

**CHICAGO UNION STATION COMPANY**

---

**Rules**

of the

**Operating Department**

**CHICAGO UNION STATION COMPANY**

---

**Rules**

of the

**Operating Department**

The rules herein set forth govern the operation of trains and engines using Chicago Union Station Company's tracks and tracks under its jurisdiction, between South Branch Bridge and Western Avenue.

They are effective July 1, 1952, and supersede all previous rules and instructions inconsistent therewith.

The employees of each railroad will be governed by the rules, time tables and instructions of their respective railroads, which do not conflict with the rules contained herein.

Special instructions may be issued by proper authority.

W.M. FREUND  
General Manager

**SECOND PRINTING—APRIL, 1957**

Modification of Rule 35

C. M. St. P. & P. R. R.—Effective Dec. 1, 1955

C. B. & Q. R. R.—Effective Jan. 23, 1957

Rule 290—Effective May 8, 1956

Rule 292—Effective May 8, 1956

## WARNING

**Signal appliances and structures on Chicago Union Station Company's property, (between West Roosevelt Road and North Canal Street), will not clear a man on side or top of car.**

## 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.

Suggestions from employees intended to promote safety, economy, or improve service are solicited and will receive consideration.

The public judges a railroad by the appearance and conduct of its employees, quality of service, and condition of the property. Courteous, considerate treatment of patrons is of first importance in retaining and increasing our volume of business, and also governs the extent of opportunity for employment and advancement in the railroad's service.

## GENERAL RULES

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

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

This Company does not maintain bulletin boards for employees in train, engine, and yard service. Special instructions will be posted by the railroads on bulletin boards at prescribed locations. Employees must examine and familiarize themselves with these instructions before using the Station Company's tracks and tracks under its jurisdiction.

C. Employees must pass the required examinations.

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

E. Employees must render every assistance in their power in carrying out the rules and special instructions, and must report to the proper official any violation thereof.

F. Train detentions, accidents, defects in track, bridges, signals, personal injuries, or any unusual conditions which may affect the movement of trains or engines, must be promptly reported to the Station Master.

G. The use of intoxicants or narcotics is prohibited.

H. The use of tobacco by employees while on duty in or about the Union Station, or on passenger cars, is prohibited.

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

K. Employees and others authorized to transact business at the Union Station, or on or about trains, must be courteous, orderly and quiet.

L. In case of danger to railroad property employees must unite to protect it.

M. Employees 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 such are 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 track clearances are close.

They must expect trains to run at any time, on any track, in either direction.

They must not stand on the track in front of an approaching engine or car for the purpose of boarding the same.

N. The reading of matter not pertaining to railroad service by employees while on duty, is prohibited.

O. When on duty, employees of any railroad are under the authority, and must conform to the orders of the Station Master while using the Station Company's tracks and tracks under its jurisdiction.

## DEFINITIONS

Engine—A unit propelled by any form of energy or a combination of such units operated from a single control, used in train or yard service.

Train—An engine or more than one engine coupled, with or without cars, displaying markers.

Automatic Block Signal System—A block-signal system wherein the use of each block is governed by an automatic block signal, cab signal, or both.

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.

Interlocking Limits—The tracks between the opposing home signals of an interlocking.

Interlocking Station—A place from which an interlocking is operated.

Block—A length of track of defined limits, the use of which by trains or engines is governed by block signals, cab signals, or both.

Fixed Signal—A signal of fixed location indicating a condition affecting the movement of a train or engine.

NOTE TO DEFINITION OF FIXED SIGNAL—  
The definition of a "Fixed Signal" covers such signals as switch, block, interlocking, stop signs, slow signs, or other means for displaying indications that govern the movement of a train or engine.

**Block Signal**—A fixed signal at the entrance of a block to govern trains or engines entering and using that block.

**Interlocking Signal**—A fixed signal which governs movements into or within interlocking limits.

**Home Signal**—A fixed signal at the entrance to a route or block to govern trains or engines entering and using that route or block.

**Medium Speed**—Not exceeding one-half maximum authorized speed but not exceeding 30 miles per hour.

**Slow Speed**—Not exceeding one-half maximum authorized speed but not exceeding 15 miles per hour.

**Restricted Speed**—Proceed, not exceeding 15 miles per hour, prepared to stop short of train, obstruction, or anything that may require the speed of a train or engine to be reduced.

## TRAIN RULES

---

1. Station Master, Supervisors of Transportation, Assistant Station Masters, Train Directors in charge of interlockings, levermen at South Branch Bridge, and switchtenders have authority to direct the movements of trains or engines.

2. Over South Branch Bridge and between South Branch Bridge and 18th Street the tracks are numbered west to east, 1 and 2; between 18th Street and Roosevelt Road, west to east, 1, 2, 3, and 4. Trains or engines will be operated in either direction. Movements over South Branch Bridge will be governed by interlocking rules; movements between South Branch Bridge and Roosevelt Road will be governed by fixed signals and hand signals from switchtenders located at Lumber Street, 17th Street (C. B. & Q. South Wye), 16th Street (C. B. & Q. North Wye) 7 A.M. to 12 Midnight.

Between Roosevelt Road and Taylor Street tracks are numbered west to east, 6, 5, 1, 2, 3, 4; between Taylor Street and Harrison Street tracks are numbered 8, 6, 5, 1, 2, 3, 4; between Washington Street and Lake Street tracks are numbered west to east, 2, 1, 3, 5. Between Roosevelt Road and Lake Street movements of trains or engines will be governed by interlocking rules.

Between 14th Street and Canal Street tracks adjacent to and east of tracks 4 and 5 are numbered Joint Tracks 7 and 9. Movements of trains or engines on these tracks will be governed by interlocking rules and hand signals from switchtenders located at Taylor Street and Lake Street.

Between Lake Street and Western Avenue tracks are numbered 1 and 2.

Track 1 is westward.

Track 2 is eastward.

Trains or engines must keep to the right unless otherwise provided. Fixed signals govern movements of trains or engines with current of traffic. Movements of trains or engines against current of traffic will be made under the direction of signalmen and switchtenders and must be made at restricted speed.

Between Morgan Street and Western Avenue tracks adjacent to and south of track 2 are yard running tracks and are numbered 3 and 4. Movements of trains or engines on tracks 3 and 4 will be made under the direction of signalmen or switchtenders. Except at Western Avenue trains or engines must not cross over or enter tracks 3 or 4 without obtaining permission from switchtender at Morgan Street, and when clearing tracks 3 or 4, except at Morgan Street or Western Avenue, must report clear to switchtender at Morgan Street. All movements on tracks 3 and 4 must be made at restricted speed.

### 3. SPEED RESTRICTIONS.

	M.P.H.
Maximum Speed:	
Between South Branch Bridge and Polk Street.....	30
Between Polk Street and Jefferson Street.....	15
Between Jefferson Street and Racine Avenue.....	30
Between Racine Avenue and Western Avenue, Tracks 1 and 2.....	60
Between Morgan Street and Western Avenue, Tracks 3 and 4.....	15
Joint Tracks 7 and 9 between 14th Street and Canal Street.....	15
On station platform tracks.....	10
Non-Interlocked turnouts—Diverging Movements.....	10
South Branch Bridge—Interlocked turnouts to or from G. M. & O. R. R.....	10
Western Avenue (Tower A-2)—Over Interlocked railroad crossing.....	20

4. Trains or engines must approach the locations listed below prepared to stop clear of any switch or route, unless a signal to proceed is received from the switchtender:

Lumber Street

17th Street (C. B. & Q., South Wye)

16th Street (C. B. & Q., North Wye—  
7 A. M. to 12 Midnight)

Taylor Street (Joint Tracks 7 and 9)

Note—At 16th Street, when switchtender is not on duty, trains or engines must not enter Joint Track 1 from C. B. & Q. North Wye without receiving permission from switchtender located at 17th Street. Trains or engines clearing track 1 at 16th Street must report clear to switchtender at 17th Street. Switches must be left in proper position after having been used.

Except for movements with the current of traffic on tracks 1 and 2, trains or engines must approach the locations listed below prepared to stop clear of any switch or route unless a signal to proceed is received from switchtender:

Lake Street

Union Street

Morgan Street

Note—At Canal Street, trains or engines from the Chicago & Evanston Line must stop at stop board and must not enter Joint Track 9 unless a signal to proceed is received from the switchtender at Lake Street.

5. Switchtenders will use a yellow flag by day and a yellow light by night to give signals.

Switchtenders and public crossing watchmen (except gatemen) must display a stop signal or flag an approaching train or engine when the track is obstructed.

Signals of switchtenders and public crossing watchmen do not in any way relieve trainmen or enginemen of their responsibility to protect their train or engine.

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

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

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

9. 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.

11. A train or engine finding a fusee burning red on or near its track must stop and extinguish the fusee, and then proceed at restricted speed.

Fusees must not be placed on or near bridges, station platforms, end of cars, or where fire may be communicated from them.



## 12. Hand, Flag and Light Signals.

(a) STOP	Swung at right angle to the track.
(b) REDUCE SPEED	Held horizontally at arm's length, when the train is moving.
(c) PROCEED	Raised and lowered vertically.
(d) BACK	Swung vertically in a circle at right angle to the track.
(h)	Any object waved violently by anyone on or near the track is a signal to stop.

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

A signal, except a fixed signal, given to stop a train or engine, or a proceed signal from switchtender, must be acknowledged by two short sounds of the whistle.

This rule applies to both engine and back-up whistles.

15. The explosion of two torpedoes is a signal to proceed at restricted speed. The explosion of one torpedo will indicate the same as two, but the use of two is required.

Torpedoes must not be placed near station platforms, public crossings at grade, or where persons are liable to be injured by them.

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

- (a) Entering station platform tracks.
- (b) When stopped.
- (c) When approaching a train in the opposite direction except when closely approaching or passing over public crossings at grade.
- (d) Approaching fixed signals when the view of the signal is improved thereby.
- (e) At all times between Harrison Street and Washington Street.

When an engine is running backward a white light must be displayed by night on the leading end.

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

19. Markers must be displayed to indicate the rear of the train. Markers are those prescribed in the rules of the Operating Department of the individual railroads.

19 (a). A train not equipped to display the markers prescribed by Rule 19, will display on rear of train, by day, a red flag; by night, a red light.

22. All movements must have the air brakes in effective operating condition except in cases of emergency when authorized by the proper authority. When cars are pushed by an engine, the back-up hose or its equivalent must be provided, ready for immediate use and in charge of a qualified employee.

23. A sufficient number of hand brakes must be applied on cars or cuts of cars left standing on any track to make them secure. When necessary and practicable car wheels must be blocked.

24. When equipment is ready for back-up movement, a qualified pilot or trainman must be in charge and the following procedure complied with in sequence:

(a) Pilot or trainman must identify himself to engineer;

(b) Manipulate train starting system as prescribed by Rule 296;

(c) Make air brake test through back-up hose or valve, as required by the operating rules of the individual railroads;

(d) Give back-up communicating signal to engineer;

(e) After waiting fifteen seconds, give a second back-up communicating signal to engineer.

In the absence of the prescribed signals, the engineer must not start the back-up movement until a thorough understanding is had with the employee in charge of the back-up hose or valve.

26. A blue signal displayed at one or both ends of an engine, car or train indicates that workmen are under or about it; when thus protected it must not be coupled to or moved. Each class of workmen will display the blue signals and the same workmen are alone authorized to remove them. Other equipment must not be placed on the same track so as to intercept the view of the 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 engineman and fireman will be notified and protection must be given those engaged in making the repairs.

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, or when sufficient lights in a position-light signal are displayed to determine indication of the signal, it will govern.

Imperfectly displayed signals must be promptly reported to the proper authority.

30. The engine bell must be rung when an engine is about to move, while approaching and passing public crossings at grade, when passing a train standing on an adjacent track, while passing station platforms, and when moving within interlocking limits.

34. All members of train and engine crews must, when practicable, communicate to each other by its name, the indication of each signal affecting the movement of their train or engine.

35. The following signals will be used by flagmen:

Day signals—A red flag, torpedoes and fuses.

Night signals—A red light, torpedoes and fuses.

Note:—Rule 35 modified to the extent that, with regard to C. M. St. P. & P. R. R. and C. B. & Q. R. R., the use of a red light as part of a flagman's night signals is not required.

76. Do not handle cars that are improperly or too heavily loaded, or that are not in safe condition to run, or have defects that endanger trainmen. Report such cases to the Station Master or his representative.

77. So far as practicable and other duties permit, employees will observe passing trains for defects and should there be any indication of conditions endangering the train they must take necessary measures for its protection.

Train and engine crews on moving trains will be on the lookout for signals when passing other trains and while passing stations, public crossings at grade where watchmen are on duty and points where trackmen and other employees are working and when practicable exchange hand signals with them.

84. A train or engine must not move until the proper signal is given.

86. Yard engines must clear promptly for other train or engine movements.

99. When a train or engine is moving under circumstances in which it may be overtaken by another train or engine, the flagman must take such action as may be necessary to insure full protection. By night, or by day when the view is obscured, lighted fusees must be thrown off at proper intervals.

When a train or engine stops under circumstances in which it may be overtaken by another train or engine, the flagman must go back immediately with flagman's signals a sufficient distance to insure full protection, when conditions require placing two torpedoes, and when necessary, in addition, displaying lighted fusees. When recalled and safety to his train will permit, he may return.

When the conditions require, he will leave the torpedoes and lighted fusees.

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

When day signals cannot be plainly seen, owing to weather or other conditions, night signals must also be used. Conductors and enginemen are responsible for the protection of their trains or engines.

101. Trains or engines must be fully protected against any known condition, not covered by the rules, which interferes with their safe passage.

101 (a). When fog, storms, or other conditions obscure the track or signals, speed of trains or engines must be restricted to permit strict observance of signals and insure absolute safety.

102. 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 be protected at once in both directions until it is ascertained they are safe and clear for the movement of trains.

103. When cars are pushed by an engine a trainman must take a conspicuous position on the leading car, and by night must display a white light. If signals from the trainman cannot be received by the engine crew, the movement must be stopped immediately unless a brake valve and alarm whistle on the leading car are being used.

When shifting over a public crossing at grade not protected by a watchman, or gates, a member of the crew must protect the crossing.

103 (a). It is forbidden to make a running switch, "kick" cars, or detach the engine from cars while in motion.

104. Conductors are responsible for the position of switches used by them and their trainmen, except where switchtenders are stationed. Switches must be properly lined after having been used. Where switchtenders are located, switchmen or trainmen must not throw switches.

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

When practicable, the engineman must see that the switches near the engine are properly lined.

A train or engine must not foul the track until switches connected with the movement are properly lined and when waiting to cross from one track to another, and during the approach or passage of a train or engine on tracks involved, all switches connected with the movement must be secured in the normal position. Switches must not be restored to normal position until the movement is completed or clear of the track involved.

Where trains or engines are required to be reported clear of a track, such report must not be made until switch has been secured in its normal position.

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

### SIGNAL ASPECTS

Signal aspects may be shown by the color of lights or position of lights.

The signal aspects illustrated by the figures in Rules 281, 285, 285A, 287, 288, 290, 291 and 292 are typical and must not be used with other than the names and indications prescribed by the rules.

Position light signals whose most restrictive indication is more favorable than Stop are numbered on the signal mast as seen from approaching trains or engines.

281.



Fig. A



Fig. B



Fig. C



Fig. D  
(To P. R. R.)



Fig. E  
(To G. M. & O. R. R.)

INDICATION: Proceed.

NAME: Clear.



Fig. A



Fig. B



Fig. C

Fig. D  
(To P. R. R.)Fig. E  
(To G. M. & O. R. R.)

**INDICATION**—Proceed prepared to stop at next signal. Train or engine exceeding medium speed must at once reduce to that speed.

**NAME:** Approach.



Fig. A

**INDICATION**—Train exceeding medium speed must at once reduce to that speed. Where a facing switch is connected with the signal, approach that switch prepared to stop. Approach next signal prepared to stop.

**NAME:** Caution.



Fig. A



Fig. B

**INDICATION**—Proceed; slow speed within interlocking limits.

**NAME:** Slow-Clear.



Fig. A



Fig. B



Fig. C



Fig. D

**INDICATION**—Proceed prepared to stop at next signal. Slow speed within interlocking limits.

**NAME:** Slow Approach.



Fig. A



Fig. B



Fig. BB



Fig. C



Fig. D



Fig. E

Fig. F  
(To P. R. R.)Fig. G  
(To G. M. &  
O. R. R.) (LUNAR)

**INDICATION**—Proceed at restricted speed.

**NAME:** Restricting.



Fig. A

**INDICATION**—Stop; then proceed at restricted speed.

**NAME:** Stop-and-Proceed.



Fig. A



Fig. B



Fig. BB



Fig. C



Fig. D



Fig. E



Fig. F

**INDICATION**—Stop.

**NAME:** Stop-signal.

295. A yellow light suspended to the right of each station platform track, except track 26, one hundred fifty (150) feet from bumping post is for distance indication only.

Trains, except suburban trains, backing into the station must make preliminary stop one hundred fifty (150) feet from bumping post.

All movements must make final stop at least ten (10) feet from bumping post and, when possible, engines must stop with stack under smoke slot.

### TRAIN STARTING SYSTEM

296. The train starting system is composed of a color light indicator suspended over passenger platform for each station track, except station track 21, located at or near end of each track, and display lights in both directions. Operating devices are located on columns approximately every 250 feet; at train gates, and in Harrison Street and Lake Street interlocking stations

296 (a). FOR DEPARTING THROUGH TRAINS. One and one-half minutes before the departing time of a through train, conductor will operate switch nearest the track from which the train is to depart. This will cause red light to appear in indicator and in interlocking station and indicates the train is ready to leave. The train director will operate switch which will change indicator to lunar, display a yellow light at train gate and change interlocking station light from red to yellow. When train is ready to depart, ticket examiner will close gate and immediately push button, which will change all lights to green. This is an indication that passengers have passed through the gate and gate is closed. The train may then proceed upon receipt of proper signal.

In event it becomes necessary to hold a train for mail after either red or lunar light has been displayed and before green light has been displayed, the train director will extinguish indicator and train gate lights and then conductor will contact mail transfer clerk for further instructions. As soon as advised mail has been loaded conductor will again operate train starting system.

296 (b). FOR DEPARTING SUBURBAN TRAINS. Thirty seconds before departing time, conductor will operate switch nearest to track from which train is to depart. This will cause red light to appear in indicator and in interlocking station, and will indicate to train director that train is ready to leave. The train director will then operate switch, which will cause indicator light to change to lunar, light a yellow light at train gate and change interlocking station light from red to yellow. The train may then proceed upon receipt of proper signal.

296 (c). FOR TRAINS OR ENGINES BACKING OUT OF STATION. Before back-up movement is started, the person in charge of movement will operate switch nearest the track on which train or engine is standing. This will cause a red light to appear in indicator and in interlocking station. The train director will then operate switch, which will cause indicator light to change to lunar, and change interlocking station light from red to yellow. Train or engine movement may then proceed upon receipt of proper signal. Engines in charge of enginememen only will move upon receipt of lunar indication.

296 (d). If two or more movements are to be made from same track, each movement must receive separate train starting indication.

296 (e). If after manipulating the operating switch the red light does not appear; or if the red light is not



changed to lunar within two minutes; or if the lunar light is not changed to green when required, the train conductor, or employee in charge of other movements, must promptly contact the interlocking station by telephone.

297. FOR DEPARTING THROUGH TRAINS FROM NEUTRAL TRACK 7. (Station Track 21). One and one-half minutes before departing time, conductor will contact Train Director, Lake Street Tower. When train is ready to depart, ticket examiner will close gate and notify conductor that passengers have passed through the gate and gate is closed. The train may then proceed upon receipt of proper interlocking signal.

297 (a). FOR OTHER TRAIN OR ENGINE MOVEMENTS FROM NEUTRAL TRACK 7. (Station Track 21). Necessary arrangements will be made with Train Director, Lake Street Tower, when the movement is ready to leave. The movement may then proceed upon receipt of proper interlocking signal.

### AUTOMATIC BLOCK SYSTEM

Rules 550 to 558 inclusive are in effect for movements with the current of traffic on tracks 1 and 2 between Lake Street and Western Avenue.

550. Block signals govern the use of the blocks, but unless otherwise provided, do not dispense with the use and the observance of other signals whenever and wherever they may be required.

550 (a). Interlocking signals governing the use of routes leading to a block will in addition govern the use of the block to the next signal.

551. A train or engine must not enter a block at a hand operated switch or crossover nor foul track 1 or 2 without permission of the switchtender.

The train or engine receiving such permission will proceed at restricted speed.

552. A train or engine having passed beyond the limits of a block must not re-enter that block without authority from the switchtender or signalman. While shifting at an interlocking, movements may be made beyond the interlocking signal by permission from signalman and under flag protection.

Signalman must not give permission for such movements when a train or engine has been authorized to move from the next switchtender location or interlocking in the direction of the point where the movement beyond the interlocking signal is to be made.

When permission has been given for a movement beyond the interlocking signal, the signalman at that point and the switchtender or signalman in charge of the next switchtender location or interlocking must know that it has been made before admitting another train or engine to a block either at or between their stations to move in the direction of the point where such movement is being made.

553. Unless so directed by the train director, the switchtender or signalman must not give permission to a train or engine to enter a block at a hand-operated switch or crossover or foul the track on which another train or engine is moving, or has been authorized to move, in the direction of such switch or crossover from the next switchtender location or interlocking.

When permission has been given to a train or engine to enter a block at a hand-operated switch or crossover

the switchtender or signalman in charge of the switchtender location or interlocking between which the block is located must know that the movement has been made before permitting another train to move between such switchtender location or interlocking and the switch or crossover where such movement is being made.

Note.—The movement has been made when the train or engine has moved so that any portion of it occupies track 1 or 2.

554. When a train or engine clears the block at a hand-operated switch or crossover and the switches have been restored to normal position, it must be reported clear to the switchtender or signalman by the conductor, engineman or member of their crew when authorized by the conductor or engineman.

Note.—When such switches have been restored to normal position thereby clearing signals affecting the block even though the train or engine has not been reported clear of the block, it must not again enter that block except as provided in Rule 553.

555. A train or engine must stop clear of a block signal indicating stop. A train or engine must not pass a stop signal except by verbal permission of the switchtender or signalman in charge and must then proceed at restricted speed. When a train or engine is stopped by a stop-and-proceed signal, it may then proceed at restricted speed.

556. Both switches of a crossover must be open before a train or engine starts to make a crossover movement, and the movement must be completed before either switch is restored to normal position.

When moving from tracks 1 or 2 to other tracks, switch must remain open until train or engine is clear of tracks 1 or 2, and when moving from other tracks to tracks 1 or 2, switch must be opened before tracks 1 or 2 are fouled.

557. Equipment of a type which may not operate signals or shunt track circuits must not be operated in automatic block system territory without authority of the Station Master and permission of each signalman or switchtender in charge of the portion of the track over which the movement is to be made. Other trains must not be permitted to enter the track occupied by such equipment between a switchtender location or interlocking and the next switchtender location or interlocking in advance unless notified to look out for equipment which is occupying the track without signal protection.

557 (a). When the condition of the track is such that track circuits may not shunt properly, not more than one train will be permitted between a switchtender location or interlocking and the next switchtender location or interlocking between which the affected track is located unless notified to look out for other trains occupying the track without signal protection.

558. Excessive use of sand at any point is prohibited and its use must be restricted to actual necessity.

## INTERLOCKING

Interlocking and interlocking stations are located at:  
South Branch Bridge  
Harrison Street  
Lake Street

605. Interlocking signals govern the use of the routes of an interlocking, and as to movements within Home Signal 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.

Rule 99 does not apply within Home Signal limits, except for loaded passenger trains.

## EMERGENCY SIGNALS

(Whistle)

(Note.—The signals prescribed are illustrated by "o" for short sounds; "—" for longer sounds.)

Sound	Indication
(a) _____	All trains and engines within interlocking limits stop immediately.
(b) o o	Resume normal movement after receiving the proper signal or permission from the signalman.
(c) o o o	Whistle test.
(d) o o o o	Call signal maintainer or repairman.
(e) o o o o o	Signal maintainer call shop.
(f) o o o o o o	Call trackmen.

611. Unless otherwise provided, signals must be kept in the position displaying the most restrictive indication, except when displayed for an immediate movement, and signal levers must be restored to normal position immediately thereafter.

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 or engines to avoid delay.

615. When necessary to change any route for which the signals have been cleared for an approaching train

or engine, switches, movable point frogs or derails, must not be changed or signals cleared for a conflicting route until the train or engine for which the signals were first cleared has stopped.

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

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.

619. At the start of sleet or snow storms, or if snow is drifting, signal maintainer must be notified immediately. If the force whose duty it is to keep switches clear and light the snow melting equipment is not on hand promptly when required, the fact must be reported to the Station Master.

620. If a 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. Levermen must observe, as far as practicable, whether the indications of the signals correspond with the position of the levers.

622. Levermen must not make nor permit any unauthorized repairs, alterations or additions to the interlocking.

Any defects in the interlocking must be promptly reported to the signal maintainer and Station Master.

623. If there is a derailment or if a switch, movable point frog 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 safe condition.

624. When necessary to disconnect a switch, movable point frog, derail, facing point lock, drawbridge lock or electric locking circuits, all switches, movable point frogs and derails affected must be securely spiked or fastened in the required position and the levers blocked or marked in such a manner that they cannot be operated, before any train or engine is permitted to pass over them.

625. When switches, movable point frogs, derails or signals are undergoing repairs, Stop-Signal must be displayed for any movement which may be affected by such repairs, until it has been ascertained from the signal maintainer that the switches, movable point frogs and derails are properly lined for each movement.

628. If an interlocking signal cannot be changed from stop signal, and should no cause for detaining a train or engine be known, the leverman may verbally authorize it to pass such stop signal.

630. Levermen are responsible for the care of the interlocking station, lamps and supplies.

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

633. If a train or engine overruns a Stop-Signal, the fact must be promptly reported to the signal maintainer and Station Master.

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

637. Equipment of a type which may not shunt track circuits must not be operated within interlocking limits except upon permission of the leverman who must also be advised when the movement within the interlocking has been completed. Leverman before per-

mitting such movement must secure all affected switch levers with standard blocking devices.

638. Levermen must closely observe lights on illuminated track diagram and lever lights on interlocking machines, and report at once to signal maintainer any flickering or unusual operation of the lights.

When a train or engine is moved on rusted or sanded rails, lights on illuminated track diagram must be closely observed. If lights flicker or remain lighted when train or engine is on the track circuit, switch levers must not be moved until it is known that the train or engine has cleared the switch.

639. Push buttons in upper lever light spaces of levers 28, 56, 66, 70, 72, 74, 76, 78, 80, 92, and 146, in Harrison Street interlocking station, must not be used or operated except as directed by train director.

663. A train or engine must stop clear of an interlocking signal indicating stop. A train or engine must not pass a Stop-Signal except by verbal permission of leverman and must then proceed at restricted speed.

667. Sand must not be used nor water allowed to run over movable parts of an interlocking.

Excessive use of sand at any point is prohibited.

669. A train or engine stopped by the leverman in making a movement through an interlocking, must not move in either direction until it has received the proper signal or permission from him and must clear the interlocking promptly when directed to do so.

670. 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 indication or permission from the leverman.

## SPECIAL RULES

701. Employees must observe Rules of the Operating Department for other classes of employees that relate in any way to the proper discharge of their own duties or the safety of operation.

### Supervisors of Transportation

702. The Supervisor of Transportation reports to, and receives his instructions from the Station Master.

In the absence of the Station Master, the Supervisor of Transportation has the same authority as the Station Master.

### Assistant Station Masters

703. The Assistant Station Master reports to, and receives his instructions from the Station Master.

In the absence of the Station Master, the Assistant Station Master has the same authority as the Station Master.

### Train Directors

704. Train Directors report to, and receive instructions from the Station Master, or his representative.

Train Directors in the district assigned to them are responsible for the safe and prompt movement of trains and engines in accordance with the rules and instructions. They have supervision over assistant train directors, levermen, and other classes of employees whose duties are concerned with the movement of trains, engines,

switching movements, etc., and will maintain such records as required in the prescribed form.

704 (a). Train Directors are responsible for the use and operation of push buttons in the upper lever light spaces of levers 28, 56, 66, 70, 72, 74, 76, 78, 80, 92, and 146, in Harrison Street interlocking station.

### Assistant Train Directors

705. Assistant Train Directors report to, and receive instructions from the Station Master, or his representative.

In the absence of the Train Director the Assistant Train Director will take charge and has the same authority as the Train Director.

### Levermen

706. Levermen report to, and receive instructions from the Station Master, or his representative, and must obey the orders of the Train Director.

### Switchtenders

707. Switchtenders report to, and receive instructions from the Station Master, or his representative, and must obey the orders of the Train Director.

707 (a). He is required to be constantly on duty during the hours assigned to him. He is responsible for the safe handling of switches, and at all times must be watchful, careful, and closely attentive to duty; prevent accident either from neglect to give signals, failure to throw switches properly, leaving them unlocked or unfastened, setting them for the wrong track, or unfastening switch while train or engine is passing, or closely approaching, and when practicable must remain not less than twenty (20) feet from the switch stand.

707 (b). He must familiarize himself with all signal rules, the arrangement of tracks where switching is required, and the movements and rights of trains or engines using them; operate the switches under his charge for trains or engines using them; be constantly on the watch for approaching trains or engines, and be sure that the proper signal is given for each; be in plain sight from approaching trains or engines, and take careful notice as they pass to see that all is in proper order and be able to give a clear report of anything happening out of the usual course.

707 (c). He must keep switches secured in normal position except when changed for an immediate movement; when a switch is changed see that the points move the full distance, properly fit the rail, and that the switch signal gives the proper indication; the switch must be secured as soon as thrown either way.

707 (d). It is his duty to examine thoroughly the switches to be operated and see by actual trial that they are in complete working order, including all connections, targets, lamps, and other signals; inspect the condition of the frogs, rails, and crossings, and quickly remove ice, snow, or any other obstruction to the safe passage of trains or engines; report at once to the proper authority all defects, breakage, or difficulty in operation, and see that signals are used as required by the rules; report any neglect or carelessness on the part of any trainman or other employee, or on the part of enginemen of trains or engines approaching or passing over switches.

707 (e). He must not leave his post without proper authority or until relieved by the designated relief, and must transmit to the person relieving him any special instructions or arrangements which may have been communicated to him by proper authority, furnish him

with full information of all trains overdue, and give any other information necessary for his guidance and for the safety of trains or engines.

707 (f). Where switch-houses are provided, do not permit any unauthorized person to be in or about them; keep the premises in clean and neat condition.

### Operators

708. The Operator reports to, and receives his instructions from the Station Master, or his representative, and must conform to the instructions of the train dispatchers of the several railroads.

708 (a). He is required to be constantly on duty during the hours assigned to him, and must not leave the office without proper authority or until properly relieved; the operator going off duty must give written transfer of all train orders in effect to relieving operator and inform the operator coming on duty of any unfinished business.

708 (b). He must give particular attention to the adjustment of telegraph instruments, exercise care in the use of such instruments and telephones, and be ready at all times to receive train orders and messages.

708 (c). In case of circuit failure, every effort will be made to report the fact to the proper officer and to restore means of communication at the earliest possible time. Full advantage must be taken of other means of communication to maintain service.

708 (d). He must not permit employees or others to frequent the telegraph office, and must not receive messages to be transmitted free unless signed by an officer, agent, or other authorized person. The time filed must be recorded on each message filed for transmission.

On each message sent or received, he must enter the date, time, office call, and signal of the operators who send and receive it. Messages sent must be preserved, and those received promptly delivered; all messages must be considered as confidential, and must not be disclosed to any person other than the one to whom addressed, nor will they be made the subject of any conversation or remarks.

708 (e). "GB" telegraph office at Chicago Union Station is in charge of the day operator.

### Enginemen

720. While on Chicago Union Station Company's tracks or tracks under its jurisdiction, the Engineman must conform to instructions of the Station Master, or his representative.

720 (a). He must comply with the directions of the conductor as to starting, stopping, and the general management of the train, unless such instructions endanger the safety of the train or require a violation of rules, and is responsible for the observance of all rules, regulations, and instructions to his fireman and for his prompt and efficient discharge of duty.

720 (b). He is responsible for the safety, movement, and proper care of the engine. He must make the safety of the train and engine of first importance in the discharge of duty. Should there be a doubt as to the safety of proceeding from any cause, the engineman will consult with the conductor and be equally responsible with him for the safe and proper handling of the train or engine.

720 (c). Keep a constant lookout on the track for signals and obstructions, and, when practicable, see that the fireman does the same; answer all hand, flag and

lamp signals; stop and inquire with respect to any signal not clearly understood; see that the train or engine is protected; exercise care to prevent accident or injury to persons; do not move train except on receipt of proper signal; use precaution to prevent fire, and do not permit burning waste, hot cinders, or any other thing to be thrown or dropped from the engine.

720 (d). He will prevent the excessive emission of smoke or gas when approaching or standing in Union Station or Mail Terminal; must not permit cinders to be dumped, boilers to be blown out, or overflow from injector to run while passing over switches or interlocking appliances, or while standing in the Union Station; have water at a height in the boiler that will permit using the injector if necessary when standing; keep the fire in a condition that will make it possible to prevent blowing off steam; do not leave the engine except in case of actual necessity, and, then, leave the fireman in charge.

### Firemen

721. While on Chicago Union Station Company's tracks or tracks under its jurisdiction the Fireman must conform to the instructions of the Station Master, or his representative, and must obey the orders of the engineman.

721 (a). It is his duty to familiarize himself with the rules for enginemen, and their proper application; be familiar with the rules that apply to the protection of trains and the use of signals; keep a constant lookout for signals and obstructions, and give immediate notice to the engineman of any signals or indication of danger or obstruction, or if there is reason to believe the engine has struck a person or object on the track; take charge of the engine during the absence or incapacity of the

engineman, and do not leave it until he returns; protect the train or engine when necessary; exercise care to prevent accident or injury to persons; be sure to receive the proper signal for starting the train before reporting "all right" to the engineman.

721 (b). Dumping cinders is prohibited; boilers must not be blown out; use every precaution to prevent fire, and do not permit burning waste, hot cinders, or any other thing to be thrown or dropped from engine; avoid firing so as to cause the excessive emission of smoke, or gas when approaching or standing in the Union Station or Mail Terminal; must not permit the overflow from injector to run while passing over switches or interlocking appliances or while standing in the Union Station; have water at a height in the boiler that will permit using injector if necessary when standing; keep the fire in a condition that will make it possible to prevent blowing off steam.

### Passenger Conductors

722. While on Chicago Union Station Company's tracks or tracks under its jurisdiction the Passenger Conductor must conform to the instructions of the Station Master, or his representative.

722 (a). He is responsible for the safety, movement, and proper care of the train, and for the vigilance and conduct of the men employed thereon, and must promptly report to the proper authority any misconduct, neglect of duty, or violation of rules. He must make the safety of the train of first importance in the discharge of duty. Should there be a doubt as to the safety of proceeding from any cause, the conductor will consult with the engineman and be equally responsible with him for the safe and proper handling of the train.

722 (b). Unless otherwise instructed he must be in attendance at the train, in uniform, at the required time, to inspect transportation or ascertain destination of passengers before allowing them to board the train; remain in attendance at the train, in uniform, until passengers have been discharged.

722 (c). Stopping outbound trains for belated passengers is not permitted.

722 (d). It is his duty to assist passengers when practicable, see that they are properly directed, attend courteously to their comfort and wants, avoid any unnecessary conversation or loud talking, and see that other train and Pullman employees do the same; see that women, children, and infirm persons are assisted on and off trains, and be especially careful in such cases not to give the starting signal prematurely; prevent as far as possible passengers getting on or off the train while in motion, or until station stop is made; see that vestibule doors or gates on passenger platform side of train only are opened for receiving or discharging passengers; must not permit persons to board the train who are not in condition to take care of themselves (unless accompanied by someone competent to take care of them), or whose conduct might endanger their own lives or jeopardize the comfort or safety of other passengers on the train.

He must have equipment occupied by passengers properly lighted while receiving or discharging passengers. Toilet room doors must be locked while train is between Roosevelt Road and Lake Street.

722 (e). He must see that as little noise as possible is made in and about sleeping cars at night, and avoid any confusion, conversation, action, or noise that might be disturbing to passengers.



**722 (f).** When a station platform does not accommodate all the exits, direct passengers to pass through the train to an opening where they can leave with safety.

**722 (g).** When necessary for a doctor to meet an inbound train, or when an ambulance or wheel chair is required to remove a passenger from the train, advance notice of such requirement must be given to the Station Master to avoid delay or confusion.

**722 (h).** He is responsible, so far as practicable, for the prompt and proper delivery of messages to officers or other persons on the train.

**722 (i).** Train detentions, accidents, and personal injuries occurring between South Branch Bridge and Western Avenue must be promptly reported to the Station Master. When reporting accidents involving injury to persons, loss of life, or damage to property, furnish a full and exact statement of the facts, together with the names and addresses of all persons injured and of as many witnesses as possible. In case of serious accident to a train carrying passengers, secure the names and addresses of all persons on the train, if possible.

### **Passenger Trainmen**

**723.** While on Chicago Union Station Company's tracks or tracks under its jurisdiction the Passenger Trainman must conform to the instructions of the Station Master, or his representative, and must obey the orders of the conductor.

**723 (a).** Unless otherwise instructed, he must be in attendance at the train, in uniform, at the required time, to inspect transportation or ascertain destination of passengers before allowing them to board the train; remain in attendance at the train, in uniform, until passengers have been discharged.

**723 (b).** It is his duty to see that markers are displayed at rear of train, and that all necessary supplies, including signals, are on hand, in good condition, and in their proper place, attend to all required tests of air brakes, steam heating apparatus, and air signal appliances; see that equipment occupied by passengers is properly lighted before entering Union Station, and while receiving or discharging passengers; attend to the proper heating and ventilation of cars; turn seats with care to face toward the front of the train when required; see that toilet room doors are locked while train is between Roosevelt Road and Lake Street; see that vestibule doors or gates on passenger platform side of train only are opened for receiving or discharging passengers; assist in preserving order on and about the train; report promptly to the conductor any case of disorder or disturbance.

**723 (c).** Be respectful and attend courteously to the convenience, comfort and wants of passengers, especially invalids, and women and children traveling alone, avoiding any familiarity and unnecessary or loud conversation; see that as little noise as possible is made in and about sleeping cars at night, avoiding confusion, conversation, action, disputes, or noise that might be disturbing to passengers, or the use of improper language; assist passengers, especially women, children, and aged or infirm persons on and off trains, being careful in such cases not to give signal to start prematurely; prevent as far as possible passengers getting on and off trains while in motion or until station stop is made.

**723 (d).** Stopping outbound trains for belated passengers is not permitted.

**723 (e).** When a station platform does not accommodate all the exits, direct passengers to pass through the train to an opening where they can leave with safety.

723 (f). When acting as flagman, take position at the rear of the train with flagman's signals, and be responsible for the proper performance of all duties assigned to a flagman.

723 (g). When acting as pilot must not permit unauthorized persons to ride on the leading platform.

### **Train Baggage men**

724. While on Chicago Union Station Company's tracks, or tracks under its jurisdiction the Train Baggage man must conform to the instructions of the Station Master, or his representative, and must obey the orders of the conductor.

724 (a). He must report for duty at the required time, and remain in the baggage car while on duty unless otherwise instructed.

It is his duty to receive, receipt for, take care of, and otherwise handle or deliver baggage, U. S. mail, railroad mail, railroad material or supplies, and express carried in the baggage car; report all loss, damage, or irregularity in handling baggage, U. S. or railroad mail, railroad material or supplies, and express.

### **Yard Conductors**

725. While on Chicago Union Station Company's tracks or tracks under its jurisdiction the Yard Conductor must conform to the instructions of the Station Master, or his representative.

725 (a). He is responsible for the safety, movement, and proper care of the train and for the vigilance and conduct of the men employed thereon, and must promptly report to the proper authority any misconduct, neglect of duty, or violation of rules. He must make the safety of the train of the first importance in the discharge

of duty. Should there be a doubt as to the safety of proceeding from any cause, the conductor will consult with the engineman and be equally responsible with him for the safe and proper handling of the train.

725 (b). He must see that the train or engine is provided with the necessary signals, properly displayed, and ascertain that the brakes and other appliances are in proper order.

725 (c). When necessary to move cars the conductor must know that all persons working in or about the same are notified, and give them sufficient time to move out of danger; he must instruct subordinates in the performance of their duties.

725 (d). See that as little noise as possible is made in and about sleeping cars at night, avoid any confusion, conversation, action, or noise that might be disturbing to passengers, and see that other train employees do the same.

725 (e). When moving freight cars see that all doors are properly secured; pay special attention to the securing of swinging doors on refrigerator cars; make frequent inspections of the condition of cars as opportunity offers while enroute.

725 (f). Train detentions, accidents and personal injuries occurring between South Branch Bridge and Western Avenue must be promptly reported to the Station Master. When reporting accidents, involving injury to persons, loss of life, or damage to property, furnish a full and exact statement of the facts, together with the names and addresses of all persons injured and of as many witnesses as possible.

## Yard Brakemen (Switchmen)

726. While on Chicago Union Station Company's tracks or tracks under its jurisdiction the Yard Brake-man (Switchman) must conform to the instructions of the Station Master, or his representative; and must obey the orders of the conductor.

726 (a). It is his duty to see that markers are displayed at rear of train except when otherwise prescribed, and that all necessary supplies, including signals, are on hand, in good condition, and in their proper place; attend to all required tests of air brakes and air signal appliances; see that as little noise as possible is made in and about sleeping cars at night, and avoid any confusion, conversation, action, or noise that might be disturbing to passengers.

726 (b). When acting as flagman, take a position at the rear of the train with flagman's signals, and be responsible for the proper performance of all duties assigned to a flagman.

726 (c). When a switch is changed, see that the points move the full distance, properly fit the rail; and that the switch signal gives the proper indication; the switch must be secured as soon as thrown either way.

## Pilot

727. An employee authorized by the rules to control back-up movements. While on Chicago Union Station Company's tracks or tracks under its jurisdiction the Pilot must conform to the instructions of the Station Master, or his representative.

He must not permit unauthorized persons to ride on the leading platform.

## MISCELLANEOUS

801. Employees whose hours of service are restricted by the Hours of Service law must take action through the proper officer to avoid excess service.

Employees called for service before expiration of full legal "off-duty" period must report the fact to the proper officer before going on duty.

802. Employees whose vision requires the use of glasses and whose duties require them to distinguish the position or color of signals, must wear the proper glasses while on duty.

803. When personal injury resulting from use, handling, or movement of equipment occurs to employees or others, immediate inspection of such equipment must be made by the employee in charge, working parts tested if necessary, to determine cause of failure, if any, and conditions reported to the proper officer.

804. Employees are forbidden to throw garbage, bottles, paper, ashes, or refuse of any kind from cars or engines. Passenger trainmen and Pullman employees must not permit the throwing of such matter from trains, including dining, sleeping, parlor, business or private cars.

805. The sale of books, pamphlets, souvenirs, or any other articles in Union Station or on trains by others than authorized persons, soliciting of alms, distribution of hotel cards, advertising matter, or literature not directly connected with the business of the railroads, is prohibited.

806. A person suffering from smallpox, Asiatic cholera, yellow fever, bubonic plague, diphtheria, scarlet

fever or typhus fever will not be accepted for transportation.

807. A person suffering from typhoid fever, glanders, anthrax, leprosy, puerperal fever, erysipelas or measles may be accepted for transportation, provided an entire car is set aside for the afflicted person and that the individual sick is accompanied by a competent attendant with ample facilities for disinfecting excreta prior to disposing of same through the usual train closet.

Permission must always be obtained from the local representative of the State Health Department in advance, and complete arrangements must be made for disinfection of car at the end of the journey. The state holds the carrier responsible for any neglect of these provisions.

808. Blind persons and those of mental infirmities who are not capable of traveling alone, will not be carried unless accompanied by a caretaker or a guide dog. Blind persons who are known to be capable of traveling alone will not require a caretaker, and may purchase tickets and will be given such assistance by station employees, trainmen, and Pullman employees in getting on or off trains, or while on trains, as may be necessary for their safety.

809. Station employees and others must do their work as quietly as possible, avoiding any unnecessary noise, to prevent disturbance of passengers occupying sleeping cars.

810. Employees must co-operate with messengers to effect delivery of commercial telegrams to passengers; messengers will be permitted to pass through trains if sufficient time remains for them to do so with safety.

811. The use of telephones for other than business pertaining to the railroads is prohibited.