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FORM 372

No. **216**

**Philadelphia & Reading Railway Co.**  
AND AFFILIATED LINES.

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**RULES**

OF THE

**OPERATING DEPARTMENT.**

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Issued in accordance with rules adopted by the  
American Railway Association.

1903

The rules herein set forth govern the railroads operated by the following Companies: Philadelphia and Reading Railway Company; Atlantic City Railroad Company; Catasauqua and Fogelsville Railroad Company; Chester and Delaware River Railroad Company; Gettysburg and Harrisburg Railway Company; Middletown and Hummelstown Railroad Company; North East Pennsylvania Railroad Company; Perkiomen Railroad Company; Philadelphia and Frankford Railroad Company; Philadelphia and Chester Valley Railroad Company; Philadelphia, Newtown and New York Railroad Company; Port Reading Railroad Company; Reading and Columbia Railroad Company; Rupert and Bloomsburg Railroad Company; Stony Creek Railroad Company; Tamaqua, Hazleton and Northern Railroad Company.

They take effect March 1, 1903, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

W. A. GARRETT,  
*Gen'l Superintendent.*

Approved:

THEODORE VOORHEES,  
*First Vice-President*

### GENERAL NOTICE.

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

Obedience to the rules is essential to the safety of passengers and employes, and to the protection of property.

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

To obtain promotion capacity must be shown for greater responsibility.

Employes, in accepting employment, assume its risks.

Employes of either Company, while working on the line of any other, will be considered as employes of such Company.

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## GENERAL RULES.

A. Employes whose duties are prescribed by these rules must provide themselves with a copy.

B. Employes must be conversant with and obey the rules and special instructions. If in doubt as to their meaning they must apply to proper authority for an explanation.

C. Employes must pass the required examinations.

D. Persons employed in any service on trains are subject to the rules and special instructions.

E. Employes must render every assistance in their power in carrying out the rules and special instructions.

F. Any violation of the rules or special instructions must be reported.

G. The use of intoxicants by employes while on duty is prohibited. Their habitual use, or the frequenting of places where they are sold, is sufficient cause for dismissal.

H. The use of tobacco by employes in or about passenger stations, or by passenger train employes when on duty is prohibited.

J. Employes on duty must wear the prescribed badge and uniform and be neat in appearance.

K. Persons authorized to transact business at stations or on trains must be orderly and avoid annoyance to passengers.

L. In case of danger to the Company's property employes must unite to protect it.

M. Every employe, while on duty connected with the trains on any division of the road, is under the authority, and must conform to the orders, of the Superintendent of that division.

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

## DEFINITIONS.

**TRAIN.**—An engine, or more than one engine coupled, with or without cars, displaying Markers.

**REGULAR TRAIN.**—A train represented on the Time-table. It may consist of Sections.

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

**EXTRA TRAIN.**—A train not represented on the Time-table. It may be designated as—

Extra—for any extra train, except work extra;  
Work extra—for Work train extra.

**SUPERIOR TRAIN.**—A train having precedence over other trains.

A train may be made superior to another train by **RIGHT, CLASS OR DIRECTION.**

**RIGHT** is conferred by train order; **CLASS** and **DIRECTION** by time-table.

**RIGHT** is superior to **CLASS OR DIRECTION.** **DIRECTION** is superior as between trains of the same class.

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

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**NOTE:** Superiority by direction is limited to single track.

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

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

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

**SCHEDULE.**—That part of a Time-table which prescribes the class, direction, number and movement of a regular train.

**MAIN TRACK.**—A principal track upon which trains are operated by time-table, train orders or by block signals.

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

**DOUBLE TRACK.**—Two main tracks, upon one of which the current of traffic is in a specified direction, and upon the other in the opposite direction.

**CURRENT OF TRAFFIC.**—The direction in which trains will move on a main track, under the rules.

**STATION.**—A place designated on the time-table by name at which a train may stop for traffic, or to enter or leave the main track, or from which fixed signals are operated.

**SIDING.**—A track auxiliary to the main track for meeting or passing trains, limited to the distance between two adjoining telegraph stations.

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

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**NOTE:** Superiority by direction is limited to single track.

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

**YARD ENGINE.**—An engine assigned to yard service and working within yard limits.

**PILOT.**—A person assigned to a train when the engineman or conductor, or both, are not fully acquainted with the physical characteristics, or running rules of the road, or portion of the road, over which the train is to be moved.

## TRAIN RULES.

### STANDARD TIME.

1. Standard Time obtained from Washington Observatory will be telegraphed to all points from designated offices at 12.00 noon daily, except Sunday, Eastern Time.

2. Watches that have been examined and certified to by a designated inspector must be used by conductors, enginemen and flagmen. The certificate in prescribed form must be renewed and filed with Superintendent every six months.

*(Form of Certificate.)*

#### CERTIFICATE OF WATCH INSPECTOR.

This is to certify that on.....19.....  
the watch of.....  
employed as.....  
on the.....R.....  
was examined by me. It is correct and reliable, and  
in my judgment will, with proper care, run within a  
variation of thirty seconds per week.

Name of Maker.....

Brand.....

Number of Movement.....

Open or hunting case.....

Metal of case.....

Stem or key winding.....

Signed,

.....

*Inspector.*

Address.....

3. Watches of conductors, enginemen, and flagmen must be compared, before starting on each trip, with a clock designated as a Standard Clock. The time when watches are compared must be registered on a prescribed form.

3 (a). Conductors, enginemen and flagmen whose duties prevent them from having access to a Standard Clock, and other employes who are required to observe Standard Time, must compare daily with and regulate their watches by those of conductors, enginemen and flagmen who have Standard Time and have registered as above provided. Conductors, enginemen and flagmen must compare time with each other before starting on each trip.

### TIME-TABLES.

4. Each Time-table, from the moment it takes effect, supersedes the preceding Time-table. A train of the preceding Time-table shall retain its train orders and take the schedule of the train of the same number on the new Time-table.

A train of the new Time-table which has not the same number on the preceding Time-table shall not run on any division until it is due to start from its initial station, on that division, after the Time-table takes effect.

5. Not more than two times are given for a train at any station; where one is given, it is, unless otherwise indicated, the leaving time; where two, they are the arriving and leaving time.

Unless otherwise indicated, the time applies to the switch where an inferior train enters the siding; where there is no siding it applies to the place from which



fixed signals are operated; where there is neither siding nor fixed signal, it applies to the place where traffic is received or discharged.

Schedule meeting or passing points are indicated by figures in **full-faced type**.

Both the arriving and leaving time of a train are in full-faced type when both are meeting or passing times, or when one or more trains are to meet or pass it between those times.

When a train takes a siding, extending between two adjoining telegraph stations, to be passed by one or more trains, the time at each end of the siding will be shown in full-faced type.

6. The following signs when placed before the figures of the schedule indicate:

"s"—regular stop:

"f"—flag stop to receive or discharge passengers or freight:

"¶"—stop for meals:

"l"—leave:

"a"—arrive.

### SIGNAL RULES.

7. Employes whose duties may require them to give signals, must provide themselves with the proper appliances, keep them in good order and ready for immediate use.

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

9. Night signals are to be displayed from sunset to sunrise. When weather or other conditions obscure day signals, night signals must be used in addition.

## VISIBLE SIGNALS.

### 10. COLOR SIGNALS.

COLOR.	INDICATION.
(a) Red.	Stop.
(b) White.	Proceed, and for other uses prescribed by the Rules.
(c) Green.	Proceed with caution, and for other uses prescribed by the Rules.
(d) Green and white.	Flag stop. See Rule 28.
(e) Blue.	See Rule 26.

11. A fusee on or near the track burning red must not be passed until burned out. When burning green it is a caution signal.

### 12. HAND, FLAG AND LAMP SIGNALS.

MANNER OF USING.	INDICATION.
(a) Swung across the track.	} Stop.
(b) Raised and lowered vertically.	
(c) Swung vertically in a circle across the track, when the train is standing.	} Proceed.
(d) Swung vertically in a circle at arm's length across the track, when the train is running.	
(e) Swung horizontally in a circle, when the train is standing.	} Back.
(f) Held at arm's length above the head when train is standing.	
	} Train has parted.
	} Apply air brakes.
	} Release air brakes.

(See diagrams on pages 49 and 50.)

13. Any object waved violently by anyone on or near the track is a signal to stop.

## AUDIBLE SIGNALS.

## 14. ENGINE STEAM WHISTLE SIGNALS.

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

SOUND.	INDICATION.
(a) o	Stop. Apply brakes.
(b) — —	Release brakes.
(c) — o o o	Flagman go back and protect rear of train.
(d) — — — —	Flagman return from west or south.
(e) — — — — — —	Flagman return from east or north.
(f) — — — —	When running, train parted; to be repeated until answered by the signal prescribed by Rule 12 (d). Answer to 12 (d).
(g) o o	Answer to any signal not otherwise provided for. When freight trains are flagged, the call for brakes may also be the answer to the flagman's signal.
(h) o o o	When train is standing, back. Answer to 12 (c) and 16 (c).
(j) o o o	When running. Fire alarm signal. See Rule 978.
(k) o o o o	Call for signals.
(l) — o o	To call the attention of trains of the same or inferior class to signals displayed for a following section.
(m) — — o o	Approaching public crossings at grade.
(n) — — — — — —	Approaching stations, junctions and railroad crossings at grade.

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

15. The explosion of one torpedo is a signal to stop; the explosion of two not more than 200 feet apart is a signal to reduce speed, and to look out for a stop signal.

## 16. AIR-WHISTLE OR BELL-CORD SIGNALS.

SOUND.	INDICATION.
(a) Two.	When train is standing, start.
(b) Two.	When train is running, stop at once.
(c) Three.	When train is standing, back the train.
(d) Three.	When train is running, stop at next station.
(e) Four.	When train is standing, apply or release air brakes.
(f) Four.	When train is running, reduce speed.
(g) Five.	When train is standing, call in flagman.
(h) Five.	When train is running, increase speed.

## TRAIN SIGNALS.

17. The head-light will be displayed on the front of every train by night, but must be concealed when a train turns out to meet another and has stopped clear of main track, or is standing to meet trains at the end of double track or at junctions.

18. Yard engines will display the head-light to the front and rear by night. When not provided with a head-light at the rear, two white lights must be displayed. Yard engines will not display markers.

19. The following signals will be displayed, one on each side of the rear of every train, as markers, to indicate the rear of the train: By day, a green flag. By night, a green light to the front and side and a red light to the rear, except when the train turns out to be passed by another and is clear of main track, when a green light must be displayed to the front, side and to rear.

20. All sections of a train, except the last, will display two green flags and, in addition, two green

lights by night, in the places provided for that purpose on the front of the engine.

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

22. When two or more engines are coupled to a train, the leading engine only shall display the signals as prescribed by Rules 20 and 21.

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

24. When cars are pushed by an engine (except when shifting or making up trains in yards) a white light must be displayed on the front of the leading car by night.

25. Each car on a passenger train must be connected with the engine by a communicating signal appliance.

26. A blue flag by day and a blue light by night, displayed at one or both ends of an engine, car or train, indicates that workmen are under or about it. When thus protected it must not be coupled to or moved. Workmen will display the blue signals and the same workmen are alone authorized to remove them. Other cars must not be placed on the same track so as to intercept the view of the blue signals, without first notifying the workmen.

#### USE OF SIGNALS.

27. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown,

must be regarded as a stop signal, and the fact reported to the Superintendent.

28. The combined green and white signal is to be used to stop a train only at the flag stations indicated on the schedule of that train. When it is necessary to stop a train at a point that is not a flag station for that train, a red signal must be used. See Fig. L Signal Chart, Form 373.

29. When a signal (except a fixed signal) is given to stop a train, it must be acknowledged as prescribed by Rule 14 (*g*).

30. The engine-bell must be rung when an engine is about to move.

31. The engine-bell must be rung on approaching every public road crossing at grade, and until it is passed; and the whistle must be sounded at all whistling-posts.

32. The unnecessary use of either the whistle or the bell is prohibited. They will be used only as prescribed by rule or law, or to prevent accident.

33. Watchmen stationed at public road and street crossings must use red signals only when necessary to stop trains.

34. Torpedoes must not be placed near stations or road crossings, where persons are liable to be injured by them.

#### CLASSIFICATION OF TRAINS.

81. Trains of the first class are superior to those of the second; trains of the second class are superior to those of the third; and so on. Extra trains are inferior to regular trains.

All trains in the direction specified in the Timetable are superior to trains of the same class in the opposite direction.

82. Regular trains twelve (12) hours behind their schedule time lose both right and class, and can thereafter proceed only by train order.

### MOVEMENT OF TRAINS.

83. A train must not leave its initial station on any division, or a junction, or pass from double to single track, until it has been ascertained whether all trains due, which are superior, or of the same class, have arrived or left.

84. A train leaving its initial station on each division, or leaving a junction, when a train of the same class in the same direction is overdue, will proceed on its schedule, and the overdue train will run as prescribed by Rule 91.

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

86. An inferior train must keep out of the way of a superior train.

87. A train failing to clear the main track by the time required by rule, must be protected as prescribed by Rule 99.

88. At meeting points between trains of the same class the inferior train must clear the main track before the leaving time of the superior train, and must pull into siding when practicable. If necessary to back in, the train must first be protected, as prescribed by Rule 99, unless otherwise provided.

88 (a). At meeting points between extra trains, the train moving in the superior direction will hold main track, unless otherwise directed.

89. At meeting points between trains of different classes the inferior train must take the siding and clear the superior train at least five (5) minutes, and must pull into the siding when practicable. If necessary to back in, the train must first be protected as prescribed by Rule 99, unless otherwise provided.

An inferior train must keep at least five (5) minutes off the time of a superior train in the same direction.

90. Trains must stop at schedule meeting or passing stations, if the train to be met or passed is of the same class, unless the switches are right and the track clear. Trains should stop clear of the switch used by the train to be met or passed in going on the siding.

When the expected train of the same class is not found at the schedule meeting or passing station, the superior train must approach all sidings prepared to stop, until the expected train is met or passed.

90 (a). When a train, which is to hold the main track, is the first to arrive at a meeting point, the switch must be promptly set for the opposing train to take the siding.

91. Unless some form of block signals is used, trains in the same direction must keep at least five (5) minutes apart, except in closing up at stations.

91 (a). Where no form of block signal is used, trains going in the same direction must be spaced at least five (5) minutes apart at stations where there is an agent or operator on duty; after the departure of train, Red must be displayed for five (5) minutes, Green

from five (5) to ten (10) minutes and White after ten (10) minutes.

92. A train must not arrive at a station in advance of its schedule arriving time.

A train must not leave a station in advance of its schedule leaving time.

92 (a). A first class train must not arrive at a station (when only the leaving time is shown), more than three (3) minutes in advance of its schedule leaving time.

93. A regular train which is delayed, and falls back on the time of another train of the same class, will proceed on its own schedule.

94. A train which overtakes a superior train or a train of the same class, so disabled that it cannot proceed, will pass it, if practicable, and if necessary will assume the schedule and take the train orders of the disabled train, proceed to the next open telegraph office, and there report to the Superintendent. The disabled train will assume the schedule and take the train orders of the last train with which it has exchanged, and will, when able, proceed to and report from the next open telegraph office.

95. A train must not display signals for a following section, nor an extra train be run on single track, without orders from the Superintendent.

96. When signals displayed for a section are taken down at any point before that section arrives, the conductor will, if there be no other provision, arrange with the operator, or if there be no operator, with the switchtender, or in the absence of both, with a flagman left there for the purpose, to notify all

opposing trains of the same or inferior class leaving such point that the section for which the signals were displayed has not arrived.

97. Work extras will be assigned working limits.

98. Trains must approach the end of double track, junctions, railroad crossings at grade, and drawbridges, prepared to stop, unless the switches and signals are right and the track is clear. Where required by law, trains must stop.

99. When a train stops or is delayed, under circumstances in which it may be overtaken by another train, the flagman must go back immediately with stop signals a sufficient distance to insure full protection. When recalled, he may return to his train, first placing two (2) torpedoes on the rail when the conditions require it.

The front of a train must be protected in the same way, when necessary, by the front brakeman, or in his absence, by the fireman.

99 (a). On double track when a train crosses over to, or obstructs the other track, unless otherwise provided, it must first be protected as prescribed by Rule 99, in both directions on that track.

100. When the flagman goes back to protect the rear of his train, the brakeman or baggageman must, in the case of passenger trains, and the next brakeman in the case of other trains, take his place on the train.

100 (a). When coal and freight trains round curves or approach stations, an exchange of signals must be made between the rear end and head end of train. The flagman must be constantly on the look-

out for the forward end of train, and if all right, he will give a "proceed" hand or lamp signal which must be acknowledged.

If the forward end of the train fails to receive such a signal from the rear, be governed by Rule 101.

101. If a train should part while in motion, trainmen must, if possible, prevent damage to the detached portions. The signals prescribed by Rules 12 (*d*) and 14 (*f*) must be given.

If the parting occurs between non-air cars, the forward portion must be kept in motion until the rear portion is stopped, when, if the grade will permit, the front portion will back to recover the rear portion, running with care and following a flagman. When this is done, the rear portion must not be moved or passed until the front portion has returned.

When the direction of the grade and the weight of the front portion of the train prevent re-coupling in this manner, the rear portion may be allowed to drop down to front portion at a low rate of speed under full control of hand brakes and preceded by a flagman. This may be done only with the full knowledge and co-operation of the train and engine men.

Should the parting occur between air brake cars, which will be indicated by a sudden application of the air brakes, the engineman must at once shut off steam, place the handle of his air brake valve on the lap, and not attempt to pull away from the rear portion of the train.

101 (*a*). On double track, should train part or break down, the front portion must stop any train running in the opposite direction; a train thus stopped

may proceed when it is known that its track is not obstructed.

102. When cars are pushed by an engine (except when shifting and making up trains in yards) a flagman must take a conspicuous position on the front of the leading car and signal the engineman in case of need.

103. Messages or orders respecting the movement of trains or the condition of track or bridges must be in writing.

104. Switches must be left in proper position after having been used. Conductors are responsible for the position of the switches used by them and their trainmen, except where switchtenders are stationed.

A switch must not be left open for a following train unless in charge of a trainman of such train.

104 (*a*). Employes handling switches must be careful to know that neither ice, snow, nor other obstruction prevents the proper closing of the switch.

104 (*b*). Employes must stand at least twenty (20) feet from switches while trains are passing over them; preferably they should stand on opposite side of track from the switch lever.

104 (*c*). When a train is on a siding to be met or passed by another train, proper signals must be given from the front and rear to approaching train.

105. Both conductors and enginemen are responsible for the safety of their trains and, under conditions not provided for by the rules, must take every precaution for their protection.

106. In all cases of doubt or uncertainty the safe course must be taken and no risks run.

107. Yard limits will be indicated by yard limit

boards; within these limits yard engines may occupy main tracks, protecting themselves against scheduled trains. Extra trains must run through yards under control, looking out for yard engines and other extras.

108. Heavy freight and coal trains must be stopped before reaching stations at which coal or water is to be taken. After the train is stopped, the engine must be detached from the train and supplies taken.

109. Any train approaching a station where a passenger train is receiving or discharging passengers must be stopped before reaching the station and must not proceed until a signal has been received to do so or until the passenger train moves away, except where proper safeguards are provided between the tracks. Second-class trains will avoid delay to first-class, and local trains will as far as possible avoid detention to express trains.

110. Bulletin-boards will be maintained at certain stations and terminal points. Special orders will be posted upon them from time to time. Conductors, enginemen and trainmen must inspect these bulletin boards and observe any special orders before departing on their runs.

#### **RULES FOR MOVEMENT BY TRAIN ORDERS.**

201. For movements not provided for by Timetable, train orders will be issued by authority and over the signature of the Superintendent. They must contain neither information nor instructions not essential to such movements.

They must be brief and clear; in the prescribed forms when applicable; and without erasure, alteration or interlineation.

202. Each train order must be given in the same words to all persons or trains addressed.

203. Train orders will be numbered consecutively each day, beginning with No. 1 at midnight.

204. Train orders must be addressed to those who are to execute them, naming the place at which each is to receive his copy. Those for a train must be addressed to the conductor and engineman, and also to anyone who acts as its pilot. A copy for each person addressed must be supplied by the operator.

205. Each train order must be written in full in a book provided for the purpose at the office of the Superintendent; and with it recorded the names of those who have signed for the order; the time and the signals which show when and from what offices the order was repeated and the responses transmitted; and the train dispatcher's initials. These records must be made at once, and never from memory or memoranda.

206. Regular trains will be designated in train orders by their numbers, as "No. 10," or "2d No. 10," adding engine numbers if desired; extra trains by engine numbers, as "Extra 798," with the direction when necessary, as "East" or "West." Other numbers and time will be stated in figures only.

207. To transmit a train order, the signal "31" or the signal "19" must be given to each office addressed, the number of copies being stated, if more or less than three—thus, "31 copy 5," or "19 copy 2."

208. A train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable. The several addresses must

be in the order of superiority of trains, each office taking its proper address. When not sent simultaneously to all, the order must be sent first to the superior train.

208 (a). When a meeting point is made at a telegraph office, where no form of block signal is in operation, the order should also be addressed to the operator at such meeting point. The full purpose of the order is accomplished when all trains included in such order have arrived from one direction and receive copy thereof.

209. Operators receiving train orders must write them in manifold during transmission, and if they cannot at one writing make the requisite number of copies, must trace others from one of the copies first made.

210. When a "31" train order has been transmitted, operators must (unless otherwise directed) repeat it at once from the manifold copy in the succession in which the several offices have been addressed, and then write the time of repetition on the order. Each operator receiving the order should observe whether the others repeat correctly.

Those to whom the order is addressed, except enginemen, must then sign it, and the operator will send their signatures, preceded by the number of the order, to the Superintendent. The response "complete," and the time, with the initials of the Superintendent, will then be given by the train dispatcher. Each operator receiving this response will then write on each copy the word "complete," the time, and his last name in full, and then deliver a copy to each person addressed, except enginemen. The copy for each

engineman must be delivered to him personally by the conductor or pilot, and the engineman must read it aloud to the person delivering it.

211. When a "19" train order has been transmitted, operators must (unless otherwise directed) repeat it at once from the manifold copy, in the succession in which the several offices have been addressed. Each operator receiving the order should observe whether the others repeat correctly. When the order has been repeated correctly by an operator, the response "complete," and the time, with the initials of the Superintendent, will be given by the train dispatcher. The operator receiving this response will then write on each copy the word "complete," the time, and his last name in full, and deliver a copy to each person addressed, without taking his signature.

212. A train order may, when so directed by the train dispatcher, be acknowledged without repeating, by the operator responding: "X;  $\frac{\text{(Number of Train Order)}}{\text{(Train Number)}}$ ," with the operator's initials and office signal. The operator must then write on the order his initials and the time.

213. "Complete" must not be given to a train order for delivery to an inferior train until the order has been repeated or the "X" response sent by the operator who receives the order for the superior train.

214. When a train order has been repeated or "X" response sent, and before "complete" has been given, the order must be treated as a holding order for the train addressed, but must not be otherwise acted on until "complete" has been given.



If the line fails before an office has repeated an order or has sent the "X" response, the order at that office is of no effect and must be there treated as if it had not been sent.

215. The operator who receives and delivers a train order must preserve the lowest copy.

216. For train orders delivered by the train dispatcher the requirements as to the record and delivery are the same as at other offices.

Such orders must be first written in manifold so as to leave an impression in the record book, from which transmission shall be made.

217. A train order to be delivered to a train at a point not a telegraph station, or at one at which the telegraph office is closed, must be addressed to

*"C. and E. ——— (at ———), care of ———,"*

and forwarded and delivered by the conductor or other person in whose care it is addressed. When form 31 is used "complete" will be given upon the signature of the person by whom the order is to be delivered, who must be supplied with copies for the conductor and engineman addressed, and a copy upon which he shall take their signatures. This copy he must deliver to the first operator accessible, who must preserve it, and at once transmit the signatures of the conductor and engineman to the Superintendent.

Orders so delivered must be acted on as if "complete" had been given in the usual way.

For orders which are sent, in the manner herein provided, to a train, the superiority of which is thereby restricted, "complete" must not be given to an inferior train until the signatures of the conductor and

engineman of the superior train have been sent to the Superintendent.

218. When a train is named in a train order, all its sections are included unless particular sections are specified, and each section included must have copies addressed and delivered to it.

219. Unless otherwise directed, an operator must not repeat or give the "X" response to a train order for a train, the engine of which has passed his train-order signal, until he has ascertained that the conductor and engineman have been notified that he has orders for them.

220. Train orders once in effect continue so until fulfilled, superseded or annulled. Any part of an order specifying a particular movement may be either superseded or annulled.

Orders held by or issued for a regular train become void when such train loses both right and class as prescribed by Rules 4 and 82, or is annulled.

221. A fixed signal must be used at each train-order office, which shall indicate "stop" when trains are to be stopped for train orders. When there are no orders the signal must indicate "proceed."

When an operator receives the signal "31," or "19," he must immediately display the "stop signal" and then reply "stop displayed," adding N., S., E. or W. for direction of movement, as directed by the Train Dispatcher; and until the orders have been delivered or annulled the signal must not be restored to "proceed." While "stop" is indicated trains must not proceed without a clearance card (Form 386, No. 3).

Operators must have the proper appliances for hand signaling ready for immediate use if the fixed signal should fail to work properly. If a signal is not displayed at a night office, trains which have not been notified must stop and ascertain the cause, and report the facts to the Superintendent from the next open telegraph office.

Where the semaphore is used, the arm indicates "stop" when horizontal and "proceed" when in an inclined position. See Figs. D. and E., Signal Chart, Form 373.

222. Operators will promptly record and report to the Superintendent the time of departure of all trains and the direction of extra trains. They will record the time of arrival of trains and report it when so directed.

223. The following signs and abbreviations may be used:

Initials for the signature of the Superintendent.  
Such office and other signals as are arranged  
by the Superintendent.

C & E—for Conductor and Engineman.

X—Train will be held until order is made  
"complete."

Com—for Complete.

O S—Train Report.

No—for Number.

Eng—for Engine.

Sec—for Section.

Psgr—for Passenger.

Frt—for Freight.

Mins—for Minutes.

Jct—for Junction.

Dispr—for Train Dispatcher.

Opr—for Operator.

31 or 19—to clear the line for Train Orders,  
and for Operators to ask for Train Orders.

S D—for "Stop Displayed."

The usual abbreviations for the names of the  
months and stations.

## FORMS OF TRAIN ORDERS.

### Form A. Fixing Meeting Points for Opposing Trains.

(1.) \_\_\_\_\_ will meet \_\_\_\_\_ at \_\_\_\_\_.

(2.) \_\_\_\_\_ will meet \_\_\_\_\_ at \_\_\_\_\_ \_\_\_\_\_ at

\_\_\_\_\_ (and so on.)

#### EXAMPLES.

(1) *No 1 will meet No 2 at Bombay.*

*No 3 will meet 2d No 4 at Siam.*

*No 5 will meet Extra 95 at Hong Kong.*

*Extra 652 North will meet Extra 231 South at  
Yokohama.*

(2) *No 1 will meet No 2 at Bombay 2d No 4 at  
Siam and Extra 95 at Hong Kong.*

Trains receiving these orders will run with respect  
to each other to the designated points and there meet  
in the manner provided by the Rules.

### Form B. Directing a Train to Pass or Run Ahead of Another Train.

- (1.) \_\_\_\_\_ will pass \_\_\_\_\_ at \_\_\_\_\_.  
 (2.) \_\_\_\_\_ will pass \_\_\_\_\_ when overtaken.  
 (3.) \_\_\_\_\_ will run ahead of \_\_\_\_\_ to \_\_\_\_\_.

(4.) \_\_\_\_\_ will pass \_\_\_\_\_ at \_\_\_\_\_ and run ahead of \_\_\_\_\_ to \_\_\_\_\_.

#### EXAMPLES.

- (1.) *No 1 will pass No 3 at Khartoum.*  
 (2.) *No 6 will pass No 4 when overtaken.*  
 (3.) *Extra 594 will run ahead of No 6 Bengal to Madras.*  
 (4.) *No 1 will pass No 3 at Khartoum and run ahead of No. 7 Madras to Bengal.*

When under (1) a train is to pass another both trains will run according to rule to the designated point and there arrange for the rear train to pass promptly.

Under (2), both trains will run according to rule until the second named train is overtaken and then arrange for the rear train to pass promptly.

Under (3), the second named train must not exceed the speed of the first named train between the points designated.

### Form C. Giving a Train the Right Over an Opposing Train.

\_\_\_\_\_ has right over \_\_\_\_\_ to \_\_\_\_\_.

#### EXAMPLES.

- (1.) *No 1 has right over No 2 Mecca to Mirbat.*  
 (2.) *Extra 37 has right over No 3 Natal to Ratlam.*

This order gives the train first named the right over the other train between the points named.

If the trains meet at either of the designated points, the first named train must take the siding, unless the order otherwise prescribes.

Under (1), if the second named train reaches the point last named before the other arrives it may proceed, keeping clear of the opposing train as many minutes as such train was before required to clear it under the Rules.

If the second named train, before meeting, reaches a point within or beyond the limits named in the order, the conductor must stop the other train where it is met and inform it of his arrival.

Under (2), the regular train must not go beyond the point last named until the extra train has arrived.

When the extra train has reached the point last named the order is fulfilled.

The following modification of this form of order will be applicable for giving a work extra the right over all trains in case of emergency.

(3.) *Work extra \_\_\_\_\_ has right over all trains between \_\_\_\_\_ and \_\_\_\_\_ from \_\_\_\_\_ m to \_\_\_\_\_ m.*

#### EXAMPLE.

*Work Extra 275 has right over all trains between Stockholm and Edinburg from 7 p m to 12 midnight.*

This gives the work extra the exclusive right between the points designated between the times named.

### Form D. Giving Regular Trains the Right Over a Given Train.

Regular trains have right over \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_.

## EXAMPLE.

*Regular trains have right over No. 1 between Moscow and Berlin.*

This order gives to regular trains receiving it the right over the train named in the order, and the latter must clear the schedule times of all regular trains, as if it were an extra.

## Form E. Time Orders.

- (1.) \_\_\_\_\_ will run \_\_\_\_\_ late \_\_\_\_\_ to \_\_\_\_\_.  
 (2.) \_\_\_\_\_ will run \_\_\_\_\_ late \_\_\_\_\_ to \_\_\_\_\_  
 and \_\_\_\_\_ late \_\_\_\_\_ to \_\_\_\_\_ etc.  
 (3.) \_\_\_\_\_ will wait at \_\_\_\_\_ until \_\_\_\_\_ for  
 \_\_\_\_\_.

## EXAMPLES.

- (1) *No 1 will run 20 mins late Joppa to Mainz.*  
 (2) *No 1 will run 20 mins late Joppa to Mainz and 15 mins late Mainz to Muscat etc.*  
 (3) *No 1 will wait at Muscat until 10 a m for No 2.*

(1) and (2) make the schedule time of the train named, between the stations mentioned, as much later as stated in the order, and any other train receiving the order is required to run with respect to this later time, as before required to run with respect to the regular schedule time. The time in the order should be such as can be easily added to the schedule time.

Under (3) the train first named must not pass the designated station before the time given, unless the other train has arrived. The train last named is required to run with respect to the time specified, as before required to run with respect to the regular schedule time of the train first named.

## Form F. For Sections.

\_\_\_\_\_ will display signals \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_.

## EXAMPLES.

*Eng 20 will display signals and run as 1st No. 1 London to Paris.*

*No 1 will display signals London to Dover for Eng 85.*

*2d No 1 will display signals London to Dover for Eng 90.*

This form may be modified as follows:

*Engs 70 85 and 90 will run as 1st 2d and 3d No 1.*

*Engs 70 85 and 90 will run as 1st 2d and 3d No 1 London to Dover.*

Under these examples the engine last named will not display signals.

For annulling a section:

*Eng 85 is annulled as 2d No 1 from Chatham.*

If there are other sections following add:

*Following sections will change numbers accordingly.*

The character of a train for which signals are displayed may be stated. Each section affected by the order must have copies, and must arrange signals accordingly.

## Form G. Extra Trains.

- (1.) Eng \_\_\_\_\_ will run extra \_\_\_\_\_ to \_\_\_\_\_.  
 (2.) Eng \_\_\_\_\_ will run extra \_\_\_\_\_ to \_\_\_\_\_  
 and return to \_\_\_\_\_.

## EXAMPLE.

(1.) *Eng 99 will run extra Berber to Gaza.*

(2.) *Eng 99 will run extra Berber to Gaza and return to Cabul.*

A train receiving this order is not required to protect itself against opposing extra trains, unless directed by order to do so, but must keep clear of all regular trains, as required by rule.

(3.) Eng — will run extra leaving — on — as follows with right over all trains.

Leave —.

“ —.

Arrive —.

## EXAMPLE.

(3.) *Eng 77 will run extra leaving Turin on Thursday Feb 17th as follows with right over all trains:*

*Leave Turin 11 30 p m*

“ *Pekin 12 25 a m*

“ *Canton 1 47 a m*

*Arrive Rome 2 22 a m*

This order may be varied by specifying the kind of extra and the particular trains over which the extra shall or shall not have the right. Trains over which the extra is thus given the right must clear the time of the extra five (5) minutes.

## Form H. Work Extra.

(1.) Work extra — will work — until — between — and —.

## EXAMPLES.

(1.) *Work extra 292 will work 7 a m until 6 p m between Berne and Turin.*

The working limits should be as short as practicable, to be changed as the progress of the work may require. The above may be combined, thus:

(a.) *Work extra 292 will run Berne to Turin and work 7 a m until 6 p m between Turin and Rome.*

When an order has been given to “work” between designated points, no other extra shall be authorized to run over that part of the track without provision for passing the work extra.

When it is anticipated that a work extra may be where it cannot be reached for orders, it may be directed to report for orders at a given time and place, or an order may be given that it shall clear the track for (or protect itself after a certain hour against) a designated extra by adding to (1) the following words:

(b.) *And will keep clear of (or protect against) Extra 223 south between Antwerp and Brussels after 2 10 p m.*

In this case, extra 223 must not pass the northernmost point before 2 10 p. m., at which time the work extra must be out of the way, or protected (as the order may require) between those points.

When the movement of an extra over the working limits cannot be anticipated by these or other orders to the work extra, an order must be given to such extra, to protect itself against the work extra, in the following form:

(c.) *Extra 76 will protect against work extra 95 between Lyons and Paris.*

This may be added to the order to run extra.

A work extra, when met or overtaken by an extra, must allow it to pass.

When it is desirable that a work extra shall at all times protect itself while on working limits, it may be done by adding to (1) the following words :

(d) *Protecting itself.*

A train receiving this order must, whether standing or moving, protect itself within the working limits in both directions in the manner prescribed by Rule 99.

Whenever an extra is given orders to run over working limits, it must at the same time be given a copy of the order sent to the work extra.

To enable a work extra to work upon the time of a regular train, the following form may be used :

(e.) *Work extra 292 will protect against No 55 between Berne and Turin.*

A train receiving this order will work upon the time of the train mentioned in the order, and protect itself against it as prescribed by Rule 99.

The regular train receiving this order must run, expecting to find the work extra protecting itself within the limits named.

#### Form J. Holding Order.

Hold \_\_\_\_\_ at \_\_\_\_\_.

##### EXAMPLES.

(1.) *Hold No. 2 at Berlin.*

(2.) *Hold all eastbound trains at Berlin.*

This order will be addressed to the operator and acknowledged in the usual manner. It must be respected by conductors and enginemen of trains thereby directed to be held as if addressed to them.

When a train has been so held it must not proceed until the order to hold is annulled, or an order given to the operator in the form :

“\_\_\_\_\_ may go.”

Form J will only be used when necessary to hold trains until orders can be given, or in case of emergency.

#### Form K. Annulling a Regular Train.

(1.) \_\_\_\_\_ of \_\_\_\_\_ is annulled \_\_\_\_\_ to \_\_\_\_\_.

(2.) \_\_\_\_\_ due to leave \_\_\_\_\_ \_\_\_\_\_ is annulled \_\_\_\_\_ to \_\_\_\_\_.

##### EXAMPLES.

(1.) *No 1 of Feb 29th is annulled Alaska to Halifax.*

(2.) *No 3 due to leave Naples Saturday Feb 29th is annulled Alaska to Halifax.*

The train annulled loses both right and class between the stations named and must not be restored under its original number between those stations.

#### Form L. Annulling an Order.

“Order No \_\_\_\_\_ is annulled.”

If an order which is to be annulled has not been delivered to a train, the annulling order will be addressed to the operator, who will destroy all copies of the order annulled but his own, and write on that :

*Annulled by Order No \_\_\_\_\_.*

##### EXAMPLE.

*Order No. 10 is annulled.*

An order which has been annulled must not be re-issued under its original number.

In the address of an order annulling another order, the train first named must be that to which right was given by the order annulled, and when the order is not transmitted simultaneously to all concerned, it must be first sent to the point at which that train is to receive it and the required response made, before the order is sent for other trains.

#### Form M. Annulling Part of an Order.

That part of Order No. \_\_\_\_\_ reading \_\_\_\_\_ is annulled.

##### EXAMPLE.

*That part of Order No 10 reading No 1 will meet No 2 at Sparta is annulled.*

In the address of an order annulling a part of an order, the train first named must be that to which right was given by the part annulled, and when the order is not transmitted simultaneously to all concerned, it must be first sent to the point at which that train is to receive it, and the required response made, before the order is sent for other trains.

#### Form P. Superseding an Order or a Part of an Order.

This order will be given by adding to prescribed forms, the words "instead of \_\_\_\_\_."

- (1.) \_\_\_\_\_ will meet \_\_\_\_\_ at \_\_\_\_\_ instead of \_\_\_\_\_.
- (2.) \_\_\_\_\_ has right over \_\_\_\_\_ to \_\_\_\_\_ instead of \_\_\_\_\_.
- (3.) \_\_\_\_\_ will display signals for \_\_\_\_\_ to \_\_\_\_\_ instead of \_\_\_\_\_.

#### EXAMPLES.

- (1.) *No 1 will meet No 2 at Hong Kong instead of Bombay.*
- (2.) *No 1 has right over No. 2 Mecca to Medina instead of Mirbat.*
- (3.) *No 1 will display signals for Eng 85 Astrakan to Teheran instead of Cabul.*

An order which has been superseded must not be reissued under its original number.

#### Form R. Providing for a Movement against the Current of Traffic.

\_\_\_\_\_ has right over opposing trains on \_\_\_\_\_ track \_\_\_\_\_ to \_\_\_\_\_.

##### EXAMPLES.

- (1.) *No 1 has right over opposing trains on No 2 (or eastward) track Mecca to Mirbat.*

A train must not be moved against the current of traffic until the track on which it is to run has been cleared of opposing trains.

Under this order the first named train must use the track specified between the two points named and has the right over opposing trains on that track between those points. Opposing trains must not leave the point last named until the first named train arrives.

An inferior train, between the points named moving with the current of traffic in the same direction as the first named train, must receive a copy of the order, and may then proceed on its schedule, or right.

This order may be modified as follows:

(2) After \_\_\_\_\_ arrives at \_\_\_\_\_, \_\_\_\_\_ has right over opposing trains on \_\_\_\_\_ track \_\_\_\_\_ to \_\_\_\_\_.

EXAMPLE.

*After No 4 arrives at Mecca No 1 has right over opposing trains on No 2 (or eastward) track Mecca to Mirbat.*

Under (2) the train to be moved against the current of traffic must not leave the first named point until the arrival of the first named train.

**Form S. Providing for the Use of a Section of Double Track as Single Track.**

\_\_\_\_\_ track will be used as single track between \_\_\_\_\_ and \_\_\_\_\_.

If it is desired to limit the time for such use add (from \_\_\_\_\_ until \_\_\_\_\_).

EXAMPLE.

*No 1 (or westward) track will be used as single track between Mecca and Mirbat.*

Adding if desired

*from 1 p m until 3 p m.*

Under this order all trains must use the track specified between the stations named and will be governed by rules for single track.

Trains running against the current of traffic on the track named must be clear of the track at the expiration of the time named, or protected as prescribed by Rule 99.

Form 386. No. 3.

**PHILADELPHIA & READING RAILWAY COMPANY.**

**CLEARANCE CARD.**

Dover ..... 9.15 A. M. ..... March 25 ..... 19 .....

Conductor and Engineman..... No. 12 .....

I have no ..... (farther) ..... orders for your train.

Signal is out for..... Extra 452 .....

This does not interfere with or countermand any orders you may have received.

John Jones

Operator.

Conductor and Engineman must each have a copy, and see that their train is correctly designated in the above form.

(To be printed on yellow paper.)





Standard Train Order Blank for 19 Order.

FORM  
19FORM  
19

PHILADA. &amp; READING RAILWAY COMPANY.

TRAIN ORDER No. 10

March 27 19 02

To.....

At.....

Station

X..... (Initials) Opr.; ..... 1 45 A. M.

.....  
Conductor and Enginem<sup>n</sup> must each have a copy of this order.

Made..... Complete time..... 2 16 P. M., ..... Black ..... Opr.

DIAGRAMS  
OF  
HAND, FLAG AND LAMP  
SIGNALS.



**STOP.**  
Swung across the track.  
See Rule 12 (a).

**NOTE.**

The hand, or a flag, moved the same as the lamp, as illustrated in the following diagrams, gives the same indication.

**PROCEED.**  
Raised and lowered vertically.  
See Rule 12 (b).



**BACK.**  
Swung vertically in a circle across the track.  
See Rules 12 (c) and 14 (b).

**TRAIN HAS PARTED.**

Swung vertically in a circle at arm's length across the track.

See Rules 12 (d) and 14 (f).

**APPLY AIR BRAKES.**

Swung horizontally in a circle.

See Rule 12 (e).

**RELEASE AIR BRAKES.**

Held at arm's length above the head.

See Rule 12 (f).

**BLOCK SIGNALING.****DEFINITIONS.**

**BLOCK.**—A length of track of defined limits, the use of which by trains is controlled by block signals.

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

**BLOCK SIGNAL.**—A fixed signal controlling the use of a block.

**HOME BLOCK SIGNAL.**—A fixed signal at the entrance of a block to control trains in entering and using said block.

**DISTANT BLOCK SIGNAL.**—A fixed signal used in connection with a home block signal to regulate the approach thereto.

**ADVANCE BLOCK SIGNAL.**—A fixed signal used in connection with a home block signal to sub-divide the block in advance.

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

**TELEGRAPH BLOCK SYSTEM.**—A block system in which the signals are operated manually, upon information by telegraph.

**CONTROLLED MANUAL BLOCK SYSTEM.**—A block system in which the signals are operated manually, and so constructed as to require the co-operation of a signalman at both ends of the block to display a clear signal.

**AUTOMATIC BLOCK SYSTEM.**—A block system in which the signals are operated by electric, pneumatic or other agency actuated by a train, or by certain conditions affecting the use of a block.

## TELEGRAPH BLOCK SYSTEM.

A series of consecutive blocks, controlled by block signals operated manually upon information by telegraph.

### REQUISITES OF INSTALLATION.

1. Signals of prescribed form, the indications given by not more than three positions; and, in addition, at night by lights of prescribed color.
2. The apparatus so constructed that the failure of any part directly controlling a signal will cause it to give the normal indication.
3. Signals, if practicable, either over or upon the right of and adjoining the track upon which trains are governed by them. For less than three tracks signals for trains in each direction may be on the same signal mast.\*
4. Semaphore arms that govern, displayed to the right of the signal mast as seen from an approaching train.
5. The normal indication of Home Block Signals—Stop.

### ADJUNCTS.

The following may be used:

- (A) Distant Block Signals interlocked with Home Block Signals; normal indication—Caution.
- (B) Advance Block Signals interlocked with Distant Block Signals, if used; normal indication—Stop.

\*The word "mast" refers to the upright to which the signals are directly attached.

(C) Advance Block Signals interlocked with Home Block Signals; normal indication—Stop.

(D) Repeaters or Audible Signals, to indicate the position of signals to the signalman operating them.

(E) The automatic release of signals to give the normal indication.

(F) The interlocking of switches with block signals.

(G) Bell circuits for signaling between a block station and outlying switches.

(H) The interlocking of telegraph keys with block signals.

## RULES.

### 301. HOME AND ADVANCE SIGNALS.

SIGNAL.	OCCASION FOR USE.	INDICATION.	NAME.
Color.	The signal will be displayed when	For enginemen and trainmen.	As used in rules.
(a) Red. (b) White. (c) Green.	Block is not clear. Block is clear. Block is not clear.	Stop. Proceed. Proceed with caution.	Stop-signal. Clear-signal. Caution-signal.

Where the semaphore is used, the governing arm is displayed to the right of the signal mast as seen from an approaching train, and the indications are given by positions:

Horizontal as the equivalent of (a). See Fig. I, Signal Chart, Form 373.

Diagonal  $75^\circ$  below (a) as the equivalent of (b). See Fig. K, Signal Chart, Form 373.

Diagonal  $45^\circ$  below (a) as the equivalent of (c). See Fig. J, Signal Chart, Form 373.

## DISTANT SIGNALS.

SIGNAL.	OCCASION FOR USE.	INDICATION.	NAME.
(d) Green	Home (or advance) signal at (a).	Proceed with caution to the home (or advance) signal.	Caution-signal.
(e) White	Home (and advance) signal at (b).	Proceed.	Clear-signal.

Where the semaphore is used, the governing arm is displayed to the right of the signal mast as seen from an approaching train, and the indications are given by positions :

Horizontal as the equivalent of (d).

Diagonal (below the horizontal) as the equivalent of (e).

302. Block signals control the use of the blocks, but, unless otherwise provided, do not affect the movements of trains under the time-table or train rules; nor dispense with the use or the observance of other signals whenever and wherever they may be required

## SIGNALMEN.

311. The normal indication of Home and Advance Block Signals is Stop.

312. Signals must be operated carefully and with a uniform movement. If a signal fails to work properly, its operation must be discontinued and the signal secured so as to give the normal indication until repaired.

313. Signalmen must observe, as far as practicable, whether the indication of the signals corresponds with the position of the levers.

314. Signalmen must not make nor permit any unauthorized alterations or additions to the apparatus.

315. A block record must be kept at each block station.

316. The prescribed telegraph signals are as follows :

1.—Display Stop-signal. Answer by S D or 5.

2.—Block clear. Answer by 13.

3.—Block wanted. Answer by 2 or 5.

4.—Train has entered block. Answer by 13.

5.—Block is not clear.

7.—Train following.

8.—Opening block station. Answer by Nos. of trains in the extended block with time each train entered the block.

9.—Closing block station. Answer by "13" after receiving transfer of the records of trains which are in the extended block.

13.—I understand.

71.—Train following, display Stop-signal. Answer by S D.

317 (a). To admit a train to a block the signalman must examine the block record, and if the block is clear, will give "1 for ——" to the next block station in advance. The signalman receiving this signal, if the block is clear, must display the Stop-signal to opposing trains, and reply "S D for ——." If the block is not clear, he must reply "5 of ——."

NOTE: 317 (a) is for absolute block for following and opposing movements on the same track.

The blanks following the telegraph signals are to be filled by the number or designation of the train.

The signalman at the entrance of the block must then display the proper signal indication to the train to be admitted.

A train must not be admitted to a block unless it is clear, except as provided in Rule 331 or by special order.

317 (b). To admit a train to a block the signalman must examine the block record, and if the block is clear, will give "1 for ——" to the next block station in advance. The signalman receiving this signal, if the block is clear, must display the Stop-signal to opposing trains and reply "S D for ——." If the block is not clear, he must reply "5 of ——." The signalman at the entrance of the block must then display the proper signal indication to the train to be admitted.

A train must not be admitted to a block which is occupied by a passenger train, except as provided in Rule 331 or by special order.

To permit a train to follow a freight train into a block, the signalman must give "71 for ——" to the next block station in advance, to which the reply "5 of —— S D for ——" must be made. The approaching train will then be admitted to the block with Caution Card (Form 406, No. 2) or under Caution Signal.

If the train following is a passenger train it must come to a full stop and the engineman must be notified that the block is occupied. The train may then

NOTE: 317 (b) is for absolute block for opposing movements and permissive block for following movements on the same track.

The blanks following the telegraph signals are to be filled by the number or designation of the train.

be admitted to the block with Caution Card (Form 406, No. 2) or under Caution Signal.

318 (a). To admit a train to a block the signalman must examine the block record, and if the block is clear, will display the proper signal indication to the train to be admitted, reporting its movement as per Rule 319.

A train must not be admitted to a block unless it is clear, except as provided in Rule 331 or by special order.

318 (b). To admit a train to a block the signalman must examine the block record, and if the block is clear, will display the proper signal indication to the train to be admitted, reporting its movement as per Rule 319.

A train must not be admitted to a block which is occupied by a passenger train, except as provided in Rule 331 or by special order.

A train may be permitted to follow a freight train into a block with Caution Card (Form 406, No. 2) or under Caution Signal.

If the train following is a passenger train, it must come to a full stop and the engineman must be notified that the block is occupied. The train may then be admitted to the block with Caution Card (Form 406, No. 2) or under Caution Signal.

319. When a train enters a block the signalman must give "4 ——" and the time, to the next block station in advance, and when the train has passed the home block signal and the signalman has seen the

NOTE: 318 (a) is for absolute block for following movements only.

NOTE: 318 (b) is for permissive block for following movements only.

markers he must display the Stop-signal, and when the rear of the train has passed 300 feet beyond the home block signal he must give "2 of ———" and the time to the next block station in the rear.

This information must be entered on the block records.

320. Unless otherwise provided, signalmen must not give "1" or "3" until they have received "4" from the block station in the rear.

321. Signalmen must observe all passing trains and note whether they are complete and in order, and the markers properly displayed. Should there be any indication of conditions endangering the train, or a train on another track, the signalman must notify the signalman at the next block station in advance. A signalman having received this notice must display Stop-signals in both directions and answer "S D." Should a train going in the opposite direction be stopped it may be permitted to proceed when it is known that the track on which it is running is not obstructed.

322. Should a train pass a block station without markers, the signalman must notify the signalman at the next block station in each direction, and must not report that train clear of the block until he has ascertained that the train is complete.

323. Should a train pass a block station in two or more parts, the signalman must notify the signalman at the next block station in advance. A signalman having received this notice must stop any train running in the opposite direction. The Stop-signal must not be displayed to the engineman of the divided train

NOTE: The blanks following the telegraph signals are to be filled by the number or designation of the train.

if the block in advance is clear, but the Train-parted signal must be given. Should a train going in the opposite direction be stopped, it may be permitted to proceed when it is known that its track is not obstructed.

324. A signalman informed of any obstruction in a block must display the Stop-signal and notify the signalman at the other end of that block. The signalman at the other end of the block must immediately display the Stop-signal. The Clear-signal for that block must not be displayed until the obstruction is removed.

325. When a train takes a siding the signalman must know that it is clear of the block before giving "2" or displaying a Clear-signal for that block.

The signalman must obtain control of the block before permitting a train on a siding to re-enter the block.

326. To permit a train to cross-over or return the signalman must examine the block record, and if all the blocks affected are clear of approaching trains he will arrange with the signalmen at the next block station on either side to protect the movement, and when the proper signals have been displayed permission may be given. Until the block is clear no train must be admitted in the direction of the cross-over switches except under Caution-signal or with Caution Card (Form 406, No. 2). All cross-over movements must be entered on the block records.

327. When, as provided for in Rule 364, coupled trains have been separated, the signalman must regard each portion as an independent train.



328. If necessary to stop a train for which a Clear-signal (or a Caution-signal) has been displayed and accepted, the signalman will give hand signals in addition to displaying the Stop-signal.

329. A signalman having orders for a train must display the block signal at "Stop." He may permit trains so stopped to proceed under block signal rules after complying with Rules for Movement by Train Orders.

330. If from the failure of block signal apparatus the block signal cannot be changed from the normal indication, a signalman having information from the signalman at the next block station in advance, that the block is clear, may admit a train to the block by the use of Clearance Card (Form 386, No. 2).

331. If from the failure of telegraph line or other cause, a signalman be unable to communicate with the next block station in advance, he must stop every train approaching in that direction. Should no cause for detaining the train be known, it may then be permitted to proceed, provided ten minutes have elapsed since the passage of the last preceding train, using Caution Card (Form 406, No. 1).

332. Signalmen must have the proper appliances for hand signaling\* ready for immediate use. Hand signals must not be used when the proper indication can be displayed by the fixed signals. When hand signals are necessary they must be given from such a point and in such a way that there can be no misunderstanding on the part of enginemen or trainmen

NOTE TO RULE 332.—\* Hand signaling includes the use of lamp, flag torpedo and fusee signals.

as to the signals, or as to the train or engine for which they are given.

333. Signalmen will be held responsible for the care of the block station, lamps and supplies; and of the signal apparatus unless provided for otherwise.

334. Lights in block stations must be so placed that they cannot be seen from approaching trains.

335. Lights must be used upon all block signals from sunset to sunrise and whenever the signal indications cannot be clearly seen without them.

336. If a train over runs a Stop-signal, the fact with the number of train, must be reported to the Superintendent.

337. If a Stop-signal is disregarded, the fact, with the number of train, must be reported to the next block station in advance and then to the Superintendent.

338. To open a block station the signalman must give "8" to the next block station in each direction and record the trains that are in the extended block. He must then display the normal signal indication and notify the block station in each direction that the station is open.

When trains, which were in the extended block when the station was opened and which had passed his station before it was opened, clear the block in advance he must repeat the record to the block station in the rear.

He must not display the Clear-signal until all trains are clear of the block in advance.

339. A block station must not be closed except upon the authority of the Superintendent; nor when

trains are approaching which are to meet or pass at that block station.

340. To close a block station the signalman must first obtain "2" for trains which he has admitted to the blocks in each direction.

He must give "9" to the next block station in each direction and transfer the records of the trains in the extended block. He must then enter on his block record "13" with the time it is received from each block station.

The block signals must then be cleared, all lights extinguished and the block wires arranged to work through the closed station.

#### ENGINEMEN AND TRAINMEN.

361. Block signals apply only to trains running in the established direction.

362. Trains must not pass a Stop-signal without receiving a Caution Card (Form 406 No. 1 or Form 406 No. 2), a Clearance Card (Form 386 No. 2) or a special order, except that when a passenger train is to receive or discharge passengers at a block station the train may run to the platform and will then be governed by the rules. If the engineman cannot see the signal he must not proceed until personally notified by the Conductor that the signal has been changed to clear or has received a Caution Card (Form 406 No. 1 or Form 406 No. 2), a Clearance Card (Form 386 No. 2), or a special order.

363. An engineman holding a Caution Card (Form 406, No. 1.) must deliver it to the signalman at the next block station and personally ascertain from

him that the block in advance is clear before proceeding.

364. Unless directed by special instructions, when two or more trains have been coupled and so run past any block station, they must be uncoupled only at a block station and the signalman notified.

365. When a train takes a siding it must not again enter the block without the permission of the signalman.

365 (a). When a train takes a siding at a block station, the conductor must personally know, by an understanding with his flagman, that the rear of the train is in on siding to clear, and switch properly closed. Immediately on receiving this information, he must notify the signalman that the train is clear of main track and switches properly closed.

366. When it is necessary for a train to cross-over, the conductor, before crossing or returning, must notify the signalman and obtain permission to do so.

367. Enginemen and trainmen must not accept clear hand signals as against block signals.

368. The engineman of a train which has parted must sound the whistle signal for Train-parted on approaching a block station.

369. An engineman receiving a Train-parted signal from a signalman must answer by the whistle signal for Train-parted.

370. When a parted train has been recoupled the signalman must be notified.

371. At a block station where the signalman is absent or incapacitated, so that instructions cannot

be obtained, trains must wait ten minutes and then proceed with caution to the next block station, where the conductor must report accordingly to the Superintendent.

372. If the track is obstructed between block stations, notice must be given to the nearest block signalman.

373. If a train is held by a block signal to exceed two minutes, the conductor must ascertain the cause.

374. Conductors must report to Superintendent any unusual detention at block stations.

375. A block station must not be considered as closed, except as provided on time-table or by special instructions.

Form 406, No. 2.

## PHILADELPHIA & READING RAILWAY COMPANY.

### CAUTION CARD.

.....Block Station, .....M. ....190

To Engineman, train No. ....on.....track.

Block is not clear. You may proceed with caution expecting to find track obstructed.

.....  
Signalman.

Enginemen receiving this card properly filled out and signed by the signalman, may proceed with the train under control prepared to stop short of any obstruction in the block.

NOTE:—Printed on green paper.

# PHILADELPHIA & READING RAILWAY COMPANY.

## CLEARANCE CARD.

.....Block Station, .....M. ....190

To Engineman :

Train No. .... on ..... track. Signal cannot be cleared ; proceed.

.....  
*Signalman.*

This card must be used only in case of failure of block signal apparatus, and when block has been duly reported clear by the signalman at the block station in advance. The engineman receiving it, duly dated, timed and signed, may proceed.

# PHILADELPHIA & READING RAILWAY COMPANY.

## CAUTION CARD.

.....Block Station, .....M. ....190

To Engineman, train No. .... on ..... track.

The telegraph line has failed. You may proceed at .....M. with caution, expecting to find track obstructed.

.....  
*Signalman.*

Enginemen receiving this card properly filled out and signed by the signalman, may proceed with the train under control prepared to stop short of any obstruction in the block, and must deliver the card to the signalman at the next block station and personally ascertain from him that the block in advance is clear before proceeding.

## AUTOMATIC BLOCK SYSTEM

A series of consecutive blocks controlled by block signals operated by electric, pneumatic or other agency, actuated by a train or by certain conditions affecting the use of a block.

### REQUISITES OF INSTALLATION.

1. Signals of prescribed form, the indications given by not more than three positions; and, in addition, at night by lights of prescribed color.
2. The apparatus so constructed that the failure of any part controlling the Home Block Signal will cause it to indicate—Stop.
3. Signals, if practicable, either over or upon the right of and adjoining the track upon which trains are governed by them. For less than three tracks, signals for trains in each direction may be on the same signal mast.\*
4. Semaphore arms that govern, displayed to the right of the signal mast as seen from an approaching train.
5. Switches in or leading to the main track so connected with the block signals that the Home Block Signal in the direction of approaching trains will indicate Stop when:

(a) Switches in the main track are not set for the main track.

(b) Switches leading to the main track are set to lead to the main track or derailing switches not set to derail.

\* The word "mast" refers to the upright to which the signals are directly attached.

(c) Cars on siding are standing within fouling distance of main track.

6. Signal connections and operating mechanism so arranged that a Home Block Signal will indicate Stop after the head of a train shall have passed it.

### ADJUNCTS.

The following may be used:

(A) Distant Block Signals connected with corresponding Home Block Signals and so constructed that the failure of any part controlling the signal shall cause it to indicate—Caution.

(B) Track Circuits.

(C) (a) Indicators at main track switches.

(b) Indicators at derailing switches.

(c) Indicators at siding switches on crossovers between main tracks and sidings.

(D) Electric locks.

## RULES.

### 501.

### HOME SIGNALS.

SIGNAL.	OCCASION FOR USE.	INDICATION.	NAME.
Color.	The signal will appear when	For enginemen and trainmen.	As used in rules.
(a) Red. (b) White.	Block is not clear. Block is clear.	Stop. Proceed.	Stop-signal. Clear-signal.

Where the semaphore is used the governing arm is displayed to the right of the signal mast as seen from an approaching train, and the indications are given by positions:

Horizontal as the equivalent of (a).

Diagonal (below the horizontal) as the equivalent of (b).

Where a single disc is used for two indications these are given by position of a red disc as seen from an approaching train:

Disc displayed as the equivalent of (a). See Fig. F, Signal Chart, Form 373.

Disc withdrawn as the equivalent of (b). See Figs. G and H, Signal Chart, Form 373.

#### DISTANT SIGNALS.

SIGNAL.	OCCASION FOR USE.	INDICATION.	NAME.
Color.	The signal will appear when.	For enginemen and trainmen.	As used in rules.
(c) Green.	Block is clear. Second block in advance is not clear.	Approach next home signal prepared to stop.	Caution-signal.
(d) White.	Home signal is at (b).	Proceed.	Clear-signal.

Where the semaphore is used, the governing arm is displayed to the right of the signal mast as seen from an approaching train, and the indications are given by positions:

Horizontal as the equivalent of (c).

Diagonal (below the horizontal) as the equivalent of (d).

Where a single disc is used for two indications these are given by position of a green disc as seen from an approaching train:

Disc displayed as the equivalent of (c). See Figs. F and G, Signal Chart, Form 373.

Disc withdrawn as the equivalent of (d). See Fig. H, Signal Chart, Form 373.

502. Block signals control the use of the blocks, but, unless otherwise provided, do not affect the movements of trains under the time-table or train rules; nor dispense with the use or the observance of other signals whenever and wherever they may be required.

503. Block signals apply only to trains running in the established direction.

504. When a train is stopped by a block signal it may proceed when the signal is cleared.

Or it may proceed—

(a) After waiting one minute and then running under caution;

Or—

(b) On single track—preceded by a flagman to the next clear signal.

505. When a signal is out of service the fact will be indicated by special instructions.

Trains finding a signal out of service must, unless otherwise directed, proceed with caution to the next signal.

506. When a train is stopped by a signal which is evidently out of order, and not so indicated, the fact must be reported to the Superintendent.

507. Indicators will display a red disc from the time a train enters the second block back until it has passed out of the block in which the indicators are located.

508. Before using any switch in or leading to main track examine indicator. If indicator displays red, and no superior train is due, switch may be used under proper protection. Trains entering a block from

sidings or other main tracks, between block signals, while indicator shows red, will run with caution to the next block signal.

509. Cars placed on sidings must be set back of derailing switches and wooden splices and derailing switches opened and crossout switches on sidings set for sidings.

510. Reports of detentions to trains by signals must be made by Enginemen to the Superintendent on Form 4402:

1. At next stopping place at which there is a telegraph office after passing through the block section.

2. By mail at end of trip.

Enginemen will be particular in showing number of signal and to report promptly all failures, excepting those known to have been caused by trains ahead. If failure because of open switches, closed derails or cars fouling main track report should so state.

511. A train, after having waited the minute as directed in Rule 504, and signal not clearing, must proceed cautiously, prepared to stop within visible distance, expecting to find a train, open switch, closed derail, a car within fouling distance, a broken rail or some other element of danger, and must not resume speed on coming within sight of next signal, but must continue to be governed by the last signal until the next one is passed.

## INTERLOCKING.

### DEFINITIONS.

INTERLOCKING.—An arrangement of switch, lock and signal appliances so interconnected that their movements must succeed each other in a pre-determined order.

INTERLOCKING PLANT.—An assemblage of switch, lock and signal appliances, interlocked.

INTERLOCKING STATION.—A place from which an interlocking plant is operated.

INTERLOCKING SIGNALS.—The fixed signals of an interlocking plant.

HOME SIGNAL.—A fixed signal at the point at which trains are required to stop when the route is not clear.

DISTANT SIGNAL.—A fixed signal used in connection with a home signal to regulate the approach thereto.

DWARF SIGNAL.—A low fixed signal.

### REQUISITES OF INSTALLATION.

1. Signals of prescribed form, the indications given by two positions; and, in addition, at night by lights of prescribed color.

2. The apparatus so constructed that the failure of any part directly controlling a signal will cause it to give the normal indication.

3. Signals, if practicable, either over or upon the right of and adjoining the track to which they refer.

4. Semaphore arms that govern, displayed to the right of the signal mast \* as seen from an approaching train.

5. The normal indication of Home Signals—Stop.

6. The interlocking of signals with switches, locks, railroad crossings, or drawbridges, so that a clear signal cannot be given unless the route to be used is clear and stop signals displayed for all conflicting routes.

7. The interlocking of switches, locks, railroad crossings, drawbridges and signals through levers, or their equivalent.

8. Interlocked levers, or their equivalent, by which switches, locks and signals are operated.

9. The apparatus so constructed that the failure of any part directly controlling a switch or lock will prevent the display of the clear signal.

10. Facing point locks, for all facing point switches in main routes.

11. Detector bars, or their equivalent, for all facing point switches in main routes.

12. Pipe, or its equivalent, compensated for changes in temperature, for connecting levers, in mechanical interlocking, with switches and locks.

13. Latch locking, or its equivalent.

14. The established order of interlocking such that:

A clear signal cannot be displayed until derails or diverging switches, if any, in conflicting routes are in their normal position, and the switches for the required route are set and locked:

\* The word "mast" refers to the upright to which the signals are directly attached.

The display of a clear Home Signal shall lock all switches and locks in the route as far as the point to which such signal gives permission to proceed, locking all opposing or conflicting signals and releasing the corresponding Distant Signal, where such signal is used:

Where Distant Signals are used, the display of a clear Distant Signal shall lock the Home Signal in the clear position.

15. Interlocking and Block Signals, interconnected, where both are operated from the same station.

#### ADJUNCTS.

The following may be used if desired:

(A) Distant Signals; normal indication—Caution.

(B) Dwarf Signals. See Fig. C, Signal Chart, Form 373.

(C) Bolt locking of switches, or its equivalent, by signal connections.

(D) Derails, or diverging switches, for railroad crossings, drawbridges, junctions, and in sidings connected with the running tracks; normal position—Open.

(E) Electric locking of derails, facing point switches and drawbridges so that they cannot be opened after a train has passed the clear Distant Signal until the train has passed over them.

(F) Detector bars, or their equivalent, at railroad crossings and junctions.

(G) Repeaters or audible signals, to indicate the position of signals to the signalman operating them.



(H) Annunciators indicating the approach of a train, or for other purposes.

(J) Route Indicators.

(K) Torpedo Placers.

### RULES.

601.

#### HOME SIGNALS.

SIGNAL.	OCCASION FOR USE.	INDICATION.	NAME.
Color.	The Signal will be displayed when	For enginemen and trainmen.	As used in rules.
(a) Red. (b) White.	Route is not clear. Route is clear.	Stop. Proceed.	Stop-signal. Clear-signal.

Where the semaphore is used, the governing arm is displayed to the right of the signal mast as seen from an approaching train, and the indications are given by positions:

Horizontal as the equivalent of (a).—See Fig. A, Signal Chart, Form 373.

Diagonal (below the horizontal) as the equivalent of (b).—See Fig. A, Signal Chart, Form 373.

#### DISTANT SIGNALS.

SIGNAL.	OCCASION FOR USE.	INDICATION.	NAME.
(c) Green.	Home signal at (a).	Proceed with caution to the home signal.	Caution-signal.
(d) White.	Home signal at (b).	Proceed.	Clear-signal.

Where the semaphore is used, the governing arm is displayed to the right of the signal mast as seen from an approaching train, and the indications are given by positions:

Horizontal as the equivalent of (c). See Fig. B, Signal Chart, Form 373.

Diagonal (below the horizontal) as the equivalent of (d). See Fig. B, Signal Chart, Form 373.

601 (a). When there are two arms (home signals) on same mast, they will govern as follows:

UPPER ARM.—Main or high speed route.

LOWER ARM.—All diverging or low speed routes. See Fig. M, Signal Chart, Form 373.

601 (b). At junctions, or places where there are two high speed routes, necessitating the use of three arms (home signals), they will govern as follows:

UPPER ARM.—The principal high speed route.

SECOND OR MIDDLE ARM.—The high speed route of second importance.

LOWER ARM.—All other diverging or low speed routes. See Fig. N, Signal Chart, Form 373.

601 (c). Where signal bridges are used, the masts will be placed directly over the track they govern. Where bracket posts are used, there will be a mast provided for each track, the signals on which will govern as follows:

The signals on right hand mast govern the track next to the bracket post.

The signals on the next or inner mast govern the track adjoining and beside which the mast would have been placed were it possible. See Fig. O, Signal Chart, Form 373.

NOTE.—A bracket post sometimes carries two or three masts on which no arms are displayed. This indicates that there are between the track governed and the bracket post two or three tracks, (corresponding to the number of masts on the bracket), which tracks have no signal indication. (Each mast on a bracket indicates one track.)

602. Interlocking signals, unless otherwise provided, do not affect the movements of trains under the time-table or train rules; nor dispense with the use or the observance of other signals whenever and wherever they may be required.

#### SIGNALMEN.

611. The normal indication of Home Signals is Stop; of Distant Signals Caution.

612. Levers, or other operating appliances, must be used only by those charged with the duty and as directed by the rules.

613. Signal levers must be kept in the position giving the normal indication, except when signals are to be cleared for an immediate train or engine movement.

614. When the route is clear the signals must be cleared sufficiently in advance of approaching trains to avoid delay.

615. Signals must be restored so as to give the normal indication as soon as the train or engine for which they were cleared has passed the signal.

616. If necessary to change any route for which the signals have been cleared for an approaching train or engine, switches must not be changed or signals cleared for any conflicting route until the train or engine, for which the signals were first cleared, has stopped.

617. A switch or facing point lock must not be moved when any portion of a train or an engine is standing on, or closely approaching, the switch or detector bar.

618. Levers must be operated carefully and with a uniform movement. If any irregularity, indicating disarranged connections, is detected in their working, the signals must be restored so as to give the normal indication and the connections examined.

619. During cold weather the levers must be moved as often as may be necessary to keep connections from freezing.

620. If a signal fails to work properly its operation must be discontinued and the signal secured so as to give the normal indication until repaired.

621. Signalmen must observe, as far as practicable, whether the indication of the signals corresponds with the position of the levers.

622. Signalmen must not make nor permit any unauthorized alterations or additions to the plant.

623. If there is a derailment or if a switch is run through, or if any damage occurs to the track or interlocking plant, the signals must be restored so as to give the normal indication, and no train or switching movement permitted until all parts of the interlocking plant and track liable to consequent injury have been examined and are known to be in a safe condition.

624. If necessary to disconnect a switch from the interlocking apparatus the switch must be securely fastened.

625. During storms or drifting snow special care must be used in operating switches. If the force whose duty it is to keep the switches clear is not on hand promptly when required, the fact must be reported to the Superintendent.

626. If an electrical or mechanical appliance fails

to work properly the Superintendent must be notified, and only duly authorized persons permitted to make repairs.

627. When switches or signals are undergoing repairs, signals must not be given for any movements which may be affected by such repairs, until it has been ascertained from the repairmen that the switches are properly set for such movements.

628. Signalmen must observe all passing trains and note whether they are complete and in order; should there be any indication of conditions endangering the train, or any other train, the signalman must take such measures for the protection of trains as may be practicable.

629. If a signalman has information that an approaching train has parted he must, if possible, stop trains or engines on conflicting routes, clear the route for the parted train, and give the Train-parted signal to the engineman.

630. Signalmen must have the proper appliances for hand signaling\* ready for immediate use. Hand signals must not be used when the proper indication can be displayed by the fixed signals. When hand signals are necessary they must be given from such a point and in such a way that there can be no misunderstanding on the part of enginemen or trainmen as to the signals, or as to the train or engine for which they are given.

631. If necessary to discontinue the use of any fixed signal, hand signals must be used and the Superintendent notified.

NOTE TO RULE 630.—\*Hand signaling includes the use of lamp, flag, torpedo and fusee signals.

632. Signalmen will be held responsible for the care of the interlocking station, lamps and supplies; and of the interlocking plant, unless provided otherwise.

633. Lights in interlocking stations must be so placed that they cannot be seen from approaching trains.

634. Lights must be used upon all fixed signals from sunset to sunrise, and whenever the signal indications cannot be clearly seen without them.

635. If a train or engine overruns a Stop-signal, the fact, with the number of the train or engine, must be reported to the Superintendent.

636. Only those whose duties require it shall be permitted in the interlocking station.

#### ENGINEMEN AND TRAINMEN.

661. Trains or engines must be run to but not beyond a signal indicating stop.

662. If a clear signal, after being accepted, is changed to a stop signal before it is reached, the stop must be made at once. Such occurrence must be reported to the Superintendent.

663. Enginemen and trainmen must not accept clear hand signals as against fixed signals until they are fully informed of the situation and know that they are protected. Where fixed signals are in operation trainmen must not give clear hand signals against them.

664. The engineman of a train which has parted must sound the whistle signal for Train-parted on approaching an interlocking station.

665. An engineman receiving a Train-parted signal from a signalman must answer by the whistle signal for Train-parted.

666. When a parted train has been re-coupled the signalman must be notified.

667. Sand must not be used over movable parts of an interlocking plant.

668. Conductors and enginemen of yard engines must report to the Superintendent any unusual detention at interlocking plants.

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

#### REPAIRMEN.

681. Repairmen are responsible for the inspection, adjustment and proper maintenance of all interlocking plants assigned to their care.

682. Where the condition of switches or track does not admit of the proper operation or maintenance of the interlocking plant, the fact must be reported to the Superintendent.

683. When any part of an interlocking plant is to be repaired a thorough understanding must be had with the signalman, in order to secure the safe movement of trains and engines during repairs. The signalman must be notified when repairs are completed.

684. If necessary to disconnect any switch it must be securely fastened before any train or engine is permitted to pass over it.

685. Alterations or additions to an interlocking

plant must not be made unless authorized by the Superintendent.

686. Repairmen when on duty, or subject to call, must keep the Superintendent advised as to where they can be found, and respond promptly when called.

### SPECIAL RULES.

900. In case of injury to persons, loss of life, or damage to property, report at once by telegraph to the Superintendent; follow this with a report on the prescribed form 314, using the utmost care in obtaining a full statement of facts, and names and addresses of persons who witnessed or have any knowledge of the accident.

901. When an employe leaves the service of the Company, or at any time when demanded by the proper authority, he must return the property of the Company entrusted to his care.

902. Employes of every grade are warned to see for themselves, before using them, that the machinery or tools which they are expected to use are in proper condition for the service required; and if not, to put them in proper condition, or see that they are so put, before using them. The Company does not wish, or expect, its employes to incur any risks whatever from which, by exercise of their own judgment and by personal care, they can protect themselves, but enjoins them to take time in all cases to do their duty in safety, whether they may, at the time, be acting under orders of their superiors or otherwise.

903. All employes of the Company must devote themselves exclusively to its service, and must not connect themselves directly or indirectly with any other trade or business without permission from the Superintendent.

904. All employes must attend punctually during the appointed hours, and reside wherever they may be instructed, in order to most conveniently perform their duties.

### CHIEF TRAIN DISPATCHERS.

910. Chief train dispatchers report to and receive their instructions from the Superintendent.

They will issue orders for the movement of trains in the manner and forms prescribed, in the name of the Superintendent.

They must see that dispatchers do not go off duty until relieved by another dispatcher, and that dispatcher going off duty explains in writing all outstanding orders, and gives all necessary information for the guidance of the relieving dispatcher.

They must see that a correct register is kept of every train that passes each telegraph office, and that the train orders are properly recorded in the order book.

They are responsible for the proper working of the wires and the prompt transmission of messages.

They will have charge of the operators on their respective divisions, will see that the rules are understood and observed by them, and that they are provided with signals and understand the care and proper use of same.

They must, when so required, attend to the distribution of cars and see that they are promptly loaded or unloaded and forwarded.

911. They must see that nothing is allowed to interfere with the transmission of standard time at the prescribed hour.

### TELEGRAPH OPERATORS.

912. Telegraph operators report to and receive instructions from the Chief Train Dispatcher, and when in charge of a public office will conform to the orders of the Comptroller, and the Superintendent of Telegraph, in regard to commercial business.

913. They must give exclusive attention to the business of the Company during the prescribed hours.

914. They will be required to pass examination on management of switchboards, instruments and batteries, must be thoroughly conversant with cross connecting of wires at and around trouble, and when permitted to leave the office in charge of others, will see that the substitute is thoroughly acquainted with the duties of the office.

915. They will be required to pass examination on the rules for the movement of trains by train orders, and will properly display required signals; they will see that all orders received are delivered, and that no order is accepted for delivery to a train that has passed, or for delivery to a train that has received a clearance card.

916. They must be ready at all times to receive train orders and copy them on the blanks provided for that purpose; they will keep a full set of signals in

good order and ready for use ; will observe all passing trains and report at once to the Superintendent any irregular display of train signals.

917. They must report the arrival and departure of all trains to the Superintendent promptly unless otherwise instructed.

918. Where both day and night operators are employed, the day operator will be considered manager of the office, and will report at once if for any reason assistants or night operators are unfit for the work assigned them.

919. At offices where two or more day operators are employed, one must be on duty at meal hours, and all during business hours.

920. They must not leave the office nor change work or hours of duty with each other without permission from the Chief Train Dispatcher.

921. They will, when relieved, transfer to the relieving operator all train orders, notices and messages on hand, making record in book, Form 384.

922. They must be in the office when trains are due, not on the platform, unless business actually requires their presence there.

923. At least one operator must always be at the station at the time of the passage of any train during office hours.

924. Operators will be required to be in their offices at other than regular office hours in cases of accident or emergency, or whenever the interests of the Company require. Where there is no night office the day operator must have his resident address displayed in

the office window during the night where it can be plainly seen from the outside.

925. The telegraph must not be used for the transmission of communications which may, without detriment to the Company's interests, be sent by train. Operators will call the attention of any employe offering such business to this rule.

926. They must give immediate attention to the delivery of messages affecting in any way the safety of trains or the property of the Company. When unable to personally deliver them promptly to the parties addressed, they will call on any employe to make the delivery, and inform him of the importance of the message.

927. They will send a copy of all messages forwarded from their offices by any officer of the Company, to his office, by train mail, when so directed.

928. Station agents have control of the station buildings, sidings, and other property of the Company, and are charged with the general oversight of the work of the station and employes connected therewith. Operators will respect their authority.

929. No students will be allowed in offices without the consent of the Superintendent and the approval of the Superintendent of Telegraph.

930. They must not allow private lines or instruments on the Company's premises, except as authorized by the Superintendent of Telegraph.

931. Contention for circuit, or the use of profane or indecent language over the wires is prohibited.

932. Messages must be correctly dated, and show the time filed, the time sent or received, and the private

signals and office calls of the sending and receiving operators.

933. Messages for delivery on trains (unless for trainmen) should be enclosed in sealed envelopes.

934. In case of a break or other interruption to the line, they will examine wires and connections carefully; and, if satisfied that the trouble is not within reach, will apply ground wire, and report to the Wire Chief the direction in which the wire is open. They must not use ground wires except when the line wires are interrupted, and then only to report as required, or to transmit business which will suffer by delay.

935. They must examine office connections frequently and know that they are in proper condition.

936. Sending operators must note on delayed messages the cause of delay and the time of each call. They will report frequent, unusual and unnecessary delays, to the Superintendent.

937. Messages filed for transmission must be carefully preserved for reference.

938. Original messages must be taken from the files only by the proper authority, and in such case copies must be left in their place showing disposition of the originals.

939. They must not make known the contents of messages; and must consider the telegraph as a confidential service.

940. They must keep the office in a neat and orderly condition and the machinery clean and in good working order, and must not change the arrangement of the wires, tables or instruments without permission

of the Superintendent of Telegraph. They will notify him when instruments need repairing.

941. They will use the necessary precaution to protect the instruments from lightning; will cut out instruments before leaving the office for the night; will examine and test switches carefully to see if the connections are perfect, and report to the train dispatcher before cutting out.

942. They will examine lightning arrester after each shower or other electric disturbance, and see that it is in proper condition. Paper or other inflammable material must not be placed near switch-boards, lightning arrester or fuses.

943. They must not allow persons inside the office whose duties do not require them there.

944. They must give personal attention to the care of the clock in the office, and have a regular time for winding it. They will report to the Superintendent any daily variation from the time given by the standard.

When calling an office they will always sign after the first call, and should never call more than four times without signing.

In transmitting messages they will conform to the prescribed forms and write plainly. They will be particular to transmit periods and other punctuation marks contained in the body of the original messages.

They will use every exertion to obtain answers to all messages promptly, when answers are required, and will be responsible for the prompt delivery of messages. When answers are required to messages and are not forthcoming, they will explain the reason as

soon as practicable. In case the party to whom the message is addressed cannot be found, they must notify the office at which the message originated.

945. To give precedence to important messages, and for convenience in the transmission of business, the following telegraphic signals will be used.

Time Signals.—These must not be interrupted.

“Wire” for testing and reporting line interruptions.

12. Close your key ; you are breaking.
13. I understand, or, do you understand ?
14. What is condition of the weather ?
15. Wait a moment.
17. I have business for you ; are you ready ?
18. I am busy on another wire.
19. To clear the line for Train Orders and for operators to ask for Train Orders.
23. The following is for you and others.
24. Repeat this back.
25. This telegram is of great importance, and requires immediate delivery.
27. This telegram must have preference over all other business (except Train Orders, “Wire” and Signal 29), and will be used only by the President, First Vice-President and General Superintendent.
29. Reporting accidents and requests for wreck train, must have preference over all other business except Train Orders.
31. To clear the line for Train Orders and for operators to ask for Train Orders.
33. Give me correct time.
34. Start me, or where shall I go ahead ?

35. Have you anything for me ?
37. Inform all interested.
38. I am ready for business.
44. Answer immediately by telegraph.
73. Compliments.

Individual signals must be used only when authorized by those to whom they are assigned and for replies to messages sent under such signals. Signals on messages and answers thereto must be sent and copied at the beginning of such messages.

946. Operators displaying the signals for orders must see that the proper signal is shown, and that it is plainly visible.

947. They must observe rules for conductors, and other classes of employes, so far as they relate in any way to the proper discharge of their duties.

#### TELEGRAPH REPAIRMEN.

948. Telegraph repairmen report to and receive their instructions from the Superintendent of Telegraph.

It is their duty to keep the poles in proper position and the wires connected, insulated and clear of all obstructions, and make all necessary repairs, calling on the track foreman for assistance when required.

They must frequently pass over the road and observe the condition of the telegraph line and the connections at the offices, and promptly report anything observed that may interfere with the proper working of the line.

They must always be provided with a full set of tools and be ready to respond immediately to any orders they may receive, and must supply the opera-



tors and track foremen with wire and insulators, and instruct them in regard to splicing the wire and making other repairs. They must report each morning the part of the road they will be on during the day.

### TRAIN MASTERS.

949. Train masters report to and receive their instructions from the Superintendent.

They will exercise a general supervision over all employes in the operating department in their immediate territory and see that the rules are fully understood and observed by them.

They are responsible for the organization of train crews and for the maintenance of an adequate and efficient force in the train service.

They will give special attention to the examination of conductors, enginemen and brakemen as to the rules, and must know that each understands those pertaining to his duties before permitting him to go on duty. They will see that trainmen are supplied with all the necessary signals and that they use them strictly in accordance with the rules.

They must see that the proper tonnage is moved in each freight train and that no more freight trains are run than are required. They will see that there is no unnecessary delay to trains in doing work at stations or in taking fuel and water.

In cases of accident or detention to trains, they will proceed at once to the place and assist in removing the obstruction. They will see that every precaution is taken to protect and insure safety of all property,

either in charge of or belonging to the Company, making a detailed statement to the Superintendent at the earliest practicable moment.

They must see that all cars in passenger trains are equipped, clean and ready for service.

### MASTER MECHANICS.

950. Master mechanics report to and receive their instructions from the Superintendent of Motive Power. They will also obey the instructions of the Superintendent.

They are responsible for the proper and economical management of the shop, and for the discipline and proper discharge of the duties of the persons employed therein; for the economical use of fuel and stores, and for keeping the proper account of those supplied to engines and cars, and for engines and cars being in proper condition for service.

They must adhere to the authorized standards in construction or repairs, unless otherwise instructed, and must keep a daily record of the time made and rate of pay of workmen, and of the time employed and quantity and cost of material used on each piece of work.

They must not allow visitors in the shops without permits, nor permit them to converse or interfere with the workmen.

They must advise with the road foreman of engines respecting the performance of engines while on the road, and see that they are maintained in condition to give the most efficient service.

## ROAD FOREMEN OF ENGINES.

951. Road foremen of engines report to and receive their instructions from the Superintendent of Motive Power. They will also obey the instructions of the Superintendent.

It is their duty to frequently ride upon the engines and instruct enginemen and firemen in regard to the proper performance of their duties and the economical use of fuel and stores; they must see that engines are in good working order and properly equipped; must ascertain the capacity of the engines for generating steam, and see that the proper pressure is not exceeded; must report the tonnage to be allotted each engine, and report the qualifications of enginemen and firemen, and any violation of rules or neglect of duty which may come to their knowledge.

They must consult and advise with the master mechanics and engine-house foremen respecting the condition and requirements of the engines, and advise with the Superintendent upon all matters relating to their economical and efficient operation.

## ENGINE-HOUSE FOREMEN.

952. Engine-house foremen report to and receive their instructions from the master mechanic.

They have charge of the engine-house and the workmen employed therein. It is their duty to see that the engine-house is kept clean and in good order; that the workmen perform their duties properly; that the supplies are economically used; that the engines are in good working order and properly equipped,

and that they are inspected and cleaned at the end of each trip, and reported for repairs when necessary; and that the enginemen and firemen are ready for duty at the required time. They must see that all official orders and notices are posted on the bulletin board.

## FOREMEN OF CAR INSPECTORS.

953. Foremen of car inspectors report to and receive their instructions from the chief car inspector.

They must see that all cars passing their stations are inspected, and needed repairs made.

954. They must see that cars in passenger trains are in good order and ready for use; and that the load on freight cars is properly placed, and does not exceed the safe capacity, nor the authorized quantity or dimensions.

955. When inspecting cars, persons doing such work must protect themselves by placing a blue signal on the end of each car or train.

## ENGINEMEN.

956. Enginemen report to and receive their instructions from the train master. They must obey the orders of the road foreman of engines. They must obey the orders of station agents and yard masters as to switching and making up trains, and those of the conductor as to starting, stopping and general management of trains, unless they endanger the safety of the train or require violation of rules. When at the engine-house they are under the direction of the engine-house foreman.

957. In all matters pertaining to the motive power department, they will report to and receive instructions from the master mechanic ; and be responsible to him for the care and handling of the engine, and obey his orders while on duty at engine-house.

958. Enginemen, on duty after sunset, must have in their cabs, where they cannot be seen by passing trains, a red lamp and white lamp, lighted, in good burning order, with torpedoes attached thereto, to be used to signal trains. At night, when standing or moving about yards, detached engines must display a red light to the rear.

959. They will be responsible for the proper care and management of the engine ; and will see that all tools and signal appliances to be carried on the engine are complete and ready for use ; they will be responsible for the exact observance of all signals and other precautions established for the safety of trains ; for the avoidance of all risks ; for the regularity of speed between stations ; for the charge and safety of the train, if conductor is disabled, until properly relieved ; for the examination of bulletin boards before starting upon each trip ; for the careful and frequent inspection of the engine before, during and after each trip ; for the proper working of the air brake and the whistle signal ; also for keeping the ash-pans, smoke arch and stack in good order ; for prompt reports of all accidents, fires, irregularities, failure in duty or violation of rules on the part of any employe ; and for the proper conduct of the fireman.

960. They must know by personal examination that there is a full supply of coal and water, dry sand

and other necessary supplies on the engine, and that they are economically used.

961. Enginemen must observe trains on the opposite track, and if they are running too closely together call attention to the fact.

962. No person will be permitted to ride on an engine, except the engineman, fireman and other designated employes, in the discharge of their duties, without a written order from the proper authority.

963. Enginemen, when in charge of engines to which no conductors are assigned, will perform the duties of, and conform to the rules relating to, conductors.

964. They will instruct the fireman in all his duties, especially as to economy in use of fuel and other supplies.

965. They will personally control every movement of the engine. The fireman must not be allowed to move it, except with the approval of the Superintendent or road foreman of engines.

They must not leave engine while on duty, except in case of necessity, and then the fireman must be left in charge.

966. They must see that the required amount of air is in service, and use care in handling the brake.

967. They must read all rules, special orders and notices involving the movements or safety of trains and see that they are read and understood by the fireman.

968. They must show all train orders to their fireman and to head brakeman on freight trains as soon after receipt as practicable.

969. They must render all necessary assistance in switching and making up train, using great care in backing up to take train, or backing into sidings to take or leave cars, approaching slowly enough to allow coupling without injury to person or property. They must be sure that engine is under perfect control when approaching switches which are being thrown.

970. They will have engine attached to train at least ten minutes (when practicable) before starting time; and make air-brake, signal-whistle and steam-heat tests. They will make same tests whenever any cars have been taken from (except rear) or added to the train, and before proceeding on the trip, and will report all defects discovered.

971. They will, when standing at, near or passing stations or road crossings, avoid the unnecessary escape of steam, and, so far as possible, any noise that will frighten horses.

972. They must not allow the engine to stand within one hundred feet of any public crossing, on or under any bridge when it can be avoided.

973. They must see that proper train signals are correctly displayed, and that lantern, flag and torpedo signals are in good order and ready for immediate use.

974. They must keep a constant lookout; will carefully observe all signals; and see whether other trains are carrying signals.

975. They must observe markers frequently and see that train is complete, and as far as possible in good order, and see that the fireman does the same.

976. During foggy, or stormy weather, if delayed on any part of the road, they must not attempt

to make up time; and will take extraordinary precautions, both at switches and at all places where right to proceed depends upon signals.

977. They must not use sand over frogs, switches, or the movable parts of an interlocking plant.

978. They must use every precaution against fire, and not allow anything that may cause a fire to be thrown from an engine when in motion. They must not clean ash pans or smoke arches except at designated points, nor allow fires to be drawn over crossing frogs, switches or interlocking appliances. They will extinguish fire when drawn before leaving it. They must report by telegraph to the Superintendent any damage to the Company's property, and will notify section men or other employes that may be in the vicinity. If any bridge or trestle is found to be on fire, they must render immediate assistance, keeping in view the safety of their own train and others that may be approaching. If a fire is discovered on or near the Company's property, they will give the fire alarm signal at once, and when passing next section gang.

979. They must not unnecessarily wet passenger platforms, bridges or interlocking appliances.

980. They must do everything consistent with efficient working of the locomotive to prevent the emission of black smoke at any time, especially near the residence portion of any city or town.

981. When running by night they will keep in mind the number and location of switches at each point as well as all fixed signals, so as to know before reaching them whether all are lighted; and if any are

not, they will reduce speed until track is known to be clear. They will report all such failures.

982. When stopped by a hand, flag or lamp signal, they must obtain full information as to the cause before proceeding.

983. If a train makes an improper station stop, it must not be moved unless the conductor gives the proper signal to do so. If after making stop at a water station, it should be necessary to move the engine to take water, it must not be done while passengers are leaving or entering the train.

984. They must stop the train at once should there be any reason to believe that it has passed over a broken rail or other dangerous defect of the track or bridge, and notify conductor.

985. They will report to the master mechanic or shop foreman any defect in or improper condition of engine.

At the end of each trip they must enter on the work book any work required before engine is again assigned to service.

986. They will be careful in the use of all property of the Company, and not allow tank spouts, water columns, hose pipes, or coal chutes to be moved to or from the tender while engine is in motion; they will also see that the spouts are empty before being moved, and that they are replaced in proper position and secured before leaving them.

987. They must not interfere with the safety valves or allow the boiler pressure to be above the limit at which the valves are set.

988. Flying switches (dropping out a car or cars while train is in motion) must not be made.

Running switches (placing cars on a siding so situated that they cannot be pushed in by the engine) must not be made with cars occupied by passengers. When necessary to make a running switch, bring the train to a stop; and ascertain by actual test that the switch and brakes on cars are in good working order, using every precaution to insure a safe movement. A running switch must not be made over a highway crossing at grade unless a flagman has been sent to protect the crossing.

989. They must observe rules for conductors and other classes of employes so far as they relate in any way to the proper discharge of their duties.

#### RULES FOR FIREMEN.

990. Firemen report to and receive their instructions from the train master. They must obey the orders of the road foreman of engines, and when at the engine house they are under the direction of the engine-house foreman. When assigned to an engine and while on duty on the road, they will follow the instructions of the engineman.

991. They must avoid firing so as to cause the emission of black smoke at any time, especially near the residence portion of any city or town.

992. They must clean and polish the engine when required, and assist in making repairs when necessary.

993. They must take charge of the engine in the absence of the engineman, and not leave it until his return, nor permit any unauthorized person to be upon it.

994. They must not run the engine in the absence of the engineman without permission from the Superintendent, or road foreman of engines, except in an emergency when they are directed to do so by the conductor or some officer in authority.

995. They must examine engine-house bulletin-board, or register, before starting upon each trip.

996. They must be very careful to get the proper signal for starting train before reporting "all right" to the engineman.

997. While engine is moving they must keep a constant lookout when not engaged in firing, and be on watch if the engineman is obliged to look away from the track in front, until he can resume his lookout; they will give instant notice to the engineman of any signals or indication of danger or obstructions, or if there is any reason to believe the train has parted or has struck any person or object on the track.

998. They must carefully notice, as far as practicable, the position and indication of all fixed signals. They will keep a sharp lookout also for signals carried by other trains, and will keep in mind all orders and notices regarding the movement of trains, so as to be prepared to correct any oversight or mistake if there should be any occasion for so doing. They will see all train orders received and will read aloud such orders to engineman.

999. They must be familiar with the rules for enginemen and observe how they are carried out; and observe rules for other classes of employes so far as they relate in any way to the proper discharge of their duties.

## RULES FOR CONDUCTORS.

### GENERAL INSTRUCTIONS.

1000. Conductors report to and receive instructions from the train master; they must obey the orders of the station master, station agent and yard master in their respective jurisdictions, and conform to the instructions issued by heads of departments.

1001. They will have general charge of the train and of all men employed on the train while on the road.

1002. They will be responsible for the movement, safety and proper care of the train, in strict accordance with the rules, special instructions and orders, and for the faithful and prompt performance of duty by the trainmen.

1003. On passenger trains they will show all orders to trainmen, on coal and freight trains they will show orders to head brakeman, and, when practicable, to flagman. In case a train is held at a station where there is no night operator, conductor will call the day operator into the office to get orders.

1004. They must be on hand, ready for duty, thirty minutes before leaving time, unless otherwise directed; also, if necessary, assist in making up the train.

1005. They must see that the train is supplied with a full set of signals, and that they are displayed in accordance with the rules.

1006. They will see that the train is properly made up and inspected; that air brakes are coupled and in operation; that it is provided with everything required by the rules, and with all articles and appliances to be

used in emergencies; and that brake, signal-whistle and steam-heat tests are made before starting. They will make same tests whenever any cars have been taken from (except rear) or added to the train, and before proceeding on the trip, and keep the engineman informed as to the number of air cars in service in freight and coal trains. They will report all defects discovered.

1007. They must examine the bulletin board before starting upon each trip.

1008. Except where Clearance Blanks X, Form 386, No. 1, are issued, they must personally enter in the train register all information which the form may require as soon as possible after the arrival of the train at stations designated as registering stations, and ascertain if all trains and sections of trains due, whose non-arrival or departure would in any way affect the right to proceed, have arrived or left, and be governed accordingly.

1009. They will keep a memorandum of any unusual occurrence, and the details connected therewith, and be prepared to give a full report whenever required.

1010. They must see that all reports are properly made out and promptly forwarded to the proper officer.

1011. They will report promptly and in writing to the Superintendent on blanks provided for that purpose, all accidents, injury to persons or property, any failure of engines, train parting, and defects discovered in roadway or bridges.

In case of injury to persons, loss of life, or damage to private property, they must take the utmost care to

furnish a full and exact statement of all the facts, together with the names and addresses of all persons injured and of as many witnesses as possible.

In the case of serious accident to a train carrying passengers, they will secure the names and addresses of all persons on the train.

1012. If for any cause the train moves at a slower rate of speed than usual, they must take such immediate action as may be necessary to protect it against following trains.

1013. In case of accident, they will command the services of engines and men on other trains, should the emergency so require.

1014. Should an accident occur involving the loss of life, serious injury to persons, damage to property or the obstruction of the road, or whenever the road is found impassable or unsafe from any cause, or whenever there is any unusual delay, they will report to the Superintendent by telegraph as soon as possible, giving all information necessary to a clear understanding of the case and what help is required. They will take prompt and efficient measures to prevent excitement and needless alarm, and to repair damages and forward passengers and mails to their destination with the least possible delay. In the absence of the Superintendent or other officer, they will take entire charge of all work necessary to be done, and of all employes who can be spared to render assistance. They will first protect the train with the proper signals and be sure that every precaution is taken to prevent further accident.

1015. They must stop the train at once should

there be any reason to believe it has passed over a broken rail or other dangerous defect of the track or bridge. If a broken rail is found or the track is not safe and there is no trackman at hand, they will leave brakeman with instructions to go back with signals far enough to prevent an accident to a following train; if on single track they will stop and notify any train running in the opposite direction. They will report the facts to the Superintendent by telegraph.

1016. They will be responsible for all switching movements, and leave all cars on sidings in perfectly safe order—hand brakes set and derail switches open.

1017. Flying switches (dropping out a car or cars while train is in motion) must not be made.

Running switches (placing cars on a siding so situated that they cannot be pushed in by the engine) must not be made with cars occupied by passengers, nor with cars loaded with dynamite or powder. When necessary to make a running switch, bring the train to a stop and ascertain by actual test that the switch and brakes on car are in good working order, using every precaution to insure a safe movement. A running switch must not be made over a highway crossing at grade unless a flagman has been sent to protect the crossing.

1018. They must observe rules for enginemen and other classes of employes so far as they relate in any way to the proper discharge of their duties. See special instructions to passenger and freight conductors.

## SPECIAL INSTRUCTIONS TO PASSENGER CONDUCTORS.

1019. They must not start the train from an inspecting station until the inspectors have given due notice that their work is finished; nor from any station until all movement of passengers to or from the cars has ceased, and the "all right" signal has been given by every trainman.

1020. At terminal stations, when there is no train caller, they will announce distinctly in the waiting rooms when the train is ready to leave, giving destination, etc.; at junctions they will call from the station platform, "Train for ———; all aboard."

1021. If the train should run past a station, they must notify the passengers not to get on or off until the train has backed, which movement must not be made without proper protection, and after the engine-man has acknowledged signal to back by three blasts of the whistle. Whenever a train thus runs backward, the conductor or brakeman must be on the rear platform of the last car.

1022. They must look carefully to the comfort of the passengers, and, as far as possible, see that each car is well aired before starting and well ventilated on the trip; they will see that the water-coolers are well supplied; that the temperature in cold weather is kept warm and comfortable; that the lamps are in good order, and at night giving a good light; that the curtains and windows are in easy working order; that the seats are turned the right way, and the backs and cushions clean; that the floors are well swept, that baggage



cars are supplied with extra hose, and that each car is provided with the emergency tools required; reporting shortages and defects. When cars are to be cleaned at points where no regular cleaners are employed, they will see that the trainmen faithfully perform such work.

1023. They will see that women, children and infirm persons are assisted on and off the train, and be especially careful in such cases not to give the starting signal prematurely; they will prevent as far as possible passengers getting off or on the train when in motion, or at other than regular station stops; and will see that the vestibule doors are kept closed, except on the platform side of train when standing at stations.

1024. They must not permit persons to enter the train who are not in a condition to take care of themselves (unless accompanied by some one who is competent to take care of them), or whose conduct might endanger their own lives or jeopardize the comfort or safety of other passengers on the train.

1025. They will take care that as little noise as possible be made in and about the sleeping cars at night, and will pass through them only when necessary and in a very quiet manner, concealing lantern lights, and avoiding careless coupling or switching of cars, or otherwise disturbing the passengers.

1026. They must not allow passengers to ride on the car platforms or in the express or mail cars, or in the baggage cars unless so authorized; to put feet upon the car seats; to occupy with their baggage seats needed by other passengers; or to in any way damage property of the Company.

1027. They will see that sufficient cars are provided to seat all passengers when possible. If any passengers are obliged to stand, they will instruct brakeman to go through the train and request all persons occupying more than one seat to make room to seat them.

Should passengers stand in cars when all seats are occupied, with vacant seats in other cars, they will see that brakemen announce in a clear voice, "There are vacant seats in forward (or rear) cars."

1028. They must not allow valises, parcels or bundles in the passageways or aisles of the cars. If passengers insist on taking such articles into the cars they must be placed in the racks or on the floor between the seats.

1029. They must not permit drunken or disorderly persons to get on the train, nor allow disorderly conduct on the part of any passenger. They will promptly repress any disturbance, gambling, threatened violence, or profane or offensive language.

1030. They will see that the following rules in regard to news agents are enforced:

Only one news agent will be allowed on a train, and he must be clothed in the uniform adopted by the news company, and approved by the General Superintendent. News agents must be clean and neat in their personal attire, polite to passengers and others with whom they may come in contact, and while on duty on the train will be subject to the discipline of the conductor.

While soliciting sales they shall not be permitted to deposit their papers, books, etc., on the seats of the

cars, or in the laps of passengers, or in any other way to importune or annoy passengers, but may announce in a low tone of voice, at intervals not exceeding four times while passing through each car, the articles offered for sale.

They shall not carry with them more than two trunks, which must be placed on the train in the baggage car, or such other location as may be designated by the conductor not less than ten minutes before the departure of the train, and must not be removed from its assigned position on the train at the end of its run until after all the passengers have alighted from the cars.

1031. They must see that the brakemen are at their posts on the station platform to assist passengers in getting on or off, and to give them all necessary information. At terminal stations they will see that they do not change uniform clothing or caps, uncouple cars, air brake or other hose, train cords, or collect lamps, flags, etc., until that duty has been performed and remain in full uniform with the train until all the passengers have left it.

#### **SPECIAL INSTRUCTIONS TO FREIGHT CONDUCTORS.**

1032. They must have the train carefully looked over before starting and see that it is in safe condition to run; that hopper bottoms are closed; that all the doors of all box cars are shut and covers of openings in roof in place and everything securely fastened; they will pay special attention to the fastening of swinging doors of refrigerator cars. They will make this inspec-

tion of the condition of the train as often as opportunity offers during the trip.

1033. They must not start the train from an inspecting station until the inspectors have given notice that their work is finished.

1034. They must refuse to handle cars that are improperly or too heavily loaded, or that are not in safe condition to run or having defects that endanger trainmen. When such cars are left at stations, they will write with chalk the words "Bad order" conspicuously on each side of the car, and will also mark with a cross any defective part, reporting such cases by telegraph to the Superintendent.

1035. They will see that the train is properly made up, and do all necessary switching. Air brake hose must always be cut by hand and not be pulled apart. Empty passenger and wooden flat cars, when practicable, must be placed next ahead of the caboose. Cars containing any explosive or inflammable substances must be placed as near the middle of the train as practicable. Cars containing live stock should be carried on head end of train; if non-air, place just back of the air. Four or five cars must be placed between engine and cars loaded with horses to prevent stampede from whistle or fire box glare.

1036. If more than one locomotive is to be moved as freight in one train, they will place at least three cars between them unless otherwise instructed.

1037. They will take complete record of the train before leaving terminal stations; the car record must show the number and initials of each car in the train. They will state from actual knowledge whether it is

loaded or empty, and also give the name or number of the station where it was taken or left.

1038. They will get from the station agent, or yard master, way-bill or card way-bill for every loaded or empty car in the train, except empty P. & R. coal cars, which may be moved without ticket, and must not receive a way-bill unless its corresponding car is in the train.

1039. They will promptly deliver to the receiving station agent, or yard master, the proper way-bill for each car left at that point; but should there be no agent at such point, they will deliver the way-bill to the next station agent beyond, unless otherwise directed.

1040. If authorized to take freight or empty cars from a station where there is no agent, they will report the same to the next station agent, and have the proper way-bill made for each car so taken.

1041. They must move no loaded car on a way-bill that has been altered, unless it shows by whom such alterations were made, or is properly endorsed and signed by the yard master or agent.

1042. When freight is transferred from one car to another, they will write on the face of the way-bill the reasons for such transfer, tally the amount and note the condition of the freight, the station name where transfer is made, together with the number of the car to which the freight is transferred, drawing a pencil mark through the original car number on the way-bill, and sign their name thereon.

1043. When necessary to leave a car or any freight where it does not belong, they will write the facts on

the back of the way-bill, sign their name thereon and notify the agent at the station where such car or freight was left, and report the case to the Superintendent with reasons for action taken.

1044. They will carefully handle and tally with the way-bills all freight loaded into the train. All discrepancies found when receiving freight must be at once corrected or freight refused; also excess, shortage or damage, discovered when delivering freight, must be reported as soon as known.

1045. They will always tally delivery of freight in the presence of the receiving agent; but if there is no agent where the freight is left, they will tally upon the way-bill all goods left, and on the face of the way-bill will certify to their correct delivery and apparent condition, mentioning particularly any damaged or missing freight.

1046. They will transact the business of the road promptly and thoroughly at the stations, and with as little delay as possible. They will switch cars to proper tracks, platforms or other place for loading or unloading, and when necessary to move cars that are being loaded or unloaded, will return them to the same, or equally as convenient, position designated by the agent, as when found. They will take great care to warn persons working about such cars, and give them sufficient time to get out of danger before moving the cars.

1047. They must use every means consistent with the business and rules of the road to avoid delay and to run trains with regularity; but, even if late, will take all loaded cars when they can be hauled, giv-

ing preference to live-stock and perishable freight. They will bring all freight to destination unless prevented by disabled cars, accident, breakdown, or inability to secure transfer.

1048. They must never obstruct a public street or road crossing unnecessarily, and in no case over five minutes. The train must be separated, if necessary, to comply with this rule. Crossings must not be closed preventing passengers from boarding other trains; before re-coupling, crossings must be protected to prevent possibility of personal injury or accident to teams.

1049. When a train is in motion, they will take a position that will give a full view of the train, and see that the brakemen properly perform their duties, and the flagman goes back promptly when the rules or safety so require; also keep a sharp lookout, especially when rounding curves.

They will see that each brakeman is at his post on the top of the train. In cold or stormy weather the front brakeman may occasionally ride on the engine, and other brakemen in the caboose, the flagman to relieve them when practicable; but allow only one man in the caboose at a time, and have every man at his post when the train is on a down-grade or is approaching stations, junctions, railroad crossings, or drawbridges. The brakeman allowed to ride on the engine must promptly return to his post when required by the rules, or so directed by the engineman.

1050. They will allow no person to ride on a freight train without orders from the Superintendent, except employes in discharge of their duties or per-

sons in charge of freight requiring personal care in transit mentioned in every case on way-bill.

#### RULES FOR TRAIN BAGGAGEMEN.

1051. Train baggagemen report to and receive instructions from the train master. While on the train, they will obey the orders of the conductor, and those of the station master, station agent or yard master within their respective jurisdictions, they will see all train orders received and will read aloud such orders to the conductor. They will also conform to the instructions issued by the general passenger agent and general baggage agent.

1052. Before throwing off any package, they must be sure that it will clear the train, and that there is no person or object in the way which may be struck by it.

1053. They will be responsible for the careful handling, the safe transit and prompt and correct delivery of all matter received on behalf of the Company to be forwarded by train, whether baggage of passengers, parcels, letters or other articles permitted to be carried under the regulations.

1054. They must examine bulletin-boards and be on hand for duty thirty minutes before leaving time, and attend to the proper placing of all baggage and other articles received in the baggage car, according to the checks and for convenience in delivery.

1055. They must remain in the baggage car during the entire trip, except when ordered elsewhere, and will never leave terminal station until all baggage is properly disposed of, nor leave the baggage car at any

time without locking it, or knowing that it is otherwise properly protected.

1056. They will assist in loading and unloading baggage at stations.

1057. They must not receive for transportation any article except the Company's material and supplies, unless duly authorized by the rules and orders, and will carry no letters, valuable parcels or money packages, except on railroad business.

1058. They will take great care in handling and delivery of United States mail, and see that it is regularly received from and delivered to the proper agents, and strictly conform to all regulations pertaining to the mail service, promptly reporting every irregularity.

1059. They must see that guard chains are fastened across the doors of baggage cars.

1060. They must have all reports, records and returns accurately made out upon the proper blanks, and send them promptly and regularly to the proper office.

1061. In addition to the duties of baggageman, they will perform those of brakeman, and assist in making up the train when necessary. They will take care of lamps, lanterns and supplies belonging to or kept in the baggage car, and see that the car is kept in neat and clean condition, and must not allow passengers to ride in the baggage car unless so authorized.

1062. They must be respectful and courteous at all times to passengers, cheerfully giving all necessary information concerning transportation of their baggage.

1063. They must not make any changes in, or addition to, the car fixtures, or drive nails in or other-

wise deface the cars, and will carefully guard the Company's property that may be entrusted to their care.

1064. They must observe rules for conductors, and other classes of employes, so far as they relate in any way to the proper discharge of their duties.

#### RULES FOR PASSENGER BRAKEMEN.

1065. Passenger brakemen report to and receive instructions from the train master. While on the train, they will obey the orders of the conductor, and those of the station master, station agent or yard master within their respective jurisdictions, and will see all train orders received and will read aloud such orders to the conductor. They must be sufficiently familiar with the duties of the train baggage man to relieve him when so ordered, and assist him, when necessary, in the performance of his duties.

1066. They must examine bulletin boards and be on hand at least thirty minutes before leaving time. They will unlock the car doors, and see that each car on the train is clean, properly swept and dusted, well aired and comfortable for passengers. They must take care of the car lamps, and see that they give a good light without smoking, and that the heating apparatus is in good order. They must see that the water-coolers are well supplied with fresh water; also that the water-closets are in good, clean condition and kept locked while cars are at terminal stations. They will turn car seats carefully and without damage, facing them toward the head of the train. They must clean cars at terminal stations, unless otherwise provided.

1067. They must assist in the making up, switching and putting away of the train and couple engine to train when so required. They must see that all hose couplings are properly made, and the safety chains connected. They must never go between the cars for the purpose of coupling or uncoupling, or to make any adjustments, without first notifying the engineman and properly protecting themselves. They must be familiar with instructions for the care and management of the air-brake apparatus, and see that it is in good order on each car.

1068. They must see that the markers are displayed at rear of train, that all necessary supplies, including signals, are on hand and in their proper place, ready for use, and also that the train cords are properly connected.

1069. They must attend to all required tests of air-brake, steam-heating apparatus, and air-signal appliances; also see that the hand-brakes are in good working order. While on the trip, they must be watchful against breakage of any part of the draw-gear, brake-gear and running-gear of the train, inspecting the same at convenient points on the road.

1070. They must give careful attention to the heating and ventilation of the cars, maintaining the temperature as uniformly as possible.

In day time, when the train is about to pass through a long tunnel, they must have a red light burning and see that at least one lamp is lighted in each coach until the train is out of the tunnel.

1071. They must render prompt obedience to the orders of the conductor, and assist him in providing

for the convenience and comfort of passengers, and in preserving order upon the train; they will report to him at once any case of disorder or disturbance, also any attempt to evade payment of fare or refusal to comply with the rules of the Company.

1072. They must be respectful and courteous to all passengers, especially to women traveling alone, giving polite attention to their requests and all desired information as to routes, baggage or connections; but avoiding all familiarity and unnecessary conversation, either with passengers or other employes. They must frequently look through the cars, to see if any service is required for the comfort of passengers or any warning for their safety. When necessary to call the attention of passengers to the rules of the road, let it be done in a quiet and gentlemanly manner, and never have any disputes or use improper language.

1073. They must assist passengers, especially women, children and infirm persons, in entering and leaving the cars, or in passing from one car to another, giving special attention to their safety. They will direct them on which side to leave the train, and see that the vestibule doors are opened and closed, as convenience and safety require. They must not leave the car platform until train has cleared the station platform, and while the train is waiting at a station, remain on the station platform at the car steps.

1074. When a station stop is made, they will allow passengers to get off the train before others get on. Then see that there is no further movement of passengers, looking through the cars before giving the conductor the "all right" signal. This signal is given by

holding the hand or lamp at arm's length as high as the shoulder until conductor gives his starting signal.

1075. Before reaching a station where a passenger train stops, after the station whistle has been sounded and all the usual intermediate stops for coal, water, railroad crossings, etc., have been made, the name of the station shall be announced twice in each car.

1076. If any passengers are obliged to stand, the brakeman will go through the train and request all persons occupying more than one seat to make room to seat them.

Should passengers stand in cars when all seats are occupied, with vacant seats in other cars, the brakeman will announce in a clear voice, "There are vacant seats in forward (or rear) cars."

1077. They must not allow passengers to ride on the car platforms; to occupy with satchels or packages seats needed by other passengers; to put their feet on the car seats, or otherwise damage the property of the Company. They must allow no drunken or disorderly person to enter the cars.

1078. They must pass through the cars, especially sleeping, dining and private cars, as infrequently and as quietly as possible; and remove the cap when passing through dining cars occupied by passengers. They must always be neat in personal appearance; and must not read while on duty.

1079. When acting as rear brakeman, they will take position on the last car, only leaving it when necessary to protect the rear of the train. They must keep on the rear of the train a supply of flag and lamp

signals, fusees and torpedoes and go back with them instantly when the rules so require without waiting for the engineman's signal or conductor's orders.

1080. When leaving the train at night, they must see that the hand brakes are set, windows closed, curtains drawn, doors locked, lights out and the heating apparatus properly cared for.

1081. They must not stand on the seat arms, light matches on or otherwise deface the cars. They must carefully guard the Company's property that may be entrusted to their care.

1082. When acting as flagman, they must keep a sharp lookout for signals carried by other trains, and must keep in mind all orders and notices regarding the movement of trains, so as to be prepared to correct any oversight or mistake if there should be any occasion for so doing.

1083. They must observe rules for conductors, and other classes of employes, so far as they relate in any way to the proper discharge of their duties.

#### RULES FOR FREIGHT BRAKEMEN.

1084. Freight brakemen report to and receive instructions from the train master. They will obey the orders of the conductor and, at terminal stations, those of the station agent or yard master.

1085. They must be familiar with the rules and regulations of the road, especially those pertaining to freight transportation. They must see all train orders received and will read aloud such orders to the conductor. They will assist the conductor in his work, attend carefully to his instructions, and in every way

help to secure safety and regularity in the handling of train and the freight transported by it.

1086. They must examine bulletin-boards and be on hand for duty at least thirty minutes before leaving time: They must assist in making up and switching the train, and in putting up the train when required, and see that the train signals are placed in accordance with the rules.

1087. They must aid the conductor in making all required inspections and tests, both at terminal stations and at convenient points on the road, reporting at once to him any defect that may be discovered. When coal or freight trains take siding, when practicable the head or middle brakeman must start from the engine towards the rear, and the rear brakeman or flagman must start forward from the caboose, inspecting train; when they meet they will cross over and inspect opposite side of train in returning to engine or caboose. They must secure all swinging car doors.

Employes, whose duties require them to be near main track, should carefully observe passing trains, and if any defects are noted, signal the rear brakeman or flagman, who should be constantly on the lookout for such signals.

1088. They must assist in loading and unloading freight at stations, whenever necessary.

1089. When acting as front brakeman, they must guard the head of the train, only leaving it when necessary to go in advance of the train to protect the same with stop signals; this should be done in every case required by the rules, without waiting for signals or orders to do so.

1090. When acting as rear brakeman, they must be on the last car, and protect the rear of the train with stop signals in every case required by the rules, without waiting for signals or orders to do so. If train should part, they must stop the rear portion immediately, and will guard the rear of the train in pulling into or backing out of a siding.

1091. When acting as flagman, they must keep a sharp lookout for signals carried by other trains, and keep in mind all orders and notices regarding the movements of trains, so as to be prepared to correct any oversight or mistake if there should be any occasion for so doing.

1092. They must observe rules for conductors, and other classes of employes, so far as they relate in any way to the proper discharge of their duties.

#### RULES FOR YARD MASTERS.

1093. Yard masters report to and receive instructions from the train master, and must obey orders of the agent or station master in matters pertaining to station work.

1094. They will have charge of the yard, the switching and making up of trains therein and the men employed therefor. They will see that cars are carefully handled, and that no unnecessary noise is made by engines and employes, giving particular attention to the work in connection with or near sleeping cars in service, and see that the occupants are not unnecessarily disturbed.

1095. They will be responsible for the proper distribution and placing of cars in the yard limit, and for



the prompt movement of the cars in and through the yard.

1096. They must be familiar with the rules for movement of trains and for the government of employes in the train and yard service, and must require the prompt and efficient discharge of duty by all employes subject to their direction.

1097. They must see that trains are properly made up, the air-brake cars ahead and connected with the engine, so far as practicable, and that trains are ready to leave on time.

1098. They must see that freight conductors are provided with way-bills or card way-bills, properly filled out, for every car in the train, and that cars are loaded properly and the doors secured and sealed.

1099. Empty passenger and wooden flat cars must, when practicable, be placed next ahead of the caboose. Cars containing any explosive or inflammable substances must be placed as near the middle of the train as practicable, regardless of destination. Place at least three cars between dead engines. Cars containing live stock should be placed on head end of train; if non-air, place just back of the air. Four or five cars must be placed between engine and cars loaded with horses to prevent stampede from whistle or fire box glare.

1100. They must see that trains are made up to the full capacity of the engine, and that freight assigned to particular trains is forwarded by such trains; if there is not sufficient assigned freight, they will fill out with other freight for same destination or division,

or in the order of importance of the freight, as may be required, and then with empty cars if necessary.

1101. They must see that engines and engine crews, conductors and trainmen are ready for duty at the appointed time.

1102. They must not permit a train to leave the yard with any employe unfit for the proper discharge of his duty, and will report at once to the train master the action taken.

1103. They must see that yards are kept in good order; that opportunity is given for the proper inspection of cars; that such inspections are made, and that cars requiring repairs are properly placed or sent to the shop as the case may require.

1104. They must see that cars to be transferred are promptly placed, and avoid all unnecessary delay to such freight.

1105. They must keep a record of the initials number and seals of each car arriving at or departing from the yard, giving date and train numbers, and make daily reports of the same on the blanks provided for that purpose.

1106. They must report all violation of rules coming under their notice, also all cars arriving without proper way-bills, and cars or freight received in damaged condition.

1107. They must see that all official orders and notices are kept posted on bulletin boards where provided for that purpose.

1108. They must observe rules for conductors, and other classes of employes, so far as they relate in any way to the proper discharge of their duties.

## RULES FOR STATION AGENTS.

1109. Station agents report to and receive instructions from the Superintendent; they will obey all orders or instructions issued by the several officers of the Company relating to the business of their respective departments.

1110. They must devote their time exclusively to the business of the Company, unless expressly exempted from so doing by the Superintendent in writing.

If appointed agent of express or other companies operating on this Company's lines, they must give preference to the business of the Railroad Company.

1111. They will be responsible for the Company's property, including station buildings, sidings and grounds, and for the care and safety of all property entrusted to the Company in the transaction of its business, and for the prompt and efficient discharge of duty by all employes subject to their direction.

1112. They must preserve order in and about the stations, and keep the buildings and grounds connected therewith neat and clean and in proper condition for the accommodation of passengers and for the reception and delivery of freight.

1113. They must use all proper means to secure traffic for the road; avoiding giving offense and acting with the view of accommodating the public and promoting the best interests of the Company, notifying the Superintendent, or heads of departments interested, of anything prejudicial thereto, or conducive to its good, present or prospective.

1114. Subject to the Superintendent, they will regulate the places where hacks and other vehicles shall be allowed to stand, and where the drivers thereof and persons representing hotels, or other persons not in the employ of the Company, shall remain while on the Company's premises.

1115. They must not allow loiterers or riotous and disorderly persons to interfere with the comfort and convenience of passengers or employes in the performance of their duties.

1116. They must not allow unauthorized persons to offer any articles whatever for sale on the Company's property.

1117. They must not permit advertisements of any kind to be posted on the Company's premises, except such as are duly authorized by the Superintendent.

1118. They will be responsible for the position of switches and switch lights, and must not allow switches to be unlocked except by trainmen, sectionmen or other authorized employes, and before leaving the station at night will see that the switches are securely fastened in proper position.

1119. They must see that the station is supplied with necessary lamps, flags, torpedoes, etc., ready for use at all times.

1120. They must not absent themselves from duty without permission from the Superintendent.

1121. They must give prompt attention to all correspondence relating to the business of the Company.

1122. They must see that the main tracks at stations are not obstructed; that main line switches when not in actual use are closed and securely locked; that cars on sidings are not left where they will obstruct a view of the main track by persons approaching on a public highway; that all cars left upon sidings clear the main track and have their hand brakes securely set, and when such sidings are on grade, or if the brakes are defective, that the wheels are securely blocked. Where derailing switches are provided, they must see that they are left open, and, in case of any unusually high wind, will see at once that cars are not moved so as to obstruct the main track.

1123. Should anything endanger the safety of trains on main tracks, they must see that proper signals are immediately displayed.

1124. If found necessary to obstruct passing siding with cars, they must notify Superintendent immediately.

1125. They will see that street crossings and sidewalks are not obstructed by cars standing on sidings.

1126. They must not allow cars to be moved by unauthorized persons; if cars at any time obstruct the main track, they will see that they are fully protected.

1127. They will post in a conspicuous place the time-tables, tariffs and other matter issued by the passenger and freight departments for the information of the public.

1128. They must notify conductors where cars

are to be placed for loading or unloading, and will report conductors who fail to so place them.

1129. They must see that all old cards, with the exception of junction cards, are removed from cars before permitting them to leave their station.

1130. They must examine all cars before loading and see that they are in fit condition to receive the class of freight to be loaded, or to apply on orders for loading at other stations.

1131. They must make every proper effort to obtain cars for shippers at the time desired; they must use great care to avoid detention to cars, both loaded and empty, and see that they are promptly forwarded by the proper trains.

1132. They must see that all freight after being unloaded is promptly removed into the freight house; that freight or other material is not left on the platforms so close as to come in contact with passing trains, and that wood, lumber or material of any kind is not piled within ten feet of any main track or within seven feet of any side track, and that telegraph poles, lumber, rails and other freight being loaded or unloaded on sidings near main line are not allowed to endanger passing trains.

1133. If freight is found to be damaged or short of the billed quantity when checked from the car, they will procure some person to witness the circumstance, make a record of the time at which the car seal was broken, the position of the freight in the car, and if damaged, the probable cause of the damage, and report the facts accordingly.

1134. They will see that cars are loaded and un-

loaded promptly, and that the rules for the collection of car service are rigidly and impartially enforced.

1135. They must not permit cars to be overloaded, or allow any articles to be loaded on the roofs of cars.

1136. They must see that all freight is loaded in such manner as to insure its safe passage through bridges and tunnels. The dimensions of the load allowed will be given by the Superintendent upon application.

1137. They must see that freight loaded upon flat cars is secured in such manner that it cannot work loose in transit, and will be sure that stakes used to secure telegraph poles, lumber and the like are sound, strong enough, and so fastened that they cannot work out of the irons.

1138. Way freight to be loaded or unloaded must be checked by the conductor and agent together, and anything irregular noted on the way-bill.

1139. Cars must not be forwarded unless accompanied by way-bills or card way-bills, except empty P. & R. coal cars, which may be moved without ticket. Way-bills must always accompany way freight.

1140. They must see that ticket offices and baggage rooms are open for the sale of tickets and receipt of baggage not less than twenty minutes before departure of trains.

1141. They must display the prescribed signal for trains that stop only on flag before train is due when there are passengers to go; and must not flag other trains except in case of danger, when a stop signal must be used.

1142. They will attend to the carrying of United States mail between mail cars and postoffices when within the legal limit, and at junctions attend to the transfer of mails, unless these services are otherwise provided for. Mail pouches must not be left unprotected. They will notify postmaster of all time-table changes, and advise the Superintendent of all changes of postoffice locations.

1143. They must take all possible precautions against fires, making sure that all stoves, pipes and flues are safe, and guard against fires from loose matches, waste or other inflammable materials mentioned in fire protection card, Form 4007, a copy of which must be displayed at all stations.

1144. They will report by wire to the Superintendent numbers and condition of bad-order cars left at their station, and also any loaded cars set out at their station consigned to other destinations.

1145. They will notify the Superintendent in case of any unusual delay in unloading Company's freight.

1146. They will report promptly to the Superintendent any deviation from the rules by employes or others and anything that may interfere with the safe and proper operation of the road.

1147. They must observe rules for conductors, and other classes of employes, so far as they relate in any way to the proper discharge of their duties.



