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**Southern Pacific**  
Transportation Company

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**INSTRUCTIONS TO  
TRAIN DISPATCHERS  
AND OPERATORS**

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Effective October 31, 1976

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These instructions supersede previous Instructions and are issued in connection with, but not in place of, certain rules of the Rules and Regulations of the Transportation Department. They are numbered and refer to specific rules in numerical order except, in latter portion, under "MISCELLANEOUS" are instructions pertaining to:

- (a) Line-Ups for Track Car Operators
- (b) Line-Ups for Yardmasters
- (c) Hours of Service Act
- (d) Train Sheet
- (e) Group Address Page
- (f) Clearance Page
- (g) Train-Order Book
- (h) Train Dispatcher's Transfer

Train Dispatchers and Operators must be conversant with and obey these instructions and all rules affecting their duties.

A copy of these instructions will be furnished to each Train Dispatcher and Operator.

R. L. KING  
Vice President and General Manager

## INSTRUCTIONS TO TRAIN DISPATCHERS AND OPERATORS

1. Train dispatchers and operators must keep three rules uppermost in mind in the issuance and handling of train orders and other duties, and must at no time permit safety to be sacrificed.

### General Notice:

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

### General Rules:

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

### Rule 108:

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

2. So far as these instructions affect their duties, they will apply to train dispatchers, agents, operators and signal operators.

3. Train dispatchers, operators and others are in position to render valuable service in bringing about observance of the rules; first, by habitually conforming to them in the daily performance of their own duties; second, by requiring compliance with the rules by those with whom their duties bring them in contact; third, by reporting any rule violation, negligence in discharge of duty or irregularity relating to the movement of trains and the handling and execution of train orders.

Train dispatchers must promptly report to the chief train dispatcher:

- (a) Any error or irregularity in train orders or in their delivery as addressed.
- (b) Any known or apparent failure of inferior trains to clear superior trains in accordance with the rules.
- (c) Any apparent violation of speed restrictions.

- (d) Any violation or apparent misunderstanding of rules or instructions by trainmen, enginemen, operators or others.
- (e) Any unusual condition of interest to the Company or which may affect the movement of trains.

Should an accident or hazard of accident involving mishandling of train orders occur, train dispatcher must make a prompt report to chief train dispatcher. Train-order book, then in use, must be closed out by transferring train orders and clearances still in effect to a new book. Train-order book, so transferred, must then be given to chief train dispatcher with a written statement covering all details of the occurrence.

Train dispatchers and operators should familiarize themselves with physical characteristics of territory to which they are assigned, particularly grade conditions approaching sidings, location of sidings, station tracks and signals. Knowledge of conditions under which trains operate is essential to train dispatchers and operators and results in easier handling of trains and better performance.

Train dispatchers and operators must be courteous in conversations between themselves and with others. They will find such courtesy beneficial in receiving information and assistance that otherwise may not be obtained and will result in better handling of trains.

When responding to persons desiring to converse with train dispatcher or when returning to telephone after having been absent, train dispatcher must identify himself as "dispatcher," and must not use term "all right" or "OK" or any other phrase that might be taken as an affirmative reply to a question asked during his absence. Operators must state their station by name or call letters when coming on train dispatcher's telephone and at other times when required under certain rules. Train dispatcher and operators when communicating must be business like in performing their duties and must use proper title, station names, or call letters for identification and avoid the use of personal names.

Before furnishing information to any person relative to train or engine movements, train dispatcher or operator must require person making request to fully identify himself and give his location.

Train dispatchers and operators when using dispatchers telephone or radio, must refrain from unnecessary conversation, and avoid the use of improper terms which may lead to a misunderstanding.

Train dispatchers will direct movement of trains, issue train orders, and give oral instructions within CTC, or territory where Rule D-251 applies, in a clear and concise manner so there can be only one interpretation. They must guard against hazardous conditions and issuance of unsafe combinations of orders. Situations requiring train orders must be carefully studied before transmission of orders is started. Hesitancy in transmission of orders often causes errors on part of train dispatcher and/or operator. Too many orders or orders that are unnecessarily long are susceptible to being misunderstood by trainmen and enginemen and they should be avoided. Reasonable assurance that a movement will benefit from the order should be developed before order is issued.

Reading newspapers or magazines, or using personal radio or television while on duty is prohibited.

4. **Rule 4.** As soon as new timetable is available, it should be carefully compared with old timetable.

Should apparent or possible confusion exist among trainmen or enginemen as to whether any schedule may or may not be assumed when new timetable becomes effective, necessary action must be taken to avoid such confusion by annulling schedule in question.

Suggestions for changes in schedules of regular trains should be submitted to chief train dispatcher with reason for suggested change so they may be considered when new timetable is made.

5. **Rule 4-B.** An up-to-date file of timetable bulletins will be maintained at each train dispatcher's office, and train dispatchers must review these bulletins when commencing each day's work.

6. **Rules 5, 6-A and 105.** Train dispatchers and operators must study these rules and timetable special instructions, and they must KNOW where time applies at a station.

7. **Rule 7-C.** Train dispatchers must not instruct or encourage operators to give proceed signals by hand, flag or lamp to approaching trains with expectation that train will accept such signals as authority to move on main track beyond point where, by train orders already held or by timetable, they are required to take siding.

8. **Rule 17-B.** When headlight failure is reported, opposing trains, yard engines and operators should be notified, when practicable, and arrangement made for repair or relief of engine at first available point.

9. **Rule 27.** When advised of signal improperly displayed or absence of fixed signal or absence of flag or sign were required, prompt report must be made to chief train dispatcher and, when practicable, to proper maintenance employe. Trains must not be instructed orally, or by train order or message to disregard signal indication or absence of flag or sign where required, EXCEPT: on DOUBLE TRACK, where Form Y train order is in effect and no green flag is displayed at limit of restriction, train dispatcher may instruct train to resume authorized speed provided train is beyond designated limits of order.

(REFER to Rule 10-I, NOTE: Conditions which may be encountered, Items 10 and 11).

10. **Rule 82.** Train dispatchers must exercise care to see that a regular train, or section, does not become twelve hours late on its schedule between stations. Schedule should be annulled and train otherwise operated before the possibility develops. A train should not be authorized to assume a schedule if schedule is more than eight hours late. Except within CTC limits, when it is apparent that a train will become more than nine hours late on its schedule at any time, schedule must be annulled as soon as practicable and train authorized with other authority.

11. **Rule 82-A.** When a crew is once authorized to assume a schedule number or a section of a schedule, that crew is authorized to fulfill schedule number or section through to terminal station of schedule on the subdivision. Should it become necessary to annul schedule number or last section of a schedule from an intermediate station of schedule, annulling order must be addressed to "C&E" of train authorized to fulfill schedule number or

section. If train is to be operated as an extra train, or on some other schedule from that station, train order annulling schedule number or last section must be addressed to schedule number or section annulled and also to train created. When practicable, train dispatchers must annul schedules not used.

There is no form of train order provided for transfer of authority to operate on a schedule, except to create, withdraw or reverse positions of sections at intermediate stations under Form F. Otherwise, transfer of authority already held must be done as provided in Rule 82-A and the third paragraph of Rule 220.

Timetable special instructions may provide that crew may assume schedule at initial station of schedule without obtaining a clearance "OK'd" by chief train dispatcher when operator is not on duty, or when initial station of schedule is not a train-order office. Dispatcher must not permit operator to repeat a restricting train order for such trains unless assured by operator that the engineer OR conductor is in train-order office and understand they are to receive train orders at that station and Rule 208-A has been complied with.

An extra train created by use of Form G, Examples (2), (3) and (4), must obtain clearance bearing the OK, time and initials of the chief train dispatcher before commencing return trip if initial station of return trip is an open train-order office, even though there are no train orders for such train.

Extra trains must obtain clearance bearing the OK, time and initials of the chief train dispatcher before leaving initial station of D-97 territory if it is an open train-order office.

12. **Rules 83, 83-A and 83-B.** Registering and checking of train register must be done by conductor, except where there is no conductor it must be done by engineer. Under no circumstances may this be done by brakeman or fireman or by an operator, except operator is permitted and required to register for conductor or engineer, as case may be, when register ticket is given to operator, as authorized by timetable or Form V train order.

Train dispatchers must not furnish check of trains by message or instruct operators to make register checks for conductors and engineers.

13. **Rule 83-D.** A train may check register against extra trains, except work extras, ONLY when extra has been instructed to register by Form W. Example (3) train order and restricted train is authorized to check register by Form W, Example (4) train order.

14. **Rule 85.** When a section has passed and is running ahead of another section of the same schedule within CTC, or interlocking limits, or in territory where Rule D-251 applies, train dispatcher may authorize train to leave these limits as follows:

- (a) By issuance of Form F Examples (2), (3) or (4) addressed to sections involved and to other trains required to make identification.
- (b) By use of Form G and Form K. (Refer to fourth paragraph of Item 63, Form K.)

Train dispatcher is responsible to furnish sections involved copies of all train orders affecting movement in their new position.

15. **Rules 86, 87 and 91.** Train dispatchers must not issue message or oral information encouraging crews of inferior trains to infringe on time that superior trains must be cleared, nor instruct operators to space trains outside of block system limits less than the required 10 minutes.

16. **Rule 89.** Train orders must not be issued instructing a train to pull by and back in at a meeting point, or containing information that a train will double over at a meeting point, unless it is absolutely necessary. When necessary, train order must state that train named must be protected by flagman when doing so, unless opposing train has been instructed by train order to "wait at" station or mile post in advance of meeting point, in which case flag protection is not necessary until time named. When practicable, dispatcher should issue wait order in connection with this order, to avoid delay to train required to double over.

When only a meeting point is established and one of the trains must double over, following example must be used:

NO 51 ENG 2670 MEET NO 52 ENG 9096 AT FAYE  
NO 51 DOUBLE OVER PROTECTING AS  
PRESCRIBED BY RULE 99 OR 99-A

17. **Rule 93.** Train dispatchers must not make meeting points at sidings within yard limits and expect inferior train to proceed beyond initial switch of siding to some other point in yard limits, before clearing main track for superior train.

Rule 80 prescribes how trains and engines obtain authority to occupy main track. Trains must comply with Rules 86 and 87 within yard limits, the same as at stations where yard limits are not established.

Where yardmasters are assigned, yardmaster or his representative may meet the train at point where train is required to clear main track and orally authorize such train to move on main track ahead of, or against, a superior train to some other point within the same yard limit if yardmaster has provided protection for the movement. Radio may be used for this purpose if yardmaster assures conductor and engineer of train that he is providing the necessary protection.

(Refer to Rule 842.)

18. **Rules 95 and 96.** Sections of schedules will be created at initial station of a schedule by clearance endorsed "Green" or "No," in space provided for display of signals.

At initial station of schedule, clearance delivered to schedule number must be endorsed "No" in space provided for display of signals.

When first section of a schedule is created at intermediate station of a schedule, Form F Example (1) train order must be used and clearance will not be endorsed "Green" or "No" in space provided for display of signals.

Leading section of a schedule must not be annulled unless all following sections of the schedule are also annulled. When sections of a schedule are mentioned in a train order and later it is decided not to operate any section of the schedule from initial station, the annulling order must be addressed to schedule number and schedule number annulled.

When sections are authorized, train given authority to proceed against any leading section must be given equal or more authority to proceed against ALL following sections. Failure to do so may result in hazard of accident for which the train dispatcher will be held responsible.

19. **Rule 97.** The purpose of this rule is to insure, that unless otherwise provided, no extra train may be operated without either Form G or H. The train dispatcher is the only employe authorized to issue train orders. This prevents extra trains from being operated without the train dispatcher providing the required protection against other extra trains.

20. **Rules 99, 99-A, S-99-B and 99-C.** Train dispatchers must not issue train orders or instructions relieving crews from compliance with flagging rules, except as provided by use of Forms H and I train orders. Form I is not to be used, except in territory where its use is authorized by superintendent.

Should flagman of a work extra or flagman flagging against an opposing train become confused as to instructions given him by his conductor and applies to train dispatcher for instructions, train dispatcher will make every effort to get him in communication with his conductor, but will not attempt to instruct flagman as his instructions must be received directly from his conductor.

Rule S-99-B requires that train dispatcher's permission be first obtained before conductor is permitted to issue "Flagman's Hold Order." No person other than flagman of that train is permitted to carry and deliver "Flagman's Hold Order" to engineer of restricted train.

21. **Rule 100.** When flagman who is protecting rear of his train is left, train dispatcher must not instruct such flagman to leave right-of-way to secure other means of transportation to overtake his train unless it is known that another trainman has taken his place on rear of his train or protection for his train has been provided by train order.

22. **Rule 101.** When a train dispatcher is notified that member of train or engine crew has reason to believe that train has passed over defect in track or structure which may interfere with safe train movements at authorized speed:

- (a) Information must be obtained from member of crew making report of defect as to exact mile post location as near as possible.
- (b) Each report of defect must be followed through by dispatcher.

- (c) Dispatcher must promptly provide necessary protection to all other trains which are subject to passing over this area of defect.
- (d) Dispatcher must arrange to immediately notify the MofW&S supervisor on the district.
- (e) Dispatcher must not relieve crew of train or engine of their responsibility in providing protection for their train or other trains until necessary protection is provided by dispatcher, or until assured by MofW&S supervisor that track or structure is safe for train movements at a specified speed, or that responsibility for protection has been assumed by MofW&S forces.

23. **Rule 101-A.** When necessary to issue instructions orally to engineer, these instructions should also be issued to conductor when practicable.

24. **Rule 102.** When a train dispatcher is notified by member of train or engine crew that train, or engine and cut of cars, has had an emergency application of air brakes while in motion and indicates there has been damage to track or structures, applicable portion of Rule 101 will govern. If crew member making inspection reports no damage to track or structure, dispatcher will place a 10 MPH restriction over track involved in territory where maximum authorized speed does not exceed 30 MPH. If maximum authorized speed exceeds 30 MPH, speed restriction placed will be 30 MPH. When issuing either train order, the restricted area encompassed in train order must include the entire portion of track traversed by the train or engine while moving in emergency. Dispatcher will notify MofW&S supervisor of speed restriction and location, regardless of whether or not damage is reported.

MofW&S supervisor is then required to inspect track and structures in area and furnish report promptly to train dispatcher as to findings. Appropriate restrictions will then be revised as necessary.

25. **Rule 104-B.** When a train dispatcher is advised that a rigid switch has been run through, chief train dispatcher must be notified immediately. Such switches must be spiked unless track foreman takes charge. If switch is spiked, it must be protected by train order. Under no circumstances may other than authorized employes make repairs to such switches.

26. **RULE 108.** Keep SAFETY uppermost in your mind in handling train orders, clearances and train-order signals.

27. **Rules D-160 and D-161.** When movement is to be made against current of traffic and protection of movement is provided by Interlocking or Absolute signals, these signals must be placed in stop position and control blocks applied to levers controlling such signals. Control blocks must not be removed or attempt made to clear signals until advised entire movement has been completed.

Before authorizing a movement against the current of traffic under provisions of Rule D-160, dispatcher must arrange for protection of movement against any train or engine which may enter track to be used. This will insure that no movement will crossover or enter track within protected limits.

28. **Rule 201.** Train orders must be issued in the prescribed forms as provided in Rules and Regulations of the Transportation Department, except when an applicable form for the desired movement is not provided, examples in these instructions will be used.

Deviation from forms that are provided results in confusion and misunderstanding on part of crews. Do not issue train order containing combination of forms that are not perfectly clear in their meaning or that might possibly be misunderstood. Train orders must state in clear positive language what is to be done. Movements in train orders must be placed in proper sequence. Do not burden crews with train orders that do not concern them.

Train dispatchers and operators must use proper terms set forth in Rules and Regulations of the Transportation Department. Do not refer to or use term "passing track" for "siding" or "main line" for "main track." Transportation Department rules provide a definition for "siding" and for "main track" but do not provide a definition for "passing track" or for "main line."

Operators must change train-order carbons often, and make only as many copies of a train order as will insure every copy being legible. Make additional copies of the train order, if necessary, as outlined in Rule 209.

When practicable, body of train order should be double spaced, and first line of train order placed two lines below station name. Leave one inch of margin at each side of wording in body of train order and start each line from the same margin at left.

Train orders containing more than one paragraph should have the paragraphs separated by an extra blank space.

Write wait orders in the manner shown under Forms E and S-E train orders, Rules and Regulations of the Transportation Department. After the words "WAIT AT" start a new line with station name and time at that station only on that line. Separate station name and time in figures from two to four spaces in order that time shown will be staggered. Tabulation of time in train orders is forbidden.

Addresses on train orders should be written in column formation when possible instead of on the same line. This may prevent operator overlooking an address.

No unnecessary punctuation marks are to be used in dates, station names, initials, nor in body of a train order. A decimal point is necessary in some bridge, signal numbers or mile post locations, and a dash may be necessary in a station name, as "SUISUN-FAIRFIELD." A diagonal bar must be used in writing fractions, as "3/4." Do not use small character "1/2" or "1/4" in train orders. Use three separate characters "1/2," etc.

In writing date on train orders and clearances, use figure only for day of month, as "JULY 5 1975." In body of train-order where date is necessary, it must be written with a suffix, as "JULY 5TH."

Write order numbers, train numbers, and other numbers WITHOUT a space between each figure, thus: "NO 580," not "NO 5 8 0." The only exception is where a fraction is to be written or typed. Since three separate characters are used, there should be a space between the whole number and the fraction, thus: "MP 764 1/2." No space should appear between the letters "MP" or "MPH."

Chief Train Dispatcher's initials must be placed immediately above line provided for this purpose on lower right hand side of train-order form.

Train orders and clearances may be written or typewritten, but typewritten train orders are preferred. This



applies also to operator's name on train orders, except operator's name on recopied train order must be in long hand.

Operators must not fill out any part of train order before it is transmitted, but must write it only when transmitted by train dispatcher or relay office.

Do not attempt to change words or figures in a train order, or insert a word or a figure between lines in a train order. If a mistake is made in copying train order, notify train dispatcher immediately, destroy train order in which mistake was made and have train order retransmitted in its entirety.

Train dispatchers should indicate to operators when they have finished a paragraph in a train order by stating "paragraph" so operators may provide an extra space between paragraphs.

Information as to length of opposing trains is helpful, particularly where trains are liable to meet at stations where one or the other has more cars than siding will hold, but such information is to be issued by message and NOT BY TRAIN ORDER. Messages must not be copied on train-order forms.

29. **Rule 202.** Train order must be transmitted and repeated in its entirety by each office addressed.

To copy only a portion of a train order, make an addition to a train order after it has been repeated, or to repeat only a portion of it is prohibited, regardless of contents of the train order. Train dispatchers have no authority to instruct otherwise.

30. **Rule 203.** When two or more sets of train dispatchers issue train orders over the initials of same chief train dispatcher, a different series of train-order numbers, designated by chief train dispatcher, must be used on each train dispatcher's district. A higher series of numbers, also designated by chief train dispatcher, and a separate train-order book or books must be used for Forms X and Y and orders relating to track conditions for each train dispatcher's district; these orders to be numbered consecutively. Track orders are to be consolidated as often as practicable to avoid delivery of numerous train orders and must be reissued with a new number on the first day of each month and thereafter at intervals not to exceed seven days.

Train orders covering speed restrictions must not be consolidated with other orders relating to track conditions unless otherwise provided.

Train dispatchers must not duplicate numbers used by another train dispatcher on the same division, and must avoid skipping numbers, except as provided in Item 33.

31. **Rule 204.** Train dispatchers must advise operators where there is more than one engine in service on a train or if train has a pilot(s), so that required number of copies of train orders and clearances will be prepared and delivered.

At stations where operators deliver train orders to trains of more than one subdivision or route, and direction specified in train orders is the same, name of subdivision or route (as: VIA HOPE SUBDIVISION, VIA EDEN BRANCH, VIA INGLES, etc.) must be included in the address, except when train is addressed by its schedule number.

Train orders must not be addressed to "PASSENGER TRAINS," "FREIGHT TRAINS," "HELPER ENGS" or "ALL CONCERNED."

Trains must be addressed, when practicable, as "NO 2, SECOND 1, EXTRA 8350 EAST, WORK EXTRA 6500," etc., and may also be addressed by groups, such as: "EASTWARD SECOND CLASS AND EXTRA TRAINS," "WESTWARD EXTRA TRAINS," "EASTWARD TRAINS," etc., but do not use such addresses as "EASTWARD TRAINS EXCEPT FIRST CLASS," etc. When group addresses are used, trains in the group must be specifically identified by timetable designation.

When it is desired to issue train order to a schedule number of the following day, when previous day's schedule is less than 12 hours late at terminal station, schedule number must be identified in address and in train order by adding date intended, such as "NO 386 OF JULY 4TH."

When train is furnished with a pilot, due to fact that conductor and/or engineer are not familiar with territory in which they are operating, clearances and train orders delivered to such train must be addressed to C&E AND PILOT. Since train-order blank or clearance does not have word "PILOT" printed on form, it is necessary that words "AND PILOT" be written or typewritten in proper place on train orders and clearances.

Train orders may be issued to engines for use within yard limits. Such train orders must be addressed: "C&E ENG (or ENGS) WORKING WITHIN (Station Name) YARD LIMITS," and will be delivered to those addressed with clearance. Such orders must not be annulled until conductor or engineer of each engine, who has received the order, is in train-order office and Rule 208-A complied with.

**32. Rule 204-A.** When there are helper engines in a train, each helper engineer must have a copy of each train order and clearance delivered.

When helper engine is to be picked up at some later point, train dispatcher will instruct operator receiving train orders for train to make an additional copy for helper, such additional copy to be given to conductor or engineer for delivery to helper. No extra copy of clearance is to be made, however, for helper engineer.

**33. Rules 205, 205-A and 206.** Train dispatchers must not instruct operator to add an additional address to train order that has been repeated. When necessary to address order to train that was not included in original address, retransmit order to operator adding new address to the order in train-order book. If it is necessary to make an addition to body of order, annul order and reissue it under another number.

If error is made in transmitting train order, immediately instruct operators who are copying it to destroy all copies. Mark this order "void" in train-order book and use next train-order number.

When an engine of another railroad, except SSW (Cotton Belt) is used as identifying engine on a train, the initials of that road must precede the engine number when used in train-orders, clearances, track-car lineups, on train sheet and other records maintained by train dispatcher or operator. This applies to regular trains the same as extra trains. For example: "ENG MP 633," "NO 18 ENG UP 3031," "EXTRA ATSF 3601 WEST," etc.

Even hours must not be used in body of train order, but even hours may be used for "complete" time on train order or for "OK" time on clearance. When used as "complete" or "OK" time, even hours must be written in full, such as "1000 AM."

When a station not shown in station column of schedule page is named in a train order, mile post location must be shown following station name, such as "CLOY MP 64.5."

Locations named in train orders, including track orders, must be railroad locations. Use bridge numbers, mile post locations, station names on the schedule page of timetable or approximate distance from a station.

**34. Rule 206-B.** Train dispatchers must not permit other duties to interfere with checking repeat of train order by operators. Station name or "call letters," train-order number and each address must be checked and underscored as repeated by each operator in same manner as body of train order to insure correctness.

When necessary, due to lack of space, underscoring may be done by a diagonal line instead of a horizontal line under each word and figure.

Train dispatchers must regulate their speed in transmitting train orders to permit operators to make plain, legible copies. Operators must not attempt to copy behind from memory, but must write train order as it is transmitted.

When authorized rubber stamp and printed train-order form is used for issuance of train order, train dispatcher, after recording form in train-order book with stamp, is required to write and transmit only the order number, addresses, and information necessary to make the order complete. Operators using printed form for such train orders are required to copy and repeat only that portion of the order transmitted by the train dispatcher.

Train order Forms D-S, X, Y and Z, and orders pertaining to time change may be written in train-order book prior to transmission.

**35. Rule 206-C.** Train dispatchers must not permit a train order to be repeated by a relaying operator until it has been relayed to destination and employe at destination has repeated it to relaying operator.

Train orders must not be relayed by conductor or engineer but may be relayed by an operator to a conductor or engineer, or to another operator.

36. **Rule 208.** When train order is held for delivery to a train, and such train order restricts train at station where it will be received, operator must not request permission to clear train until such train has come to a stop except where otherwise authorized in timetable, after which train dispatcher must be so informed, and then clearance may be repeated to train dispatcher.

If train-order office is located beyond fouling point, or point where leaving time for the train addressed applies, operator must give additional stop signals with a red flag or fusee to restricted train, unless operator has advised engineer orally that he holds restricting order(s). If necessary for operator to issue clearance to the opposing train or trains, operator must not go out on platform or place clearance on delivery post if restricted train is closely approaching, unless he has advised engineer of train being restricted that he holds restricting order or has given additional stop signals with red flag or fusee to the restricted train.

At stations where train-order office is not located beyond fouling point, or where leaving time applies, operator must not give stop signals to approaching trains when such train orders are held for delivery, or go out on platform, but must remain in office until such time as train has stopped and clearance has been "OK'd" for delivery of train order. Presence of operator on platform may furnish a false indication to engineer of an approaching train that orders were ready for delivery and such orders do not restrict his train at that station.

Form B Examples (2) and (3) train orders authorizing inferior train to run ahead of a superior train are not restricting train orders, and may be delivered without stopping either train addressed. Train orders requiring a train to wait at station where delivery is made, however, are restricting train orders until "waiting time" at that station has expired.

As it is not always possible for an operator to determine from wording of train order whether or not it restricts the train at his station, train dispatchers must instruct operators when such orders restrict train at their station.

Train dispatcher must not "OK" a clearance for delivery of such restricting orders on basis of operator's figure as to probable time train will stop at his station. Operator must advise train dispatcher train has stopped before clearance may be "OK'd" for delivery of train order.

37. **Rule 208-A.** It is not sufficient for train dispatcher to instruct an operator to take up clearance previously issued in order to comply with this rule. Train dispatcher must be assured that operator has complied with all provisions of Rule 208-A before issuing restricting order, and, in addition, if order is to restrict train at station where such order will be received, conductor and engineer must be informed of this fact so that train will not be beyond point where time applies at such station unless flag protection is provided.

Under no circumstances may operators be instructed to request return of train orders from conductors or engineers which are correctly addressed to them. Train orders ADDRESSED to them, once delivered to either one belong to them, and once delivered must not be returned to operator. There are no exceptions to this rule and if train dispatcher desires to change or annul any order that has been delivered to a train, the supersedure or annulling order must be addressed to train.

When new clearance is issued it takes the place of one previously delivered and is NOT a "SECOND" clearance.

A work extra's authority may be annulled without requiring conductor or engineer to return to office, provided work order is not annulled to other trains, or operators, until after annulment is in possession of conductor and engineer of work extra being annulled, and their train is clear of main track that was within its former work limits. Conductor's tie-up at end of day's work on work extra is not sufficient protection to annul work order.

Do not annul authority of any train when such annulment will leave train on main track without protection.

38. **Rule 208-B.** When train order restricting the superiority or movement of a train is to be issued direct to train and such order is to restrict train at station where it will be received, train dispatcher must be assured that conductor and engineer understand that their train is being restricted at that station before transmitting train order, so that train will not be beyond point where time applies at such station unless flag protection is provided.

39. **Rule 209.** When photo-copying machine is used to make additional copies of a train order, copies must be made from a legible copy, which will be retained for any additional duplicating. Copies of orders prepared on photo-copying machine need not be repeated to train dispatcher.

Operator is responsible to carefully check each duplicated copy to insure that it has been reproduced in its entirety and is legible, and must then sign own name in longhand immediately below name of operator originally copying train order.

Operator must use good judgment as to number of duplicated copies being made.

Train dispatcher must not permit operators to deliver orders which have been recopied (except photo-copy) until they have been repeated from the new copies. If operator recopies order because of error in writing, he must destroy original copy before repeating recopied order.

Every repeat of recopied train order must be checked by train dispatcher, and words and figures underscored as repeated. Station, date, and time of repeat of each recopied order must be recorded in train-order book.

Operator recopying train order must sign his own name in longhand to recopied order.

When train order is recopied, every word and figure (except the operator's name) must be exactly the same as in original copy. After making additional copies, train order must be repeated to train dispatcher for checking against train-order book to insure correctness. Only after this has been done may operator sign his name on new copies and deliver train order to persons addressed. Operator must then take one of the newly made copies, and an old copy from which new copies were made, and write across them date and time new copies were made, thus: "DEC 5, 140 AM," then file these two copies in the day's business.

Checking new copies against the old does not in any way fulfill requirement of this rule. If train dispatcher cannot at the moment listen to repeat of a recopied order, such order must be considered a holding order for trains addressed until it can be repeated from new copies.

40. **Rule 210.** Operators must repeat train orders to train dispatcher in same succession as addressed, unless otherwise directed by train dispatcher. It is important that operators observe this rotation without having to be reminded by train dispatcher.

Operators must observe whether others repeat correctly, unless they have been relieved of this duty by train dispatcher. When other duties make it necessary for an operator to drop out, operator must advise train dispatcher; for example, "Cloy dropping out to hand up to No. 12." If train dispatcher does not object, then operator is relieved of necessity of checking other repeats of same order. If train dispatcher instructs operator to remain, then no other duty will excuse operator from checking repeats. Train dispatchers are instructed to make frequent tests on operators to see that they are checking repeats as the rule requires. If a word or number is not clear when repeated or transmitted by train dispatcher or another operator, stop sender and have it repeated. Checking repeats of other operators is one of the most important duties of operators.

When it is not practicable to transmit a train order to all offices simultaneously or it becomes necessary to transmit the order to an additional office, train dispatcher must, when possible, have at least one other office addressed observe the repetition.

At stations where it is not convenient for operators to deliver train orders, instructions from proper authority to deliver clearance and orders to train by another employe for delivery at that station will be arranged. In such cases, operator's responsibility ceases with delivery to intermediary. Such orders are not to be addressed "IN CARE OF" operators, yardmasters, or others, as such address is for use only when orders are to be delivered to a train at another station that is not an open train-order office.

Operators are responsible for delivery of train orders as addressed. The fact that crew may already have a copy of the same order does not relieve operator of requirement of delivering orders as addressed.

Where delivery posts are not provided, operator must stand at a safe distance from track when delivering train orders. After delivering orders to leading engine(s), operator must step back from train until time to deliver orders to another engineman or trainman. This is im-

portant due to large number of open loads and possibility of loads shifting, causing a projection from a car. Operator must hold delivery fork at correct height and should not attempt to hook string on an engineman's or trainman's arm. At night, flashlight or lantern should shine on delivery fork and not against the train.

Operators must not be instructed not to deliver a train order addressed to a train. If train order is not to be delivered as addressed, it must be annulled to the operator.

41. **Rule 211.** Oral authority must not be given by operator until it is known that approaching train has passed last station in advance of train order office.

Regardless of train-order authority furnished to advance approaching train, Form N train order must provide a "cut-off" time. Operator will display or orally authorize "calling-on" signal until "cut-off" time expires.

Display of "calling-on" signal indicates to an approaching train that train orders are READY for delivery which fulfill, supersede or annul all train-order restrictions previously held at that station and, in addition, furnish all authority necessary for train to proceed on main track to the next station, at least, against and ahead of all superior trains.

When practicable, use train order Forms S-A, B, or S-C to provide this authority. When not practicable to use these forms, and such authority is provided by use of train order Forms E or S-E (time orders), train dispatcher is responsible to furnish sufficient additional time to that normally required for such movement to eliminate any question of train not having time to make at least the next station.

"Calling-on" signal must not be used to reverse use of main track at a station when train is to be held at station for an opposing or following movement. In all cases, train must be given authority to move to next station, at least, against and ahead of ALL superior trains.

Do not use this signal to indicate that train orders are ready for delivery when approaching train has all the authority necessary to proceed and is not restricted at that station by train orders previously received.

Train dispatchers are prohibited from authorizing operator to manipulate train-order signal to advance a train except as provided in this rule. To do so is hazardous.

This signal may be used to advance trains leaving CTC or interlocking limits, end of D-251 territory or junction, or where it must be known that superior trains have arrived or left and approaching train has authority to proceed.

At stations where train-order office is located beyond fouling point of siding or point where leaving time applies, "calling-on" signal may be used to advance train to train-order office to receive train orders which will advance train beyond that station. However, at such locations with train on siding, and it is desired to advance a following train on main track, train dispatcher must not authorize this signal until assured by operator that engineer of train on siding understands "calling-on" signal is not displayed for his train.

Before train dispatcher may issue Form N train order, train must first be cleared, and before operator is permitted to give "calling-on" signal for approaching train, train orders must be either on delivery post or ready to hand up.

Form N train order is only addressed to "OPR" and may be filed if "time" in body of order expires, or if engineer has acknowledged "calling-on" signal. Form N train order is not to be delivered to train.

Check time in body of "calling-on" train order before displaying "calling-on" signal to be certain it has not expired. If train to be advanced on main track comes in sight of "calling-on" signal before time is up, display signal. If train-order signal is used for this purpose, manipulate signal continually until engineer answers signal orally or by sounding signal 14 (g), then place it in stop position. If train does not come in sight of signal before time is up in Form N train order, file this train order and, if train dispatcher desires to advance train at a later time, another train order must be issued. **OPERATOR MUST NOT DISPLAY "CALLING-ON" SIGNAL OR ISSUE ORAL AUTHORITY WITHOUT HAVING A FORM "N" TRAIN ORDER IN HIS POSSESSION.** To do so is hazardous.

Where letter-type indicators for display of letter "M" are installed as "calling-on" signals, they are equipped with "cancel" buttons to extinguish letter in event time in Form N train order expires.

Form N train order is not required at locations where letter-type indicators for display of letter "M" are controlled by train dispatcher.

42. **Rule 213.** Train order must not be made complete to inferior train until it has been made complete to superior train unless Form J "HOLDING ORDER" has been transmitted and completed to operator receiving order for superior train, or train whose movement is being restricted.

Train order must be transmitted in its entirety before Form J "HOLDING ORDER" may be sent to operator. Transmitting train-order number and address only, and then transmitting Form J "HOLDING ORDER" is PROHIBITED. Form J "HOLDING ORDER" must not be annulled until order has been made "complete" for superior train, or train whose movement is being restricted.

43. **Rule 214.** Although rule requires that when a train order has been repeated it must be completed at once, operators must treat such train order as holding order if it has been repeated but not completed by train dispatcher due to wire failure or some other cause, and must not be delivered to train until it has been completed by train dispatcher. Every means at operator's disposal must be used to contact train dispatcher to secure "complete" in event regular means of communication fails.

If train dispatcher desires to cancel a train order that has been repeated by operator, but has not been made "complete" by train dispatcher, it must be annulled by use of Form L train order.

A train order that has not been repeated may be cancelled by train dispatcher by instructing operator to "bust it"; or, if communication fails, such train orders will be treated as though they were never sent and may be destroyed by operator, except when ANY PART of an order pertaining to track conditions, structures or equipment (Form X) has been transmitted, it must be treated by operator as a HOLDING ORDER for train or trains addressed until annulled, or made complete. Dispatchers must advise operators when they are to copy Form X order.

44. **Rule 217.** Train orders may be addressed and sent to a train in care of ANY employe. When sent in care of a train they must be addressed in care of engineer or conductor but not in care of both. Train order addressed in care of conductor and engineer requires both employes to make delivery of the train order. Except in an emergency, when train orders are sent in care of a train, address such train orders in care of engineer, as conductor is not in position to make delivery without considerable delay to his train.

When train order is sent to C&E of train care of employe of train, and order is also addressed to C&E of train that will make delivery, one of the following examples must be used in addressing such orders:

NO 242 AT BESS AND TO C&E EXTRA 9052  
WEST BETWEEN BESS AND EDEN CARE OF  
ENGR NO 242

or

NO 242 AT BESS AND TO C&E EXTRA 9052  
WEST AT DORA CARE OF ENGR NO 242

When possible to avoid it, do not send train orders in care of a train moving in the same direction as train to which order is to be delivered, as engineer of train making delivery is required to stop and identify each train passed to assure order is delivered to train addressed.

Train orders to be delivered to a train at an open train-order office are not to be addressed in care of employe making delivery. If conductor and engineer of train are some distance from office and it is desired to deliver a "non-restricting" order, it must be sent with a "second", ("third," "fourth," etc.) clearance if train has previously received a clearance at that station, or a clearance if train was previously cleared by train-order signal. Train order and clearance may be delivered in such instances by any employe.

Train orders to be transmitted to train which has arrived, but has not departed an open train order office, must not be transmitted direct to the train, but must be sent to operator and delivered with a clearance.

Restricting train orders must not be sent in care of employe, except as provided in Item 59.

When train orders are to be sent to train at a point where there is no train-order office or at a closed train-order office, address for such train should, when practicable, be written on one line, thus: "C&E EXTRA 5002 WEST AT FAYE CARE OF ENGR NO 242." This address to be on line separate from all other addresses.

No clearance is to be sent to this train, but if delivered in care of engineer or conductor of a train clearance must be made for train delivering train order; and copies of train order supplied for conductor and engineer of train making delivery, and copies for each engineer and conductor of train addressed at that station.

Words "CARE OF" must be written or typewritten in full in the address. Abbreviation of these words is forbidden.

45. **Rule 218.** Train orders are frequently addressed to groups of trains, as "NO 10" for all sections of No. 10; or "WESTWARD TRAINS," etc., and copies of the orders must be supplied for each engineer and conductor (also for pilots, if any) of each of the trains in the group.

Clearances, however, must be addressed to the particular train being cleared. There must never be more than one train addressed on a clearance, and that clearance must be addressed to train by its identification LEAVING that station. Clearance is not necessary when train order is addressed to train tying up at a station. For instance, an extra or work extra is to tie-up and train dispatcher desires to annul their running order or work order, such train orders will be delivered without a clearance.

Train orders addressed to a schedule number must be delivered to and respected by all sections of that schedule. However, train dispatchers must use section numbers in addressing such trains when possible, unless all movements in train order affect each section alike.

Do not address train order to schedule number and then refer to sections of the schedule in body of order, or do not address order to sections of schedule and then refer to schedule number in the order, except as provided by Form F train order.

Train orders addressed to last section of a schedule not required to display signals must be addressed to section number unless train order is to include all sections of that schedule, then it may be addressed to the schedule number.

Clearance issued for last section of a schedule not required to display signals must be addressed to section number and not schedule number.

46. **Rule 220.** Train order is in effect as soon as repeated, whether train order is made complete or not. Train orders that have been repeated, or completed remain in effect until fulfilled, superseded, annulled or become void.

Operators are not permitted to file undelivered train orders. They must be annulled to operator by use of Form L if they are not to be delivered. This applies to work orders and other orders where time limit has expired; annulments of schedules; or when train addressed becomes over 12 hours late on its schedule, as well as other orders. Rule 205 must be observed when issuing Form L train orders to operators.

When conductors and/or engineers are relieved before completion of a trip, train orders and instructions held must be PERSONALLY delivered to relieving conductor and/or engineer. If it is not possible to make such delivery before Hours of Service Act requires such crews to be off duty, train dispatcher must annul such train orders to crew before expiration of their hours of service and furnish relieving conductor and engineer a new set of train orders. Hours of Service Act requires that employes must be relieved of all duties when tied up in such cases, and they are not permitted to retain their train orders and instructions with intention of delivering them after they are required to be off duty under provisions of the Act.

47. **Rule 220-A.** Train order Forms K, Q, V, X, Y, and other orders pertaining to track conditions must be respected by crews receiving them on all trips made during tour of duty on which such train orders were received. If crew ties up on one tour of duty and is called for another tour of duty, such train orders must again be delivered to them if they are still in effect. This does not apply when crews are released from duty for a period of time in order to break continuity of service under Hours of Service Act, and does not relieve train dispatchers and operators of their responsibility of delivering train orders as addressed.

If crew is instructed in train order to "RESPECT ORDER NO . . . ." and crew does not have order, operator must obtain order from train dispatcher and deliver to crew.

48. **Rule 221.** At train-order offices where train-order signal is not provided, each train must receive a clearance before leaving such stations, unless Timetable special instructions provide otherwise. If instructions do provide that trains may leave such stations without clearance, dispatcher must not permit operator to repeat a restricting train-order for such trains unless assured by operator that the engineer or conductor is in train order office and understand they are to receive restricting train order(s) at that station, and Rule 208-A has been complied with. If order does not restrict train at that station or any other station, operator may accept order and, if he is unable to make delivery, train dispatcher will annul order to operator.

When a train-order office has been closed and operator comes on duty, either within or outside of his assigned hours, train orders must not be issued to such operator until operator has assured train dispatcher that train-order signal is displaying stop indication in both directions, and at night light is also displayed in train-order signal.

Train dispatchers must not instruct operator to clear train-order signal for an approaching train if operator has train orders for any other train in the same direction, except for train originating.

Operators must be given sufficient time to place train orders on delivery post, or to be on platform with orders for delivery, so engineer may determine such orders do not restrict train at that station.

Except as provided in Item 85, train-order signal must display "STOP" indication for both directions while operator is on duty, except signal may be cleared for an approaching train, provided no orders are held for the approaching train or any train in the same direction, other than for trains originating, or Form J holding order is held in that direction, otherwise operator's clearance must be issued to the approaching train. Direction when used in train orders must be east or west and has no reference to route. A train order addressed to "EASTWARD TRAINS ORIGINATING" makes it unnecessary to deliver clearance to eastward trains that do not originate at that station, unless there are other orders for eastward trains.

In some cases, it is necessary for operator to place train-order signal in "proceed" position for a train entering siding and, before rear of such train passes signal, another train will approach from same direction. In such instances, train-order signal must be left in "proceed" position for following train. If train dispatcher desires to issue train order for following train, train-order signal must be placed to display "STOP" indication before accepting order, and a clearance must be provided for engineer and conductor of train on siding.

When train orders to be delivered do not restrict train addressed at that station, operator should place train orders on delivery post or be on platform in plain sight to hand up train orders so that engineer can see that train orders are to be delivered without stopping. At designated locations, units for display of flashing white light are installed on train-order signal masts or in advance of station to indicate to engineer that orders are ready for delivery, or that train-order signal displays "proceed" indication. Display of these lights is controlled by operator, but must not be displayed until train orders are ready for delivery and have been placed in the delivery forks, on delivery post or train-order signal has been placed in "proceed" position. When practicable, train orders must not be placed on delivery post until train, for which orders are addressed, is approaching. Portable train-order delivery post must not be placed, except when required for immediate use, and train-order delivery forks must not be left on delivery post unless there are train orders in delivery forks, and orders are for immediate delivery.

To provide uniform method of placing train orders on delivery posts, following will govern:

For freight trains without helper engines—

Place orders for engineer in top bracket, those for conductor in lower bracket.

For freight trains with helper engine—

Place orders for first engineer in top bracket; orders for second engineer in second bracket; and those for conductor in lower bracket.

For passenger trains without helper engine—

Place orders for engineer in top bracket and those for conductor in second bracket.



For passenger trains with helper engine—

Place orders for first engineer in top bracket; orders for second engineer in second bracket; and those for conductor in lower bracket.

Operators are not permitted to climb over cars, through cars or underneath cars in a train to reach another track to deliver train orders. In such cases, trainmen must cut crossing or arrange to deliver train orders for operator.

Outside of block system limits and for movement into territory outside of block system limits, operators are required to space trains ten minutes apart as they pass train-order office or deliver clearance showing thereon the time that train may proceed. If clearance is to be delivered before expiration of ten-minute spacing time, second train must be stopped before clearance is delivered.

49. **Rule 221-A.** Train dispatchers must make careful check of total number of train orders to be delivered, as well as train-order numbers, when repeated by operators from clearance. If there is reason to believe operator is clearing trains without first listing address, total number of train orders and train-order numbers, train dispatcher must remind operator of the rule requirements. It is extremely hazardous for an operator to clear a train to train dispatcher without first properly preparing clearance. If a train-order number is omitted and overlooked, responsibility rests equally with train dispatcher and operator.

Where there are two or more trains to be cleared at a train-order office, each train must be cleared individually.

Train dispatcher must not give OK, time and initials of chief train dispatcher to a clearance more than three hours prior to time train is called to leave.

Do not refer to a train by any term other than its correct designation, such as: NO 2, EXTRA 3500 WEST, WORK EXTRA 3500, etc.

Notation must not be made on clearance of a message to be delivered. At stations where train-order signals are provided, if messages only are to be delivered, operator must make delivery of such messages with operator's clearance. Operator must not be instructed to place mes-

sage on the delivery post and he must not attempt to "hand it up" when train-order signal displays proceed indication.

When operator advises train dispatcher of an approaching train, train dispatcher will correctly identify train to operator, and if train is to be cleared with or without further train orders, he will follow identification of train with phrase "NO MORE."

When train dispatcher indicates that he will have no more orders for a train, operator must correctly fill out clearance, showing total number of orders to be delivered and the numbers of individual orders in proper place on clearance with train-movement orders on first line and track orders (slow orders) on a separate line; orders to be listed in order of date and time they were issued; thus:

78-79-3-7-9

642-655-666

then repeat the address, total number of train orders and each train-order number to train dispatcher who must compare them with clearance page in train-order book, and if correct, train dispatcher will give OK, time and initials of chief train dispatcher, which operator will then enter on clearance. Chief train dispatcher's initials must not be written on clearance until transmitted by train dispatcher.

If operator requests permission to clear a train, and fails to repeat train-order numbers, if any, train dispatcher must promptly remind operator that there are train orders for the train.

When train is given operator's clearance at an intermediate station with no orders, OK line on clearance must be left blank as it would be an improper clearance if either time or chief train dispatcher's initials were entered on this line.

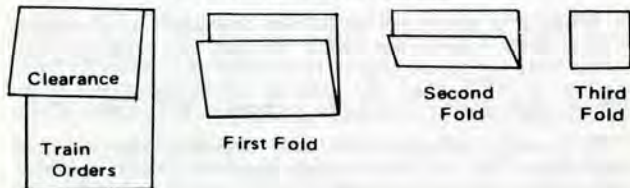
When it is necessary to deliver clearance to an engine at an open train-order office within yard limits with orders that authorize engine to operate as a TRAIN from station OTHER than the station where clearance is received, such clearance must be addressed to the ENGINE.

In event communication fails between operator and train dispatcher before clearance has been OK'd, operator will deliver any train orders for the train at his station

with clearance, bearing notation "wire failure" in space provided for OK time, and initials of chief train dispatcher, provided all train orders held for such train have been COMPLETED. Under such conditions, operators are permitted to issue clearance endorsed "wire failure" to authorize regular train to assume a schedule at initial station or to authorize sections of schedules at initial station of such schedules. If no train orders are to be delivered, and an OK'd clearance is required by the rules, operator will clear train in same manner. When communication is restored, operator must furnish train dispatcher record of time, train orders delivered, etc., for his record.

Tests will occasionally be made by division officers to determine that trainmen and enginemen are properly checking clearances received by them. Whenever such tests are to be made, officer will first notify operator, after which operator must make proper clearance for the train, and officer will make test clearance, which is to be delivered by operator to the train. When test clearance is returned as being improper, operator will then take up test clearance and deliver the one made by operator and explain that clearance originally delivered was a test by the officer.

Train orders must be properly folded by operators before placing in delivery forks. In preparing train orders for placing in train-order forks, first stack train orders for each person addressed in the exact sequence in which the order numbers appear on clearance. Then place clearance (and any messages) on top of train orders with clearance and messages squared up in upper left-hand corner. Then make a fold by bringing bottom of train orders up to a point just under address line on clearance, make a second fold from bottom up to same point, make a cross fold and place train orders in forks. This permits employe removing them to grasp clearance and train orders in upper left-hand corner and straighten them out without possibility of dropping any of them. Illustration below shows manner of making the three folds:



Before train orders are placed in forks and hung on delivery posts during rain or snow storms, they should be wrapped in an extra sheet of oiled paper for protection against moisture. Top sheet of pad of train-order forms is sufficiently oiled to provide such protection.

There are times when train dispatcher may wish to give a train that has been cleared, another train order that contains no restrictions for the train. In such cases, it is not necessary to take up previously delivered clearance, as a "second" clearance may be made and delivered to engineer and conductor with new train order. However, when a second clearance is issued, each engineer and conductor must also have first clearance. If first clearance has not yet been delivered (to conductor, for instance), it must be delivered along with second clearance and all train orders.

In removing train orders from pad before delivery, no portion of top margin is to be torn out. Entire form is to be delivered. If train orders are being held together by a clip, clip must be removed before detaching train orders.

**50. Rule 222.** Operators must not report arrival of train until it is known that entire train (including marker) has arrived. The fact that engine and number of cars has arrived does not guarantee that entire train has arrived, unless marker can be seen or operator has been advised by conductor that train has arrived.

Operators must OS trains promptly to train dispatcher, and not wait for train dispatcher to call them for the OS. Record of arrival and departure of trains MUST be recorded immediately on Station Record of Train Movements, except at stations where trains register personally or by ticket. When register by ticket is permitted, operator must FIRST enter information from ticket on train register, then OS to train dispatcher from register. It is necessary that every regular train be reported as displaying "no signals" or "green signals." Operators must observe signals and marker on passing trains, and report to train dispatcher any improper display.

When "OS'ing" trains, departing (or passing time) should be time that rear of train (marker) passes point where time applies for that train, or time that rear of train enters main track if train starts from siding or other track. As it is impossible for a conductor to know exactly when his train will depart, time he has registered (at a

register station) as having departed is quite often incorrect. Conductors are required to register their departing time to the best of their knowledge and are responsible for the protection of other trains concerned in the movement from time shown on register, if their train has not departed at that time, but this does not permit, use of time registered, in OS of the train if not correct. If known, operator must correct register to show correct departing time by drawing a line through conductor's figures and inserting correct time above it.

#### 51. **Rule 222-A. OPERATOR'S TRANSFER.**

When transfer is made, operator is not relieved of his duties until relief signs transfer after having checked over train orders on desk, except where relief operator does not come on duty until a later hour, in which case, transfer must be made out to be signed by relieving operator when he comes on duty.

Transfer must include numbers of all overdue trains, as well as list of train orders and railroad messages addressed to trains or in care of trains on hand for delivery. Regular trains (including second and inferior class) must be listed by showing schedule number or section numbers, if any, that have not yet arrived or departed, except at register stations where ALL TRAINS are required to register. Relieving operator must not accept a train order from train dispatcher for an overdue regular train if transfer indicates that such train has passed. The fact that Station Record of Train Movements is kept up to date does not relieve operator going off duty of his responsibility for showing all overdue regular trains.

When trains are at a station at time of transfer, and have been cleared, proper notation to that effect must be entered on transfer.

When train orders have been placed on delivery post for a train just prior to transfer time, such train orders must be listed separately with notation, "These orders for (train) in forks on delivery post." It will not be necessary for relieving operator in such cases to check these train orders against transfer, as relieved operator will be held responsible for any errors or omissions in train orders and clearances so placed on delivery post.

As soon as transfer has been signed, relieving operator must carefully check address and body of each train order on the desk, familiarize himself with train orders so that he will know which of the train orders are restrictive before operating train-order signal or delivering train orders to any train.

Operators must not show closed office by placing train-order signal in proceed position while there are train orders on his desk for either direction, except in instances where only train orders held are for trains that are not permitted to leave that station without clearance or for trains originating and an operator does not again come on duty until a later time. In such cases, operator may obtain authority from train dispatcher to show closed office.

52. **Rule 223.** Authorized abbreviations only may be used in train orders and train-order book; however, other abbreviations may be used on train dispatcher's clearance page(s) and transfer. Names of stations must not be abbreviated unless such abbreviations are shown in station column or additional stations column of timetable.

Note that there is an abbreviation for "MINUTES," but the word "HOUR" must be spelled out in full.

Names of months may be abbreviated and, although there is no definite rule as to abbreviation to be used, it is best to form habit of writing them as follows: JAN, FEB, MAR, APR, MAY, JUNE, JULY, AUG, SEPT, OCT, NOV and DEC.

### TRAIN ORDER FORMS

53. **Form S-A.** Use of this form does not provide or create any superiority between trains. It only restricts superiority already in effect either by train order or timetable.

If train order is issued effecting meeting point between a train and two opposing trains, and one of the opposing trains is an inferior train and the other a superior train at that station, train order must state which train, or trains, will take siding.

At stations where time applies at point other than switch of siding, and meeting point is made at that station, train order must state track to be used by train clearing main track.

Do not make a practice of using Form S-C for meeting points. Form S-A is provided for this purpose. Short "right of track" orders intended as meeting points often create confusion among crews.

54. **Form B.** Example (1) is a restricting order for superior train. Examples (2) and (3) are not restricting orders, and a train-order check of departure of inferior train is not required.

55. **Form S-C, Rule S-88.** There is no superiority between extra trains except as provided by train order. The fact that at meeting points extra train in inferior timetable direction is required to take siding, unless otherwise provided, does not make extra train in inferior timetable direction inferior to opposing extra train.

It is of no interest to trains to add phrase "EXTRA 5356 WEST ORIGINATES (OR TERMINATES) AT (station)" as train dispatcher must provide protection required.

If extra train has been instructed by train order to "TAKE SIDING (OR HOLD MAIN TRACK) NOT LEAVE (station) UNLESS, etc.," and it is later decided to make meeting point beyond this station, that part of train order must be annulled before train so restricted can leave that station.

When train is given right over an opposing train and later these trains are given meeting point in another train order within limits of the right of track, both train orders are in effect, and while trains are required to go to meeting point and meet, train made inferior by first train order must take siding at meeting point unless second train order specifically states otherwise. Avoid making meeting points and later reversing superiority of two trains, or creating one as superior to the other by use of Form S-C. While both train orders would be in effect, confusion is likely to result.

An order reading:

NO 352 ENG 8488 HAS RIGHT OVER  
NO 243 ENG 7026 ANNA TO DORA  
AND HOLD MAIN TRACK AT DORA  
AGAINST NO 243

is proper, provided No. 243 receives order before reaching Dora. This wording precludes any possibility of No. 352 holding main track at Dora against other superior trains. If words "AGAINST NO 243" are omitted order would indicate that No. 352 may hold main track at Dora against all superior trains.

56. **Form E.** Time in "run lates" in Examples (1), (2), (3), (5) and (6) must end in "naught," such as 10, 20, 30, etc. Train dispatchers must not issue "run lates" requiring trains to run 5, 15, 25, etc., minutes late as this is difficult to add to schedule time and may result in confusion or hazard.

Example (4) may be used in connection with an extra train created by Form G, Example (6), and later, if desired, Examples (5) or (6) used in connection with the "wait" issued in Example (4).

Form E train order must NOT be used to relieve trains, other than work extras, from providing flag protection to rear. When necessary to provide work extras with time on trains, use desired example of Form E. Form S-E MUST NOT be used for this purpose.

57. **Form S-E.** Train orders may be issued requiring trains to wait at any designated point named in the order, except must not be issued instructing a superior train to "TAKE SIDING AND WAIT" for an opposing train.

Each wait order under this example must specify train or trains for which first-named train is waiting.

Train orders must not be issued requiring work extra to "wait for" another train.

Train dispatchers must not supersede Form E or Form S-E train orders. Form E train order, Examples (5) and (6) must not be used in conjunction with Form S-E order to provide additional time. Issue new Form S-E train order for this purpose. Additional time may be furnished by issuing another train order without annulling original train order. If original "time order" is not annulled, both train orders remain in effect. To reduce "time" that has been issued by train order, issue another train order and then annul the original train order or the particular part of original train order involved. However, in such cases trains using time in the original train order must be protected until they can reach a station where they can clear the time provided in the new train order. "Taking down time" can be hazardous and every precaution must be taken to protect trains using time that is being annulled.

58. **Form F.** When necessary to reverse positions of sections at an intermediate station by use of Example (4), it is not permissible to reverse more than two sections in the same order. When Example (4) is used, order must be addressed to section numbers, not engine numbers.

59. **Form G.** Do not issue running orders for an extra train short of its destination on a subdivision.

When practicable, issue running orders separately from other forms of orders. When combined with other forms, issue running order first.

At times it may be advisable to combine running orders with other forms to make certain the train will receive any necessary restrictions before acting upon the running order, for example, when train orders are issued direct to conductor or engineer, when delivered to a train in care of an employe, or when issued at any point where train is not required to obtain a clearance. Refer to Rule 217.

Before running orders are issued, extra train, with engine number, must be written in proper train column on train sheet, and train sheet and train-order book checked carefully to assure that proper protection is provided against opposing extra trains. Before issuing Examples (2), (3) or (4), extra train must be written on both sides of train sheet.

Train order reading "ENG 8488 AND ENG 9151 RUN EXTRA ANNA TO DORA AND RETURN TO ANNA" does not provide any protection between the two extra trains on opposing trips and train-order protection must be provided.

When Example (6) is issued giving an extra train right over all trains, train order must not be completed to the extra train until it has been delivered to all trains addressed that are within the territory named, or protection otherwise provided.

If an Example (6) train order is in effect and it is necessary to authorize another extra train by the same form of train order, first created extra train must be excepted in train order creating second extra train.

Example (6) must not be issued authorizing two or more extra trains with right over all trains in the same territory. It is permissible, however, to have two or more extra trains in the same direction operate on the same order and following examples may be used:

- (1) ENG 3021 AND ENG 6950 RUN EXTRA LEAVING ANNA SUNDAY JULY 5TH AS FOLLOWS WITH RIGHT OVER ALL TRAINS EXCEPT EACH OTHER

LEAVE ANNA	930 AM
BESS	945 AM
CLOY	1010 AM
ARRIVE DORA	1028 AM

- (2) ENG 3021 AND ENG 6950 RUN EXTRA LEAVING ANNA SUNDAY JULY 5TH AS FOLLOWS

EXTRA 3021 EAST HAS RIGHT OVER ALL TRAINS ANNA TO DORA

EXTRA 6950 EAST HAS RIGHT OVER ALL TRAINS EXCEPT EXTRA 3021 EAST ANNA TO DORA

LEAVE ANNA	930 AM
BESS	945 AM
CLOY	1010 AM
ARRIVE DORA	1028 AM

No mention is to be made in this order as to "kind" of extra so created, such as "PSGR EXTRA," "STOCK EXTRA," etc.

Work extra, whether required to protect or not protect against extra trains, must clear extra train created by Example (6), nevertheless, extra train so created must be given a copy of any work order that is in effect in such territory.

60. **Form H.** When a work extra is instructed by train order to protect against regular trains, this authorizes work extra to occupy main track on time of regular trains under flag protection; otherwise time of regular trains must be cleared.

Train orders must not be issued to work extras instructing them "NOT PROTECTING AGAINST REGULAR TRAINS" or to "CLEAR" a regular train.

When work extra is created to work between two points, it may originate at either of the two stations named or any intermediate station. It is of no interest to other trains where work extras originate or terminate.

A train order reading ".....PROTECTING AGAINST EXTRA 2345 EAST AFTER 210 PM NOT PROTECTING AGAINST OTHER EXTRA TRAINS" is an improper order, since work extra would then be required to protect against Extra 2345 East before 210 PM as well as after that time.

If work extra has been created and instructed not to protect against extra trains, and later becomes necessary to operate an extra train through the work limits, Rule 208-A must first be complied with and engineer or conductor of work extra must be in train order office and dispatcher must know that conductor and engineer understand work extra is being restricted before train-order Form H, Example (5) or (6) is made complete to the extra train. Train-order signal cannot be used in place of requirements of Rule 208-A in such instances.

A work extra authorized between two stations has no authority to use main track between switches of sidings at either station, but must enter main track at initial switch, or point where time applies, and leave main track at initial switch or point where time applies. If it is desired to permit work extra to use main track at stations named, this can be provided for by wording limits as follows:

".....BETWEEN CLOY AND WEST SWITCH BESS."

Work limits and time limits must never be extended by supersedure, original train order must be annulled and new work order issued: however, PROTECTION required in work order may be advanced or set back by use of Example (8).

When Example (7) is used, if extra has departed first named station without knowledge of work extra, train dispatcher must furnish work extra check of trains, Form V, Example (5).

Form H, Example (12) should not be used except in clearing derailments and other traffic interruptions when no other train or trains are to be moved within the limits of the work order.

Work orders must not be annulled before the expiration of time limit, except as prescribed by Rule 208-A and Item 37.

61. **Form I.** Territory where this form of train order may be used must be designated by timetable or timetable bulletin. (Refer to Rule 99-C.)

Before this form of train order is delivered to a train being relieved of flag protection, train dispatcher must first ascertain that ALL extra trains in same direction entering this territory have been furnished or will be furnished a copy of train order.

62. **Form J.** This form must not be used to advance inferior trains against superior trains.

63. **Form K.** Operators must not address a clearance to a schedule number or section of a schedule that has been annulled from that station, but must keep the annulment on the desk until schedule number becomes over 12 hours late. Then train order must be annulled by train dispatcher before the train order may be filed, except that when schedule number or section is annulled from an intermediate station, operator may file his office copy after a copy of train order has been delivered to conductor and engineer of schedule number or section annulled and any other trains addressed.

When it is desired to annul a schedule number or section from an intermediate station and operate train as an extra, the annulment must be addressed to schedule number or section and also to extra train being created. The only clearance to be issued is clearance addressed to extra train by its identity leaving that station.

A train order reading:

THIRD 243 OF JULY 20TH IS ANNULLED  
CLOY TO ANNA

ORDER TO THIRD 243 AT CLOY

entitles Third 243 to main track at Cloy up to point where leaving time applies if schedule is not over 12 hours late on arrival of Third 243 at Cloy. In such cases provisions of fourth paragraph of Rule 208 must be complied with in effecting delivery of train order.

If a regular train or section receiving a Form K train order annulling schedule or section prior to arrival at station from which the schedule or section is annulled, authority ends at initial switch or point where time applies.

Schedule number or last section of a schedule may be annulled, but first or intermediate section must not be annulled unless all following sections are also annulled.

Schedule number or section once annulled cannot be restored by train order, or by annulling annulment order.

The address and body of train order, Form K, must state trains being annulled by their proper identity, i.e., "NO 12, THIRD 498, etc.." Grouping trains by class and direction, such as "WESTWARD FIRST CLASS TRAINS" to annul a group of trains is prohibited in either the address or body of train order. When schedule number or schedules are to be annulled for several days, such annulments must be issued for each day schedule is not operated. It is not permissible to issue train orders reading "NO 498 OF DEC 1ST 2ND 3RD 4TH 5TH AND 6TH IS ANNULLED, etc.." Schedules cannot be annulled by timetable bulletin or special instructions.

**64. Form L.** Train dispatchers must transmit and require repetition of Form L train orders exactly as provided by Rules 205 and 206-A, underscoring each word and figure, and must not overlook using the word "is" or "are" as case may be.

Form L train order addressed to an operator annulling another order that has not been delivered must be written on train-order form as sent by train dispatcher; complete time, operator's name as well as other information necessary recorded thereon, and this copy must be filed with annulled order in the day's business. Notation on annulled order must be made as required by instructions under Form L.

Whether Form L is issued separately or added to another train order, train addressed must have a copy of train order which is annulled. When order sent in care of conductor or engineer of a train contains Form L train order, conductor and engineer of train in whose care order is being sent do not require copy of order being annulled unless order is also addressed to them as well as in their care.

When train order is addressed to two or more trains and has not yet been delivered to all trains addressed, and it is desired to annul the order to one but not to other train or trains addressed, order must be annulled in its entirety and new order issued addressed only to train or trains for whom train order is intended.

Train dispatchers must not address train order to operator annulling restricting order until he has been assured by operator that inferior train for which train is restricted has arrived.

**65. Form M.** Any movement in a train order may be annulled by repeating words and figures constituting the particular movement to be annulled without affecting other movements to which part of the words or figures apply; for example, if order contained several "waits," as:

EXTRA 8350 WEST WAIT AT  
DORA UNTIL 320 PM  
CLOY 328 PM  
BESS 338 PM  
FOR EXTRA 9261 EAST

and train dispatcher desires to annul the "wait" at Dora, Form M train order should read as follows:

THAT PART OF ORDER NO 152 READING  
EXTRA 8350 WEST WAIT AT  
DORA UNTIL 320 PM  
FOR EXTRA 9261 EAST IS ANNULLED

This does not affect the balance of train order requiring Extra 8350 West to wait at Cloy and Bess until times shown.

The same would apply to train order reading:

EXTRA 8350 WEST HAS RIGHT OVER NO 56  
ENG 9261 AND NO 58 ENG 7128 HOPE TO  
ANNA

and later if it were desired to annul the "right over" No. 56 only, order would read:

THAT PART OF ORDER NO 153 READING  
EXTRA 8350 WEST HAS RIGHT OVER  
NO 56 ENG 9261 HOPE TO ANNA IS  
ANNULLED

When train order Form M is issued it is necessary that train addressed has copy of order referred to in portion being annulled.

**66. Form N.** Instructions covering this form of train order will be found under Item 41, Rule 211.

67. **Form P.** Train order Forms S-A, B, S-C, D and time work extra must provide protection against an extra train or extra trains as provided in Form H, Example (8), may be superseded. When necessary to change other forms of orders the entire movement must be annulled and new order issued to cover such changes.

Use of phrase "should read" as a substitute for "instead of" in superseding train orders is prohibited.

If train order was issued reading:

NO 51 ENG 3021 MEET NO 58 ENG 6950  
AT EDEN

and later superseded by the following:

NO 51 ENG 3021 MEET NO 58 ENG 6950  
AT DORA INSTEAD OF EDEN

the first train order is no longer in effect even though both trains must have copies of both train orders.

The original meeting point between these trains cannot be restored by annulling the superseding order because if this were done, no meeting point would exist. To change meeting point back to Eden would require a train order reading:

ORDER NO 2 IS ANNULLED

NO 51 ENG 3021 MEET NO 58 ENG 6950 AT  
EDEN

(Assuming the superseding order to be No. 2).

68. **Form D-S.** Before effective time of Examples (1) or (2), train dispatcher must notify Division Engineer or his designated representative concerning the movement against the current of traffic and receive assurance that all MofW&S employes concerned with the affected section of track will be notified. Notation must be shown on track car lineups designating time limits and section of track on which traffic will operate in both directions.

69. **Form V.** Train dispatchers must check timetable schedules and train sheet before issuing train-order check of trains to insure its accuracy, and must not rely on their memory as to trains that have arrived or left. Schedule numbers or sections of schedules that have been annulled are not to be excepted when issuing train-order check of trains.

In using Example (1), term "Regular trains," "First Class trains," etc., must be used. Use of the term "Superior trains" is prohibited.

When Example (1) is issued to a train at a station where two or more subdivisions converge, it is necessary to include name of subdivision, such as:

"REGULAR TRAINS DUE DORA ON HOPE,  
SUBDIVISION BEFORE . . . . ."

and where two subdivisions converge from different routes or there are two or more routes on same subdivision, route that applies must be specified, such as:

"REGULAR TRAINS VIA BESS . . . . ."

to avoid possibility that train addressed might use check as authority to move on other subdivision or route against trains that may not have arrived on that subdivision or route.

Do not use phrase "REPORTED TO HAVE LEFT" in register checks. This does not furnish any meaningful information to a crew and requires they ascertain train's departure before leaving that station. If arrival or departure of train is reported to train dispatcher by operator or conductor, (engineer if no conductor), then train has either arrived or left and such information must be furnished in train-order check.

Example (5) may be used to provide check of arrival or departure of an extra train, if train addressed has been restricted by Form S-A, S-C, or D, but must not be used unless the extra train has registered, conductor has reported train's arrival, or operator has visually identified train.

Time used in train-order checks must be such that there can be no question on part of crew addressed as to what schedules have been fulfilled. Time used should be approximately same as time train order is made complete.

70. **Form W, Rules 83-D and 208-A.** Example (1) relieves crew of train addressed from obtaining clearance at station named in train order, regardless of indication of train-order signal.

After Example (1) has been delivered to crew, and it becomes necessary to issue orders for train at station named in order, operator must be instructed to stop train,



have conductor or engineer in train-order office and dispatcher and operator must be assured that conductor AND engineer understand that they are to receive train orders before such train orders are repeated. Before delivering train orders to crew at that station, train dispatcher must annul Example (1) train order held by crew.

Occasionally it is necessary to instruct a train to register at a register station where such train is not required to register in order that an inferior train may check such train on register. In event there is a possibility that inferior train may be in position to identify the superior train, and to avoid stopping superior train in such instances, instructions to register should read:

NO 401 ENG 9150 REGISTER AT EDEN  
UNLESS EXTRA 8488 EAST IS IN POSITION  
TO IDENTIFY NO 401

#### 71. Form X.

Instructions to issue track orders are not always worded as required. Wording must be revised in accordance with examples shown and track orders issued in prescribed form.

Issuing orders in sequence as shown under Example (1) Form X, furnishes crew with information in order of its importance. First "the speed," second "the location," and third "when it applies."

When trains are to use track other than main track, as shown under Examples (2) and (3), Form X train order, the designation of track to be used must be stated. Use of phrase "SIDING WILL BE USED AS MAIN TRACK" is PROHIBITED.

When track orders are issued in advance of the effective time, and prefaced, for example: "EFFECTIVE 1201 AM JULY 10TH," and it becomes necessary to reissue or combine this order with other track orders, the effective time will be eliminated.

Speed restrictions for trains must not be combined with other track orders used to cover material unloaded, broken rail, excavation, etc., unless otherwise provided.

Train dispatcher must make a written record of information requiring track order to be issued or annulled, and repeat such information from this record to employe reporting condition.

After issuing or annulling track order, and before permitting operator to repeat, information requiring the order to be issued or annulled must be checked against train order to ascertain its correctness.

When instructions are received to issue a track order, it must be issued promptly to all trains concerned. Such instructions must not be left in the file to be issued later, as this practice may result in failure to issue track order and thereby create a hazard.

Except as provided in Rules 101-A, D-252, 662 and 781, messages must not be used in place of train order to protect track conditions.

Following examples must be used to cover material unloaded, broken rail, excavation, and other conditions that may be necessary to protect with train order:

- (1) HEAVY RAINS REPORTED BETWEEN DORA AND EDEN LOOKOUT FOR WASHOUTS AND SLIDES WHERE LIKELY TO OCCUR

LOSE TIME IF NECESSARY TO INSURE SAFETY

- (2) DO NOT EXCEED 10 MPH OVER BROKEN RAIL AT MP 27.7 BETWEEN DORA AND EDEN

Example (2) may be modified by adding:

"UNLESS A HIGHER SPEED IS ORALLY AUTHORIZED BY EMPLOYE IN CHARGE OF WORK AT THIS LOCATION"

- (3) BROKEN RAIL REPORTED AT MP 33.50 BETWEEN EDEN AND FAYE

STOP AND INSPECT BEFORE PASSING OVER

Example (3) may be modified by adding:

"UNLESS ORAL AUTHORITY TO PASS OVER IS RECEIVED FROM EMPLOYE IN CHARGE OF WORK AT THIS LOCATION"

Examples (2) and (3) may be modified when stating location, thus:

"6 POLE LENGTHS EAST OF MP 33 . . ."

- (4) TIES UNLOADED ON BOTH SIDES OF MAIN TRACK BETWEEN MP 44 AND MP 44.50 BETWEEN GLEN AND HOPE
- (5) TRACK MATERIAL DISTRIBUTED BETWEEN MAIN TRACK AND HOUSE TRACK BETWEEN MP 40.1 AND MP 40.5 AT GLEN
- (6) EXCAVATION UNDER MAIN TRACK MP 51.2 BETWEEN DORA AND EDEN
- (7) SKELETONIZED TRACK BETWEEN MP 25.50 AND MP 27.50 BETWEEN CLOY AND DORA
- (8) CROSSOVER SWITCHES BETWEEN TRACKS NO 1 AND NO 2 AT DORA SPIKED AND CANNOT BE USED
- (9) ROADWAY MACHINES TIED UP ON SHORT SPUR TRACK AT CLOY AND SWITCH SPIKED
- (10) HAND RAILS AND WALKWAY REMOVED FROM STRUCTURE MP 19.5 BETWEEN BESS AND CLOY

72. **Form Y and Rule 10-I.** When MofW&S foreman requests verification of information contained in Form Y train order, train dispatcher must make notation in train order book of foreman's name, time, and date that information furnished. Notation to be placed to left of order. If foreman does not verify Form Y information prior to effective time of order, dispatcher must make report of this fact to chief train dispatcher.

At open train-order offices, train dispatcher may furnish information concerning Form Y orders to train-order operator, who will deliver this information to MofW&S foreman in writing.

When Form Y order is issued to protect multiple or double track territory, train dispatcher must furnish copy of order to conductors and engineers of all trains in both directions operating through territory regardless of track or tracks affected.

Station names in Form Y order must be stations shown in station column of timetable.

Form Y orders must not be issued to extend into second day.

Train dispatchers must work closely with MofW&S foreman in charge of work and provide him with times trains will approach Form Y limits to eliminate unnecessary delay to MofW&S work and to trains.

When known, foreman must be advised of inoperative radio on engine, so foreman may be in location to move train through limits of order with least possible delay.

When MofW&S employes are working double shifts it is only necessary for foreman on initial shift to obtain Form Y information from train dispatcher; such information will be transferred to relieving foreman.

When foreman requests annulment of Form Y order before expiration time, train dispatcher must inform foreman of trains that cannot be provided with copy of annulling order, and foreman must arrange to authorize these trains through restricted limits.

(Refer to Item 9 )

73. **Form Z.** Examples (1), (2) and (4) may be issued on receipt of advice from signal supervisor and in compliance with Rule 304. When issued, all trains affected must be addressed.

If Example (1) is used, train order operators, within or adjoining the territory where Automatic Block Signals are to be removed from service, must also be addressed, and train dispatcher must remind operators that rules applying to movement outside of block system limits must be observed. When Example (3) is used to restore automatic block signals to service, the order must be addressed to trains holding Example (1), and Example (1) must be annulled to operators addressed.

Trains must not be issued instructions to disregard block signals or their indications.

74. Current Line Clearance Circular contains instructions governing the acceptance and movement of cars or loads which have dimensions in excess of line clearances. These instructions include requirements in certain states as to specific conditions under which train orders must be issued, wording to be used, as well as instructions concerning which trains are to be addressed. These instructions must be complied with.

Certain cars to be moved in trains have restrictions placed on them due to structure clearance problems or when meeting, passing or being passed by trains at specified points. When these restrictions are known, they must be issued to crews on trains by **train order** and must be addressed to train handling as well as to all other trains to be met or passed.

Copy of current Line Clearance Circular should be maintained in each train dispatcher's desk file.

75. **Rules 608, 624, 625 and 626.** Signal operators must maintain a written record in log book of the following:

- (a) Any work limits and clock time limit, or track car and movement limits granted as outlined in applicable portion of Item 80.
- (b) Any permission granted MofW&S employes to perform work on any part of an interlocking or track facility within interlocking limits, showing thereon employes name, occupation, name of facility undergoing repairs or being removed from service, time facility removed from service and time restored to service.

76. **Rule 705.** At stations where letter-type indicators are installed and controlled by operator, they must not be displayed for any train or engine, unless authorized by train dispatcher or an employe designated to authorize their display. Train-order authority is not required for display of these indicators.

77. **Rule 760. CTC CONTROL MACHINES.** Train dispatchers operating control machines for CTC territory must enter on graph sheet, when equipped, proper identification of each train entering the limits, connect automatic recording at each switch with a pencil line to the recording at next switch for the same train, and make an additional reference to train's identification leaving the limit. CTC graph sheet must be kept accurate and adjusted to compare with standard time. Log book must be maintained in which train dispatcher will record any irregularities in the operation of the CTC system showing date, time of occurrence and MofW&S Department notified. Any irregularity affecting movement of trains must be promptly reported to supervisor of department affected.

Where control machine is operated by operator in territory designated as CTC, movements in such territory must be directed by train dispatcher, and record maintained by train dispatcher and operator of each movement authorized. Train dispatcher must reserve one page of train-order book on each trick for recording such instructions, record being made sufficiently plain so that there can be no question at some future date as to the nature of instructions to the operator.

Train dispatcher must not place dual control switch in reverse position (open) too far in advance of its use or leave switch in reverse position (open) after movement is completed, particularly to tracks entering yards or where cars are stored on descending grades and no derail protection is provided, or where derail is actuated by movement of switch. Switch must be returned to normal position (closed) as soon as practicable after movement completed. This also applies to operation of such switches for employes with track cars.

Should train dispatcher be informed of cars moving uncontrolled on tracks protected by a derail which is actuated by operation of dual control switch, switch must be left in normal position (closed) because placing switch in reverse position would close derail and permit cars to enter main track.

During daylight hours when MofW&S employes are working, signals should not be cleared too far in advance of a movement as to do so would keep these employes from working for long periods of time. However, signals must be cleared sufficiently in advance of a moving train to avoid trains reducing speed or stopping.

Signals must be returned to stop position and switches returned to normal position as soon as practicable after a movement has been completed.

When absolute signal has been cleared in one direction, indicating "proceed" for a train, and train has entered approach circuit of the signal and it is desired to change position of switch, train dispatcher must first return signal to "stop" and actuate time relay device. Train dispatcher will have no control over switch until time protection element has expired, and train dispatcher must not attempt to change position of switch until member of crew calls and advises that train has stopped.

When a train dispatcher has actuated lever(s) on control machine for a signal to display STOP indication, signal and switch are to be considered "IN TIME." Work and clock time limits or track car and movement limits must not be issued until after time relay device is no longer "IN TIME," which will then be an indication that signal in field is displaying STOP indication.

It will require approximately six to nine minutes for switch to be returned to train dispatcher's control when time relay device is actuated. To indicate signal and switch are "IN TIME," indication light above signal lever on some CTC control machines will be extinguished and light will again be displayed when switch and signal have been restored to train dispatcher's control. On other machines this light will continue to display red, or flashing red indication. After waiting the length of time for which time relay device is set and it has been ascertained train has stopped, switch may then be tried to determine if it has been restored to train dispatcher's control.

To release lock where hand-throw switches for entrance to main track are equipped with electric switch locks controlled by train dispatcher, signals governing section of track where lock is to be released must be placed in stop position and corresponding toggle switch or lever placed in desired position, or button depressed, and code start actuated.

Except in emergencies, train dispatcher must not authorize any employe to break seal and actuate emergency lock release on an electric switch lock. When seal is broken serious delay to trains may result since further operation of signals governing movement on that section of track is impossible until apparatus is reset by a signalman. Should any employe break seal and actuate emergency lock release, report must be made promptly to chief train dispatcher and a record entered in CTC control machine log book.

Dual control switches cannot be power operated when absolute signals governing the switches indicate proceed. When these switches are to be hand operated, placing of selector lever in "hand" position will be indicated by a red light displayed in detector circuit and by position of graph pen. When selector lever is restored to "motor" or "power" position, red light in detector circuit will be extinguished and graph pen will return to normal position.

If dual control switch is placed in hand-throw position and is not properly returned to position from which it was taken, but selector lever is returned to "motor" position, indications can be restored by placing switch lever on CTC control machine in same position (either "N" or "R") as switch points were left and pushing corresponding code start button.

If train dispatcher is unable to operate or receive indications from a number of stations in a carrier control section of CTC control machine, this would indicate failure of carrier control apparatus. If a failure is noted at one particular station, he should immediately try to operate a number of other stations in the same section. If these also fail, change over to stand-by carrier control apparatus.

To change over to stand-by carrier control apparatus, move carrier transfer switches to opposite position, wait at least 15 seconds, then send recall code to station at which carrier apparatus is located. If change-over has been accomplished, corresponding indication lamp will be lighted. Unnecessary operation of carrier control transfer switches is forbidden.

In event an abnormal indication is displayed on CTC control machine, train dispatcher must immediately place absolute signal at such location in stop position and require all movements by the signal be made as provided in Rule 776. No attempt must be made to actuate signal or switch until train dispatcher has been assured by Signal Department employe that field indications and CTC control machine are functioning normally.

**78. Rule 763.** When work limits and clock time limit have been granted to train or engine, or MofW&S foreman, or movement limits have been granted to track car operator, permission must not be given for another train or engine to enter main track or controlled siding within such limits at a hand operated switch until train or engine, or MofW&S foreman reports clear, or track car time has expired.

**79. Rule 763-A.** Train dispatcher must not authorize reverse movement on main track or controlled siding unless track to rear is unoccupied. If absolute signal to rear has been cleared for a following movement, signal must be placed to stop position, control blocks placed, and time release allowed to function before reverse movement is authorized.

80. **Rules 765, 765-A, 766, 766-A, 767 and 768.** Record of work limits and clock time limit must be maintained in train-order book showing, in addition, train or engine number, member of crew to whom authority is given, location, and time train or engine reports clear of work limits, or moves out of the limits in same direction in which entered by signal indication.

Train dispatcher, after granting work and clock time limits, may authorize train or engine to enter work limits by absolute signal indication. After train or engine has entered work limits, absolute signal must IMMEDIATELY be set to display stop indication and secured by control blocks.

When granting track car time and movement limits to track car operator, train dispatcher must record time, name and occupation of employe making request, location of limits and time granted.

In all cases, automatic train dispatching is prohibited in territory where work limits and clock time limit or track car time and movement limits have been granted.

Before granting work limits and clock time or track car time under Rules 766 and 766-A, and track IS OCCUPIED by train or engine, dispatcher must ascertain exact location of such train or engine, and foreman or track car operator, and ASSURE himself that work or movement of track car will not be made until such train or engine has passed location at which work or track car movement will commence. IN ADDITION, dispatcher must be assured that CTC control machine code is functioning and that its indications are correctly displayed on control panel.

If foreman uses track shunt as provided in Rule 766, and track IS OCCUPIED by train or engine, dispatcher MUST NOT GRANT WORK LIMITS AND CLOCK TIME LIMITS until train or engine has cleared the limits. Foreman may then place track shunt and verify with dispatcher that track is shunted.

81. **Rule 772.** When dual control switches are placed in hand position, this will actuate opposing absolute signals, as well as automatic block signals in opposite direction between the absolute signals, to display stop indication. Good judgment must be used before granting authority to place dual control switch in hand position to preclude delay to approaching train.

82. **Rule 776.** When train dispatcher authorizes train or engine to proceed under provisions of Rule 776, control blocks must not be removed from control machine until entire train or engine has passed governing absolute signal.

83. **Rule 783.** When third party is used to relay authority, train dispatcher must have a thorough understanding with this employe of steps to be taken. Third party must be limited to employes who have been certified on Transportation Book of Rules, and will be selected by train dispatcher. Instructions will be given in the following manner:

"You may authorize (train or engine) to pass absolute signal displaying stop indication at (east or west) end of (station) under provisions of Rule 776."

These instructions must be repeated to train dispatcher, and if correct, response "OK" will be given. Third party will then relay these instructions as follows:

"This is (operator) at (station) acting upon authority of train dispatcher. After stopping, (train or engine) is authorized to pass absolute signal displaying stop indication at (east or west) end of (station) under provisions of Rule 776."

Similar instructions must be given when granting or releasing work and clock time limits, and granting track car movement limits.

84. **Rule 912.** Trainmen, enginemen and others must conduct their business with operators in area provided for that purpose, and door into train-order office is to be kept locked. No person, other than operator on duty is permitted to handle train orders or manipulate train-order signal except, having cleared train, operator may request another employe to make delivery of orders.

85. **Rule 915.** Train-order work must take preference over any other work assigned to operator.

It is hazardous for operators to do clerical work not connected with train-order or message work on the same desk with train orders. Whenever possible, such clerical work should be done on a separate desk.

Operators must obtain train dispatcher's permission before showing closed train-order office, whether to go to bank, collect bills, etc., or to close office for the day. The only exception is when means of communication fail. The operator's first duty on returning to the office is to again place train-order signal at "STOP." Both train dispatcher and train-order operator must use care to insure that no train orders are issued to trains which may have passed station during period when office was closed.

86. **Rule 918.** This rule requires that train orders and clearances issued, as well as operator's transfer be filed separately from other office paper; each month's train orders, clearances, and transfers are to be tied neatly in one package (flat) and labeled. Do not roll, fold or punch holes.

Train orders, clearances, and other office records returned by an officer after checking, must be placed properly in the file.

87. **Rule 920.** At agencies, notice giving authorized office hours for the public must be plainly posted on office door.

### MISCELLANEOUS

88. **Line-Up for Track Car Operators** (Form CS 2639): Train dispatchers must reserve a sufficient number of pages immediately following clearances in train-order book for recording line-ups. Line-ups are not to be written on pages that are used for train orders.

All regular trains scheduled to operate and all other trains which are operating or will operate within limits and during time covered by line-up must be shown thereon. Work Extras must be shown on eastward and westward portions of line-up. Engine number of regular trains and sections thereof, when available, must be shown on track car line-up.

Line-ups must be written in train order book exactly as transmitted, showing address and time of transmission, and are not to be numbered. At end of line-up transmission, train dispatcher will state initials of chief train dispatcher, and person copying line-up will write initials of chief train dispatcher as well as time of day in lower right hand corner of Form CS 2639—LINE-UP for

**TRACK CAR OPERATORS.** Train dispatchers must require each employe who copies line-up to repeat it. Train dispatcher must underscore each word and figure, and if correct, must then record time line-up was repeated. After line-up is repeated, it must not be acted upon until response "OK (employe or station)," is received from train dispatcher or operator.

Line-ups must be transmitted in accordance with provisions of Form CS 2639 and must be copied on this form. Copy of this form must be maintained in each train dispatcher's desk file for reference.

Line-ups must not be issued to cover more than a three hour period of time on any district. Time shown for trains must be "clock" time such trains are expected to reach stations within limits of line-up. Do not use "run lates" in showing time for regular trains.

In figuring time that trains will reach stations within limits of line-up, allow a sufficient margin to prevent trains reaching such stations ahead of time shown on line-up as such times are not supported by train order.

Any train movement on double track, which is authorized to move against the current of traffic, must be shown on line-up.

If a train is omitted from line-up, operating ahead of time shown, or when it becomes necessary to operate a train not shown on line-up, following train order must be issued to such trains:

**TRACK CARS OPERATING BETWEEN  
ANNA AND CLOY WITHOUT ADVICE  
OF YOUR TRAIN**

**SOUND WARNING WHISTLE FREELY  
APPROACHING CURVE TERRITORY  
AND OTHER POINTS WHERE VIEW  
IS OBSCURED LOOKING OUT FOR  
TRACK CARS**

Territory covered by line-up should be as short as practicable.

In addition to required line-ups on a district, line-ups should be issued when requested.

Line-ups are provided for safe operation of track cars. Train dispatchers must exercise every precaution to prevent trains from operating ahead of time shown on line-ups.

Line-ups must be written or typewritten exactly as transmitted by train dispatcher, and without erasure, alteration or interlineation.

Operators must make sufficient copies of line-ups to supply one copy to each track-car operator who requires a line-up and, in addition, one extra copy on which operator must require signature of each track-car operator who receives a copy of the line-up and for recording the name of track-car operators to whom the line-up is transmitted by operator. When line-up is transmitted to track-car operator, it must be repeated back in its entirety, and operator must check to see that it is repeated correctly.

Line-ups must NOT be copied on train-order blanks.

Operators are not permitted to fill in any portion of a line-up except as transmitted by train dispatcher.

Form CS 2639 must not be used in copying line-ups for yardmasters or for information of connecting divisions.

Line-ups for yardmasters and connecting divisions are to be copied on blank paper.

Track-car operators are not to be furnished line-ups issued to yardmasters or for information to connecting divisions for the operation of track cars.

Operators must exercise every precaution to insure that line-ups are correct and delivery effected in accordance with these instructions.

**89. Line-ups for Yardmasters:** Line-ups covering time of arrival and consist of trains for terminal information must show first-class trains and sections, if any, engine number, cars, and if on time or late. If late, show "clock" time that such trains will reach the last station where time is shown in the timetable in approach to yard limits, in addition to time of arrival at terminal station.

When practicable freight trains, locals and work trains must be shown by train number, manifest identification, engine number, conductor's name, consist, including tonnage, and time of expected arrival at the terminal. Time of arrival at the terminal must be furnished to avoid hampering work within terminal by early or late arrivals of these trains.

Do not address these line-ups to "All Concerned" but to "Yardmasters" and other department heads within terminal who require this information. They should be issued at regular intervals but preferably just prior to change of yardmasters' shifts.

**90. Hours of Service Act:** Train dispatchers and operators must be familiar with provisions of Hours of Service Act as it applies to trainmen, enginemen, operators and train dispatchers. Do not permit any violations or authorize excess service without permission of chief train dispatcher. When chief train dispatcher authorizes excess service, such authorization must be issued to employees involved in writing over name of superintendent.

Daily record on prescribed form must be maintained covering service performed by operators outside of their assigned hours.

If a crew will tie up under the Act before reaching their terminal, and relief crew will not be available to relieve them before they are required to be off duty, train dispatcher must arrange to annul the authorization of the train to take effect before the time the crew is required to be off duty.

Crew may be released from duty short of their terminal at any designated terminal or regular turnabout point where "recreation, refreshment and repose" is available. To deduct such releases from maximum service permitted under the Act, crew must be free from any obligation to perform service for at least four (4) consecutive hours. Such time must not be shortened for any cause, which means that time leaving or returning to train or any other duties required must be in addition to the four hours allotted.

Instructions to crews covering such releases from duty must be in writing, signed by chief train dispatcher and issued in following form:

**"UPON RECEIPT OF THIS MESSAGE, YOU ARE NOTIFIED TO TAKE A RELEASE FROM DUTY FOR FOUR HOURS OR MORE AS SOON AS POSSIBLE. ADVISE TIME THAT RELEASE FROM DUTY COMMENCES."**

If it is known that the crew is going to be released for a period of time longer than four (4) hours, instructions should contain period of time that crew will be released from service.

91. **Train Sheet:** All information required for headings, such as: Livestock, Deadhead Crews, Extraordinary or Unusual Occurrences, Weather, Work Trains, etc., must be recorded.

Regular trains must be carried on train sheet for the date train is DUE to leave its initial station on subdivision. Extra trains must be carried on train sheet for the date train ACTUALLY DEPARTS its initial station. Work extra must be shown on each side of train sheet in train column, as well as entered in space provided at bottom of train sheet.

When recording reports of extraordinary or unusual occurrences, show name and occupation of person reporting incident, time report was made, and any other information pertinent to the occurrence. Delays to trains which resulted must be shown. If such occurrences in any manner affect movement of other trains, such trains must be advised of conditions by train order.

"OS" of trains must be recorded at time reported and not committed to memory to be written down later. Train dispatchers must insist on prompt reports of trains by operators.

Train sheets must be maintained in a neat and orderly manner.

92. **Group Address Page:** Group Address page in train-order book must be maintained by each train dispatcher as illustrated below:

Group Addresses 800 AM to 400 PM Dec 31, 1976 HES

STN	Address	Number
JN	West 3rd class & extra trains via Bess	1440-1442-201
JN	West Extras via Cloy	1438-222
GK	West Orig	222
BU	East 3rd class & extra trains via Dora	1438-222
BU	East 2nd class & extra trains via Eden	1070tfd

All train orders issued with group address must be entered on Group Address page immediately after transmitting the train-order number and addresses to each station addressed and before transmitting the body of the train order. Such entries must be blocked so that various group addresses for a station will be in one location on the page. Leave a sufficient number of lines between stations to allow for additional entries that may be required during that trick. Relieving train dispatcher, when transferring to his Group Address page, must write "tfd" (for transferred) immediately behind the last train-order number shown on each line of the Group Address page as indicated above. Do not bracket all the addresses together and show "tfd" behind the bracket.

93. **Clearance Page:** Clearance page in train-order book must be maintained by each trick dispatcher as illustrated below, and must provide column headings for station, train, signals, train-order numbers, total number of train orders and time clearance "OK'd." Rubber stamp should be provided covering required column headings for each train dispatcher's district.

Clearances 800 AM to 400 PM Dec 31, 1976 HES

STN	Train	Signals	Order Numbers	Total	Time O.K.'d
YO	1-780	Green	25-26-35	3	950 AM
YO	2-780	No	1440-36-38-59	4	1101 AM
YO	2-780	No	1440-36-38-59-60 2nd	5	1132 AM
KN	X3249W		1440-34	2	938 AM
H	27	No	1440	1	330 PM

Column captioned "Signals" must not be used, except at initial station of schedules. At intermediate stations this column will be left blank. Column headed "Total" will be filled in after that information is furnished by operator and it agrees with number of train-order numbers appearing on the clearance page. Clearances for a station should be kept together leaving sufficient number of lines to accommodate all clearances that will be issued at that station to avoid searching entire page for clearance each time a train is to be cleared.



After transmitting train-order number and address of train order to each station addressed, train dispatcher must enter on Group Address page the proper entry for such train order if addressed to groups of trains, and enter on clearance page the identity of any specifically named train or trains, followed by number of any train orders from Group Address page which that train must receive at that station, and following those numbers the number of train order that is being addressed to that particular train. Each address on train order must be correctly entered in this manner on Clearance page or Group Address page, or both, BEFORE the body of train order is sent to operators.

Whenever train orders are annulled, train dispatcher must circle each train order number annulled on Group Address or on Clearance page.

When annulling schedules, train orders addressed to schedule number will be properly entered on Clearance page. When this order is annulled the word "void" is to be written in column captioned "Time OK'd." Any clearance where all train-order numbers have been circled and will not be used must also carry notation "void" in "Time OK'd" column.

Group Address page and Clearance page must precede pages to be used for train orders on each trick, and sufficient blank pages provided to accommodate all clearances likely to be used on each trick. No train orders may be written on any of these pages.

Clearance pages must be kept current at all times so that every entry on these pages is complete (except for time of "OK" and total number of train orders) before operator requests to clear train. When clearing train, train dispatcher must underline station, train, signals, and train-order numbers as repeated by operator.

Interlining on Clearance pages must not be done if it is possible to avoid it, and in no event may there be entries for more than one train between two lines.

Second clearances must be entered on separate line and proper notation made to cover. No change is to be made on line for which original clearance was "OK'd."

Train dispatchers must not rely on their memory at any time in "OK'ing" clearances. They must make frequent checks to see that all train-order numbers have been correctly entered, being careful not to duplicate addresses for train at a station when clearance is "OK'd."

**94. Train dispatcher's train-order book:** Precaution must be exercised in addressing train orders to a train at a train-order office at transfer time of operators if there is any possibility of the train addressed having passed office about time of transfer.

When all train orders on one or more pages of train-order book have been fulfilled, superseded or annulled and initialed, or a group address or clearance page has been transferred, a diagonal line will be drawn across the face of the page to indicate that all train orders on that page are no longer in effect. An opposite diagonal line, forming a large "X" across page will indicate that all train orders on that and preceding pages are no longer in effect. A colored crayon may be used for this purpose, but do not draw these lines so heavy that the wording of the train orders will be obliterated.

Each page of a train-order book must show the correct date and train dispatcher's initials in upper right-hand corner and in addition, in book maintained for orders pertaining to track conditions and Form Y orders, initials of train dispatcher and date must be shown in like manner. Relieving dispatcher must show date and his initials on right side of page opposite train-order number for first track order he enters in book.

Care must be exercised to confine train orders to space available on page and to avoid running into side or lower margins.

Train dispatchers must space train orders in train-order book at least two lines apart.

In writing train order in train-order book, train dispatcher must write the abbreviation "R&C" (repeated and complete) immediately behind each address, leaving space for "time" when train order has been repeated and made complete. Each time recopied train order is repeated by an operator it will be so indicated by train dispatcher, using letter "R" and showing time, and date.

95. **Train dispatcher's transfer:** Train dispatcher's transfer must be written by train dispatcher being relieved on lower portion of a right-hand page of train-order book. In many instances this will result in leaving opposite page blank, or page on which transfer is written blank, except for transfer. Do not leave other blank pages between last train order issued and transfer. Transfer must be addressed to relieving train dispatcher by name in full, not by initials alone, and in the following form:

"Transfer to J. M. Doe 359 PM Dec 31, 1976

Track orders—1440-1442

Orders—25-36-91-92

First 5 cleared at YO no orders

No. 242 cleared at DY with orders

(Also add any essential information in connection with action taken by train dispatcher being relieved that will affect relieving train dispatcher)

O. P. Mott (signature of train dispatcher being relieved)

J. M. Doe 401 PM (signature and ACTUAL TIME transfer accepted)."

Train-order numbers must not be written in vertical column on transfer.

No mention is to be made in transfer of signals authorized by clearance; but relieving train dispatcher must check record of clearances issued at initial station of schedules for each regular train that is not over 12 hours late on its schedule for sections of such schedules that have been authorized by train dispatcher being relieved.

Relieving train dispatcher must make a "check mark" over each train-order number to indicate that he has read and understands requirements of the train order. Acceptance of transfer by relieving dispatcher implies acceptance as to accuracy of contents thereof.

Train dispatcher is not off duty until his relief has READ and SIGNED the transfer, and records actual time of transfer.

When train dispatcher has authorized an operator to clear a train with or without orders, and "OS" of such train has not been recorded on train sheet for that station at time of transfer, notation must be made in transfer of this fact. Other information necessary for proper handling of trains by train dispatcher should also be included in transfer if not covered by written instructions in desk file.

Train dispatcher, after accepting and signing transfer, will copy on his Group Address and Clearance pages all station calls, addresses, signals displayed, and train-order numbers from relieved train dispatcher's clearance pages which have not been "OK'd" or marked "void." Relieved train dispatcher will be held responsible for entries on his clearance pages as being correct at time of transfer. Relieving train dispatcher will enter abbreviation "tfd" immediately behind last train-order number shown on EACH line of clearance page.

Relieving train dispatcher must not "OK" any clearances on relieved train dispatcher's clearance pages. If he desires to "OK" clearance before he has transferred all entries to his own pages, he must at least transfer the one he desires to "OK" before permitting operator to repeat train-order numbers to him.

