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**THE DENVER & RIO GRANDE
WESTERN RAILROAD
COMPANY**

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when called for or upon leaving the service.

**THE
DENVER & RIO GRANDE
WESTERN RAILROAD
COMPANY**

**RULES AND REGULATIONS
of the
Operating Department**

1965

The rules and regulations herein set forth govern the Denver and Rio Grande Western Railroad Company. They take effect Oct. 1, 1965, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

JOHN AYER, JR.
Vice President-Operations

GENERAL NOTICE

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

Obedience to the rules is essential to Safety.

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

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

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

GENERAL RULES

A. Employes whose duties are prescribed by these rules must provide themselves with a copy and have it with them while on duty.

Employes whose duties are in any way affected by the time-table must have a copy of the current time-table with them while on duty.

Employes whose duties are in any way affected by the Rules and Instructions governing Operation, Inspection and Maintenance of Air Brake and Air Signal Equipment, Steam Generators, Heating, Lighting and Air Conditioning of Passenger Train Cars, Operation of Locomotives and Handling of Trains must have a copy with them while on duty. They must thoroughly understand and comply with such rules as apply to their particular duties.

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.

Employes must be familiar with and obey the Safety Rules of the Operating Department insofar as such rules pertain to their duties.

C. Employes must pass the required examinations.

D. Persons employed in any service 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, reporting any violation to the proper authority.

F. Accidents of any nature, failure in the supply of water or fuel, defects in tracks, bridges, signals or any unusual conditions which may affect operations must be promptly reported to the proper authority.

G. The use of narcotics, intoxicants or any beverage containing intoxicants by employes while on duty, when subject to or available for duty or having in possession while on duty, is prohibited.

H. The use of tobacco by train service employes in uniform, or station employes on duty, while in the presence of patrons, is prohibited.

Smoking is prohibited on railroad property where danger of fire therefrom exists and where designated by officers in charge.

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

K. To avoid annoyance to the public, employes must be courteous, orderly and quiet.

Boisterous, profane or vulgar language is forbidden. Employes are required to be considerate and courteous in their dealings with each other and must not enter into altercation with any person.

L. In case of danger to Company property, employes must unite to protect it and must take every precaution to guard against loss and damage from any cause.

M. Employes must exercise care to avoid injury to themselves or others by observing the condition of equipment and the tools which they use in performing their duties, and when found defective will, if practicable, put them in safe condition, reporting defects to the proper authority.

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

They must expect the movement of trains, locomotives, cars or other equipment at any time, on any track, in either direction.

Every precaution must be taken to prevent injury to employes, and they are prohibited

from doing any work in a manner that might jeopardize their safety.

N. Employees are expected, during their off-duty time, to obtain ample rest in order to be physically and mentally fit for the proper and safe performance of their duties.

DEFINITIONS

APPROACH SIGNAL. A fixed signal used in connection with one or more signals to govern the approach thereto.

AUTOMATIC BLOCK SIGNAL. A fixed signal, designated by number plate, at the entrance of a block to govern a train or locomotive entering and using that block.

AUTOMATIC BLOCK SYSTEM. A series of consecutive blocks governed by automatic block signals, actuated by train or locomotive, or by certain conditions affecting the use of a block.

BLOCK. A length of track of defined limits, the use of which by train or locomotive is governed by automatic block signals.

BULLETIN. Advice of conditions affecting the movement or safety of trains and locomotives, or information and instructions pertaining thereto.

CENTRALIZED TRAFFIC CONTROL. A system under which train or locomotive movements are authorized by automatic block signals, whose indications supersede the superiority of trains for both opposing and following movements on the same track.

CIRCULAR. Advice of instructions, information and conditions affecting operations other than the movement or safety of trains.

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

DIVISION. That portion of a railroad assigned to the supervision of a Superintendent.

DRAGGING EQUIPMENT DETECTOR. A detector, designated by the letter "D," displaying a purple indication when the device is actuated.

DUAL CONTROLLED SWITCH. A track switch, operated by remote control, which is also equipped for hand-throw operation.

DUAL CONTROLLED SPRING SWITCH. A combination of a dual controlled switch and spring switch.

ELECTRIC SWITCH LOCK. An electrical locking device applied to a hand-operated switch or derail.

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

Extra—for any extra train except work extra.

Work Extra—for work train extra.

FIXED SIGNAL. A signal of fixed location indicating a condition affecting the movement of a train or locomotive, such as train-order, interlocking, block, switch, stop signs, yard limits or speed signs, or other means for displaying indications that govern the movement of a train or locomotive.

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

INTERLOCKING HOME SIGNAL. A fixed signal at the entrance of a route or block to govern a train or locomotive entering interlocking limits.

INTERLOCKING SIGNAL. The fixed signal of an interlocking.

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

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

LOCOMOTIVE. A unit or a combination of units, propelled by any form of energy, operated from a single control and used in train or yard service. Where the word engine is used it will mean the same as locomotive.

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

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

POSITIVE ABS. An automatic block signal designated by the letter "P."

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

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

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

SIGNAL ASPECT. The appearance of a fixed signal conveying an indication as viewed from the direction of an approaching train or locomotive.

SIGNAL INDICATION. The information conveyed by the aspect of the signal.

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

SPEEDS:

REDUCED SPEED. A speed that will permit stopping short of another train or obstruction, or anything that may require the speed of a train or locomotive to be reduced.

RESTRICTED SPEED. A speed that will permit stopping short of another train or obstruction, but not exceeding 15 miles per hour.

MEDIUM SPEED: A speed not exceeding 30 miles per hour.

SPRING SWITCH. A track switch equipped with a spring, so that when run through in a trailing movement the switch points return to their original position.

STATION. A place designated in the time-table by name.

SUBDIVISION. A portion of a division designated by time-table.

SUPERIOR TRAIN. A train having precedence over another train.

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

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

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

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

TRACK CAR. A motor car, push car, inspection vehicle, or on-track roadway machine.

TRAIN. A locomotive, or more than one locomotive, coupled, with or without cars displaying markers.

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

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

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 timetable or by train order may be made, subject to prescribed signals and rules or special instructions.

OPERATING RULES

In these rules, yard engine foremen will be governed by rules for conductors, and yard engine helpers will be governed by rules for trainmen. Switch tenders will be governed by rules for trainmen insofar as they apply.

Rules with a prefix "S" are for Single Track; those with a prefix "D" are for Two or More Tracks. Rules without a prefix are for Single and Two or More Tracks.

STANDARD TIME

1. Standard time will be transmitted at 10:00 A.M., Mountain Standard Time, daily except Sundays and Legal Holidays.

1-A. Clocks bearing the sign "Standard Clock" will be maintained at points designated by time-table. Employes charged with the duty of receiving time signals must record the correct information on prescribed form as to variation of these clocks. When standard clocks are found to be incorrect, they must be set by designated employe.

2. Watches which have been examined and certified to by a designated inspector must be used by: train and engine service employes, yard engine foremen, hostlers, hostler helpers, yardmasters, train dispatchers, operators, signal maintenance foremen, bridge and building foremen, track foremen, main track switch tenders, employes authorized to operate track cars, and such other employes as may be designated by special instructions.

Standard watch certificates, signed and dated by designated inspector, must be carried by such employes while on duty. Certificates must be renewed every two years during period specified by Superintendent.

3. Unless otherwise provided, watches of conductors, enginemen, yardmasters and hostlers, must be compared with a standard clock before commencing each day's work. The time when watches are compared, with variations, must be registered on train register or prescribed form.

3-A. Conductors, when practicable, must compare time with their enginemen before starting each trip or day's work. At first opportunity other members of crew must compare time with conductor or engineman.

3-B. Conductors and enginemen who do not have access to a standard clock will com-

pare time with other employes who have standard time, or will call for and receive time from the train dispatcher before starting each day's work.

3-C. At stations where there is not a standard clock, the watches of operators must be compared with the train dispatcher each day.

3-D. Employes governed by time service rules most know that their watches are wound and running at time of comparison. When found to vary 30 seconds or more from standard time, watches must be set to correct time.

TIME-TABLES

4. Each time-table, from the moment it takes effect, supersedes the preceding time-table, and its schedules take effect on any subdivision at the leaving time at their initial stations on such subdivision. But when a schedule of the preceding time-table corresponds in

number
class
day of leaving
direction
initial station
terminal station

with a schedule of the new time-table, a train authorized by the preceding time-table will retain its train orders and assume the schedule of the corresponding number of the new time-table.

Schedules on each subdivision date from their initial station on such subdivision.

Not more than one schedule of the same number and day shall be in effect on any subdivision.

4-A. Notice of the issuance of a new time-table will be posted in bulletin books at least 24 hours in advance of effective time and date.

During a period commencing 24 hours before and continuing for 72 hours after a new time-table takes effect, notice by train order Form U will be issued to conductors, engine-men and yardmasters. Yardmasters need only receive this train order once during this period and thereafter must know that yard engine foremen, yard engine-men and hostlers under their jurisdiction are in possession of new time-table before occupying main track.

4-B. After a new time-table goes into effect, all copies of the old time-table must be destroyed.

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 provided the time applies at the switch where an opposing train clears; where there is no switch, it applies where traffic is received or discharged.

A train must not leave a station (including CTC territory where time is shown) in advance of its schedule leaving time.

Trains scheduled to receive or discharge passengers or traffic at a station, must not leave the point where such traffic is received or discharged before time shown in schedule.

5-A. Schedule meeting or passing stations are indicated by figures in full-faced type, with the numbers of the trains to be met or passed in small figures adjoining.

When trains are to be met or passed at a siding extending between two adjoining stations, the time at each end of the siding will be shown in full-faced type.

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

“s”—Regular stop

“f”—Flag stop

“x”—Conditional stop

The following letters in the station column of the time-table indicate:

- B—Bulletins and circulars.
- D—Day train order office.
- DN—Day and night train order office.
- F—Fuel Station.
- J—Junction Point.
- K—Standard clock.
- N—Night train order office.
- O—Track scales.
- P—Telephone
- R—Wayside radio station.
- S—Sand.
- T—Turntable.
- W—Water station.
- Y—Wye.

SIGNALS

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.

7-A. Signals must be used in accordance with the rules. Employes in train, engine or yard service and others concerned must maintain a constant lookout for signals. Employes giving signals must locate themselves so as to be plainly seen and give signals so they may be plainly understood. If there is doubt as to the meaning of a signal, or for whom it is intended, it must be regarded as a "Stop" signal.

7-B. When practicable, all signals must be given on the engineman's side of track, but they must be respected when received from either side.

Where the engineman must depend on signals to work safely and expeditiously, such signals must be given clearly and in sufficient time to allow engineman to take necessary action to prevent slack action or damage to equipment.

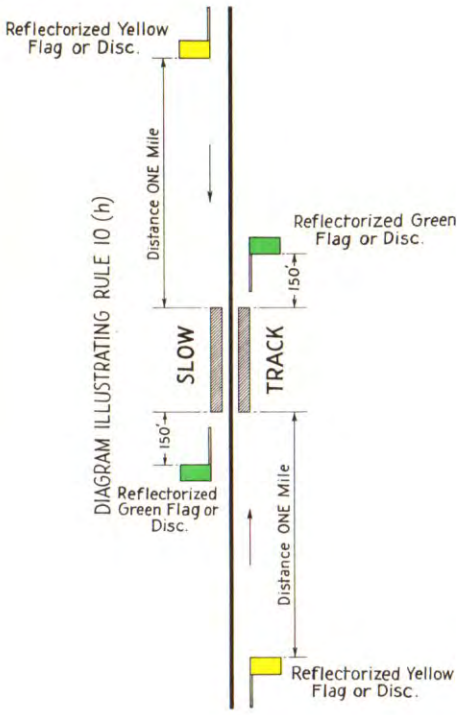
7-C. When movement is being made under direction of hand or lamp signals and the signals disappear, the movement must be immediately stopped and the engineman must await further signals unless he has been instructed otherwise in regard to such movement.

7-D. When radio communication is used to direct the movement of train or locomotive, precise instructions must be given to the engineman. Distances will be specified in car lengths and movement must not exceed such distances. Should contact with the employe directing the movement be lost, the movement must be stopped immediately.

8. Flags of the prescribed color must be used by day, and lights of the prescribed color by night. Day signals must be displayed from sunrise to sunset, but when day signals cannot be plainly seen, night signals must be used in addition. Night signals must be displayed from sunset to sunrise.

10. COLOR SIGNALS

Color	Indication
(a) Red	Stop.
(b) Yellow	Proceed at medium speed or for other uses prescribed by the rules.
(c) Green	Proceed or for other uses prescribed by the rules.
(d) White	Flag stop (See Rule 28) and for other uses prescribed by the rules.
(e) Blue	See Rule 26.
(f) Purple	See Rule 111-D.
(g) Lunar	Proceed at restricted speed, or for other uses prescribed by the rules.



10-h. A reflectorized yellow flag or disc placed on the right side of the track in direction of movement indicates that the track one mile distant is in condition for a speed of not more than 10 MPH, unless a different speed is specified by train order or bulletin. A reflectorized green flag or disc placed on the right side of the track in direction of movement indicates a point 150 feet beyond the slow track.

The entire train must pass over the slow track at the required speed. (See diagram on page 18.)

10-i. Speed signs denoting the maximum speed in MPH for trains are located 2,500 feet in advance of certain locations where speed of trains is permanently restricted. On Two or More Tracks, where tracks are parallel, speed signs will govern all tracks.

Speed signs do not abrogate or modify special rules, train orders, or other instructions further restricting the speed of any, or all trains. When two or more restricted areas are close together, only one pair of speed signs will be used.

Enginemen must restrict the speed of train until, in their judgment, the entire train has passed the restricted territory. The speed sign governing the SAME restricted territory from the opposite direction indicates a point 2,500 feet beyond the restricted territory and serves as a guide to enginemen in resuming normal speed.

10-j. A train or locomotive finding an unattended red flag or red light on or near its track, after stopping, must be preceded by a flagman, who must examine track and bridges carefully for a distance of one-half mile.

11. In non ABS territory, a train or locomotive finding a fusee burning on or near its track must stop and wait until it has burned out before proceeding.

In ABS or CTC territory, a train or locomotive finding a fusee burning on or near its track, must promptly reduce to restricted speed and then proceed at restricted speed for a distance of one-half mile.

D-11. A fusee will not apply to the main track upon which train is running if displayed beyond the first rail of adjoining main track.

11-A. Fusees must not be placed where they might cause fire and never on road crossings or bridges.

Fusees must not be thrown off in tunnels. If necessary to use in a tunnel, they must be held in the hand, or placed securely in such manner that they will not start a fire.

12. HAND, FLAG AND LAMP SIGNALS.

Manner of Using	Indication
(a) Swung horizontally or across track.	Stop
(b) Raised and lowered vertically.	Forward or proceed
(c) Swung vertically in a circle.	Back
(d) Held horizontally at arm's length or a proceed or back signal given slowly.	Reduce speed
(e) Stop signal when standing.	Apply air brakes
(f) Proceed signal when standing with train air brakes applied.	Release air brakes
(g) Any object waved violently by anyone on or near track.	Stop

14. ENGINE WHISTLE SIGNALS

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

Sound	Indication
(a) o	Apply brakes. Stop.
(b) — —	Release brakes. Proceed.
(c) — ooo	Flagman protect rear of train.
(ca) ooo —	Flagman protect front of train.
(d) — — — — —	Flagman may return from west on main track as prescribed by Rule 99.
(e) — — — — —	Flagman may return from east on main track as prescribed by Rule 99.
(g) oo	Answer to any signal not otherwise provided for.
(h) ooo	When standing—back. Answer to 12(c) and 16(c). When running—answer to 16(d).
(j) oooo	Call for signals and as prescribed by Rules 217 and 221-A.
(l) — — o —	Approaching public crossings at grade. To be prolonged or repeated until crossing is reached.
(m) — — — — —	Approaching stations, junctions, railroad crossings at grade, and

Sound	Indication
(n) — — o	mail cranes located between stations. Approaching meeting or waiting points. See Rule 90.
(o) o —	Inspect train line for leak or brakes sticking.
(p) — — — ooo	Call for section men.
(q) — o	Warning signal. Approaching curves, tunnels, or other points where view is obscured.
(r) oo —	Engineman on second locomotive assume control of air brakes.
(s) Succession of short sounds	Alarm for persons or livestock on track.
(t) — — — — o	Flagman return from west on auxiliary* line as prescribed by Rule 99.
(u) — — — — — o	Flagman return from east on auxiliary* line as prescribed by Rule 99.
(v) — o — o	When running against the current of traffic: (1) Approaching stations, curves or other points where view may be obscured. (2) Approaching passenger or freight trains and when passing freight trains. (3) Preceding the signals prescribed by (d) or (e).

* This signal will be used only at junction points. Auxiliary lines will be specified in time-table.

15. The explosion of two torpedoes is a signal to proceed at reduced speed looking out for flagman for one mile and is to be acknowledged as prescribed by Rule 14(g). The explosion of one torpedo will indicate the same as two but the use of two is required.

Torpedoes must be placed on the right hand rail in direction train is moving, approximately 100 feet apart.

On three rail track they will be placed on the rail carrying both standard and narrow gauge wheels.

15-A. Torpedoes must not be placed near station buildings or road crossings or where persons are liable to be injured by them.

15-B. During extremely cold weather or when torpedoes may be covered with snow, a duplicate set must be placed on the opposite rail to explode simultaneously.

15-C. Torpedoes exploded by other than trains must be immediately replaced.

16. COMMUNICATING SIGNALS

Note: The signals prescribed are illustrated by "o" for short sounds; "—" for longer sounds. Each exhaust of the air whistle must be clear and distinct.

Sound	Indication
(a) oo	When standing—start.
(b) oo	When running—stop at once.
(c) ooo	When standing—back.
(d) ooo	When running—stop at next passenger station.
(e) —	When standing—release air brakes.
(f) oooo	When running—reduce speed.
(g) ooooo	When standing—recall flagman.
(h) ooooo	When running—increase speed.
(i) oooooo	Increase train heat.
(j) — o	Shut off train heat.
(k) ———	When running—brakes sticking; look back for hand signals.

TRAIN SIGNALS

17. The headlight must be displayed burning bright to the front of every train by day and by night.

It must be extinguished when a train has stopped clear of the main track to meet a train, or is standing to meet a train at the end of Two or More Tracks, or at a junction.

17-A. Except when nearing street or highway crossings, headlight must be dimmed as follows:

- (a) In yards and stations where switching is being done.
- (b) When standing on main track at meeting points and switch has been set for the opposing train, but not until approaching train dims its headlight as a signal for the standing train to do likewise.
- (c) Approaching and passing head end and rear end of train on an adjacent track.
- (d) In CTC territory, when meeting train and it is not necessary to stop for opposing train.
- (e) At other points to permit passing of signals, delivery of train orders, or when the safety of employes requires.

17-B. Except in CTC territory, until the headlight of a train turned out to meet another is extinguished, it is an indication that main track is obstructed. The approaching train must approach at restricted speed, and if the head end of train is clear of main track, it may proceed at restricted speed to the point where the main track may be obstructed.

17-C. Except in CTC territory, when necessary to head in on cars to meet a train, thereby obscuring the headlight, or headlight fails, a flagman must protect the opposing movement, until train is clear of main track.

17-D. If headlight fails enroute, a white light must be substituted; the whistle must be sounded frequently and speed reduced where necessary. Headlight failure must be reported to the Chief Dispatcher at the first opportunity.

17-E. Oscillating headlight on locomotives so equipped must be displayed by day and by night while approaching and passing over public crossings at grade. It must be extinguished when the headlight is dimmed or extinguished.

17-F. When a locomotive not equipped with a backup light is running backward, a white light must be displayed by night on the leading end in direction of movement.

18. (Revised Jan. 1, 1967) Yard engines will display headlight in direction of movement by day and by night. It must be dimmed as provided by Rule 17-A. When coupled to a car, headlight next to car may be extinguished.

18-A. Locomotives standing or moving about at night, under conditions not requiring display of markers, must display a light to the rear.

19. Unless otherwise provided, the following signals will be displayed, one on each side of rear of train, as markers to indicate the rear of the train:

- (1) By day, marker lamps not lighted or yellow flags.
- (2) By night, marker lamps lighted showing red to the rear and yellow to the front and side.

19-A. (Revised Jan. 1, 1967) If a train is not equipped to display markers, a red flag by day or a light by night will be displayed to indicate the rear of the train.

Electric flashing lights of approved design displaying yellow to front and red to rear may be used for markers.

D-19-B. Except in CTC territory, when train is turned out against the current of traffic at night, marker lamps lighted, must display yellow to the front, side and rear on the side next to the main track on which the current of traffic is in the direction the train is moving, and red to the rear on the opposite side.

19-C. Except in ABS or CTC territory, when a train is clear of main track to be passed by a following train, lighted markers must be turned to display yellow to the front, side and rear. Markers must be changed to display red to rear before the main track is again fouled.

Except in ABS or CTC territory, when markers display red to the rear, following train must move at restricted speed until main track is seen to be clear.

19-D. (Revised Jan. 1, 1967) When locomotive or car is trained behind caboose, markers on caboose will indicate rear of train.

In CTC territory, or in ABS territory where Two or More Tracks are in service, a light locomotive, with "B" unit trailing, will not be required to display markers.

19-E. When the rear of a train is equipped with built-in markers or electric signal lights, they must be lighted by day and by night and the requirements that markers display yellow to front and side will not apply.

19-F. When passenger trains, except those with electric lighted markers, are being switched from the rear, markers must be removed to prevent obscuring view of engine-men. On trains having electric lighted markers, marker lights must be turned off while train is being switched from the rear.

21. (Revised Jan. 1, 1967) Except on Narrow Gauge locomotives, extra trains will

display two white lights by day and by night in the places provided for that purpose on the front of the locomotive as Classification Signals.

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

24. Unless otherwise provided, train and engine crews arriving at terminals must continue the display of markers or classification signals until the train has been delivered to yardmen or is clear of main track and switch is properly lined.

When the car carrying markers, or the locomotive, continues through and the relieving crew is on duty, the classification signals and markers may remain displayed when so arranged with relieving crew.

25. (Revised Jan. 1, 1967) Unless otherwise provided, each car of a passenger train must be connected with the locomotive by a communicating system. Should this system be inoperative, or a locomotive or car not so equipped is used on a passenger train, conductor and engineman must have a verbal understanding and approaching each flag station, immediately following whistle signal 14 (m) conductor must give hand or lamp signal "proceed" or "stop".

26. A blue signal placed at one or both ends of a locomotive, car or train, or on right side of locomotive, indicates that workmen are under or about it; when thus protected it must not be coupled to or moved. When workmen place blue signals, the same workmen are alone authorized to remove them. Other unattended equipment must not be placed on the same track so as to obscure view of blue signals, without first notifying the workmen.

When emergency repair work is to be done under or about cars in a train, and a blue signal is not available, the enginemen must be informed and protection must be given those engaged in making repairs.

26-A. In addition to blue signals, the lead switch to repair tracks on which carmen are working, will be locked with special lock. Such tracks will be switched only after repair track foreman has given permission.

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 the most restrictive indication that can be given by that signal, except that when the day indication is plainly seen, it will govern.

If train order signal is imperfectly displayed at an OPEN train order office, train must secure Clearance.

If train order signal is imperfectly displayed at a CLOSED train order office, train must stop and contact train dispatcher and be governed by his instructions. Clearance must be obtained if train order signal indicates other than proceed.

Imperfectly displayed signals must be reported promptly to the Chief Dispatcher.

28. A white signal will be used to stop a train at the flag stations indicated on its schedule.

29. When a signal, except a fixed signal, is given to stop a train, unless otherwise provided, it must be acknowledged according to Rule 14 (g) or (h).

30. The bell must be rung when a locomotive is about to move, while approaching and passing stations, tunnels, public crossings at grade, and where required by law.

31. The whistle must be sounded at all places required by rule or law.

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

34. All members of train and engine crews, when practicable, must communicate to each other by its name, the indication of all signals affecting the movement of their train or locomotive, except fixed signals which display a permanent indication.

The name of the Aspect shown below the signals, as illustrated in Rules 281-292, inclusive, must be used in calling signals.

35. Should an improper Proceed ABS be observed it must be reported to the Chief Dispatcher and a flagman must be left at the signal to notify approaching trains that would be affected until relieved by a Signal Department employe, or by instructions from the Chief Dispatcher. The improper Proceed ABS must be regarded as the most restrictive indication that can be given by that signal.

SUPERIORITY OF TRAINS

S-71. A train is 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.

D-71. A train is superior to another train by right or class.

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

Right is superior to class.

72. Trains of the first class are superior to those of the second class.

S-72. Trains in the direction specified by time-table are superior to trains of the same class in the opposite direction.

73. Extra trains are inferior to regular trains.

MOVEMENT OF TRAINS

82. Time-table schedules, unless fulfilled, are in effect for 12 hours after their time at each station.

Regular trains more than 12 hours behind either their schedule arriving or leaving time at any station lose both right and schedule, and can thereafter proceed only as authorized by train order or as provided by Rule 550.

83. Except in CTC territory, a train must not leave its initial station on any subdivision or a junction or pass from one of Two or More Tracks to single track until it has been ascertained whether all trains due, which are superior or of the same class have arrived or departed.

83-A. Stations at which train registers are located are designated in the station column of the time-table in full-faced type.

Unless otherwise provided, the employe in charge of train must enter on train register all information required including numbers of helper locomotives.

A train relieved from registering by train order, Form T, or time-table rule will be given a check of train register by train order. The employe in charge of train will register by registering ticket and operator will record same on train register.

83-B. Except in CTC territory, a train must not leave a register station until employe in charge of train has checked the register and filled out proper form, furnishing a copy to each engineman.

When a train is required to meet or wait for an opposing extra train or when an extra train has been made superior to an opposing train, the train register must not be used as evidence of the arrival of such extra train.

83-C. Unless otherwise provided, a train must not leave its initial station on any subdivision without a Clearance.

83-D. Except in CTC territory, a train that has been detoured must not leave the station at which it returns without train order authority.

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

85. When a train of one schedule is on the time of another schedule of the same class in the same direction, it will proceed on its own schedule.

Trains of one schedule may pass and run ahead of trains of another schedule of the same class, and extra trains may pass and run ahead of second class trains and other extra trains.

86. Unless otherwise provided, an inferior train must clear the time of a superior train, in the same direction, not less than five minutes.

S-87. An inferior train must keep out of the way of opposing superior trains and failing to clear the main track by the time required by rule must be protected as prescribed by Rule 99.

An inferior train must clear the time of an opposing superior train not less than five minutes.

S-88. At meeting point between extra trains, the train in the inferior time-table direction must take the siding, unless otherwise provided.

S-89. Trains must pull into the siding when practicable. If necessary to back in, the train must first be protected as prescribed by Rule 99.

S-89-A. Except in ABS territory, trains must stop at scheduled meeting points if the

train to be met is of the same class, unless the switch is properly lined and the track is clear.

At meeting point, the superior train, if arriving first must line the switch to be used by the inferior train in entering the siding.

Crews of trains which are clear of main track must not give proceed signals to approaching trains.

S-89-B. At meeting points trains must stop clear of the switch and whether on main track or siding, if practicable, stop at least 600 feet from clearance of switch over which expected train will pass.

90. The engineman of each train will give signal 14(n) at least one mile before reaching a meeting or waiting point. Should the engineman fail to give signal 14(n) as herein prescribed, conductor must take immediate action to stop the train.

91. Except in ABS territory, trains in the same direction must keep not less than 10 minutes apart, except in closing up at stations.

91-A. Except in ABS territory, operators must space trains 10 minutes apart using the train order signal or Clearance for that purpose.

When the Clearance is delivered before the expiration time, the operator must show on it the time the train may go in the space provided and conductors and enginemen must respect the time.

When two trains are at a station and operator does not know departure time of first train, Clearance will state:

“You may go on block of.....”

Conductors and enginemen must follow preceding train as prescribed by Rule 91.

91-B. The rules relating to keeping trains the required time apart, or the indications of fixed signals, do not relieve enginemen and

trainmen from observing all rules in regard to the protection of their train.

93. Yard limits will be indicated by yard limit signs and designated in the time-table.

Within yard limits the main track may be used, clearing first class trains as prescribed by the rules. In case of failure to clear the main track, protection must be given as prescribed by Rule 99.

Within yard limits the main track may be used without protecting against second class, extra trains and locomotives.

All except first class trains must move within yard limits at reduced speed, unless the track is seen or known to be clear.

D-93. Within yard limits when running against the current of traffic or on a portion of Two or More Tracks used as single track, all trains and locomotives must move at reduced speed, unless the track is seen or known to be clear.

94. A train so disabled that it cannot proceed will promptly notify the Chief Dispatcher and be governed by his instructions.

97. Unless otherwise provided, extra trains must be authorized by train orders.

D-97. Extra trains, except work extras, may be authorized by numbered Clearance.

Work extras, unless otherwise provided, must move with the current of traffic.

98. (Revised Jan. 1, 1967) Trains must approach the end of Two or More Tracks, junctions, railroad crossings at grade, interlockings and the beginning of ABS or CTC prepared to stop unless the switches are properly lined, signals indicate proceed, and track is clear. Where required by rule or law, trains must stop.

99. When a train is moving under circumstances in which it may be overtaken by another train the flagman must drop lighted

fusees at proper intervals and take such other action as may be necessary to insure full protection.

When a train stops under circumstances in which it may be overtaken by another train, the flagman must go back immediately with flagman's signals a sufficient distance to insure full protection, placing two torpedoes and when necessary, in addition, displaying lighted fusees.

When recalled and safety to the train will permit, he may return and when conditions require, he will leave the torpedoes and a lighted fusee.

The front of the train must be protected in the same way when necessary by trainman or other competent employe.

99-A. When protection is required for other than trains, it must be provided as prescribed by Rule 99.

99-B. When a train is flagged, the engine-man must obtain a thorough explanation of the cause, stopping if necessary.

99-C. When a flagman is sent with specific instructions affecting the movement of trains such instructions must be in writing. When sent by train he must ride on the locomotive and engineman must stop and let him off at the first switch at the station to which he is sent.

99-E. Flagman's signals:

Day signals—a red flag and not less than six torpedoes and six red fusees.

Night signals—a white light and not less than six torpedoes and six red fusees.

101. Trains must be fully protected against any known condition which interferes with their safe passage at normal speed.

When conditions are found which may interfere with the safe passage of trains at

normal speed and no protection has been provided, such action must be taken as will insure safety.

101-A. During foggy and stormy weather, enginemen will be expected to exercise extraordinary precaution, especially approaching switches and where authority to proceed depends on signals.

102. (Revised Jan. 1, 1967) When a locomotive leaves its train, or part of its train, on the main track, torpedoes must be placed on the rail at a safe distance in advance of rear portion of train to warn engineman returning.

102-A. If a train should part while in motion, trainmen must endeavor to prevent damage to the detached portions. The detached portion must not be moved or passed until the front portion returns, except under protection.

102-B. When a locomotive leaves its train, or part of its train behind, and then passes any switch where it would be possible for another train or locomotive to enter that track between the front and rear portions, the locomotive must not return to the rear portion unless a flagman is protecting the return movement at all such switches, or the return movement has been authorized by the Chief Dispatcher.

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

102-D. In the event of rough coupling, or harsh slack action incidental to stopping trains or cars, inspection of the locomotive, cars and track must be made. It must be de-

terminated whether any equipment has been damaged, or rails displaced as a result of jack-knifing action between the locomotive units or the cars in the portion of the train liable to damage. Inspection must be made on each side of the locomotive and cars, and it must be known that the equipment and track are in safe condition before proceeding.

103. When cars are shoved by a locomotive, except when switching, a trainman must take a conspicuous position on the leading car and at night he must display a light.

At all times when cars are shoved over unprotected street, highway or railroad crossings at grade, a member of the crew must be on the ground ahead of the cars to see that the crossing is clear and movements over such crossing must be made only on his signal. Such protection is not required when facing end of leading car is equipped with back up hose and air whistle handled by a member of the crew.

103-A. When cars are left standing on any track a sufficient number of hand brakes must be set to prevent movement. If hand brakes are not adequate, wheels must be blocked or chained. If track is on a grade sufficient to cause cars to move, and not protected by derail, wheels must also be blocked or chained.

103-B. Locomotives, cars or other equipment must be left clear of other tracks and street, highway or private crossings, and must be left as far back from crossings as practicable.

103-C. When coupling or shoving cars, proper precautions must be taken to prevent damage or fouling other tracks by stretching couplings and setting sufficient hand brakes.

Before shoving tracks, it must be known there is sufficient room in the track to hold

the cars. When shoving the entire length of the track, it must be known that all couplings have been made and, unless otherwise provided, a member of the crew must be sent to the opposite end to protect the movement.

103-D. When switching is being done at both ends of a track simultaneously, employes are required to protect the movement, themselves and their fellow employes.

103-E. When switching or placing cars or other equipment, they must be left where they will fully clear passing cars on adjacent tracks and where they will not cause injury to employes riding on side of cars.

103-F. (Revised Jan. 1, 1967) When necessary to control cars by hand brakes, test must be made to know that such brakes are in operative condition before cars are cut off. Employes must know how to operate the type of brake they are to use.

103-G. Running switches must not be made when practicable to avoid doing so and must never be made under the following conditions:

With passenger equipment, outfit cars or cars placarded "Dangerous," "Explosives," or "Poison Gas"; other cars must not be kicked or dropped against such cars.

When such movement might cause personal injury, or damage to equipment or contents of cars.

Over or through spring switches, dual-controlled switches or within the limits of an interlocking.

Over main highway crossing at grade.

Before making a running switch, all members of the crew must understand the movement to be made. It must be known that switches and brakes are in working order. If necessary, a man must be at the hand

brake; the movement must be carefully made, and the locomotive must be run on straight track when practicable.

103-H. (Revised Jan. 1, 1967) Unless otherwise provided, air brakes must be in service on passenger equipment and occupied outfit cars during switching operations.

103-I. Trains, locomotives or cars must in no case block a public crossing longer than five minutes, when it can be avoided.

At public crossings protected by automatic crossing signals, bells or gates, every effort must be made to avoid unnecessarily occupying controlling circuits or leaving switches open within controlling circuits.

When a train, locomotive or switching movement has been delayed or stopped within 1,500 feet of such crossing, any further movement toward the crossing must be made at reduced speed until it is determined that the crossing signals are operating for sufficient time to stop highway traffic. In case the crossing signals are not operating for the movement, crossing must be protected by a member of the crew, unless a crossing watchman is on duty.

103-J. When passenger trains are at stations, freight trains must be opened to allow passageway between platform and passenger train.

103-K. Trains, locomotives or cars must not be permitted to stand across another railroad, when practicable to avoid it.

103-L. Before coupling to or moving cars on tracks where cars are being loaded or unloaded, it must be known that all running boards, oil tank couplings, and similar loading and unloading appliances are removed and clear. All persons working in, on or about the cars must be notified.

Before occupied outfit cars are coupled to, the occupants must be notified.

104. Conductors are responsible for the position of switches used by them and members of their crew, except where switch-tenders are stationed. Switches must be properly lined after having been used.

Unless otherwise provided, when not in immediate use, main track switches must be lined and locked for main track; intermediate switches on sidings must be lined and locked for siding.

When practicable, engineman must see that the switches and derails near the locomotive are properly lined.

A switch must not be left open for a following train or yard movement, unless in charge of a member of the crew of such movement.

104-A. Except at spring switches, a train or locomotive must not foul a main track until switches connected with the movement are properly lined.

When waiting to cross from one track to another and during the approach or passage of a train or locomotive on tracks involved, all switches connected with the movement must be secured in normal position. Before starting to make the movement, all switches involved must be properly lined and not restored to normal until the movement is completed.

Note: Rules 104 and 104-A apply to all switches when operated by hand.

104-B. Employes using switches must see that they are properly lined and must observe whether the switch points fit properly after switch is lined. After switch is locked, they must grasp the chain and pull lock to see that it is securely fastened. When in temporary use and not locked, the handle bar must be secured in place by inserting the hook of the lock, or a pin provided for the purpose, through the hasp. Any defects must be promptly reported.

104-C. At meeting or passing points the employe attending the switch must stand not less than 20 feet from the switch stand, and when practicable, on the opposite side of the track, until the expected train has passed.

104-D. Employes alighting from a moving train to change position of a switch behind such train, when practicable, must get off from rear end of rear car; when this cannot be done, and safety permits, employes must get off train from side opposite switch stand.

104-E. A train or locomotive leaving a main track must pull clear of the main track before stopping for the switch to be lined. The switch must not be lined until the train is entirely clear of the main track.

Proper protection must be given a train or locomotive entering a main track.

104-F. If a switch is damaged or a rigid switch run through, report must be made immediately to proper authority. Switch must be spiked unless sectionman or other competent employe takes charge. If it cannot be made safe, protection must be provided.

If a locomotive or car is run partly through a rigid switch, a reverse movement must not be made until switch has been put in safe condition.

If a switch lock is missing or found defective another lock must be supplied, if practicable, and report made to proper authority.

104-G. Derails, except when track is in actual use, must be kept in derailing position and locked, whether or not there are cars on the track on which derail is located.

Where derails are connected with and operated from switch stands, extreme care must be used to avoid throwing switch until movement is entirely clear of the derail.

Unless otherwise provided, the location of derails will be designated by "Derail" signs.

105. Unless otherwise provided, a train or locomotive using a siding or any track other than a main track, must move at reduced speed, but not to exceed 30 MPH.

106. Both the conductor and engineman are responsible for the safety of their train, and equipment in their charge, and for the observance of the rules. Under conditions not provided for by the rules, they must take every precaution for protection.

106-A. The speed of trains should be so restricted that absolute safety will be assured.

Unless otherwise provided, speed restrictions governing freight trains, also govern:
Mixed trains.

Light locomotives.

Unless otherwise provided, speed restrictions governing passenger trains, also govern:

Light locomotives with operative dynamic brake.

Locomotive with operative dynamic brake and caboose only.

Passenger trains with caboose.

Passenger trains handling trailer-on-flat-cars.

107. Trains or locomotives must run at reduced speed in passing a train receiving or discharging traffic at a station, except where adequate safeguards are provided or the movement is otherwise protected.

Trains or locomotives must not pass between train and platform at which traffic is being received or discharged unless the movement is properly protected and proceed signal is received. Movement must then be made at restricted speed.

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

109. When a train runs by, or stops short of a stopping place, the train must not move until the engineman has sounded proper whistle signal and a proper signal is given

from rear. Great care must be exercised in moving to avoid injury to passengers or others by a sudden or unexpected movement of the train.

110. Bulletins and Circulars will be posted in books provided for that purpose, located at stations designated in the time-table. They must be examined by train, engine and yardmen and other employes whose duties so require, before commencement of each day's work and Bulletins signed for by those to whom addressed.

111. When leaving stations, and at every opportunity on the road, members of the crew must carefully inspect their train, especially when moving around curves, to observe train for defects. If train is moving when a defect is discovered, train must be stopped.

111-A. At frequent intervals, while moving, conductors must arrange for track behind last car to be observed for indications of dragging or derailed equipment. If such conditions are noted, they must take necessary action to insure safety.

111-B. When a train is stopped to be met or passed by another train, crew of standing train must inspect passing train. When safe to do so, head trainman must cross track and inspect passing train from the farther side and rear trainman or conductor must inspect the passing train from side nearest his own train.

111-C. All employes in a position to do so and whose duties will permit, must observe trains closely and if anything unusual or defective is noted, such as hot journal, brakes sticking, dragging brake rigging, sliding wheels, fire, lading shifted over side or end of car, protruding objects, swinging car doors, or any other dangerous condition, must make every effort to call the attention of the crew on the train to such condition. If train is mov-

ing, STOP signal must be given. Train dispatcher must be notified at once if unable to stop train.

When practicable, and safety will permit, employes must be stationed on both sides of track while train is passing so that train may be observed from both sides.

When meeting or passing other trains, and when passing stations and points where trackmen or other employes are working, members of crew on moving trains must be in position to receive signals and take immediate action when necessary.

111-D. Employes must familiarize themselves with location of Dragging Equipment Detectors.

Normal indication of dragging equipment detectors is dark. When purple indication is displayed the train must be immediately stopped and inspection made. It must be known that the equipment and track are in safe condition before proceeding. Control switch located on side of adjacent signal case must be opened, if practicable.

When detector is illuminated in advance of a train, the train must be stopped, control switch opened and then proceed at restricted speed to the next ABS.

These detectors apply to trains in both directions.

Report must be made to the train dispatcher by first available means of communication when purple indication is displayed by dragging equipment detector.

112. Unless otherwise provided, all messages or instructions governing the movement of trains or the condition of track or bridges must be in writing.

113. All employes in train, engine, yard and hostling service must thoroughly familiarize themselves with air brake instructions and operation. They must be prepared at all

times to comply with such instructions, particularly on descending grades.

114. Trainmen must watch air gauge closely and if they note engineman is losing air pressure in making reductions, or losing control of train, will assist with hand brakes so that engineman can recharge.

D-151. Where two main tracks are in service, trains must keep to the right unless otherwise provided.

D-152. When a train crosses over to, or obstructs another main track, unless otherwise provided, it must first be protected as prescribed by Rule 99 in both directions on that track.

D-153. Except in CTC territory, when one of Two or More Tracks is to be operated as single track, other than by train order Form D-S, a qualified flagman will be stationed at one designated point and a second qualified flagman will be stationed at a second designated point. These flagmen will stop all trains before such trains enter the designated limits.

A third qualified employe will be authorized as pilot and will accompany all trains in each direction between the designated points and the trains so piloted will move only on his instructions.

The two flagmen will be under the authority and direction of the pilot.

This is known as the "Pilot Block System" and the train dispatcher will have no control over train movements between the designated points.

RULES FOR MOVEMENT BY TRAIN ORDER

201. For movements requiring their use, train orders will be issued by authority and over the signature of the Chief Dispatcher. They must contain only information or instructions essential to such movements.

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

Figures or words in train orders must not be surrounded by brackets, circles or other characters.

Train orders must be issued in such terms that there will be only one meaning.

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

203. Train orders, except slow orders, must be numbered consecutively each day beginning at midnight.

Slow orders will be numbered consecutively beginning with designated number of series prescribed for each train dispatcher's territory on the first day of each year. Slow orders, bearing new numbers, must be re-issued on the first day of each month, if still in effect.

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 "C&E" and when a pilot is provided, to "C&E and Pilot." Those for a yard engine will be addressed to "Yardmaster" or "C&E Yard Engine....." A copy for each employe addressed, and the rear trainman, and each engineman when train has more than one locomotive, must be supplied by the operator.

Orders addressed to operators restricting the movement of trains must be respected by conductors and enginemen the same as if addressed to them.

205. Each train order must be written in full in a book provided for the purpose at the office of the train dispatcher and with it recorded the time and the abbreviations which show when and from what offices the order was repeated, the responses trans-

mitted, and the train dispatcher's initials. These records must be made at once and never from memory or memoranda. There must be no erasures, alterations or interlineations in the record referred to in this rule. Additions to train orders must not be made after they are repeated.

206. In train orders and Clearances, regular trains will be designated by number, as "No. 10," adding the locomotive number if known and required.

Extra trains, except work extras, will be designated by locomotive number, and the direction, as "Extra 798 'East' or 'West'."

Work Extras will be designated by locomotive number, as "Work Extra 798."

For the movement of a locomotive of another Company, the initials as well as the locomotive number will be used.

When two or more locomotives are coupled, the number of each locomotive will be used except helper locomotives used over a portion of a subdivision.

Example: "No. 1 Engines 798-799 coupled,"
"Extra 798-799 coupled West."

When two or more Extras are mentioned in train orders, the appropriate figure shall be used. Example: "2 Extras 798 and 799 West."

In CTC territory, a train designated in train orders and Clearances by any unit number in locomotive consist will be considered properly addressed.

Except in CTC territory, a train will be designated in train orders and Clearances by the number of the lead unit in the locomotive consist.

206-A. Even hours, as "10:00 A.M.," must not be used in stating time in train orders.

Time will be spelled out and duplicated in figures; other numbers will be stated in figures only.

In transmitting and repeating train orders by telephone, the names of stations and direction of extras must be plainly pronounced and then spelled letter by letter thus: Aurora A-u-r-o-r-a; East E-a-s-t. Order numbers, train, locomotive and other numbers must first be pronounced and then followed by pronouncing each figure thus: 105, One Naught Five.

Numbers must be transmitted and repeated as a complete number followed by the individual figures thus: 687, 6-8-7, excepting numbers having only one figure must be pronounced and then spelled thus 5, f-i-v-e. The letters duplicating names of stations, and numerals other than time, will not be written in the train order book or upon train orders.

When train orders are transmitted by telegraph, the train dispatcher must write the order the first time it is repeated and underscore each word and figure each time it is repeated thereafter. When transmitted by telephone, he must write the order as he transmits it and underscore each word and figure each time it is repeated.

206-B. When the train dispatcher has started the transmission of a train order and the order is not finished, he must write across the face of such record the word "Void" and at the same time instruct the operator to destroy all his copies of the unfinished order. A new number must then be used.

206-C. To relay a train order, it must be transmitted in the usual manner to the relaying employe, who must then transmit the order to the office addressed.

The operator at the office addressed must repeat the order to the relaying employe, who must underscore upon his copy each word and figure as repeated by the office addressed.

The relaying employe must then repeat the order to the train dispatcher, by whom "com-

plete" will be given to the relaying employe to be transmitted to the office addressed.

207. Before transmitting a train order, the train dispatcher must give each office addressed the direction of the train for which the order is intended, and the number of copies to be made, thus: "East copy 5," or "West copy 2," and in ABS territory the operator must ascertain that his train order signal is in "Stop" position for the direction indicated and then reply "stop displayed," record of which response must be entered in the train order book by the train dispatcher.

208. A train order to be transmitted to two or more offices must be transmitted simultaneously to as many of them as practicable. When not sent simultaneously to all, the order must be sent first to the superior train or train being restricted. The several addresses must be in the order of superiority of trains, each office taking its proper address.

208-A. When it is desired to send a train order to a train at a station at a time not included in the regular hours of the operator, or after the operator has been absent from his office, special precaution must be taken to insure its delivery.

The train dispatcher must know beyond a doubt that the train to which the order is to be issued has not passed before issuing a restricting order and must instruct the operator to use stop signals, in addition to train order signal, to stop the train.

209. Operators receiving train orders must write or typewrite them in manifold during transmission. If typewriter is used, it must be equipped with "all capital" type only; the lines must be double spaced and black record ribbon used.

If the requisite number of copies cannot be made at one writing, operator must make

other copies from the original and repeat to the train dispatcher from the new copies each time additional copies are made.

The train dispatcher must record the time and the operator's initials when train orders are recopied and repeated.

The "Complete," time and operator's signature must be in his handwriting.

The location of dispatching office must be shown on all train orders.

Addresses of trains must be written on address line in such a manner that there will be no possibility of misunderstanding or overlooking a train. When practicable, there should be only one address to a line.

At office where train dispatcher copies and delivers train orders, when it becomes necessary for additional copies to be made, train dispatcher will require an operator who has the same order on file to listen to his repeat. Record of this will be kept in train order book.

210. After a train order has been transmitted, operators must, unless otherwise directed, repeat at once from the manifold copy in the succession in which the several offices have been addressed. Each operator receiving the order must observe whether the others repeat correctly, unless relieved of this duty by the train dispatcher. When the order has been repeated correctly, the response "complete" and the time, with the initials of the Chief Dispatcher will be given by the train dispatcher. Orders must be repeated and "completed" one at a time. The operator receiving the response will then write on each copy, "Com," the time and his last name in full, and deliver a copy, with a Clearance to each person addressed, and a copy to the rear trainman. When delivery to engineer or rear trainman will take the operator from the immediate vicinity of his office, all

copies will be delivered by the conductor or trainman.

210-A. Clearance must be filled out by the operator before clearing a train, showing thereon, without erasure, alteration or interlineation, the address, the total number of orders (if none show "no") and the number of each train order, in reverse numerical sequence, left to right, addressed to the train. Operator will then transmit the address, total orders and their numbers from the Clearance to the train dispatcher. The train dispatcher must write the train and order numbers in his train order book as they are repeated from the Clearance by the operator, and if correct will reply: "Orders Nos..... OK to.... at," adding initials of the Chief Dispatcher, which the operator must enter on the Clearance.

Operators must make the required number of copies of Clearances at one writing, sign last name in full and retain a copy. Typewriter must not be used in writing Clearances.

210-B. If additional orders are issued after a Clearance has been made "OK" by the train dispatcher, and before such Clearance has been delivered to the train addressed, the old Clearance must be annulled and a new Clearance issued.

If, after orders and Clearance have been delivered to a train, it becomes necessary to issue additional orders, a "second" Clearance must be issued and so endorsed. Orders shown on first Clearance will not be shown on second Clearance. If a restricting order is involved, Rule 219 applies.

210-C. (Revised Jan. 1, 1967) Each train must receive a numbered Clearance, correctly dated, with all train orders. Employees receiving a Clearance must see that it is properly addressed to their train and that the information on the Clearance corresponds

with the train orders received. If no train orders, the word "no" and if no block restrictions, the word "none" must be endorsed in the space provided.

Conductors and enginemen must show train orders and Clearance to other members of the crew. All crew members are required to read train orders and assist in fulfilling them.

211. Operators must keep copies of train orders, Clearances and Train Registering Tickets on file for ninety days, unless otherwise provided.

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

214. When a train order has been repeated and before "complete" has been given, it 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 means of communication fail before an order has been repeated the order at that office is of no effect and must be treated as if it had not been sent.

A train order that has been repeated, if not completed and delivered to a train, must be annulled by the train dispatcher.

214-A. In case of failure of communication, after all orders for a train have been completed, but before Clearance has been "OK'd" by the train dispatcher, the operator may deliver such orders accompanied by a Clearance bearing notation "Communication has failed" and the time. Such Clearance will be acted upon as though "OK" had been given in the usual way.

When communication is restored, operator will notify the train dispatcher of each train cleared, the time, and the numbers of the

orders delivered, which train dispatcher will record.

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

216. When the train dispatcher issues a train order that is to be delivered to a train by the train dispatcher, a carbon impression must be made in the train dispatcher's train order book at the time the order is written. If the order is to be sent to another office, it will be transmitted from the copy in the book and underscored as it is sent and again as the other office repeats it.

217. A train order to be delivered to a train at a point not a train order office, or at one at which the office is closed, must be addressed to "C&E at Care of" Employee in whose care order is sent is responsible for delivery and must be supplied with copies for those addressed and rear trainman.

A Clearance addressed to the train to which orders are sent showing the numbers of such orders must be sent with the orders. When sent in care of conductor or engineman of a train, the numbers of such orders must be shown in the usual manner on Clearance of the train making delivery. Copies of the orders must be furnished the conductor, engineman and rear trainman of the train making delivery.

When such train orders restrict the superiority of the train to which delivery is to be made, an extra copy of the Clearance accompanying the orders must be provided for the employe in whose care they are sent, and such employe must be informed in writing to obtain, on this extra copy, the signatures of the conductor and the engineman of the train to which delivery is to be made and to deliver the signed Clearance to the

operator at the first open train order office. Operator who receives such signed Clearance must immediately transmit signatures to the train dispatcher after which Clearance must be preserved at that office.

"Complete" must not be given to the order for the inferior train until these signatures have been received by the train dispatcher.

Approaching the point where the order is to be delivered, the engineman of the delivering train must sound whistle signal 14(j) at head end and rear end of the train to which the order is addressed. The conductor and engineman of such train must be prepared to receive the order.

219. When necessary to issue a train order restricting the superiority of a train which has been cleared, or of which the locomotive has passed the train order signal while in "Proceed" position, the train dispatcher must instruct the operator to call the conductor and engineman of the affected train to the office, informing them that train orders restricting the movement of their train are to be given them.

When informed by the operator that the conductor and engineman are in the office, the train order shall be transmitted and Clearance prepared. Conductor and engineman must read the order and sign Clearance after which their signatures will be transmitted to the train dispatcher. The order must then be repeated and "complete" given.

Rear trainman's copy of such order may be delivered by the conductor, a trainman or the operator.

S-219-A. Except at initial stations, a train order must not be sent to one of two opposing trains at a point where its superiority is restricted if it can be avoided. When it cannot be avoided and an order is so sent, the train dispatcher will state in such order that the train which does not receive the order

at point of restriction must take the siding, unless otherwise provided. He will also state in the order that the superior train will receive the order at the point of restriction. The operator at the point of restriction, in addition to displaying train order signal at "Stop," must flag the train to which delivery of order is to be made. Such train must be brought to a stop before the train dispatcher may "OK" the Clearance.

The train which has already received the order must approach at reduced speed expecting to find main track occupied at point of restriction.

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, or any part of an order relating to a regular train become void when such train loses both right and schedule as prescribed by Rules 4 and 82, or if its schedule is annulled.

When a conductor or engineman, or both are relieved before the completion of a trip, all train orders and instructions held must be delivered to the relieving conductor and engineman.

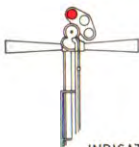
220-A. Train orders annulling a schedule and slow or cautionary orders issued to a conductor or engineman continue in effect to them on continuous trip or tour of duty, although the schedule or the running order of their train be changed.

220-B. Each train order must be delivered by the operator to those addressed, unless the order is annulled by the train dispatcher.

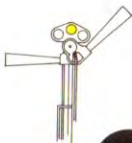
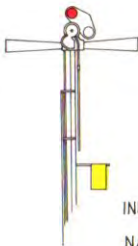
221. Unless otherwise provided, a train order signal must be used at each train order office.

Note: See "Train Order Signal Diagrams" for aspects and indications.

TRAIN ORDER SIGNAL DIAGRAMS



INDICATION - Stop for orders
or receive Clearance.
NAME - Stop Signal.



INDICATION - "Advance Train Order"
for delivery.
NAME - "Advance Train Order" signal.



INDICATION - Proceed.
NAME - Clear signal.

221-A. In non ABS territory, the normal indication of the train order signal, when there is an operator on duty, will be "Stop." In these limits, engineman approaching an open train order office equipped with a train order signal, after sounding whistle signal 14(m), will, at a point where signal is in plain view sound whistle signal 14(j) and operator will then change train order signal to indicate "Proceed" if there are no train orders for delivery to any train in that direction. Engineman will acknowledge change by sounding whistle signal 14(g). It will only be necessary for the engineman on the leading locomotive to see the train order signal change to "Proceed."

The train order signal must be returned to "Stop" as soon as train has passed. It must indicate "Proceed" when no operator is on duty.

221-B. In ABS territory, the normal indication of the train order signal will be "Proceed," except when train orders are to be delivered to any train in that direction.

When train order signal has been at "Stop" to indicate train orders for delivery, it will be returned to "Proceed" as soon as train has passed, unless there are orders for delivery to a following train.

221-C. Operators must have the proper appliances for hand signaling ready for immediate use and will use such signals should the fixed signal fail to operate properly, or when other conditions require.

221-D. When right or schedule will permit, and only for delivery of train orders which advance the train beyond the station of delivery, the train dispatcher will authorize the operator to display the "Advance Train Order" indication. Where the "Advance Train Order" indication is displayed, it indicates that the operator has been authorized

by the train dispatcher to move approaching train on main track and deliver orders and Clearance without stopping it.

Engineman will acknowledge "Advance Train Order" signal by sounding whistle signal 14(g).

Operator must restore train order signal to normal as soon as the train for which it was displayed has passed and report same to the train dispatcher.

The train dispatcher must keep a record in his train order book of the time the "Advance Train Order" signal is displayed and time restored to normal.

221-E. When it is apparent that orders are to be received without stopping, speed of train must be reduced sufficiently to enable operator to make delivery.

A proceed signal from the rear of train will be regarded as evidence that orders have been received.

221-F. A train must not pass a train order signal displaying "Stop" or "Advance Train Order" indication without first obtaining a Clearance, except to perform station work or enter siding, and then only under protection as prescribed by Rule 99, and must not again occupy main track without obtaining a Clearance.

221-G. At night, when train order office is closed, light in train order signal will be extinguished.

Train order office hours will be shown in the time-table or by bulletin.

221-H. In non ABS territory, during regular office hours, a green flag displayed on the train order signal mast when the signal indicates "Proceed" indicates that the office is temporarily closed.

222. Except in CTC territory, operators must promptly record and report to the train dispatcher the time of arrival and departure

of all trains and the direction of extra trains. They must, when other duties will permit, closely observe trains and report at once to the train dispatcher if proper signals are not displayed.

223. The following abbreviations are authorized and may be used in train orders and other records:

ABS—Automatic Block Signal or Automatic Block System

C&E—Conductor and Engineman

Com—Complete

Condr—Conductor

CTC—Centralized Traffic Control

Disp—Train Dispatcher

Eng—Engine

Frt—Freight

Jct—Junction

Loco—Locomotive

Mins—Minutes

MP—Milepost

MPH—Miles per hour

No—Number

OK—Correct

Opr—Operator

OS—Train Report

PC—Permissive Card

Psggr—Passenger

SD—Stop Displayed

Supt—Superintendent

YM—Yardmaster

Initials for signature of the Chief Dispatcher.

Other abbreviations as authorized by proper authority.

The following for the names of the months: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.

FORMS OF TRAIN ORDERS

In the forms of train orders the words and figures in italics are examples, indicating the manner in which the orders are to be filled out.

FORM S-A

Fixing Meeting Points for Opposing Trains

- (1) *No 1 Eng 200 meet No 2 Eng 300 at B.
No 3 Eng 201 meet No 4 Eng 202 at B.
No 5 Eng 203 meet Extra 95 east at B.
Extra 652 east meet Extra 231 west
at B.*
-
- (2) *No 2 Eng 24 and No 4 Eng 205 meet
No 1 Eng 206 and No 3 Eng 207 at C
and Extra 95 west at D (and so on).
No 1 Eng 208 meet No 2 Eng 209 at B
No 4 Eng 210 at C and Extra 95 east
at D.*
-

The foregoing examples may be modified by adding "No.....take siding," or "No.....gets this order at....."

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

FORM B

Directing a Train to Pass or Run Ahead of Another Train

- (1) *No 1 Eng 200 pass No 3 Eng 201 at E.*

Both trains will run according to rule to the designated point and there arrange for the rear train to pass promptly.

- (2) *No 6 Eng 203 pass No 4 Eng 204 when overtaken.*

Both trains will run according to rule until the second-named train is overtaken and then arrange for the rear train to pass promptly.

-
- (3) *Extra 594 east run ahead of No 6 Eng 205 M to B.*

The first-named train will run ahead of the second-named train between the points designated.

-
- (4) *Extra 95 west run ahead of No 3 Eng 206 B until overtaken.*

The first-named train will run ahead of the second-named train from the designated point until overtaken and then arrange for the rear train to pass promptly.

Examples (3) and (4) are to be used only under unusual circumstances. Ordinarily some example of Form E must be used in assisting inferior trains ahead of first class trains.

Except in ABS territory the following train will look out for the designated train ahead until the order is fulfilled.

FORM S-C

Giving a Train the Right Over an Opposing Train

- (1) *No 1 Eng 200 has right over No 2 Eng 201 G to X.*

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.

- (2) *Extra 37 east has right over No 3 Eng 202 F to A.*

The regular train must not go beyond the point last named until the extra train has arrived, unless directed by train order to do so.

These orders give right to the train first-named 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.

- (3) *Extra 72 west has right over Extra 91 east A to G and wait at*
E until nine fifty nine 9 59 AM
F ten fifteen 10 15 AM
for Extra 91 east.

The first-named train must not pass the points designated as E and F before the time given at such points unless the other train has arrived and must take siding and not pass the point designated as G unless the extra over which right has been conferred has arrived, or unless directed by train order to do so.

FORM E

Time Orders

- (1) *No 1 Eng 200 run fifty 50 mins late A to G.*
-
- (2) *No 1 Eng 201 run fifty 50 mins late A to G and twenty 20 mins late G to K, etc.*

This makes 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 be-

fore required to run with respect to the regular schedule time. Time, as used in this form of order, must be in multiples of ten.

- (3) *No 1 Eng 204 and No 3 Eng 205 wait at*
N until nine fifty nine 9 59 AM
P ten thirty 10 30 AM
R ten fifty five 10 55 AM
etc.

The train, or trains named must not pass the designated points before the times given. Other trains receiving the order are required to run with respect to the time specified at the designated points or any intermediate stations where schedule time is earlier than the time specified in the order, as before required to run with respect to the scheduled time of the train, or trains, named.

- (4) *No 1 Eng 204 run twenty 20 mins late on Order No 17.*

This makes the time mentioned at each station in an order issued under example (3) as much later as specified and trains receiving this order are required to run with respect to this later time, as before required to run with respect to the time specified in the original order.

- (5) *No 1 Eng 204 and No 3 Eng 205 run one hour late on Order No 17*
N to R and wait at R until eleven fifty five 11 55 AM

If the last named station is not the terminal station on the subdivision a time to wait at that station must be added.

FORM S-E

Time Orders

- (1) *No 2 Eng 202 wait at H until nine fifty nine 9 59 AM for No 1 Eng 203.*

The train first-named must not pass the designated point before the time given, un-

less the other train has arrived. The train last-named is required to run with respect to the time specified, at the designated point or any intermediate station where schedule time is earlier than the time specified in the order, as before required to run with respect to the schedule time of the train first-named.

All of the examples under Form E may be used in connection with an extra train created by example (3) Form G and the times at each point stated in that example have the same meaning as schedule times in the foregoing examples.

FORM G

Extra Trains

(1) *Eng 99 run extra A to F*

(2) *Eng 99 run extra A to F and return to C.*

The extra must go to F before returning to C. F is not the initial station.

(3) *Eng 77 run extra leaving A on Thursday Feb. 17 as follows with right overtrains.*

<i>Leave A Eleven Thirty</i>	<i>11 30 PM</i>
<i>C Twelve Twenty Five</i>	<i>12 25 AM</i>
<i>E One Forty Seven</i>	<i>1 47 AM</i>
<i>Arrive F Two Twenty Two</i>	<i>2 22 AM</i>

This order will state the train or trains, or classes of trains, over which it shall or shall not have right.

Trains over which the extra is given right must clear its time, as shown in the order five minutes.

This order does not relieve train from compliance with Rule 93.

Work extras required to protect or not protect against extra trains, must clear the time of the designated extra five minutes.

- (4) *After extra 98 east arrives at A Eng 99 run extra A to H.*

The extra created is restricted at its initial station for the opposing extra.

FORM S-H

Work Extra

- (1) *Eng 292 works extra six forty five 6 45 AM until five forty five 5 45 PM between D and E.*

The work extra, whether standing or moving, must protect itself against extra trains, within the working limits in both directions as prescribed by the rules. The time of regular trains must be cleared.

This may be modified by adding:

- (2) *Not protecting against eastward extra trains.*

The work extra will protect only against westward extra trains.

The time of regular trains must be cleared.

-
- (3) *Not protecting against extra trains.*

Protection against extra trains is not required. The time of regular trains must be cleared.

This may be modified by adding:

- (4) *Until twelve thirty 12 30 PM.*

Protection against extra trains is required after the time specified.

-
- (5) *Not protecting against extra trains except protect against Extra 76 west after three ten 3 10 PM.*

Protection against Extra 76 west is required after 3 10 PM.

Protection against other extra trains is not required. The time of regular trains must be cleared.

When a work extra has been instructed by order not to protect against extra trains, and afterward, it is desired to have it clear the track for, or protect itself after a certain hour against a designated extra, an order may be given in the following form:

- (6) *Work Extra 292 clears (or protects against) Extra 76 east between D and E after two ten 2 10 PM.*

Extra 76 east must not enter the working limits before 2 10 PM, and will then run expecting to find the work extra clear of the main track, or protecting itself, as the order may require.

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

- (7) *Work Extra 292 protects against No 55 Eng 255 (or.....class trains) between D and E.*

The work extra may work upon the time of the train or trains mentioned in the order and must protect itself against such train or trains. The regular train or trains receiving the order will run expecting to find the work extra protecting itself.

When a work extra is to be given exclusive right over all trains, the following form will be used:

- (8) *Work Extra 292 has right over all trains between D and E seven fifteen 7 15 PM until one fifteen 1 15 AM.*

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

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

Work extras must give way to all trains as promptly as practicable.

Whenever extra trains are run over working limits they must be given a copy of the order sent to the work extra. Should the working order instruct a work extra not to protect against extra trains in one or both directions, extra trains must protect against the work extra. If the order indicates that the work extra is protecting itself against other trains, such trains will run expecting to find the work extra protecting itself.

FORM D-H

Work Extra

- (1) *Eng 292 works extra on (eastward) track (or both tracks) six forty five 6 45 AM until five forty five 5 45 PM between D and E.*

The work extra, whether standing or moving, must protect itself within the working limits against extra trains moving with the current of traffic on the track or tracks named. The time of regular trains must be cleared.

This may be modified by adding:

- (2) *Not protecting against eastward extra trains.*

The work extra will protect only against westward extra trains. The time of regular trains must be cleared.

-
- (3) *Not protecting against extra trains.*

Protection against extra trains is not required. The time of regular trains must be cleared.

This may be modified by adding:

- (4) *Until twelve thirty 12 30 PM.*

Protection against extra trains moving with the current of traffic is required after the time specified.

- (5) *Not protecting against extra trains except protect against Extra 76 west after three ten 3 10 PM.*

Protection against Extra 76 west is required after 3 10 PM.

Protection against other extra trains is not required. The time of regular trains must be cleared.

When a work extra has been instructed by order not to protect against extra trains, and afterward, it is desired to have it clear the track for, or protect itself after a certain hour against a designated extra, an order may be given in the following form:

- (6) *Work Extra 292 clears (or protects against) Extra 76 east between D and E after two ten 2 10 PM.*

Extra 76 east must not enter the working limits before 2 10 PM, and will then run expecting to find the work extra clear of the main track, or protecting itself, as the order may require.

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

- (7) *Work Extra 292 protects against No 55 Eng 225 (or.....class trains) between D and E.*

The work extra may work upon the time of the train or trains mentioned in the order and must protect itself against such train or trains. The regular train or trains receiving the order will run expecting to find the work extra protecting itself.

When it is desired to move a train against the current of traffic over the working limits,

provision must be made for the protection of such movement.

When a work extra is to be given exclusive right over all trains, the following form will be used:

(8) *Work Extra 292 has right over all trains on eastward and westward tracks between G and H seven thirty 7 30 PM until one thirty 1 30 AM.*

This gives the work extra the exclusive right to the track or tracks mentioned between the points designated between the times named.

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

Work extras must give way to all trains as promptly as practicable.

Whenever extra trains are run over working limits they must be given a copy of the order sent to the work extra. Should the working order instruct a work extra not to protect against extra trains in one or both directions, extra trains must protect against the work extra. If the order indicates that the work extra is protecting itself against other trains, such trains will run expecting to find the work extra protecting itself.

FORM J

Holding Order

(1) *Hold No 2 Eng 201.*

(2) *Hold all (or.....ward) trains.*

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.*

These orders will be addressed to the operator, acknowledged in the usual manner,

and will be delivered with a Clearance to conductors and enginemen of all trains affected.

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

FORM K

Annuling a Schedule

- (1) *No 1 due to leave A Feb 29 is annulled A to Z.*

The schedule annulled becomes void between the points named and cannot be restored.

Form K will not be combined with other forms of train orders, and will be in effect on all trips made during the tour of duty on which such orders are received provided conductor and engineman have a copy in their possession on each trip.

FORM L

Annuling an Order or Clearance

- (1) *Order No 10 is annulled.*
- (2) *Order No 12 of (date) is annulled.*
- (3) *Clearance No.....or Clearance to (train number).....OK at (time)is annulled.*

When an order of a previous date is annulled the date of the order annulled must be stated.

If an order or Clearance 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 or Clearance annulled but his office copy, and write on that:

Annulled by Order No.....

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

FORM M

Annuling Part of an Order

- (1) *That part of Order No 10 reading No 1 Eng 25 meet No 2 Eng 21 at S is annulled.*
- (2) *That part of Order No 12 reading No 3 Eng 21 pass No 1 Eng 25 at S is annulled.*

Form M will be used only when that part of the order not annulled is clear in its wording.

FORM P

Superseding an Order or Part of an Order

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

- (1) *No 1 Eng 203 meet No 2 Eng 205 at C instead of B.*
- (2) *No 3 Eng 204 pass No 1 Eng 203 at D instead of C.*
- (3) *No 1 Eng 203 has right over No 2 Eng 205 G to R instead of X.*

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

When a train is directed by train order to take siding for another train, such instructions apply only at the point named in the order and do not apply to the superseding order unless so specified.

FORM D-R

Providing for a Movement Against the Current of Traffic

- (1) *No 1 Eng 201 has right over opposing trains on eastward (or westward) track C to F.*

The designated train must use the track specified between the points named and has

right over opposing trains on that track between those points. Trains moving with the current of traffic must clear the time of opposing train as prescribed by the rules. Where tracks are not parallel and stations not the same on all tracks, necessary train orders under Form E, example 3, will be issued.

An inferior train between the points named moving with the current of traffic in the same direction as the designated 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 No 4 Eng 205 arrives at C No 1 Eng 201 has right over opposing trains on eastward (or westward) track C to F.*

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.

When a regular train is moved against the current of traffic, the schedule time will apply to the track on which the train is moving.

FORM D-S

Providing for the Use of a Section of Two or More Tracks as Single Track

- (1) *Westward (or eastward) track will be used as single track between F and G.*

If it is desired to limit the time for such use, add:

From one naught one 1 01 PM to three naught one 3 01 PM.

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 T

Train Order Check of Trains

- (1) *At four naught one 4 01 PM (train) , or all.....class trains have arrived or departed (or passed)*

This form may be modified by adding:

"Except....."

Form T to be used to avoid stopping trains to check register at register stations or to give a check of overdue trains at outlying points.

Trains receiving this order will register by Train Registering Ticket, at station named (if register station), and operator will record same in train register.

FORM U

Notice of New Time-Table

- (1) *Time-table No 5 is effective at twelve naught one 12 01 AM Feb 29.*

This order will be addressed to all conductors, enginemen and yardmasters 24 hours prior to and remain in effect 72 hours after time-table takes effect.

FORM V

ABS and CTC Temporarily Suspended From Service

- (1) *Effective (time and date) ABS and CTC (or ABS, if outside CTC territory) temporarily discontinued from ABS at to ABS at both inclusive. ABS and CTC (or ABS)*

rules are suspended between these points.

Trains will operate the same as in non ABS limits.

When CTC is discontinued, trains and locomotives will be governed by time-table and train orders and will not leave designated points without a Clearance. Points that are established as temporary train order offices will be specified by train order and this order will also specify that trains must not leave such points without a Clearance. Time-table schedules will be annulled daily by train order while CTC is suspended and all trains will be moved against opposing trains only by Form S-A train orders. Such orders must also specify, in each instance, which train will take siding.

If an interlocking station is located within the limits affected, following will be added:

(2) *Trains must approach interlocking limits at..... prepared to stop at home signal. Interlocking rules will govern.*

To restore ABS and CTC operation, the following form will be used:

(3) *Effective (time and date) Order No is annulled. ABS and CTC (or ABS only, if outside CTC territory) between and restored to service.*

The above form and examples will be issued over the Chief Dispatcher's signature, but will in no case ever be issued unless authorization has been granted to the Chief Dispatcher by the Superintendent or his designated representative.

SIGNALS

The following signals will appear where conditions require their use.

Unless otherwise provided, ABS will be placed over or to the right of tracks they govern. Where authorized by bulletin or time-table rule, ABS will be placed to the left instead of the right of tracks they govern.

The aspects shown in these rules are those generally used; other authorized combinations may be used.

RULE	SIGNAL ASPECTS		NAME
	INTERLOCKING	CTC & ABS	
281	<p>GREEN</p>	<p>GREEN</p>	CLEAR
281-B	<p>RED OVER FLASHING YELLOW</p>	<p>RED OVER FLASHING YELLOW</p>	DIVERGING APPROACH MEDIUM
282	<p>FLASHING YELLOW</p>	<p>FLASHING YELLOW</p>	APPROACH MEDIUM
283	<p>RED OVER GREEN</p>	<p>RED OVER GREEN</p>	DIVERGING CLEAR
285	<p>YELLOW</p>	<p>YELLOW</p>	APPROACH

INDICATION

Proceed.

Proceed medium speed until entire train is through turnout, approaching next signal medium speed.

Proceed, approaching next signal medium speed.

Proceed authorized speed until entire train is through turnout.

Proceed, prepared to stop at next signal. Train exceeding medium speed must at once reduce to that speed.

RULE	SIGNAL ASPECTS		NAME
	INTERLOCKING	CTC & ABS	
286	<p>RED OVER YELLOW</p>	<p>RED OVER YELLOW</p>	DIVERGING APPROACH
290	<p>RED OVER LUNAR LUNAR</p>	<p>RED OVER LUNAR LUNAR</p>	RESTRICTING
291		<p>RED</p>	STOP AND PROCEED
292	<p>RED</p>	<p>RED</p>	STOP

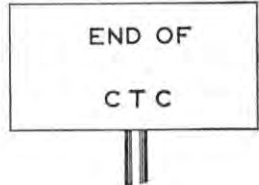
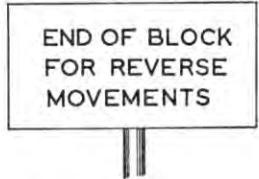
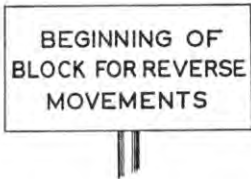
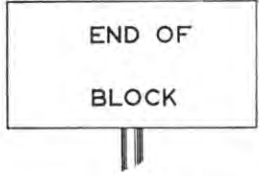
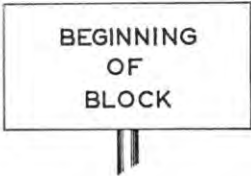
INDICATION

Proceed medium speed through turnout, prepared to stop at next signal, except when leaving main track, be governed by Rule 105.

Proceed at restricted speed; (1) Within ABS to next signal governing in same direction. (2) At interlocking outside ABS through interlocking limits. (3) Onto non-signalized track until entire train is through turnout; if there is no turnout, until head end of train has passed the signal.

Stop then proceed.
(See Rule 509)

STOP



Signs for Beginning and
Ending of Automatic Block
Signals

AUTOMATIC BLOCK SYSTEM RULES

505. ABS govern the use of the blocks, but unless otherwise provided, do not supersede the superiority of trains or dispense with the use or observance of other signals whenever and wherever they may be required.

Automatic Block System limits will be designated by signs.

Automatic Block System limits for reverse movements will be designated by signs.

506. On any track signaled for traffic in both directions, ABS apply to trains or locomotives in the direction of their movement.

506-A. On any track signaled for traffic in one direction, ABS apply only to trains or locomotives moving with the current of traffic.

507. A train or locomotive stopped by an ABS must stop before any part of the train or locomotive has passed the signal.

508. The absence of a light, or a white light displayed where a color light should be, on an ABS, must be regarded as the most restrictive indication that can be given by that signal.

508-A. During the time and within limits where, by train order, ABS have been taken out of service temporarily, due to storm or otherwise damaged, the absence of a light on such signals will indicate that the signals are out of service. (See Rule 519.)

509. When a train or locomotive is stopped by a Stop and Proceed ABS, it may proceed at once at restricted speed to the next ABS, expecting to find a train in the block, broken rail, slide warning device plug pulled out, obstruction or switch not properly lined. It must be known that all facing point switches are properly lined for the route to be used.

509-A. When a train or locomotive is stopped by a Positive Stop ABS, it may proceed when the ABS is cleared or when it is authorized to proceed by Permissive Card showing proper Form. If the Positive ABS governs entrance to a diverging route, Permissive Card must show on which track train or locomotive must proceed. If unable to communicate with the train dispatcher by any means of communication, train or locomotive may proceed when preceded by a flagman and according to Rule 509.

If it is possible for an opposing train or locomotive to be in the block, the train dispatcher will authorize the train or locomotive to proceed by issuing Permissive Form A:

"Proceed on . . . track under flag protection and according to Rule 509."

When the train dispatcher positively knows there is no opposing train or locomotive between the communicating points, Permissive Form B will be issued:

"Proceed on . . . track according to Rule 509."

In case a work train is in the block, Permissive Form C will be issued:

"Proceed on . . . track according to Rule 509, looking out for Work Extra . . . in the block."

509-B. When a train or locomotive is proceeding under flag protection, the flagman may be picked up, if a point is reached from which track ahead can be seen to be clear through to the next Proceed ABS. After flagman has been picked up, train must proceed according to Rule 509.

509-C. When a train is stopped by a Stop and Proceed ABS under conditions of momentary duration, the train may proceed in accordance with Rule 509 after the engineer has sounded whistle signal 14(b), has

received a proceed signal from train crew, when practicable, and acknowledged same as provided by Rule 14(g).

The flagman must be on the ground near the rear of the train with flagman's signals prepared to protect if train does not immediately proceed. When conditions require, lighted fusees must be used to protect the train.

510. When a lunar light on an ABS mast is illuminated, a train or locomotive may pass without stopping, proceeding according to Rule 509.

510-A. A Repeater Signal designated by the letter "R" may be located in advance and indicates the aspect of the next ABS. When no color indication is displayed on a Repeater Signal, the next ABS displays a STOP indication.

Note: Repeater Signal indications are for information only.

510-B. An additional signal on an ABS which, when illuminated, displays the letter "S" indicates that train or locomotive must hand operate switch and take siding.

The "S" indication does not abrogate observance of the ABS indication.

512. After passing an ABS indicating Proceed, the indication of the next ABS may change to Stop and enginemen and trainmen must be on the alert to observe it.

513. A train, locomotive, cars or other equipment on sidings or other tracks must stand clear of insulated joints placed in track at the clearance point.

When a train or locomotive leaves the main track, the main track switch shall be kept open until the entire train has passed the insulated joints at the clearance point.

513-A. Before a train or locomotive enters on or fouls a main track, or crosses from one main track to another, at any hand operated

switch, including dual controlled and spring switches when hand operated, it must wait three minutes after any switch or derail connected with the movement has been operated to effect a signal indication.

Exceptions: Movement may be made to main track without waiting three minutes under the following conditions:

- (1) If the switch or derail has been changed before the rear of passing train has moved beyond the next signal in the direction of its movement.
- (2) If electric switch lock is in service on switch or derail being used.
- (3) In CTC territory, when movement to main track is authorized by the train dispatcher.
- (4) When signal governing movement to main track displays proceed indication.

This rule does not relieve employes from the duty of promptly and properly protecting the movement as provided by the rules.

513-B. A train or locomotive entering a block between ABS must be protected as required by the rules and must proceed at restricted speed to the next ABS.

513-C. A train or locomotive having accepted a Proceed indication and is stopped or delayed in the block must proceed prepared to stop at the next ABS.

515. A train or locomotive which is to take siding may pass Stop and Proceed ABS to enter the siding at restricted speed, provided the switch is known to be lined for the siding and track to the switch is seen to be clear.

S-516. Except as otherwise provided, lights or reflectorized targets will be maintained only on switches where required for yard operations.

D-516. Except as otherwise provided, lights or reflectorized targets will be maintained

only on switches where required for yard operation and to protect facing point switches in reverse direction movement on Two or More Tracks not signaled for reverse direction movement.

D-517. Where tracks are signaled for normal direction movement only, trains or locomotives moving against the current of traffic must know that all facing point switches are properly lined for the main track.

Note: See Rule 576.

519. When ABS or CTC are inoperative, such signals, when properly authorized, may be taken out of service by train order Form V.

Before train order Form V is issued, lights on ABS involved must be extinguished. If within CTC territory, all dual controlled switches must be placed in hand throw position and left lined and locked for main track, and when used must be hand operated.

Facing point spring switches must be inspected on the ground.

Note: See instructions under train order Form V.

520. Where it is necessary to use tracks or crossovers that converge with the main track immediately beyond an ABS, the indication of the ABS given prior to the operation of any switches must be observed when using that main track.

521. A locomotive, a single unit locomotive with less than three cars, or any light weight equipment must not be allowed to stand on sanded rails.

522. When entire train or locomotive has passed an ABS governing its movement, reverse movement must not be made beyond that ABS except under protection as prescribed by Rule 93, Rule 99 or train order.

523. The function of ABS and the rules governing them do not relieve enginemen or trainmen from the duty and responsibility of properly protecting their train.

CENTRALIZED TRAFFIC CONTROL RULES

550. Within limits specified by time-table, bulletin or special instructions, indications of Automatic Block Signals will be authority for the movement of trains or locomotives. ABS indications supersede time-table superiority within these limits, but do not dispense with the use or observance of other signals whenever and wherever they may be required.

The limits of operation by Centralized Traffic Control will be designated by signs.

550-A. Such Operating, Interlocking and ABS Rules as are not modified by these rules remain in effect.

550-B. The train dispatcher must be advised in advance of any known condition that will delay the train or prevent it from making usual speed.

550-C. Trains or locomotives must not enter CTC territory unless the governing ABS displays a Proceed indication or authority is obtained from the train dispatcher or operator.

Trains or locomotives must not foul or enter the main track or a siding at hand-operated switches without first obtaining authority from the train dispatcher or operator.

551. The movement of trains or locomotives and the control of Positive ABS and dual controlled switches will be supervised by the train dispatcher, who will issue instructions to the operator when required.

551-A. Clearance is not required for trains originating or turning at intermediate stations of a subdivision.

Conductor and engineman must be informed, by any means of communication, of abnormal track conditions over which movement is to be made.

551-B. Classification signals are not required but may be displayed to avoid stops to place or remove them.

552. (Revised Jan. 1, 1967) Trains or locomotives may occupy or perform work on a track or tracks within specified limits and between specified times when authorized to do so by the train dispatcher or operator.

When requesting track and time limits, employe will give his name, location, train or locomotive number, and specify time and working limits and track or tracks to be used. Authority granted must be repeated to the train dispatcher or operator. Engineman, if practicable, must be notified of authority received.

Train dispatcher must make record of authority granted and responses received.

When the train or locomotive has entered the specified limits, the train dispatcher or operator must protect these limits by Positive Stop ABS in each direction. In addition, he must place red markers on each lever controlling these signals and any switch levers involved. Thereafter, he must not clear these signals into the specified limits or remove red markers until the track is reported clear, or time limit has expired.

During the period track and time limits are authorized, the tracks specified may be used in either direction without flag protection, except a locomotive authorized to

enter a block with a standing train to perform switching must move at restricted speed protecting against such train.

When two or more trains or locomotives are given the same or overlapping track and time limits, the train dispatcher or operator must inform the employe receiving the authority for each train or locomotive of this fact and such trains or locomotives must move at restricted speed within such limits.

A train or locomotive granted track and time limits, after stopping, may pass a Positive Stop ABS [complying with Rule 570 (2)], within track limits, or when necessary, to enter track and time limits, and proceed as prescribed by Rule 509.

Trains or locomotives must be clear of the track limits granted, switches restored to normal position and train dispatcher or operator notified before expiration of the time specified. If not clear by the time specified, protection must be provided as prescribed by Rule 99 in both directions and train dispatcher or operator notified.

When train dispatcher or operator authorizes a train or locomotive to move out of the track limits by signal indication, it will be considered clear when it has passed such signal.

554. When a switch or signal cannot be operated due to track obstruction or other conditions, train dispatcher or operator must apply a red marker to control lever governing that switch or signal and the red marker must not be removed until the switch or signal is reported serviceable.

555. Signal levers must be restored to Stop position immediately upon the passage of

the train for which they were cleared, unless there is a closely following movement in the same direction.

555-A. Train dispatcher or operator must observe, as far as practicable, whether the indications on the control machine correspond with the position of the levers.

556. (Revised Jan. 1, 1967) If a train or locomotive overruns a Stop ABS, front of train or locomotive must be protected immediately as prescribed by Rule 99 and Chief Dispatcher promptly notified.

557. Signals may be changed for a train or locomotive at any time, if anything is discovered that might endanger the safety of the train or locomotive.

558. When it is safe to do so, switches and signals must be operated on request of Maintenance of Way forces.

559. When a train or locomotive is stopped by a Positive Stop ABS, it may proceed when the ABS is cleared, or when authorized to proceed. This authority must be written on Permissive Card and if movement is to enter siding, Form D will be used.

560. If entire train or locomotive has passed an ABS governing its movement, reverse movement must not be made without the proper Positive ABS indication, except when authorized by the train dispatcher, the movement may be made after proper protection has been provided.

If head end of train or locomotive only, passes a Positive ABS and then reverse movement is made so that the Positive ABS is again in advance of the train or locomotive, the train dispatcher or operator must be notified at once.

562. A train or locomotive having work to perform must inform the train dispatcher or operator in advance the amount of time required. If for any reason the train or loco-

motive is unduly delayed, the train dispatcher or operator must be contacted immediately.

563. Unless otherwise provided, where authorized train speeds are in excess of 20 MPH, trains or locomotives must not clear main track through hand-operated switches not equipped with electric lock.

564. Intermediate hand-throw switches on sidings will be equipped with lights or reflectorized targets. Such switches will display green aspect when lined for siding and yellow aspect when lined for turnout.

565. Movements on sidings are not protected by ABS between insulated joints at clearance points.

When a train or locomotive is in a siding and it is necessary to head a following train or locomotive into the same siding, train dispatcher will stop the following movement and inform them that a train ahead is occupying the siding.

When it is necessary to head two opposing trains or locomotives into the same siding, train dispatcher will, when possible, stop both movements and inform them of this fact, and have an understanding as to which movement will be given signal to back out of the siding. If one train or locomotive is in siding before it is decided to head the second movement into the siding, the second train or locomotive must be stopped and informed of the circumstances.

566. When employe's Call Light (a white light on or near telephone booth adjacent to Positive ABS) is illuminated, any employe observing it, except those on moving trains, must immediately communicate with the train dispatcher or operator.

567. When CTC is interrupted or temporarily suspended, all train and locomotive

movements will be governed by the instructions and under the supervision of the Superintendent or his appointed representative.

DUAL CONTROLLED SWITCHES

570. (1). When a train or locomotive is stopped by a signal governing movement over a dual controlled switch, if no conflicting movement is evident, a member of the crew must immediately communicate with the train dispatcher or operator and be governed by his instructions. Such instructions must include information as to the route to be used. The instructions must be repeated to insure correct understanding.

(2). When authorized to proceed, movement must not be made until after selector lever has been taken out of "power" position and placed in "hand" position. Hand throw lever must be operated until switch points are seen to move with the movement of hand throw lever. Switch must then be lined for the route to be used. Selector lever may be restored to "power" position and locked as soon as leading wheels of engine or car have moved onto the switch points.

571. To operate a dual controlled switch by hand, authority must first be secured from train dispatcher or operator. The engineman must be notified if practicable.

When the selector lever is placed in "hand" position, all signals adjacent to the switch will indicate stop and movements may be made over the switch by hand signals.

The train dispatcher or operator must state between what points on the main track the train or locomotive shall be allowed to operate. No part of train or locomotive may move beyond the points designated unless proper authority is secured for the movement. Train dispatcher or operator must protect movement by proper Stop ABS.

When selector lever has been restored to the "power" position, the engineman must be notified, if practicable.

Engineman must not accept hand signals as against fixed signals unless selector lever has been placed in "hand" position, or in emergency, when fully informed of the circumstances.

Detailed Instructions for Hand Operation of Dual Controlled Switches

1. Remove switch lock.
2. Move selector (short) lever to "hand" position.
3. Operate long lever to engage points (lever is not engaged if points fail to follow lever operation).
4. Operate to desired position with long lever. (Selector lever must be left in "hand" position until all switching movements are completed.)

WHEN HAND OPERATIONS ARE COMPLETED:

1. Move selector (short) lever back to "power" position.
2. Replace and lock switch lock.

572. Sand must not be used over the movable parts of a dual controlled switch.

SPRING SWITCHES

575. Spring switches will be designated by "Spring Switch" signs.

Trains or locomotives stopping on spring switches, while trailing through must not make back up movement or take slack until switch has been thrown by hand.

Before making a reverse movement after trailing through a spring switch, it must be

known that switch points have moved to proper position for route to be used.

Sand must not be used over movable parts of spring switches.

When necessary to throw a spring switch by hand, the switch must be operated slowly, keeping a steady pressure on the handle.

In emergency cases when springs are compressed by trucks and a spring switch must be thrown by hand, care must be used to keep in clear of handle when released.

576. Unless facing-point movement of a train or locomotive is protected by ABS displaying Proceed indication or by a Switch-Point Indicator displaying Proceed indication, stop must be made before reaching a spring switch and member of crew must examine switch and know that points are in proper position for the movement and switch locked before proceeding.

Switch-Point Indicators are designated by the letters "SS."

577. At locations where siding ABS govern trains entering main track through spring switches, such ABS normally will display Stop and will not display Proceed until short approach section is occupied. If a train is approaching on main track and siding ABS does not display Proceed when train on siding occupies approach section and such train has authority to proceed, Snap Switch located on signal case must be operated to reverse position, held five seconds and released. When so operated, main track ABS will display Stop and after interval of three minutes siding ABS should display Proceed. If it is again necessary to clear main track ABS, operate Snap Switch a second time.

ELECTRIC SWITCH LOCKS

585. At locations where electric switch locks are in service, the following will apply:

- a. **TO ENTER MAIN TRACK.**
 1. Train or locomotive must remain clear of insulated joints.
 2. Obtain authority from the train dispatcher.
 3. Remove switch lock and open door.
 4. Move lever one-half turn counter-clockwise.
 5. Switch may then be operated as desired.
- b. **TO LEAVE MAIN TRACK.**
 1. Train or locomotive must occupy release circuit within 50 feet of switch point.
 2. Switch may then be operated by performing steps a-3 and a-4 above.
- c. **WHEN FINISHED USING SWITCH.**
 1. Restore switch to normal position.
 2. Restore lever to normal position.
 3. Close and lock door, as all protecting ABS will indicate Stop until this is done.
- d. **USE OF EMERGENCY RELEASE.**
 1. If electric lock does not release after complying with provisions of paragraphs a or b, obtain permission from the train dispatcher to remove seal on the emergency release; then move release lever downward until mechanism trips.
 2. Electric lock and switch may then be operated.
 3. Emergency release must not be used unless authorized by the train dispatcher, as all protecting ABS will indicate Stop until mechanism is reset by maintainer.

585-A. When crossover movement is to be made and both switches are equipped with electric locks, the trailing switch must be operated before attempting to operate the facing switch.

When only one switch of a crossover is electrically locked, the electric lock must be operated before either switch is lined for the crossover movement.

585-B. When a train or locomotive is using a switch equipped with an electric lock, and head end of train has entered an adjacent track and portion of train is left on the main track, the electric lock must be left in the "unlocked" position until the head end of train has returned to main track. It must return to the main track through the same switch, as electric lock on opposite end of track cannot be operated under these conditions.

INTERLOCKING

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

606. Within ABS and CTC territory, interlocking signals, unless otherwise designated, are a part of the ABS and govern beyond the interlocking limits. Trains and locomotives stopped by interlocking signals in ABS or CTC territory must observe interlocking rules within the interlocking limits and ABS or CTC rules within the automatic portion of the block beyond the interlocking limits.

607. Movements through interlocking limits, except on Proceed interlocking signal indication, must be made at restricted speed.

Interlocking (Operators)

611. Unless otherwise provided, interlocking signals must be kept in the position displaying the most restrictive indication, except when displayed for an immediate movement.

612. Appliances must be operated carefully and only by those charged with that duty. If any irregularity affecting their operation is detected, the signals must be displayed to give their most restrictive indication until repairs are made.

613. When the route is set, the signals must be operated sufficiently in advance of approaching trains to avoid delay.

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

616. The lever operating a switch, derail or lock, must not be moved when any portion of a train or locomotive is standing on or closely approaching the switch or derail.

617. Operating levers must be blocked or marked and should not be used when a track, switch or signal is undergoing repairs or when a track is obstructed.

618. At mechanical interlockings during cold weather the levers must be moved as often as may be necessary to keep connections from freezing.

620. If a switch or signal fails to work properly its operation must be discontinued and until repaired, the signal secured so as to display its most restrictive indication.

621. They must observe, as far as practicable, whether the indications of the signals correspond with the position of the levers.

622. They must not make or permit any unauthorized repairs, alterations or additions to the interlocking.

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

624. When necessary to disconnect a switch, derail, facing point lock or electric locks, all switches and derails affected must be securely spiked or fastened in the required position.

625. When switches, derails, facing point locks or signals, are out of order or undergoing repairs, proceed signals must not be displayed for any movement which may be affected until trains have been brought to a stop and it has been ascertained that the switches or derails are properly set and secured for such movements. Trains may then proceed on hand signals.

626. Operators 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 operator must take such measures for the protection of trains as may be practicable.

628. They 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 interlocking signals. When hand signals are necessary they must be given with a yellow flag or a yellow light from such a point and in such a way that there can be no mis-

understanding on the part of the engineman or trainmen as to the signals or as to the train or locomotive for which they are given.

629. In event proceed signals cannot be given to trains or locomotives at interlocking signals located at remote points from the interlocking station, a crew member will immediately communicate with operator for instructions as to movement.

633. If a train or locomotive overruns a stop signal, the fact must be reported to the Chief Dispatcher.

634. Operators must not permit unauthorized persons to enter the interlocking station.

635. At interlocking stations where there is a train order signal or a block signal operated by the operator, such signals must not be changed to Proceed until after the interlocking signals governing the same route have first been cleared.

636. Signals may be changed for a train at any time, if anything is discovered that might endanger the safety of the train.

637. When it is safe to do so, switches and signals must be operated on request of Maintenance of Way forces.

638. An operator going off duty must not leave the interlocking station until his relief has arrived and has been informed by him in writing, in the book provided, of all orders and instructions not completed, and of defects, if any, in the interlocking.

639. During a stated period an interlocking station may be closed upon proper authority. When so closed, switches and switch levers must be secured for routes that do not conflict; signals for such routes must display Proceed indication and the interlocking station must be securely locked.

Interlocking (Enginemen and Trainmen)

661. If a signal, permitting a train or locomotive to proceed, 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 Chief Dispatcher.

662. Trains or locomotives must not pass a signal indicating Stop, except as provided in Rule 663. When a train or locomotive is stopped by an interlocking signal, the operator must be communicated with at once.

663. When a train or locomotive is stopped by an interlocking Stop indication, it may proceed after receiving a proper hand signal from the operator given with a yellow flag by day and a yellow light by night. When more than one train or locomotive is in sight and confusion may result, hand signal must be given from the center of the track on which movement is to be made or from a point where it cannot be misunderstood.

663-A. At interlockings where distances make it impractical for operator to examine routes and give hand signals, crew members must be governed by instructions from the operator. They must examine route and operate switches by hand as required, before proceeding.

664. Authority must be secured from operator to perform switching in interlocking limits. This authority will be verbal and will include time and working limits.

If dual controlled switches are involved they must be manually operated as prescribed by **"Detailed Instructions for Hand Operation of Dual Controlled Switches."** (See Rule 571)

665. Movements over dual controlled switches and power operated movable frogs,

except on signal indication, must be made as prescribed by Rule 570 (2).

667. At automatic interlockings, the normal indication of the home signals is Stop. If home signal does not display Proceed indication for a train or locomotive which is to use crossing, a crew member must proceed to the crossing and operate release, being governed by the instructions posted there.

If, after operating release, home signal continues to indicate Stop the train or locomotive must remain at Stop signal until proceed signal is received from crew member standing at the railroad crossing. Crew member must not give proceed signal until satisfied that any approaching train or locomotive has stopped.

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

670. (Revised Jan. 1, 1967) Trains or locomotives stopped by an operator within the limits of an interlocking, must not move in either direction until they have received the proper signal or permission from the operator.

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

673. Enginemen and trainmen must obey promptly the signals and instructions of operator within interlocking limits.

674. While an interlocking station is closed, should a signal for an "open route" indicate Stop, movements through the interlocking must be preceded by a flagman. Before proceeding, it must be known the route is properly lined.

The facts must be reported to the Chief Dispatcher by first available means of communication.

ADDITIONAL GENERAL RULES

800. Employees whose duties are prescribed by these rules will report to and comply with instructions from the Superintendent, his representatives and such others as have proper jurisdiction.

801. Employees must report for duty at the designated time and place, attend to their duties during prescribed hours, and obey promptly instructions of executive and general officers, heads of departments and other proper authority in matters pertaining to their respective branches of the service. They must not absent themselves from duty, exchange duties with others, substitute others in their places, or engage in other business without proper authority.

802. Employees who are careless of the safety of themselves or others, or guilty of acts of disloyalty, dishonesty, desertion, intemperance, immorality, insubordination, incompetency, willful neglect of duty, inexcusable violation of the rules, making false reports or statements or concealing facts concerning matters under investigation will be subject to dismissal.

803. All persons entering the services of the Company must fill out and sign application on proper forms. They must pass all required examinations at time of employment and re-examinations may be ordered at any time by the proper authority. Physical examinations or re-examinations must be made by designated physicians.

804. Employees must report any misconduct or negligence affecting the interest of the railroad. Withholding such information will be considered proof of negligence or indifference and will be grounds for discipline.

805. Employees subject to call for their tour of duty must not absent themselves from

their usual calling place without notice to those required to call them and must give written notice of change of address and telephone number.

806. Employes required to wear glasses, whose duties necessitate the reading of signal indications, when designated by the Chief Surgeon must carry two pairs of glasses while on duty.

807. Unless specially authorized, employes must not use the railroad's credit and must not receive or pay out money on the railroad's account. Property of the railroad must not be sold or otherwise disposed of except by proper authority.

Services of any nature for an employe's personal accommodation for which the railroad will be charged must not be contracted for without proper authority.

808. Employes giving a power of attorney or assignment covering their wages, and whose wages are garnished will be subject to dismissal.

Continued failure by an employe to meet his just obligations shall be sufficient cause for dismissal.

Employes must not contract for deductions from wages without the consent of the Company.

809. Defacing, destroying, or removing Company property, except as properly authorized, is prohibited.

Employes must return property entrusted to their care when leaving the railroad service or upon demand by proper authority. The right is reserved to withhold from wages due the value of such articles lost, destroyed, or that are not returned upon leaving the service.

810. Stepping on or off equipment moving at unsafe speed; riding, getting on or off scale

test cars while in motion; getting between cars in motion to couple or uncouple them; riding on footboards of diesel locomotives and all similar imprudences are prohibited.

Where steam locomotives are used, not more than two men will be permitted on the leading footboard at the same time, one on each side of the coupler, at end of footboard outside rail.

Employees are prohibited from riding, or walking, on the roof of any moving car except where it is not practicable to do otherwise.

811. Notice is hereby given that at certain locations there are close clearances, cattle guards, open drains and similar conditions that require alertness and caution while working near or passing such locations. Employees must inform themselves of the location of such obstructions and use due care to avoid injury.

812. Train crew members are prohibited from delaying their trains for personal convenience. When it is desired to stop for meals, the train dispatcher must be notified sufficiently in advance, when practicable, to avoid delays to trains.

813. All employees working on or near a track upon which a train or locomotive is approaching, for their own safety and protection, must move to a safe distance from the track until the train or locomotive has passed. They must be alert at all times to prevent being struck by objects which may protrude or fall from passing equipment. They must not depend upon others to warn them of such conditions.

814. Employees are prohibited from altering, nullifying, changing design of, or in any manner restricting or interfering with the normal intended function of any device or

equipment on locomotives, cars or other railroad property without proper authority, except in case of emergency, in which case report must be made to proper officer.

815. Employes are prohibited from having loaded or unloaded firearms in their possession while on duty except those employes authorized to do so in the performance of their duties or those given special permission by the proper authority.

816. Those who are entrusted with the books, correspondence, waybills, or the statistics of the railroad will not under any circumstances permit unauthorized persons to have access thereto nor verbally or otherwise divulge any of the railroad's affairs, or those of its patrons.

817. Telephone conversations must be as brief as possible.

Messages or conversations referring to employe's personal affairs will not be permitted on the railroad's communication system, except in case of accident or sickness.

818. Letters of a personal nature must not be sent by Company mail; to do so is a violation of the U.S. Postal Laws.

819. Unless authorized, passengers must not be carried on freight trains. Upon presentation of proper transportation, employes traveling on Company business may be carried between points at which trains stop. Trainmen must not allow such passengers to board train until work has been completed and train is ready to depart. They must warn them of liability of personal injury incident to starting and stopping and slack action while in motion and require them to remain seated while train is in motion.

Persons accompanying livestock or other freight will be carried on any freight train handling such livestock or freight when hold-

ing proper transportation, and when permission to accompany same is covered by contract. They must be informed cabooses will not be pulled to platform to receive or deliver passengers or baggage.

820. No persons, except employes in discharge of their duties, or officers in line of duty will be permitted to ride on a locomotive or in a baggage, mail or express car or on a track car, without a written order from the proper authority.

Such persons must be warned, insofar as possible, of any appliances in or on such equipment which might cause personal injury.

821. Employes whose duties are connected with the movement of trains or cars, must familiarize themselves with the rules governing the duties of others as well as their own, and must be prepared in case of an emergency to act in any capacity to protect the safety of trains and cars.

822. Only authorized signs, posters and advertising matter will be permitted on or about railroad property or equipment, and must be promptly removed after serving its purpose.

823. (Revised Jan. 1, 1967) Every employe is required to keep the premises subject to his control in a neat, orderly and safe condition. Unless properly authorized, the placing of freight or other material of any kind within eight feet of the rail of main track is strictly forbidden.

824. Every precaution must be taken to prevent loss or damage by fire. The employes having direct supervision over the buildings, premises or cars will be held responsible for the observance of safe practices and fire prevention rules and regulations. Fire protection facilities must be kept ready for use

825. When passenger service is seriously interrupted, the public must be informed of the probable length of time of the interruption and the approximate time service will be restored, care being taken to inform all concerned that length of time of interruption is subject to change without notice. When it is definitely known the time service will be restored, announcement must be made in waiting rooms, eatinghouses and on platforms, and to passengers when purchasing tickets. Conductors of delayed trains will notify passengers accordingly and look after their comfort.

826. In case of an extraordinary rain storm or high water, or where evidence of high water is found on or near the track, train must be brought to a stop and a crew member sent ahead to examine track, bridges, culverts and other points liable to damage. Train must not proceed unless safe to do so and Chief Dispatcher must be notified of conditions as promptly as possible.

Conductors and enginemen will avail themselves of every opportunity at stopping places and, when thought advisable, make extra stops to ascertain extent and severity of storms, taking no risks.

In areas, and under conditions where rocks are liable to roll or slides are liable to occur, speed must be regulated to insure safety.

827. Articles found on trains or Company premises must be deposited with responsible station employe, a receipt taken for such property and a written report made to Superintendent.

828. All employes should acquaint themselves with the business interests of the people among whom they are situated and use all proper means to secure traffic and act with the view of accommodating the public. They must promote the best interests of the

railroad and notify the proper officer of anything detrimental or beneficial thereto.

829. Employes and their dependents traveling on free transportation will not occupy space in passenger train cars to the exclusion of pay passengers.

830. Gambling, playing games, reading newspapers, books, periodicals, or use of televisions and radios (other than those provided by the Company), while on duty, is prohibited.

Playing practical jokes, scuffling, wrestling or fighting while on duty or on Company property, as well as throwing of tools or material, is prohibited.

831. Employes must familiarize themselves with the Federal Hours of Service Law, and each employe governed by this law must notify the proper officer of the time the law requires him to be off duty early enough that he may be relieved, if necessary, before exceeding the hours of service permitted by the law.

832. Employes, whose duties require, must comply with the I.C.C. Regulations for the transportation of livestock, handling of explosives, flammables, poison gas and other dangerous articles.

833. The doors of all freight cars should be kept closed and securely fastened when in trains.

834. Careless throwing of articles from locomotives and cars is dangerous and forbidden.

835. If trainmen or enginemen have reason to believe their train has passed any condition dangerous to train operation, train must be immediately stopped, condition investigated, and if unsafe condition exists, proper pro-

tection must be provided until other trains can be notified.

836. Any broken pieces of wheels, flanges, or other parts found, indicating defective equipment or track that may cause derailment, must be reported immediately to the Chief Dispatcher.

837. When a hotbox is noticed in train, train must be brought to a stop, inspection made, fire if any extinguished, and if practicable box conditioned to run to terminal. When necessary to set car out, all packing or lubricating pads must be removed, fire extinguished and box lid closed. A thorough inspection of car must then be made and crew must know that no fire exists in any other part of the car. If such cars are placarded "Explosives" or "Dangerous" they must be set out at first opportunity; Chief Dispatcher immediately notified, and he will arrange for proper protection. Such cars must not be picked up until repairs have been made and "OK'd" by Mechanical Department.

Train dispatchers having information that a train has a hotbox must use every means available to stop train for inspection.

838. Road crews of trains or locomotives entering yards will be responsible for their respective trains or locomotives until in clear on designated track and properly secured unless taken in charge by another crew, the yardmaster or his representative.

ACCIDENTS, ILLNESS, INJURIES, DEATHS

850. In an emergency, or in case of obstruction by accident or other cause, the employe upon whom authority most naturally falls will take charge until the arrival of an officer.

Such employe must at once report conditions and make suggestions as to forces, material and equipment required.

In case of damage to trains, structures or lading of cars or where security of any Company property or freight is involved, arrangements must be made promptly for protection against theft, loss or further damage.

851. Whenever patrons or employes are injured, everything possible must be done to care for them properly. Any doctor of medicine may be called to treat sick or injured patrons or employes. In case of illness, passengers are responsible for the doctor's bill. In case of injury, the doctor submits his bill and report to the Chief Surgeon, Denver. The doctors listed in current time-table are suggested, but if not available, any physician may be called.

852. Whenever persons not patrons or employes are injured, if they are unable to care for themselves, and if no friends or others are at hand to care for them, the nearest physician should be called to render aid. The doctor should be advised that the Company does not assume responsibility for his bill except for emergency attention required. If injured persons are not taken charge of by friends or others, they should be turned over to the public authorities as soon as possible, and no expense incurred in behalf of the Company other than emergency attention.

853. In case of a death on a train, the body should be taken to the next station where the services of an undertaker are available.

In case of a death on Company property, or when a corpse is found thereon, after exact position of body and surrounding conditions have been carefully noted, the body should be moved to give clear passage for trains. An employe or other responsible person must

be left in charge until coroner or undertaker arrives.

In all cases, the Superintendent and the proper public officers must be notified promptly.

854. In case of accident involving loss of life, injury to persons, damage to property, obstruction to the road, or existence of anything that may imperil the safety of the service, or whenever there is any unusual delay, the conductor or employe in charge must take the utmost care to furnish a complete and exact statement of all facts, together with the names and addresses of all persons injured and of as many witnesses as possible. Information necessary for a clear understanding of the situation and what aid is required must be given at once to the proper authority, after which employes must render all reports required by the several departments; they will observe all special instructions on any of the forms to be used, and will promptly submit them as required.

In the absence of other proper authority, the conductor will take charge of all work necessary to be done and may call on any available forces for needed assistance which must be promptly rendered.

854-A. Prompt Telegraphic Report (Form 3884) must be made of all accidents. In event Form 3884 cannot be furnished without unduly delaying the train, a message must be filed at first opportunity giving principal facts concerning the accident and Form 3884 filed as quickly thereafter as possible.

When a personal injury occurs on a train an additional message must be sent immediately to the Superintendent and Claim Department, and if the injured person is not an employe on duty, the following information must be given: Kind of transportation injured person holds, number of ticket or

pass, destination, whether coach or pullman passenger with number or name of car and if stopping over enroute, state where stop-over will be made and address at point of stop-over. In addition to the telegraphic report (Form 3884) and messages, mail reports of all accidents and casualties must be promptly made and forwarded, using the following forms, according to the instructions thereon:

Form 3511—Stock Struck Report (Enginemen)

Form 3922—Personal Injuries and Vehicular Accidents (All employes)

Form 3949—Break-in-Two Report (Enginemen)

Form 4009—When accident occurs on passenger train (Passengers)

Form 4012—Inspection of Equipment (Mechanical Department)

Form 4117—Stock Report (Section Foremen)

Form 4119—Fire Report (Section Foremen)

855. All injuries to employes when on duty, and off-duty injuries where they occur on Company premises, and all injuries to persons other than employes occurring on Company property, regardless of the extent of injuries, must be promptly reported on Form 3922 (Personal Injuries and Vehicular Accidents). Crew members, and all other employes of the Company present at time of injury, must submit report.

856. All equipment such as cars, locomotives, machinery or tools, etc., also premises involved in accidents or personal injuries, must be promptly inspected by the foreman, or other person in charge of the work to ascertain the condition of same. Inspection must

be made by at least two competent employes, if available. A report of such inspection stating the conditions found and name or names of the persons making the inspection, must be promptly forwarded through the proper channels to the Superintendent.

When tools, machinery or other types of equipment or appliances are involved in an accident or personal injury, they must, if at all possible be marked for identification and placed in the custody of some responsible officer or employe and held subject to orders of the Superintendent, regardless of whether or not the inspection reveals any defect thereto.

857. Where automobiles or other vehicles or pedestrians are struck by or collide with locomotives, cars or other equipment, either at crossings or elsewhere, the employe in charge of the movement or operation, immediately after the accident occurs, must arrange to obtain the names, addresses and any other information possible from all persons involved, license number of vehicle involved and license number or names and addresses of any other persons who were at crossing at time of accident, or who arrived immediately after the accident. Special note should be taken of any verbal statements made by occupants of the vehicle involved, or witnesses, and when possible names of persons making the statements.

Employes must give particular attention to the weather or other conditions that might affect visibility, crossing protection provided (such as standard signs or automatic crossing signals) and location of sun in relation to approaching train and vehicle.

Where automatic signaling devices are provided or watchmen or flagmen are on duty, a special effort should be made to determine who, among the witnesses, can testify that

the apparatus was functioning properly or the crossing watchman or flagman properly performing his duty. Names of witnesses who can testify regarding whistle and bell signals and condition of headlight must be obtained if at all possible.

858. Employes must not make any statement, either oral or written, concerning any accident, claim or suit in which the Company is, or may be, involved, to any person other than authorized representative of the railroad, without permission, except in cases involving on duty injury to employes and information required by local law enforcement officers under the laws of the community, county or state. If there is any question as to the propriety of what constitutes information that can properly be given, the Superintendent must be contacted for clarification.

859. Employes must not furnish any record, report or copy thereof, or divulge the contents of same, to any person other than authorized representative of the Company, without permission.

860. Any employe subpoenaed to attend court, coroner's inquest, or for the taking of depositions, in any case in which the Company is involved or interested, must immediately notify the Superintendent, Claim Department, or Company attorney handling the matter.

861. When there is any doubt as to proper procedure where legal matters are involved, in any case where the Company is an interested party, employes should consult proper officer promptly when situation arises in order that the matter may be handled with Claim Agent, Company attorney or other proper authority for instructions.

TRAIN AND YARD SERVICE

870. At points where yard force is employed, train and locomotive movements are under the jurisdiction of the yardmaster or agent and all employes in train, yard and engine service are subject to his direction.

Conductors

871. He is responsible for the movement, safety and proper care of his train in accordance with the rules and for the vigilance and conduct of persons employed thereon. Before leaving initial station, he must know that his train is provided with proper and sufficient supplies of all kinds.

872. It is his duty to make the safety of the train of the first importance, require trainmen to perform their duties properly, assist in making up his train when necessary and ascertain that it is properly made up and inspected. He must know that air brakes are operative, air brake tests are made as required, inspection made at every opportunity, and require trainmen to assist in such inspection.

873. When necessary to set out a bad order car, prompt report must be made to the Chief Dispatcher stating nature of defect; if coupler is damaged state whether on east or west end; initials and number; if loaded, show contents, destination and waybill reference.

874. He must keep a memorandum in detail of any unusual occurrences, see that all reports are properly made out and promptly filed for transmission to the proper authority, using the printed forms when provided.

Passenger Conductors

880. The duties of a passenger conductor involve great responsibility and demand un-

usual judgment, tact and courtesy. The safety of his train and passengers and the reputation of the road are dependent, to a great extent, on his discretion, care and the proper exercise of his authority.

881. It is the duty of the passenger conductor to know that passenger train cars have been inspected and properly equipped. He must familiarize himself with the rules and regulations governing the operation of heating, lighting, air conditioning and ventilation of cars and see that they are enforced.

882. When train is ready to receive passengers, he must see that his trainmen are properly stationed to direct and assist passengers boarding the train.

He must ascertain that passengers are provided with proper transportation, collect fare from those who are not and should they fail to pay fare, he will not carry them beyond the next open station. Should it become necessary to eject a passenger from his train, discretion should be used.

He must attend courteously to the comfort and wants of passengers and see that his trainmen do likewise; see that passengers are properly seated and not permit them to ride in vestibule or in the baggage, express or mail cars without proper authority, or violate in any respect the regulations provided for their safety.

When passing through dining or lounge cars while patrons are being served, train employes, other than those collecting transportation, must remove their caps.

He must see that trainmen make proper announcement of station stops and give adequate assistance to passengers leaving the train.

He must supervise coach attendants on trains and insist upon the attendants keeping the coaches clean.

He must not occupy seats with passengers, or enter into conversation with them except as required in the discharge of his duties.

883. He must maintain good order and not allow drunken or disorderly persons to board the train, or any disorderly conduct on it.

Any passenger who, by reason of intoxication or otherwise, is guilty of such disorderly conduct as to annoy, threaten, or insult other persons on the train, and who refuses to desist therefrom when requested to do so by the conductor, may be ejected, with his baggage, at the next station where agent is on duty. The conductor shall use only such force as may be necessary to accomplish removal, and he may command other railroad employes to assist in such removal, and when necessary, wire ahead for assistance.

Before ejecting a passenger, he shall tender to such passenger the unused portion of any fare that has been paid.

Whenever a passenger is ejected, the name and address of such passenger and the names and addresses of all witnesses, and their statements in writing if possible, should be obtained. All facts connected with such incident should be reported to the Superintendent.

When Military Police are available they should be consulted before ejecting any military personnel from the train.

884. He must see that there is no unnecessary noise in and about sleeping cars at night, passing through them only when necessary and in a quiet manner; also avoid careless coupling or switching of cars or otherwise disturbing the passengers.

He must not permit hand baggage, parcels, or bundles in the passageways, aisles, or the racks, which will endanger passengers, or allow anyone to occupy more than a single seat to the exclusion of others.

885. He must not allow beggars, gamblers, confidence men or unauthorized peddlers to practice their vocations on trains, or unauthorized advertising matter to be distributed.

886. He will familiarize himself with routes of travel in general, and especially those of connections.

887. Upon delivery of train to relieving conductor, such conductor must be informed of any facts which may be necessary or proper for him to know. Care must be exercised to transfer transportation with the passengers.

Freight Conductors

890. He is responsible for the security of all freight while in his charge and for its delivery with the accompanying billing at its destination or at terminals and must handle freight with care, using every effort to prevent loss or damage. If cars are picked up enroute he must see that they are safe to move.

891. He will see that trainmen occupy their proper places on the train and will not permit unauthorized persons to enter the cars, handle freight, or to ride on his train.

892. He must handle and check cars in his train in accordance with billing instructions.

Unless otherwise provided, in trains other than work trains, spreaders must be headed in working direction; derricks and other work equipment with booms must be handled with boom in trailing direction.

D&RGW "X" cars, except those stencilled with an "A" prefix, are rear enders and must not be handled more than 20 cars ahead of rear end of train. Cars with an "AX" stenciling have no restriction and may be handled at any location in train.

893. He must transact the business of the railroad promptly and thoroughly at stations, switch cars to proper tracks, platform or other loading or unloading places. When necessary to move cars that are being loaded or unloaded, he must return them to the same place or to an equally convenient place which may be designated by the agent or the patron.

Trainmen

900. He must obey the instructions of the conductor; passenger trainmen must also obey the orders and instructions of station masters.

901. He must assist in making up his train when required, attend to the brakes when necessary, be provided with necessary flagging equipment and take care of and display train signals in accordance with the rules.

902. When acting as flagman it is his first duty to protect the train in accordance with the rules, and allow nothing to interfere with the prompt and efficient discharge of that duty, whenever necessary dropping off of his train before it comes to a stop to avoid delay to provide proper protection. He will obey the signals from the engineman prescribed by the rules, but must never wait for signals or instructions when the train needs protection. When recalled, after meeting requirements of the rules, he must return as promptly as practicable to his train, give proceed signal and remain on the ground until train is actually in motion. He should be clothed for remaining out in bad weather no matter how severe or stormy. Trainman must protect front of train when necessary.

Passenger Trainmen

905. It is the duty of a passenger trainman to give courteous attention to the needs of passengers, especially unattended women and

children, and to ill and infirm persons; avoid passing through sleeping cars except when absolutely necessary and then do so quietly and not disturb passengers; attend to the lighting, heating, air conditioning and ventilation of the cars in his charge; open and close the car doors and use step boxes when necessary. He must see that doors of toilets are locked approaching important stations and terminals. When not in use, he must keep vestibule doors closed while cars are in motion; use and secure end gates, fasten and unfasten vestibule curtains as may be required.

906. He must be neat in appearance, stand erect, never lean against cars, lounge or stroll about station platforms, and avoid conversation with station employes and others, except such as relates to the business of the train, or to give proper information.

907. Before admitting passengers to his train, he must see that they have the necessary transportation and that his train is the proper one for them to board.

908. He must assist in the proper disposition of passengers; in preventing them from riding on platforms or in any way violating the regulations provided for their safety; in preserving order, and in all things requisite for the safe and prompt movement of the train and the comfort of the passengers. If passengers are obliged to stand, he must request other passengers occupying more than one seat to make room to seat them.

909. He must not enter into arguments with passengers or others. In case of dispute the matter must be referred to the conductor.

910. He must not occupy seats with passengers or enter into conversation with them except as required in the discharge of his duties. The rear trainman must ride in the last car in train if type of car will permit.

When occupied observation, lounge, private or business cars are trained on rear, he must ride in next car ahead and get on and off such car. At night he should ride in rear portion of observation or lounge car after occupants have retired. He must keep his flagging equipment available for instant use but as inconspicuously placed as possible.

The first duty of a passenger train flagman is to protect the rear of the train. When the requirements of the rules and other duties at station stops of usual duration and normal conditions will permit, he must be on the ground near the rear of train with flagman's signals.

911. When leaving stations at which stop has been made, or in passing open offices, he must be on car platform on station side of the train until train is well underway, to observe signal indications, watch for hand signals or messages, indications of journals heating, brake rigging or other parts of running gear dragging, or persons clinging to vestibules. He must observe both sides of his train at frequent intervals while train is moving to see that no defects exist.

912. Before arriving at stations stops, he will announce distinctly, twice in each car occupied by passengers (except sleeping and dining cars) the name of the station; after this announcement, if train is stopped for any cause before reaching such station, passengers must be notified to prevent them leaving the train.

At junction stations from which other trains are departing, and at terminals, he must announce distinctly in each coach before train starts, the direction of his train and the principal stations enroute. When trains are stopped for meals, proper announcement will be made, including the length of time the train will stop.

Freight Trainmen

915. It is his duty to assist in loading and unloading freight, watching and inspecting his train, and in every way aid in securing safety and regularity in the handling of the train and the freight transported by it.

916. He must assist in making all required inspections and tests.

917. Unless otherwise provided, on diesel locomotives, when his duties will permit, the head trainman must ride in the control cab of lead unit at front of train.

918. He must call the conductor's or enineman's attention immediately to any failure to comply with signals or rules.

Yardmasters

920. He must comply with instructions of the Chief Dispatcher in matters over which the latter has supervision and the agent in matters pertaining to station work.

921. It is the responsibility of the yardmaster to take immediate and decisive action if he has knowledge of any employe under his jurisdiction being in a condition that such employe cannot render safe or satisfactory service, or is a hazard to other employes working in the yard. He must immediately notify proper authority and not allow any movements to be made that could cause damage to property, or injury to employes until assured such condition is corrected.

922. He is responsible for and has charge of the yard, switching, classifying and making up of trains. He must see that cars are carefully handled.

923. He is responsible for the proper distribution and placing of cars in the yard and for the prompt movement of the cars in and

from the yard, in accordance with existing instructions and current car orders and releases.

924. He must see that yards are kept in good order, reporting to proper officer any out of line conditions he has knowledge of and cannot correct with forces under his jurisdiction. It is his responsibility to see that cars to be repaired or loads to be adjusted are promptly placed as required, keep in contact with repair track forces and when repairs are completed to promptly move such cars. He must frequently examine yard checks and other records and take necessary action to avoid delays to cars.

925. He must report promptly to his immediate superior officer any accidents or violations of rules and instructions known to him. He must also report any damage to cars, locomotives, other equipment, lading or property that occurs during his tour of duty within the yard. He must promptly inform the proper authority of any personal injuries that are incurred by any employe working under his jurisdiction.

Enginemen

930. The engineman is in charge of and responsible for the safe and efficient operation of the locomotive as prescribed by the rules and all persons employed thereon must obey his instructions.

931. The hostler helper must perform his duties as instructed by the hostler, and it is the hostler's responsibility to require proper performance and observance of the rules by his helper.

932. Enginemen are under the direction of the conductor as regards the operation of trains, but will not obey instructions from

any person which may endanger the safety of the train.

933. When there is no conductor, or the conductor is incapacitated, the engineman, unless otherwise directed, will have charge of the train, and in addition to rules governing enginemen, will be governed by rules for conductors. When there is more than one engineman, the senior engineman in point of service will assume these duties.

934. They must remain on duty with their locomotive until it is delivered at the designated place, or until properly relieved.

935. Except as otherwise provided, they must know their locomotive is in good working order and is furnished with fuel, water, sand and other supplies, including flagging equipment and signal appliances. They must assist in every way to see that the train for which they are called departs without delay.

936. They must know that locomotive is in proper and safe condition for movement before movement is made, and know that all persons on or around same are properly warned by suitable signals. They must know that air brakes are operative and on diesel locomotives that all hand brakes are released.

937. They must know that switches and derails are properly lined and that turntable is properly lined and secured before moving locomotives on or off it. They must know that enginehouse doors are open and properly secured before moving locomotives into or out of enginehouse.

938. Engineman must not permit an unauthorized person to ride on or operate locomotive.

Other engine service employes, when competent, may handle the locomotive under the direct supervision of the engineman, the engineman being entirely responsible.

939. While switching, they must give close attention to signals. The locomotive must be handled with great care when making couplings.

940. Enginemen must exercise care and good judgment in starting and stopping trains or locomotives, when moving and coupling cars, when coupling locomotive to train and when making back-up movements, to avoid disturbing passengers and injury to persons or damage to equipment. In starting trains, they must regulate speed so that trainmen may get on safely.

941. A constant lookout must be maintained for signals and obstructions and wayside forces watched for signals of an emergency nature. In case any signal is not understood, stop must be made to clarify meaning.

They must use the utmost caution to prevent striking persons, vehicles, livestock or other obstructions.

942. They must use every precaution against fire and not permit burning objects to be thrown or dropped from the locomotive.

943. Moisture must be drained from air reservoirs as frequently as practicable on the road, and while waiting to depart from terminals.

944. When it is known by the engineman that his train will be delayed on main track, he must immediately sound whistle signal 14(c).

They must see that front end of train is protected when necessary.

945. When it can be avoided, locomotives must not be left standing nearer than 100 feet

to street or highway crossing, or under bridges. They should not be allowed to stand in vicinity of waiting rooms, train order, telegraph or other offices, or near occupied passenger cars where occupants may be disturbed.

A passenger train must not be stopped on a bridge when it can be avoided.

946. They must give particular attention to the care of the locomotive while in their charge, making inspections at every opportunity.

Reports must be made promptly to Master Mechanic and other designated officers or supervisors of any defect or improper condition of locomotive developed enroute.

At the end of each trip or day's work, a report on prescribed form, of repairs required must be made. Any defect discovered by other engine service employes must be promptly reported to the engineman.

If more than one locomotive is used during trip or day's work, separate reports must be made for each locomotive used.

947. Diesel locomotives must not be towed, or operated under own power through water that is more than three inches above the rail. When towed or operated under own power through water above rail, a speed of three MPH must not be exceeded.

948. Other employes in a position to do so must call the engineman's attention to any failure to comply with signals or rules. Should the engineman fail to comply with signals or rules or become incapacitated, any member of the crew must take appropriate action, stopping the train if necessary.

949. On locomotives equipped with speed recorder, engineman must verify accuracy of speed recorder not less than twice during

each trip, by using watch to make time check between mile posts.

First check will be made at first opportunity after the departure from point where engineman takes charge of locomotive. Care should be exercised to make check while speed is constant between mile posts and, when possible, should be made in low as well as high speed ranges.

If check indicates speed recorder is not registering correctly, allowance must be made, as necessary, for operation at authorized speed and report made to Mechanical Department representative or other proper authority at end of trip or day's work, giving MPH that speed recorder is slow or fast.

950. Except in emergency, other members of crew must not operate locomotive in the absence of the engineman, unless directed to do so by the conductor, or other proper authority.

951. Appliances used in taking supplies of fuel, water or sand must not be moved until locomotive is properly placed and brakes applied. The locomotive must not be moved until such appliances have been returned and secured in non-delivery position.

952. Enginemen, when leaving diesel locomotives unattended, must personally see that the independent brake is fully applied and independent brake valve left in application position. In addition, **THE HAND BRAKE MUST BE APPLIED**. Throttle must be in "idle" position, transition lever in "off," reverse lever in "neutral" position and handle removed if possible. If equipped with generator field switch, it must be in "open" or "off" position. At outside points, doors of unattended locomotives must be locked. Standard coach keys are available for this purpose.

952-A. Enginemen, when leaving steam locomotives unattended, must personally see

that the throttle is entirely closed, independent brake fully applied, cylinder cocks and relief valves "open" and reverse lever in "central" position when on level track and in "reverse" position to grade tendency when on grade. In addition, when conditions warrant, precautions such as blocking or chaining wheels must be taken.

953. Before moving steam locomotives it must be known that cylinder cocks are open. Cylinder cocks must remain open until all condensation is worked out of cylinders to prevent damage to locomotive. They must not be opened at station platforms or other points where there is danger of injury to persons.

954. They must know that steam locomotives in their charge have sufficient water in boiler. They must test water glass and gauge cock, and know that water registering appliances are in proper working condition, that fire is in proper condition for required service and ash pans clean and closed when set out for service.

It must be known that bearings are lubricated properly and that injectors, lubricators and cylinder cocks are operating properly. Inspections must be made while stopped at intermediate points and necessary lubrication provided.

955. They will be held responsible for failure to operate blowoff cocks properly at frequent intervals to purify boilers and prevent foaming and must comply with special instructions covering use of blowoff cocks, antifoam compound, etc.

Blowoff cocks must not be opened at points where there is liability of injury to persons or damage to property.

956. Water must be maintained at proper level in boiler, and special care must be exer-

cised in the operation of the locomotive to prevent water being carried over into cylinders and thrown from stack.

957. Fires must not be cleaned or ash pans opened over crossing frogs or switches. Where ash pans are cleaned, all fire must be completely extinguished.

Ash pans must be kept closed and securely fastened at all times when locomotives are in motion.

958. During freezing weather, they must take every precaution to prevent freezing of injectors, ash pans, tank hose, squirt pipes, and all other appurtenances of the locomotive.

959. When placing steam locomotives in engine house the locomotive must be secured as prescribed in Rule 952-A, and in addition, it must be securely blocked or chained, air compressors shut off and all drain cocks on main air reservoir opened. Drifting throttle must be shut off at fountain.

Pilot

965. The pilot is responsible for the observance by the engineman and conductor of signals and rules, and for informing the engineman and conductor of the physical characteristics of the portion of the railroad over which train is to be moved. The pilot will be held equally responsible with conductor and engineman for the safety of the train.

STATION SERVICE

(Agents and Operators)

970. Agents have charge of the station employes and are responsible for seeing that such employes properly perform their duties; also make assignments and division of work to be performed at the station.

They must give preference to the business of the railroad when authorized to act as agent of any express or other company.

Agents and operators must take students when authorized.

They are responsible for the railroad's property and other property entrusted to the railroad in the transaction of its business. Unauthorized persons must not be allowed to frequent station premises.

971. Agents and operators, where required, must see that the proper appliances for signaling are available and ready for immediate use and use them as prescribed by the rules.

Unless directed otherwise by the train dispatcher, agent or operator must be in position to inspect passing trains and give stop signals if necessary.

972. Preferred attention, in train order offices, must be given to train order service. Operators must assist in clerical or other station work as instructed by the agent, but must be within hearing of their instruments when possible.

In offices where two or more operators are on duty simultaneously, only one will handle train orders and clear trains on any one dispatching district.

973. Agents and operators must keep train dispatchers advised of any abnormal weather conditions, particularly in regard to fog, heavy wind, rain, snow, or extreme thawing conditions.

974. Agents and operators will be held responsible for the prompt acceptance, transmission and delivery of messages. If delivery cannot be made, the sender must be notified. They must file messages sent and proper notations must be made to show file time and date and any sending or reception marks. Messages telephoned instead of being de-

livered personally must bear record of person who received message with date and time.

Diversion and train service messages must be given preferred handling. They must not accept messages to be transmitted free unless signed by an authorized person.

The contents of all messages sent or received must be kept confidential and messages delivered to persons on trains, except train service employes, must be delivered in a sealed envelope.

975. Agents and operators must have a knowledge of the theory and practice of wire testing, give attention to this and keep wire chiefs advised of any out of line conditions and assist in making communication tests.

Instruments must be kept in adjustment at all times and flammable articles or material must not be stored near any wires or switchboards.

976. Operators when going off duty, must make a written transfer to relieving operator on the prescribed form of all undelivered train orders and messages, instructions (including CTC instructions), unfinished business, condition of wires and position of train order signal and any overdue trains.

The operator who is going on duty must not handle the train order signal, train orders, or CTC machine until the transfer has been completed, except under explicit direction of the operator to be relieved. Each operator must personally sign the transfer. When shifts are not continuous the transfer must be made in the same manner.

977. At stations not open continuously, they must post their addresses and telephone numbers in a conspicuous place so as to be easily read from outside.

978. Agents must see that station premises and grounds are kept in neat, clean and proper condition for the accommodation of passengers and the handling of freight. They are responsible for the condition of tools and machinery used in handling business. They must know that stockyards are kept in good condition, that gates of pens and chutes are closed and fastened securely when not in use. Effort must be made to have consignees remove dunnage, decayed fruit or vegetables for which they are responsible from cars and station grounds.

979. Agents must make frequent inspections of station facilities such as yards, platforms, offices, buildings and surroundings; see that station platforms are free of snow, ice and dirt and that rubbish or weeds are not allowed to collect as a fire hazard or eyesore.

980. Agents must acquaint themselves with the business interests of the community and in all ways be a salesman of railroad service.

They must notify the proper officer of anything affecting their department, which may be detrimental or beneficial thereto.

981. Agents shall report promptly to the Superintendent any information of possible action that comes to his attention regarding Federal, State, County or Community, or other authority, corporation or individual which will in any way affect the railroad.

982. All cases of robbery or attempted robbery, theft of railroad property or property entrusted to the railroad, damage to such caused by fire or other means, or other unusual occurrences at or in the vicinity of station, must be reported promptly to the Superintendent.

983. Authorized notices to the public and employes must be neatly posted and when

purpose of such has been served, they must be removed. Train bulletin boards must be kept in a neat condition and bear current information regarding train arrivals and departures.

984. Agents must inform themselves of Company property lines and leases at each station and not allow any encroachment thereon. Unless properly authorized, station grounds must not be used for the storage of any commodities, and then only after the proper releases of liability have been executed. Track clearances must be maintained with any stored material.

985. Agents must preserve order in and about station premises, calling upon the necessary enforcement bodies when required to control disorderly or intoxicated persons who are interfering with the comfort or convenience of patrons or employes. Peddlers and solicitors must not be permitted to operate on railroad premises unless properly authorized.

986. Taxis, trucks or other vehicles, except as required under authorized conditions, must not be allowed on station platforms. Bicycle riding, roller skating and similar activities must not be permitted on station platforms.

987. When station service employes are in any way connected with the handling of United States mail, they must be familiar with and be governed by the instructions relative thereto.

988. Agents and operators must give prompt attention to correspondence, keep the records and accounts currently and neatly compiled in the manner prescribed by the departments to which they relate, and submit them to the traveling auditor or other authorized person for examination as may be

required. Tariffs must be properly and currently filed.

989. Agents are responsible for the sale of tickets, the receiving, delivering and forwarding of freight and other services offered by the railroad, the proper assessment of charges, prompt collection and remittance of same. Unauthorized credit must not be extended to anyone and checks accepted only as authorized. Charges for demurrage and storage, and records relating thereto must be handled as instructed. The Superintendent, Treasurer and Auditors must be kept advised of any out of line conditions involving collections or accounts.

990. Prompt reports must be made to the proper officers or departments relative to any refused shipments, or cars being delayed for excessive time while unloading, or awaiting billing instructions. If company material is not loaded or unloaded promptly the Superintendent must be notified.

Traffic awaiting movement must be watched and no undue delays permitted.

991. Freight must be safely stowed or loaded according to the standards and clearances. Billing for traffic not so loaded must not be accepted. They must know that the doors and other openings of loaded cars are closed and properly secured. A record must be kept of seals applied to or removed from cars.

The required placards must be applied to cars as indicated by the special instructions relating thereto. Old cards, except home route and defect or repair cards must be removed before cars are forwarded.

992. Less than carload shipments at time of receipt or delivery must be properly checked out and when necessary, Over, Short and Damage reports prepared and submitted on the prescribed forms.

993. When not attended by a station employe, baggage rooms, freight houses, house cars, etc., must be kept locked.

994. Freight, baggage or express must not be left between main tracks, or within six feet of the edge of main track platform. Skids, trucks and scales, when not in use, must be placed in baggage room or warehouse. If necessary to leave them on platforms, they must be lined up at the end or in the rear of station building. When left on platforms, trucks must have wheels chained or otherwise secured and handles hooked up.

995. Women, children, disorderly, intoxicated or incompetent persons, must not be permitted by agents to act as attendants for livestock or other shipments requiring caretakers.

996. Time-table schedules and special instructions must be studied currently and carefully to avoid selling tickets or other services to stations at which trains do not stop. Tickets must not be sold to persons who are in such condition as to be unable to take care of themselves, unless accompanied by an attendant, or to persons whose conduct might endanger the lives of or annoy other passengers.

997. They must notify conductors where cars are to be placed and see that cars left at the station have been properly secured and derail devices, if provided, are in proper position; that cars are not moved by unauthorized persons or switched so as to interfere with the safety of trains and that street crossings and sidewalks are not obstructed.

998. Must inform the Chief Dispatcher when cars are set out short of destination, advising contents, destination and why and where set out. Prompt report must be made

of the completion of repairs to bad order cars, also the date and train in which such cars are forwarded.

TRAIN DISPATCHERS AND OPERATORS

1001. The train dispatcher reports to and receives instructions from the Chief Dispatcher. Operators will be governed by instructions from the train dispatcher in the movement of trains. Where ABS and dual controlled switches are controlled by operators, they do so under the supervision and direction of the train dispatcher.

1002. When movements are governed by train orders, such orders must be issued in the proper forms, when applicable, and in manner prescribed by the rules. Complete and accurate records must be maintained showing times at designated reporting points and other information essential to train movement. Memoranda must be kept on train sheet of any important or extraordinary incidents relating to train movements.

Information must be given at once to the Chief Dispatcher of any irregularity in the movement of trains, track cars or self-propelled on-track equipment, or in the execution of train orders. Such information to be followed by a written statement furnishing all details.

1003. When one train dispatcher relieves another, the outgoing employe will prepare in the accepted form, a permanent book record showing all forms or other information authorizing the movement of trains and numbers of train orders in effect. Record of trains that have been cleared but not yet departed, CTC instructions in effect to operators, Rule 552 authorities and track car blocks outstanding and such other information as may be required by the incoming train dispatcher

must be noted on the transfer. The relieving train dispatcher must read and check such forms and train orders, making a record in abbreviated form. The transfer record shall then be initialled by both train dispatchers and time of transfer must be shown. Until transfer has been prepared and accepted by incoming train dispatcher, he must not issue any train orders, clear any trains or manipulate CTC machine, except as specifically instructed by the outgoing train dispatcher.

1004. They must not allow unauthorized persons to operate CTC machines.

In case of failure of signals, communication facilities, or of track, they must see that maintainers, linemen or track foremen are immediately notified.

1005. Crews of trains and others concerned, must be promptly and properly advised of abnormal weather conditions, track restrictions or other unusual conditions that may affect the movement or safety of trains.

1006. Train dispatchers and operators must remain on duty until properly relieved.

1007. Train dispatchers and operators must keep those employes whose duties require a knowledge of the arrival time of trains currently informed of estimated arrivals and any changes from estimated times of arrival previously given.

1008. Each train dispatcher must check his own and preceding entries on the train sheet carefully. If information necessary to complete the record is lacking, such information must be secured and placed on the train sheet.

1009. Before issuing a train order authorizing an extra train, or a work extra, a careful check of the train sheet must be made and opposing movements must be protected by train order.

TRACK CARS, MAINTENANCE OF WAY WORK AND EQUIPMENT

1025. When track is rendered or found unsafe or impassable, immediate protection as prescribed by Rule 99 must be afforded by reliable flagmen in both directions until suitable protection by train order or ABS can be given.

1026. IN CTC TERRITORY, when work on main track requires main track to be occupied or obstructed with maintenance of way equipment or when changing out rail, written authority must be obtained from the train dispatcher by the employe in charge of such operation.

After authority is granted and before occupying or obstructing main track, qualified flagmen must be placed in both directions and given written instructions by employe in charge as to their respective duties.

(Exception—If qualified signal department employe is present, and can provide automatic block signal protection in accordance with Signal Department Instructions within working limits on tracks used, it will not be necessary to provide flagmen in either direction during the time ABS protection is furnished.)

In addition to either flagmen or ABS protection, train order and/or bulletin must be issued to all trains instructing them to run carefully, looking out for men and machinery working within that territory.

Train dispatcher must record location and name of employe requesting authority to occupy or obstruct main track; if authority is granted, specify time and limits, track or tracks to be used or obstructed; place all signals governing movements into such limits in STOP position; place red markers on levers controlling the signals and regardless of time limit, must not remove them until em-

ploye receiving such authority has reported track or tracks clear; record time employe reports track or tracks clear.

If additional time limits are required, it must be authorized by train dispatcher before expiration of previous time limits.

If working limits are on main track between Positive ABS and between dual controlled switches governing movement through siding, before issuing authority to occupy main track, train dispatcher must line switches at both ends for siding, protecting same with red markers on levers. Levers must remain in that position until employe in charge notifies train dispatcher equipment is clear of main track and/or track is OK for operation.

1027. EXCEPT IN CTC TERRITORY, when work on main track requires main track to be occupied or obstructed with maintenance of way equipment or when changing out rail, line-up of train movements on prescribed form must be obtained from the train dispatcher. If possible, work must be performed without delaying trains or locomotives.

After line-up is obtained and before occupying or obstructing main track, qualified flagmen must be placed in both directions and given written instructions by employe in charge as to their respective duties. In addition to flag protection, train order and/or bulletin must be issued to all trains instructing them to run carefully looking out for men and machinery working within that territory.

1028. (Revised Jan. 1, 1967) IN CTC TERRITORY, track cars operating on the main track must be protected by Positive Stop ABS.

Employe, before placing or operating track car on main track, must identify himself by

name and location and secure authority from the train dispatcher or operator, including time and limits. This authority will be written, repeated by the employe receiving it and underscored by the employe granting it as it is repeated.

All signal levers governing movements into the limits granted must be placed in STOP position and red markers applied to these levers. The red markers must not be removed or signals cleared into the specified limits until the employe who received the authority has reported in the clear.

Before granting authority, the train dispatcher or operator must be assured that no conflicting train or locomotive movements have been authorized in the designated limits.

Track limits must extend between specific points rather than general locations and between points of communication, if possible.

Unless otherwise provided, the authority issued must be "positive (call) track car blocks," and the time granted, for information only, as to when track car must be in the clear of the main track to avoid delay to trains. Track car operator must call immediately upon arrival at point of communication and clear his "block."

A "time only block" may be issued only when necessary to operate a track car to a point where there is no communication. In such case, it must be understood by the track car operator that no protection will be afforded beyond the time limit granted and that the track car must be clear of the main track not later than the time specified.

1029. EXCEPT IN CTC TERRITORY, employes, before operating track cars on main track, when possible must obtain new line-up issued by train dispatcher regarding train movements which may affect their safety, but such information is subject to change with-

out notice and will not relieve them from the responsibility for protecting their track cars by flagging, whenever and wherever necessary.

1030. Line-up of all trains will be issued by the train dispatcher as required and will be copied on prescribed form. It will be repeated by one of the persons copying it. Others copying the line-up will check the correctness thereof as it is being repeated. A record of such line-up must be kept in the train dispatcher's line-up book, underscored as repeated and showing time, location and employes receiving them.

When siding or other track is used while main track is out of service, line-up must include such information. It must also contain information relative to light locomotives or trains that may make better than expected speed.

RAILROAD COMMUNICATION SYSTEM

General

The following rules and requirements cover the use of the radio portion of the railroad communication system and govern employes using such facility.

A. Definition — A railroad radio communication system is one employing radio for the transmission of intelligence between moving equipment, between moving equipment and a fixed point, or between fixed points.

B. Radio communication systems are under the jurisdiction of the Federal Communications Commission. The Denver and Rio Grande Western Railroad Company is responsible to the Federal Communications Commission for the proper operation of rail-

road communication systems licensed for use by employes of the D&RGW RR Co.

Operating Rules

1101. All employes, except those specifically authorized to do so, are prohibited from making any adjustments to a railroad radio set. Employes so authorized must carry their FCC operator license or verification card when on duty. If it appears that a radio transmitter is not operating properly, its use shall be discontinued and a joint wire message dispatched as soon as possible addressed to the Superintendent and Radio Repair Shop.

1102. No employe shall knowingly transmit any false distress communication, any unnecessary, irrelevant or unidentified communication, nor utter any obscene, indecent or profane language via radio.

1103. No employe shall divulge or publish the existence, contents, effect or meaning of any communication (distress communications excluded) except to the person for whom the communication is intended or to another employe of the railroad whose duties require knowledge of the communication. The above applies either to communications received direct or to any that may be overheard.

1104. Before transmitting, any employe operating a radio must listen a sufficient interval to be sure that circuit is not already in use, particularly for distress traffic.

1105. A distress call shall be preceded by the word EMERGENCY, repeated three times. Such calls shall be used only to cover initial reports of derailments, storms, wash-outs, fires, obstructions to tracks, or other matters which could cause serious delay to traffic, damage to property, injury to em-

ployes or the traveling public, and must contain as complete information as possible.

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

1106. The Denver and Rio Grande Western Railroad Company is required to answer an official notice of violation of the terms of the Communication Act of 1934, as amended, within three days from receipt of notice and any employe receiving inquiry concerning any violation must answer such inquiry within 24 hours of receipt of notice.

1107. Any employe shall permit inspection of the radio equipment in his charge and all FCC documents pertaining thereto by a duly accredited representative of the Federal Communications Commission at any reasonable time.

1108. Employes must identify the radio station from which they are calling and the station they desire to communicate with by prefacing the call with proper identification:

EXAMPLE:

"Rio Grande—Extra 3050 West, Caboose to Locomotive."

"Rio Grande—Extra 3048 West to Extra 3010 West."

"Rio Grande—Extra 3020 West to Roper Tower."

"Rio Grande—Yard Engine 139 to Tower."

"Rio Grande—Tower to Yard Engine 138."

1109. In certain cases at crossings, junctions or paralleling tracks some interference

may develop with another railroad. In such cases special care in making identification must be used and the employes concerned must cooperate by alternating calls and being as brief as possible.

1110. If any communications from other than D&RGW RR Co. stations interfere with radio service, railroad employes shall endeavor to ascertain the identity of such interference and make report as soon as possible to the Superintendent, giving the exact time, nature of the communications and identity of the station if possible.

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