

RULES AND REGULATIONS FOR EMPLOYEES.

GENERAL RULES.

Standard Time.
Time Schedule.
Special Instructions.
Bell Cord.
Protecting Train in case of Accident.
Switches.
Switching at Stations.
Brakeman on Rear of Train.
Conductors Stationing Brakemen.
Sliding Wheels.
Assistance from Section Men.
Assuming Rights of Trains.
Conductors responsible for Brakemen.
Reporting Accidents.
Reporting Accidents to Persons.
Conductors' Duty and Opening Crossings.
Coupling Cars.
Report to Dispatcher.

1. The clock in the Superintendent's office at Portland will be the standard time, and conductors and engineers will regulate their time pieces by it daily; also compare time with each other before leaving terminal stations.

2. Each Time-schedule, from the moment it takes effect, supersedes the preceding Time schedule, and all special instructions relating thereto; and trains shall be run as directed thereby, subject to the rules. All regular trains on the road running according to the preceding Time-schedule shall, unless otherwise directed, assume the times and rights of trains of corresponding numbers on the new Time-schedule.

3. In addition to these rules, the time schedule will contain special instructions, as the same may be found necessary. Special instructions, whether in conflict with these rules or not, which may be given by proper authority, whether upon the Time-schedule or otherwise, shall be fully observed while in force.

4. Each car on a passenger train while running, must be in communication with the engine. In the absence of an equivalent appliance, a bell-cord must be attached to the signal-bell of the engine, passing through or over the entire length of the train, and secured to the rear end of it.

5. In case of accident or stoppage upon the main track from any cause, Conductors must always and immediately station men not less than 1,000 yards (100 rails) distant, in both directions, with red flags by day, or red lights by night; and in all cases two torpedoes must be clamped to the rail on the Engineer's side of the track, one at flag limit (not less than 1,000 yards) and the other 50 yards beyond it. And as a safeguard and warning to following trains, the rear flagman, when recalled, will leave the torpedoes clamped to the rail. The Engineer of the following train finding them, will immediately bring the train to a full stop; and then proceed, with great care, until the reason for placing the torpedoes—either to protect a train, as above, or for unsafe track—is ascertained beyond all question or doubt.

It must not be assumed that there are no trains approaching from either direction. And care must also be taken in case a train is delayed, and liable to be overtaken by following train to guard against accident. Engineer of a detained train must keep a sharp lookout for signals of trainmen, and for possible approach of a following train, and be prepared to move their train promptly out of danger.

6. Conductors will be held personally responsible for the proper adjustment of all switches used by their train.

7. Conductors will do such switching as may reasonably be required by Station Agents.

8. Conductors will give special attention to condition of brake on rear car, and see that a man is stationed on that car. This rule applies to Gravel and Wood trains as well as others.

9. Conductors will see that their brakemen are stationed on the platform from Rice Hill to Oakland, Tunnel 8 to Wolf Creek, Tunnel 4 to Louie, Louie Creek Summit to Grant's Pass, bound south, and from Louie Creek Summit to Merlin, Tunnel 9 to Leland, Tunnel 8 to Glendale, and Rice Hill to Yoncalla, bound north.

10. Brakemen must never apply the brakes so tight as to slide the wheels, and when descending grades will not keep the brakes applied to any one car until they become overheated, but will change frequently from one car to another as often as may be necessary. Conductors will see that this rule is strictly complied with.

11. Conductors are authorized to call on Section Men for assistance in case of accident, and in loading and unloading cars.

12. No Conductor in running a train shall assume the rights or take the time of another train, without a special order from the Superintendent or Train Dispatcher.

13. Conductors of Freight Trains will be held responsible for the faithful performance of duty by the Brakeman on their Trains. They will require the doors of all Freight Cars in their Trains to be closed, and will in all cases, when ascending or descending grades, station themselves on the rear part of the Train, and see that their Brakemen are at their posts.

14. Conductors must report at once all delays and accidents, giving the locality and all the facts connected therewith.

15. Conductors will report in writing to the Division or Assistant Superintendent all injuries to persons caused by their Train; giving number of Train and Engine; the names of all employees on their Train; also, the names of others witnessing accident, and all other information that may be useful as a matter of record, and, whenever practicable, get the signatures of employes and other witnesses to report, after reading the same to them. In case of accident resulting in injury to passengers or employes, or damage to rolling stock or contents of cars, the Conductor (if Conductor is disabled, the head Brakeman) will immediately notify the Division or Assistant Superintendent by Telegraph of such accident, giving full particulars, and stating what assistance, if any, is required. If between stations send a man to nearest telegraph office with a dispatch.

16. Conductors will have the names of Stations announced in all Passenger Cars, and at Junctions will have the names of the principal stations where connecting Trains stop, also announced; and Passenger Conductors must in all cases give Signal for starting their Trains from Depot platform or ground, and before doing so see that all are on board, and will also give personal attention to seating passengers. On arrival at Terminal Station, they will remain with their train until passengers have alighted, and see that all needful assistance is given them. In leaving Cars at Sidings, care must be observed to leave Wagon Roads in daily use by the public unobstructed their entire width. When Trains remain at Stations to exceed ten minutes, the Train must be cut to open a passage or roadway, if there be any persons who may desire to cross.

17. Train men and other employes are required to exercise the utmost caution to avoid injury to themselves and fellow employes; and they are especially enjoined to use great care in coupling and uncoupling cars. Coupling cars by hand is strictly prohibited in all cases where a stick can be used to guide the link. Do not go between the cars to couple them unless the draw-bars are known to be in good order. In coupling the Miller hook on to other styles of draw-bars, first insert the link in the hook, using the pin chained to the Miller platform.

18. Conductors of all Trains, immediately before starting out on their runs, will go in person to the Telegraph Office to inquire if any special orders are awaiting them, and report to Train Dispatcher the number of engine and number of cars in their train. A report of the same nature must be made at the Telegraph Office on arrival at Destination, giving arriving time.

Killing Stock.
Special Trains Whistling at Curves.
Railroad Crossings.
Riding on Engines.
Testing Air Brakes and Approaching Stations.
Starting Trains.
Signals Approaching Stations and Crossings.
Train Breaking in two.
Engines Equipment.
Responsibility of Conductors and Engineers.
Always take Safe Course.
Caution to Trackmen.
Track Obstructed.
Piling Material near Track.
Sectionmen Appraising Stock.
Hand Cars.
Intoxicating Drink Forbidden.
Cases of Doubt.
Right of Trains to Track.
Losing Rights.

19. Great care must be taken to prevent running over stock, and trains must come to a full stop, "if necessary," to avoid doing so. Engineers will be held to a strict account for any carelessness in killing stock.

20. Engineers of all trains not on schedule must sound a blast of the whistle before approaching blind curves where the view is obstructed, to warn trackmen and others of the approaching train.

21. Engineers will sound a long whistle at the Whistling Posts of all Railroad Crossings, and must bring their train to a full stop and sound two short blasts of whistle before crossing.

22. Engineers will not allow any employees not connected with the train to ride on the engine except by permission of the Superintendent, Master Mechanic, Road Master or Bridge Superintendent.

23. Engineers will in all cases before starting train from a Terminal station apply the air-brake to make sure that the pump and hose are in proper order; and when approaching Stations where Trains are to be met or passed, reduce speed at a sufficient distance from the Switch to give full control of their Train by hand-brakes, in case of failure of air-brakes. Approach all stations with care, as switches are liable to be misplaced.

24. Engineers will not start with the Train until they are directed by the Conductor, and must invariably start with care, (first ringing Engine Bell), and see that they have the whole of the Train before getting beyond the limits of the station; and must run the trains as nearly on time as possible, arriving at the station neither too soon nor too late.

25. Engineers will sound the whistle at the distance of one-half mile before reaching stations. Approach all Stations slowly, pass all Stations carefully, and be sure the switches by their levers are seen to be right. Trains will come to a full stop whenever they meet or pass trains whether the Stations are designated by full faced figures upon Time Schedule or otherwise. The bell must be rung eighty rods from Road Crossings, and also while moving about Stations. (A warning blast of the whistle must be given before going through tunnels and a long whistle after passing through Tunnels 8 and 9 to warn following trains.)

26. Engineers or Firemen should look back frequently to see that all is right; and in case the train is broken apart, great care must be taken to keep the forward end out of the way of detached part; sounding whistle repeatedly to warn Train men, and if on a down grade, the forward part of the train will keep moving, even to the next Station, if necessary. If detached portion of Train is out of sight, and it is necessary to back up, before doing so, if on a down grade, allow ample time to elapse before starting, and send a man back with a flag at least fifteen (15) minutes before moving; and if there is no brakeman on top of Train, after flag has been sent back, the Engineers will send a fireman out on train to keep watch and give necessary signals, then move with great care, stopping at all obscure places unless it is certain that rear part of train is at a stand and will not move until reached. Every precaution must be used to prevent accidents. Take no chances.

27. Engineers must see that their engines are provided with two white, two green and two red lanterns, red, white and green flags, and all tools necessary in case of accident. No train or engine must be run at night without proper head light. They will also be particular and close their ash pan before crossing bridges and trestle work.

28. Engineers are subject to the orders of the Conductor having charge of the train, but at the same time are held equally responsible with the Conductor in carrying out all the prescribed rules which are necessary to secure safety.

29. In cases of uncertainty always take the safe side; let every man protect his own Train and Engine, and each Section Man and Station Agent his Track and Switches, and accidents from carelessness will never occur.

30. Track men must use the utmost caution at all times, as under the telegraph system of working the road, a train may be expected at any moment. At all times when a rail has to be taken out, or other work done, a man must be sent out in each direction, with proper signals to stop approaching trains. If work is to be done which will render the track unsafe for trains to pass at their usual speed, a stationary Red Flag must be set at least one thousand yards from the spot.

31. In all cases, either by day or night, when the track is obstructed by reason of repairing or otherwise, so as to endanger the passing of trains, Danger Signals must be placed as provided in Rule No. 5. Road Masters and Foreman of Bridge and Building Department will see that this rule is properly understood by their men.

32. No wood, freight, timber or other material of any kind will be allowed to be piled closer than within six feet of the track.

33. Section Foremen will appraise all stock that may be killed by trains upon their respective Sections, and forward promptly to the Superintendent's office a full report of the same, on blanks provided for that purpose.

34. No Section or other Foreman will allow his hand-car to be used on the track except in the service of the Company.

35. The use of Intoxicating Drinks is strictly forbidden. Total abstinence in this particular is necessary to safety in operating the road. Any employee drinking intoxicating liquors (or smoking on Passenger Trains) while on duty, will be dismissed from the service of the Company, and it is the duty of all employes, and they are required, to report immediately to the Superintendent any violation of this rule.

36. If in doubt as to the meaning of any rule or special instruction, application must be made at once, to the proper authority, for an explanation. Ignorance is no excuse for neglect of duty.

37. Passenger trains have the indefinite right of the road against freight trains. At a place of meeting the Ruling train will be entitled to the main track.

38. Regular trains, both Passenger and Freight, 24 hours or more behind card time, lose all their rights, become irregular, and cannot move except under orders from the Train Dispatcher, or in accordance with Rule No. 63.

RUNNING RULES.

Rights of Passenger Trains, and Protecting Trains at Stations.
Rights of Trains.
Following Trains.
Rights of Work Trains to Main Track.
Running Trains Ahead of Time.
Clearance of Special Trains.
Crossing Truss Bridges.
Special Orders for Use of Track between East Portland and Car Shops.
Speed of Trains on 4th St. and Bridges on West Side.
Approaching and registering at Terminal and Junction Stations.
Leaving Reports of Trains.
Green Signal at Stations.
Green Signals on Engines.
Red Signals carried on Engines, and Rights of Trains following.
White Signals and Rights of Trains following.
Red Signal if Track out of Order.

39. Freight trains must be kept entirely out of the way of passenger trains, and must be clear of the main track at every station where they are to meet, or be passed by a passenger train, at least five minutes before the schedule time of such train. Trains must in no case run beyond a station in the direction of an approaching train, or occupy the main track at a station without keeping a flagman ahead at least one thousand yards to warn the approaching train.

40. At meeting points or where trains are expected to be met, Conductors will allow five minutes for delayed trains, on account of the possible variation of watches, this allowance must be made at each succeeding station, until the expected train or trains have been passed. Trains bound from Portland, will have the right to the track, against trains of the same class moving in the opposite direction, until they (the trains from Portland) are thirty minutes behind their card (leaving) time. Trains bound towards Portland will wait thirty minutes for trains of the same class, moving in the opposite direction, after which they (the train toward Portland) will have the right to the track indefinitely, as against trains of the same class moving in the opposite direction, keeping thirty-five minutes behind their card (leaving) time at each and every succeeding station, until the expected train is met; but speed must not exceed that allowed by their regular card time, the time indicated in this table is the leaving time for all trains, except when the arriving and leaving time are specified, when arriving and leaving time is given, at stations, for one or both trains, the leaving time of the train that has the right to the track, will be the card time for both trains, in accordance with this rule. No portion of the five minutes allowed for variation of watches must be used by trains running in either direction.

41. Following Trains must proceed with great caution, keeping at least ten minutes in the rear of the preceding train. Whenever an Extra Train is to follow another, notice must be given the Conductor of the forward Train, and he must notify Station Agents and all the Conductors he may meet, besides carrying the proper signals; also notify the Conductor and Engineer (or Engineers) of the following Train at what Stations he expects to do work, and such following Train must approach all Stations, Water and Wooding places with great care, with Train under full control.

42. Conductors of Construction or Work trains will report each night their limits for the following day, and obtain their running orders. Should it be necessary to run beyond those limits, they will ask for further orders; in case the line should not be in working order they will proceed only by Flaggings in all obscure places.

43. No train will be allowed to leave a station ahead of its schedule time, except by special orders from the Superintendent or Train Dispatcher.

44. Gravel and all Special and irregular trains must give all regular trains, and trains running under a Red Flag, a clear track; they must be on siding out of the way, ten minutes before regular trains are due at the station.

45. No train or engine must exceed a speed of over twenty miles per hour in crossing truss bridges.

46. Engines with or without Trains can use track between Machine shops and East Portland, as specials (see Rule 44), without special orders. All specials running between the above named points must do so with the utmost caution, in momentary expectation of meeting other special trains, and not exceeding six miles per hour. On West Side Division no train shall exceed six miles per hour on Fourth Street, between bridges Nos. one and two, and four miles per hour while crossing bridge No. two, and six miles per hour while crossing the North and South Yamhill bridges. On Narrow Gauge West Side Division Engines with or without trains will not exceed four miles per hour while crossing bridge over Yamhill river at La Fayette.

47. All Trains will approach Terminal and Junction Stations with great care. Conductors of Trains (and Engineers of Engines running without Trains), will register at Junction and Terminal Stations (in a book kept for that purpose), the time of their arrival and departure (and if irregular, the direction going). And before leaving Terminal Stations, or passing Junctions, will ascertain from Register or Yard Master (in case there is no Yard Master, then from Agent), if all trains having right of track have arrived and departed. Yard Masters (or Agents) will be held alike responsible, with Conductor, for a violation of this Rule.

48. Conductors of all Trains will leave at Telegraph Stations, with the Agent or Operator, a written statement, giving the number of Train, number and kind of cars, and time of arrival and departure.

SIGNALS.

Superintendent and Train Dispatcher's Authority.
Whistle and Cab Bell Signals.
Lantern Signals.
Train Orders.
Interruption in the Working of the Wires.
Train Rights Under Orders.
Authority to Order Signals Carried.
Flag Curves.
O. K. or 23 on Train Orders before Delivery.
Operator Displaying Signals and Holding Trains.
Operators' Duty.
Forms of Train Orders.

54. The Superintendent and Train Dispatcher are the only persons authorized to put out signals for the following trains. Conductors and Engineers carrying such signals must, without fail, give notice to the Conductor and Engineer of the train they are going to lead that they will do so. They must also call the attention of the Station Agents, Conductors and Engineers having charge of opposing trains, and all others interested, to the signals, and explain their meaning as far as practicable.

55. One blast of the whistle means to apply the brakes. Two blasts, signals to loose the brakes, and three blasts, a signal to back. Four blasts shall be the signal for switch or calling in flagmen. Two long followed by two short blasts of the whistle in quick succession is the signal to be given by trains when displaying signals for a following train, to call attention of trains of the same or inferior class, to signals displayed. Such signal to be answered by two short blasts of the whistle.

56. The whistle must not be sounded while passing a passenger train, except in cases of emergency or danger, or when required by the rules.

57. One stroke of the cab bell signifies stop; two to go ahead, three to back up.

One tap of the cab bell when the engine is running, given immediately after the whistle has been sounded for a station, is a signal to stop at that station. The Engineer will answer by two short blasts of the whistle, showing the signal is understood.

58. "Two short blasts of the whistle is an answer to any signal except train parted."

59. A lantern swung across the track is the signal to stop. A lantern swung in a circle is the signal to go ahead. A lantern raised and lowered is to back up.

RULES GOVERNING THE MOVEMENT OF TRAINS BY TELEGRAPH.

60. All special orders by Telegraph for the movement of trains will be given in writing by the operator, who shall repeat it back with the Conductor's and Engineer's signature, with the prefix "I 13," which means, "I understand," to the office from which the order was received. If correct, the person sending the order will respond, "O. K.," which must be placed upon the orders given the train men—one copy must be given to the Conductor and one to the Engineer, who shall see that they are exact copies of the order signed by them. Both copies shall be signed by the operator.

The operator will in no case sign the name of Engineers to his understanding of the order, nor will the conductor be permitted to do so.

61. In order to provide against delays from interruptions in the working of the wires—if the train to which an order is sent has not arrived, the operator will repeat the understanding of the order without the signatures of the train men. If correct, the Train Dispatcher will say "23 (which means correct; give the 'O. K.' after having obtained signatures of Conductor and Engineer)" and sign his initials. This 23 should appear only upon the understanding of the order, and the "O. K." only upon the orders given the train men.

62. Special orders are to be used by the train only to which they are addressed, and no other train will be allowed to use them. They are to be used against such trains only as are expressly named therein, and an order to run on the time of any particular train must not be taken to run on the time of any other train. An order naming any train will include all the sections of such train, unless otherwise specified in the order. All other trains must be run against strictly as per schedule.

63. Should a train, having lost its rights, be held by another between telegraph stations, the Conductor of the train so held may require the first train passing him, bound in the same direction, to flag him to the next telegraph station. On his arrival he must report for orders. The Conductor of the train carrying such flag, shall telegraph to Train Dispatcher, stating from what station he flagged the train. The operator will notify all opposing trains that signals were carried to that station.

64. When a Conductor or Engineer receives an order to run, keeping a sharp lookout for another train, it is expected that they will flag all curves, and take every precaution necessary to keep their train safe against the train specified in the order.

65. No train must run upon telegraph order without the prefix "O. K." and the name of the person sending it placed thereon. Should the line fail to work before the Operator has received the "O. K." or 23 he will not deliver such order.

66. Operators will, upon receiving telegraphic orders for expected trains, immediately display the proper signals, as required in Rule 49. When an agent or operator receives an order to hold any train for any purpose, he must carry out the order strictly. Conductors and engineers will respect such orders and comply with the same in all cases.

67. Operators must remain within hearing of their instruments while trains are due and at their respective stations. They will also see that their signals are kept in proper order for use at any moment.

Form A. An order giving a train right to run as a special or wild train will be of the following form: Engine... will run from... to... as a special; or Engine... will use track between... as a special. See Rule No. 44.

Work Train orders will be of the following form: Engine... will run from... to... avoiding regular trains or Engine... will use track between... avoiding regular trains.

Form B. An order making a definite meeting point is of the following form: Nos. ... and ... will meet at ...

Form C. An order giving one train the right to the road against another to a certain point, until a certain time, is of the following form: No. ... has until ... to make... against No. ...

Form D. An order giving one train the road against another train, indefinitely, is of the following form: No. ... will run to ... regardless of No. ...

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