

# SOUTHERN PACIFIC TRANSPORTATION COMPANY

ACCOUNTING DEPARTMENT

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CIRCULAR No. 40-2

INSTRUCTIONS TO CONDUCTORS

Cancels July 1, 1965 Circular No. 40-2

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EFFECTIVE JANUARY 1, 1977

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This book No. \_\_\_\_\_ is the property  
of the

**SOUTHERN PACIFIC TRANSPORTATION COMPANY**

The employe to whom it is loaned must  
surrender it upon leaving the service or  
turn it over to the proper officer at any  
time upon demand.

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**LIST OF FORMS OR REPORTS  
REQUIRED FROM CONDUCTORS BY THE  
ACCOUNTING DEPARTMENT**

**Forms or Reports to be Forwarded to  
REVENUE ACCOUNTING DEPARTMENT**

Form No.	TITLE	When Required	REMARKS
3618A	Suburban Conductor's Collection Report	Daily	Must be forwarded in envelope form 3658.
7564	Business pass identification check.....	Daily	Must be forwarded when lifted with form 3618A in envelope form 3658.

**Forms or Reports to be Forwarded to  
EQUIPMENT ACCOUNTING DEPARTMENT**

1213	Passenger conductor's car report.....	Daily	Must be forwarded at the end of each trip in envelope form 8105.
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**SECTION I.**

**INSTRUCTIONS — GENERAL.**

**INSTRUCTIONS — GENERAL**

1. The rules and instructions contained herein relate particularly to the handling of, and accounting for, this Company's funds, and all transportation issued and honored, by conductors; also to the rendering of reports required by the Accounting Department. As it is important that uniform methods be observed, conductors must not deviate from the rules in this circular except when specifically instructed to do so.
2. The instructions in this circular must be carefully studied, and if not fully understood, application for explanation must be made to the official of the Accounting Department having jurisdiction.
3. A full supply of blank forms necessary for the transaction of business over which the Accounting Department has jurisdiction must be kept on hand by conductors, but care must be exercised not to order a greater supply than is actually needed. Reports will not be accepted on forms other than those provided for such business, and blanks for reports must not be cut in two or pasted together.
4. The Accounting Department must not be called on for rates, fares, or other tariff information. Such information must be obtained from Traffic Department.
5. (a) All correspondence with the Accounting Department must be conducted on stationery provided for that purpose.  
(b) All communications from the Accounting Department must receive prompt attention. The file number and date of the letter replied to must always be stated. When answering letters, a separate letter must be written for each reply. All replies, and letters of inquiry must be as clear and complete as possible. Correspondence must not be forwarded in the same envelope with train collections or reports.  
(c) All correspondence from, and copies of letters and telegrams to, the Accounting Department, must be retained for future reference, unless it is specifically requested that the letters or other advices be returned.
6. Telegrams must be used only when absolutely necessary and signed by conductor forwarding; for example, "John Brown, Conductor, Train 10".
7. Unless specifically instructed otherwise reports must be rendered for each conductor's train run and by each conductor when two or more conductors are operating on same run. Reports must be neat, complete and correct in every particular. Where necessary, information required must be entered on reports in spaces provided. Station names, not numbers, must be entered on reports unless specifically instructed otherwise.
8. Reports must be signed in full. For example: John H. Brown must sign as John H. Brown, not as J. Brown.
9. Reports must be punched in space provided.
10. The Operating Department provides form 2638 — Passenger conductor's record book — for conductors, in which provision is made for record of train runs, crews, cars making up trains, ticket sales, cash collections, tickets honored but not lifted, etc. These books must be kept up to date. A valuable

condensed record is established, and if called upon, subsequently for information concerning operation of trains, or collections thereon, it is readily available.

(11 to 25 inclusive reserved for additional rules.)

## SECTION II.

### INSTRUCTIONS — FREIGHT.

**ACCEPTING, WAYBILLING AND DELIVERING FREIGHT**

**26.** Shipments of freight must be accompanied by original waybill, copy of waybill, shipping order or other authoritative document or advice. Conductors must secure one of the foregoing documents for freight moved from an open agency station.

**27. (a)** Freight tendered for shipment at non-agency stations must be received and receipted for by conductors under rules and regulations prescribed by the traffic department unless the bill of lading is tendered to an open agency.

**(b)** The charges on freight offered for shipment to the United States Government and not covered by Government bill of lading must be prepaid, unless otherwise authorized.

**(c)** When shipper of carload freight loaded at a non-agency station tenders a bill of lading to an agent at an open station, the bill of lading will be receipted for by agent.

**28.** Conductors must examine bills of lading at time they are presented by shippers to see that they show a complete and accurate description of the articles to be shipped; name of shipper and consignee in full; special marks, if any, shown on packages of less than carload freight; final destination and complete routing; name of the state in which destination is located.

**29.** In case shipper's private form of bill of lading is used instead of the uniform bill of lading, conductors must be careful to see that the original, duplicate and triplicate are plainly marked "Original", "Shipping Order" and "Memorandum" respectively.

**30.** All carload freight loaded by shippers must be receipted for on bill of lading as "Shipper's weight, load and count".

**31.** If there are more towns than one of the same name located in the same state, conductors must request shipper to show on the bill of lading, the name of the county in which the town is located.

**32.** When the classification of article is governed by the conditions under which it is shipped, the classification conditions must be stated on bill of lading as "set up", "knocked down", "boxed", "crated", "strapped", "in bundles", "in bags", etc.

**33.** When conductors are requested to collect the value of goods billed "Shipper's Order", they must request the shipper to make collections through bank; and if bill of lading is received from shipper with request for collection, it must be returned with advice that it should be sent through bank for collection.

**34.** Bills of lading covering "Shipper's order" shipments must not be signed by conductors except when authorized by the traffic department.

**35.** Should a shipper present for signature a "Shipper's order" bill of lading bearing an endorsement to the effect that the shipment is to be delivered without surrender of the original bill of lading, conductor must explain that such an endorsement will not permit delivery of shipment without surrender of the original bill of lading, properly endorsed, and that if it is desired that

delivery be made without surrender of the original bill of lading, a straight bill of lading form must be used.

**36.** Bills of lading for freight consigned to "Shipper's order" at one point, notify consignee at another point, must be accepted only when issued in accordance with tariffs, or classifications, governing the particular shipments for which such bills of lading are requested. If tariff or classification contains no rule or instructions, refer to the revenue accounting department for instructions.

**37.** Perishable freight consigned to "Order" is liable to delay on account of the non-arrival of the bill of lading, therefore conductors should discourage such consignments as much as possible, explaining to shippers the danger in case of delay and suggesting to them if it can be done, it would be better to consign direct to the party of whom delivery is to be made so that delay may be avoided.

**38.** Waybills are not to be held enroute. If only part of the shipment is short, the waybill must accompany the balance of the shipment to destination. If the entire shipment is short, the waybill must be mailed to destination.

**39.** When freight being transported over this line is destroyed by fire, wreck, or otherwise, the original waybill, copy of waybill or shipping order covering it must be left with the agent at the station, or nearest station, where the freight was destroyed.

**40.** Conductors must leave waybills covering freight delivered at non-agency stations, at the first agency station beyond, unless otherwise instructed.

(41 to 100 inclusive, reserved for additional rules)

### SECTION III.

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## INSTRUCTIONS — PASSENGER.

**APPLICABLE ONLY TO PASSENGER CONDUCTORS —  
SUBURBAN SERVICE**

**1. SEGREGATING TICKET COLLECTIONS.**

(a) Collections for all trains worked each day shall be segregated as follows:

- Local card tickets (one way and round trip together)
- Card Commutation
- Conductor's stub (in numerical form and number order)
- Passes

(b) Collections shall be faced same way and those for each segregation banded or fastened together. In event there are too many tickets for one bundle of any particular segregation of tickets, two or more bundles may be used. Tickets should not be **folded or rolled**.

**2. CONDUCTOR'S COLLECTION REPORT.**

(a) Regular and helper conductors, when operating on trains that exclusively serve the peninsula suburban service shall render one form 3618-A for all such trains operated, each day.

(b) Form 3618-A shall show numbers of all trains operated opposite "Train numbers worked" starting with number of first train operated during the day.

(c) Arrange conductor's stub portion of tickets sold or canceled in consecutive form and number order, and enter form and number of each individual ticket on a separate line of report under appropriate headings.

(d) The amount collected on each individual zone type ticket shall be entered in appropriate column and directly opposite the number of the ticket issued.

(e) In event sufficient spaces are not provided for entering amounts collected in first column, the total number thereof shall be entered at bottom and the amount carried forward to second column. Grand total must be entered at bottom in space provided.

(f) All other information called for by form shall be entered in appropriate spaces.

(g) Conductor's stubs of tickets issued shall be bundled separately from other ticket collections and both forwarded with report form 3618-A, in envelope form 3658.

**3. DEPOSITING CASH COLLECTIONS AND FORWARDING REPORTS AND TICKET COLLECTIONS.**

(a) Conductors operating in suburban train service must forward reports with ticket collections in envelope form 3658 after cash collections for the day have been deposited.

(b) Cash collections must be deposited as soon as practicable but not later than the fifth day after completion of train runs for day.



### HANDLING TRANSPORTATION

**101.** A "local" ticket is one issued by this company, the entire service to be performed by this company.

**102. (a)** Cancellation of Transportation. (a) All transportation honored, including special service charge and parlor car seat tickets (except annual or term passes and Post Office Department Commissions) must be punched, whether lifted, or honored but not lifted.

**(b)** Transportation must be punched in such a manner that important printed matter such as form and ticket numbers will not be obliterated or ticket mutilated by punch marks placed too close together.

**103.** Actual Count of Passengers Carried on Party Tickets and Trip Passes. The number of passengers carried on party ticket, or trip pass issued for two or more persons, must in all cases be determined by actual count, and advice of person in charge must not be accepted as conclusive in this respect.

**104.** Use of Form 7564 — Business Pass Identification Check. When pass identification check form 7564 authorizing a passenger to use an annual or term pass (Shotgun or Gang pass) on business of this company, is presented, conductor must see that form 7564 is signed on back by the passholder, also that signature on face of form 7564 compares with signature on back of the pass. Form 7564 must be punched by each conductor and lifted by last conductor honoring pass.

### TICKET STOCK

**110.** Cash fare receipts, tickets, exchange checks, etc., must be obtained from superintendent or certain agencies having stock for the purpose.

**111.** Before receipting for stock on form 3693 — Receipts for ticket stock — conductor must see that each cash fare receipt, ticket, etc., listed thereon is received, as he will have to account for them.

**112.** Ticket stock must be kept in a locked receptacle in a secure place.

**113.** Stock must be issued in consecutive number order, using oldest stock on hand first.

**114.** Additional supply must be obtained before stock becomes depleted.

**115.** Obsolete stock must be surrendered to office from which obtained.

**116.** Stock must not be obtained from another conductor except in urgent need, in which case explanation must be furnished the Revenue Accounting Department by letter. Receipt for stock furnished another conductor must be forwarded to Revenue Accounting Department.

**117.** Revenue Accounting Department must be notified as soon as cash fare receipts, tickets, etc., are found missing from stock.

(118 to 125, inclusive, reserved for additional rules.)

### DEPOSITING CASH COLLECTIONS

**126. (a)** Cash collections must be deposited at agencies authorized by Treasury Department to accept such deposits.

**(b)** The deposits must be made immediately after the last run for day. If this is impracticable, as early as possible on following day.

**127. (a)** The depositor must fill out receipt and stub of form 429—Cash collections deposited — and present book to agent with deposit.

**(b)** When amount of form 3678 — Conductor's correction notice — is accounted for in deposit, the number and amount of form 3678 must be entered on form 429 in spaces provided, also on face of form 3618-A Conductor's collection report — on which deposit is reported, opposite receipt number.

**(c)** Depositor must see that agent enters time and date of deposit on receipt, signs it and detaches stub.

**(d)** Receipts must not be detached from book.

**128. (a)** Deposit must be reported on face of form 3618-A rendered for train for which deposit was made.

**(b)** When deposit represents collections for two or more trains, it must be reported on form 3618-A rendered for last train run. Reference to report on which deposit was reported must be shown on face of other reports in space for reporting deposits, for example: "See report train 102 6/1/64."

(129 to 135, inclusive, reserved for additional rules.)

### ERRORS IN COLLECTIONS AND REMITTANCES

**140. (a)** Form 3678 — Conductor's correction notice — will be sent for errors in amounts reported on form 3618 and for errors in remittances and short detachments of scrip.

**(b)** Forms 3678 which requires additional remittance must be taken into account on date received, whether or not cash collections are reported on form 3618-A. Reference thereto must be entered on form 429 — Cash collections deposited — and on form 3618-A as instructed in Rule 127(b). If not operating train for which form 3618-A is required, report must be rendered with word "Special" written across heading. Data required must be entered on face of report and report punched in space provided.

**(c)** Correction notices which require reduction in remittances must be taken into account on first day cash remittance is made. If not in passenger service, or on leave of absence when such notices are received, Revenue Accounting Department must be advised.

**(d)** Form 3678 must be retained for future reference.

**141.** When a conductor believes he should be reimbursed for undercharge in fare, amount of which was included in deposit, he must apply for relief to

Revenue Accounting Department by letter, stating all circumstances. Conductor will be advised, whether or not relief will be granted and how to make necessary adjustments.

(142 to 150, inclusive, reserved for additional rules.)

## SECTION IV.

### INSTRUCTIONS — EQUIPMENT ACCOUNTING

**FORM 1213 — PASSENGER CONDUCTOR'S CAR REPORT**

**351.** Passenger conductor's car report shall be rendered for each passenger train operated.

**352.** All information required by heading of form shall be shown including:

(a) Train number and section number, noting any changes that may occur en route; show extra trains under the locomotive number as "Extra 2409." Lead unit only shall be shown.

(b) Name of station, actual time and date out of terminal and arrival at destination shall be shown in spaces provided.

(c) Following the word "Via" as shown in top part of form, shall be shown the initials indicating the route traveled by train where there are two or more possible routes between same terminals, for example:

L.V. Oakland

AR. Portland, via R. and K. F. (Roseville and Klamath Falls.)

(353 and 354, inclusive reserved for additional rules.)

**355.** Reports covering through trains, not broken up or remade at terminals, handled by two or more conductors shall accompany the train, each conductor showing necessary information in heading of form and last conductor forwarding as required by Rule 362.

**356.** Numbers of all lead units used during trip, and station number from and to shall be shown in spaces provided.

**357.** Cars handled shall be shown in order of position in train on leaving originating terminal, followed by cars picked up en route.

**358.** All cars comprising consist of regular train shall be shown on face of report in space provided. When reports are prepared by hand, the car reporting marks (initials) shall be hand printed to insure legibility. This is necessary so as to avoid confusion between M.P., U.P., W.P., N.P., etc. AMTRAK ownership cars will show initials "AMTR".

**359.** Conductors shall show all cars on front of report with full information required by headings of columns except contents column will remain blank.

**360.** Reports of special trains shall show on face of report the name of individual or organization for whom operated.

**361.** Reports of solid trains of deadhead equipment shall show on face of report the notation "Deadhead Equipment."

**362.** Report shall be made out, checked with form 2638 Passenger Conductor's Record Book, and forwarded to Manager, Equipment Accounting in re-use envelope form 8105, immediately upon completing run.

CHAPTER III - THE HISTORY OF THE UNIVERSITY

361. The University was founded in 1862 by the State of Michigan.

362. The first President was John D. Davenport.

363. The first building was the Old Chapel.

364. The first library was the University Library.

365. The first student body was 100 students.

366. The first faculty was 10 professors.

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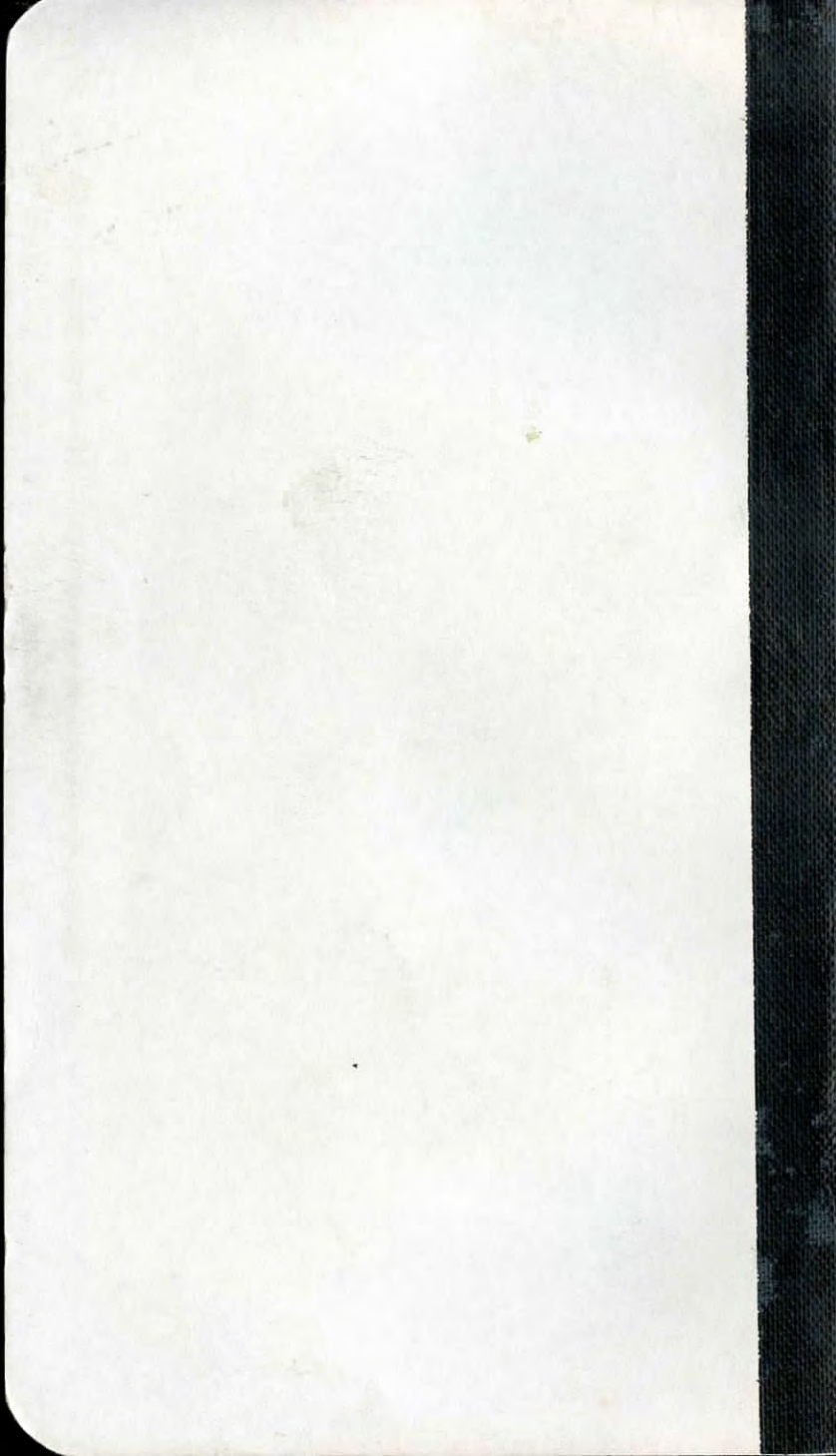
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