

CHICAGO UNION STATION COMPANY

STANDARD EXAMINATION

on the Rules of the

OPERATING DEPARTMENT

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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 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.

C. P. FISHER
General Manager

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.

To insure uniform understanding of the rules of the Operating Department of Chicago Union Station Company authorized Examiners will instruct and examine employees in accordance with this Standard Examination at stated periods, and all must pass a satisfactory examination. Effective July 1, 1952.

C. P. FISHER
General Manager

GENERAL RULES

Rule Question

- Gen. 1 What is of first importance in the discharge of duty?
Safety.
- Gen. 2 What is essential to safety?
Obedience to the rules.
- Gen. 3 What is necessary to enter or remain in the service?
An assurance of willingness to obey the rules.
- Gen. 4 What kind of service is demanded?
Faithful, intelligent and courteous discharge of duty.
- Gen. 5 To obtain promotion what is necessary?
Ability must be shown for greater responsibility.
- A 6 What must an employee whose duties are prescribed by these rules have in his possession?
He must provide himself with a copy of these rules.
- B 7 What must employees do in regard to the rules and special instructions?
They must be conversant with, and obey them.
- B 8 If in doubt as to their meaning, to whom must they apply for an explanation?
To the proper authority.

Rule Question

- B 9** Where will special instructions referring to train, engine and yard service be found?
They will be posted by the railroads on their bulletin boards at prescribed locations.
- B 10** What must employees do about these instructions before using Station Company's tracks and tracks under its jurisdiction?
They must examine and familiarize themselves with these instructions.
- C 11** What is required of employees in regard to the rules?
They must pass the required examinations.
- D 12** To what are persons employed in any service on or about trains or engines subject?
The rules and special instructions.
- E 13** What must employees do in carrying out the rules and special instructions?
They must render every assistance in their power to do this.
- E 14** What will they do if they notice any violations of the rules?
They must report the violations to the proper official.
- F 15** In case of train detentions, accidents, defects in track, bridges, signals, personal injuries, or any unusual conditions which may affect the movement of trains, what must the employees do?
They must promptly report the same to the Station Master.

Rule Question

- G 16** What are employees prohibited from using while on duty?
Intoxicants or narcotics.
- H 17** Where is the use of tobacco by employees while on duty prohibited?
In or about the Union Station, or on passenger cars.
- J 18** What must employees wear while on duty, and what kind of an appearance must they present?
They must wear the prescribed badge and uniform while on duty, and be neat in appearance.
- K 19** How should employees and others authorized to transact business at the Union Station, or on or about trains, conduct themselves?
They must be courteous, orderly and quiet.
- L 20** What is expected of employees in case of danger to railroad property?
They must unite to protect it.
- M 21** What must employees do to avoid injuries to themselves or others?
They must observe the condition of equipment and the tools which they use in performing their duties.
- M 22** What will they do when such are found defective?
When practicable, they will put them in safe condition, reporting defects to the proper authority.

- M 23** What must employees do with respect to the location of structures or obstructions, and where track clearances are close?

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

- M 24** Must trains be expected to run at any time, on any track, in either direction?

Yes.

- M 25** Is it prohibited to stand on the track in front of an approaching engine or car for the purpose of boarding same?

Yes.

- N 26** What are the instructions about the reading of matter not pertaining to railroad service?

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

- O 27** When on duty, employees of any railroad while using the Station Company's tracks and tracks under its jurisdiction, are under the authority and must conform to the orders of whom?

The Station Master.

DEFINITIONS

- 28** What is an 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.

- 29** What is a train?

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

- 30** What is an 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.

- 31** What is an 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.

- 32** What are Interlocking Limits?

The tracks between the opposing home signals of an interlocking.

- 33** What is an Interlocking Station?

A place from which an interlocking is operated.

- 34** What is a 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.

35 What is a Fixed Signal?

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

36 Name some of the Fixed Signals?

Switch, block, interlocking, stop signs, slow signs, or other means for displaying indications that govern the movement of a train or engine.

37 What is a Block Signal?

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

38 What is an Interlocking Signal?

A fixed signal which governs movements into or within interlocking limits.

39 What is a 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.

40 What is Medium Speed?

Not exceeding one-half maximum authorized speed but not exceeding 30 miles per hour.

41 What is Slow Speed?

Not exceeding one-half maximum authorized speed but not exceeding 15 miles per hour.

42 What is 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.

1 43 Who have the authority to direct the movements of trains or engines?

Station Master, Supervisors of Transportation, Assistant Station Masters, Train Directors in charge of interlockings, Levermen at South Branch Bridge and Switchtenders.

2 44 How are the tracks numbered over South Branch Bridge and between South Branch Bridge and 18th Street?

They are numbered from west to east, No. 1 and No. 2.

2 45 How are the tracks numbered between 18th Street and Roosevelt Road?

They are numbered from west to east, Nos. 1, 2, 3 and 4.

2 46 May trains or engines be operated in either direction?

Yes.

2 47 How will movements over South Branch Bridge be governed?

By interlocking rules.

2 48 How will movements between South Branch Bridge and Roosevelt Road 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 Mid-night.

Rule Question

- 2 49 How are the tracks numbered between Roosevelt Road and Taylor Street?

They are numbered from west to east, Nos. 6, 5, 1, 2, 3 and 4.

- 2 50 How are the tracks numbered between Taylor Street and Harrison Street?

They are numbered from west to east, 8, 6, 5, 1, 2, 3 and 4.

- 2 51 How are the tracks numbered between Washington Street and Lake Street?

They are numbered from west to east, Nos. 2, 1, 3 and 5.

- 2 52 How will movements of trains or engines be governed between Roosevelt Road and Lake Street?

By interlocking rules.

- 2 53 How are the tracks numbered between 14th Street and Canal Street adjacent to and east of tracks 4 and 5?

They are numbered Joint Tracks 7 and 9.

- 2 54 How will movements of trains or engines over these tracks be governed?

By interlocking rules and hand signals from switchtenders located at Taylor Street and Lake Street.

- 2 55 How are the tracks numbered between Lake Street and Western Avenue?

They are numbered 1 and 2.

- 2 56 What direction will trains or engines move on track No. 1?

Westward.

Rule Question

- 2 57 What direction will trains or engines move on track No. 2?

Eastward.

- 2 58 How will trains or engines operate?

They will keep to the right unless otherwise provided.

- 2 59 How will movements of trains or engines, with the current of traffic, be governed on tracks No. 1 and 2?

By fixed signals.

- 2 60 How will movements of trains or engines, against the current of traffic, be made on tracks No. 1 and 2?

They will be made under the direction of signalmen and switchtender and must be made at restricted speed.

- 2 61 How are the tracks numbered between Morgan Street and Western Avenue adjacent to and south of track 2?

Track Nos. 3 and 4.

- 2 62 What are track Nos. 3 and 4?

Yard running tracks.

- 2 63 How will movements of trains and engines be made on tracks No. 3 and 4 between Morgan Street and Western Avenue?

They will be made under the direction of signalmen or switchtender.

- 2 64 Who will permit trains or engines to be crossed over or enter tracks 3 or 4 at Morgan Street?

The switchtender at Morgan Street.

Rule Question

- 2 65 When clearing tracks 3 or 4, except at Morgan Street or Western Avenue, must trains or engines report clear to switchtender at Morgan Street?
Yes.
- 2 66 How will trains or engines move using tracks 3 and 4 between Morgan Street and Western Avenue?
At restricted speed.
- 3 67 What is the maximum speed between South Branch Bridge and Polk Street?
30 miles per hour.
- 3 68 What is the maximum speed between Polk Street and Jefferson Street?
15 miles per hour.
- 3 69 What is the maximum speed between Jefferson Street and Racine Avenue?
30 miles per hour.
- 3 70 What is the maximum speed between Racine Avenue and Western Avenue, tracks 1 and 2?
60 miles per hour.
- 3 71 What is the maximum speed between Morgan Street and Western Avenue, tracks 3 and 4?
15 miles per hour.
- 3 72 What is the maximum speed on Joint Tracks 7 and 9 between 14th Street and Canal Street?
15 miles per hour.
- 3 73 What is the maximum speed on station platform tracks?
10 miles per hour.

Rule Question

- 3 74 What is the maximum speed through non-interlocked turnouts—diverging movements?
10 miles per hour.
- 3 75 What is the maximum speed—interlocked turnouts—to or from G. M. & O. R. R., at South Branch Bridge?
10 miles per hour.
- 3 76 What is the maximum speed at Western Avenue (Tower A-2)—Over interlocked railroad crossing?
20 miles per hour.
- 4 77 At what locations will trains or engines approach 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 Wyc)
16th Street (C. B. & Q., North Wyc—7 A. M. to 12 Midnight)
Taylor Street (Joint Tracks 7 and 9).
- 4 78 At 16th Street, when switchtender is not on duty, who will permit movement of trains or engines to Joint Track No. 1 from C. B. & Q. North Wye?
The switchtender at 17th Street. After clearing track No. 1 at 16th Street, trains or engines must report clear to switchtender at 17th Street. Switches must be left in proper position after having been used.
- 4 79 Between Lake Street and Western Avenue, except for movements with the current of traffic on track Nos. 1 and 2, at what locations

- will trains or engines approach prepared to stop clear of any switch or route, unless a signal to proceed is received from the switch-tender?
- Lake Street.
Union Street.
Morgan Street.
- 4 80 Where must trains or engines from the Chicago & Evanston Line stop before entering upon Joint Track 9?
- At stop board at Canal Street, and must not proceed unless a signal to proceed is received from switchtender at Lake Street.
- 5 81 What kind of signal will switchtenders use?
- They will use a yellow flag by day and a yellow light by night.
- 5 82 What signal must switchtenders and public crossing watchmen (except gatemen) display to an approaching train or engine when the track is obstructed?
- A stop signal, and if necessary they should also flag the train or engine.
- 5 83 Do signals of switchtenders and public crossing watchmen in any way relieve trainmen or enginemen of their responsibility to protect their train or engine?
- No.
- 6 84 How must trains or engines 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.
- 6 85 Where are trains or engines required to stop? Where required by rule or by law.
- 7 86 What must employees do whose duties may require them to give signals?
- They must provide themselves with proper appliances, keep them in good order and ready for immediate use.
- 8 87 When must flags of the prescribed color be used?
- By day.
- 8 88 When must lights of the prescribed color be used?
- By night.
- 9 89 When must day signals be displayed?
- From sunrise to sunset.
- 9 90 When must night signals be used in addition to day signals?
- When day signals cannot be plainly seen.
- 9 91 When must night signals be displayed?
- From sunset to sunrise.
- 11 92 What must be done when a train or engine finds a fusee burning red on or near its track?
- Stop and extinguish the fusee, and then proceed at restricted speed.

Rule Question

- 11 93 Where must fusees not be placed?
Fusees must not be placed on or near bridges, station platforms, end of cars or where fire may be communicated from them.
- 12 94 What is the indication of hand, flag, and light signals when used in the following manner:
- 12 Swung at right angle to the track?
Stop.
- 12 Held horizontally at arm's length, when the train is moving?
Reduce speed.
- 12 Raised and lowered vertically?
Proceed.
- 12 Swung vertically in a circle at right angle to the track?
Back.
- 12 What signal is any object waved violently by anyone on or near the track?
Stop.
- 14 95 Where must the whistle be sounded?
At all places where required by rule or by law.
- 14 96 How must a signal, except a fixed signal, given to stop a train or engine, or a proceed signal from switchtender, be acknowledged?
By two short sounds of the whistle.
- 14 97 Does this rule apply to both engine and back-up whistles?
Yes.

Rule Question

- 15 98 What does the explosion of two torpedoes mean?
It 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.
- 15 99 Where must torpedoes not be placed?
Torpedoes must not be placed near station platforms, public crossings at grade, or where persons are liable to be injured by them.
- 17 100 When must the headlight be displayed to the front of every train?
By day and by night.
- 17 101 Where and when must the headlight 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.
- 17 102 When an engine is running backward what must be displayed on the leading end?
A white light.
- 18 103 Where must yard engines display the headlight by night?
To the front and rear, and when not provided with a headlight at the rear, a white light must be displayed.

Rule Question

- 19 104 What must be displayed to indicate the rear of the train?

Markers as prescribed in the rules of the operating department of the individual railroads.

- 19(a) 105 What is required if a train is not equipped to display the prescribed markers to indicate the rear of train?

Display a red flag by day and a red light by night to indicate the rear of train.

- 22 106 Must all movements have the air brakes in effective operating condition except in cases of emergency when authorized by the proper authority?

Yes.

- 22 107 What must be provided when cars are pushed by an engine?

A back-up hose or its equivalent must be provided, ready for immediate use and in charge of a qualified employee.

- 23 108 What must be done when cars or cuts of cars are left standing on any track to make them secure?

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.

- 24 109 When equipment is ready for back-up movement, what must a qualified pilot or trainman do?

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

Rule Question

- (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 engineman;

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

- 24 110 In the absence of any of these signals, what must the engineman do?

He 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.

- 26 111 What does a blue signal displayed at one or both ends of an engine, car or train indicate?

That workmen are under or about it.

- 26 112 When thus protected, may it be coupled to or moved?

No.

- 26 113 Who will display the blue signals?

Each class of workmen.

- 26 114 Who alone is authorized to remove them?

The same workmen.

- 26 115 What action must first be taken when other equipment is to be placed on the same track so as to intercept the view of the blue signals?

Notify the workmen.

Rule Question

- 26 116 What action must be taken 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.

- 27 117 How must a signal imperfectly displayed or the absence of a signal at a place where a signal is usually shown 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.

- 27 118 What must be done about reporting imperfectly displayed signals?

They must be promptly reported to the proper authority.

- 30 119 When must the engine bell 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.

- 34 120 Must all members of train and engine crews, when practicable, communicate to each other by its name the indication of each signal affecting the movement of their train or engine?

Yes.

Rule Question

- 35 121 What day signals will be used by flagmen?
A red flag, torpedoes and fuses.

- 35 122 What night signals will be used by flagmen?
A red light, torpedoes and fuses.

- 76 123 What must be done when handling 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.

- 77 124 What must employees do so far as practicable and other duties permit, with respect to passing trains?

Observe passing trains for defects and should there be any indication of conditions endangering the train they must take necessary measures for its protection.

- 77 125 What must train and engine crews on moving trains be on the lookout for 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?

They must be on the lookout for signals and when practicable exchange hand signals with them.

- 84 126 When must a train or engine not move?
It must not move until the proper signal is given.

- 86 127 Must yard engines clear promptly for other train or engine movements?
Yes.

- 99 128 When a train or engine is moving under circumstances in which it may be overtaken by another train or engine what is required?
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 fuseses must be thrown off at proper intervals.
- 99 129 When a train or engine stops under circumstances in which it may be overtaken by another train or engine what is required?
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 fuseses.
- 99 130 What will the flagman do when recalled?
If safety of the train will permit he may return. When conditions require he will leave the torpedoes and lighted fuseses.
- 99 131 When it is necessary that the front of the train or engine be protected in the same way, who will protect it?
The brakeman, or in his absence the fireman.
- 99 132 When day signals cannot be plainly seen, owing to weather or other conditions, what must be done?
Night signals must also be used.
- 99 133 Who are responsible for the protection of their trains or engines?
Conductors and enginemen.
- 101 134 Against what must trains or engines be fully protected?
Any known condition, not covered by the rules, which interferes with their safe passage.

- 101(a)135 When fog, storms, or other conditions obscure the track or signals, how should trains or engines be handled?
The speed of trains or engines must be restricted to permit strict observance of signals and insure absolute safety.
- 102 136 What is required 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.
- 103 137 When cars are pushed by an engine what must trainman do?
He 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.
- 103 138 When shifting over a public crossing at grade not protected by a watchman, what must a member of the crew do?
He must protect the crossing.
- 103(a)139 Is it forbidden to make a running switch, "kick" cars, or detach the engine from cars while in motion?
Yes.
- 104 140 Who is responsible for the position of switches used by them and their trainmen, except where switchtenders are stationed?
Conductors.

Rule Question

- 104 141 Must switches be properly lined after having been used?
Yes.
- 104 142 Should switchmen or trainmen throw switches where switchtenders are located?
No.
- 104 143 May a switch be left open for a following train or engine?
Not unless in charge of a member of the crew of such train or engine.
- 104 144 When practicable, must the engineman see that switches near the engine are properly set?
Yes.
- 104 145 May a train or engine foul the track until switches connected with the movement are properly lined?
No.
- 104 146 When waiting to cross from one track to another, and during the approach or passage of a train or engine on tracks involved, how must switches be lined?
All switches connected with the movement must be secured in the normal position.
- 104 147 May switches be restored to normal position until the movement is completed or clear of the track involved?
No.
- 104 148 What must be done where train 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.
- 108 149 What is required in case of doubt or uncertainty?
The safe course must be taken.

SIGNAL ASPECTS

Rule Question

- 281 150 What is a clear indication?
Proceed.



Fig. A



Fig. B



Fig. C

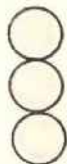


Fig. D
(To P. R. R.)



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

285 151 What is an approach indication?

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



Fig. A



Fig. B



Fig. C



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



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

285A 152 What is a caution 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.



Fig. A

287 153 What is a slow-clear indication?

Proceed; slow speed within interlocking limits.



Fig. A



Fig. B

288 154 What is a slow approach indication?

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



Fig. A



Fig. B



Fig. C



Fig. D

290 155 What is a restricting indication?

Proceed at restricted speed.



Fig. A



Fig. B



Fig. C



Fig. D



Fig. E



Fig. F
(To P. R. R.)



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

Rule Question

291 156 What is a stop-and-proceed indication?

Stop; then proceed at restricted speed.



FIG. A

Rule Question

292 157 What is a stop-signal?

Stop.



Fig. A



Fig. B



Fig. C



Fig. D



Fig. E



Fig. F

Rule Question

295 158 What is the purpose of the yellow light suspended to the right of each station platform track, except track 26, one hundred fifty (150) feet from bumping post?

It is for distance indication only.

295 159 What trains backing into the station must make preliminary stop one hundred fifty (150) feet from bumping post?

All trains except suburban trains.

295 160 How closely may movements approach a 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

296 161 Of what is the train starting system composed?

It 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.

296 162 Do these indicators display lights in both directions?

Yes.

296 163 Where are the operating devices located?

On columns approximately every 250 feet; at train gates, and in Harrison Street and Lake Street interlocking stations.

FOR DEPARTING THROUGH TRAINS

Rule Question

296(a)164 How long before the departing time of a through train will conductor operate switch nearest the track from which the train is to depart?

One and one-half minutes. This will cause red light to appear in indicator and in interlocking station and indicates the train is ready to leave.

296(a)165 What will the train director then do?

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.

296(a)166 When train is ready to depart, what will the ticket examiner do?

He will close gate and immediately push button, which will change all lights to green.

296(a)167 What does this indicate to the conductor?

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.

296(a)168 How will a train be held 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.

FOR DEPARTING SUBURBAN TRAINS

Rule Question

296(b)169 How long before the departing time of a suburban train will conductor operate switch nearest to track from which train is to depart?

Thirty seconds. 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.

296(b)170 What will the train director then do?

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.

296(b)171 How will the train then proceed?

The train may then proceed upon receipt of proper signal.

FOR TRAINS OR ENGINES BACKING OUT OF STATION

296(c)172 What is necessary before train or engine starts back-up movement from station?

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.

296(c)173 What will the train director then do?

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.

Rule Question

296(c)174 How will movement then be handled?

Train or engine movement may then proceed upon receipt of proper signal.

296(c)175 How will engines in charge of enginemen only move?

They will move upon receipt of lunar indication.

296(d)176 If two or more movements are to be made from same track, how will they be handled?

Each movement must receive separate train starting indication.

296(e)177 What must the train conductor, or employee in charge of other movements, do 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?

They must promptly contact the interlocking station by telephone.

FOR DEPARTING THROUGH TRAINS FROM NEUTRAL TRACK 7. (Station track 21).

297 178 What is required before the departing time of a through train from this track?

One and one-half minutes before departing time, the conductor will contact the Train Director in Lake Street Tower.

Rule Question

297 179 When train is ready to depart, what will the ticket examiner do?

He will close gate and notify conductor that passengers have passed through the gate and gate is closed.

297 180 How will the train then proceed?

The train may then proceed upon receipt of proper interlocking signal.

FOR OTHER TRAIN OR ENGINE MOVEMENTS FROM NEUTRAL TRACK 7. (Station track 21).

297(a)181 What is required when the movement is ready to leave?

Necessary arrangement must be made with Train Director, Lake Street Tower.

297(a)182 How will movement then proceed?

The movement may then proceed upon receipt of proper interlocking signal.

AUTOMATIC BLOCK SYSTEM

550 183 Where are Automatic Block System rules in effect?

They are in effect for movements with the current of traffic on tracks 1 and 2 between Lake Street and Western Avenue.

550 184 Is it understood that 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?

Yes.

Rule Question

550(a)185 Is it understood that interlocking signals governing the use of routes leading to a block will in addition govern the use of the block to the next signal?

Yes.

551 186 May a train or engine enter a block at a hand-operated switch or crossover or foul track 1 or 2 without permission of the switch-tender?

No.

551 187 How will a train or engine receiving such permission proceed?

At restricted speed.

552 188 After a train or engine has passed beyond the limits of a block, may it re-enter that block?

No, unless so authorized by the switch-tender or signalman.

552 189 While shifting at an interlocking, can movements be made beyond the interlocking signal?

Yes, if permission from signalman is received and under flag protection.

552 190 May signalman give permission for such movements when a train or engine has been authorized to move from the next switch-tender location or interlocking in the direction of the point where the movement beyond the interlocking signal is to be made?

No.

552 191 When permission has been given for a movement beyond the interlocking signal, what

is required of the signalman at that point and the switchtender or signalman in charge of the next switchtender location or interlocking?

They must know that the movement 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.

- 553 192 May the switchtender or signalman 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?

Not unless so directed by the train director.

- 553 193 What is required of the switchtender or signalman in charge of the switchtender location or interlocking between which the block is located when permission has been given to a train or engine to enter a block at a hand-operated switch or crossover?

They 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.

- 553 194 When may the movement be considered as having been made?

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

- 554 195 What must be done when a train or engine clears the block at a hand-operated switch or crossover and the switches have been restored to normal position?

The conductor, engineman or member of their crew when authorized by the conductor or engineman must report clear to the switchtender or signalman.

- 554 196 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, may it again enter that block?

No, except as provided in Rule 553.

- 555 197 Where must a train or engine stop at a block signal indicating Stop?
Clear of signal indicating stop.

- 555 198 How may a train or engine be authorized to pass a signal indicating Stop?

By verbal permission of the switchtender or signalman in charge and must then proceed at restricted speed.

- 555 199 How may a train or engine proceed when stopped by a stop-and-proceed signal?

After stopping it may proceed at restricted speed.

- 556 200 Must both switches of a crossover be open before a train or engine starts to make a crossover movement?

Yes.

556 201 Must movement be completed before either switch is restored to normal position?

Yes.

556 202 When moving from tracks 1 or 2 to other tracks, must switch remain open until train or engine is clear of tracks 1 or 2, and when moving from other tracks to tracks 1 or 2 must switch be opened before tracks 1 or 2 are fouled?

Yes.

557 203 May equipment of a type which may not operate signals or shunt track circuits be operated in automatic block system territory?

Not unless so authorized by the Station Master, and by permission of each signalman or switchtender in charge of the portion of the track over which the movement is to be made.

557 204 May other trains 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?

They must not be permitted to enter the track occupied by such equipment unless notified to look out for equipment which is occupying the track without signal protection.

557(a)205 When the condition of the track is such that track circuits may not shunt properly, is more than one movement permitted between a switchtender location or interlocking and the

next switchtender location or interlocking between which the affected track is located?

Not unless notified to look out for other trains occupying the track without signal protection.

558 206 Is the excessive use of sand at any point prohibited and must its use be restricted to actual necessity?

Yes.

INTERLOCKING

207 Where are interlocking and interlocking stations located?

South Branch Bridge, Harrison Street, and Lake Street.

605 208 What do interlocking signals govern?

The use of routes of an interlocking.

605 209 Do their indications supersede the superiority of trains for movements within the Home Signal limits?

Yes.

605 210 Do their indications dispense with the use or observance of other signals whenever and wherever they may be required?

No.

605 211 Does Rule 99 apply within Home Signal limits, except for loaded passenger trains?

No.

Rule Question

606 212 What is the indication of emergency signals (whistle) when sounded as follows:

- (a) One long?
All trains and engines within interlocking limits stop immediately.
- (b) Two short?
Resume normal movement after receiving the proper signal or permission from the signalman.
- (c) Three short?
Whistle test.
- (d) Four short?
Call signal maintainer or repairman.
- (e) Five short?
Signal maintainer call shop.
- (f) Six short?
Call trackmen.

611 213 Unless otherwise provided, must signals be kept in the position displaying the most restrictive indication, except when displayed for an immediate movement, and signal levers restored to normal position immediately thereafter?

Yes.

612 214 Must appliances be operated carefully and only by those charged with that duty?

Yes.

612 215 What is required when any irregularity affecting their operation is detected?

The signals must be displayed to give their most restrictive indication until repairs are made.

Rule Question

613 216 When the route is set when must the signals be operated?

Sufficiently in advance of approaching trains or engines to avoid delay.

615 217 When necessary to change any route for which the signals have been cleared for an approaching train or engine, when may the switches, movable point frogs, or derails be changed or signals cleared for any conflicting route?

Not until the train or engine for which the signals were first cleared has stopped.

616 218 What is required when any portion of a train or engine is standing on or closely approaching a switch, derail, movable point frog, or drawbridge lock?

The levers operating them must not be moved.

617 219 What is required when a track, switch or signal is undergoing repairs or when a track is obstructed?

Operating levers must be blocked or marked and should not be used.

619 220 What must be done at the start of sleet or snow storms, or if snow is drifting?

The signal maintainer must be notified immediately.

619 221 What is required if the force whose duty it is to keep switches clear and light the snow melting equipment is not on hand promptly when needed?

The fact must be reported to the Station Master.

Rule Question

620 222 What is required when 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.

621 223 Must levermen observe, as far as practicable, whether the indications of the signals correspond with the position of the levers?

Yes.

622 224 May levermen make or permit any unauthorized repairs, alterations, or additions to the interlocking?

No.

622 225 What must be done about any defects in the interlocking?

They must be promptly reported to the signal maintainer and Station Master.

623 226 What is required 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.

623 227 When may any movement be permitted?

Not until all parts of the interlocking and track liable to consequent damage have been examined and are known to be in safe condition.

624 228 What is required when necessary to disconnect a switch, movable point frog, derail,

Rule Question

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.

625 229 What is required 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.

628 230 If an interlocking signal cannot be changed from stop signal, and should no cause for detaining a train or engine be known, may the leverman verbally authorize it to pass such stop signal?

Yes.

631 231 How must lights in interlocking stations be placed?

So they cannot be seen from approaching trains.

633 232 If a train or engine over-runs a Stop-Signal to whom must the fact be reported?

To the signal maintainer and Station Master.

634 233 May levermen permit unauthorized persons to enter an interlocking station?

No.

- 637 234 May equipment of a type which may not shunt track circuits be operated within interlocking limits?

Only upon permission of the leverman who must also be advised when the movement within the interlocking has been completed.

- 637 235 What must leverman do before permitting such movement?

All affected switch levers must be secured with standard blocking devices.

- 638 236 Must levermen closely observe lights on illuminated track diagram and lever lights on interlocking machines?

Yes, and report at once to signal maintainer any flickering or unusual operation of the lights.

- 638 237 When a train or engine is moved on rusted or sanded rails, what must be done?

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.

- 639 238 What push buttons in Harrison Street interlocking station must not be used or operated except as directed by train director?

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.

- 663 239 How may a train or engine pass 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.

- 667 240 May sand be used or water allowed to run over movable parts of an interlocking?

No.

- 667 241 Is the excessive use of sand at any point prohibited?

Yes.

- 669 242 What is required when a train or engine is stopped by the leverman in making a movement through an interlocking?

It 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.

- 670 243 May a reverse movement within the limits of an interlocking, or a forward movement after making a reverse movement be made without the proper interlocking signal indication or permission from the leverman?

No.

SPECIAL RULES

Rule Question

- 701 244 What rules must employees observe?
The 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

- 702 245 To whom does the Supervisor of Transportation report, and from whom does he receive his instructions?
The Station Master.
- 702 246 In the absence of the Station Master, what authority does he have?
The same authority as the Station Master.

ASSISTANT STATION MASTERS

- 703 247 To whom does the Assistant Station Master report, and from whom does he receive his instructions?
The Station Master.
- 703 248 In the absence of the Station Master, what authority does he have?
The same authority as the Station Master.

TRAIN DIRECTORS

- 704 249 To whom do train directors report, and from whom do they receive instructions?
From the Station Master, or his representative.
- 704 250 Are train directors in the district assigned to them responsible for the safe and prompt movement of trains and engines in accordance with the rules and instructions?

Yes.

Rule Question

- 704 251 Do they have supervision over assistant train directors, levermen, and other classes of employees whose duties are concerned with the movements of trains, engines, switching movements, etc?
Yes.

- 704 252 And are they responsible for the maintenance of such records as required in the prescribed form?
Yes.

- 704(c)253 Are Train Directors 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?
Yes.

ASSISTANT TRAIN DIRECTORS

- 705 254 To whom do assistant train directors report, and from whom do they receive instructions?
From the Station Master, or his representative.
- 705 255 In the absence of the train director, what will he do?
He will take charge and has the same authority as the train director.

LEVERMEN

- 706 256 To whom do levermen report, and from whom do they receive instructions?
The Station Master, or his representative, and must obey the orders of the train director.

SWITCHTENDERS

Rule Question

707 257 To whom does the switchtender report, and from whom does he receive his instructions?

The Station Master, or his representative, and must obey the orders of the train director.

707(a)258 What is required of the switchtender, and for what is he responsible?

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)259 With what must he be familiar?

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.

707(b)260 What is his duty in regard to operating switches?

He must 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

Rule Question

proper order and be able to give a clear report of anything happening out of the usual course.

707(c)261 How must the switchtender keep the switches secured?

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)262 What is his duty in regard to examination of switches?

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.

707(d)263 What should the switchtender do about repairs?

He must 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.

Rule Question

707(e)264 Where day and night switchtenders are employed, how should the work be handled?

The one on duty 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)265 Where switch-houses are provided, are unauthorized persons permitted to be in or about them?

No.

707(f)266 How must the premises be kept?

In a clean and neat condition.

OPERATORS

708 267 To whom does the operator report, and from whom does he receive his instructions?

The Station Master, or his representative, and must conform to the instructions of the train dispatchers of the several railroads.

708(a)268 What is required of him while on duty?

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.

Rule Question

708(a)269 What information should the operator going off duty give to the operator coming on duty?

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)270 How should the operator use telegraph instruments?

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)271 What must be done 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)272 What must the operator not permit?

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.

708(d)273 How will he handle messages?

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

Rule Question

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(c)274 Who is in charge of "GB" Telegraph office at Chicago Union Station?

The day operator.

ENGINEMEN

720 275 What must engineman conform to while on Chicago Union Station Company's tracks or tracks under its jurisdiction?

He must conform to instructions of the Station Master, or his representative.

720(a)276 With whose directions must he comply 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?

The conductor's.

720(a)277 What is the duty of the engineman in regard to the fireman?

He 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)278 What is the duty of the engineman in regard to the engine and train?

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.

Rule Question

720(b)279 Should there be a doubt as to the safety of proceeding from any cause, what will the engineman do?

He will consult with the conductor and be equally responsible with him for the safe and proper handling of the train or engine.

720(c)280 What must the engineman do about signals and obstructions?

He must 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.

720(c)281 What must the engineman do to prevent accident or injury to persons?

He must see that the train or engine is protected; exercise care to prevent accident or injury to persons and do not move train except on receipt of proper signal.

720(c)282 What must engineman do to prevent fire?

He must use precaution to prevent fire, and not permit burning waste, hot cinders, or any other thing to be thrown or dropped from the engine.

720(d)283 How should the engineman handle his engine when approaching or standing in Union Station or Mail Terminal?

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.

720(d)284 May the engineman leave the engine?

Only in case of actual necessity, and then, leave the fireman in charge.

Firemen

721 .285 What must fireman conform to while on Chicago Union Station Company's tracks or tracks under its jurisdiction?

He must conform to the instructions of the Station Master, or his representative, and must obey the orders of the engineman.

721(a)286 With what rules must the fireman be familiar?

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.

721(a)287 What are the duties of the fireman?

He must 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)288 What is prohibited while standing in Union Station?

Dumping of cinders; nor may boilers be blown out.

721(b)289 What must the fireman do to prevent fire?

He must use every precaution to prevent fire, and not permit burning waste, hot cinders, or any other thing to be thrown or dropped from engine.

721(b)290 When approaching or standing in the Union Station or Mail Terminal, how must the firing be done?

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

722 291 What must the Passenger Conductor conform to while on Chicago Union Station Company's tracks or tracks under its jurisdiction?

He must conform to the instructions of the Station Master, or his representative.

722(a)292 For what is he responsible?

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.

722(a)293 What must he consider of the first importance in the discharge of duty?

The safety of the train.

722(a)294 Should there be a doubt as to the safety of proceeding from any cause, what will the conductor do?

He will consult with the engineman and be equally responsible with him for the safe and proper handling of the train.

722(b)295 What is expected of the conductor in regard to attendance at the train?

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)296 Should outbound trains be stopped for belated passengers?

No, it is not permitted.

722(d)297 What is his duty in regard to assisting passengers?

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.

722(d)298 What must be done about passengers getting on or off train while in motion, or at other than the regular station stop?

This must be prevented as far as possible.

722(d)299 What must be done about vestibule doors or gates?

They must see that vestibule doors or gates on passenger platform side of train only are opened for receiving or discharging passengers.

722(d)300 Should the conductor permit persons to board the train who are not in condition to take care of themselves?

No. He 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.

722(d)301 What are the conductor's duties in regard to the lighting of equipment occupied by passengers?

He must have equipment occupied by passengers properly lighted while discharging or receiving passengers.

722(d)302 **When should toilet room doors be locked?**

While train is between Roosevelt Road and Lake Street.

722(e)303 **How should the work be handled in and about sleeping cars at night?**

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)304 **When a station platform does not accommodate all the exits, what must be done?**

Passengers must be directed to pass through the train to an opening where they can leave with safety.

722(g)305 **What must be done 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)306 **Who is responsible, so far as practicable, for the prompt and proper delivery of messages to officers or other persons on the train?**

The conductor.

722(i)307 **What must be done about reporting train detentions, accidents, and personal injuries occurring between South Branch Bridge and Western Avenue.**

They 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

723 308 **What must the passenger trainman conform to while on Chicago Union Station Company's tracks or tracks under its jurisdiction?**

He must conform to the instructions of the Station Master, or his representative, and must obey the orders of the conductor.

723(a)309 **What is expected of the trainman in regard to attendance at the train?**

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)310 **What are the duties of the trainman on or about the train?**

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

Rule Question

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)311 How must the trainman conduct himself with respect to passengers?

He must 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)312 Should outbound trains be stopped for belated passengers?

No, it is not permitted.

Rule Question

723(e)313 When a station platform does not accommodate all the exits, what must be done?

Passengers must be directed to pass through the train to an opening where they can leave with safety.

723(f)314 What are the duties of a trainman when acting as flagman?

He must 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)315 When acting as pilot are unauthorized persons permitted to ride on the leading platform?

No.

TRAIN BAGGAGEMEN

724 316 What must the train baggageman conform to while on Chicago Union Station Company's tracks or tracks under its jurisdiction?

He must conform to the instructions of the Station Master, or his representative, and must obey the orders of the conductor.

724(a)317 When must he report for duty, and where must he remain while on duty?

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

724(a)318 What are his duties?

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

Rule Question

725 319 What must the yard conductor conform to while on Chicago Union Station Company's tracks or tracks under its jurisdiction?

He must conform to the instructions of the Station Master, or his representative.

725(a)320 What are the yard conductor's duties in relation to the men employed thereon?

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.

725(a)321 What must he consider of the first importance in the discharge of duty?

The safety of the train.

725(a)322 Should there be a doubt as to the safety of proceeding from any cause, what will the yard conductor do?

He will consult with the engineman and be equally responsible with him for the safe and proper handling of the train.

725(b)323 What are his duties with respect to the equipment of the train or engine?

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.

Rule Question

725(c)324 When necessary to move cars, what precautions must the conductor take?

He 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)325 How should the work be handled in and about the sleeping cars at night?

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)326 What is necessary when moving freight cars?

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)327 What must be done about reporting train detentions, accidents, and personal injuries occurring between South Branch Bridge and Western Avenue?

They 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)

Rule Question

726 328 What must the yard brakeman (switchman) conform to while on Chicago Union Station Company's tracks or tracks under its jurisdiction?

He must conform to the instructions of the Station Master, or his representative, and must obey the orders of the conductor.

726(a)329 What are the duties of the yard brakeman (switchman) on or about the train?

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)330 What are his duties when acting as flagman?

He will 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)331 What are the duties of the yard brakeman (switchman) concerning switches?

When a switch is changed must 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

Rule Question

727 332 What is a Pilot?

An employee authorized by the rules to control back-up movements.

727 333 What must the pilot conform to while on Chicago Union Station Company's tracks or tracks under its jurisdiction?

He must conform to the instructions of the Station Master, or his representative.

727 334 Are unauthorized persons permitted to ride on the leading platform?

No.

MISCELLANEOUS

801 335 What must employees do whose hours of service are restricted by the Hours of Service law?

Take action through the proper officer to avoid excess service.

801 336 Should employees called for service before expiration of full legal "off duty" period report the fact to the proper officer before going on duty?

Yes, they must.

802 337 What must employees whose vision requires the use of glasses and whose duties require them to distinguish the position or color of signals wear while on duty?

They must wear the proper glasses while on duty.

Rule Question

803 338 When personal injury resulting from use, handling, or movement of equipment occurs to employees or others, what must be done by employee in charge?

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.

804 339 What are employees forbidden to throw from cars or engines?

They 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.

805 340 Is 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 prohibited?

Yes.

806 341 Will a person suffering from smallpox, Asiatic cholera, yellow fever, bubonic plague, diphtheria, scarlet fever, or typhus be accepted for transportation?

No.

Rule Question

807 342 May a person suffering from typhoid fever, glanders, anthrax, leprosy, puerperal fever, erysipelas and measles be accepted for transportation?

Yes, 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.

807 343 What arrangements must be made with the local representative of the State Health Department in connection with accepting a person suffering from these diseases for transportation?

Permission must always be obtained 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.

808 344 May blind persons and those of mental infirmities, who are not capable of traveling alone, be accepted for transportation?

They will not be carried unless accompanied by a caretaker or a guide dog.

808 345 May blind persons who are known to be capable of traveling alone be accepted for transportation?

Yes. Blind persons who are known to be capable of traveling alone who will not require a caretaker may purchase tickets and must be given such assistance by station employees, trainmen, and Pullman employees

Rule Question

in getting on or off trains, or while on trains, as may be necessary for their safety.

809 346 How must station employees and others do their work around sleeping cars?

They must do their work as quietly as possible, avoiding any unnecessary noise, to prevent disturbance of passengers occupying sleeping cars.

810 347 How must the delivery of commercial telegrams to passengers be handled?

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

811 348 Is the use of telephones for other than business pertaining to the railroads prohibited?

Yes.