestions to improve service or increase traffic . . . . .	5
Symbol freight . . . . .	183
Telegrams . . . . .	7
Train accident, fire or flood — disposal of waybills. . . . .	181
Transportation — livestock caretakers . . . . .	196
Waybills:	
Alterations made . . . . .	175
Bad order cars set out at non-agency stations . . . . .	188
Bonded freight. . . . .	202
Disposal of due to train accident, fire or flood . . . . .	181
Examination by conductors. . . . .	176
Empty cars . . . . .	182
Form 55 or 56, card waybill . . . . .	178, 182
Freight for non-agency stations. . . . .	192
Freight from non-agency stations. . . . .	186
L.C.L. freight from agency stations. . . . .	174
Livestock. . . . .	195
Loaded car and no waybill. . . . .	180
Noted when loss or damage . . . . .	179
Seal records, non-agency stations . . . . .	191
Weighing — designated weighing stations . . . . .	169
Weight in tons to be shown on wheel report, Form 2108 . . . . .	236
Wheel report, Form 2108 (freight):	
All cars to be reported . . . . .	226
Begin on line 1 with car next to way car. . . . .	231
Car numbers not to be listed below last line . . . . .	231
Car ownership, reporting . . . . .	234
Cars set out short of destination, reporting . . . . .	239
Cars used as idlers . . . . .	236
Changing position of vents. . . . .	240
Check before mailing . . . . .	227
Company material, reporting. . . . .	237
Contents of cars, reporting. . . . .	237
Dating report. . . . .	235
Detoured trains . . . . .	232
Drenching hog shipments . . . . .	197, 240
Empty cars, reporting . . . . .	237
Envelope, Form 5043, for mailing . . . . .	227

Index — Freight Service (Cont.)

	Rule
Wheel report, Form 2108 (freight): (Cont.)	
Heading on sheet 1. . . . .	229
Initials of CB&Q cars . . . . .	234
Kind of car, reporting . . . . .	234
Light locomotives and caboose movements.	226
Locomotive unit numbers . . . . .	230
Mailing . . . . .	227
Main number for Government moves . . . . .	239
Narrow sheet in full without ditto marks . .	231
Numbering . . . . .	226
Number of car, reporting . . . . .	234
Revenue and work train service same day .	228
Reporting where no station number listed .	235
Reporting station billed from and destination . . . . .	238
Rough handling of cars, reporting of. . . . .	240
Separate report for each outbound and inbound trip . . . . .	233
Station numbers to be used. . . . .	235
Terminal departure time and arrival . . . . .	229
Through wheel report . . . . .	226, 227, 229
Time passing main line to branch or branch to main line. . . . .	241
Time passing state lines . . . . .	241
Trains other than normal route . . . . .	232
Weight in tons, reporting . . . . .	236
Wheel report for work trains, Form 1647 — preparing and mailing. . . . .	243

## GENERAL INSTRUCTIONS

1. Special instructions are issued from time to time as necessity requires. When such instructions are in conflict with instructions contained in this book of rules and instructions, the special instructions will govern.

2. Unauthorized promises or incorrect information must be avoided.

3. Employees in the performance of their duties must be courteous to all patrons even under the most trying circumstances.

4. Complaints or criticisms regarding the service of the passenger department must be courteously received and promptly referred to the General Passenger Traffic Office.

5. Suggestions or information designed to improve the service or to increase traffic, or of probable interest to the officers of the Company, will be welcomed and given due consideration.

6. Conductors are responsible for the conduct of passengers on train on which operating insofar as they have knowledge and control of their actions.

7. Avoid the use of unnecessary words when writing telegrams and when mail will properly serve the purpose do not send a telegram.

(a) If telegram or letter has reference to a passenger, the passenger's name and address when available must be mentioned and also train number and date must be shown.

(b) In case of accident, names of others or license numbers of automobiles at scene should be secured and mailed in with report, even though it is not known whether parties were actual eyewitnesses to the occurrence.

8. Bulletin boards and notice boards must be carefully examined before starting on each trip.

## I - TREASURY

**9. Kind of money to accept.** Only lawful money of the United States may be accepted. This will include coins of the United States, United States Notes, Federal Reserve Notes and Silver Certificates. Canadian currency may be accepted only in accordance with instructions of the Treasury Department.

- (a) Coin that is clipped, punched or worn smooth, or mutilated coin and paper currency, should be declined.
- (b) In case of doubt as to the genuineness of either coin or paper money, it should be refused.

Note — Conductors should be on guard against counterfeits. Ordinarily the best guide is the general appearance of each side of the bill as a whole; the distinctness of letters, figures and portraits; the color of the paper and of the various inks. If a conductor does not feel justified in declining a suspected bill, because of doubt as to whether or not it is genuine, he should make a record of the bill number and the name and address of the person offering it.

- (c) Travelers Checks authorized by circular of Treasury Department, including American Express Company money orders, may be received at face value, in payment of fares paid, when the persons presenting them are properly identified.

Note — Countersignature on Travelers' checks and American Express Company money orders must be made in presence of conductor. If previously made, holder should be requested to sign again on another paper.

Cash collections must be remitted to agents, who will issue Form 124, original to be forwarded to Auditor of Ticket Accounts. (See Rule 44.)

## II - PASSENGER TRAFFIC

### A. GENERAL

**10.** Passenger service employees must be thoroughly posted on the various requirements of their particular position and should also be reasonably familiar with the instructions under which others connected with the passenger and baggage departments are working. It is important that every employee connected with passenger service be familiar with current train schedules, through car service, connections, and other matters of interest to the public, in order that correct and explicit information may be given on request.

**11.** Conductor must collect proper transportation for each passenger and it is his responsibility to see that passengers leave train at destination or proper transfer point called for by their transportation.

**12.** No person who, because of mental, physical or other disability, is incapable of caring properly for himself or herself will be received as a passenger UNLESS ACCOMPANIED BY A COMPETENT ATTENDANT, and no contract for transportation or ticket purchased by or for such a person in contravention of this rule shall be valid.

**13.** Gambling or soliciting by peddlers, beggars, scalpers or other unauthorized persons must not be allowed on trains.

**14. Folders** are issued containing information about schedules, connections and equipment which should always be carried for ready reference.

**15. Improperly issued, lost or expired tickets.** When for any reason it is necessary to consult or advise the General Passenger Traffic Office regarding any improperly issued, lost or expired ticket, the name and address of the passenger holding such ticket must be given together with full particulars.

**16. Honoring and collecting transportation.** Every ticket, pass or other authorized form of transportation presented for passage, must be carefully examined as to destination, route, limit and class before being accepted.

**17. Transportation is to be honored** only to and from the points named and in the direction in which it reads in accordance with the conditions thereof, except where otherwise expressly ordered.

**18. Punching and lifting transportation.** All transportation honored in whole or part should be punched and/or collected as follows, care being exercised to avoid punching form and ticket number, date, limit, destination or other matter of permanent value:

**First conductor** honoring from initial Burlington Route station must punch twice for the first operating division or branch thereof, and once for each succeeding division or branch over which honored by him.

**Succeeding conductor** must punch once for each operating division or branch thereof over which honored by him. If ticket reads to a station on conductor's run, it should be lifted and forwarded with collections.

**Last conductor** honoring to destination on the Burlington Route should punch as provided above, lifting such transportation or parts thereof as have been honored in full.

**19. Book ticket.** The book ticket plainly shows the complete route of travel from starting point to destination. However, care should be exercised in tearing out coupons from the book so that only the portion reading via the Burlington Route in the direction of train is detached.

**20. Assistant conductor.** When assistance is given the regular train conductor in lifting transportation and collecting fares, a separate report of cash fares collected and duplex issued must be made by the one making collection, and forwarded with his ticket collections direct to the Auditor of Ticket Accounts.

**21. Change of cars.** When tickets are presented, conductor must notify passengers of any change of cars to be made on his run.

**22. Tickets punched or collected in error.** If a ticket is punched by mistake, it must be circled and endorsed "Punched in Error" and the conductor must sign his name, showing train number and date. If a ticket is lifted by mistake, it must be returned to the proper holder or forwarded to Auditor of Ticket Accounts with full explanation.



**23. Tickets honored short of destination** on a conductor's run must be punched and endorsed "Honored to \_\_\_\_\_" with train number and date shown and the ticket returned to holder.

**24. Honored tickets not to be returned.** A ticket which has been honored in whole or in part must not be returned to the issuing agent under any circumstances.

**25. Show or circus scrip issued by CB&Q.** Show or circus scrip, Form 57, is issued by the Freight Traffic Department on account of show or circus contract and is good for the exclusive use of an advertising agent, or bill poster employed by the Show or Circus Company named on cover of scrip book. The holder of the book must present letter of identification signed by an authorized representative of the Show or Circus Company; and must show other satisfactory evidence as may be requested by conductor. Show scrip is valid for rail fare of class desired by holder between stations **only on the CB&Q R.R.**

These coupons have a value of one cent each and will be accepted at the authorized tariff fares.

No scrip is to be detached for Federal Transportation Tax, except when the fare collected from scrip book without sufficient scrip to cover passengers journey and shortage is collected in cash, then the tax will be collected based on the cash collection only. Endorse on reverse side of scrip the train number, date, stations between which honored and mail with regular ticket collections in envelope, Forms 5111 or 5112.

The cover of the book will be returned by conductor to the person presenting it, when the last coupons are detached.

**26. Show or circus scrip issued by other railroads.** Show or circus scrip issued by other railroads **is not valid on CB&Q R.R. trains** and under no circumstances should it be accepted. Conductor must refuse to honor such scrip and must collect the regular tariff fare plus Federal Transportation Tax.

**27. Tally card, Form 1667, for tickets honored but not lifted.** This form is to be used by train conductors to as-

sure the train in their charge receiving credit for handling passenger or passengers when ticket is not lifted on their run of train. When a passenger or passengers leave the run of train **the conductor into the stop-off point or junction point is the one to make the tally card, Form 1667.**

For example:

(a) Passenger boards train No. 1 (Denver Zephyr) holding transportation reading Chicago to Billings. The conductor Chicago to Burlington will punch the transportation; conductor Burlington to Omaha will do likewise; and conductor in charge of the train out of Omaha into the junction point (Lincoln) will be required to prepare the tally card, Form 1667. This conductor must show that the passenger held transportation from "Chicago" to "Billings", off this train at "Lincoln", making separation to show "ticket" or "pass". Upon the completion of run the items shown on front of tally card, Form 1667, must be summarized on reverse side with separation made as to class of travel "coach" or "sleeper". The conductors handling the passenger from Lincoln to Billings will punch the transportation in the regular manner.

(b) Passenger boards train No. 30 holding transportation reading Lincoln to Ft. Madison. The conductor Lincoln to Omaha will punch the transportation, and the conductor Omaha to Burlington must prepare the tally card, Form 1667, and must show that the passenger held transportation from "Lincoln" to "Ft. Madison", off this train at "Burlington", making separation to show "ticket" or "pass". Upon completion of run the items shown on front of tally card, Form 1667, must be summarized on reverse side with separation made as to class of travel "coach" or "sleeper". The conductor handling the passenger from Burlington to Ft. Madison will punch the transportation in the regular manner.

There also are cases where conductors operate trains that are consolidated at a terminal. For example, Wymore Division train No. 44 consolidates with St. Joseph Division train No. 22 at St. Joseph and then operates into Kansas City as train No. 22. Therefore, conductor on train No. 44 must prepare tally card, Form 1667, for all passengers handled that are going beyond St. Joseph.

The same condition exists on St. Joseph Division

train No. 27 which operates out of Kansas City and handles passengers into St. Joseph who later move out of that point on train No. 41. Therefore, conductor on train No. 27 into St. Joseph must prepare tally card, Form 1667, for all passengers handled into St. Joseph on tickets or passes moving beyond on train No. 41.

If a passenger desires to make a stop-over at a station on the schedule of the train, conductor will endorse on back of ticket or pass "Off at \_\_\_\_\_", signing name and date. Conductor in charge of the train at the station where stop-over is made must prepare tally card, Form 1667, to show that passenger held transportation from "Chicago to Denver" off train at "McCook", making separation to show "ticket" or "pass".

**28. Hat checks and how to use.** Hat checks are of various colors and styles and are furnished to conductors for use in identifying coach passengers from whom proper transportation has been collected.

Each coach passenger from whom proper transportation has been collected to a point beyond the next station stop, should be hat checked to show that transportation has been collected from such passengers to cover trip to the designated point, except that one hat check may be used for two or more persons traveling together.

There are some hat checks printed with stations thereon for use on certain main line trains to assist trainmen in discharging their passengers at proper destinations or junction points.

Hat checks must be lifted by conductor before arrival of train at destination or junction and destroyed. Destroyed hat checks must not be scattered over the car floors.

**29. Stations where trains do not stop.** Holder of ticket traveling on a train not scheduled to stop at his or her destination, must transfer to a train that is scheduled to stop at such destination.

**30. Limit on tickets.** Tickets will be honored in accordance with the limitation as indicated on the ticket.

**31. Expired tickets** may not be honored (unless ex-

tension is authorized by proper order or endorsement), but should be returned to passenger and tariff fare collected. Holders of such tickets should be referred to Auditor of Ticket Accounts for such refund as may be proper.

**32. First class fares** apply for tickets which will be accepted for passage in coaches, also in sleeping and parlor cars upon payment of published charges for sleeping or parlor car accommodations occupied. If honored in coaches, conductor must endorse the ticket "Honored in coach" and indicate the stations between which it was honored.

**33. Coach fares** apply for tickets which will be accepted for passage only in coaches.

**34. Mixed class tickets** are sold at combination of coach and first class fares and are restricted for use in accordance with endorsement on coupons of ticket.

**35. Class of ticket not shown.** Tickets or coupons not printed, stamped or endorsed "First Class" or "Coach" shall be considered first class unrestricted tickets and so honored.

**36. Clergy tickets.** Tickets presented for transportation of clergymen and others engaged in religious work are sold at reduced first class fare and ticket must be endorsed "Clergy No. . . . .".

Clergy certificates are not good in connection with cash fares paid on train. Conductors must collect regular fare from holders of certificates who do not hold tickets through to destination or end of run, or to next point en-route where passenger can purchase ticket.

When tickets are endorsed "Clergy", conductors must require holder of such ticket to present clergy certificate of corresponding number, valid during calendar year. Certificates found in improper hands, or if expired, should be taken up and sent to General Passenger Traffic Manager with full particulars, collecting tariff fare.

When two or more "Sisters of Charity" travel together, a certificate will be required for each Sister; two or more Sisters can not travel on one certificate.

**37. Party tickets** (not family plan) are issued for the passage of two or more passengers traveling together on the same train or trains for an entire trip, and in every case show the actual number of adults and children which are to be carried thereon. When honoring party tickets conductors are required in every case to endorse, on the back, the actual number of adults and children and the stations between which carried.

**38. Family plan tickets.** These tickets are issued for a family of two or more passengers. The face of ticket will indicate the number of adults, number of children between the ages of 12 and 21, inclusive and those between the ages of 5 and 11, inclusive. Conductor must show on back of ticket by pencil endorsement if number of passengers traveling is different from number of passengers called for on face of ticket.

**39. Children's fare.** Children under five (5) years of age when accompanied by parent or guardian will be carried free. Children over five (5) and under twelve (12) years of age will be charged one-half of the adult fare, one-half cent to be added when necessary to make child's fare end in full cent. Children of five (5) and under twelve (12) years of age who are not mature enough to take care of themselves will not be ticketed unless accompanied by parent or guardian. Children of twelve (12) years of age or over will be charged the adult fare.

**40. Tickets incorrectly issued.** Incorrectly or improperly issued tickets should be handled as the circumstances in each particular case seem to justify, holders of such tickets being given the benefit of any reasonable doubt. Such tickets should in every case be endorsed to show the actual transportation furnished thereon and sent to the Auditor of Ticket Accounts in the usual way. If ticket reads beyond conductor's run, exchange check, Form 116, must be issued and the lifted ticket attached to Auditor's stub of Form 116.

**41. Tickets routed via other railroads.** Tickets reading via a competing carrier may be honored between stations indicated on the coupon. They must be punched the same as tickets reading via CB&Q and must be enclosed with other tickets.

**42. Tickets routed via other roads, honored but not lifted.** For example, ticket routed via Mo. Pac. Omaha to Little Rock, Ark. is presented on CB&Q train between Omaha and Kansas City where it is necessary to give the ticket back to passenger to continue journey south of Kansas City. In such cases conductor must fill out conductor's report of tickets honored but not lifted, Form 11, and include with ticket collections.

**43. Endorsements on passenger tickets** and other trip transportation, as authorized in these rules, must in every case be made on the back of the ticket in such a way as not to deface or obliterate the station dating stamp impression appearing thereon. Such endorsements must always show the train number, date and conductor's name in addition to the endorsement itself.

Endorsements on interline tickets should be made only on the CB&Q RR Coupons.

**44. Cash fares.** Passengers without ticket, pass or other authorized form of transportation must in every case pay cash fare according to current passenger tariffs.

Cash fare penalties as provided in tariff must be collected when passengers do not avail themselves of the opportunity of buying tickets at a station where agent is on duty at time of boarding train. The fact that passengers may not have had time to purchase tickets does not constitute failure on the part of the company to furnish the proper opportunity for the purchase of tickets and in all such cases, ticket fare and penalty must be collected.

When cash fares are paid from points from which no fares are quoted in tariff, the tariff ticket fare from the first station in the opposite direction to that in which the passenger is traveling must be collected. In like manner, when cash fares are collected for transportation to points to which no fares are quoted, the tariff ticket fare to the first station beyond the destination of the passenger must be collected.

It is important that receipts for all cash fares be issued in the presence of passengers paying same and at the time of collection, but if other more important duties make this impossible each such transaction must be com-



pleted as required by these rules, at the earliest possible moment.

If one passenger pays the fare for two or more, one receipt may be issued for the entire amount collected, showing the number of passengers on back of both portions of cash fare receipt. Receipts must be issued in numerical order and must be punched in duplicate at time of collection to show plainly in dollars, dimes and cents the amount collected and must show stations "from" and "to" by punch cut or endorsement. If a cash fare receipt is issued erroneously, a correct one must be issued. The incorrect cash fare receipt must be marked "void", attached to the conductor's portion of the correct one and reason for its issuance shown on reverse side of the one marked "void".

When a passenger requests a specific receipt to be used at a later time for refund, the conductor on main line trains will endorse the back of the passenger's portion of the receipt to show the name of the passenger, the stations between which fare has been collected, the train number, date and signature of issuing conductor.

When a passenger on a suburban train desires a specific receipt for the purpose of refund, the conductor or collector will show his ticket punch impression in the block space provided, in addition to showing the "from" and "to" points and amount collected.

When collecting cash fares, one cash fare receipt must be issued to cover the total amount of tariff fare and the Federal Transportation Tax, and must be accounted for on report of cash fares, Form 831 (Form 833 for suburban passenger trains). The amount of rail fare must be shown in amount column with the Federal Tax, and State Tax if any, in remarks column. The total of the rail fare, plus tax, must be shown as grand total.

The exact amount of the cash fare report must be promptly remitted through a ticket agent. The agent will issue receipt, Form 124, the original of which must accompany the cash report to the Auditor of Ticket Accounts, and copy retained by conductor or collector as his receipt.

Cash fare report, Form 831 (Form 833 for suburban passenger trains), must be made for every train authorized

to carry passengers and must be sent to Auditor of Ticket Accounts promptly at the end of each conductor's run (end of conductor's or collector's tour of duty in suburban service), whether or not any fares have been collected. Reports must be prepared in accordance with the instructions printed thereon.

**45. Mailing ticket collections, cash fare receipts and cash fare report.** All tickets collected, together with cash fare report, copies of cash fare receipt, and remittance receipt, Form 124, must be mailed promptly in envelope, Forms 5111 or 5112 (Form 5112-A for suburban passenger trains) to Auditor of Ticket Accounts, Chicago.

**46. Raise in class of ticket.** When passenger holds a coach ticket and desires to change accommodations to first class, conductor will collect the difference between one way coach fare and one way first class fare between stations where first class service is being used.

**47. Exchange Check, Form 116.** Exchange checks should be punched or filled out as provided by the form. When ticket is made out in error, conductor must attach the lifted ticket to the Auditor's Stub of Form 116 and enclose with collections. Care should be exercised to see that complete information is shown on reverse side of Form 116 in spaces provided. If issued for more than one person, conductor should indicate number of passengers on face of exchange check. In cases where cash fare is collected for an interline move, exchange check must be endorsed "Cash collected". Form 116 is also to be used where instructions provide for the honoring of tickets via optional routes.

Report of exchange checks issued on each trip must be made on cash fare report showing train and date. The Auditor's portion must be accompanied by lifted ticket coupons or cash fare receipt. If none are issued on any trip, the commencing number of checks on hand must be shown.

Exchange checks must be honored as indicated by punch within time limit shown, and between points designated thereon. Conductors honoring exchange checks into destination must lift them and send to Auditor of Ticket Accounts with other tickets.

**48. Blind and Attendant tickets.** Conductors must in every case **require** passenger to present certificate, Form BL-Rail, with tickets account "Blind" and "Attendant to the Blind" and compare the number of the certificate with the certificate number as inserted on the tickets. Identification should also be confirmed with the photograph appearing on inside back cover of the certificate.

If passengers fail to identify themselves, or if conductor is satisfied that certificate is in unauthorized hands, full fare should be collected, certificate and tickets lifted and forwarded to the Auditor of Ticket Accounts with full report.

Conductors must not honor certificates without tickets. To obtain the benefit of the reduced fares, holder of certificate must purchase tickets before boarding trains.

**49. Transfer checks.** Conductors running into certain terminals or junction points are provided with transfer checks, Form 135. These transfer checks are furnished by conductors on the train, to passengers holding through tickets, and are good for transportation from terminal or junction point to destination indicated by punch.

Report of transfer checks issued on each trip must be made on cash fare report for same train and date, such report to show the numbers of the checks issued. If none are issued the commencing number of checks on hand should be shown.

**50. Transfer coupons at Chicago.** In many cases transfer coupons reading from other railroad depots to CB&Q depot at Chicago are not used. In such cases they must be left attached to CB&Q portion of rail ticket and sent in with other ticket collections. When book ticket is used, conductor must tear out of the book the transfer coupon not used.

**51. Special cars.** Special passenger, baggage or combination cars, must be carefully inspected to see that no more people are being carried therein than are covered by the tickets presented. In the case of special baggage cars, conductors must see that proper transportation to cover movement of car or cars is presented.

If conductor does not receive a ticket covering movement of special baggage car, full report must be made to Auditor of Ticket Accounts on Conductor's report of cash fares collected.

**52. Business Cars.** Conductors on trains carrying business, private and similar cars (in service or deadhead) must ascertain from person in charge the number of passengers traveling on passes. Passengers not holding free transportation must have regular railroad ticket in addition to ticket for occupancy of space and for each passenger not holding proper transportation, collection must be made in accordance with rules and regulations covered by Passenger Tariff No. 81-6 and supplements thereto.

**53. Conductor's report of troops and Government personnel carried, Form 1250.** This form must be filled out in duplicate and signed as per instructions on reverse side of form, in all cases where 15 or more passengers are carried. Supply of this form may be obtained from Superintendent or Trainmaster.

**54. Certificate covering change in transportation or accommodation for Government traffic, Form WMB-6.** Form WMB-6 must be executed in triplicate in all cases where differences in number of passengers carried exists as indicated by the tickets lifted or any change in class of accommodation is requested as outlined in instructions on reverse side of form. Form WMB-6 is to be used only for transportation or accommodation changes of military personnel. These forms may be obtained from the Superintendent or Trainmaster.

**55. Orders for transportation.** Exchange orders, prepaid and reduced fare orders, also U. S. Government or State orders and other authorized forms of orders, which passengers have failed to have exchanged at ticket office before boarding train, must be exchanged for ticket of proper form at first convenient station. If insufficient time to have U. S. Government or State Orders exchanged for tickets, conductor may honor the orders for transportation as called for and must have passenger endorse on the reverse side of order over his signature to show that transportation was received. **Conductor must not die punch or fold these orders,** but should make notation over his signature on reverse side of order showing stations between which honored, train number and date.

**56. Rail travel credit cards** must not be honored by conductors.

**57. Passes, identification slips and Postal Commissions.** Trip passes should be punched and collected in the same manner as tickets, being endorsed to show the points between which honored and the number of passengers.

When honoring passes or Postal Commissions, no portion of which is lifted, conductors must fill out pass identification slip, Form 1687, securing signature of holder thereon in space provided, forwarding same, properly punched, to Auditor of Ticket Accounts with ticket collections.

When pass is good for more than one passenger the identification slip, Form 1687, must show the number of passengers carried.

All Postal Commissions, either temporary or annual, must be honored on all trains including Zephyr or suburban trains between all points where trains are scheduled to stop. The Post Office Department commission may be honored in parlor car or sleeping car only on payment of proper tariff fare.

**58. Caretakers tickets** are issued for the return passage of live stock attendants and attendants in charge of certain other freight shipments, as provided by current regulations, and when properly issued and presented within the time limit, are good for transportation of person or persons named thereon. They may be honored via the route providing the most expeditious service, except on certain restricted trains. Caretakers' tickets are signed on the back by the attendant to whom issued in the presence of the issuing agent and first conductor must require holder to sign again in space provided for purpose of identification.

Caretakers' tickets are good in any passenger car on the train, but only upon payment of proper additional charge in sleeping or parlor cars.

**59. Attendants with live stock** and certain other freight shipments handled in passenger train may be carried with such shipments only as provided by current regulations. The name and number of attendants is shown on live stock

contracts, Government Bills of Lading or identifications for free transportation in each case, and conductor will be governed by instructions thereon. Conductor and attendant must endorse live stock contract. (See Rule 58.)

Live stock contract, or identification for free transportation, is not good for passage on trains other than the train on which stock, or certain other freight shipments, covered by the particular contract or identification is moving.

**60. Attendants with carload Express shipments.** Attendants with carload shipments of live animals, live birds, live fish, live poultry or live stock handled in passenger train will be permitted to ride only in the day coach of the train, or in the car containing the shipment.

**EXCEPTION.** Attendants with carload shipments of race horses, polo horses, or show horses will be permitted to ride in standard sleeping cars upon payment of tariff charge for accommodations occupied.

Women and minors will not be granted free transportation as attendants, nor permitted to ride in car containing such shipments.

Attendants with carload Express shipments of race horses, polo horses or show horses will be carried free as follows:

	No. of horses per car	Free attendants per car
Race horses	4 and less	2
	5, 6, 7 or 8	4
	9 and over	6
Polo horses and	6 and less	1
	7, 8, 9, 10, 11 or 12	2
Show horses	13 and over	3

With carload Express shipments of horses other than race horses, polo horses or show horses and with carload Express shipments of other live stock, one attendant will be carried free with one or two cars and one attendant with each additional one or two cars.

With carload Express shipment of live animals, live birds, live poultry or live pigeons, one attendant will be carried free with one or two cars and one attendant with each additional one or two cars.

One attendant will be carried free with each full carload of live fish.

The owner of the stock or some duly authorized agent of the owner in all cases accompanies the cars and holds contracts issued by the Express Company, giving the names of all attendants on lines provided for that purpose, which contracts must be presented to cover the passage of such attendants.

Any persons not included in the contracts must be required to pay fares and must not be permitted to ride in the cars with the stock because of the danger of stock becoming unmanageable.

The contracts provide free transportation for attendants only on trains carrying the stock with no free return provision and should be honored only on trains carrying the stock.

**61. Banana messenger ticket.** These tickets are issued under rules prescribed in Freight Traffic Department tariffs. They provide for the return passage of attendants accompanying carload shipments. Coupons of these tickets will be honored only when in hands of attendant whose name, description and signature appears on cover of book. Each coupon must show endorsement by freight conductors showing initials and numbers of cars containing consignment, waybill reference, signature of attendant and destination agent's dating stamp, as provided by instructions printed on the ticket.

**62. Ejection of passengers.** A person in a railroad car is presumed to be there as a lawful passenger, and should not be ejected until it clearly appears that he is not entitled to be transported on the train.

The railroad company has the right to eject a person from its trains under the following circumstances:

(a) When he refuses to present proper ticket or pass or to pay proper fare.



(b) When he attempts to become a passenger on a train which does not carry passengers.

(c) When he holds a ticket to a station at which the train does not stop and insists upon riding beyond the destination of the ticket without paying additional fare. Such passengers must be transferred as provided in Rule 29.

(d) For intoxication, the use of obscene language, or any gross misconduct which gives offense to or reason for complaint by other passengers.

(e) For playing at any game of chance for money or valuables of any description after having been requested to stop.

**In ejecting a person from a train**, employ no force unless necessary, and then only sufficient to remove him. In performing this duty, avoid any unnecessary scene, and do not become involved in any unnecessary quarrel. If the safety of passengers require it, persons may be confined or restricted until the train reaches a station. At the time of ejection, obtain the names and addresses of witnesses of the act. In ejecting, the train should be made to come to a full stop at a station. If the expulsion be made in the night time, or if the physical condition of the passenger be such that he is unable to take care of himself, or if the weather is so inclement as to render it unsafe or inhuman to expel a person at a closed station, such expulsion should not be made except at a station which is open.

**All the facts, proofs, etc., connected with any ejection of a passenger** from a train should at once be reported to the Division Superintendent.

**63. Lifting of transportation in sleeping cars.** To insure the collection of proper transportation from each sleeping car passenger and at the same time prevent unnecessary annoyance, the following rules will govern the lifting of transportation from passengers in sleeping cars: (Such tickets, passes and pass identification slips as are lifted must be kept separate as to sleeping cars in Tally Record envelope, Form 5116, and must be turned over to succeeding conductor.)

(a) **Local tickets, trip passes and interline tickets having final destination on the CB&Q Railroad** must be lifted by first conductor and endorsement made on reverse



side to show the space and car name or number. They must then be placed in Tally Record envelope, Form 5116.

(b) **Joint train service.** When through train service is maintained in connection with another railroad the first CB&Q Railroad Company conductor must lift transportation from sleeping car passenger and endorse on the CB&Q portion, the space and car name or number on the reverse side. Transportation must then be placed in Tally Record envelope, Form 5116. The portion of the transportation reading beyond our line must be placed in identification envelope, Form 5114, for delivery to connecting conductor. In the opposite direction the lifted CB&Q transportation will be received from the connecting railroad conductor. It must be carefully checked by the CB&Q Railroad conductor and any unused transportation returned to passenger.

(c) **Cash fares** must be collected from sleeping car passengers in the usual manner, except that to avoid annoyance or disturbance during the night, first conductor must, whenever possible, either arrange for the purchase of a ticket or collect cash fare through to destination or such intermediate point as will carry the passenger through the night. When cash fare is collected by the first conductor to a point beyond the end of his run, he must issue an exchange check, Form 116, enclosing it in identification envelope, Form 5114, for succeeding conductors. When first conductor is unable to make collection beyond the end of his run, he must fill out an identification envelope, Form 5114, giving full particulars for the information and guidance of succeeding conductors.

(d) **Passes.** Holders of annual and trip passes and Postal commissions reading beyond first conductor's run must sign one identification slip, Form 1687, for the entire trip. First conductor must secure the signature and if destination is a point beyond the end of his run, endorsement must be made on the reverse side of Form 1687 to show space and car name or number. The identification slip must then be placed in tally record envelope, Form 5116, for succeeding conductors who will treat the identification slip, Form 1687, as a ticket, last conductor turning it in with his collections. It is permissible to furnish pullman conductor or porter with identification slips for use as necessary.

In the case of officers of the Company who are not required to sign identification slips, the first conductor must

fill out an identification envelope, Form 5114, for the information of succeeding conductors.

(e) **Identification check envelope**, Form 5114, is a numbered envelope with passenger's perforated identification check attached bearing the same number. If a passenger is to leave the sleeping car before the end of the run the first conductor must endorse on the face of the identification check envelope, Form 5114, the destination or point where the passenger is to leave the car.

(f) **Tally Record Envelopes**. Form 5116, containing transportation and information for succeeding conductor, must be used for each sleeping car. First conductor must fill out the tally record on the outside of each envelope to show the number of passengers covered by the transportation contained therein. The second and each succeeding conductor must take from envelopes, Form 5114 or Form 5116, such tickets as are destined to points on his run turning them in with other ticket collections. The last conductor must send to Auditor of Ticket Accounts with ticket collections the tally record envelopes, Form 5116.

Train conductor must, whenever practicable, hand the envelopes for sleeping cars to succeeding conductor. When circumstances make that impracticable, they must be left with the pullman conductor or porter.

(g) Train conductors are required to lift rail transportation from sleeping car passengers and may delegate that duty only when circumstances make it necessary and then each train conductor will make his own arrangements with the pullman conductor or porter.

(h) Pullman conductors should be required to give train conductors special advice of passengers boarding their cars at intermediate points. Train conductors must, however, look through the sleeping cars at reasonably frequent intervals, without waiting for such advice, to make sure that they get transportation from all passengers boarding trains at intermediate points. Train conductors must compare their record for each car with the pullman conductor's diagram showing the location of passengers, to see that they have the transportation necessary to cover each passenger, care being taken to see that the tickets are not short of the destinations to which they are checked on the diagram, and that a sufficient number of tickets have been presented to cover the exclusive occupancy of drawing

rooms and compartments as provided by current tariffs.

**64. Train tariffs.** Current passenger tariffs are furnished conductors for use on trains carrying passengers and must be used in collecting cash fares as per current instructions.

**65. Supplies.** Conductors' supplies are furnished by Division Superintendents or Trainmasters, but in an emergency conductors running in and out of Chicago may get a supply of cash fare receipts, exchange checks, transfer checks and pass identification slips from the General Passenger Traffic Office, Room 1403 in the General Office building.

**66. Equipment.** Every passenger conductor must have following equipment:

- Current operating time table.
- Book of rules of the operating department.
- Book of rules and instructions for conductors, suburban collectors and train baggagemen.
- Folder of passenger trains.
- Ticket punch.
- Hat checks.
- Cash fare receipts.
- Exchange checks.
- Transfer checks, Form 135.
- Tariff for rail fares.
- Tariff for parlor car fares.
- Identification slips, Form 1687.
- Cash fare report blanks.
- Certificate covering change in transportation or accommodation of Military Personnel, Form WMB-6.
- Conductors report of troops carried, Form 1250.
- Identification envelopes, Form 5114.
- Sleeping car envelopes, Form 5116.
- Collection envelopes.
- Tally card, Form 1667.

**67. Seating passengers in sleepers.** When all seats in coaches are occupied, conductors may seat standing coach passengers in sleeping or parlor cars without additional charge when space is available. Such passengers should be transferred back to the coaches at the earliest opportunity.

**68. Calling stations.** Each station stop should be distinctly announced at least twice in each car.

When such stations are junction points with branch or connecting lines, the principal points for which connection is made should also be announced.

When stops are made for meals, the length of such stops and location of eating houses must be announced. Before leaving, conductors must make "All Aboard" announcement.

When station stops are announced passengers should be cautioned to exercise care in leaving dome and to remember their hand baggage.

**69. Announcing cause of serious delay to passenger trains.** Whenever a passenger train is delayed because of any obstruction of line, unusual weather conditions or other unusual cause, the train conductor will inform passengers in a quiet, courteous manner that the train is operating late on its schedule and the reason therefor, calling on Pullman conductor, dining car steward, brakemen and porters for any assistance necessary.

When a train, after encountering delay, is again making schedule time and it may be possible for it to run off some or all of the delay before reaching the final terminal, the conductor should make this information available to the passengers.

Discretion must be used when such announcements are made during the hours when passengers may be asleep.

**70. Passengers carried beyond their destination.** If passenger is carried beyond proper destination, such passenger should be carried to first convenient station. Passenger must be furnished with memorandum, which will be honored by conductor of first train in opposite direction for transportation back to proper station. Memorandum so honored must be sent to Auditor of Ticket Accounts with ticket collections.

**71. Passengers on freight trains.** Conductors of mixed or freight trains scheduled to carry passengers, must caution passengers to remain seated. Passengers using such

trains must be picked up and discharged only at regular station platforms and not in freight yards or at crossings.

**72.** When cash fare receipts or exchange checks are lost by conductors by theft or otherwise, full information must be promptly given to the Division Superintendent, General Passenger Traffic Manager and Auditor of Ticket Accounts.

**73. Tickets found by Company employees** must be promptly forwarded to Auditor of Ticket Accounts with full particulars as to where, when and how found.

**74. Lost Articles.** All articles found by trainmen or turned over to them, must be delivered promptly to a ticket or baggage agent at the terminal for forwarding to Mail, Baggage and Express Traffic Department. (See Rule 100)

**75. Reports of articles lost or left on trains** must be forwarded to Mail, Baggage and Express Traffic Department. Telegrams regarding articles recently left in waiting room, or on station platforms or on connecting trains which have not yet reached their terminals, may be sent without cost to passengers.

**76.** Conductors receiving telegraphic requests for articles lost or left on their trains must make proper reply and leave the article, if found, at first convenient station with instructions to have it returned to officer, agent or conductor making the inquiry.

**77.** Copies of all telegrams and letters regarding lost articles must be sent to Mail, Baggage and Express Traffic Department. (See Rule 100)

**78. Hand Baggage.** Passengers may be allowed to carry in passenger cars, only such hand baggage or parcels as can conveniently be placed in space provided for that purpose.

**79. Baby cabs, invalids' chairs or bulky packages** must not be allowed in passenger cars when of sufficient size to discommode or cause inconvenience to other passengers or to block the aisles.

**80.** Trainmen must see that whenever possible, lug-

gage is safely placed in space provided for that purpose and not left in aisles.

**81. Guns** in cases and disjointed guns may be carried in passenger cars, but guns that are put together and ready for use, if uncased, must not be allowed in passenger cars, except in the case of troops or militia moving in special cars or trains.

**82. Animals.** Dogs and other live animals must not be allowed in passenger cars under any circumstances, except Seeing Eye Dogs accompanying blind persons.

Dogs are transported in baggage cars under certain conditions authorized in current tariffs.

Domestic and trained animals used in theatrical performances or other public entertainment will be transported only in baggage cars.

**83. Seeing Eye Dogs.** A guide dog safely muzzled and on a strong leash, accompanying a blind passenger in coach, will be transported without charge.

A guide dog may also be carried without charge when blind person occupies any type of private room accommodations including berth or seat in a room. The guide dog must be kept in the room with the blind person and must not be allowed in any open sleeping or parlor car space or in section, buffet, lounge or club cars. However, a guide dog may also be carried without charge in pullman cars with a muzzle when blind person has a section, berth or seat space when travel is entirely within the state of Illinois or Colorado. The state of Missouri requires the dog to be muzzled but does not entitle the blind person to have immediate custody of his dog in an open section or seat space.

**84. Invalids.** When there is no sleeping car on the train, invalids may be carried in the baggage car on a permit from the Superintendent for that train and date.

Invalids' chairs are carried in baggage cars at owner's risk under certain conditions as per current tariff.

**85. Berth reservation telegrams.** Messages regarding berth reservations or assignments of sleeping car space

are delivered by Pullman employees to train conductors for transmittal. It is important that all such messages be handled promptly.

## **B. SUBURBAN PASSENGER TRAIN SERVICE**

**86. Collecting transportation.** Conductor or collector must collect proper transportation for each passenger. Passengers without ticket, pass or other authorized form of transportation must in every case pay cash fare according to current passenger tariffs.

**87. Tally cards.** It is not necessary to prepare tally cards covering tickets honored, but not lifted, in suburban territory between Chicago and Aurora.

**88. Cash fares.** Conductors and collectors on suburban trains authorized to carry passengers, must make cash fare report, Form 833, whether or not any cash fare has been collected. See Rules 44 and 45 for instructions covering cash fare collections.

**89. Cash fare penalties.** Conductor or collector must collect cash fare penalties when passengers do not avail themselves of the opportunity of buying tickets at a station where agent is on duty at time of boarding train. (See Rule 44)

**90. Commutation ticket limits.** 10 and 25-ride tickets **reading to Chicago** are limited to one year in addition to date of sale.

10 and 25-ride tickets **reading between points other than to Chicago** are limited to six months in addition to date of sale.

46 and 54-ride tickets are limited to the calendar month for which such tickets are sold.

Tickets are good for passage on trains leaving station from which they read only up to midnight of final day of limit.

**91. Stopovers.** Stopover is not permitted on 10 or 25-ride tickets **reading to Chicago** or on any weekly or monthly commutation ticket.



Stopover is permitted on 10 and 25-ride tickets reading between points in suburban territory **other than to Chicago.**

Stopover is also permitted on any type of one way or round trip ticket, and on a cash fare paid on train.

Conductors should note on back of ticket the date, time and station of stopover. Succeeding conductor must then completely cancel the ticket.

**92. Transfers.** Transfer at intermediate stations from one train to another is permitted on 10, 12, 25, 46 and 54-ride tickets **reading to Chicago** only when such transfer is necessary, or when arrival at destination will be expedited.

Conductor granting transfer should use small die punch in the ride being used, honoring ticket to transfer point, from which point it will be honored through to destination by succeeding conductor who will cut out the partially honored block in the usual manner.

**93. Passes.** Annual or term passes presented for travel to or from any station in suburban territory except Chicago may be honored when the holder states that pass is presented in connection with a continuous trip to or from a station west of Aurora.

Trip passes (except employee's suburban trip pass, card form) must not be honored in Chicago suburban territory unless issued specifically for use between two points within such territory.

**94. Disposition of commutation tickets.** Multiple-ride tickets which have been used completely should be punched and turned in with other tickets, rather than torn in two and discarded.

**95. Improper use of 10 and 25-ride tickets.** Some passengers may request stopover or transfer at a station short of that to which their ticket reads with the subsequent use of the same ride for a return trip to their home station.

For example, it has been found that some 10 and 25-ride tickets reading between Downers Grove and Brookfield are being used for an eastbound trip to LaGrange Road with advice to the trainmen that stopover or transfer privilege is desired with the trip to be continued to Brookfield



on a subsequent eastbound train, but that actually the same ride with the die punch of the eastbound trainmen is used for a trip back to Downers Grove.

To prevent manipulation in this manner, suburban trainmen will use their die punch in the following manner to indicate direction of travel when stopover or transfer is made on **all 10 and 25-ride tickets**:

**EASTBOUND - SINGLE DIE PUNCH IN RIDE TO BE USED**  
**WESTBOUND - DOUBLE DIE PUNCH IN RIDE TO BE USED**

The single die punch will indicate an eastbound trip so that succeeding trainman will refrain from honoring a partially used eastbound ride for a westbound trip, or vice versa.

Trainmen will continue to use a single die punch to indicate transfer **in either direction on all 46 and 54-ride monthly tickets** reading to Chicago.

**96. Two half fares.** Bearer commutation tickets may be honored on the basis of one ride for two children of half fare age, but only when traveling together on the same train.

**97. Expired tickets,** except as provided herein, may not be honored (unless extension is authorized by proper order or endorsement), but should be returned to passenger and tariff fare collected. Holders of such tickets should be referred to the Auditor of Ticket Accounts for such refund as may be proper.

**98. Honoring 10 and 25-ride Chicago commutation tickets to and from stations to which the same fare applies.** The present 10 and 25-ride commutation ticket fares between Chicago and the following groups of stations are the same:

<b>Between</b>	<b>And</b>
Chicago	Clyde, LaVergne, Berwyn.
"	Hollywood, Brookfield.
"	Congress Park, LaGrange Road and Stone Ave.
"	Highlands, Hinsdale.
"	West Hinsdale, Clarendon Hills.

Occasionally a patron holding a 10 or 25-ride Chicago ticket reading to one of the closer stations in these various groups desires to use his ticket to or from one of the more distant stations in the same group to which the same fare applies, because of train service or for other reasons. The honoring of these 10 and 25-ride Chicago tickets to or from the more distant station in these various groups of stations to which the same fare applies, without making additional collection, is permissible and suburban trainmen should be governed accordingly.

**99. Tickets reading via Chicago.** Tickets reading through Aurora, Illinois **via Chicago** to and from a suburban station will be honored as the ticket reads:—For example, with a ticket reading St. Paul to Hinsdale, via Chicago, the passenger can detrain at Aurora, use suburban train to Hinsdale, thence Chicago and suburban train Chicago to Hinsdale.

### III. MAIL AND BAGGAGE

#### A. GENERAL

**100.** Where the term Mail and Baggage Traffic Department is used in this section, it refers to Manager, Mail, Baggage and Express Traffic Department at Chicago for Lines East trains, and to Assistant Manager, Mail, Baggage and Express Traffic Department at Omaha for Lines West including Omaha-Kansas City trains.

**101.** Train baggagemen must familiarize themselves with current instructions so they will know where to transfer all headend traffic to make the best possible connection to destination.

**102.** Train baggagemen must exercise care when dispatching U. S. Mail, newspapers or company business mail at non-stop stations so it will clear the train and avoid damage to property or injury to persons.

**103.** Headend traffic must be received and stowed in cars in a manner that will allow prompt unloading at intermediate stations and avoid damage. It must be placed in proper separations so it will be unloaded at proper station. Traffic carried beyond proper station may result in a claim or in the case of U. S. Mail, a fine. Heavy articles must not be placed on fragile or other articles susceptible to damage by crushing.

**104.** When headend traffic including U. S. Mail is received or found in a damaged condition, or cream is spilled or found in a boiling condition, or other irregularity observed, complete details on reports, or statement attached thereto, describing the damage or irregularity must be sent promptly to the Mail and Baggage Traffic Department.

**105.** Train baggagemen must keep all traffic away from open doors to prevent it from falling out of cars.

**106.** Headend traffic must be protected at all times to avoid weather or other damage, loss, or pilferage.

**107.** Trip reports, Form 1254, Form 1254-R and U. S. Mail trip report, Form 1252, must be mailed promptly after each run to the Mail and Baggage Traffic Department.

**108.** Lights in baggage cars must be turned off when not needed.

**109.** Before arrival at each station train baggagemen must have all headend traffic ready to be unloaded. Traffic for close connecting trains and baggage for delivery to passengers must be unloaded first. Trains must not be delayed in order to separate traffic as it is unloaded onto trucks, or for sorting and putting away traffic as it is loaded.

**110.** Conductors must give close supervision to headend traffic at stations. Train baggagemen must signal conductor when the headend traffic exchange is nearing completion.

**111.** Train baggageman must remain with his cars until relieved by connecting train baggageman, station forces, or as otherwise provided by special instructions.

**112.** Merchandise must not be carried in baggage cars as an accommodation to employees or others.

**113.** Shipments of explosives must not be carried in baggage cars.

## **B. MAIL**

### **1. U. S. MAIL**

**114.** The movement of mail must be given preference over baggage and express, except remains or perishables.

**115.** Points of transfer or dispatch for U. S. Mail are shown in U. S. Mail dispatch lists. Additional information may be obtained from postal clerks in railway post office cars.

**116.** In case of emergency or detour, postal clerks must be consulted for suggestions.

**117.** When necessary to set out a railway post office car at an intermediate point, or make a transfer to another car, as much advance notice as possible must be given to postal clerks.

**118.** When cars are set out and all mail cannot be ac-

commodated in other headend cars, pouches, newspapers, special delivery, and special handling mail must be given preference over parcel post.

**119.** When a train handling a railway post office car operates on other than track serving a mail crane, pouch must be delivered to the railway post office car, stopping train if necessary.

**120.** Railroad employees must not enter railway post office cars except in the discharge of their duties.

**121.** Non-stop dispatch of U. S. Mail from storage cars is governed by special arrangements in each case.

**122.** Railroads are subject to fines for allowing mail to become wet, lost, damaged, stolen, pilfered, or destroyed. Employees must not sit or walk on U. S. Mail.

**123.** Smoking in storage cars containing U. S. Mail is prohibited by law.

**124.** Train baggagemen must not accept U. S. Mail directly from a publisher or the public, except upon instructions from the Mail and Baggage Traffic Department.

**125.** A train must not leave the station until all U. S. Mail for that train is loaded. When mail to be loaded is in the process of being transported from the station to the train, or is due from another train that has come to a stop in the station, train must be held until such mail is loaded, unless other instructions apply.

**126.** Train baggagemen must prepare U. S. Mail trip report, Form 1252, for each trip in accordance with current instructions issued by the Mail and Baggage Traffic Department. The date of the report must be the date the train is due to leave its initial terminal, except that train baggagemen starting at Omaha or Lincoln will make a separate report and insert the date his train is scheduled to leave Omaha or Lincoln.

Form 1252 must be made in quadruplicate and show all information requested. The number of pieces found in cars at points where cars are picked up and where train baggageman goes on duty, and the number of pieces loaded at that point must be shown as separate items. Numbers must not

be used to designate stations.

The original report must be mailed promptly to Mail and Baggage Traffic Department. At the end of each run, train baggageman must furnish postal clerks on his train with the first copy. The second copy is for the timekeeper, and the third copy is for the train baggageman's own record which must be kept at least three months.

On trains which do not have a railway post office car with postal clerks on duty, the original and first copy of Form 1252 must be mailed to the Mail and Baggage Traffic Department.

**127.** A separate report on Form 1252 must be prepared listing all U. S. Mail-carrying cars in the train and footage or count of mail in each.

**128.** Boxes of baby chicks must be piled separately with sufficient space on all sides for ventilation and set level. Avoid exposing to extreme heat or cold and keep out of drafts.

## **2. Railroad Business Mail**

**129.** Train baggagemen will accept and handle railroad business mail of all classes as provided in current instructions.

**130.** Company registers are used to protect matter of unusual value and must be handled carefully. Each register must be shown with name of addressee on baggage trip report, Form 1254.

**131.** Mail relating to the business of this company may be exchanged with Express, Telegraph, News, Passenger or Baggage Transfer, or Sleeping and Parlor Car Companies, Co-Operative Freight Lines, Operating and Traffic Associations, Demurrage Bureaus, and other such concerns, and individuals that do business with or over the lines of this company, provided such letters and communications relate to the business of this company and are handled only by agents and employees of the sender and those addressed and no intervening carrier is involved.

**132.** A dispatch list showing proper junctions for railroad business mail is furnished by Mail and Baggage Traffic

Department.

**133.** Business mail for non-stop stations should be dispatched only when station employee is in sight.

**134.** Care must be exercised to avoid mishandling pouches of business mail.

**135.** Mail should not be accepted unless it bears the name of the forwarding railroad and marks indicating that it is railroad business mail. Letters or packages pertaining to personal matters will not be handled as railroad business mail.

## **C. BAGGAGE**

### **1. Checked Baggage**

**136.** Baggage must be inspected when loaded or unloaded. A full description of any damage and how and when it occurred must be reported.

**137.** When baggage contents are exposed, care must be exercised to protect such baggage to avoid loss or damage.

**138.** Baggage "In Bond" is identified with a **red or yellow tag** and customs manifest attached.

- (a) The words "In Bond" must be shown on trip reports and through receipts after each check number covering all baggage "In Bond".
- (b) A red tag indicates baggage "In Bond" to destinations in the United States, and a yellow tag indicates baggage passing through this country from and to another country.
- (c) Baggage "In Bond" must not be opened until inspected and released by customs officers.
- (d) Caution must be used to protect bond tag or manifest from loss.

**139.** Baggage may be delivered en route at baggage car door on surrender of duplicate check, except C.O.D. or "In Bond" pieces.

**140.** Baggage under C.O.D. checks must not be delivered to passengers en route by train baggagemen. On request of holder of duplicate check, baggage may be left with an agent at an intermediate station for delivery.

**141.** Baggage for non-agency or closed stations may be delivered at baggage car door en route or at destination upon surrender of duplicate check. Such baggage check and passenger's duplicate must be mailed with trip report and notation made on report showing place of delivery. If not called for, such baggage should be left at the first open agency.

**142.** When company laborers are sent to a point at which there is no agent, train baggageman must arrange with conductor in advance to secure laborers' duplicate checks and make delivery of baggage from car door at de-training point.

**143.** Baggage carried beyond destination must be unloaded at the first open agency.

**144.** Baggage found without a check or with an illegible check must be carried to first division point, called to the attention of station employee, and a notation made on baggage trip report giving full description, where found, and where left.

**145.** Baggage may be opened en route by passengers, except baggage "In Bond", on presentation of duplicate check. No articles may be added to baggage en route.

**146.** Baggage moving other than via proper route should be returned or carried to the first joint station where it can be delivered direct to the railroad on which it belongs.

**147.** When baggage is transferred to another car, exceptions covering damage or loss must be recorded and report made giving both car numbers.

**148.** Dogs, cats, and small household pets must be given careful handling to prevent injury to the animals or their escape from crates or leashes. Owners may claim and exercise pets at points where there is sufficient time. Duplicate check should be surrendered when an owner claims a pet for exercising, and check given back when pet is returned.



## 2. Lost and found baggage and other articles

See Rules 74 to 77.

## 3. Milk and cream

**149.** Milk and cream shipments and empty containers should be accompanied by waybills issued by agents. Shipments without waybills must be accepted and waybills made in triplicate by train baggageman.

**150.** The original and first copy of each waybill made should be sent with the shipment and the second copy mailed to Auditor of Ticket Accounts. These waybills should be numbered consecutively by each train baggageman starting with number one the first day of each month. All information requested on the form except rate and charges must be shown. Train number, date and signature of the issuing train baggageman must be shown in space marked "Issuing Station Stamp".

**151.** Each shipment must be entered on trip report, Form 1254, except milk or cream shipments destined to or through Billings, Denver, Kansas City, Minneapolis, St. Louis, or St. Paul must be shown on through receipt, Form 1254-R.

**152.** Overages and shortages, full or empty, must be reported on waybills and baggage trip reports or through receipts showing the number and size of containers. When over without billing, train baggageman must prepare necessary waybill, Form 825, and include the item on proper report, and when there are no identifying marks, a wire report must be made to Mail and Baggage Traffic Department with complete description, an astray waybill made, and shipment left at the first known creamery station or division point.

**153.** If a shipment is carried beyond destination, it must be returned and notation made on report.

**154.** Milk and cream waybills must be attached to each shipment and must not be mailed to destination agent.

**155.** Milk and cream should be protected from high temperatures, using ice when available, and must not be

placed against heated steam pipes.

Full cans should not be double-decked unless protected by a rope or chain.

#### **4. Newspapers**

**156.** Careful handling must be given newspaper traffic to insure unloading at proper station.

**157.** Newspapers moving in baggage service (not U. S. Mail) must be reported on baggage trip report or through receipt, showing number of bundles, consignor and consignee.

**158.** When dispatching newspapers destined non-stop stations, proper care must be exercised to see that they will clear the train and avoid damage to property or injury to persons.

#### **5. Remains, and invalids on stretchers**

**159.** Train baggageman must notify conductor when remains are being transported. Tickets for remains are exchanged by agent for checks for convenience of all concerned.

**160.** Care must be taken to see that remains and flowers are unloaded at proper station. Remains and flowers must be kept away from heated steam pipes.

**161.** Invalids on stretchers may be handled in baggage car, with attendant, on written or telegraphic instructions from superintendent. Liability release must be attached to baggage trip report, Form 1254.

A passenger injured on the same train may be carried in the baggage car on instructions from train conductor.

#### **6. Reports**

**162. Baggage and cream trip report, Form 1254.** All reports, except as otherwise directed, must be sent to Mail and Baggage Traffic Department. Baggage and cream trip report, Form 1254, must be made in duplicate. Report must show all required information. The date of the report must

be the date the train is due to leave its initial terminal, except train baggagemen starting from Omaha or Lincoln must make separate report and insert the date the train is scheduled to leave Omaha or Lincoln.

The report must include an accurate record of all baggage traffic handled, including remains, newspapers, milk, cream, empty containers, company registers and invalids on stretchers. Traffic, except company registers, destined or delivered to agents at Billings, Chicago, Denver, Kansas City, Minneapolis, St. Louis, or St. Paul must be shown on through receipt instead of baggage trip report. All company registers must be shown on trip reports. Milk and cream shipments **for Chicago** must be shown on trip report instead of through receipt.

Reports must show for each item the following:

- (a) Auditor of Car Accounts' station numbers, or station name, to show where traffic was received and left.
- (b) Origin and destination spelled out.
- (c) Name of consignee except for baggage.
- (d) Name of company that issued baggage check or waybill.
- (e) Number of baggage check, waybill or register.
- (f) Description of item, including size and number of cream containers (full or empty), number of bundles and name of newspapers, number of boxes of flowers accompanying remains.
- (g) "In Bond" for baggage so moving.
- (h) Condition in detail, if bad order, and where or when first observed.

The original of the completed trip report, Form 1254, must be sent to Mail and Baggage Traffic Department in printed envelope, Form 5044. First train baggageman must mail a copy of Form 1254 to the initial terminal agent where car originated after making sure it includes a list of all traffic received from that terminal, showing bad order notations, if any. When a train baggageman's run terminates at a station intermediate to the final terminal of the car, the original of the trip report must be passed to the second

train baggageman who will sign it and continue to record all baggage traffic handled to the end of his run.

A baggage trip report, Form 1254, must be made by each train baggageman. If no headend traffic is handled, the heading must be completed and the word "blank" written in the body of the report.

**163. Through Receipt, Form 1254-R.** Form 1254-R must be prepared in triplicate for all trains arriving Billings, Chicago, Denver, Kansas City, Minneapolis, St. Louis, and St. Paul, and all three copies left with the baggage at these stations.

Through receipt must include all traffic (except company registers) delivered to baggage agents at the seven stations listed. Company registers for these seven stations must be shown on baggage trip report instead of through receipt. For trains arriving Chicago, milk and cream should be shown on trip report instead of on through receipt.

The name of connecting railroad, when traffic is to be transferred to another line, must be shown on Form 1254-R.

**164. Standard baggage abbreviations.** Abbreviations shown below have been approved and accepted by the American Association of Baggage Traffic Managers, and only these abbreviations should be used:

#### Abbreviations for description

Baby Buggy or Cab....	B.C.	Grip, Canvas.....	C. G.
Bag, Barracks.....	B.B.	Grip, Russet.....	R.G.
Bag, Sea.....	S.B.	Laundry Case.....	L.C.
Baskets.....	Bsk.	Sack.....	Sk.
Bicycle.....	Bike	Trunk, Canvas	
Box.....	Box	Finished .....	C.F.T.
Bundle .....	Bdl.	Trunk, Fibre .....	F.T.
Carton .....	Ctn.	Trunk, Leather .....	L.T.
Case, Dress Suit....	D.S.C.	Trunk, Pullman	
Case, Gun .....	Gun	Wardrobe .....	P.W.T.
Case, Sample .....	S.C.	Trunk, Steamer.....	Str.
Chest, Tool.....	Tool	Trunk, Wardrobe.....	W.T.
Foot Locker .....	F.L.	Trunk, Zinc or Tin....	Z.T.
Go-Cart.....	G.C.	Val-A-Pak .....	V.P.
Grip, Black .....	B.G.		

### Abbreviations for condition

Bottom Broken .....	B.B.	Leaking .....	Leaking
Catches Broken.....	C.B.	Lock Broken.....	L.B.
Catches Off .....	C.O.	Lock Loose .....	L.L.
Corner Broken.....	Cor. B.	Lock Open .....	L.O.
End Broken.....	E.B.	No Lock.....	L. Off
Edge Broken .....	Edge B.	Roped .....	X.
Grease or Stained.....	G.O.S.	Side Broken.....	S.B.
Handle Broken.....	H.D.L.	Top Broken .....	T.B.
Hinges Broken.....	H.B.	Wet.....	Wet
Hinge Loose.....	H.L.		

Other descriptions of damaged conditions may be used provided they are clearly worded. "B.O." to indicate bad order must not be used.

## IV – FREIGHT TRAFFIC

### A. GENERAL

**165. Information with respect to freight handled by this company must not be furnished to unauthorized persons.** Your attention is called to the following extract from Section Fifteen (15) of the Interstate Commerce Commission law as amended, which must be strictly complied with:

“It shall be unlawful for any common carrier subject to the provisions of this act, or any officer, agent, or employee of such common carrier, or for any other person or corporation lawfully authorized by such common carrier to receive information therefrom, knowingly to disclose to or permit to be acquired by any person or corporation other than the shipper or consignee, without the consent of such shipper or consignee, any information concerning the nature, kind, quantity, destination, consignee, or routing of any property tendered or delivered to such common carrier for interstate transportation, which information may be used to the detriment or prejudice of such shipper or consignee, or which may improperly disclose his business transactions to a competitor, and it shall be unlawful for any person or corporation to solicit or knowingly receive any such information which may be so used; provided that nothing in this act shall be construed to prevent the giving of such information in response to any legal process issued under the authority of any state or federal court, or to any officer or agent of the Government of the United States, or of any state or territory, in the exercise of his powers, or to any officer or other duly authorized person seeking such information for the prosecution of persons charged with or suspected of crime; or information given by a common carrier to another carrier or its duly authorized agent, for the purpose of adjusting mutual traffic accounts in the ordinary course of business of such carriers.”

“Any person, corporation or association violating any of the provisions of the next preceding paragraph of this section shall be deemed guilty of a misdemeanor, and for each offense, on conviction, shall pay to the United States a penalty of not more than \$1000.00.”

**166. Protection of freight in transit.** Conductors are responsible for freight while in their charge and must see

that proper precaution is taken to prevent the opening or robbing of cars in transit.

**167. Inspection of empty cars for loading.** Conductors selecting empty cars for specific commodity loading should be governed by Mechanical Department commodity-carding of each car for its fitness for such freight.

When selecting empty cars for loading **which have not been commodity carded by the Mechanical Department**, great care must be exercised to select a **suitable** car for the commodity to be loaded. Inspection must be thorough enough to determine whether the car is free from protruding nails, temporary wall anchor plates, or anything that is liable to tear or damage freight; whether the interior of the car is clean, free from contaminating odors, oil, filth, lamp black or other powdery substances liable to settle on the load, or anything that might cause loss or damage to the kind of freight to be loaded.

Failure to inspect the car may result in the CB&Q Railroad Company assuming full claim payment for any loss or damage resulting from the use of an unfit car.

**168. Marking of L.C.L. freight.** Freight may be considered properly marked when each piece of less than carload freight can be delivered at correct destination even though it became separated from the other pieces and from the waybill. Freight that is offered for shipment packed in second hand boxes, barrels, or other packages must have all of the old marks obliterated and must show but one address.

**169. Cars must not be carried beyond designated weighing station.** Conductors handling waybills for carload freight must see that cars are set out at weighing stations shown on the waybills.

**170. Loading and checking L.C.L. freight.** All freight loaded into or unloaded from local merchandise cars must be checked to or from car by some member of train crew or station force. Over, short or bad order exceptions must be noted on the original waybill and signed by the employee who checked the freight.

At non-agency stations, the conductor must check the

freight and sign the waybill, showing how shipment checked, train number and date.

**171. Protect fragile freight.** Furniture, boxed glass and other articles of fragile character are frequently braced in the car by heavy freight and serious damage has resulted by removal of the heavy freight, leaving the other articles unprotected against possible damage. After unloading, conductors must make certain that all of the freight remaining in the car is in proper position for safe handling to destination.

**172. Loading plate glass.** Plate glass must not be loaded in box cars which are not of sufficient height to allow packages to be loaded in perpendicular position. Such shipments must never be loaded in slanting or inclined position, and must not under any circumstances be braced with other freight, but should be secured with braces and cleats nailed to the sides, ends and floor of car, but not to the roof.

**173. Handling freight carefully to avoid damage.** Freight must be carefully handled and loaded so that no damage will occur in transit by leakage, chafing of bales, etc. Packages containing oils, liquors, molasses, syrup, turpentine, brine or other liquids must never be loaded on top of other freight, nor should they be placed in proximity to other packages liable to be damaged by any leakage that may occur in transit. Barrels containing oils should be placed with the bung or tap end up, so as to avoid leakage. Care should be exercised when loading sharp or pointed articles as shifting might damage other freight. Heavy freight must not be placed on fragile or other articles susceptible to damage by crushing. Proper care must be taken to prevent damage when loading or unloading freight.

**174. L.C.L. freight not to be taken without waybills.** Conductors must not take L.C.L. freight without waybills from stations having agents.

**175. Handling cars on waybills that have been altered.** Cars must not be moved when the initials or car numbers on waybills do not agree with the initials and numbers of the cars. Waybills that have been altered in any way should not be accepted for movement unless authority for the change be plainly noted thereon over the signature of the person who made the change.



**176. Examination of waybills.** Conductors must examine each waybill after starting train for the trip, and report any discrepancy to superintendent by wire. They must not permit unauthorized persons to inspect waybills while in their charge.

**177. Report damaged freight, etc.** When freight is damaged, pilfered, or improperly loaded conductors must report particulars to superintendent.

**178. Card waybills.** Conductors must not accept carload or less carload freight on card waybills, Form 55 or 56.

**179. Loss or damage discovered in transit** must be specifically noted on face of waybill. The name of the carrier, the point where loss or damage is discovered, the nature and extent of the loss or damage, and date, must be shown and signed by employee making discovery.

**180. Loaded car handled as empty.** Whenever a car handled as an empty is found to be loaded, or whenever a car is found under load for which the waybill has been lost, it should be reported immediately by wire to the General Superintendent of Transportation at Chicago. If the car contains a perishable shipment the General Freight Claim Agent should also be notified by wire.

**181. Disposition of waybills for freight involved in train accident, fire or flood.** When freight is involved in a train accident, fire, flood or other serious mishap, it is important that waybills be given proper handling to avoid possibility of loss. If freight is destroyed or so badly damaged that it cannot be forwarded to destination, the waybills should be left with agent at first open station.

**182. Use of waybills for empties.** Card waybills, Form 55 or 56, must accompany empty cars moving between stations, except empty tank cars which must be moved on regular waybills.

**183. Symbol freight.** Current rules issued by the transportation department govern the use of symbols in the movement of perishable and time freight.

**184. Explosives and other dangerous articles.** Inter-

state Commerce Commission regulations for transportation of explosives and other dangerous articles are published in section 74.589 of H. A. Campbell's Tariff No. 9 which is available in all freight station offices and offices of Superintendents, Trainmasters and Yardmasters. For ready reference, placard showing the requirements of section 74.589 is posted in yard offices so you may obtain quickly information about what is required in handling and transporting these articles.

Superintendent must be notified immediately about any emergency that may require special attention.

**185. Freight claim correspondence must be answered promptly.** In no way can the interest of the company be served, or its good reputation upheld better than by prompt handling and settlement of claims.

## **B. NON-AGENCY STATIONS**

**186. Freight from a non-agency station** must be handled in train by conductor on shipping bill furnished by the shipper. The conductor must write his name on the shipping bill and hand it to the agent at next station who in turn will make revenue waybill for the shipment. Freight moving on a shippers order bill of lading or with C.O.D. charges to be collected at destination must be so marked. Conductor will be held responsible for the proper inspection of the freight.

**187. Loading and checking L.C.L. freight.** All freight loaded into or unloaded from local merchandise cars at non-agency stations must be checked to or from car by some member of train crew. Signed notation must be made on waybill showing how shipments checked, train number and date. Over, short or bad order exceptions must be noted on the original waybill and signed by the employee who checked the freight.

**188. When a bad order car is set out** at a non-agency station, the conductor must see that car is properly secured, take the waybill to the next open station, endorse on it where and why left, and report all the particulars to the superintendent.

**189. "Order", "Advise" and "C.O.D." shipments for non-agency or prepaid stations.** Conductors must see that

“order” or “advise” shipments are not left at non-agency stations or set on industrial tracks or sidings unless so instructed by the agent handling the closed station. C.O.D. shipments must not be left at a non-agency station unless so instructed by agent.

**190. When necessary to break seals at a non-agency station** for loading or unloading merchandise, conductor must furnish complete record of seals broken to agent at next open station. Cars picked up at non-agency stations must be sealed at first agency station.

**191. Carloads set out at non-agency stations.** Conductors must note on waybill, seal record of carloads set out at non-agency stations.

**192. Delivery of freight at non-agency stations.** Waybills for freight to non-agency stations will be left at the next station where there is a freight agent. Only carload freight which is not liable to loss or damage will be left at a non-agency station unless the consignee or some duly authorized person is present to receive it and his receipt taken on the waybill. If consignee or a representative is not present, L.C.L. freight will be carried to the next station where there is a freight agent.

Division superintendent may authorize leaving freight at prepay stations when consignee or authorized representative is not present to receive it.

Conductors will be held responsible for the proper inspection of freight left by them at a non-agency station and must note on waybill “unloaded in good condition”, or when there is a shortage of, or damage to shipment, note accordingly, signing his name, in order that reporting agent may know condition of freight and quantity delivered when making his report.

**193. Packages which contained distilled spirits or tobacco must have marks obliterated.** The law imposes a heavy fine for the re-use of casks or packages without the marks or stamps having been obliterated. If articles are offered for shipment in such containers, they should not be received unless this provision of the law has been complied with.

**194. Freight loaded on open cars.** Freight liable to damage by weather must not be shipped on open cars except at the request of the shipper or owner, and entirely at his risk, and shipping order and receipt must so state.

**195. Conductors will endorse livestock waybills,** in the proper place, the time, date and train number in which cars leave originating point and arrive at destination.

### C. LIVESTOCK

**196. Caretakers.** Attendant or attendants will be provided with regular livestock contract by the agent at shipping points which, when properly signed by attendants, will be accepted by the conductor of the train on which the stock is handled as authority for the transportation of such attendant or attendants. Conductor in charge of the train on which the stock is transported must certify in the space provided on the livestock contract, that such attendant or attendants actually accompanied the stock between the stations where the stock was handled on his train and return contract to attendant. Such certification is a requirement under the tariff before free return transportation of attendant or attendants may be permitted.

**197. Report of crippled or dead stock.** Report to General Freight Claim Agent on Form 136, all animals crippled, dead or down in cars, and exceptions of any other nature noted. Also, report any ill treatment or other mishandling of animals by shipper, consignee or others. Current instructions provide for drenching of hogs when temperature reaches 70°. When drenching is performed by train crew, record must be shown on wheel report, Form 2108, in the space provided.

**198. Shipper instructions:—Laws of the United States in regard to feeding stock in transit.** Waybills for shipments of livestock must show day and hour the stock was loaded. This is necessary that all concerned may be able to comply with the laws relating to the transportation of livestock as follows:

By act of Congress approved June 29, 1906, it is unlawful for any railroad or express company in transporting cattle, sheep, swine or other animals from one state to another, to confine them in cars for a period longer than 28

consecutive hours (36 consecutive hours when proper release form has been filed by shipper or shipper's agent) without unloading them for rest, water and feeding for a period of at least 5 consecutive hours unless prevented by storm or by other accidental or unavoidable cause which cannot be anticipated or avoided by the exercise of due diligence and foresight. The provisions of the law do not apply to less carload or other shipments when the animals are provided with proper food, water and space, or to shipments for the Government.

Note:—Hogs may be unloaded for a period of 90 minutes in pens with fresh water available during this period and reloaded into cars when the prescribed amount of feed has been placed on floor of car.

In estimating such confinement, the time consumed in loading and unloading shall not be considered, but the time during which the animals have been confined without rest, water and feeding on connecting roads shall be included. If request is made for extension of time beyond the regular 28 hour period before unloading livestock for feed, water and rest, such request should be made on "Shipper's Request for Extension of Time" Form 40, or on a blank separate and distinct from other railroad forms. Form 40 has been provided for use by agents and conductors and must be used whenever practicable, showing all the information called for in the form. Particular care must be taken to see that the date is inserted.

A written request for extension of time must be furnished by the owner or person in custody of the livestock. When stock is shipped by a firm instead of by an individual, the employee of the firm in charge must sign the name of the firm with his own name underneath, thus:

John Smith & Company  
Per John Doe

Sheep are not required to be unloaded in the night time but when the 28 hour limit expires in the night time they may be continued in transit to a suitable place for unloading, but not to exceed 36 consecutive hours. If the 28-hour limit expires in the day time the request of the owner or person in custody is necessary to extend the time to 36 hours.

Shipments that under the law do not have to be unloaded for feed and rest should show notation on waybill — “Loaded at (show date and time). Attendant in charge, feed and water in car, room to lie down”.

In instances where it is known that the stock cannot reach a point where it can be handled for rest, water and feeding, such information must be wired to the Chief Dispatcher.

When written 36-hour request is made either on the conductor or agent while the shipment is in transit, conductor or agent must wire such information to the Chief Dispatcher. Conductor or agent must send the signed request by registered mail to the billing agent or, if shipment is billed through from foreign line, to the junction agent for filing, and make notation on the waybill “Extension of time request on file at \_\_\_\_\_”.

(station)

**199. Instructions given by owner or man in charge of stock must be noted on waybills.** When the instructions on the waybill in regard to stopping livestock to feed and water are changed at request of owner or party in charge, the agent or conductor will make notation to that effect on waybill and have it signed by the party making the request.

Conductor in charge of stock will report to the Chief Dispatcher the time stock was last loaded, and if proper request has been made for extending the time, include in report “Shippers make 36-hour request”.

**200. Livestock attendants and issuance of return transportation for caretakers.** Special instructions are printed in lower left hand corner on back of uniform livestock contract, Form 120.

Only one caretaker is permitted on shipments of from one to ten cars of livestock shipped to same destination by same owner at one time. In the case of several cars from one shipper at one time to several consignees at one destination, the tariff permits only one caretaker if total number of cars does not exceed ten. Agents are permitted to issue livestock contracts for each multiple car shipment from one shipper to each consignee at one destination but only one caretaker is authorized.

When livestock is shipped to market without a caretaker, agent must write "No attendant in charge" in space provided in livestock contract for signature of man or men in charge, and endorse waybill "No attendant in charge".

When one attendant accompanies separate shipments of livestock on same train, contracts, except those covering minimum number of cars for which return transportation will be given, must be marked by issuing agent:— "Not good for return transportation."

In spaces provided on livestock contract for signatures of man or men in charge, each caretaker must sign his own name. Agents must draw a line through any unused spaces and must sign as witness in space provided. If livestock originates at a closed station, the conductor should obtain and witness signature of caretaker when agent handling the closed station is unable to secure the signature before departure. Only owners or their bona fide employees may accompany livestock and in no case women or persons incompetent to act as caretakers.

#### **D. BONDED FREIGHT**

**201. Seals are placed on cars and removed only by customs officers.** Bonded carriers are required to furnish and securely attach to side doors of cars, to the doors of compartments, and on vehicles carrying bonded merchandise which are secured with customs seals, near such seals a bright red card, 8 x 10¼ inches in size, on which shall be printed in large, clear, black letters the following:

"United States Customs. Two years' imprisonment or \$5,000 fine, or both, is the penalty for the unlawful removal of United States Customs seals on this car, vehicle or compartment. United States Customs Officers only are authorized to break these seals:

Car or vessel \_\_\_\_\_ No. or Name \_\_\_\_\_  
\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Notice — The merchandise in this car, vehicle or compartment must be delivered to the Chief Officer of the Customs at \_\_\_\_\_".

**202. Manifests for bonded freight** must always be in



the possession of the agent or conductor having charge of the cars containing bonded freight and must be attached to waybills and transmitted with them to destination.

**203. Loss of manifest.** If manifest for bonded freight is lost while in charge of an employee of this Company, the fact must be reported at once by wire to Division Freight or General Agent who will handle with the proper officer of the United States Customs for clearance of the shipment.

**204. Loss of red card.** Should the red customs card become detached from car or lost in transit, another must be placed thereon by employee discovering the loss who will advise Division Freight or General Agent by wire.

Cards may be procured at all division and terminal stations where a supply should be kept on hand at all times.

**205. Agents or conductors must examine customs seals.** Cars containing bonded freight will be examined by agent or conductor to see that fastenings are intact. If customs seals are found broken or that they have been tampered with, and a customs officer is available, the officer should be notified at once and car held for disposition.

If customs seals are found broken or have been tampered with in transit and no customs officer is available, the car must be made secure with CB&Q seals at first station. In such cases, a detailed statement in duplicate, giving all facts obtainable, must be made, the original attached to the customs manifest, the duplicate sent by conductor to superintendent.

**206. Customs seals may be broken in case of accident.** If a car bearing customs seals is disabled by accident, fire or otherwise, and a customs officer is not available, the seals may be broken by the conductor in charge, or by agent at the station nearest the scene of accident, first carefully noting the seal number and register number on the manifest. Conductor or agent must carefully check the transfer of the contents and make an affidavit of the facts, stating circumstances under which the seals were broken and removed from the car. This affidavit must be attached to the manifest, which, with the broken seals must be forwarded with the bonded freight to the first intermediate



station where customs officer is located, who will place customs seals on the car.

If there is no customs officer located at intermediate station, affidavit, manifest and broken seals must be delivered to customs officer at destination.

Customs card must be removed from damaged car and placed on car into which bonded freight is transferred. Full information must be given to General Freight Claim Agent by wire.

**207. Customs seals may be broken to comply with the 28-hour law.** If livestock transported in bond is required to be unloaded to comply with the Act of Congress approved June 29, 1906, the customs seal may be broken by the conductor or agent and the same procedure should be followed in all respects as in cases where customs seals are broken in case of accident.

## E. SEALING CARS

**208. Carloads set out at non-agency stations.** Conductors must note on waybill, seal record of carloads set out at non-agency stations.

**209. Application of seals.** The CB&Q seal is locked by inserting slotted end into the bulb and pushing forward until locked automatically. It must then be tested by drawing back to make sure that it is securely fastened.

**210. Imperfect sealing of cars.** Should a broken or defective seal or fastening, or seal improperly applied, be discovered, the facts must be immediately reported to superintendent. The car must be properly secured and resealed as soon as possible and record made showing details and necessity for resealing. Cars will be considered imperfectly sealed under any of the following conditions:

- (a) Absence of seal. (Locks are not sufficient.)
- (b) Seal improperly applied.
- (c) Broken seal.
- (d) Indistinct impression on seal.
- (e) Blank seal.
- (f) Seal on insecure car door fastenings.
- (g) Lack of secure fastenings on inside of unsealed end door.

- (h) When seals are other than those of carriers, shippers, State or National Government agencies or other persons acting under authorized arrangements.

An unlocked or defective seal must be removed and a new seal applied.

When a car is received from another carrier improperly sealed, such car shall be immediately sealed properly and the fact recorded on waybill.

**211. Sealing cars opened for inspection.** When a sealed car is opened by an employee or by other authorized person for the purpose of inspecting such car or its contents or to permit inspection by a consignee or duly authorized inspector, or for the purpose of repairing, ventilating, or icing, or when car is used in local service, requiring it to be opened for purpose of loading and unloading freight at stations, such car shall, for purposes of adjustment of claims, be considered as having been under "continuous seals", provided continuous seal record is shown from station to station and the employee or other authorized person opening the car reseals it as soon as possible and holds car under his surveillance during the time that the car is without seal.

**212. When a car is opened in error** by an employee such car shall be considered unsealed unless affidavit is made by employee opening it, or statement is furnished from record made at the time of opening car, that it was opened in error, but under proper, continuous surveillance while open and immediately resealed.

## V – PREPARATION OF FREIGHT AND PASSENGER REPORTS TO AUDITOR OF CAR ACCOUNTS

Freight and passenger train conductor's wheel reports, Forms 2107 and 2108, are important documents from which operating statistics are compiled showing important data such as loaded car miles, empty car miles, gross ton miles, net ton miles and train hours, by operating and accounting divisions and by class of locomotive.

Car record movements obtained from the conductor's wheel report are used to compute mileage allowances to car owners for the use of private line cars, passenger train cars, and other railroad owned cars operated on a mileage basis.

The accuracy of payment of per diem to foreign roads to cover the use of railroad owned freight cars is dependent on correct and complete freight train conductor's wheel reports.

### **A. PASSENGER SERVICE**

#### **1. Wheel Report, Form 2107**

**213.** Conductor handling train into final terminal will complete report and mail to the Auditor of Car Accounts in **printed envelope, Form 5043.**

**214.** When train is handled by more than one conductor, wheel report, Form 2107, will be passed to succeeding conductor who will verify consist of train and report any cars subsequently "picked-up" or "set-out".

**215.** Report all locomotives used en route, showing where each is "taken at" and "left at". For diesel electric locomotives, all unit numbers and letters must be shown in the heading of the report, viz., 9915-A and 9916-B.

**216.** Station number obtained from current "Station Numbers" book issued by the Auditor of Car Accounts must be used when showing station number on all wheel reports, Form 2107, in columns headed "Movements"—"Taken at, D" and "Left at, E". Station names or numbers may be used for columns "Billed from, H" and "Final destination, I". Show junction stations via which trains run, in upper

right corner in the space provided.

**217.** Under column headed "Initial, B" show reporting marks of car ownership, for example: Pullman Company—"Pull.", Illinois Central—"I.C.", Northern Pacific—"N.P."

**218.** In column headed "Contents, F" use the symbol "DH" opposite number or name of passenger cars handled deadhead. Do not place this symbol opposite any car in service. When Pullman cars are used only part way in coach service show in the column "Remarks, J", the name of stations between which cars are used in coach service.

**219.** Freight cars handled in passenger trains must be reported on wheel report, Form 2107. Contents of loaded freight cars must be shown in column "Contents, F". Show an "X" in this column for empty cars. The weight of the contents of the car as shown on waybill, in tons, must be reported in column "Net Tons, G", showing half a ton or more as a ton and disregarding other fractions. For "less than carload" merchandise cars, eight tons will be used as the estimated weight of load, when actual weight is not available.

**220.** The station number and time passing each state line must be shown in space provided for that purpose on Form 2107.

**221.** When passenger trains move over other than normal routes or are detoured over foreign lines, complete routing must be shown on wheel report.

**222.** Wheel reports must show in remarks column the main number to identify the movement of Government freight in special trains, troops moving in regular or special passenger trains under a Main, Western Military Bureau "WMB", Prisoner of War "POW", or Atomic Energy cars carrying guards.

**223.** Wheel reports must be carefully checked before mailing to see that all required information is furnished.

## **2. Delay Report, Form 1626**

**224.** A copy of delay report, Form 1626, must be sent to Auditor of Car Accounts with the wheel report covering any passenger train engaged in terminal or way switching

for 30 minutes or more. The original must be forwarded as directed.

### 3. Express Carload Waybill, Form 53

**225.** Express carload waybill, Form 53, must be issued for all express carload traffic handled. It must be made by the first conductor at the point loaded or at the point received from connection and handed to the next conductor. The last conductor handling the car on the C.B.&Q. R.R. must forward this waybill with his wheel report to the Auditor of Car Accounts.

## B. FREIGHT SERVICE

### 1. Wheel Report, Form 2108

**226.** Wheel report, Form 2108, must be made to cover **all cars** moving in transportation service freight trains, including solid ballast trains moving to a point where the ballast is to be later handled in work trains for distribution; and also to cover light locomotive and caboose movements.

Each sheet of the wheel report must be numbered consecutively at the top of the report, and the last conductor must show on each sheet the number of sheets, viz., "No. 1 of 2 sheets", "No. 2 of 2 sheets", or for 1 sheet, "No. 1 of 1 sheet".

All sheets of the wheel report must be kept intact and must accompany train from point of origin to the end of the wheel report run where the report is closed.

**227.** Wheel report may be passed on to the next conductor when the majority of cars go through in the "out-going" train from the terminal and the connecting train will leave within 24 hours after arrival. Wheel report must be mailed immediately upon completion of each report. The original wheel report with the narrow sheet attached, must be mailed to the Auditor of Car Accounts in **printed envelope, Form 5043**, and the copy must be disposed of as directed. Prior to mailing of wheel report it should be determined that the report has been completed in every respect and that all of the sheets for each train have been properly numbered and are folded together.

**228.** When a conductor has separate assignments in performing both revenue and work train service in a day's work, separate wheel report must be made as Form 2108 must not be used for construction trains engaged in ballasting and other maintenance work, wrecking trains, flangers or trains run for the purpose of removing snow. (Work train wheel report, Form 1647, must be used for work trains.) (See Rule 243.)

**229.** The train number; via data; locomotive number; way car number; leaving station number, time and date; arriving station number, time and date and conductor's name, must be written in the heading of sheet "No. 1" in the space provided.

Show on wheel report the **actual** time of departure "from" and arrival "at" train terminals. **This does not mean time called for duty or time engaged in switching** at either terminal. Such time should be included in conductor's delay report, Form 1626. (See Rule 242.). Show in the upper right hand corner of the wheel report, the junction stations via which trains are run.

When the wheel report goes through over more than one conductor's district, the first conductor must fill in the conductor's information in the heading on first line of wheel report on sheet No. 1, the next conductor must fill in the second line and this procedure must be followed by all conductors handling train.

**230.** Report all locomotives used en route, including helpers or pushers, and also show station number where each locomotive was "taken at" and "left at".

Show all the individual numbers for GP-7, GP-9, SD-7, or SD-9 series locomotives used in multiples of two or more, viz., 204-207. When 5400 or 6000 horse power locomotives are used intact, reference must be shown as 111-ABCD or 114-AB-136-DC. If only two units are used they must be shown as 111-AB, etc.

**231.** When preparing wheel report, Form 2108, begin on line No. 1 with the car next to the way car. Ditto marks must not be used on that part of the report covered by the narrow sheet. Each line of the narrow sheet must be filled out in full. Do not show car numbers below the last line on the sheet.

**232.** When freight trains move over other than normal route or are detoured over foreign lines, complete route of movement must be shown in space provided for that purpose on the wheel report.

**233.** Separate wheel report must be prepared for each outbound and each inbound trip. This applies even if the trip in one direction is made with locomotive and way car only.

**234. Car initials.** Separate car records are kept for each car owner and therefore the initials are important and must be taken from cars and not from waybill. Do not use the trade-marks. When two or more railroads have similar initials, these initials must be very legibly written so that there will be no question as to what is intended. The column for "Initials" must not be left blank. The initials of CB&Q cars must also be shown on wheel report.

**Car number.** Complete number of car as stenciled on car, must be shown on wheel report.

**Kind of car.** The codes shown at the bottom of the narrow form of the wheel report must be used to designate "Kind" of car.

**235. Cars "taken at", "left at".** Station numbers obtained from current "Station Numbers" book issued by the Auditor of Car Accounts must be used on all wheel reports in columns headed "Taken At" for cars at the beginning of the wheel report run or "picked-up" en route for each car on each line. Where no station number is listed in the "Station Numbers" book, show full name of siding or mile post location. The figures in brackets after some station names are for convenience in computing distance but must not be used on wheel reports.

The station number must be shown for each car on each line for the station where cars are "set-out" en route, or "left at" at the end of the wheel report run. Conductors must show in the date column of wheel reports, the actual date of departure from the station at which car is "picked-up"; for example:—a train starting on the "1st day" of the month and arriving at its destination on the "2nd", the cars in train at the start and for those "picked-up" before midnight, the date shown must be the "1st", and for those picked up after midnight the "2nd".

**236. Weight in tons, gross, freight.** Show correct weight in tons for every empty freight car or other unit of freight equipment in train. For loaded freight cars in freight trains the weight in tons of cars and contents added together must be shown under the heading "gross" and the weight in tons of **contents only** must be shown under the heading "freight".

The net tons, which is only the weight of the contents of car, must be taken from waybills based on the weight for which freight charges were assessed, showing half a ton or more as one ton and disregarding other fractions. When actual net tons are not available from the waybill or forwarding data that accompanies the car, it will then be necessary to "estimate the net tons".

Flat cars used as "idlers" in the movement of double loads and triple loads must be bracketed as one shipment on wheel report.

Locomotives handled deadhead in train, also cars exclusively designed for work service, such as snow plows, flangers, derricks, pile drivers, wrecking derricks, tool cars and camp outfits, must be reported as "gross" tons.

When new or old freight cars move empty under revenue billing, the total weight as stated on the billing must be shown under both headings "gross" and "freight".

Report net tons for passenger train cars loaded with freight. Report no net tons for passenger train cars assigned to passenger, mail or baggage service.

**237. Contents.** When reporting the contents of cars show the actual commodity as shown on waybill. Show "X" for empty cars in space provided.

For cars loaded with CB&Q company material show contents such as "Co Lumber", "Co Oil", "Co Ties" and "Co Rails".

**238. Billed from, destination.** Station names or station numbers may be shown in columns captioned "Billed from" and "Destination".

**239. Remarks.** This column should be used to show why cars are set out short of destination. This column should also show the Main number to identify the movement



of Government freight in special trains, troops moving in regular or special passenger trains under a Main, Western Military Bureau "WMB", Prisoner of War "POW", or Atomic Energy cars carrying guards.

**240. Changing position of vents. Drenching hogs en route. Rough handling of cars.** When it is necessary, due to sudden temperature changes, for train crew to change position of vents and plugs en route record must be made on wheel report in the space provided. When necessary to drench hogs en route, this record should also be shown in the space provided.

In the body of the report a space is provided in which to show whether there was any rough handling and, if so, the location and cause. Each conductor must show this information.

**241. Passing state lines.** Space is provided and must be used to show the station number and the time passing state lines, main line to branch, or branch line to main line.

## **2. Delay Report, Form 1626**

**242.** A copy of delay report, Form 1626, must be mailed to the Auditor of Car Accounts for **all freight trains**. The time reported in column "Terminal Switching, D" and column "Taking or Leaving Cars or Switching, E" is used to compile statistics showing terminal and way switching hours. Include such items as switching at industry tracks, team tracks, freight house tracks, and interchange tracks; picking up or leaving cars en route; switching out bad order cars, weighing cars, making up or breaking up train at points where no yard service is maintained. No time should be included for delays that may occur after yard switching has been completed such as waiting for a train order, held up account of meeting with trains, waiting for waybills or other time lost due to conditions other than actual train switching. The time shown in column "Work, W" is used to compile statistics showing time transportation trains are used in company work service, such as unloading ties, ballast or other company material.

## **3. Work Train Wheel Report, Form 1647 (Red Printing)**

**243.** This report must be prepared for all regular work

trains that are propelled by locomotive regardless of whether or not cars are handled, such as trains run for the purpose of ditching, filling embankments and widening cuts; trains run for the purpose of removing snow; trains distributing ties, rails, or other track material, bridge material and other material and supplies for maintenance or for additions and betterments; trains run for picking up and concentrating such material; and trains run for distributing material and supplies for use in connection with operation either under running or working orders.

The heading on the upper right side of work train wheel report, Form 1647, must be completed to show leaving station number, time and date, and the arriving station number, time and date, and also the station number or mile post location and actual time under working orders.

An estimate of the car miles should be shown after each car in order that the number of miles traveled may be computed. No separation of loaded or empty car miles is required.

Mail original wheel report, Form 1647, with the narrow sheet attached to Auditor of Car Accounts in printed envelope, Form 5043, and dispose of copy as directed.