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# **RULES** **FOR** **TRAIN DISPATCHERS**



**Illinois**  
**Central**  
**Gulf**

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An **IC Industries** Company

49A-A

Chicago, Illinois - February 20, 1980

Train Dispatchers : Bloomington - Chicago - Kansas City & Tuscaloosa

There are times when changes must be made in a General Order before a new General Order is scheduled to be issued and when so done, the following procedure will be used.

The entire item (s) of the General Order must be annulled by train order Form L. Example ITEM NO 17 OF GENERAL ORDER NO 184 IS ANNULLED.

Then a train order Form X is issued to reflect the new Reduce Speed or Other Restrictive Conditions.

The item (s) of the General Order is no longer in effect for the lifetime of the General Order and cannot be reinstated by merely annulling the annulling order.

If further changes are to be made they will be made in the prescribed manner by annulling the Form X train order and issuing a new Form X train order.

Changing part of an item of a General Order by a train order reading;

ITEM NO 17 OF GENERAL ORDER NO 184 SHOULD READ 5 MPH INSTEAD OF 10 MPH, is prohibited.

J. E. Moss  
Supt-Transportation

- cc: Mr. I. B. Hall
- Mr. R. K. Osterdock
- Mr. W. G. Bumpus
- Mr. J. F. Reents
- Mr. G. W. Cox
- Mr. C. S. Enoch
- Mr. J. L. Willett
- Mr. G. M. Biscan
- Mr. A. M. Dickerson
- Mr. J. W. Dodge
- Mr. H. D. Granberry
- Mr. G. G. Hester
- Mr. L. Hogan, Jr.
- Mr. J. E. Johnson
- Mr. J. W. Lager
- Mr. J. M. Law

Chicago - February 25, 1980

Chief Train Dispatchers  
Train Dispatchers- Bloomington - Chicago - Kansas City & Tuscaloosa:

A few train dispatchers have asked for clarification of the application of Rules 212(a) and 885(g) as to obtaining the signature of the engineer and, when practical, the signature of the conductor, to restricting train orders.

Rule 212(a) is applicable when an operator copies a restricting order for delivery by that operator to a train under the four circumstances outlined in that rule. Since the crew of the train being restricted are unaware their train is to be restricted, it is necessary for the operator to obtain the signature(s) and give these to the train dispatcher before the order is repeated to ensure that the crew of such train is aware of the restriction and acknowledges their understanding.

When any train order, including a restricting order, is transmitted directly to a train by radio from the train dispatcher, the actual signature(s) are not required because the crew members who are to copy the order must, in addition to other information, state their names before the order is transmitted, in accordance with Rule 885(a). This constitutes the same thing as signatures. If the train is to be restricted at the point where the train will receive the order, the train must be stopped and train dispatcher notified of train's exact location before the order is transmitted. This is in accordance with Rule 885(g).

When an operator is to copy any train order, including a restricting order, from the train dispatcher for RELAY to a train crew, the provisions of Rule 210(a) must be followed and the operator would then require the crew members who are to copy the order to state their names before transmitting the order to the train. This would constitute the same thing as signatures and the operator would give the train dispatcher the names of the crew members who copied the order. Again, if the train is being restricted at the point where the train will receive the order, train must be stopped and train dispatcher notified of train's exact location before the order is transmitted to the train.

J. E. Moss  
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Mr. H. D. Granberry  
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Mr. L. Hogan, Jr.  
Mr. J. E. Johnston  
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Mr. J. M. Law  
Mr. E. C. Fetzer

C. J. Enck.

Chicago - December 11, 1979

Train Dispatchers - Bloomington, Chicago, Kansas City & Tuscaloosa:

The following are a few new instructions, but most are reissuance or amplification of existing instructions having to do with the application of operating rules.

In ABS territory when giving trains authority to pass a block signal conveying Stop indication, many train dispatchers are still instructing train crews to "proceed per Rule 509". This is prohibited. The train dispatcher must issue specific instructions according to either the second paragraph or the third paragraph of Operating Rule 509, whichever paragraph is applicable. See Rules for Train Dispatchers Rule 59.

In CTC territory a train dispatcher authorizing a train to pass a signal conveying Stop indication must not instruct crews to "proceed per Rule 528". This is prohibited. The train dispatcher must issue specific instructions according to either Operating Rule 528 (1) or 528 (2), whichever is applicable. See Rules for Train Dispatchers Rule 62. Also, note the third paragraph of Train Dispatchers Rule 62 requires that the control operator "must inform the train or engine of the condition" if he, the control operator, is not positive there is no opposing movement.

Before issuing specific instructions under the provisions of either Operating Rule 509 or 528, preface the instructions with the words "after stopping".

Some train dispatchers are violating Operating Rule 882 by telling crews to "come on, I have the signal lined up". This must not be done. The crews are responsible for observing the aspect of fixed signals and controlling the movement of their trains accordingly.

Occasionally, train dispatchers, in effect, attempt to annul or supersede train orders by verbal information to crews via radio - for example, telling a crew the speed of a reduce speed train order has either been raised or the track has been repaired and the reduce speed is no longer in effect. Train orders must be issued to cover these situations and crews not be expected to violate the terms of their train orders by receiving verbal instructions in lieu of a train order.

The correct form for Form X train orders is "REDUCE SPEED TO \_\_\_\_\_ MPH BETWEEN MP \_\_\_\_\_ AND MP \_\_\_\_\_" etc. It is incorrect to say "REDUCE SPEED TO \_\_\_\_\_ MPH FROM MP \_\_\_\_\_" etc. The words "BETWEEN \_\_\_\_\_ AND \_\_\_\_\_" must be used rather than "FROM \_\_\_\_\_ TO \_\_\_\_\_".

If it is necessary to annul a superintendent's bulletin order by train order until a new superintendent's bulletin order can be issued and posted, the train order must include the subject and, if applicable, the location covered in the superintendent's bulletin order being annulled and not merely state " \_\_\_\_\_ DIVISION SUPERINTENDENTS BULLETIN ORDER NO. \_\_\_\_\_ DATED \_\_\_\_\_ IS ANNULLED". The crews must be furnished enough information to know for certain which condition is being annulled.

When there can be misunderstanding as to which date of a schedule is being referred to in a train order, the date of the schedule must be included for clarification.

Reduce speed train orders should show, in addition to mile post or bridge number, the approximate distance from the nearest station or other recognized landmark.

When a train encounters a block or interlocking signal conveying a restrictive indication under circumstances which would indicate a defect in track or signal apparatus, the fact must be reported to the signal maintainer in every instance and a note placed in TRS "MC". The train dispatcher may use his judgement as to whether or not to call the signal maintainer immediately, depending on anticipated train movements that may in some cases permit the trouble to be corrected during regular working hours instead of on overtime.

Some train dispatchers are still failing to show weather conditions at the offices called for on the train sheets.

The names of crewmen, time on duty, engine number, etc. for work extras must be entered on both sides of the train sheet and not merely be entered on one side with the opposite side of the train sheet being marked "same".

In multiple track territory, regular trains operating against the current of traffic must be identified by use of engine numbers in train orders

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Form T train orders belong in the current train order book and not in the book containing Form X and Y train orders.

Keep a copy of these instructions at each train dispatcher's desk for reference.

J. E. Moss  
J. E. Moss  
Supt-Transportation

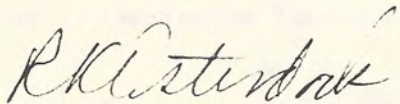
cc: I. B. Hall  
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L. Hogan  
G. G. Heister  
G. W. Cox

Chief Train Dispatchers - Chicago  
A. L. Hering, C.T.D. Bloomington (10)  
B. W. Griffin, C.T.D. Kansas City (10)  
B. H. Phillips, C.T.D. Tuscalossa (10)

Illinois Central Gulf Railroad  
Rules For Train Dispatchers

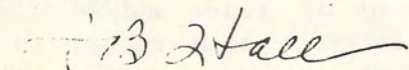
These rules are for the guidance of train dispatchers. They take effect September 1, 1979, and supersede Rules For Train Dispatchers dated July 1, 1974. Their purpose is to secure uniformity in safe train dispatching methods. They supplement, but do not supersede, the Operating Rules that took effect July 1, 1974, and subsequent revisions.

A copy of these rules and the Operating Rules will be furnished each train dispatcher. They must be reviewed frequently to ensure compliance. Train dispatchers must understand the meaning of and obey the Operating Rules, these and other rules and instructions affecting their duties.



General Manager-Transportation

APPROVED:



Vice President and  
Chief Transportation Officer

1. Train dispatchers report to and receive instructions from the chief train dispatcher. Chief train dispatchers are under the jurisdiction of the superintendent-transportation.
2. They will direct the movement of trains, issuing necessary train orders and instructions. They must provide proper protection for all train movements in accordance with rules or special instructions. They must guard against dangerous conditions in train movements and unsafe or confusing combination of train orders. They must courteously answer questions and furnish information relating to movement of trains.
3. They must be familiar with all rules, special instructions, bulletin orders, bulletin notices and general orders governing the portion of the railroad they are dispatching and promptly report any violation thereof. They must also promptly report any irregularities, neglect of duty, disobedience, or apparent incompetence, of which they have knowledge. Defects in engines, cars, track, signals and related equipment or failure of trains to move at usual speed and other unusual occurrences, must be recorded and promptly reported.
4. Each train dispatcher's desk must have a copy of current Rules For The Maintenance of Way and Structures for reference to rules that relate to the duties of a train dispatcher.
5. They must make the required record of movement of trains and related information on the train sheet. They must maintain such records as are required by rules, instructions or law. Such records must be neat and legible and kept in the manner prescribed.
6. They should bear in mind that some matters clear to them may not be understood by others and must give instructions in a clear and concise manner to avoid misunderstanding. Being more familiar with general conditions than other employes, it is the train dispatcher's duty to take the initiative insofar as it is within his power, but must never sacrifice safety to save time.
7. Relieving train dispatcher must report for duty before the time established for him to assume charge in order to become familiar with train orders and instructions in effect and the location of trains.
8. They must be familiar with the physical characteristics of their dispatching territories. They must keep informed as to progress of trains, consist of trains, work to be done enroute, and weather or other conditions that may affect the movement of trains. They must act promptly to protect trains when there is evidence of storms, high water, defective track or obstructions.
9. They must not permit unauthorized persons in the office.

10. Upon return to train dispatcher's desk, after having been absent, the train dispatcher must identify his presence, via the communications facilities, by saying "dispatcher". He must not say "all right" or use some other term that could be understood as reply to a question.
11. Transactions on train dispatcher's telephone or radio must be conducted in a business-like manner. Train dispatchers must refrain from unnecessary and careless conversation or the use of improper terms and are responsible for regulating conversation on train dispatcher's telephone.
12. They must be considerate when working with inexperienced employes. Matters for record must be transmitted at a speed regulated to the capabilities of the individual making such record.
13. They must keep stations, terminals, adjoining dispatching districts and connecting divisions, that are concerned, currently informed of train movements.
14. They must report any violation, or possibility of violation, of the Hours of Service Law to the chief train dispatcher.
15. CHANGE OF TIMETABLE - OPERATING RULE 4

Before the effective time and date of a new timetable, if there is any possibility that a regular train may be between the initial and terminal stations of its schedule on a district when the new timetable takes effect, the train must be authorized as an extra. It is not permissible to authorize such regular train to retain the schedule.

16. SCHEDULE REQUIREMENTS - OPERATING RULE 6

All sections of a schedule are required to fulfill the requirements of a schedule, unless otherwise instructed. The train dispatcher must issue instructions designating the section(s) which will not make the schedule stops.

17. WHISTLE FAILURE OR ABSENCE OF HEADLIGHT, MARKERS, GREEN OR WHITE LIGHTS - OPERATING RULES 17, 19, 20, 21, S-23 and 31(a)

When notified of the absence of headlight, markers, green or white lights (if their use is required), or whistle failure, they must properly protect the movement by notifying other trains, if possible, of such condition. They must notify the proper officer and maintenance employe so condition can be remedied.

18. ENGINE NUMBERS - OPERATING RULE 22

When there has been an engine change after authorizing an extra or work extra, it may be handled by giving the extra or work extra, and other trains affected, an order. Example:



"ORDERS NOS 7 AND 10 SHOULD READ ENG 6001  
INSTEAD OF ENG 6002"

In the case of a regular train, the engine correction, if necessary, can be handled by an order. Example:

"NO 75 HAS ENG 3035 INSTEAD OF ENG 915"

19. SIGNAL IMPERFECTLY DISPLAYED - OPERATING RULE 27

When notified of a signal imperfectly displayed or of the absence of a signal at a place where a signal is usually shown, train dispatcher will notify trains affected, when practical, and make prompt report to chief train dispatcher and the proper maintenance employe.

20. AUTHORIZING REGULAR TRAINS FROM INTERMEDIATE STATIONS - OPERATING RULE 82

A train must not be authorized from an intermediate station on a district with the same schedule number as a train then on the district which has not yet arrived at that station. For example, No. 1 of January 1st leaves A (its initial station) 3 hours late on its schedule. It is improper to authorize another train as No. 1 of January 1st from K (an intermediate station). Such train should be authorized as First 1 from K, and Second 1 annulled if no section will follow the signals.

When a train is to be authorized to assume a schedule at an intermediate station on a district and the schedule has not been fulfilled to that station, the schedule must first be annulled from the initial station on that district to the station at which the train is to be initiated if there is an operator on duty at the initial station. If no operator is on duty at that time at the initial station, the annulling order must be issued as soon as possible after the operator comes on duty.

To authorize a train to assume a schedule at an intermediate station, a train order will be used. Example:

"ENG 6001 RUN AS NO 1 H TO Z"

To authorize a train to run as a section of a schedule from an intermediate station, appropriate example of train order Form F will be used.

They must be careful that a train operating on a schedule does not become more than twelve hours late on its schedule while between train order offices.

21. TRAIN ORDER MEETING POINTS BETWEEN EXTRAS, BETWEEN EXTRAS AND WORK EXTRAS, AND BETWEEN WORK EXTRAS - OPERATING RULES S-88 AND S-89(c)

When train order Form A meeting point is established between opposing extras, between an extra and a work extra, or between work extras, the order must specify which train will take siding, even if superiority may have previously been established between opposing extras by train order Form C. The order will not specify which train will take siding when such trains are to meet at a controlled siding, or a siding of assigned direction. To qualify as a controlled siding it must be equipped with controlled signals at both ends.

22. CLEARING TIME - OPERATING RULES 86, S-87 AND 221(f)

Trains must not be authorized to move ahead of an overdue superior train (Operating Rule 86) on oral or message instructions, except in Operating Rule 251 territory or in yard limits. Such authority must be by train order. Trains must not be authorized to move against the time of a superior train (Operating Rule S-87) on oral or message instructions, except in yard limits. Such authority must be by train order.

They must not encourage train crews to infringe upon the clearing time required by rule, nor will they instruct operators to not space trains as required by Operating Rule 221(f).

23. TRAIN BACKING IN AT MEETING POINT - OPERATING RULE S-89

Train orders must not instruct a train to pull by and back in at a meeting point, nor contain information that a train will double over at a meeting point, unless absolutely necessary. ~~The train backing in or doubling over must be protected by flagman to the front while so doing,~~ except if the opposing train is required to wait (either by schedule or train order) at the next station before reaching the meeting point, flag protection to the front is not necessary until the time shown in the schedule or stated in the train order at that next station.

24. YARD LIMITS - OPERATING RULE 93

Form A train order establishing a meet at a specific point within yard limits can be changed only by another train order. Where meets are to be accomplished within yard limits other than by Form A train order, it is permissible for a yardmaster or train dispatcher to orally authorize a train to move on main track ahead of or against a superior train to some other point within the same yard limits other than the point where it should clear main track, if he has arranged proper protection and assumes full responsibility for the move.

25. ISSUANCE OF TRAIN ORDERS - OPERATING RULE 200

Train orders must be brief and clear and prescribed forms must be used, when applicable. If prescribed forms do not apply, improvised forms must not be in contradiction to prescribed forms. Unnecessarily long orders, or an excessive number of orders, which may lead to misunderstanding by those who are to execute them, should be avoided. Any misunderstanding

of an order must be clarified immediately. If necessary, the misunderstood order must be annulled and another order issued.

Engine number must be added in orders when necessary for identification.

Situations requiring the use of orders should be studied carefully and the orders issued at such a time that trains will not be delayed for orders.

Messages must not be used in lieu of train orders. A message may contain instructions and/or any supplementary information needed by train crews, but must not be used in any manner that would encourage a violation of the rules or sacrifice safety. For example, messages encouraging a train to make a certain point on a wait order ahead of or against other trains resulting in excessive speed, messages calling attention to conflict in train orders, or messages authorizing movements of trains or engines, are prohibited.

## 26. NUMBERING OF TRAIN ORDERS

Train orders, except Forms Q, S, X and Y, must be numbered consecutively each day, beginning at 1201 AM.

Forms Q, S, X and Y orders will be numbered consecutively, beginning with 501 (or 601, etc.) and continuing, regardless of date issued, to and including 699 (or 799, etc.). The same order of numbering will then be repeated, beginning with 501 (or 601, etc.).

## 27. ADDRESSING TRAIN ORDERS - OPERATING RULE 204

Train orders must be addressed to those who are to execute them.

Examples:

"C&E NO 20"

"C&E EXTRA 6001 NORTH"

"C&E NORTHWARD FIRST CLASS TRAINS"

"C&E SOUTHWARD SECOND CLASS TRAINS AND SOUTHWARD EXTRAS"

"OPR"

"YARDMASTER", etc.

When authorizing sections, extras or work extras, the order should be addressed to "C&E FIRST 72", "C&E FIRST AND SECOND 72", "C&E EXTRA 6001 NORTH", or "C&E WORK EXTRA 1507". If authorizing such trains at an intermediate station and the order is to be executed by C&E of a train whose running order or work order is to be changed, the address should include C&E of such train as: "C&E EXTRA 6001 SOUTH AND WORK EXTRA 6001".

Orders must not be addressed to "ALL CONCERNED", "FREIGHT TRAINS", or "PASSENGER TRAINS"; neither should they be addressed to "ALL NORTHWARD TRAINS", since the word "ALL" in such case is superfluous.

28. RECORDS TO BE MADE IN TRAIN ORDER BOOK

Each train order must be written (or stamped in the case of Form T - Temporary Stop Sign Order) in the proper form in the train order book as it is transmitted, and must include:

- Number of order;
- Office designation or train location;
- Address;
- Time "X" response received and initials of operator when "X" response is used;
- Personal sign of those who repeat the order;
- Time made complete;
- Train dispatcher's initials; (followed by student train dispatcher's initials when applicable).
- When required, the name(s) and occupation of those who signed the order.

This information must be made at once and never from memory or memoranda. Records in train order book must be in ink. Use of eraser or ink eradicator in train order book is prohibited. Necessary corrections may be made by drawing a single line through the portion to be deleted with explanatory note if reason for change is not evident.

Additions to train orders MUST NOT be made after they have been repeated.

Each page in a train order book must be correctly dated, except book used for recording Forms Q, S, X and Y orders will show date for each individual order.

A separate page in the train order book must be used by each train dispatcher for recording clearances and train dispatcher's transfer.

Record will be made in train order book for the following:

- (a) To pass Stop indication in ABS per Operating Rule 509.  
See Rule 59 of these rules.
- (b) To pass Stop indication in CTC per Operating Rule 528.  
See Rule 62 of these rules.
- (c) To back into a block per Operating Rule 515.  
See Rule 60 of these rules.
- (d) Track and time limits granted in CTC per Operating Rule 531.
- (e) Instructions concerning train movements in Operating Rule 251 territory.  
See Rule 58 of these rules.

When a train order is transmitted, the train dispatcher must write the order as he transmits it and underscore each word and figure as repeated.

EXCEPTION: See instructions for train order Form T in Rule 53 of these rules.

The train dispatcher will maintain train order book to reflect current situation by:

- (a) Writing his initials in red across an order when that order is no longer in effect.
- (b) Drawing red diagonal line across page when all items on that page are no longer in effect.
- (c) Drawing a red "X" across page when all items up to and including that page are no longer in effect, indicating that it is unnecessary for train dispatcher to read previous pages.

In train orders and clearances, regular trains will be designated by number as "NO 10", and sections as "SECOND 10". Extras will be designated by engine number and the direction as "EXTRA 6001 EAST" or "WEST". Work extras will be designated by engine number as "WORK EXTRA 6001".

For the movement of an engine of another company, the initials or name of the company must precede the engine number, as "ENG CNW 6710", and train will be identified as "EXTRA CNW 6710 NORTH (or, SOUTH)" or as "NO 64 ENG CNW 6710".

Even hours, such as 1000 AM, must not be used in stating time in the body of train orders, but the complete time of an order or "OK" time of a clearance may be in even hours. *exception - time change - Federal law 2<sup>nd</sup> 11*

#### 29. TRAIN DISPATCHER'S TRANSFER

Before a train dispatcher is relieved he must make written transfer, in ink, on a separate page in the train order book, of all orders not fully executed, listing them by numbers.

The heading of the transfer must include the initials of the train dispatcher being relieved, the relieving train dispatcher and the time prepared. Example:

"JRB to JAR 345 PM"

The number of each order being transferred must be written in vertical column(s).

The transfer must be signed underneath. Example:

"JRB"  
"JAR 401 PM"

At the time of transfer, if the "OS" of a train, which has been cleared, has not been recorded on train sheet, notation of this fact must be made in transfer showing train and station.

The train dispatcher being relieved must make notation beside number of any order on the transfer that has not been transmitted or made complete because of communication failure or other reason.

They must show, beneath the orders transferred, any CTC instructions in effect, time and station if train order operator has been granted permission to be temporarily absent, current track car line-ups and other necessary information.

The relieving train dispatcher must carefully check the transfer, acquaint himself with all orders and other notations, then sign the transfer in the presence of the train dispatcher being relieved.

A train dispatcher is not relieved from duty until the relieving train dispatcher has signed the transfer.

Each train dispatcher's work on his tour of duty should be complete between the transfer pages. After transfer has been completed and signed by both train dispatchers, no orders may be written on blank pages or in blank spaces between the transfer pages.

30. RESTRICTING TRAIN ORDERS - OPERATING RULE 208

When an operator has been absent, train dispatcher MUST NOT issue a restricting order to a train based on operator's statement that such train has not passed. Under circumstances admitting of doubt, train dispatcher MUST NOT attempt to restrict a train upon an operator's statement that it has not passed.

Restricting orders issued to a train at an office which was closed, or operator absent from office at the time the train passed the last open train order office where movement was recorded, must not be made complete to any other train addressed unless train dispatcher has positive knowledge that the train to be restricted has not passed the station where it is to receive the order.

31. RESTRICTING TRAIN ORDERS AT MEETING OR WAITING POINTS - OPERATING RULE 208(a)

They should plan work to minimize the use of a restricting order for delivery to a train at the station where such movement is restricted, whether it be for time or for other trains. The weather, grade and view must be considered when issuing restricting orders under these circumstances.

When it becomes necessary to issue such order, the TRAIN MUST BE STOPPED before the train dispatcher gives "OK" to the clearance.

They must instruct the operator to stop the restricted train by giving a stop signal with burning fusee or red flag as soon as such train comes within view of the operator. In addition, if practical, they will in-

struct operator to place torpedoes on the rail 150 feet apart, not less than 1,000 feet in advance of the train order signal, to give warning to the engineer. When facilities are available, they will notify the crew by radio that their train will be restricted at that station, or instruct the operator to do so.

The requirements of the foregoing paragraph will not be applicable:

- (a) At an initial station or a station where clearance is otherwise required.
- (b) At a controlled siding.
- (c) At a manual interlocking located in advance of siding for train being restricted. See Operating Rule 221(c).

32. TRAIN ORDERS RECOPIED OR DUPLICATED - OPERATING RULE 209

They must insist that operators repeat train orders which have been re-copied in manifold. They will record in train order book the time repeated, the date and personal sign of the operator repeating the order. The additional copies must bear the same date, time complete and train dispatcher's initials as the original copies.

They may permit operators to duplicate a train order if an approved duplicating machine is used. They must caution operators to be sure that all copies used have been clearly and completely reproduced. The operator is not required to repeat any of the machine duplicated copies, but he must sign his last name on each copy underneath the signature of the original operator, even though it may be the same operator making the duplicate copies.

When it is planned to use a duplicating machine for additional copies, the original should be made on white paper, Form 19-2, for clearer reproduction. Duplicating machines are not intended to be used when sufficient copies can be made in manifold, but only when additional copies are needed after initial copying.

33. ERROR IN TRANSMISSION OR COPYING - OPERATING RULE 209(a)

When an error has been made in transmitting or copying a train order and before it is repeated, or "X" response sent, the train dispatcher must make notation "void" across the order in train order book, and require acknowledgement from operator(s) that all copies have been destroyed before beginning the new order.

34. CHECKING REPEAT OF ORDER - OPERATING RULE 210

They must exercise care in checking the repeat of train orders. They must underscore each word and figure each time it is repeated.

When communication systems make it practical, they must make frequent checks to ensure that operators are following the repeat of others by stopping the operator who is repeating and telling another to proceed from that point. After so doing, the operator who was stopped must finish the repeat from point where he had been stopped. They must report any failure of operators to chief train dispatcher.

When transmitting an order to an employe other than an operator, they must require compliance with rules applicable to operators prescribing the manner of writing, repeating, giving signature and completing.

X 35. RESTRICTING TRAIN ORDERS WHICH REQUIRE SIGNATURE - OPERATING RULE 212(a)

When signature(s) are obtained to an order, notation must be made below the order in train order book showing the name and occupation of employe(s) who signed the order.

The signature of the conductor, as well as that of the engineer, of the train given relief of flag protection by a Form Z order, must be obtained when annulling that order before the time in the order expires and the train is still within the limits.

36. CLEARANCES - OPERATING RULES 215, 215(a) and 215(b)

Operators are required to fill out clearance with proper address of train and numbers of all orders addressed to that train, if any, BEFORE requesting train dispatcher to clear the train. If train dispatcher has reason to believe that this procedure is not being followed, he must direct the operator's attention to such requirement.

The train dispatcher must not use, nor permit an operator to use, expressions such as "clear him with", "clear the local", or "fix up Joe Smith". The correct designation of trains must be used, e.g., "clear No. 72" or "clear First 66" or "clear No. 72 and Extra 6001 North".

Train orders must be listed on clearance in reverse numerical order in the following sequence:

Movement orders of current date; *H. Jones* →  
Movement orders of previous date;  
Forms Q, S, X and Y orders;  
General orders.

NOTE: In case of duplicate numbers of different date, the date of each order must be specified on the clearance. Example:  
". . . Nos. 6-5 of Aug 15 - 5 of Aug 14 - 634 and GO 185".

Operator must transmit this information to the train dispatcher in the following manner:



"Fulton, clear Extra 6001 North with six orders, numbers 6, 5, 93, 85, 510 and GO 701". (Orders No. 6 and 5 are of current date, 93 and 85 are of previous date, 510 is a Form Q, S, X or Y order and GO 701 is a general order).

Train dispatcher must make the required record in the train order book, check the order numbers and, if correct, reply:

"OK, Fulton, clear Extra 6001 North with six orders, numbers 6, 5, 93, 85, 510 and GO 701 at 1240 AM"

If an order number is omitted from a clearance, both train dispatcher and operator are responsible.

Operators ARE NOT permitted to deliver a clearance without an "OK" from the train dispatcher. This should be borne in mind by train dispatchers, and when it is known there may be a loss of communications, they should clear trains before the loss occurs.

A train must not be cleared with an order which annuls an order the train does not hold.

When clearance and orders are delivered by the train dispatcher, the requirements of record and delivery are the same as those applicable to operators.

37. FORWARDING AND DELIVERING RESTRICTING TRAIN ORDERS "IN CARE OF" -  
OPERATING RULE 217

When orders are sent to a train in the manner prescribed by Operating Rule 217 and the superiority of such train is thereby restricted, complete must not be given to an inferior train until the signature of the engineer and, when practical, that of the conductor of the superior train has been received by the train dispatcher.

When orders are to be forwarded and delivered by a train, the orders and clearance should be addressed in care of engineer, unless conditions warrant otherwise. A train in whose care the orders are to be forwarded must be given its own clearance, with copy of order(s) to be delivered, to properly clear it on train order signal, or where clearance is otherwise required.

38. TRAIN ORDER SIGNALS - OPERATING RULE 221

During storms or dense fog, train order signal displaying Stop must not be solely depended upon to restrict trains. Train dispatcher may require operators to take some, or all, of the precautions outlined in Rule 31 of these rules.

Train dispatchers must neither instruct nor permit an operator to deliver an order to a train while train order signal conveys Proceed indication, except as provided in the exception to Operating Rule 221. They must not instruct an operator to display train order signal to indicate Proceed to let a train pass when there are orders for another train in the same direction.

39. TRAIN ORDER FORM A - FIXING MEETING POINTS FOR OPPOSING TRAINS

If a superior train is to take siding at two or more meeting points in a train order, the instruction "take siding" must be shown for each meeting point.

When a train order requires a train to meet two or more opposing trains at the same station and the rules require a train in each direction to take siding, the order must specify which train or trains will take siding.

Form A must not be used to move a train against an opposing train to a terminal station, or to a station at the beginning of multiple track or CTC. Form C orders should be used to advance a train to such stations.

When a Form A order establishes a meet at a station where there is no designated siding, the order must specify which track will be used by the train clearing the main track or specify who will designate the track.

⚡ If a train has a Form E wait order for another train and the train dispatcher later establishes a Form A meeting point between the two trains, the wait order must be fulfilled, unless annulled.

Form A meeting points must be established between passenger carrying trains, except in CTC territory.

40. TRAIN ORDER FORM B - AUTHORIZING A TRAIN TO RUN AHEAD OF A SUPERIOR TRAIN

Form B orders must not be used in non-ABS territory.

Form B order should be limited to as short a distance as practical.

41. TRAIN ORDER FORM C - GIVING RIGHT OVER AN OPPOSING TRAIN

When an extra is given right over an opposing extra, such extra must be given right to the end of its running order, or to the station at which the opposing extra originates. If conditions warrant, the order should also specify which extra is to hold the main track at the end of the right-of-track.

An extra must not be moved against an opposing extra by Form E order unless superiority has been established by Form C order. See Rule 44 of these rules.

A train must not be given right over a first section only, or an intermediate section only, of an opposing schedule unless train order protection has been provided against all following sections. See Rule 43 of these rules.

42. TRAIN ORDER FORM E - TIME ORDERS

When practical, train dispatchers should issue Form E, example (1), "run-late" order, to apply over the entire district. Time in a run-late order must end with a naught (0), as 10, 20, 30, etc., so that it can be easily added to a schedule.

Form E, examples (3) and (4), must not be combined.

When Form E, example (4), is used and provides for two different trains to wait for the same opposing train, the order must be properly worded to avoid confusion. Example:

IMPROPER

"NO 2 WAIT AT G UNTIL 1250 PM  
NO 4 WAIT AT K UNTIL 220 PM  
FOR EXTRA 6001 SOUTH"

PROPER

"NO 2 WAIT AT G UNTIL 1250 PM  
FOR EXTRA 6001 SOUTH  
NO 4 WAIT AT K UNTIL 220 PM  
FOR EXTRA 6001 SOUTH"

When it becomes necessary to reduce time in a wait order, such order must not be superseded. The order specifying the particular wait must be annulled and another order issued.

Care must be exercised in reducing time in Form E orders to ensure that inferior trains are properly protected before releasing the superior train.

Train dispatchers must not issue an order instructing a superior train to "take siding and wait" for an inferior train.

43. TRAIN ORDER FORM F - SECTIONS

When sections are authorized, an opposing train given authority to proceed against any section must be given equal or more authority to proceed against all following sections.

When it is necessary to authorize sections several hours apart there is a possibility that some other train may be mistaken for one of the sections, or a section of one schedule may get between sections of another schedule. Train dispatchers must issue necessary train orders or instructions to other trains to eliminate hazard. If conditions warrant, such train should be run extra or on some other schedule.

#### 44. TRAIN ORDER FORM G - EXTRAS

Before a train order or clearance is issued to authorize an extra, the names of the crew, engine number and time listed must be entered on the train sheet, and examination must be made of the train sheet with regard to work extras and opposing extras.

On single track, when issuing a running order authorizing an extra, provision must be made for its movement against all opposing extras. See "NOTE TO SUPERIORITY OF TRAINS" on Page 30 of Operating Rules. To ensure that the running order for an extra will not be overlooked, train dispatcher will not write "EXTRA" at top of column of train sheet until running order has been issued.

When using Form G, example (3), round-trip order, the names of the crew, engine number and time listed must be entered on the train sheet in both directions and necessary train orders must be issued to protect the movement in both directions. An extra must not be authorized to return to a location beyond its starting point. Train dispatcher must not restrict such extra on its return trip, except when so restricted in the round-trip order or unless the order affecting such extra is placed at a station (other than the turning point) where it will be delivered on the return trip. A restricting order cannot be placed at the turning point unless the signature of the engineer, and, when practical, that of the conductor, is obtained before the order is repeated, since this is not the train's initial station and it is not required to receive a clearance.

An order reading:

"ENGS 6001 AND 6002 RUN AS TWO EXTRAS A TO D AND RETURN TO A"

is improper. Provision must be made to protect one against the other in each direction.

A train must not be authorized to run extra to a point short of its final destination on a district if it can be avoided. If it is necessary to authorize an extra to a point short of its final destination on a district, the train dispatcher must keep in mind that all orders held by that train, except Forms K, Q, T, X, and general orders, become void when the extra reaches the station to which it was authorized. When such train is authorized to run extra beyond that station, any requirements necessary to protect the movement must be reissued. For example, if an extra has running orders A to D and an order to meet an opposing extra at D, and, afterward, it is necessary to give the extra a running order D to H, the train dispatcher must establish another meeting point, either at D or at some station between D and H, if the opposing extra is between H and D. When the first named extra arrives at D, its running order is fulfilled. It is a new train when it is given a new running order D to H.

When opposing extras are authorized to run within the same limits, a Form E order requiring one to wait for the other would be improper unless a Form C "right over" order has first been issued. The Form E order alone does not establish a meeting point or require the extra for whom the waits are given to stay out of the way of the extra who is required to wait.

An order must not be issued for an extra to meet another train beyond the limits of the running order for the extra.

Extras in multiple track may not be authorized to run to an intermediate point on a district and return by clearances. Form H (Multiple Track) work orders must be used for this purpose.

45. TRAIN ORDER FORM H - WORK EXTRAS

Work extras must be shown in train column of train sheet in both directions and designated as "WORK EXTRA" and a line drawn around the working limits in the station column of train sheet.

When example (8) (Single Track) is used to authorize a work extra in advance, each train dispatcher must make notation in his transfer to relieving train dispatcher that such work extra has not been entered on the train sheet for the date(s) authorized.

The working limits should be as short as practical, to be changed as the progress of the work may require. Train dispatchers must not extend the limits or time of a work extra, but must annul its order and issue another.

Example (1) (Single Track) (Multiple Track) requires a work extra to CLEAR the time of regular trains. When an order instructs a work extra to "PROTECT" against a regular train(s) (example (6) (Single Track) and example (4) (Multiple Track), the work extra is authorized to occupy the main track on the time of the regular train(s) under flag protection. In Operating Rule 251 territory (Multiple Track), work extras will clear the time of regular trains as instructed by the train dispatcher.

Orders must not be issued to work extras instructing them "NOT PROTECTING AGAINST REGULAR (SECOND CLASS, etc.) TRAINS". When an order specifies that the work extra is "PROTECTING AGAINST" regular trains, such trains must be given a copy of the order.

A train order, reading in part: "... PROTECTING AGAINST SECOND CLASS TRAINS EXCEPT NO 72" is improper. It should read: "... PROTECTING AGAINST SECOND CLASS TRAINS EXCEPT CLEAR NO 72".

Example (1) (Single Track) requires a work extra to PROTECT against extras in both directions, unless instructed by order to NOT PROTECT. Example (1) (Multiple Track) requires a work extra to PROTECT against

*Jan 1st  
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extras moving with the current of traffic, unless instructed by order to NOT PROTECT. An order reading, in part: "... PROTECTING AGAINST EXTRA 6001 NORTH AFTER 210 PM NOT PROTECTING AGAINST OTHER EXTRAS" is improper. Since the work extra was not instructed to NOT PROTECT against Extra 6001 North before 210 PM, it is necessary, with that order, for the work extra to protect against Extra 6001 North both before and after 210 PM. The order should read: "NOT PROTECTING AGAINST EXTRAS EXCEPT PROTECT AGAINST EXTRA 6001 NORTH AFTER 210 PM".

Where several extras are involved, the following is suggested. Example:

"ENG 6001 WORKS EXTRA 645 AM UNTIL 545 PM  
BETWEEN K AND M NOT PROTECTING AGAINST  
EXTRAS UNTIL 330 PM EXCEPT PROTECT AGAINST  
EXTRA 1000 SOUTH AFTER 730 AM  
EXTRA 2000 NORTH AFTER 830 AM  
EXTRA 3000 NORTH AFTER 930 AM  
EXTRA 4000 SOUTH AFTER 1030 AM"

When authorizing a work extra, if there is an extra within the working limits and it is not possible to give a copy of the work order to such extra, the work extra must be instructed to either CLEAR or PROTECT AGAINST the extra, effective with the starting time of the work extra.

With an order reading: "ENGS 6001 AND 6002 WORK AS TWO WORK EXTRAS 830 AM UNTIL 530 PM BETWEEN D AND E", the work extras, whether standing or moving, are required to protect against each other, as well as against extras in both directions. The order should provide for one work extra to not protect against the other work extra. Example:

"ENGS 6001 AND 6002 WORK AS TWO WORK EXTRAS  
830 AM UNTIL 530 PM BETWEEN D AND E  
WORK EXTRA 6001 WILL NOT PROTECT AGAINST  
WORK EXTRA 6002"

A work extra's crew tie-up at the end of their tour of duty is not sufficient authority to annul a work order in advance of the expiration of time specified in the work order. The work order must not be annulled to other trains or to operators prior to the expiration of time specified in the work order unless the signature of the engineer, and, when practical, that of the conductor, of the work extra is obtained to the order annulling the work extra's authority and such annulling order has been made complete and delivered with a clearance addressed to the work extra.

When work orders are issued in Operating Rule 251 territory, copies of the work orders will be given to all trains, when practical.

#### 46. TRAIN ORDER FORM J - HOLDING ORDER

This form will be used ONLY when necessary to hold trains until orders

can be given, or in case of emergency.

47. TRAIN ORDER FORM K - ANNULING A SCHEDULE OR A SECTION

These orders should be addressed to the train whose schedule is annulled and to the operator at the initial station of the schedule. If the schedule being annulled is a first class schedule, the address should include "NORTHWARD TRAINS" or "WESTWARD TRAINS", as the case may be. When authorizing an extra from an intermediate station and such train is using, or has used, a schedule to that station, the schedule must be annulled from that station, using example (2) or (3). The train dispatcher does not have authority to withdraw a schedule.

Once a schedule or section has been annulled, it is no longer effective between the points designated and cannot be restored.

When a schedule or section is annulled, the following notation must be made on train sheet:

"NO 46 ANNULLED \_\_\_\_\_ TO \_\_\_\_\_"

In issuing Form K, the train dispatcher must show the date the schedule is due to leave its initial station on the district.

Train dispatchers must not give the operator a number for a Form K order and allow the operator to repeat the order before it has been transmitted. The rules with reference to transmitting, repeating and completing orders must be followed.

Form K orders must not be combined with other forms of orders.

When annulling schedules by train order, it must be done on a daily basis. Schedules may be annulled by superintendent's bulletin order for the life of a timetable.

48. TRAIN ORDER FORM L - ANNULING AN ORDER

They must frequently review existing orders and annul those undelivered which are no longer effective. These orders must be annulled before operator(s) are permitted to file them.

They must not give the operator a number for the Form L order and allow the operator to repeat the order before it has been transmitted. The rules with reference to transmitting, repeating and completing orders must be followed.

If an operator will not be on duty when a train order is no longer in effect, a Form L train order may be issued to the operator reading: "ORDER NO \_\_\_\_\_ IS ANNULLED AT 1159 PM", in which case the operator coming on duty after 1159 PM may file the order.

*Must not be on same order  
being annulled*

extras moving with the current of traffic, unless instructed by order to NOT PROTECT. An order reading, in part: "... PROTECTING AGAINST EXTRA 6001 NORTH AFTER 210 PM NOT PROTECTING AGAINST OTHER EXTRAS" is improper. Since the work extra was not instructed to NOT PROTECT against Extra 6001 North before 210 PM, it is necessary, with that order, for the work extra to protect against Extra 6001 North both before and after 210 PM. The order should read: "NOT PROTECTING AGAINST EXTRAS EXCEPT PROTECT AGAINST EXTRA 6001 NORTH AFTER 210 PM".

Where several extras are involved, the following is suggested. Example:

"ENG 6001 WORKS EXTRA 645 AM UNTIL 545 PM  
BETWEEN K AND M NOT PROTECTING AGAINST  
EXTRAS UNTIL 330 PM EXCEPT PROTECT AGAINST  
EXTRA 1000 SOUTH AFTER 730 AM  
EXTRA 2000 NORTH AFTER 830 AM  
EXTRA 3000 NORTH AFTER 930 AM  
EXTRA 4000 SOUTH AFTER 1030 AM"

When authorizing a work extra, if there is an extra within the working limits and it is not possible to give a copy of the work order to such extra, the work extra must be instructed to either CLEAR or PROTECT AGAINST the extra, effective with the starting time of the work extra.

With an order reading: "ENGS 6001 AND 6002 WORK AS TWO WORK EXTRAS 830 AM UNTIL 530 PM BETWEEN D AND E", the work extras, whether standing or moving, are required to protect against each other, as well as against extras in both directions. The order should provide for one work extra to not protect against the other work extra. Example:

"ENGS 6001 AND 6002 WORK AS TWO WORK EXTRAS  
830 AM UNTIL 530 PM BETWEEN D AND E  
WORK EXTRA 6001 WILL NOT PROTECT AGAINST  
WORK EXTRA 6002"

A work extra's crew tie-up at the end of their tour of duty is not sufficient authority to annul a work order in advance of the expiration of time specified in the work order. The work order must not be annulled to other trains or to operators prior to the expiration of time specified in the work order unless the signature of the engineer, and, when practical, that of the conductor, of the work extra is obtained to the order annulling the work extra's authority and such annulling order has been made complete and delivered with a clearance addressed to the work extra.

When work orders are issued in Operating Rule 251 territory, copies of the work orders will be given to all trains, when practical.

#### 46. TRAIN ORDER FORM J - HOLDING ORDER

This form will be used ONLY when necessary to hold trains until orders



When orders are annulled on other than the date of issue, the date, as well as the number of the order, must be included in the Form L order.

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

49. TRAIN ORDER FORMS M AND P - ANNULING PART OF AN ORDER OR SUPERSEDING AN ORDER OR PART OF AN ORDER

Care must be used in annulling or superseding a part of an order to ensure the remaining portion is clear in its meaning. If there is any possibility of misunderstanding, the entire order must be annulled and a new order issued.

When using Form M, any movement, such as a meet, wait, running order, etc., in an order may be annulled by repeating the words and figures constituting the particular movement to be annulled, without affecting other movements to which part of the words or figures apply.

A meeting point must not be changed by Form P order more than once. If further changes become necessary, the superseding order must be annulled. An order which has been superseded must not be reissued under its original number.

50. TRAIN ORDER FORM Q - ESTABLISHING TEMPORARY YARD LIMITS

This order must be issued to all trains or engines that may be affected before the effective time specified in the order and may be issued for more than one day. The order must not be annulled until all trains or engines receiving copy of the order have cleared the limits specified, or the time specified in the order has expired.

A Form Q order must not include any part of the limits of a Form T order.

Before issuing the order the train dispatcher must know that yard limit signs will be placed by a responsible employe at or prior to the effective time stated in the order.

Train dispatcher must use points which will clearly identify an exact location, such as a mile post, siding switch, junction, crossover, signal location or combination thereof. Example:

"BETWEEN 801 AM AND 1201 PM MARCH 15 TEMPORARY YARD  
LIMITS ARE ESTABLISHED BETWEEN MP 386 AND SOUTH  
SWITCH TO SIDING AT FOX"

This form of order is designed principally for situations where the main track is impassable, such as derailments, and it is not known when track will be open for passage of trains. It eliminates the necessity to issue work orders. It may be used for other situations when authorized by

superintendent-transportation.

51. TRAIN ORDER FORM R - PROVIDING FOR MOVEMENT AGAINST THE CURRENT OF TRAFFIC

These orders must identify the specific points where the order is effective. Example:

"NO 58 HAS RIGHT OVER OPPOSING TRAINS ON SOUTHWARD TRACK FROM NORTH SWITCH TO INTERMEDIATE SIDING AT BUCKLEY TO CROSSOVER AT DEL REY"

A train must not be moved against the current of traffic until the track which is to be used has been cleared of opposing trains. If Buckley IS NOT WITHIN YARD LIMITS, No. 58 can be relieved of the five-minute wait required by Operating Rule 513 by adding, to the example shown above, the following:

"THE FIVE MINUTE WAITING TIME AS PRESCRIBED BY RULE 513 IS SUSPENDED FOR NO 58 AT BUCKLEY"

The suspension of the five-minute wait can only be granted at the station where movement against the current of traffic commences, and only then if such station is not within yard limits. The five-minute wait must not be suspended at the station where the train will cross over to again move with the current of traffic.

If it is impractical to give all trains moving with the current of traffic in the same direction between the points specified a copy of the order, the fact should be stated in the order addressed to the train moving against the current of traffic. Example:

"EXTRA 6002 NORTH DOES NOT HAVE COPY OF THIS ORDER"

Train order address should include the operator at the station where orders are to be delivered to restricted trains moving with the current of traffic. Example:

"SOUTHWARD TRAINS AND OPERATOR"

A passenger train must not be permitted to follow (on the same track) a train running against the current of traffic until the preceding train has passed the next open train order office or the train dispatcher receives radio communication from the preceding train that it has cleared the track on which it was running against the current of traffic. Other trains must be spaced as provided in Operating Rule 221(f), and given an order to proceed at REDUCED SPEED while moving against the current of traffic. If there are trains to follow, the first train must be given an order to not let following trains pass between the designated points on the same track.

When freight train is moving against the current of traffic and the train does not have a caboose, the train dispatcher will issue Relief of Flag Protection, train order Form Z.

52. TRAIN ORDER FORM S - TEMPORARILY TAKING SIGNALS OUT OF SERVICE

The signal system, or section of it, may be suspended when emergency requires or construction work necessitates. The superintendent-transportation will reach an understanding with the proper officer of the Signal Department before this order is issued.

The order must specify that passenger trains will not exceed a speed of 59 MPH and freight trains will not exceed a speed of 49 MPH.

EXCEPTION: When timetable district speeds are lower, those speeds will be specified in the order.

With a Form S order provision must be made that order be retained and observed on all trips made by that crew, even though identity or direction of their train is changed, until crew is released from any further duty.

When ABS and/or CTC has been temporarily suspended, trains must be spaced not less than twenty minutes apart.

Where CTC on two main tracks has been temporarily suspended, ~~Operating Rule M-151~~ must be observed by issuing an order. Example:

"EFFECTIVE (time and date) RULE M-151 IS IN EFFECT  
BETWEEN BALLARD AND FILLMORE"

The time and date specified in such order will be the same as the time and date specified in the order taking signals out of service.

Operating Rule 99(a) IS NOT IN EFFECT when block signals have been taken out of service and train dispatchers should provide train order flag protection (Form Z) when practical to do so.

In connection with paragraph (c) of Form S, the Signal Department will furnish train dispatchers a list of controlled home signals that have grade crossing warning device circuits so interconnected that, if home signal is not illuminated or if it conveys Stop indication, the crossing warning devices are not actuated until the train or engine passes the signal. When block signals are to be taken out of service, train dispatchers must check such list and, if any such home signals are located within the limits involved, they must issue separate orders to northward (or eastward) and southward (or westward) trains affected. Example:

"NORTHWARD (or SOUTHWARD) TRAINS MUST STOP AND MAY  
THEN PROCEED TO NOT EXCEED 10 MPH UNTIL ENGINE OR

When a train (regular train or extra) has been made superior to another train by train order, the check of trains must include such train.

An extra is DUE at each station of its authority at the moment of its creation or use of its identity in a train order.

The time shown in the body of a Form V order must not be later than the time the order is made complete.

When a check of trains is issued, it is unnecessary to include in the exceptions any schedule or section that has been annulled.

"DUE" is the SCHEDULE arriving or leaving time, not a run-late or wait order time. For example, No. 52 is DUE to leave M at 1010 AM and, in a train order check, is the governing time. If No. 52 is running four hours late in another order, the run-late has no effect on the DUE time in the train order check.

When issuing example (3) or (4) of Form V, it is not necessary for the train checking the register to have copy of the order, the number of which the other train placed on the train register, unless the order otherwise affects that train.

When issuing example (3) or (4) of Form V, they must also give the date of the order that the extra registered on.

When example (2), (3) or (4) of Form V is used at a point that is not a register station, example (2) should read:

"EXTRA 37 SOUTH REGISTER AT C ON ORDER NO \_\_\_\_  
BY REGISTER TICKET"

Example (3) or (4) should read, in part:

"... MAY CHECK REGISTER TICKET ..."

#### 55. TRAIN ORDER FORM X - REDUCE SPEED ORDER OR OTHER RESTRICTIVE CONDITIONS

When it is necessary to change a reduce speed order, it must be reissued under a new number and must be transmitted and repeated in the prescribed manner.

When main track is taken out of service, and trains are to use siding or some other track, a train order will be issued. Examples:

"MAIN TRACK OUT OF SERVICE BETWEEN SIDING SWITCHES AT  
(station)  
MOVEMENTS WILL BE MADE THROUGH THE SIDING (or other  
track to be used)"

"MAIN TRACK OUT OF SERVICE BETWEEN MP 123 AND A POINT  
500 FEET SOUTH  
REDUCE SPEED TO 5 MPH OVER TEMPORARY TRACK BETWEEN  
THESE POINTS"

These examples may be modified by adding to the order:

"BETWEEN THE HOURS OF \_\_\_\_\_ M AND \_\_\_\_\_ M"

"SWITCHES WILL BE LEFT LINED AND LOCKED FOR  
MOVEMENTS THROUGH SIDING"

"SWITCHES IN CHARGE OF SWITCHTENDER"

When a temporary train order office is to be established by train order,  
the following will be used. Example:

"EFFECTIVE (time and date) TEMPORARY TRAIN ORDER OFFICE  
IS ESTABLISHED AT (specific location) AND WILL BE OPEN  
CONTINUOUSLY (or, specify hours and days of week if not  
continuous)"

If the office is being established in order to restrict trains in both  
directions, the following must be added to the order:

"ALL TRAINS MUST APPROACH THIS TRAIN ORDER OFFICE PREPARED  
TO STOP AND MUST STOP UNLESS HAND PROCEED SIGNAL AND  
CLEARANCE ARE RECEIVED FROM THE OPERATOR"

If the office is being established in order to restrict trains in one  
direction only, the following must be added to the order:

"NORTHWARD (or, SOUTHWARD) TRAINS MUST APPROACH THIS TRAIN  
ORDER OFFICE PREPARED TO STOP AND MUST STOP UNLESS HAND  
PROCEED SIGNAL AND CLEARANCE ARE RECEIVED FROM THE OPERATOR  
SOUTHWARD (or, NORTHWARD) TRAINS WILL NOT BE REQUIRED TO  
RECEIVE HAND PROCEED SIGNAL OR CLEARANCE FROM THE OPERATOR"

Care must be used to describe the precise location of the temporary train  
order office, using a fixed location, such as north crossover switch,  
south end of siding, old station building, etc.

The train order establishing temporary train order office must also be  
addressed to the operator at that office.

56. TRAIN ORDER FORM Y - TIMETABLE RECEIPT

Form Y orders must not be combined with other forms of orders.

57. TRAIN ORDER FORM Z - RELIEF OF FLAG PROTECTION

Form Z orders must not be combined with other forms of train orders and must not include any part of the limits of a work extra. Train dispatcher must not authorize movement of a following train from an intermediate station until expiration of time stated in order held by train relieved of protecting.

Before train dispatcher issues Form Z order to a train when there is a preceding train between the same stations named, provision must be made to prevent the preceding train being passed by issuing train order to the preceding train. Example:

"EXTRA 82 SOUTH WILL NOT PERMIT EXTRA 83 SOUTH  
(or, FOLLOWING SOUTHWARD EXTRAS, if engine number(s) unknown)  
TO PASS BETWEEN A AND H UNTIL 945 PM"

This places the burden on the preceding train because the preceding train will either have a Form Z order or will be providing flag protection. If the burden were placed on the following train, then it would have to stop and inspect all obscured places that the preceding train (which may consist of only an engine and caboose) may be able to clear the main track.

Since Operating Rule 95 provides for the exchange of train orders when one section passes another, it is not necessary to give a preceding section this order.

The time specified in this order must not be earlier than the time specified in the protecting order held by the following train.

58. OPERATION UNDER OPERATING RULE 251

Oral and message instructions concerning train movements must be written in proper form in the train order book. See Rule 28 of these rules. They must be numbered in the same series and sequence of numbers as used for train orders, using prefix "M" to indicate message rather than train order; for example, "M-15" or "M-236".

The rules and instructions that apply to addressing, transmitting and repeating of train orders must be observed in the handling of messages relative to train movements.

Operators must not be permitted to orally relay instructions to a member of a crew when written instructions can be delivered.

A record of oral instructions issued to a member of a crew must be made and such record will indicate to whom such instructions were issued. Message numbers will be recorded but need not be transmitted when oral instructions are issued.

Messages may be cancelled by oral instructions. When cancelled, notation must be made opposite the message number showing time cancelled.

FORMS OF MESSAGES

M-1

DW C&E Extra 6001 South CA 710 AM JRB

Clear No. 391 on time.

\* \* \* \* \*

M-2

KX C&E Extra 6001 South MA 930 AM JRB

No. 391 is thirty minutes late. Clear accordingly.

\* \* \* \* \*

M-3

SV C&E Extra 6001 South WA 1110 AM JRB

No. 391 will leave:

Tolono	1201 PM
Tuscola	1220 PM
Arcola	1230 PM
Mattoon	1245 PM

Clear accordingly.

\* \* \* \* \*

M-4

FO C&E Extra 6001 South SO 1150 AM JRB

No. 391 is ten minutes late on message M-3. Clear accordingly.

\* \* \* \* \*

M-5

FR C&E Extra 6001 South RO 1210 PM JRB

Take siding and let Extra 6002  
South pass at Neoga.

\* \* \* \* \*

M-6

RA C&E Extra 6001 South FY 845 PM WRH

Do not go south of Edgewood  
ahead of No. 391.

\* \* \* \* \*

M-7

JN C&E Extra 6001 South SR 910 PM WRH

Follow No. 59 and Extra 6002  
South from Arcola.

\* \* \* \* \*

M-8

YD C&E Extra 6001 South DM 930 PM WRH

Let Extra 6002 South pass  
where you let No. 59 pass.

59. PASSING SIGNAL CONVEYING STOP INDICATION IN ABS - OPERATING RULE 509

Before train dispatcher may authorize a train or engine to pass a signal conveying Stop indication, he must check train sheet and train orders to know there is no opposing train between that signal and the opposing home signal.

When the train dispatcher knows there is no opposing train, and, if safety permits, he will authorize a train or engine to pass signal and proceed at RESTRICTED SPEED to the next signal.

When the train dispatcher is not positive there is no opposing train between the Stop signal and the next opposing home signal, he must so inform train or engine and, if safety permits, he will authorize train or



engine to move forward until leading wheels are one hundred feet past the Stop signal, wait ten minutes, then proceed at RESTRICTED SPEED.

Simply saying "OK, Rule 509" is prohibited.

Train dispatcher must make written record in the train order book of authorization given. See Rule 28 of these rules.

60. BACKING INTO A BLOCK - OPERATING RULE 515

Before authorizing a train to re-enter a block after having passed beyond its limits, train dispatcher must know that no following movement is involved. Written record must be made in the train order book of the authority given. See Rule 28 of these rules.

61. SUPERVISING MOVEMENT OF TRAINS IN CTC - OPERATING RULE 526

Controlled signals in CTC territory must convey their most restrictive indication, except signals should be cleared sufficiently in advance of a movement to avoid having the approach signal convey, unnecessarily, a restrictive indication.

A signal which has been cleared for a movement must not be changed to Stop indication unless approaching movement will receive an APPROACH indication in advance of the Stop signal.

Exception: When safety to trains or other movements is required, signals must convey necessary indication to protect any unsafe condition.

Switches must be restored to normal position as soon as practical after a movement has been completed.

When a train is to be admitted to an occupied siding, the engineer of such train may be notified by radio prior to arriving at the siding. If radio communication is not acknowledged, such train must be stopped at the entering signal and the engineer notified. Crew of train on siding should be notified when practical.

When opposing trains are to be admitted to the same siding, both trains must be stopped at the entering signal of the siding and engineers notified.

When equipment, such as a single unit engine or MofW machinery, that may not positively shunt the track, is not operated under track and time limits authority, a train or engine must be spaced behind such equipment by having at least one home signal conveying Stop indication between such equipment and a following movement.

62. PASSING SIGNAL CONVEYING STOP INDICATION IN CTC - OPERATING RULE 528

Before a train or engine may be authorized to pass a signal conveying Stop indication, the control machine must be checked for other train or engine movements and position of switches.

When the control operator knows there is no opposing movement involved and there are no track and time limits in effect between that signal and the next opposing home signal, and, if safety permits, he will authorize train or engine to pass signal and proceed at RESTRICTED SPEED.

When the control operator is not positive there is no opposing movement between the Stop signal and the next opposing home signal or, if track and time limits are in effect and it is necessary to permit the train or engine to proceed, he must inform train or engine of the condition, and, if safety permits, he will authorize train or engine to move forward until leading wheels are one hundred feet past the Stop signal, wait ten minutes, then proceed at RESTRICTED SPEED.

Simply saying "OK, Rule 528" is prohibited.

Record must be made of the authorization given. See Rule 28 of these rules.

63. TRAIN LOCATION LINE-UPS

Train dispatcher must use the same care in issuing line-ups as when issuing train orders. They must make record of line-ups issued.

Line-up must specify the effective time limits and the territory on which it applies. It must show last "OS" of all trains then on the road and the earliest time all other trains are expected to leave their initial station on the territory during period the line-up is in effect. Trains for each direction will be shown separately. Work extras will be shown for both directions with their working and time limits. On multiple track, line-up must show any movements to be made against the current of traffic of which the train dispatcher has knowledge at the time line-up is issued.

Line-up must include such information that will indicate to track car operators that certain trains may run faster than usual, account light tonnage, special equipment (such as passenger or TOFC), or for other reasons.

General line-up will be issued at specified times and for a definite territory. It should be copied simultaneously by as many operators as possible and must be repeated by one of the operators who copied it. The train dispatcher should designate different operators to repeat line-up, so that each may expect to be called upon at any time. In addition to general line-up, the train dispatcher must issue other line-ups as requested.

When the train dispatcher is requested to provide a track car operator with information regarding a specific train, he must include, at the same time, other trains which may be in the immediate vicinity, as well as any other changes that may have occurred since the line-up was issued.

When it is necessary to:

- (a) Operate a train not shown on line-up then in effect, or
- (b) Operate a train against the current of traffic on line-up then in effect, or
- (c) Operate a train ahead of the time shown for that train on line-up then in effect;

such train(s) must be notified by appropriate train order. -Examples:

- (a) "YOUR TRAIN IS NOT SHOWN ON TRACK CAR OPERATORS LINE-UP BETWEEN (station) AND (station) EXPIRING AT (time) RUN AT REDUCED SPEED AND SOUND WHISTLE FREQUENTLY UNTIL (time line-up expires) KEEP CAREFUL LOOKOUT FOR TRACK CARS AT ALL TIMES"
- (b) "YOUR TRAIN IS NOT SHOWN ON TRACK CAR OPERATORS LINE-UP BETWEEN (station) AND (station) EXPIRING AT (time) TO OPERATE AGAINST THE CURRENT OF TRAFFIC BETWEEN (station) AND (station) WHILE MOVING AGAINST THE CURRENT OF TRAFFIC RUN AT REDUCED SPEED AND SOUND WHISTLE FREQUENTLY UNTIL (time line-up expires) KEEP CAREFUL LOOKOUT FOR TRACK CARS AT ALL TIMES"
- (c) "YOUR TRAIN IS SHOWN ON TRACK CAR OPERATORS LINE-UP BETWEEN (station) AND (station) EXPIRING AT (time) TO LEAVE (station) AT (time) IF YOUR TRAIN IS AHEAD OF THIS TIME RUN AT REDUCED SPEED AND SOUND WHISTLE FREQUENTLY UNTIL (time line-up expires) KEEP CAREFUL LOOKOUT FOR TRACK CARS AT ALL TIMES"

#### 64. AUTOMATIC CAB SIGNALS - AUTOMATIC TRAIN STOP TERRITORY

When the engine electrical device, the engine pneumatic device, or the signaling current in the rails has failed for a particular train, all trains concerned operating on adjacent tracks which may cross over to the track being used by train with inoperative automatic train stop, operators at open train order offices and control operators at interlockings must be informed by train order, in the following manner:

"AUTOMATIC TRAIN STOP ON NO 58 ENG 212 IS INOPERATIVE"

Trains with inoperative automatic train stop must be spaced one open train order office in the rear of any preceding train occupying the main track, or permitted to proceed at RESTRICTED SPEED. The following forms of orders should be used:

"ACCOUNT AUTOMATIC TRAIN STOP INOPERATIVE PROCEED AT A SPEED CONSIDERED SAFE TAKING WEATHER CONDITIONS INTO CONSIDERATION BUT NOT EXCEEDING 59 MPH (if district speed is greater)  
APPROACH FACING POINT SPRING SWITCHES AND HOME SIGNALS AT INTERLOCKINGS PREPARED TO STOP UNLESS THE SIGNAL INDICATES PROCEED AND THE WAY IS SEEN TO BE CLEAR"

"ACCOUNT AUTOMATIC TRAIN STOP INOPERATIVE PROCEED AT RESTRICTED SPEED UNTIL EXTRA 6001 SOUTH HAS BEEN PASSED THEN PROCEED AT A SPEED CONSIDERED SAFE TAKING WEATHER CONDITIONS INTO CONSIDERATION BUT NOT EXCEEDING 59 MPH (if district speed is greater)  
APPROACH FACING POINT SPRING SWITCHES AND HOME SIGNALS AT INTERLOCKINGS PREPARED TO STOP UNLESS THE SIGNAL INDICATES PROCEED AND THE WAY IS SEEN TO BE CLEAR"

When trains are operated against the current of traffic in automatic train stop territory, Rule 51 of these rules will apply.

When a Proceed at RESTRICTED SPEED indication has been reported in automatic train stop territory, trains without automatic train stop protection should be notified by train order, except other means of communications may be used when train without automatic train stop protection will pass such location before reaching an open train order office.

Unless specifically equipped, an engine backing up does not have an effective automatic train stop device. In case of automatic block, interlocking signal and automatic train stop failure, all information should be recorded on the train sheet and schedule column should show which trains are manually blocked.

#### 65. AUTOMATIC GRADE CROSSING WARNING DEVICE

When train dispatcher is notified that automatic grade crossing warning device is not working properly, he will issue appropriate train order to all trains or engines affected. Examples:

When crossing is protected by flagman:

"AUTOMATIC GRADE CROSSING WARNING DEVICE AT  
(street name or highway number) BETWEEN  
MP \_\_\_\_\_ AND MP \_\_\_\_\_ IS NOT WORKING  
PROPERLY AND CROSSING IS PROTECTED BY FLAGMAN  
DO NOT EXCEED A SPEED OF 25 MPH OVER THIS  
CROSSING UNTIL IT HAS BEEN OCCUPIED BY ENGINE  
OR LEAD CAR"

When crossing IS NOT protected by flagman:

"AUTOMATIC GRADE CROSSING WARNING DEVICE AT  
(street name or highway number) BETWEEN  
MP \_\_\_\_\_ AND MP \_\_\_\_\_ IS NOT WORKING  
PROPERLY  
TRAINS OR ENGINES MUST NOT PROCEED OVER  
THIS CROSSING UNTIL IT IS PROTECTED BY A  
MEMBER OF THE CREW  
DO NOT EXCEED A SPEED OF 10 MPH OVER THIS  
CROSSING UNTIL IT HAS BEEN OCCUPIED BY  
ENGINE OR LEAD CAR"

When notified that automatic grade crossing warning device is not working properly, train dispatcher must make prompt report to chief train dispatcher and to proper Signal Department maintenance employe.

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