

UNITED STATES RAILROAD
ADMINISTRATION

W. G. WYADCO, DIRECTOR GENERAL OF RAILROADS

NEW YORK CENTRAL RAILROAD

RULES
FOR THE GOVERNMENT
OF THE OPERATING
DEPARTMENT

EFFECTIVE
OCTOBER 25, 1919

**Note: This is a brightened version of
the previous page - Wx4.org**

**UNITED STATES RAILROAD
ADMINISTRATION**

W. G. MEADCO, DIRECTOR GENERAL OF RAILROADS

NEW YORK CENTRAL RAILROAD



**RULES
FOR THE GOVERNMENT
OF THE OPERATING
DEPARTMENT**

**EFFECTIVE
OCTOBER 20, 1919**

No. 303

THIS BOOK
IS THE PROPERTY OF THE
NEW YORK CENTRAL
RAILROAD

AND IS LOANED TO

NAME	EMPLOYED AS
<i>R. Wilson</i>	<i>Maintainer</i>

Who hereby agrees to return it to the proper
official when called for, or upon leaving the service.

UNITED STATES RAILROAD
ADMINISTRATION

W. G. McADOO, DIRECTOR GENERAL OF RAILROADS

NEW YORK CENTRAL RAILROAD

RULES
FOR THE GOVERNMENT
OF THE OPERATING
DEPARTMENT

Issued in accordance with the Standard Code adopted by
The American Railway Association, November 17, 1915.

EFFECTIVE
OCTOBER 20, 1918

INDEX

	PAGE
General Notice.....	7
General Rules.....	9
Definitions.....	18
Standard Time.....	24
Certificate of Watch Inspectors.....	24
Time-Tables.....	25
Signals.....	27
" Color Signals.....	27
" Hand, Flag and Lamp Signals.....	29
" Engine and Motor Whistle Signals.....	31
" Communicating Signals.....	34
" Train Signals.....	35
" Use of Signals.....	42
Superiority of Trains.....	44
Movement of Trains.....	44
Rules for Movement by Train Orders.....	55
" Governing Movement of Trains by Block Signals.....	63
Forms of Train Orders.....	64
Forms of Blanks.....	75
Forms of Signals.....	80
Signal Indications.....	83
General Signal Rules.....	103
General Signal Rules, Enginemen and Trainmen.....	103
General Signal Rules, Signalmen.....	105
Interlocking Rules.....	108
Interlocking Rules, Enginemen and Trainmen.....	108
Interlocking Rules, Signalmen.....	109
Manual Block Rules.....	112
Manual Block Rules, Enginemen and Trainmen.....	112



WYCKOFF HALLIDAY & CRAWFORD CO.
NEW YORK

	PAGE
Manual Block Rules, Signalmen.....	114
Automatic Block Rules, Enginemen and Trainmen...	120
Train-Order Signal Rules, Enginemen and Trainmen..	122
Train-Order Signal Rules, Signalmen.....	123
Distant Switch Signal Rules.....	124
Railroad Grade Crossing Signal Rule	124
Track Pan Light Rule	124
Electrically Locked Outlying Switch Rules.....	125
Special Rules, Train Masters.....	126
“ “ Chief Train Dispatchers	126
“ “ Train Dispatchers	126
“ “ Yard Masters	127
“ “ Station Masters	128
“ “ Supervising Agents	129
“ “ Station Agents	129
“ “ Station Baggage Agents	133
“ “ Passenger Conductors	133
“ “ Train Baggage men	136
“ “ Passenger Brakemen	138
“ “ Freight Conductors	139
“ “ Freight Brakemen	143
“ “ Enginemen	143
“ “ Firemen.....	147
“ “ Switch Tenders and Crossing Watchmen	148
“ “ Drawbridge Operators.....	149
“ “ Telegraph and Telephone Operators and Signalmen	149
“ “ Telegraph and Telephone Numerals ...	153
“ “ Road Foremen of Engines.....	154
“ “ Engine Dispatchers.....	155
“ “ Car Inspectors.....	155

The rules herein set forth govern the railroads operated by the New York Central Railroad. They take effect 12.01 A. M., October 20, 1918, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

W. J. FRIPP,
A. S. INGALLS,
General Managers.

Approved:
P. E. CROWLEY,
Federal Manager.

GENERAL NOTICE.

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

Obedience to the rules is essential to safety.

Employees must refrain from improper practices and should also caution other employees to use care and not deviate from the spirit of these rules, pointing out to them the risk of injury to themselves or others, or damage to property.

Employees in accepting employment assume its risks.

To enter or remain in the service is an assurance of willingness to obey the rules.

The service demands the faithful, intelligent and courteous discharge of duty.

To obtain promotion capacity must be shown for greater responsibility.

The public judges a railroad very largely by the treatment it is accorded by the employe representing the railroad, in whatever capacity employed.

A reputation for fair dealing, with courteous and equal treatment of all patrons, is as essential to the success of the railroad as it is to the success of any other business.

The interests of the farmer, the manufacturer, the mine owner, the merchant and the railroad are mutual, and efficient transportation facilities are necessary to the success of all.

The good will and friendship of the communities served by this railroad are its most valuable assets; and the strongest recommendation for promotion an employe can possibly have is the fact that by uniform courtesy and kindly accommodation of patrons he has secured for himself and for the railroad the good will and friendship of the community in which he is located.

GENERAL RULES.

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

Employes whose duties are in any way affected by the time-table must have a copy of the current time-table with them while on duty.

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

B1. While special rules are subdivided for convenience, they apply equally to all and must be observed wherever they relate in any way to the proper discharge of the duties of any employe.

B2. Employes whose duties require it must be conversant with and obey the instructions issued by the several officials of the railroad relating to the business of their respective departments.

B3. Employes whose duties or employment are affected by Federal, State or Municipal laws, or the regulations of the Bureau of Explosives, must familiarize themselves with all requirements and avoid violation.

C. Employes must pass the required examinations.

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

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

F. Accidents, detention of trains, failure in the supply of water or fuel, or defects in the track, bridges or signals, must be promptly reported by wire to the proper official.

F1. Whenever the passenger service is disarranged, the station master or station agent will inform the public, by posting in a conspicuous place at the station and by announcement to passengers when purchasing tickets, the probable length of time of the interruption. Conductors of delayed trains must also inform passengers.

G. The use of intoxicants by employes while on duty is prohibited. Their use, or the frequenting of places where they are sold, is sufficient cause for dismissal.

H. The use of tobacco by employes while on duty in or about passenger stations, or on passenger cars, is prohibited.

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

J1. Employes must keep the premises in their charge in a neat and orderly condition.

J2. Fire apparatus must be kept ready for instant use.

K. Employes and others authorized to transact business at stations or on or about trains must be orderly and avoid annoyance to patrons.

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

M. Every employe, while on duty connected with the trains on any division of the road, is under the authority and must conform to the orders of the Superintendent of that division.

Train employes are subject to the rules of the division or railroad on which they are running. All concerned must provide themselves with a copy of such rules and current time-table.

N. Employes are required to exercise care to avoid injury to themselves and others, and are required to inform themselves respecting the location of all structures or obstructions along the line that will not clear them when on the top or sides of cars or engines; also as to the condition of the equipment and track.

They are also required to know that all brake wheels, dogs, grab irons, handholds, steps and other appliances used in the line of their duty are secure and in safe condition before using them.

N1. Trains may be run at any time, on any track, in either direction without notice, except to those whom it is necessary to advise in order to insure proper movement of such trains. Employes must be governed accordingly and exercise care to avoid being injured.

N2. Avoid stepping, sitting, walking upon or

brushing against the third rail. While the energized rail is protected by sheathing, there is always chance of shocks because of the presence of water, brake-shoe dust, derangement or imperfections of the sheathing. Employes must caution passengers and the public accordingly.

N3. Accidents resulting in injuries to persons or damage to property must be promptly reported by wire to the proper official, confirmed in writing on prescribed blanks and the names and addresses of as many witnesses as possible must be obtained. When accidents occur to passenger trains where injuries may result, conductors must obtain the information called for on blanks provided for canvassing.

N4. In case of serious injury when services of a railroad surgeon cannot be secured at once, the nearest surgeon should be called to take charge until the arrival of the railroad surgeon. Employes when calling other than railroad surgeons for first aid will notify them that the railroad will pay a reasonable fee but will not pay for further services unless authorized in writing by the Chief Claim Agent.

N5. When necessary, injured persons may be placed in sleeping cars, or bedding and linen may be taken from sleeping cars for use of injured persons.

N6. Injured employes, when not taken to a hospital, will, when able, go to the railroad surgeon's office for treatment if they desire his services. After being discharged from a hospital,

employes will not return to be treated for the same injury (except for dressings) without the authority of the Chief Claim Agent.

N7. When trespassers are injured they shall be sent to their homes, if at place of accident, or placed in charge of the local village or city authorities. When necessary, railroad surgeons may be called for first attention.

N8. Whenever passengers or employes are injured on or about cars or engines, the equipment must be immediately inspected by the persons in charge and regular inspectors, if available, to ascertain condition. In cases of serious injury to employes between cars there shall be, in addition to the inspection required by the foregoing, an immediate coupling and uncoupling test and the crew handling the cars in making the test shall use and examine the couplers, levers, etc., and be prepared to give statements showing their condition. Report should be made to Chief Claim Agent by first train mail. A special inspection must be made by two inspectors at the first division terminal, unless otherwise directed. Inspectors must keep suitable record of such special inspection, which shall include the name of the injured person, date, and place of accident, the manner of its occurrence, and the result in detail of the inspection of the equipment.

N9. When injury is caused by the breaking of machinery, tools or any appliance, the broken parts must be so marked as to be readily identified, and promptly turned over to the Superintendent, or head of the department in which the accident occurred, for future reference.

N10. Employees who witness or have any knowledge of an accident must not give information of the same to the injured person or others, except to railroad officials and claim agents, unless legally required. Persons desiring information shall be referred to the Chief Claim Agent.

N11. It is desired that all statements to the railroad in reference to personal injury accidents shall be as full as possible and all facts stated, whether favorable or unfavorable to the railroad, the injured person or any of the railroad's employees.

O. Employees must observe all passing trains and note whether they are complete and in order; should there be any indication of conditions endangering the train, or any other train, they must take such measures for the protection of trains as may be practicable. Trainmen must look for signals from trackmen and other employees as they pass.

P. Employees must not absent themselves from duty nor provide a substitute without proper authority.

Time must not be shown on time slip, time book or payroll, except for work actually performed by the person named.

Q. Minors must not be employed except as permitted by law, and then only after written consent of their parents or guardians has been obtained.

Persons who cannot write and read writing

with ease must not be employed in station, signal, train or yard service.

Persons deficient in vision, color perception or hearing must not be employed in any branch of the service involving the use of signals, or movement of engines or trains.

Persons who cannot produce satisfactory evidence as to previous record, character and ability must not be given employment.

R. The assignment or attaching of an employe's wages by garnishee process or proceedings in aid of execution will be considered sufficient cause for dismissal, unless a satisfactory explanation is given.

S. All articles furnished for use of employes must be returned to the proper official when leaving the service. The right is reserved to withhold from wages due the value of such articles lost or not surrendered.

T. A person dismissed from the service must not be re-employed without the consent of the head of the department or of the official who dismissed him.

U. Messages must not be sent by wire when the use of train mail will accomplish the purpose. Messages should be briefly worded and on railroad business only.

V. Employees must not contract any bill or other obligation on account of the railroad, or use the railroad's credit, without proper authority.

W. Material or supplies of any kind must not be sold or disposed of except by written order of the Purchasing Agent.

X. Employes must avoid making unnecessary noise around sleeping cars occupied by passengers who have retired and should also caution others against making unnecessary noise.

Y1. An employe served with a subpoena to report to any court or officer must at once notify his superior official and communicate with or report in person to the railroad attorney and act under his direction.

Y2. Whenever any subpoena, replevin, attachment or other legal process is served upon any agent or official of the railroad, he must note thereon the date, hour and by whom served, immediately send notice to the consignor of the property involved, forward the original papers by registered railroad mail to the General Attorney and inform the Superintendent by wire. If freight is seized by process of law, charges collectable must be demanded and receipt taken for property before delivery is made to any officer of the law.

Y3. Whenever it shall come to the knowledge of any official or employe that any work or improvement is proposed by any county, township, municipal or other authority, which in any way affects the railroad's interests, information upon the subject, together with notice, if any, must at once be sent to the Superintendent.

Y4. Whenever any notice is served upon any official or employe, or it shall come to his knowledge that any tax or assessment has been or is to be

made against the railroad or any of its property, he must at once send full information in reference to same to the Superintendent and such other officials as required.

Z. The business affairs of the railroad must not be divulged except to proper officials.

DEFINITIONS.

ENGINE.—A locomotive propelled by any form of energy.

MOTOR.—A car propelled by any form of energy.

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

REGULAR TRAIN.—A train authorized by a time-table schedule.

SECTION.—One of two or more trains running on the same schedule displaying signals or for which signals are displayed.

EXTRA TRAIN.—A train not authorized by a time-table schedule. It may be designated as—

EXTRA—for any extra train, except work extra;

WORK EXTRA—for work train extra.

SUPERIOR TRAIN.—A train having precedence over another train.

TRAIN OF SUPERIOR RIGHT.—A train given precedence by train order.

TRAIN OF SUPERIOR CLASS.—A train given precedence by time-table.

TRAIN OF SUPERIOR DIRECTION.—A train given precedence in the direction specified by time-table as between opposing trains of the same class.

TIME-TABLE.—The authority for the movement of regular trains subject to the rules. It contains the classified schedules of trains with special instructions relating thereto.

SCHEDULE.—That part of a time-table which prescribes class, direction, number and movement for a regular train.

DIVISION.—That portion of a railroad assigned to the supervision of a Superintendent.

SUBDIVISION.—A portion of a division designated by time-table.

MAIN TRACK.—A track extending through yards and between stations, upon which trains are operated by time-table or train order, or both, or the use of which is governed by block signals.

SINGLE TRACK.—A main track upon which trains are operated in both directions.

DOUBLE TRACK.—Two main tracks, upon one of which the current of traffic is in a specified direction, and upon the other in the opposite direction.

TWO OR MORE TRACKS.—Two or more main tracks, upon any of which the current of traffic may be in either specified direction.

NOTE.—Rules prefixed "S" apply to single track only; prefixed "D" to double track and to two or more tracks only.

CURRENT OF TRAFFIC.—The movement of trains on a main track, in one direction, specified by the rules.

STATION.—A place designated on the time-table by name, at which a train may stop for traffic; or to enter or leave the main track; or from which fixed signals are operated.

SIDING.—A track auxiliary to the main track for meeting or passing trains.

FIXED SIGNAL.—A signal of fixed location indicating a condition affecting the movement of a train.

NOTE.—The definition of a "Fixed Signal" covers such signals as slow boards, stop boards, yard limits, switch, train order, block, interlocking, semaphore, disc, ball or other means for displaying indications that govern the movement of a train.

YARD.—A system of tracks within defined limits provided for the making up of trains, storing of cars and other purposes, over which movements not authorized by time-table, or by train order, may be made, subject to prescribed signals and rules, or special instructions.

YARD ENGINE.—An engine assigned to yard service and working within yard limits.

PILOT.—An employe assigned to a train when the engineman or conductor, or both, are not fully acquainted with the physical characteristics or rules of the railroad, or portion of the railroad, over which the train is to be moved.

TRAIN REGISTER.—A book or form which may be used at designated stations for registering signals displayed, the time of arrival and departure of trains and such other information as may be prescribed.

SIGNAL STATION.—A place from which fixed signals are operated.

SIGNALMAN.—An employe whose duties require him to operate fixed signals, or the levers of an interlocking plant.

INTERLOCKING.—An arrangement of switch, lock and signal appliances so interconnected that

their movements must succeed each other in a pre-determined order.

INTERLOCKING PLANT.—An assemblage of switch, lock and signal appliances, interlocked.

INTERLOCKING SIGNALS.—The fixed signals of an interlocking plant.

HOME SIGNAL.—A fixed signal at the entrance of a route or block to govern trains in entering and using said route or block.

DISTANT SIGNAL.—A fixed signal used in connection with one or more home signals to govern the approach thereto.

DWARF SIGNAL.—A low home signal.

POT SIGNAL.—A small revolving signal used as a substitute for a dwarf signal.

BLOCK.—A length of track of defined limits, the use of which by trains is governed by block signals.

HOME BLOCK SIGNAL.—A fixed signal at the entrance of a block to govern trains in entering and using that block.

DISTANT BLOCK SIGNAL.—A fixed signal used in connection with a Home Block Signal to govern the approach thereto.

BLOCK SYSTEM.—A series of consecutive blocks.

MANUAL BLOCK SYSTEM.—A series of consecutive blocks, governed by block signals operated manually, upon information by telegraph, telephone or other means of communication.

CONTROLLED MANUAL BLOCK SYSTEM.—A series of consecutive blocks governed by block signals, controlled by *continuous track circuits*,

operated manually upon information by telegraph, telephone or other means of communication, and so constructed as to require the co-operation of the signalmen at both ends of the block to display a Clear or a Permissive Block Signal.

AUTOMATIC BLOCK SYSTEM.—A series of consecutive blocks governed by block signals operated by electric, pneumatic or other agency actuated by a train, or by certain conditions affecting the use of a block.

ABSOLUTE BLOCK.—A block which may be occupied by but one train at a time.

PERMISSIVE BLOCK.—A block which may be occupied by two or more trains at the same time.

CLEAR BLOCK.—A block not occupied by a train.

SWITCH TARGET.—The target connected to and working with a switch to indicate the route for which the switch is set.

DISTANT SWITCH SIGNAL.—A fixed signal used in connection with a switch target to regulate the approach thereto.

SWITCH INDICATOR.—A miniature signal or disc indicating by the position of arm or disc whether or not block is occupied, or if there is a train approaching.

RAILROAD GRADE CROSSING SIGNAL.—A fixed signal used at a railroad grade crossing to indicate by the position of an arm, ball, target or light that train must stop, or may proceed over crossing.

TRAIN ORDER SIGNAL.—A fixed signal used in connection with the movement of trains by train orders.

SIGNAL INDICATION.—The information conveyed by the position, form and color of the signal and by the color of the light or lights.

REPEATER.—A device placed in a signal station to repeat the position of a signal arm.

SIGNAL MAST.—A mast to which one or more signals are attached.

DUMMY MAST.—A short mast, without signals, placed on top of a bracket post or bracketed to the side of a signal mast to show there is a track between the bracket post or signal mast and the track for which signals are provided.

BRACKET POST.—A post with a cross-piece on top on which are placed two or more masts.

OFFSET POST.—A post with an offset cross-piece on top of which a signal mast is placed.

IN THE REAR OF A SIGNAL.—The section of track occupied by a train before it has passed the signal.

IN ADVANCE OF A SIGNAL.—The section of track occupied by a train after it has passed the signal.

STANDARD TIME.

1. Standard Time obtained from Washington, D. C. observatory will be transmitted to all points from designated offices at 12:00 noon, daily, Eastern Standard Time.

2. Watches that have been examined and certified to by a designated inspector must be used by conductors, enginemen, yard masters, station masters and such others as may be required. The certificate in prescribed form must be renewed and filed with the Superintendent every six months (April and October).

(Form of Certificate.)

CERTIFICATE OF WATCH INSPECTOR.

This is to certify that on, 19..., the watch of employed as on the New York Central Railroad, was examined by me. It is correct and reliable, and, with proper care, should run within a variation of thirty seconds per week.

Name of maker.....
Grade.....
Number of movement.....
Open or hunting case.....
Metal of case.....

Signed

.....
Inspector.

Address.....

2a. Each employe whose watch is subject to inspection must report to an inspector every two weeks, in order that the condition of his watch may be noted and a record of its performance

made on "Time Card and Certificate" and the record book, by inspector.

3. Watches of conductors and enginemen must be compared before commencing each day's work with a clock designated by time-table as a standard clock. The time when watches are compared must be registered on a prescribed form.

3a. Conductors and enginemen not having access to a standard clock must compare watches with conductors and enginemen who have standard time and have registered, or must receive standard time by wire before commencing their trip.

3b. Conductors and enginemen and conductors and flagmen must compare watches with each other before starting on each trip.

TIME-TABLES.

4. Each time-table, from the moment it takes effect, supersedes the preceding time-table, and its schedules take effect on any division or subdivision, at the leaving time at their initial stations on such division, or subdivision. But when a schedule of the preceding time-table corresponds in number, class, day of leaving, direction, and initial and terminal stations with a schedule of the new time-table, a train authorized by the preceding time-table will retain its train orders and assume the schedule of the corresponding number of the new time-table.

Schedules on each division, or subdivision date from their initial stations on such division, or subdivision.

Not more than one schedule of the same number and day shall be in effect on any division, or subdivision.

5. Not more than two times are given for a train at any station; where one is given, it is, unless otherwise indicated, the leaving time; where two, they are the arriving and the leaving time.

The time applies to the switch where an inferior train enters the siding; where there is no siding it applies to the place from which fixed signals are operated; where there is neither siding nor fixed signal, it applies to the place where traffic is received or discharged.

Schedule meeting or passing stations are indicated by figures in full-faced type.

Both the arriving and leaving time of a train are in full-faced type when both are meeting or passing times, or when one or more trains are to meet or pass it between those times.

Where there are one or more trains to meet or pass a train between two times, or more than one train to meet a train at any station, attention is called to it by the train numbers in small type.

When trains are to be met or passed at a siding extending between two adjoining stations, the time at each end of the siding will be shown in full-faced type.

6. The following signs when placed before the figures of the schedule indicate:

“s”—regular stop;

“f”—flag stop to receive or discharge passengers or freight;

“L”—leave;

“A”—arrive.

6a. The following signs when placed after the name of a station indicate:

“D”—day communicating station;

“N”—day and night communicating station.

SIGNALS.

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

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

9. Day signals must be displayed from sunrise to sunset, but when day signals cannot be plainly seen, night signals must be used in addition.

Night signals must be displayed from sunset to sunrise.

10.

COLOR SIGNALS.

COLOR.	INDICATION.
(a) Red.	Stop.
(b) Yellow.	Proceed with caution, and for other uses prescribed by the Rules.
(c) Green.	Proceed, and for other uses prescribed by the Rules.
(d) Green and white.	Flag stop. See Rule 28.
(e) Blue.	See Rule 26.
(f) Purple.	Track pan. See Rule 1061.
(g) Lunar white.	Stop. (Night indication for dwarf signals and siding derails.)
	Yard switch set for lead.
	Track pan. See Rule 1061.

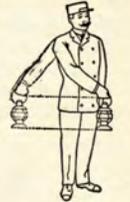
10h. Main track switch targets and lights will show green when switch is set for main track and red when set for diverging route. All other switch targets, except on derails, will show lunar white when set for straight track or lead and yellow when set for diverging route. Targets on siding derails will show red and lights will show purple when derail is in derailing position; the targets and lights will show yellow when derail is in non-derailing position.

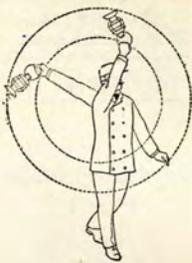
NOTE—The standard forms of switch targets are shown in Figs. 90, 91, 92, 93, 94 and 95. Certain forms previously adopted are still in use.

11. A train finding a fusee burning on or near its track must stop and extinguish the fusee, and then proceed with caution prepared to stop short of train or obstruction.

12. HAND, FLAG AND LAMP SIGNALS.

NOTE—The hand, or a flag, moved the same as the lamp, as illustrated in the following diagrams, gives the same indication:

MANNER OF USING.	INDICATION.	
(a) Swung across the track.	} STOP.	
(b) Held horizontally at arm's length, when the train is moving.	} REDUCE SPEED.	
(c) Raised and lowered vertically.	} PROCEED.	
(d) Swung vertically in a circle at half-arm's length across the track when the train is standing.	} BACK.	

MANNER OF USING.	INDICATION
(e) Swung vertically in a circle at arm's length across the track when the train is running.	<p>TRAIN HAS PARTED.</p> 
(f) Swung horizontally above the head when the train is standing.	<p>APPLY AIR BRAKES.</p> 
(g) Held at arm's length above the head when the train is standing.	<p>RELEASE AIR BRAKES.</p> 

NOTE—Hand signaling includes the use of lamp, flag, torpedo and fusee signals.

13. Any object waved violently by any one on or near the track is a signal to stop.

14. ENGINE AND MOTOR WHISTLE SIGNALS.

NOTE.—The signals prescribed are illustrated by "o" for short sounds; "—" for longer sounds. The sound of the whistle should be distinct, with intensity and duration proportionate to the distance signal is to be conveyed.

SOUND.	INDICATION.
(a) o	Apply brakes. Stop.
(b) — —	Release brakes. Proceed.
(c) — o o o	Flagman protect rear of train.
S-(d) — — — —	Flagman may return from west or south, as prescribed by Rule 99.
S-(e) — — — —	Flagman may return from east or north, as prescribed by Rule 99.
(f) — — —	When running, train parted; to be repeated until answered by the signal prescribed by Rule 12 (e). Answer to 12 (e).
(g) o o	Answer to any signal not otherwise provided for.
(h) o o o	When train is standing, back. Answer to 12(d) and 16 (c). When train is running, answer to 16 (d).
(j) o o o o	Call for signals.

SOUND.	INDICATION.
(k) — ○ ○	To call the attention of yard engines, extra trains or trains of the same or inferior class or inferior right to signals displayed for a following section. If not answered by a train, the train displaying signals must stop and ascertain the cause.
(l) — — ○ ○	Approaching public crossings at grade. Also see Rule 14q.
(m) —————	Approaching stations, junctions and railroad crossings at grade. Also see Rule 14r.
(n) — — ○	Approaching meeting points. See Rule S-90.
(o) ○ —	Inspect train line for leak.
(p) Succession of short sounds.	Alarm for persons or live stock on the track.

14q. When trains are required to reduce speed where repairs to tracks or bridges are being made, the signal 14 (l) must be sounded not less than 1500 feet before reaching such point.

14r. Trains carrying mail cars on which catcher service is performed must sound signal 14 (m) for the guidance of mail clerks.

D-14 ENGINE AND MOTOR WHISTLE SIGNALS.

NOTE—The signals prescribed are illustrated by "○" for short sounds; "—" for longer sounds. The sound of the whistle should be distinct, with intensity and duration proportionate to the distance signal is to be conveyed.

SOUND.	INDICATION.
(a) — — — — —	Flagman for Track No. 1 may return.
(b) — — — — —	Flagman for Track No. 2 may return.
(c) — — — — — ○	Flagman for Track No. 3 may return.
(d) — — — — — ○	Flagman for Track No. 4 may return.
(e) ○ — — — — —	Flagman for Track No. 5 may return.
(f) ○ — — — — —	Flagman for Track No. 6 may return.

15. The explosion of two torpedoes is a signal to reduce speed and look out for a train ahead or obstruction. The explosion of one torpedo will indicate the same as two, but the use of two is required.

15a. Torpedoes must not be placed near stations or public crossings where persons are liable to be injured by them.

15b. Torpedoes exploded by hand, velocipede or gasoline cars must be replaced.

16. COMMUNICATING SIGNALS.

NOTE—The signals prescribed are illustrated by "○" for short sounds; "—" for longer sounds.

SOUND.	INDICATION.
(a) ○ ○	When standing—start.
(b) ○ ○	When running—stop at once.
(c) ○ ○ ○	When standing—back the train.
(d) ○ ○ ○	When running—stop at next passenger station.
(e) ○ ○ ○ ○	When standing—apply or release air brakes.
(f) ○ ○ ○ ○	When running—reduce speed.
(g) ○ ○ ○ ○ ○	When standing—recall flagman.
(h) ○ ○ ○ ○ ○	When running—increase speed.
(j) ○ ○ ○ ○ ○ ○	When running—increase train heat.
(k) —————	When running—look back for hand signals.

17. The headlight will be displayed to the front of every train by night, but must be concealed when a train turns out to meet another and has stopped clear of main track, or is standing to meet trains at the end of double track or at junctions.

When an engine is running backward a white light must be displayed by night on the rear of the tender.

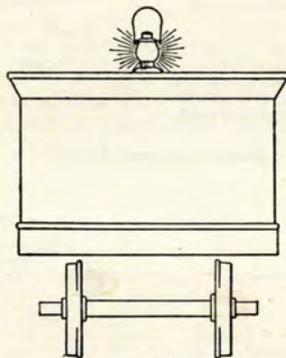


FIG. 111

ENGINE RUNNING BACKWARD BY NIGHT,
WITHOUT CARS OR AT THE FRONT OF A
TRAIN PULLING CARS.

17a. A white light must be displayed by night on velocipede, motor or hand cars when on main track.

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

19. The following signals will be displayed, one on each side of the rear of every train, as markers, to indicate the rear of the train:

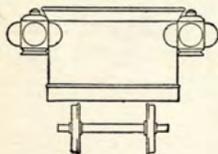


FIG. 112

ENGINE RUNNING FORWARD BY DAY, WITHOUT CARS OR AT THE REAR OF A TRAIN PUSHING CARS.

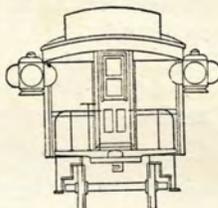


FIG. 113

REAR OF TRAIN BY DAY.

Marker lamps not lighted.

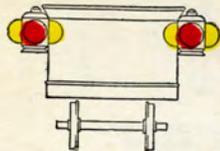


FIG. 114

ENGINE RUNNING FORWARD BY NIGHT, WITHOUT CARS OR AT THE REAR OF A TRAIN PUSHING CARS ON SINGLE TRACK. WITH THE CURRENT OF TRAFFIC ON DOUBLE TRACK AND WITH THE CURRENT OF TRAFFIC ON PASSENGER TRACKS WHERE THERE ARE THREE OR MORE TRACKS.

Lights showing yellow to the front and side and red to rear.

NOTE—For markers on engines running backward, see figures 122, 123, 126 and 127.

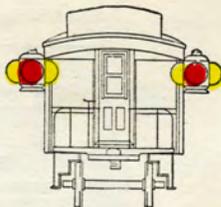


FIG. 115

REAR OF TRAIN BY NIGHT WHILE RUNNING ON SINGLE TRACK, WITH THE CURRENT OF TRAFFIC ON DOUBLE TRACK AND WITH THE CURRENT OF TRAFFIC ON PASSENGER TRACKS WHERE THERE ARE THREE OR MORE TRACKS.

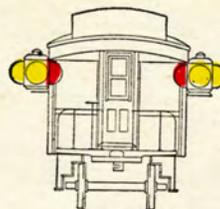


FIG. 116

REAR OF TRAIN BY NIGHT WHEN ON SIDING TO BE PASSED BY ANOTHER TRAIN.

Lights showing yellow toward engine, side and to rear.

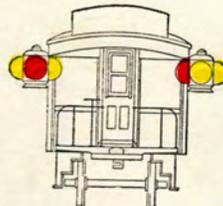


FIG. 117

REAR OF TRAIN BY NIGHT RUNNING AGAINST THE CURRENT OF TRAFFIC ON DOUBLE TRACK.

Lights showing yellow to front and side and yellow to the rear on the side next to the main track on which the current of traffic is in the direction the train is moving and red to the rear on the opposite side.

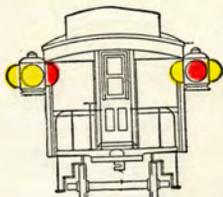


FIG. 118

REAR OF TRAIN BY NIGHT RUNNING WITH THE CURRENT OF TRAFFIC ON FREIGHT TRACKS WHERE THERE ARE THREE OR MORE TRACKS.

Lights showing yellow to the rear on the side next to the passengers track in the direction of the current of traffic and red on the opposite side.

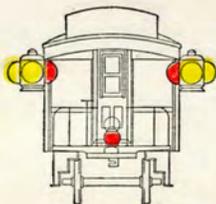


FIG. 119

REAR OF TRAIN BY NIGHT RUNNING ON ANY TRACK AGAINST THE CURRENT OF TRAFFIC ON THREE OR MORE TRACKS.

Lights showing yellow to the rear, with a red light on the platform.

20. All sections except the last will display two green flags, and, in addition, two green lights by night, in the places provided for that purpose on the front of the engine.

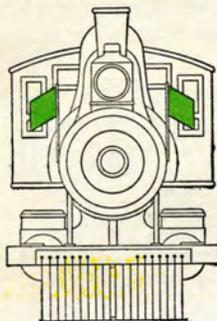


FIG. 120

ENGINE RUNNING FORWARD BY DAY DISPLAYING SIGNALS FOR A FOLLOWING SECTION.

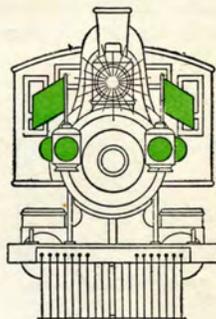


FIG. 121

ENGINE RUNNING FORWARD BY NIGHT DISPLAYING SIGNALS FOR A FOLLOWING SECTION.

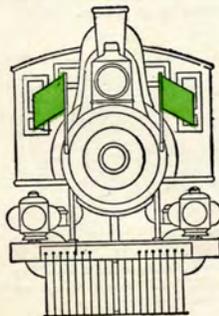


FIG. 122

ENGINE RUNNING BACKWARD BY DAY, WITHOUT CARS OR AT THE REAR OF A TRAIN PUSHING CARS, AND DISPLAYING SIGNALS FOR A FOLLOWING SECTION.

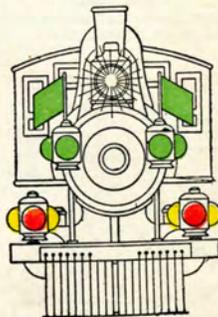


FIG. 123

ENGINE RUNNING BACKWARD BY NIGHT, WITHOUT CARS OR AT THE REAR OF A TRAIN PUSHING CARS, AND DISPLAYING SIGNALS FOR A FOLLOWING SECTION ON SINGLE AND DOUBLE TRACK.

21. Extra trains will display two white flags and, in addition, two white lights by night, in the places provided for that purpose on the front of the engine.

21a. Extra trains will omit the display of white signals on two or more tracks when so specified on the time-table.

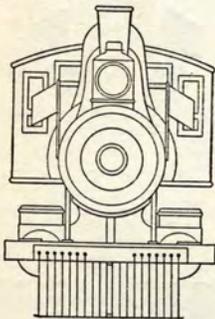


FIG. 124
ENGINE RUNNING FORWARD BY
DAY AS AN EXTRA TRAIN.

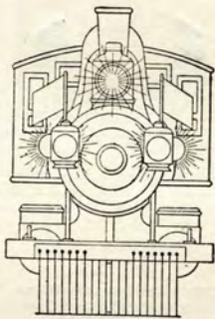


FIG. 125
ENGINE RUNNING FORWARD BY
NIGHT AS AN EXTRA TRAIN.

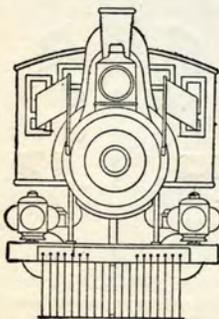


FIG. 126
ENGINE RUNNING BACKWARD BY
DAY AS AN EXTRA TRAIN, WITH-
OUT CARS OR AT THE REAR OF A
TRAIN PUSHING CARS.

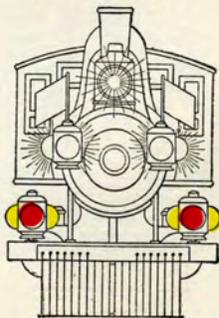


FIG. 127
ENGINE RUNNING BACKWARD BY
NIGHT AS AN EXTRA TRAIN,
WITHOUT CARS OR AT THE REAR
OF A TRAIN PUSHING CARS ON
SINGLE AND DOUBLE TRACK

22. When two or more engines are coupled, each engine shall display the signals as prescribed by Rules 20 and 21.

23. One flag or light displayed where in Rules 19, 20 and 21 two are prescribed will indicate the same as two; but the proper display of all train signals is required.

24. When cars are pushed by an engine, except when shifting or making up trains in yards, a white light must be displayed on the front of the leading car by night.

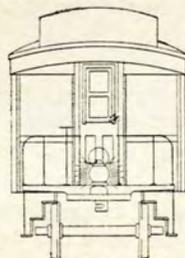


FIG. 128
PASSENGER CARS BEING PUSHED BY AN ENGINE BY NIGHT.

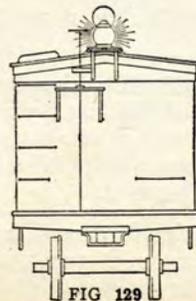


FIG. 129
FREIGHT CARS BEING PUSHED BY AN ENGINE BY NIGHT.

25. Each car of a passenger train must be connected with the engine by a communicating signal appliance.

26. A blue signal, displayed at one or both ends of an engine, car or train, indicates that workmen are under or about it; when thus protected it must not be coupled to or moved. Workmen will display the blue signals and the same workmen are alone authorized to remove them. Other cars must not be placed on the same track so as to intercept the view of the blue signals, without first notifying the workmen.

USE OF SIGNALS.

27. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as the most restrictive indication that can be given by that signal, and the fact reported to the Superintendent. Conductors and enginemen using a switch where the switch light is imperfectly displayed or absent must also, if practicable, correct or replace the light.

28. A green and white signal will be used to stop a train only at the flag stations indicated on its schedule. When it is necessary to stop a train at a point that is not a flag station on its schedule, a red signal must be used.

29. When a signal, except a fixed signal, is given to stop a train, it must, unless otherwise provided, be acknowledged as prescribed by Rule 14 (g) or 14 (h).

30. The engine-bell must be rung when an engine is about to move and while approaching and passing public crossings at grade.

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

32. The unnecessary use of either the whistle or the bell is prohibited.

32a. The whistle must not be sounded while passing a passenger train, except to prevent accident.

33. Watchmen stationed at highway crossings must use stop signals when necessary to stop trains. They will use prescribed signals to stop highway traffic.

34. The engineman and fireman must, when practicable, communicate to each other by its name the indication of all signals affecting the movement of their train.

35. The following signals will be used by flagmen:

Day signals—A red flag,
Torpedoes and
Fusees.

Night signals—A red light,
A white light,
Torpedoes and
Fusees.

SUPERIORITY OF TRAINS.

71. A train is superior to another train by right, class or direction.

Right is conferred by train order; class and direction by time-table.

Right is superior to class or direction.

Direction is superior as between trains of the same class.

72. Trains of the first class are superior to those of the second; trains of the second class are superior to those of the third; and so on.

Trains in the direction specified by the time-table are superior to trains of the same class in the opposite direction.

73. Extra trains are inferior to regular trains.

MOVEMENT OF TRAINS.

82. Time-table schedules, unless fulfilled, are in effect for twelve hours after their time at each station.

Regular trains more than twelve hours behind either their schedule arriving or leaving time at any station lose both right and schedule, and can thereafter proceed only as authorized by train order.

83. A train must not leave its initial station on any division, or subdivision, or a junction, or pass from double to single track, until it has been ascertained whether all trains due, which are superior, or of the same class, have arrived or left.

Stations at which train registers are located may be designated by time-table.

S-83a. Trains must not leave their initial station without a train order or clearance card.

D-83b. Trains will be cleared at initial stations as prescribed on the time-table.

84. A train must not start until the proper signal is given.

85. When a train of one schedule is on the time of another schedule of the same class in the same direction, it will proceed on its own schedule.

Trains of one schedule may pass trains of another schedule of the same class, and extra trains may pass and run ahead of second-class trains and extra trains.

A section may pass and run ahead of another section of the same schedule, first exchanging train orders, signals and numbers with the section to be passed. The change in sections must be reported from the next available point of communication.

86. Unless otherwise provided, an inferior train must clear the time of a superior train, in the same direction, not less than five minutes; but must be clear at the time a first-class train, in the same direction, is due to leave the next station in the rear where time is shown.

S-87. An inferior train must keep out of the way of opposing superior trains and failing to clear the main track by the time required by rule must be protected as prescribed by Rule 99.

Extra trains must clear the time of opposing regular trains not less than five minutes unless otherwise provided, and will be governed by train orders with respect to opposing extra trains.

S-88. At meeting points between trains of the same class, the inferior train must clear the main track before the leaving time of the superior train.

At meeting points between extra trains, the train in the inferior time-table direction must take the siding unless otherwise provided.

Trains must pull into the siding when practicable; if necessary to back in, the train must first be protected as prescribed by Rule 99, unless otherwise provided.

S-88a. When a train holds main track at a meeting point the switch must at once be adjusted for opposing train. The employe who adjusts the switch must protect it, unless relieved by some other competent employe.

S-89. At meeting points between trains of different classes the inferior train must take the siding and clear the superior train at least five minutes, and must pull into the siding when practicable. If necessary to back in, the train must first be protected as prescribed by Rule 99, unless otherwise provided.

S-90. Trains must stop at schedule meeting points, if the train to be met is of the same class unless the switch is right and the track clear.

When the expected train of the same class is not found at the schedule meeting point, the superior train must approach all sidings prepared to stop, until the expected train is met.

Trains must stop clear of the switch used by the train to be met in going on the siding.

The engineman will give signal 14 (n) at least one mile before reaching a schedule meeting point

with a train of the same or superior class, or a point where by train order the train is to meet or wait for an opposing train. Should the engineman fail to give signal 14 (n) as herein prescribed, the conductor must take immediate action to stop the train.

NOTE.—On trains of five or more cars, the conductor may delegate the head brakeman to take necessary action.

91. Unless some form of block signals is used, trains in the same direction must keep at least five minutes apart, except in closing up at stations. A train following a train carrying passengers must keep at least ten minutes behind it.

92. A train must not arrive at a station in advance of its schedule arriving time.

A train must not leave a station in advance of its schedule leaving time.

93. Within yard limits the main track may be used, protecting against first-class trains.

Second-class and extra trains must move within yard limits, prepared to stop unless the main track is seen or known to be clear.

D-93a. On two or more tracks, movement against the current of traffic within yard limits may be made under protection only.

94. A train which overtakes another train so disabled that it cannot proceed, will pass it, if practicable, and if necessary will assume the schedule and take the train orders of the disabled train, proceed to the next available point of communication, and there report to the Superintendent. The disabled train will assume the right or

schedule and take the train orders of the last train with which it has exchanged, and will when able proceed to and report from the next available point of communication.

When a train, unable to proceed against the right or schedule of an opposing train, is overtaken between communicating stations by an inferior train or a train of the same class having right or schedule which permits it to proceed, the delayed train may, after proper understanding with the following train, precede it to the next available point of communication, where it must report to the Superintendent. When opposing trains are met under these circumstances, it must be fully explained to them by the leading train that the expected train is following.

95. Two or more sections may be run on the same schedule.

Each section has equal time-table authority.

A train must not display signals for a following section, except as prescribed by Rule 85, without orders from the Superintendent.

S-96. When signals displayed for a section are taken down at any point before that section arrives, the conductor, if there be no other provision, will arrange in writing with the operator, or if there be no operator, with the switch tender, or in the absence of both, with a flagman left there for that purpose, to notify all opposing trains that the section for which signals were displayed has not arrived, and, in addition, the conductor must notify all opposing inferior trains, or trains of the same class, until the fact that the signals were carried has been registered at the next register station.

S-97. Extra trains must not be run without train orders.

D-97. On double track, or three or more tracks, extra trains may be run without train orders.

Work extras must move with the current of traffic unless otherwise directed.

98. Trains must approach the end of double track, junctions, railroad crossings at grade, and drawbridges, with caution. Where required by rule or by law, trains must stop.

Trains using a siding must proceed with caution, expecting to find it occupied by other trains.

98a. Trains must stop not less than 200 feet nor more than 800 feet before crossing any drawbridge or steam railroad at grade, except where interlocking signals are in use.

99. When a train stops under circumstances in which it may be overtaken by another train, the flagman must go back immediately with flagman's signals a sufficient distance to insure full protection, placing two torpedoes, and when necessary, in addition, displaying lighted fuses.

When signal 14 S-(d), 14 S-(e), 14 D-(a), 14 D-(b), 14 D-(c), 14 D-(d), 14 D-(e), or 14 D-(f) has been given to the flagman and safety to the train will permit, he may return. When the conditions require he will leave the torpedoes and a lighted fusee.

The front of the train must be protected in the same way when necessary by the head brakeman or baggageman.

When a train is moving under circumstances in which it may be overtaken by another train, the

flagman must take such action as may be necessary to insure full protection. By night, or by day when the view is obscured, lighted fusees must be thrown off at proper intervals.

When day signals cannot be plainly seen, owing to weather or other conditions, night signals must also be used.

Conductors and enginemen are responsible for the protection of their trains.

Flagman's signals:

Day signals—A red flag,
Torpedoes and
Fusees.

Night signals—A red light,
A white light,
Torpedoes and
Fusees.

100. When the flagman goes back to protect the rear of the train, the head brakeman must, in the case of passenger trains, and the next brakeman in the case of other trains, take his place on the train.

D-100a. When a train is stopped suddenly, enginemen and trainmen will promptly flag all trains approaching on other tracks unless it is known that no other track is obstructed.

101. Trains must be fully protected against any known condition which interferes with their safe passage at normal speed.

When conditions are found which may interfere with the safe passage of trains at normal speed and no protection has been provided, such action must be taken as will insure safety.

101a. When an engine leaves a portion of its train on the main track, the portion left must be

protected against the returning engine. At night, or when weather conditions require, torpedoes must be used; in addition, on single track, a red light, and on two or more tracks, a white light must be displayed on the head car.

102. If a train should part while in motion, trainmen must, if possible, prevent damage to the detached portions. The signals prescribed by Rules 12 (e) and 14 (f) must be given.

The detached portion must not be moved or passed until the front portion comes back.

D-102. The engineman and trainmen of the front portion must give the train-parted signal to trains running on the opposite track. A train receiving this signal or being otherwise notified that a train on the opposite track has parted, must immediately reduce speed and proceed with caution until the separated train is passed.

When a train is disabled so it may obstruct the opposite track, trains on that track must be stopped.

103. When cars are pushed by an engine, except when shifting or making up trains in yards, a trainman must take a conspicuous position on the front of the leading car.

103a. Trains or cars must not be pushed over public crossings unless a member of the crew is on the leading car or on the ground ahead to see that the crossing is clear. Cars must not be cut loose and run over crossings unless there is a man on the leading car, and only after proper signal has been given.

103b. When switching passenger equipment the air brakes must be used when practicable.

The engine must not be uncoupled from cars which are occupied until they have been stopped.

104. Switches must be left in proper position after having been used. Conductors are responsible for the position of the switches used by them and their trainmen, except where switch-tenders are stationed, but, when practicable, the engineman must see that the switches nearest the engine are properly set.

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

104a. Enginemen must know that switches are in proper position before they foul, or pull in or out of sidings or other tracks.

104b. Employes must not unlock, or stand within 20 feet of main track switches while a train is approaching or passing.

104c. Main track switches when in proper position must be locked.

104d. Trains or cars standing on sidings or other tracks must be clear of the fouling point.

105. Both the conductor and engineman are responsible for the safety of the train and the observance of the rules, and, under conditions not provided for by the rules, must take every precaution for protection.

106. Trains must use caution in passing a train receiving or discharging passengers at a station, and, except where proper safeguards are provided or the movement is otherwise protected, must not pass between it and the platform at which the passengers are being received or discharged.

106a. A train carrying passengers making other than schedule stops must use precaution to prevent other trains running between it and the platform at which the passengers are to be received or discharged. Local trains must, as far as possible, avoid detention to through trains.

106b. When a train carrying passengers makes a stop, which is not a station stop, trainmen must call out "This is not the station stop." If, in making a station stop, the station has been passed, the engineman must give signal to back and receive answer before backing.

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

108. Engines of freight trains of more than 25 cars must be detached before taking water, except when scooping at track pans.

109. Bulletin boards and books will be maintained at points designated on the time-table, where instructions modifying the rules or special instructions will be posted by designated employe for the information of employes in train service, who must examine them before starting on each trip, and as frequently as practicable thereafter.

D-110. The main tracks shall be designated by numerals and their use indicated by special instructions.

111. When the running orders of a train expire at any communicating station that is not a register station, the conductor must make a report by wire to the Superintendent, showing train number, engine number and time of arrival.

D-152. When a train crosses over to, or obstructs the other track, unless otherwise provided it must first be protected as prescribed by Rule 99 in both directions on that track.

RULES FOR MOVEMENT BY TRAIN ORDERS.

201. For movements not provided for by time-table, train orders will be issued by authority and over the signature of the Superintendent. They must contain neither information nor instructions not essential to such movements.

They must be brief and clear; in the prescribed forms when applicable; and without erasure, alteration or interlineation.

Figures in train orders must not be surrounded by brackets, circles or other characters.

202. Each train order must be given in the same words to all employes or trains addressed.

203. Train orders must be numbered consecutively each day, beginning at midnight.

204. Train orders must be addressed to those who are to execute them, naming the place at which each is to receive his copy. Those for a train must be addressed to the conductor and engineman, and also to any one who acts as its pilot. A copy for each employe addressed must be supplied by the operator.

Orders addressed to operators restricting the movement of trains must be respected by conductors and enginemen the same as if addressed to them.

205. Each train order must be written in full in a book provided for the purpose at the office of the Superintendent; and with it recorded the names of those who have signed for the order; the time and the signals which show when and from what offices the order was repeated and the responses transmitted; and the train dispatcher's

initials. These records must be made at once, and never from memory or memoranda.

206. In train orders regular trains will be designated as "No. 10," and sections as "Second 10," adding engine numbers. Extra trains will be designated by engine numbers, and the direction as "Extra 798, 'East' or 'West.'"

In transmitting train orders by telegraph time must be stated in figures and duplicated in words.

In transmitting train orders by telephone the names of stations must be plainly pronounced, and then spelled, letter by letter, thus: Aurora, A-u-r-o-r-a; all numerals must first be pronounced, and then followed by spelling, thus: 1-0-5, O-n-e N-a-u-g-h-t F-i-v-e; the train dispatcher must write the order as he transmits it and underscore it as it is being repeated. The letters duplicating names of stations and numerals will not be written in the order book nor upon train orders.

Even hours must not be used in stating time of day in train orders, such as 10.00 a.m.

207. To transmit a train order, the signal "31" or the signal "19" followed by the direction must be given to each office addressed, the number of copies being stated, if more or less than three—thus, "31 West, copy 5," or "19 East, copy 2."

208. A train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable. When not sent simultaneously to all, the order must be sent first to the superior train.

The several addresses must be in the order of superiority of trains, each office taking its proper

address, and when practicable must include the operator at the meeting or waiting point.

S-208. Copies of the order addressed to the operator at the meeting or waiting point must be delivered to the trains affected until all have arrived from one direction.

A train order must not be sent to a superior train at the meeting point if it can be avoided. When an order is so sent, the fact will be stated in the order and special precautions must be taken to insure safety.

209. Operators receiving train orders must write them in manifold during transmission. If they cannot at one writing make the requisite number of copies, they must make others from one of the copies previously made, and repeat to the train dispatcher from the new copies each time additional copies are made. They must retain a copy of each train order.

210. When a "31" train order has been transmitted, operators must, unless otherwise directed, repeat it at once from the manifold copy in the succession in which the several offices have been addressed, and then write the time of repetition on the order. Each operator receiving the order should observe whether the others repeat correctly.

Those to whom the order is addressed, except enginemen, must then sign it, and the operator will send their signatures preceded by the number of the order to the Superintendent. The response "complete," and the time, with the initials of the Superintendent, will then be given by the train dispatcher. Each operator receiving this response will then write on each copy the word "complete,"

the time, and his last name in full, and then deliver a copy to each person addressed, except enginemen. The copy for each engineman must be delivered to him personally by the conductor.

Enginemen must show train orders to firemen and when practicable to forward trainmen. Conductors must show train orders when practicable to trainmen.

211. When a "19" train order has been transmitted, operators must, unless otherwise directed, repeat it at once from the manifold copy, in the succession in which the several offices have been addressed. Each operator receiving the order should observe whether the others repeat correctly. When the order has been repeated correctly by an operator, the response "complete," and the time, with the initials of the Superintendent, will be given by the train dispatcher. The operator receiving this response will then write on each copy the word "complete," the time, and his last name in full, and personally deliver a copy to each person addressed without taking his signature. But when delivery to engineman will take the operator from the immediate vicinity of his office, the engineman's copy will be delivered by the conductor.

When a "19" train order restricting the superiority of a train is issued for it at the point where such superiority is restricted, the train must be brought to a stop before delivery of the order.

Enginemen must show train orders to firemen and when practicable to forward trainmen. Conductors must show train orders when practicable to trainmen.

212. When so directed by the train dispatcher a train order may be acknowledged before repeating, by the operator responding: "X;—Number of Train Order to Train Number," with the operator's initials and office signal. The operator must then write on the order his initials and the time.

213. "Complete" must not be given to a train order for delivery to an inferior train until the order has been repeated or the "X" response sent by the operator who receives the order for the superior train.

214. When a train order has been repeated or "X" response sent, and before "complete" has been given, the order must be treated as a holding order for the train addressed, but must not be otherwise acted on until "complete" has been given.

If the line fail before an office has repeated an order or has sent the "X" response, the order at that office is of no effect and must be there treated as if it had not been sent.

215.

216. For train orders delivered by the train dispatcher the requirements as to the record and delivery are the same as at other offices.

217. A train order to be delivered to a train at a point not a train order office, or at one at which the office is closed, must be addressed to

"*C. and E.*—at—, care of—," and forwarded and delivered by the conductor or other person in whose care it is addressed. When form 31 is used "complete" will be given upon the signature of the person by whom the order is to be delivered, who must be supplied

with copies for the conductor and engineman addressed, and a copy upon which he shall take their signatures. This copy he must deliver to the first operator accessible, who must preserve it, and at once transmit the signatures of the conductor and engineman to the train dispatcher.

Orders so delivered must be acted on as if "complete" had been given in the usual way.

For orders which are sent, in the manner herein provided, to a train, the superiority of which is thereby restricted, "complete" must not be given to an inferior train until the signatures of the conductor and engineman of the superior train have been sent to the Superintendent.

218. When a train is named in a train order by its schedule number alone, all sections of that schedule are included, and each must have copies delivered to it.

219. An operator must not repeat or give the "X" response to a train order for a train which has been cleared or of which the engine has passed his train-order signal until he has obtained the signatures of the conductor and engineman to the order.

220. Train orders once in effect continue so until fulfilled, superseded or annulled. Any part of an order specifying a particular movement may be either superseded or annulled.

Orders held by or issued for or any part of an order relating to a regular train become void when such train loses both right and schedule as prescribed by Rules 4 and 82, or is annulled.

When a conductor or engineman, or both, is relieved before the completion of a trip, all train orders and instructions held must be delivered to

the relieving conductor or engineman. Such orders or instructions must be compared by the conductor and engineman before proceeding.

221. In automatic block signal territory Train-order signals shall indicate "stop" when trains are to be stopped for train orders. When there are no orders the signal must indicate "proceed."

In automatic block signal territory, when a signalman receives the signal "31" or "19," followed by the direction or track, he must immediately display the "stop signal" for the direction or track indicated and then reply "stop displayed," adding the direction or track; and until orders have been delivered or annulled the signal must not be restored to "proceed" except as prescribed by Rule 1032. While "stop" is indicated trains must not proceed without a clearance card.

In non-automatic block signal territory Train-order signals indicate "stop" when there is a signalman on duty, except when changed to "proceed" to allow a train to pass after getting train orders, or for which there are no orders. The signal must be returned to "stop" as soon as the train has passed.

221a. When there are orders for other trains running in the same direction on the same track as the train to which the orders have been delivered the signal must not be changed to "proceed" except as prescribed by Rule 1032.

222. Operators must promptly record and report to the Superintendent the time of departure of all trains and the direction of extra trains. They must record the time of arrival of trains and report it when so directed.

223. The following signals and abbreviations may be used:

Initials for signature of the Superintendent.
Such office and other signals as are arranged
by the Superintendent.

C & E—for Conductor and Engineman.

X—Train will be held until train order is
made "complete."

Com—for Complete.

O S—Train Report.

No—for Number.

Eng—for Engine.

Sec—for Section.

Psgr—for Passenger.

Frt—for Freight.

Mins—for Minutes.

Jet—for Junction.

Dispr—for Train Dispatcher.

Opr—for Operator.

31 or 19—to clear the line for Train Orders,
and for Operators to ask for Train
Orders.

S D—for "Stop Displayed."

The usual abbreviations for the names of
the months and stations.

224. The train dispatching telephone circuit is exclusively for the use of employes concerned in the movement of trains, and must not be used for any other purpose unless authorized.

When called, operator must immediately respond by announcing clearly name of station and await instructions. Communications except

train orders must be acknowledged by the word "Right," followed by the personal signal of operator.

To communicate with the train dispatcher, first listen, and if the line is clear, close the transmitter circuit and announce station. The train dispatcher will respond by saying "Right" or "Cut out."

225. Upon arrival of a train at a meeting or passing point where no operator is on duty, if the other train is not in sight the conductor or engineman must communicate with the train dispatcher giving location, his name and number of train and ascertain if there are any orders. If the train dispatcher has train orders the conductor or engineman must copy them in duplicate on proper forms, repeat them to the train dispatcher, and in transmitting acknowledgment spell his name.

RULES GOVERNING THE MOVEMENT OF TRAINS WITH THE CURRENT OF TRAFFIC ON TWO OR MORE TRACKS BY BLOCK SIGNALS.

D-251. On portions of the road so specified on the time-table, trains will run with the current of traffic by block signals whose indications will supersede time-table superiority.

D-253. A train having work to do which may detain it more than 10 minutes, must obtain permission from the signalman at the last station at which there is a siding before entering the block in which work is to be done. The signalman must obtain authority to give this permission from the Superintendent.

FORMS OF TRAIN ORDERS.

NOTE.—In the forms of train orders, the words and figures in *italics* are examples, indicating the manner in which the orders are to be filled out.

A.

Fixing Meeting Points for Opposing Trains.

- (1.) *No 1* meet *No 2* at *B*.
No 3 meet *Second 4* at *B*.
No 5 meet *Extra 95 east* at *B*.
Extra 652 north meet *Extra 231 south* at *B*.
- (2.) *No 2* and *Second 4* meet *Nos 1* and *3* at *C*
and *Extra 95 west* at *D* (and so on).
No 1 meet *No 2* at *B* *Second 4* at *C* and *Extra 95 east* at *D*.

Trains receiving these orders will run with respect to each other to the designated points and there meet in the manner prescribed by the Rules.

B.

Directing a Train to Pass or Run Ahead of Another Train.

- (1.) *No 1* pass *No 3* at *K*.
Both trains will run according to rule to the designated point and there arrange for the rear train to pass promptly.
- (2.) *No 6* pass *No 4* when overtaken.
Both trains will run according to rule until the second-named train is overtaken and then arrange for the rear train to pass promptly.

- (3.) *Extra 594 east* run ahead of *No 6 M* to *B*.

The first-named train will run ahead of the second-named train between the points designated.

- (4.) *Extra 95 west* run ahead of *No 3 B* until overtaken.

The first-named train will run ahead of the second-named train from the designated point until overtaken, and then arrange for the rear train to pass promptly.

- (5.) *No 1* pass *No 3* at *K* and run ahead of *No 7 M* to *Z*.

When an inferior train receives an order to pass a superior train, right is conferred to run ahead of the train passed from the designated point. Unless some form of block signal is used, the following train will run with caution, looking out for the designated train ahead until the order is fulfilled.

C.

Giving Right Over an Opposing Train.

- (1.) *No 1* has right over *No 2 G* to *X*.

If the second-named train reaches the point last named before the other arrives, it may proceed, keeping clear of the opposing train as many minutes as such train was before required to clear it under the rules. If the first-named train is met between the designated points, the conductor of the second-named train must inform it of his arrival.

- (2.) *Extra 37 east* has right over *No 3 F* to *A*.

The regular train must not go beyond the point last named until the extra train has arrived, unless directed by train order to do so.

These orders give right to the train first named over the other train between the points named. If the trains meet at either of the designated points, the first-named train must take the siding, unless the order otherwise prescribes.

E.

Time Orders.

- (1.) *No 1* run *50 mins* late *A* to *G*.

This makes the schedule time of the train named, between the stations mentioned, as much later as stated in the order, and any other train receiving the order is required to run with respect to this later time, as before required to run with respect to the regular schedule time. The time in the order should be such as can be easily added to the schedule time.

- (2.) *No 1* run *50 mins* late *A* to *G* and *20 mins* late *G* to *K*, etc.

This makes the schedule time of the train named, between the stations mentioned, as much later as stated in the order, and any other train receiving the order is required

to run with respect to this later time as before required to run with respect to the regular schedule time. The time in the order should be such as can be easily added to the schedule time.

- (3.) *No 1* wait at *H* until *9 59 a m* for *No. 2*.

The train first named must not pass the designated point before the time given, unless the other train has arrived. The train last named is required to run with respect to the time specified, at the designated point or any intermediate station where schedule time is earlier than the time specified in the order, as before required to run with respect to the schedule time of the train first named.

- (4.) *Nos 1* and *3* wait at *N* until *9 59 a m*
P until *10 30 a m*
R until *10 55 a m* etc.

The train, or trains, named must not pass the designated points before the times given. Other trains receiving the order are required to run with respect to the time specified at the designated points or any intermediate station where schedule time is earlier than the time specified in the order as before required to run with respect to the schedule time of the train, or trains, named.

F.

For Sections.

- (1.) *Eng 20* display signals and run as *First 1 A* to *Z*.

To be used when the number of the engine for which signals are displayed is unknown, and is to be followed by (2), both being single-order examples.

- (2.) *Eng 25* run as *Second 1 A* to *Z*.
- (3.) *No 1* display signals *A* to *G* for *Eng 65*.
Second 1 display signals *B* to *E* for *Eng 99*.
- (4.) *Engs 20 25* and *99* run as *First Second* and *Thrd 1 A* to *Z*.

To add an intermediate section, (5) will be used.

- (5.) *Eng 85* display signals and run as *Second 1 A* to *Z*. Following sections change numbers accordingly.

The engine named will display signals and run as directed, and following sections will take the next higher number.

To drop an intermediate section, (6) will be used.

- (6.) *Eng 85* is withdrawn as *Second 1* at *H*. Following sections change numbers accordingly.

The engine named will drop out at *H*, and following sections will take the next lower number.

To substitute one engine for another on a section, (7) will be used.

- (7.) *Eng 18* instead of *Eng 85* display signals and run as *Second 1 R* to *Z*.

The second-named engine will drop out at *R*, and be replaced by the first-named engine.

If the second-named engine is the last section, the words "display signals and" will be omitted. Following sections need not be addressed.

To discontinue the display of signals, (8) will be used.

- (8.) *Second 1* take down signals at *D*.

The train named will take down signals as directed, and a following section must not proceed beyond the designated point.

To pass one section by another, (9) will be used.

- (9.) *Engs 99* and *25* reverse positions as *Second* and *Thrd 1 H* to *Z*.

Conductors and enginemen of the trains addressed will exchange orders and signals. Following sections, if any, need not be addressed.

Each section affected by these orders must have copies, and must arrange signals accordingly.

To annul a section for which signals have been displayed over a division, or any part thereof, when no train is to follow the signals, Form *K* must be used.

When sections are run to an intermediate point of a schedule, the train orders must specify which section or sections shall assume the schedule beyond such point.

G.

Extra Trains.

- (1.) *Eng 99* run extra *A* to *F*.

- (2.) *Eng 99* run extra *A* to *F* and return to *C*.
 The extra must go to *F* before returning to *C*.

H.

Work Extra.

- (1.) *Eng 292* works extra *6 45 a m* until *5 45 p m* between *D* and *E*.
 The work extra must, whether standing or moving, protect itself against extras within the working limits in both directions as prescribed by the rules. The time of regular trains must be cleared.

This may be modified by adding:

- (2.) *Not protecting against eastward extra trains*.
 The work extra will protect only against westward extra trains. The time of regular trains must be cleared.

- (3.) *Not protecting against extra trains*.
 Protection against extra trains is not required. The time of regular trains must be cleared.

When a work extra has been instructed by order to not protect against extra trains, and, afterward, it is desired to have it clear

the track for, or protect itself after a certain hour against, a designated extra, an order may be given in the following form:

- (4.) *Work Extra 292* clears, or protects against, *Extra 76* east between *D* and *E* after *2 10 p m*.

Extra 76 east must not enter the working limits before 2 10 p.m., and will then run expecting to find the work extra clear of the main track, or protecting itself, as the order may require.

To enable a work extra to work upon the time of a regular train, the following form will be used:

- (5.) *Work Extra 292* protects against *No 55*, or _____ class trains, between *D* and *E*.

The work extra may work upon the time of the train or trains mentioned in the order, and must protect itself against such train or trains. The regular train or trains receiving the order will run expecting to find the work extra protecting itself.

When a work extra is to be given exclusive right over all trains the following form will be used:

- (6.) *Work Extra 292* has right over all trains between *D* and *E* *7 15 p m* until *1 15 a m*.

This gives the work extra the exclusive right between the points designated between the times named.

Work extras must give way to all trains as promptly as practicable.

Whenever extra trains are run over working limits, they must be given a copy of the order sent to the work extra. Should the working order instruct a work extra to not protect against extra trains in one or both directions, extra trains must protect against the work extra; if the order indicates that the work extra is protecting itself against other trains, they will run expecting to find the work extra protecting itself.

The working limits should be as short as practicable; to be changed as the progress of the work may require.

J.**Holding Order.**

Hold *No 2*.

Hold *all, or eastward, trains*.

When a train has been so held it must not proceed until the order to hold is annulled, or an order given to the operator in the form:

— *may go*.

These orders will be addressed to the operator and acknowledged in the usual manner, and will be delivered to conductors and enginemen of all trains affected.

Form J will be used only when necessary to hold trains until orders can be given, or in case of emergency.

K.**Annuling a Schedule or a Section.**

No 1 due to leave *A Feb 29th* is annulled
A to Z.

Second 5 due to leave *E Feb 29th* is annulled
E to G.

The schedule or section annulled becomes void between the points named and cannot be restored.

L.**Annuling an Order.**

Order *No 10* is annulled.

If an order which is to be annulled has not been delivered to a train, the annulling order will be addressed to the operator, who will destroy all copies of the order annulled but his own, and write on that:

Annulled by Order No ———.

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

M.**Annuling Part of an Order.**

That part of Order *No. 10* reading *No 1 meet No 2* at *S* is annulled.

That part of Order *No 12* reading *No 3 pass No 1* at *S* is annulled.

P.**Superseding an Order or a Part of an Order.**

This order will be given by adding to prescribed forms the words "instead of ———."

(1.) *No 1* meet *No 2* at *C* instead of *B*.

(2.) *No 3* pass *No 1* at *D* instead of *C*.

(3.) *No 1* has right over *No 2* *G* to *R* instead of *X*.

FORM 19	FORM 19
NEW YORK CENTRAL RAILROAD	
TRAIN ORDER No. ¹⁰	
November 17 19 15	
To.....	At.....
X Initials	Opr.; 1 45 AM
.....	
Conductor and Engineman must each have a copy of this order.	
Made Complete time 2 16PM	Black Opr.

NEW YORK CENTRAL RAILROAD	
CLEARANCE CARD	
Dover 9 15 A M	November 17 19 15
Conductor and Engineman No. 12	
I have 3 No. No further	orders for your train.
Stop signal is displayed	For Extra 452 Cannot be cleared.
*Block..... Clear	
	John Jones Operator.
This does not affect any orders you may have received.	
Conductor and Engineman must each have a copy, and see that their train is correctly designated in the above form.	
* Where Clearance Card is used when the block is not clear, the line giving block indication will be left blank, and Permissive Card used in addition to Clearance Card.	

NEW YORK CENTRAL RAILROAD

CAUTION CARD

Signal Station; M.,, 19.....
 TO ENGINEMAN, train..... on track:

This card is authority to pass Stop-signal for..... track.
 You may proceed with caution. Signal indicates stop on account of.....

.....

..... Signalman.

Enginemen receiving this card properly filled in and signed by the signalman, may proceed with the train under control prepared to stop short of any obstruction.

When Caution Card is used on account of failure of means of communication, this card must be delivered to the signalman at the next signal station in advance, and the engineman must personally obtain from the signalman permission to proceed.

NEW YORK CENTRAL RAILROAD

PERMISSIVE CARD

Signal Station; M.,, 19.....
 TO CONDUCTOR AND ENGINEMAN, train..... on track:

Proceed, expecting to find a train in the block between this station
 and

....., Signalman.

Permissive Card may be used when a Stop-signal is displayed and it is permissible to admit a following train to the block.

Enginemen receiving this card will proceed as indicated.

FORMS OF SIGNALS.

Fixed Signals of the Semaphore Type.

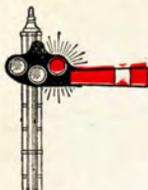


FIG. 1

An interlocking signal or block signal which may display the "Stop" indication is distinguished by a square end red arm. Where more than one light is displayed they are vertically arranged. (Fig. 1.)

NOTE.—An interlocking signal governs the use of the routes of an interlocking plant and may be used for the blocking of trains and for train orders.

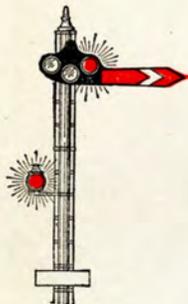


FIG. 2

An automatic block signal which may display the "Stop and then Proceed" indication is distinguished by a pointed end red arm, a number plate and the display of two lights, which for signals of the upper quadrant type and one-arm lower quadrant type shall be diagonally arranged on opposite sides of the signal mast. (Fig. 2.)

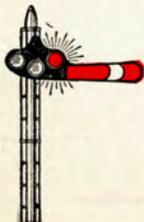


FIG. 3

A manual block signal or train order signal which may display the "Stop Within Defined Limits" indication is distinguished by a round end red arm. (Fig. 3.)

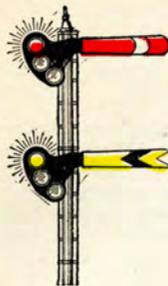


FIG. 4

A manual block signal with permissive arm which may display the "Stop Within Defined Limits" indication is distinguished by an upper round end red arm and a lower forked end yellow arm. (Fig. 4.)



FIG. 5

A distant signal, whether interlocking or block, which may display the "Approach Home Signal with Caution" indication, is distinguished by a forked end yellow arm. (Fig. 5.)

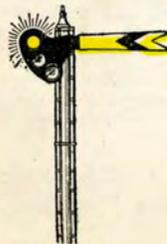


FIG. 6

A distant switch signal which may display the "Continue with Caution" indication is distinguished by a forked end yellow arm. (Fig. 6.)

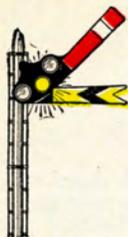


FIG. 7

End-of-block signal is distinguished by a forked end yellow arm displayed in a horizontal position in connection with a home interlocking or block signal arm which displays an indication to proceed. (Fig. 7.)



FIG. 8

A dwarf signal is distinguished by a small square end red arm, placed on a low stand. (Fig. 8.)

Fixed Signals of Special Form.



FIG. 9

A pot signal is distinguished by the form of the target, the color of which corresponds with the color of the night signal indication displayed, except where a purple light is used for the night indication the target will be red. (Fig. 9.)

NOTE.—The standard form of pot signal is shown, but previous standards may be continued in use.

Various other fixed signals of special form are used, such as slow board, stop board, yard limit, switch, disc or ball.

SIGNAL INDICATIONS.

The signal aspects, indications and the name given each for the various types of signals used are as follows:

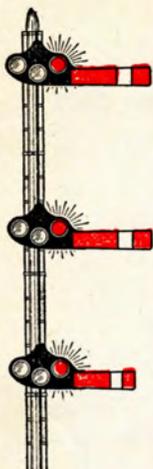


FIG. 11

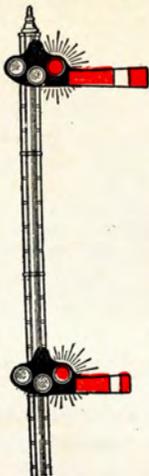


FIG. 12

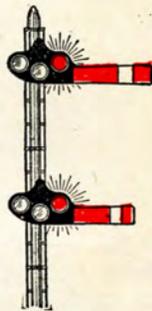


FIG. 13

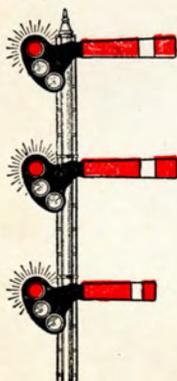


FIG. 14

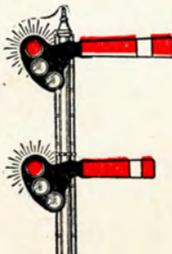


FIG. 15

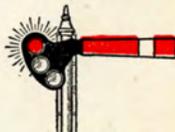


FIG. 16

Indication—STOP.

Rule 701.

Name—Stop-Signal.



FIG. 17



FIG. 18

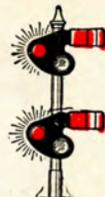


FIG. 19



FIG. 20



FIG. 21



FIG. 22



FIG. 23



FIG. 24



FIG. 25

Rule 701.

Indication—STOP.

Name—Stop-Signal.

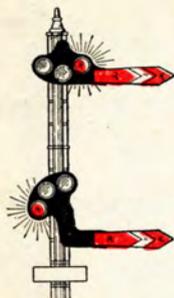


FIG. 26

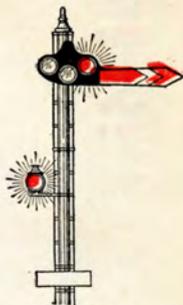


FIG. 27

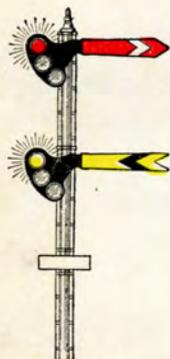


FIG. 28

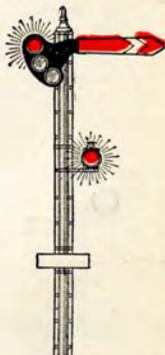


FIG. 29

Rule 702.

Indication—STOP; THEN PROCEED.

Name—Stop-and-Proceed-Signal.

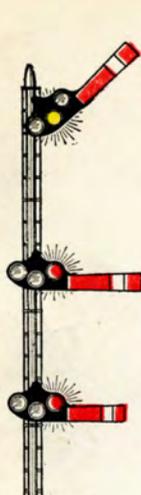


FIG. 30

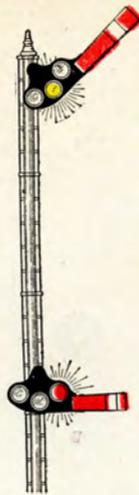


FIG. 31

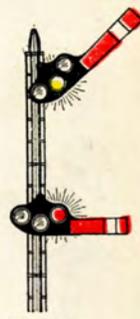


FIG. 32



FIG. 33

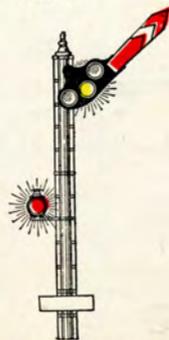


FIG. 34

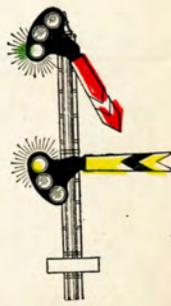


FIG. 35

RULE 703. FIGS. 30 TO 35 INCLUSIVE.

Indication—Proceed at a speed reduced to not exceeding one-half the maximum authorized at point involved (not exceeding thirty miles per hour) prepared to stop at the next signal.

Name—Approach-Signal.



FIG. 36



FIG. 37



FIG. 38

Rule 703.

Indication—APPROACH NEXT SIGNAL PREPARED TO STOP.

Name—Approach-Signal.

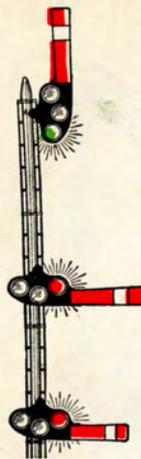


FIG. 39

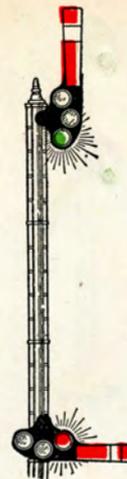


FIG. 40

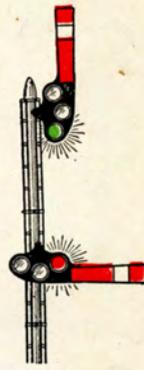


FIG. 41

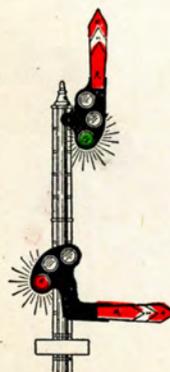


FIG. 42

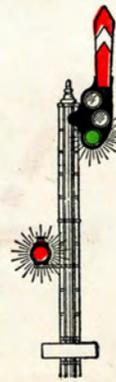


FIG. 43

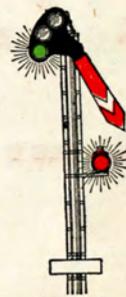


FIG. 44

Rule 704.

Indication—PROCEED.

Name—Clear-Signal.



FIG. 45



FIG. 46



FIG. 47

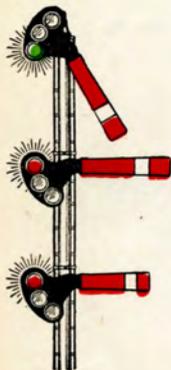


FIG. 48

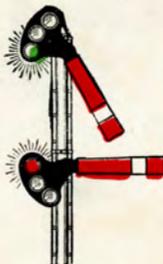


FIG. 49



FIG. 50

Rule 704.

Indication—PROCEED.
Name—Clear-Signal.



FIG. 51



FIG. 52



FIG. 53

Rule 704.

Indication—PROCEED. Name—Clear-Signal.

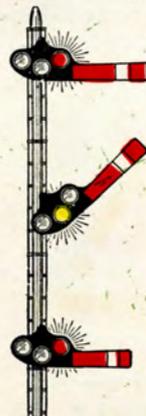


FIG. 54

Rule 705.

Indication—PROCEED AT RESTRICTED SPEED,
PREPARED TO STOP AT NEXT SIGNAL.
Name—Restricting-Signal.

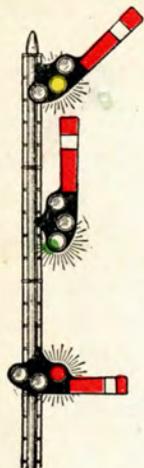


FIG. 55

Rule 706.

Indication—
APPROACH NEXT
SIGNAL AT RE-
STRICTED SPEED.

Name—
Approach-Re-
stricting-Signal.

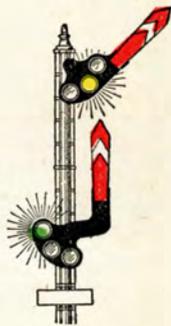


FIG. 56



FIG. 57

Rule 707.

Indication—
PROCEED AT RE-
STRICTED SPEED.

Name—
Clear-Restrict-
ing-Signal.

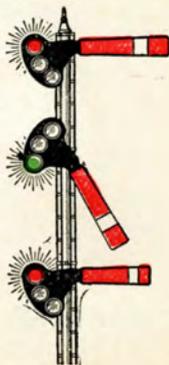


FIG. 58

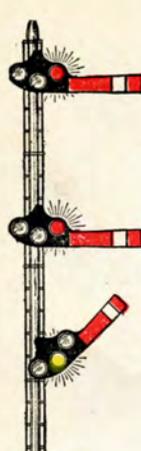


FIG. 59

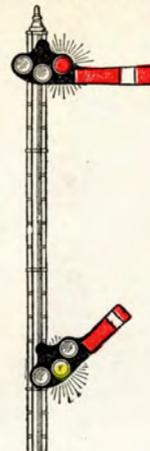


FIG. 60

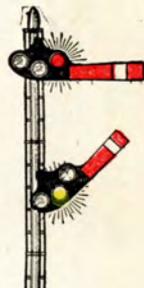


FIG. 61

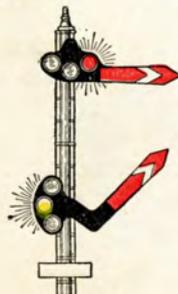


FIG. 62

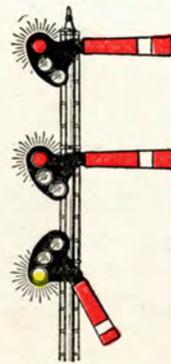


FIG. 63

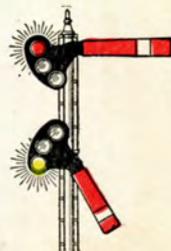


FIG. 64

Rule 708.

Indication—PROCEED AT SLOW SPEED,
PREPARED TO STOP.
Name—Slow-Speed-Signal.



FIG. 65



FIG. 66



FIG. 67



FIG. 68



FIG. 69



FIG. 70

Rule 708.

Indication—PROCEED AT SLOW SPEED,
PREPARED TO STOP.

Name—Slow-Speed-Signal.

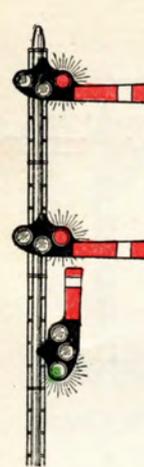


FIG. 71

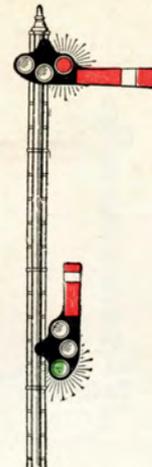


FIG. 72

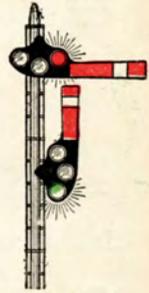


FIG. 73



FIG. 74



FIG. 75



FIG. 76

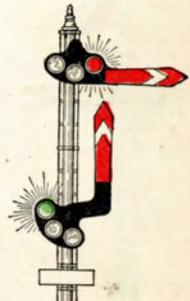


FIG. 77

Rule 709.

Indication—PROCEED AT SLOW SPEED.
Name—Clear-Slow-Speed-Signal.

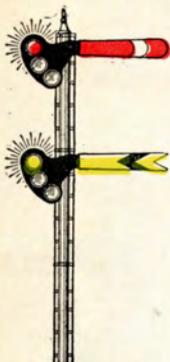


FIG. 78

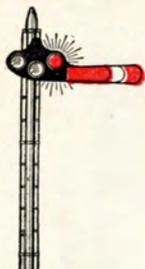


FIG. 79

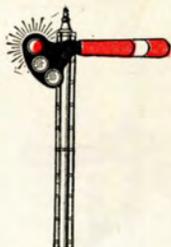


FIG. 80

Rule 710.

Indication—STOP WITHIN DEFINED LIMITS.
Name—Stop-Signal.

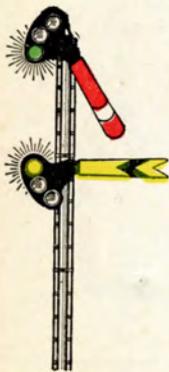


FIG. 81

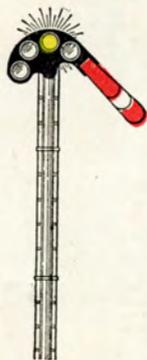


FIG. 82

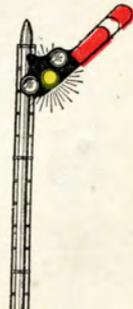


FIG. 83

Rule 711.

Indication—PROCEED WITH CAUTION, PREPARED
TO STOP SHORT OF TRAIN OR OBSTRUCTION.
Name—Permissive-Signal.

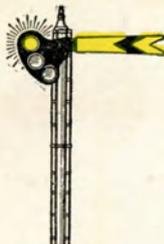


FIG. 84

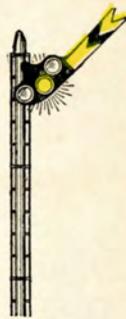


FIG. 85

Rule 712.

Indication—APPROACH HOME SIGNAL WITH
CAUTION.
Name—Caution-Signal.



FIG. 86

Rule 713.

Indication—PROCEED WITH CAUTION.
Name—Caution-Switch-Signal



FIG. 87

Rule 714.

Indication—PROCEED.
Name—Clear-Signal.

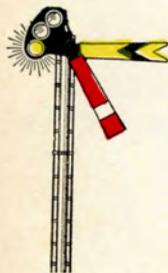


FIG. 88

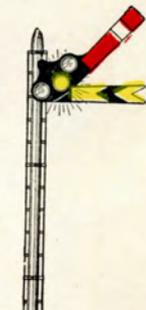


FIG. 89

Rule 715.

Indication—PROCEED WITH CAUTION, END OF
BLOCK SYSTEM.
Name—End-of-Block-Signal.

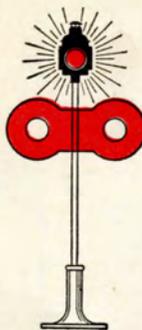


FIG. 90



FIG. 91



FIG. 92

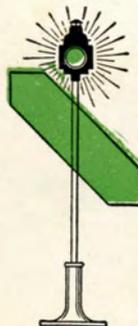


FIG. 93



FIG. 94



FIG. 95

Rule 716.

Indication—STOP OR PROCEED.
See Rule 10h.

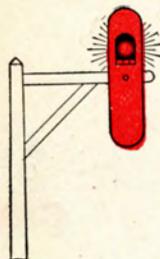


FIG. 96



FIG. 97

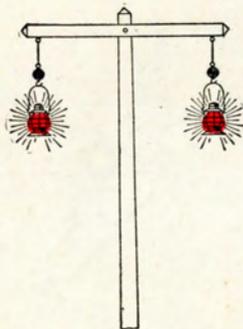


FIG. 98

Rule 717.

Indication—STOP, OR PROCEED OVER CROSSING
AS PRESCRIBED BY SPECIAL INSTRUCTIONS
ON THE TIME-TABLE.



FIG. 99

Rule 718.

Indication—TAKE NEXT SIDING.
Name—Take-Siding-Signal.

Rule 719.

Indication—REDUCE SPEED TO INDICATED LIMIT.

Name—Reduce-Speed-Sign.

Location—Upon the right of and adjoining the track to which it refers, approximately 3000 feet from the point to be protected.

If a flag is substituted for the sign or the sign does not designate the speed limit, speed must be reduced to 10 miles per hour.



FIG. 100

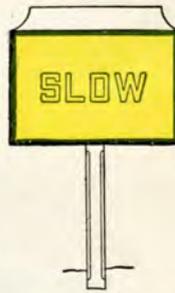


FIG. 101

Rule 720.

Indication—SLOW SPEED.

Name—Slow-Speed-Sign.

Location—At the point to be protected, upon the right of and adjoining the track to which it refers.

Rule 721.

Indication—RESUME NORMAL SPEED WHEN REAR OF TRAIN HAS PASSED.

Name—Resume-Speed-Sign.

Location—Upon the right of and adjoining the track to which it refers, and 50 feet in advance of the point protected.



FIG. 102

GENERAL SIGNAL RULES.

731. When a signal station is open at an irregular hour, trains must be notified by train order or by special instructions, and special precautions must be taken to call the attention of trains approaching such signal station to the indications of the block signals.

GENERAL SIGNAL RULES.**ENGINEMEN AND TRAINMEN.**

741. Enginemen must observe the indication of fixed signals until passing them.

742. Signal indications displayed for an approaching train must not be accepted by a following train until it is evident the indication displayed is intended for the following train.

743. If a signal, permitting a train to proceed, after being accepted, is changed to a Stop-signal before it is reached, the stop must be made at once. Such occurrence must be reported to the Superintendent by wire.

744. Should an improper Proceed-signal indication be observed, it must be reported on Form S. C. 1 to the Superintendent by wire and a man left at the signal to notify approaching trains that would be affected until relieved by a Signal Department employe or by instructions from the Superintendent.

745. If there is an obstruction between signal stations, notice must be given to the nearest signalman.

746. The engineman of a train which has

parted must sound the whistle signal for Train-parted when approaching a signal station.

747. An engineman receiving a Train-parted signal from a signalman must answer by the whistle signal for Train-parted.

748. When a parted train is recoupled the signalman must be notified.

749. If a train is stopped by a signal operated from a signal station the conductor and engineman must immediately ascertain the cause.

750. Conductors must report to the Superintendent any unusual detention at signal stations.

751. A signal station must not be considered as closed, except as provided for by time-table or special instructions.

GENERAL SIGNAL RULES. SIGNALMEN.

761. Levers or other operating appliances must be used only by those charged with that duty, as directed by the rules.

762. Signals must be restored so as to display their most restrictive indication as soon as the train or engine for which they were cleared has passed the signal.

763. Signalmen must observe, as far as practicable, whether the indications of the signals correspond with the position of the levers.

764. If a signal fails to work properly its operation must be discontinued and until repaired the signal secured so as to display its most restrictive indication.

765. Levers must be operated carefully and with a uniform movement. If any irregularity, indicating disarranged connections, is detected in their working, the signals must be restored so as to display their most restrictive indication and the connections examined.

766. During cold weather the levers must be moved as often as may be necessary to keep connections from freezing.

767. Signalmen must not make nor permit any unauthorized repairs, alterations or additions to the apparatus or interlocking plant.

Any defects must be promptly reported on Form S. C. 2.

768. Signalmen must observe all passing trains and note whether they are complete and

in order; should there be any indication of conditions endangering the train, or any other train, the signalman must take such measures for the protection of trains as may be practicable.

769. A signalman informed of any obstruction must immediately notify the signalman at the next signal station and each must display Stop-signals to all trains that may be affected and must not permit any train to proceed until it is known that its track is not obstructed.

770. When coupled trains are separated, the signalman must regard each portion as an independent train.

771. If necessary to stop a train for which an indication to proceed has been displayed and accepted, the signalman must give hand signals in addition to displaying the Stop-signal.

772. Signalmen must have the proper appliances for hand signaling ready for immediate use. Hand signals must not be used when the proper indications can be displayed by the fixed signals, except as prescribed by Rule 771 or 779. When hand signals are necessary they must be given from such a place and in such a way that there can be no misunderstanding on the part of enginemen or trainmen as to the signals, or as to the train or engine for which they are given.

773. If a train overruns a Stop-signal, the fact must be reported to Superintendent by wire.

774. If a Stop-signal is disregarded, the fact must be reported to the next signal station in advance and then to Superintendent by wire.

775. Lights in signal stations must be so placed that they cannot be seen from approaching trains

776. Signalmen will be held responsible for the care of the signal station, lamps and supplies; and, unless otherwise provided, of the signal apparatus and interlocking plant. In the absence of the maintainer the signalman must make such emergency repairs to the apparatus as are practicable to permit the safe passage of trains.

777. Signalmen must not permit unauthorized persons to enter signal stations.

778. A signal station must not be closed except upon authority of the Superintendent.

779. When a signal station is open at an irregular hour, signalmen must use hand signals, in addition to fixed signals, to give the required indications until all trains have passed which have not been notified by train order or by special instructions that the signal station is open. Signalmen must take special precautions to call the attention of trains approaching the signal station to the indications of the fixed signals.

INTERLOCKING RULES.

801. Interlocking signals govern the use of the routes of an interlocking plant, and as to movements within Stop-signal limits, their indications supersede the superiority of trains, but do not dispense with the use or the observance of other signals whenever and wherever they may be required.

INTERLOCKING RULES. ENGINEMEN AND TRAINMEN.

811. Trains or engines must not pass a signal indicating stop, except as provided in Rule 812.

812. Trains or engines must not proceed on hand signals as against interlocking signals until enginemen and trainmen are fully informed of the situation and only after trains or engines have come to a stop. Trains or engines proceeding on hand signals must run at slow speed, prepared to stop.

813. Sand must not be used over movable parts of an interlocking plant.

814. Trains or engines stopped by the signalman in making a movement through an interlocking plant must not move in either direction until they have received the proper signal from him.

815. A reverse movement within the limits of an interlocking plant, or a forward movement after making a reverse movement, must not be made without the proper interlocking signal or permission from the signalman.

INTERLOCKING RULES. SIGNALMEN.

831. When the route is set the signals must be operated sufficiently in advance of approaching trains to avoid delay.

832. A signal must not be cleared for a route which is fouled by a train on a conflicting route.

833. In automatic block signal territory Stop-signal levers for main line movements may be kept reversed.

834. Signals must not be cleared for trains to proceed except by moving the lever provided for the purpose.

835. Signalmen must place latch all the way down when lever movement has been completed.

836. If necessary to change any route for which the signals have been cleared for an approaching train or engine, switches must not be changed or signals cleared for any conflicting route until the train or engine, for which the signals were first cleared, has stopped.

837. Where approach electric locking is in use, the Stop-signal lever must be placed normal while the train is on the releasing track circuit section if desired to prevent relocking the lever in its reversed position by a following train running on the approach locking track circuit.

838. When a signal does not display an indication to proceed when the lever is reversed, the Slow-speed signal, or a hand signal must not be displayed for a movement on the same route until the switches have been examined, except

when the clearing of such signal is prevented by a track section being occupied or other apparatus being out of service which does not interfere with or make it improper to display the Slow-speed signal, or hand signal.

839. A switch, or lock, must not be moved when any portion of a train, engine, hand or motor car is standing on or closely approaching the switch, detector bar or circuit.

840. During storms or while snow or sand is drifting special care must be used in operating switches. If the force whose duty it is to keep the switches clear is not on hand promptly when required, the fact must be reported to the Superintendent by wire.

841. If a signalman has information that an approaching train has parted he must, if possible, stop trains or engines on conflicting routes, clear the route for the parted train, and give the Train-parted signal to the engineman.

842. If there is a derailment or if a switch is run through, or if any damage occurs to the track or interlocking plant, the signals must be restored so as to display their most restrictive indication, and no train or switching movement permitted until all parts of the interlocking plant and track liable to consequent injury have been examined and are known to be in a safe condition.

843. If necessary to discontinue the use of any interlocking signal, hand signals must be used and Superintendent notified.

844. If necessary to disconnect a switch, derail, detector bar, or its equivalent, or a lock all switches or derails affected must be safely secured.

845. Should it be impossible to lock a switch, derail, or movable frog, the switch, derail or frog must be safely secured in proper position before allowing train to pass.

846. When a switch, derail, detector bar, or its equivalent, or a lock is inoperative the repairman must give notice in writing to the signalman who will make record of same.

847. When switches or signals are undergoing repairs, signals must not be displayed for any movements which may be affected by such repairs, until it has been ascertained from the repairmen that the switches are properly set for such movements.

848. Salt must not be used on interlocking switches, or other appliances, except by proper authority.

MANUAL BLOCK RULES.

901. Block signals govern the use of the blocks, but, unless otherwise provided, do not supersede the superiority of trains; nor dispense with the use or the observance of other signals whenever and wherever they may be required.

MANUAL BLOCK RULES. ENGINEMEN AND TRAINMEN.

911. Where an interlocking plant and manual block signals are operated from the same signal station, interlocking rules govern movements through the interlocking plant.

912. Block signals will also be used as Train-order signals and Train-order signal rules also govern.

913. Block signals for a track apply only to trains moving with the current of traffic on that track. Hand signals will be used for blocking trains moving against the current of traffic.

914. When a train takes a siding at a signal station the conductor must immediately notify the signalman when the train is clear of main track and the switch closed.

915. Trains must not pass a Stop-signal without receiving Clearance Card, Caution Card, Permissive Card, or a train order authorizing them to do so, except that:

(a) The head end of a passenger train may pass signal not more than 200 feet when making a station stop, provided it does not foul entrance switch of siding to be used by opposing trains.

(b) A train to take siding at switch located in advance of signal may proceed with caution when engineman receives hand signal from trainman of train holding main track, and the switch is set for movement to the siding.

916. Trains must not proceed on hand signals as against block signals.

917. A train must not go to a closed signal station or non-communicating station to be met or passed by other trains, unless the conductor and engineman have received a train order authorizing the movement and, in addition, have received a Permissive Card and a Clearance Card.

918. Unless otherwise directed, when two or more trains have been coupled and so move past any signal station, they must be separated only at a signal station and the signalman notified.

919. When a train takes a siding it must not again enter the block without the permission of the signalman.

A train having passed beyond the limits of a block must not back into that block without permission from the signalman.

920. Engines within yard limits must receive permission from signalman before occupying main track and report to signalman when clear of main track.

921. Unless otherwise provided, when it is necessary for a train to cross over, the signalman must be notified and permission obtained before crossing over or returning.

MANUAL BLOCK RULES.

SIGNALMEN.

941. Where an interlocking plant and manual block signals are operated from the same signal station, interlocking rules govern movements through the interlocking plant.

942. Where apparatus is provided at one signal station for the control, at an adjacent signal station, of the display of an indication to proceed, signalmen must co-operate, in the manner intended, in the operation of such apparatus while observing manual block rules.

943. Block signals will also be used as Train-order signals and Train-order signal rules also govern.

944. At stations not equipped with fixed signals signalmen must use hand signals.

945. A block record must be kept at each signal station.

946. COMMUNICATING CODE.

- 1—Display Stop-signal.
- 13—I understand.
- 17—Display Stop-signal. Train following.
- 2—Block clear.
- 3—Block wanted for train other than passenger.
- 36—Block wanted for passenger train.
- 4—Train other than passenger has entered block.
- 46—Passenger train has entered block.
- 5—Block is not clear of train other than passenger.
- 56—Block is not clear of passenger train.
- 7—Train following.

8—Opening signal station. Answer by record of trains in the extended block.

9—Closing signal station. Answer by 13

When two or more tracks are used in the same direction, signalmen in using the communicating code must also specify the track.

NOTE.—When the telephone is used, the code will be used without the numerals.

947. On single track, to admit a train to a block, the signalman must examine the block record, and if the block is clear, give "1 for —" to the next signal station in advance. The signalman receiving this signal, if the block is clear, must display the Stop-signal to opposing trains and reply "2 for —." If the block is not clear, he must reply "5 of —," or "56 of —." The signalman at the entrance of the block must then display the proper signal indication.

A train must not be admitted to a block which is occupied by an opposing train or by a passenger train, nor a passenger train admitted to a block occupied by a preceding train, except as provided in Rule 958 or by train order.

To permit a train other than a passenger train to follow a train other than a passenger train into a block, the signalman must give "17 for —" to the next signal station in advance. The signalman receiving this signal, if there is no passenger train in the block, must reply "5 of — 13 for —." The approaching train will then be admitted to the block under Permissive-signal or with Permissive Card and Clearance Card.

948. Where there are two or more main tracks, to admit a train to a block, the signalman must

examine the block record, and, if the block is not occupied by a passenger train, give "3 for —," or "36 for —," to the next signal station in advance. The signalman receiving this signal, if the block is clear, must reply "2 for —." If the block is not clear, he must reply "5 of —," or "56 of —." The signalman at the entrance of the block must then display the proper signal indication.

A train must not be admitted to a block which is occupied by a passenger train, or a passenger train admitted to a block occupied by a preceding train, except as provided in Rule 958, or by train order.

A train other than a passenger train may be permitted to follow a train other than a passenger train into a block under Permissive-signal or with Permissive Card and Clearance Card.

949. When a train enters a block, the signalman must give "4 —," or "46 —" and the time, to the next signal station in advance, and when the train has passed the Block Signal and the signalman has seen the markers he must display the Stop-signal, and when the rear of the train has passed 500 feet beyond the Block Signal, he must give the record of the train to the next signal station in the rear.

This information must be entered on the block records.

NOTE.—The blanks in Rules 947, 948 and 949 are to be filled by the number or designation of the train, except as otherwise noted.

950. Unless otherwise provided, signalmen must not ask for the block until they have received a report of the train from the next signal station in the rear.

951. Signalmen must not permit a train to go to a closed signal station or non-communicating station to be met or passed by other trains until a train order, a Permissive Card and a Clearance Card have been delivered to the engineman and conductor authorizing the movement. When such orders are given the block signal must not be cleared.

952. Should a train pass a signal station without markers, the signalman must notify the signalman at the next signal station in each direction, and must not report that train clear of the block until he has ascertained that the train is complete.

953. Should a train pass a signal station in two or more parts, the signalman must stop all trains moving in the same direction and notify the signalman at the next signal station in advance. A signalman having received this notice must stop all trains moving in the opposite direction. The Stop-signal must not be displayed to the engineman of the parted train if the train can be admitted to the block in advance under Block Signal Rules; but the Train-parted signal must be given. Should a train in either direction be stopped, it may be permitted to proceed when it is known that its track is not obstructed.

954. When a train takes a siding the signalman must know that it is clear of the block before giving "2" or displaying a Clear-signal for that block.

The signalman must obtain control of the block before permitting a train on a siding to re-enter the block.

955. To permit a train to cross over or return, unless otherwise provided, the signalman must

examine the block record, and if all the blocks affected are clear of approaching trains he must arrange with the signalman at the next signal station in each direction to protect the movement, and when the proper signals have been displayed permission may be given. Until the block is clear no train must be admitted in the direction of the cross-over switches except under Permissive-signal or with Permissive Card and Clearance Card.

All cross-over movements must be entered on the block records.

956. A signalman having train orders for a train must display the block signal at Stop. He may permit trains so stopped to proceed under Block Signal Rules after complying with Rules for Movement by Train Orders.

957. If, from the failure of block signal apparatus, the block signal cannot be changed from the Stop indication, a signalman having information from the signalman at the next signal station in advance that the block is clear, may admit a train to the block by the use of Clearance Card.

If the block is occupied by a train other than an opposing train or a passenger train, the signalman may admit a following train by the use of Permissive Card and Clearance Card.

958. If, from any cause, a signalman is unable to communicate with the next signal station in advance, he must stop all trains approaching in that direction. Should no cause for detaining a train be known, it may then be permitted to proceed with Caution Card, provided 10 minutes have elapsed since the passage of the last preceding train.

959. Block signals for a track apply only to trains moving with the current of traffic on that track. Signalmen will use hand signals for blocking trains moving against the current of traffic.

960. To open a signal station the signalman must give "8" to the next signal station in each direction and record the trains that are in the extended block. He must then display Stop-signal and notify the next signal station in each direction that the signal station is open.

When trains, which were in the extended block when the signal station was opened and which had passed his signal station before it was opened, clear the block in advance, he must repeat the record to the signal station in the rear.

961. Unless otherwise provided, a signal station must not be closed until the block in each direction is clear of all trains.

To close a signal station, the signalman must give "9" to the next signal station in each direction, and when he receives "13" enter it on his block record, with the time it is received from each signal station.

The block signals must then be cleared, all lights extinguished and the block wires arranged to work through the closed signal station.

962. When a Permissive-signal is provided it must be used instead of Permissive Card.

963. Clearance Card, Caution Card or Permissive Card must not be issued to trains until train orders received for such trains have been delivered.

AUTOMATIC BLOCK RULES. ENGINEMEN AND TRAINMEN.

1001. Where an interlocking plant is in use in automatic block territory, interlocking rules govern movements through the interlocking plant.

1002. Block signals govern the use of the blocks, but, unless otherwise provided, do not supersede the superiority of trains; nor dispense with the use or the observance of other signals whenever and wherever they may be required.

1003. Block signals for a track apply only to trains moving with the current of traffic on that track.

1004. When a train is stopped by a Stop-signal it must stay until authorized to proceed, or in case of failure of means of communication it may proceed when preceded by a flagman to the next signal displaying a proceed indication.

When a train is stopped by a Stop-and-Proceed-signal it may proceed at once at slow speed, expecting to find a train in the block, broken rail, obstruction or switch not properly set.

1005. A train or engine entering a block between signals must be protected as required by the rules and may proceed at slow speed, prepared to stop.

1006. When a train is stopped by a block signal which is evidently out of order, and not so indicated, the fact must be reported on Form S. C. 1.

1007. Both switches of a cross-over must be reversed before a train starts to make a cross-over

movement, and the movement must be completed before either switch is restored to normal position.

1008. Where switch indicators are used, the indications displayed do not relieve enginemen and trainmen from protecting their train as required by the rules.

1009. Engines with less than 20 feet wheel base must not be operated in automatic block territory except when coupled to other engines or cars.

TRAIN-ORDER SIGNAL RULES. ENGINEMEN AND TRAINMEN.

1021. Train-order signals apply only to trains moving with the current of traffic. A train moving against the current of traffic must receive a Clearance Card at each signal station.

1022. Trains must not pass a Stop-signal without receiving Clearance Card, or Clearance Card and train order, except that:

(a) The head end of a passenger train may pass signal not more than 200 feet when making a station stop, provided it does not foul entrance switch of siding to be used by opposing trains.

(b) A train to take siding at switch located in advance of signal, may proceed with caution when engineman receives hand signal from trainman of train holding main track, and the switch is set for movement to the siding.

1023. A train having passed a Train-order signal giving Stop indication must not accept a Proceed indication of such signal.

1024. Where Train-order signals are not provided at an interlocking plant, yellow flag by day and a yellow light by night displayed to an approaching train, in addition to the Stop indication of the fixed signal, indicates there are train orders and will be acknowledged by 2 short sounds of the whistle. If after acknowledging signal by 2 short sounds of the whistle Stop-signal is not changed to Proceed, it will indicate there are "31" orders and conductor must promptly report at signal station. If Stop-signal is changed to Proceed it will indicate that "19" orders are to be delivered and train may advance to signal

station but must not leave until orders have been received.

1025. If a signal is not displayed at a night office, trains which have not been notified must stop and ascertain the cause, and report the facts to the Superintendent from the next available point of communication.

TRAIN-ORDER SIGNAL RULES. SIGNALMEN.

1030. Train-order signals apply only to trains moving with the current of traffic. A train moving against the current of traffic must be given a Clearance Card at each signal station.

1031. At stations not equipped with fixed signals hand signals must be used.

1032. Where Train-order signals are not provided at an interlocking plant a signalman having orders for a train will display toward the approaching train, a yellow flag by day and a yellow light by night in addition to the Stop indication by the fixed signal. When there are "31" orders to be delivered, the fixed signal must indicate "Stop" until orders have been signed and delivered. When there are "19" orders to be delivered, and the engineman has acknowledged the signal by 2 short sounds of the whistle, the Stop-signal may be changed to "Proceed" and the orders delivered to train on arrival at signal station.

1033. To close a signal station the Train-order signals must be cleared and all lights extinguished.

DISTANT SWITCH SIGNAL RULES.

1041. Distant switch signals are used in connection with a switch to govern the approach thereto.

1042. When a distant switch signal is controlled by a special lever adjacent to the switch stand, the signal must be set to indicate Continue with Caution before opening the switch. After closing the switch the lever must be restored to the normal position and locked.

RAILROAD GRADE CROSSING SIGNAL RULE.

1051. Railroad grade crossing signals indicate by the position of an arm, ball, target or light that train must stop, or may proceed over crossing as prescribed by special instructions on the timetable. (Figs. 96, 97 and 98.)

TRACK PAN LIGHT RULE.

- 1061.** Blue. Indicates where scoop may be lowered.
- Lunar white. Indicates where scoop must be raised.

The lights are located opposite the pan 50 feet from each end.

ELECTRICALLY LOCKED OUTLYING SWITCH RULES.

1071. Electrically locked outlying switches are controlled from a signal station, and an unlock must be obtained from the signalman.

After using switch, apparatus must be restored to normal position and signalman advised.

If the apparatus does not work properly, instructions must be obtained from the signalman.

1072. The unlocking of electrically locked outlying switches does not relieve enginemen and trainmen from protecting their trains as prescribed by the rules.

1073.

BELL CODE.

- 3—4 Want to go on siding.
Answer 3—4 if unlock has been given.
Answer 3—1 if unlock will not be given.
- 3—5 Train on siding clear of main track.
Switch closed and locked.
Answer 3—5.
- 4—2 Want to leave siding.
Answer 4—2 if unlock has been given and train may leave siding.
Answer 3—1 if unlock will not be given.
- 5—3 Train on main line. Switch closed and locked.
Answer 5—3.
- 6 Apparatus not working. Give instructions.

SPECIAL RULES.

TRAIN MASTERS.

1101. Train masters report to and receive instructions from the Superintendent.

1102. They will have charge of the movement of traffic and exercise general supervision over all employes in train, yard and station service.

CHIEF TRAIN DISPATCHERS.

1108. Chief train dispatchers report to and receive instructions from the Superintendent.

1109. They will have charge of train dispatchers, and, unless otherwise provided, operators and signalmen.

1110. They must see that only one person issues train orders over the same territory at the same time, and that train orders are issued in accordance with prescribed forms.

TRAIN DISPATCHERS.

1117. Train dispatchers report to and receive instructions from the chief train dispatcher.

1118. They will issue orders governing the movement of trains, in accordance with the rules; record the movement of all trains and important incidents affecting the movement of traffic.

1119. Each train dispatcher going off duty must enter, in ink, on the train dispatcher's train-order book, record of all outstanding orders and know that they are understood by the relieving train dispatcher.

1120. A train dispatcher and the operator working with him must not be relieved at the same time.

YARD MASTERS.

1132. Yard masters report to and receive instructions from the Superintendent or such official as he may designate.

1133. They will have charge of yards, of the men employed, the movement of trains and engines, and the distribution and movement of cars within assigned limits.

1134. They must see that employes are in condition for the proper discharge of duty.

1135. They must see that trains are properly made up and ready to leave as directed; that each train has the prescribed number of employes; that proper slips or way-bills are furnished; that doors of all loaded cars are properly secured and sealed, and that doors of all empty cars are closed and secured; that cars or tanks containing oil, explosives or inflammable substances are at least six cars from engine or caboose, when practicable; that wooden flat cars are placed on the rear of the train and boarding cars next to the caboose.

1136. They must be familiar with instructions relative to refrigeration, ventilation and protection of perishable freight, and unless otherwise provided, see that a complete record of seals on all doors and hatches is promptly taken upon arrival of cars in yard. If a loaded car is found not properly sealed, contents should be promptly examined and car sealed, making prompt report to the Superintendent.

1137. They must take an inventory of all cars in yards as often as necessary to insure prompt

movement; keep a record of all trains, note all irregularities, and make report to proper official. At interchange points they must take record of seals on cars received from and delivered to connecting lines.

1138. Any change on a running slip must be made in ink or indelible pencil and show authority and name of person making change.

STATION MASTERS.

1141. Station masters report to and receive instructions from the Superintendent or such official as he may designate.

1142. They will have charge of passenger stations and yards and persons employed therein.

1143. They must regularly inspect all cars, station apartments and grounds, and see that they are kept in condition for the comfort and convenience of passengers.

1144. They must inspect the uniforms of employes and know they are presentable.

1145. They must see that passenger trains are made up in the order designated, that crews report for duty as required and that each train has the prescribed number of employes.

1146. They must see that enginemen and trainmen are ready for departure at the appointed time. They must not permit a train to leave the yard with any member of the crew unfit for the proper discharge of duty.

1147. They will designate the places where vehicles, drivers and hotel porters may remain while on railroad property.

1148. They must see that order is preserved about the station, that proper information regarding time of arrival and departure of trains is shown upon bulletin boards provided for the purpose, and before the arrival or departure of a train, announce in the waiting room and on the platform, its direction, destination, whether local or through, and mention the first and principal stops.

1149. They must keep a record of all trains and crews and report irregularities to proper official.

SUPERVISING AGENTS.

1155. Supervising agents report to and receive instructions from the Superintendent.

1156. They must see that freight and ticket agents are familiar with their duties and comply with the instructions issued by the officials of the various departments.

1157. They must make frequent inspection of stations, giving special attention to accounts, claims, records and handling of cars.

STATION AGENTS.

1160. Station agents report to and receive instructions from the Superintendent or such official as he may designate.

1161. They will have charge of the railroad's business, property and station employes at their respective stations, and see that order is preserved.

1162. They must see that the station and grounds are in proper condition for the safety, comfort and convenience of patrons.

1163. They must open the ticket office in time to accommodate passengers before the departure of trains, and, as far as possible, see that passengers have tickets before boarding trains and that tickets are not sold to persons who are not in condition to care for themselves (unless accompanied by an attendant) or whose conduct may be a source of annoyance or danger to other passengers.

1164. They must, as far as practicable, know that cars on side tracks within station limits are secured, and if any conditions exist which may endanger traffic, take action to insure safety.

1165. They must know that all signals are in proper working order and that switch and signal lights are properly displayed.

1166. They must have proper signal appliances in good order, ready for immediate use.

1167. They must see that public crossings are not obstructed by cars, and that lumber or other material is not placed within 8 feet of nearest track rail.

1168. They must post in a conspicuous place, time-tables and other matter issued by proper officials for the information of the public, and will not permit advertising matter to be posted in or about stations or other structures located on railroad property.

1169. They must, unless otherwise provided, designate the places where vehicles, drivers and hotel porters may remain while on railroad property.

1170. They must furnish freight conductors on arrival a list of switching to be done and report failure to properly perform the work.

1171. They must keep seals and presses under lock when not in use and only allow responsible employes to use them.

1172. They must see that all old cards, except home route, MCB defect or bad order cards are removed before cars are forwarded. Cars bearing bad order cards must not be loaded. When defective cars are left at a station short of destination, the agent must report the fact to the Superintendent by wire.

1173. They must know that all cars are in proper condition before loading, and not permit them to be overloaded, nor beyond the proper limits of length, height and width. The loading dimensions will be furnished on application to the Superintendent.

1174. They must see that freight is properly stowed and in such manner as to prevent damage from oil or similar articles while in transit. They must not allow any articles to be loaded on the roofs of cars.

1175. They must see that cars are loaded or unloaded and forwarded promptly, and that proper billing is furnished for all cars or freight. When foreign cars are received without home route cards immediate request must be made upon Superintendent of Car Service for home route.

1176. Any change on a running slip must be made in ink or indelible pencil and show authority and name of person making change.

1177. When they receive a way-bill for a carload shipment, or a number of way-bills for various shipments in the same car and fail to

receive the car in a reasonable time, or receive a car without a way-bill, they must report the case to the Superintendent.

1178. They must see that freight being loaded or unloaded is protected from pilfering at all times, and when being handled to or from cars on public team tracks, if not in charge of an authorized person, cars must be sealed or locked.

1179. They must not furnish employes to check or assist in handling carload freight, except when authorized by tariff.

1180. They must see that proper bridges only are used; that they are properly placed and blocked; that trucks, skids and scales are in proper condition, and when not in use placed in baggage room or freight house. Trucks left on platforms must be locked or otherwise secured, with not less than 8 feet clearance from nearest track rail.

1181. All freight must be carefully handled. When freight is offered for shipment, it must be immediately checked, inspected and weighed.

1182. They must file and post tariffs at stations, in accordance with instructions, where same are accessible to the public.

1183. They will be responsible for complying with the Government regulations for handling U.S. mail. When mail from a moving train is thrown off at other than designated place report must be made to the Superintendent. Mail pouches must not be left unprotected. They must notify the postmaster of all time-table changes, and advise the Superintendent of all changes in post-office locations.

STATION BAGGAGE AGENTS.

1190. Station baggage agents report to and receive instructions from the station master or station agent.

1191. They will have charge of the baggage room and persons employed therein.

1192. They must see that no unauthorized person has access to the baggage room.

1193. They will be responsible for baggage and mail while in their charge and for the security and proper use of baggage checks.

1194. They must handle all baggage carefully.

PASSENGER CONDUCTORS.

1200. Passenger conductors report to and receive instructions from the train master and at stations will obey the orders of the station master or yard master.

1201. They will be responsible for the movement, safety and care of the train, for the vigilance and conduct of the men employed thereon and must report any misconduct or neglect of duty.

1202. They must not entrust the duties of flagman to a person not entirely familiar with them, except in emergency, and then they must give the fullest instructions in such duties as circumstances will permit.

They must know that the men employed on the train are familiar with their duties.

1203. They must report for duty in uniform at required time and assist in making up the train when necessary.

1204. They must, before leaving a terminal where car inspectors are not provided, inspect

the train and see that cars are clean and that all appliances are in working order.

1205. They must not start the train from an inspecting station until the inspectors have given notice that their work is finished.

1206. Official or private cars must be placed on the rear of the train, unless otherwise ordered.

1207. They will see that sufficient cars are provided, when possible, to seat all passengers; and before starting from terminals and arriving at stations where large numbers of passengers usually board the train have all seats in coaches properly turned. They must not allow a passenger to occupy more than one seat when required for other passengers.

If there is not sufficient seating room in coaches to accommodate all passengers, and there are Pullman cars in the train in which there is vacant space, such space may be used by conductors to locate passengers who cannot be accommodated in the coaches, furnishing Pullman conductor a report showing the number of passengers so located and the stations to and from which they travel. This must not be done when passengers in sleeping cars have retired, or to such an extent as to discommode Pullman car passengers.

1208. They must not allow passengers to deposit their baggage or parcels on seats when required for passengers. When necessary, trainmen will politely request the owners to remove baggage or packages from seats or aisles, and should they refuse, trainmen will carefully remove and properly place same within reach of the owner.

They must observe parcels in overhead racks and know they are securely placed.

1209. They must not permit the train to be moved while passengers are getting on or off.

1210. In case of accident, should the emergency require, they will command the services of engines and employes of other trains when it will not interfere with the necessary protection of such trains.

1211. They must, when examining tickets, inform passengers destined to stations on branch or connecting lines, at what station they will change cars and of the probable location and leaving time of the train to which they will change.

1212. No persons, except those specified in the instructions governing free travel, will be allowed to ride on any train without proper ticket, pass or fare.

1213. They must, if any person shall refuse to produce proper ticket, pass or fare, stop the train at a regular station, or near a dwelling and request the person to leave the train, unless it be a child, a person of unsound mind or in such feeble or helpless condition as to be unable to take care of himself

In case of refusal, the person must be removed from the train but it must not be in a place, in such weather, or at such unseasonable hour as might ordinarily endanger the health or safety of the person ejected.

They must protect passengers who are lawfully on their trains from rudeness, threatened violence, abusive or obscene language. Any passenger acting in a disorderly manner, or who annoys other passengers as stated above, may be removed from the train at the next station, whether provided with ticket or not.

They will be held responsible for the exercise of reasonable discretion in the performance of this duty, maintaining self-control, and being careful to use no unnecessary force that might subject the railroad to litigation or annoyance.

They must, when necessary to eject a person from the train, ascertain name and address of such person and names and addresses of a number of passengers who witnessed the occurrence, and make report to the proper official on prescribed form.

1214. Train employes must not occupy seats with passengers, nor enter into conversation with them further than is required in the discharge of their duty and in answering questions politely. They must not solicit business for any hotel or transportation company; nor permit hotel runners, or other unauthorized persons to solicit business or distribute advertising matter; nor beggars to solicit on the train.

1215. Gambling on trains is forbidden.

1216. All articles left by passengers must be marked to indicate on what date and train they were found and by whom, and left with station master or designated person at division terminal.

1217. They must make memorandum of any occurrence connected with the trip that is important to record, giving the date and a brief statement of the circumstances.

1218. They must, at the end of each trip, make required reports.

TRAIN BAGGAGEMEN.

1221. Train baggagemen report to and receive instructions from the train master and while on trains are subject to the orders of the

conductor, and at terminal stations must obey the orders of the station master or station agent. They are responsible for the safety of all property entrusted to their care.

1222. They must report for duty in uniform at required time, handle baggage carefully and remain in the baggage car during the entire trip, except when called elsewhere to perform other duties.

1223. They must have proper signal appliances in good order, ready for immediate use.

1224. They must not throw off any package unless it can be done safely.

1225. They must keep end doors of baggage cars secured, and not allow any person to enter, except officials, mail agents, express messengers, news agents and brakemen in the discharge of their duties.

1226. They must not carry anything unless it is checked or way-billed, without permission from proper authority.

1227. They must check baggage received at stations where there is no agent, take up checks for baggage delivered at such stations and protect checks in their possession.

1228. They must give proper attention to the custody and delivery of United States and train mail, reporting any irregularities promptly to the Superintendent. When mail is delivered from moving trains it must be thrown off at designated place.

1229. They must remain in the baggage car at the end of the trip until all baggage and other matter is delivered and receipted for.

PASSENGER BRAKEMEN.

1230. Passenger brakemen report to and receive instructions from the train master and while on trains are subject to the orders of the conductor, and at terminal stations must obey the orders of the station master or station agent.

1231. They must report for duty in uniform at required time and assist in making up the train when necessary.

1232. Rear brakemen must perform the duties of flagmen.

1233. They must display prescribed signals at the rear of the train and have proper signal appliances in good order, ready for immediate use.

1234. They must know that the lamps, whistle signals, air brakes, steam heat and all connections are in good working order, and see that the water coolers are supplied with ice and water.

1235. The proper place for rear brakeman, while the train is in motion, is in the rear car. When there is an official or private car on the rear of the train, he will ordinarily ride in the forward part of it.

1236. They must, when necessary, assist in handling train baggage.

1237. They must take position at the car steps to assist passengers and, when practicable, request them to show their tickets, directing those without tickets to the office to procure them.

They must allow passengers to get off the train before permitting others to enter at the same end of car.

1238. Forward brakemen must have proper signal appliances in good order, ready for immediate use.

1239. They must, in passing through sleeping, dining or private cars, do so quietly.

1240. They must look to the comfort of passengers and maintain a comfortable temperature and proper ventilation of the cars.

1241. They must not occupy seats with passengers, nor enter into conversation with them further than is required in the discharge of their duty and in answering questions politely. They must not solicit business for any hotel or transportation company; nor permit hotel runners, or other unauthorized persons to solicit business or distribute advertising matter; nor beggars to solicit on the train.

1242. They must, in announcing the names of stations, observe the following:

Before a passenger train leaves a terminal or a junction station, go to the center of each car and announce the destination of the train, thus: "This train for. The next station is."

On departing from other stations, announce: "The next station is.," repeating the name of the station. Just before arriving at a station at which the train stops, announce: "This station is.," repeating the name of the station, and add, when desired, "This way out." At meal stations the length of time the train is to stop must also be announced.

FREIGHT CONDUCTORS.

1251. Freight conductors report to and receive instructions from the train master and at stations and yards, will obey the orders of the station agent or yard master.

1252. They must report for duty at required time and assist in making up the train when necessary.

1253. They must not entrust the duties of flagman to a person not entirely familiar with them, except in emergency, and then they must give the fullest instructions in such duties, as circumstances will permit.

They must know that the men employed on the train are familiar with their duties.

1254. They must, before starting, inspect the train and know that couplings, brakes and running gear are in good order and prescribed signals displayed.

1255. They must see that tank cars or cars containing oil or other inflammable substances are not hauled next to the engine or coupled next to the caboose when there are other cars in the train; such cars should be at least 6 cars from the engine or caboose, when practicable. Wooden flat cars must be placed on the rear of the train and boarding cars next to the caboose.

1256. They must have the proper authority for the movement of each car in the train.

1257. Any change on a running slip must be in ink or indelible pencil and show authority and name of person making change.

1258. They must not take cars that are overloaded or improperly loaded, or cars not in condition to run safely. They will report cars in such condition by wire to the Superintendent.

1259. They must not start the train from an inspecting station until the inspectors have given notice that their work is finished.

1260. They must inspect the train as often as opportunity offers during the trip.

1261. They must card any cars in the train found defective between terminals.

1262. They must, when practicable, collect all brasses, drawheads, car doors and other material broken from cars, and when not practicable, report to the Superintendent where they are left.

1263. They must, when bad order cars are set out of the train, report the fact by wire to the Superintendent, and in case they are left where there is no agent, take slips or way-bills to the next regular station, making endorsement as to action taken.

1264. They must see that all doors of cars in the train are properly closed and fastened while in transit.

1265. They will be responsible for the movement, safety and care of the train, for the vigilance and conduct of the men employed thereon and must report any misconduct or neglect of duty.

1266. They must locate themselves upon the train in the best place possible to see that the train is intact, that their brakemen properly perform their duties and must know that their flagmen go out promptly with proper signals, when necessary to protect train.

1267. They must see that hand brakes are set on cars left on side tracks and, when necessary, the wheels blocked.

1268. They must see that cars being loaded or unloaded are not moved until all persons in or about such cars have been notified and attachments, such as pipe connections to tank cars are removed. When such cars are moved they must be returned to original location.

1269. They must see that the train does not obstruct any public crossing longer than 5 minutes. They will be held responsible for violation of local ordinances relating to the obstructing of public crossings.

1270. They must, when leaving cars on side tracks, see that cars are entirely clear of any public or private crossing.

1271. They must carefully check with the way-bills (in conjunction with the station agents if possible) all freight loaded and unloaded, and make a record of freight over, short, or in bad order. When necessary to transfer freight from one car to another they must record the transfer and the number of the car to which it is transferred on face of way-bill.

1272. Passengers must not be carried on freight trains without proper authority.

1273. Tramps or other trespassers must not be allowed to ride on trains. Every precaution must be taken to prevent cars being pilfered.

1274. They must make memorandum of any occurrence connected with the trip that is important to record, giving the date and a brief statement of the circumstances.

1275. They must at the end of each trip make required reports.

FREIGHT BRAKEMEN.

1281. Freight brakemen report to and receive instructions from the train master and while on trains are subject to the orders of the conductor, and at terminal stations must obey the orders of the station agent or yard master.

1282. They must report for duty at required time and assist in making up the train when necessary.

1283. They must, before starting, inspect the train and know that couplings, brakes and running gear are in good order, and inspect the train as often as practicable during the trip.

1284. Rear brakemen must perform the duties of flagmen.

ENGINEMEN.

1301. Enginemen report to and receive instructions from the Superintendent. In matters relating to the care and use of engines they will be governed by the orders of and report to the District Superintendent of Motive Power or Master Mechanic. They must also obey the orders of the train master and the road foreman of engines and when at the engine house they are under the direction of the engine dispatcher or foreman. They must obey the orders of the station masters and yard masters as to switching and making up trains, and those of conductors as to starting, stopping, and general management of trains, unless such orders endanger the safety of the train or require violation of rules.

1302. When there is no conductor, or he is disabled, the engineman will have charge of the train, and must be governed by the rules prescribed for conductors.

1303. They must report for duty at required time, see that the engine is in good working order and furnished with necessary supplies, tools and a full set of signals. They must not take out types of engines or engines equipped with devices with which they are not familiar, without obtaining from proper officials such instructions as will enable them to properly and safely operate same.

They must, unless otherwise provided, before beginning a trip, make statement on prescribed form indicating the condition of appliances listed.

1304. They must have proper signal appliances in good order, ready for immediate use. When not in use red lights must be obscured from view of other trains.

1305. They must, if any difficulty with machinery withdraws attention from constant look-out ahead, or weather conditions make observation of signals or warnings in any way doubtful, at once so regulate speed as to make train progress entirely safe.

1306. Ash-pan slides must be kept closed at all times, except when necessary to clean fires at properly designated places. They must not permit ash-pans to be cleaned over switches or frogs, in front of stations, or on crossings. They must see that ashes are wet down and are leveled to the height of the rail.

1307. They must, before leaving a terminal apply the air brakes and steam heat when required, and allow them to remain on long enough for the inspectors or trainmen to see that the apparatus is in working order throughout the train, and when air hose has been uncoupled, the brakes must again be applied to know that they are in working order before proceeding on the trip. In making regular stops the brakes must be applied in such manner as to avoid discomfort to passengers or damage to equipment. They must also know that the air signal is in working order.

They must test the air brakes as soon as the speed of train permits after leaving terminals where engines, or engine crews, have been changed, or after parted hose has been coupled. They must also test the air brakes a sufficient distance, so that the train may, if necessary, be stopped by hand brakes, before reaching ends of double track, junctions, railroad crossings at grade, drawbridges, meeting and passing points and before going down heavy grades, and in case the brakes do not hold, at once signal for brakes. Such test should be made by applying the brakes with sufficient force to ascertain whether they are in working order. Steam or power should not be shut off when making the test unless conditions require it.

On freight trains, running test of brakes must only be made when speed of train permits release of brakes as prescribed in Rule 1547 of the Book of Rules for the Operation and Supervision of Air Brake, Train Air Signal and Steam Heat Equipment..

1308. They must, when in charge of a pusher engine which has been assisting a train, apply brakes and stop as soon as uncoupled from the train.

1309. Brakes must not be applied or released while crossing bridges or trestles except in cases of emergency.

1310. They must, when running freight trains, look back frequently to see if any portion of the train has become detached or derailed.

1311. Except when absolutely necessary, engines must not be left standing within 100 feet of any public crossing, and enginemen must see that there is no unnecessary escape of steam from the cylinder cocks or safety valves, or anything that will cause the frightening of horses at such crossings.

1312. They must not leave engines while on duty except in case of necessity, and then the fireman or some competent person must be left in charge. In leaving engines under steam they must place the reverse lever in the center and leave the cylinder cocks open.

1313. They must exercise care to prevent water being thrown from smokestacks when starting, and must not open cylinder cocks, nor permit overflow from injectors at station platforms. They must require the firing to be done in such manner as to avoid dense smoke and must use the blower gently to prevent smoke trailing when at stations.

1314. They must not permit any person to ride on the engine (except designated employes in the discharge of their duties) without a written order from proper authority.

1315. When a train has more than one engine, the rules apply alike to the engineman of each engine, but the use of the engine-bell, whistle and the air brake, except in emergency, must be limited to the leading engine.

1316. When engines are equipped with automatic bell ringers, the bell must be kept in operation while moving, except within the limits of cities or towns where local ordinances prohibit when bell will be rung only in case of emergency or when approaching and passing over a public crossing.

FIREMEN.

1321. Firemen report to and receive instructions from the Superintendent. In matters relating to the care and use of engines they will be governed by the orders of and report to the District Superintendent of Motive Power or Master Mechanic. When at engine house they are under the direction of the engine dispatcher or foreman. When on the road they are under the direction of the engineman and are subject to the orders of the train master, road foreman of engines and traveling fireman.

1322. They must report for duty at required time and assist in switching and making up the train when necessary.

1323. They must, except when engaged in firing, keep a constant lookout ahead and give instant notice to engineman of any signals or conditions affecting the safety of the train.

1324. They must take charge of the engine in the absence of the engineman and not permit any unauthorized person to be upon it.

1325. They must not move an engine or train in the absence of the engineman, without instructions from proper official or the conductor.

1326. They must, in case the engineman becomes disabled, stop the engine or train and report to the conductor.

1327. If engineman fails to regulate speed of train when approaching a signal indication or other condition requiring that speed be reduced, they must communicate with him at once, and, if necessary, stop the train.

SWITCH TENDERS AND CROSSING WATCHMEN.

1331. Switch tenders and crossing watchmen report to and receive instructions from the station master, station agent or yard master.

1332. They must display Stop-signals immediately if any switch is out of order, or there is any obstruction on the track endangering trains.

1333. They must not permit unauthorized persons in or about the cabin.

1334. They must be constantly on duty during prescribed hours.

1335. Crossing watchmen must be constantly on the lookout for approaching trains or engines and make every possible effort to prevent persons

or street traffic from crossing the track, unless it can be done safely.

1336. Crossing watchmen must, where crossing gates are used, lower or close them in ample time before an approaching train reaches the crossing and keep them lowered or closed until the entire train has passed and it is ascertained no other train is approaching.

1337. Crossing watchmen must keep the flangeway between the planks and the rails clear of ice, snow and dirt.

DRAWBRIDGE OPERATORS.

1341. Drawbridge operators report to and receive instructions from the Superintendent or such official as he may designate.

1342. They must be constantly on duty during prescribed hours.

1343. They must report any unusual delays to boats or trains.

TELEGRAPH AND TELEPHONE OPERATORS AND SIGNALMEN.

1353. Telegraph and telephone operators and signalmen report to and receive orders from the chief train dispatcher and will comply with the instructions of the Superintendent of Telegraph, station master and station agent.

1354. Day operators or signalmen are managers of their respective offices unless otherwise directed.

1355. They must be constantly on duty during the prescribed hours and at day and night offices must not leave the office until relieved. They must report by wire if not relieved at the prescribed hour.

1356. They must notify relieving operator or signalman, in writing on prescribed form, of all orders to be delivered or of any unfinished business.

1357. They must know that all signals are in proper working order and that switch and signal lights are properly displayed.

1358. They must have proper signal appliances in good order, ready for immediate use.

1359. Day offices must not be closed for the night until "G N" is given by the train dispatcher. Before leaving, a card must be placed in the window, which can be read from the outside, showing where the operator or signalman may be found.

1360. They must, at designated stations, keep a register of the arrival and departure of all trains and report same to the dispatcher.

1361. They must report the weather as required, and in case of any sudden change, heavy storm, or fog make an immediate report by wire to the train dispatcher.

1362. They must keep the office private and permit no person in the office except employes in the discharge of their duties. Students may be allowed when authorized by the Superintendent.

1363. They must consider the telegraph and telephone a confidential service and treat the contents of messages accordingly.

1364. They must, when messages are offered for transmission which could apparently go by train mail, call the attention of the person signing the message to the fact, and, if still offered, transmit the message, sending a copy by mail to the Superintendent for investigation.

1365. They must, in transmitting messages, give the individual signal before the first and after the last message and in receiving, give the individual signal at the time "OK" is given, unless called for sooner by the sending operator. The receiving time, together with the above signals, must be recorded on all messages.

1366. Messages, unless on railroad business, or signed by some official of the railroad or its immediate connections, must be refused.

1367. Unnecessary communication on the wire between operators is forbidden.

1368. At offices where commercial telegraph business is handled, managers and operators will be held accountable for the proper handling and reporting of same in conformity with the requirements of the telegraph company.

1369. They must have a thorough knowledge of switchboards and their manipulation, wires leading into their office, instruments, and, unless otherwise provided, the care and maintenance of batteries. They must keep instruments and appliances clean and in good order, but must not take them apart nor change their arrangement.

1370. They must, on closing office, cut out all instruments.

1371. They must, after an electrical storm, examine for grounds by fusing and clean off any roughness.

1372. They must make such wire connections on switchboards and wire tests as directed by the wire chief and obey his instructions promptly. When directed by the wire chief to open or ground a wire they must not fail to reply "Now" upon doing so. They must not make any wire connections unless directed and must keep an instrument on the wire on which directions are being given until the desired communication is restored.

1373. They must observe all interruptions to circuits and make frequent examinations of switchboards, relays, keys, lightning arresters and other devices.

1374. They must, should the circuit remain open over two minutes, apply the ground wire and report promptly to the next testing office, or to the chief train dispatcher, which way the wire is open. The ground wire must not be used except for testing and unusually important business.

1375. They must use care in adjusting instruments, especially in bad weather, never opening key unless positive wire is not being used.

1376. They must give their own office call after every third call. When an operator has called an office nine times he must yield to any other office desiring the circuit.

1377. They must not contend for circuit, nor use improper language.

1378. They must regulate speed of transmitting to suit the ability of the receiving operator. Under ordinary circumstances the sending operator will be held responsible for errors.

1379. They must, in transmitting messages going over more than one circuit, give the name of the originating office in full, also the name of the place to which the message is addressed.

1380. They must not change their personal signals without authority.

1381. TELEGRAPH AND TELEPHONE NUMERALS.

1. Wait a minute.
4. Where repeat from?
5. Close key; you are breaking.
8. Busy.
13. Understand.
18. What is the matter?
19. Train order.

21. Emergency. On division wire has preference. On through wire has preference over "34."
23. For you and others.
31. Train order.
34. Message is important.
39. On through wires has preference and will be used only by the Federal Manager, General Managers, Assistant General Managers, General Superintendents and Chief Engineers.
- "Wire." Used for testing and has preference except over "19" and "31," and on division wire "21."
- Numbers must be used only as prescribed.

ROAD FOREMEN OF ENGINES.

1384. Road foremen of engines report to and receive instructions from the Master Mechanic. They will also obey the instructions of the Superintendent.

1385. They must frequently ride upon the engines and instruct enginemen and firemen in regard to the proper performance of their duties and the economical use of fuel and supplies. They must see that engines are in good working order and properly equipped and report the qualifications of enginemen and firemen and any violation of rules or neglect of duty which may come to their knowledge.

ENGINE DISPATCHERS.

1388. Engine dispatchers report to and receive instructions from the Master Mechanic or his authorized representative. They will also obey the instructions of the Superintendent.

1389. They must see that enginemen and firemen are ready for duty at the required time. They must not permit an engine to leave the engine house with any member of the crew unfit for the proper discharge of duty.

CAR INSPECTORS.

1393. Car inspectors report to and receive instructions from the division representative of the District Master Car Builder.

1394. They must see that freight cars are in safe condition for operation; that the cars are not overloaded; that the load is properly distributed and secured and does not exceed the authorized length, height and width.

1395. They must see that passenger cars are in safe and proper condition for operation and all appliances are in good working order.

1396. They must, unless otherwise provided, couple and uncouple all air and steam connections on passenger trains and carefully examine the couplings after the trains are made up.

1397. They must, when inspecting or repairing cars that must not be moved, protect themselves by placing conspicuously a blue signal on both ends of the car or train.

INSTRUCTIONS FOR THE GOVERNMENT OF SWITCH TENDERS AND HIGHWAY CROSSING WATCHMEN AND GATEMEN, EFFECTIVE AUGUST 1, 1921, ARE CANCELLED.

RULES 1331 TO 1337 INCLUSIVE OF RULES FOR THE GOVERNMENT OF THE OPERATING DEPARTMENT, EFFECTIVE OCTOBER 20, 1918, ARE AGAIN IN EFFECT, AND ARE SUPPLEMENTED AS FOLLOWS, EFFECTIVE NOVEMBER 1, 1922:

1334a. Crossing watchmen, when required to leave their post of duty in an emergency, must leave gates lowered until they return.

1335a. The following signals will be used by crossing watchmen:

A Stop disc.

A red lamp, blinded on two opposite sides.

A red flag.

Two highway crossing gate lamps, where crossing gates are used.

1335b. When using red lamp to stop highway traffic only, light must not be displayed in the direction of approaching trains.

1336a. Crossing watchmen must not lower gates so that vehicles are caught under or between them.

1336b. Crossing watchmen must lower gates upon the approach of hand, motor, push and velocipede cars. Where gates are not provided, they must give hand signal when proper for cars to proceed over crossing.

1338. In case of accident, crossing watchmen must obtain names and addresses of persons injured and of as many witnesses as possible. When vehicles are involved, the license numbers and names of States issuing licenses must be obtained. Report must be made promptly to proper official.

1339. Books, magazines or papers, other than Company instructions, must not be read while on duty.

1340. Crossing watchmen must, as far as practicable, prevent unauthorized persons from trespassing on Company property.

1336c. When crossing gates are out of order so that it is impossible or unsafe to operate them, crossing watchman must make prompt report to person to whom he reports, and, until repairs have been made, he must protect crossing in accordance with rules for crossing not provided with gates.

