

RULE BOOK

Nº 649

**This Book is the Property
of the**

Dallas Railway Company

Rules and Regulations

**For the Government of
Employees
of the**

**DALLAS RAILWAY
COMPANY**

Effective October 15th, 1922.

TRAINMAN'S GUIDE

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INTRODUCTION

The important part of any rule is the SPIRIT of it. This is gained by understanding the wisdom and necessity of the rule and not by mere obedience because it is a rule. No rule seems hard when you see that it is wise—worked out from experience, made necessary by existing conditions.

The object of a rule is not to abridge the rights of anyone, but to point out the path which experience has taught is the wise one to follow. The traveler making his way over unaccustomed roads is grateful for the guide posts which tell him the way to his destination—he never complains when the sign at the crossing tells him to go the up-hill way, for he is glad the sign is there, and obeys cheerfully because he knows he is on the right road.

The aim of these rules is to conduct this system of railway in the most harmonious manner, to give to our employes the benefit of long experience, to save them retracing un-

guided steps, to enable them to grow in the knowledge of sound business principles, and become a credit to themselves and the Company.

Keep close to the Rule Book, follow out the spirit as well as the letter of its advice, and you will find yourself on the right road to satisfactory and praiseworthy service.

DALLAS RAILWAY CO.

GENERAL NOTICE

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

Obedience of the rules is essential to the safety of passengers and employees, and to the protection of property.

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

All trainmen are expected to show a spirit of cheerful co-operation in accepting and properly instructing such students as may be placed in their charge.

The reputation and success of this

Company depends greatly upon the care and promptness with which its business is conducted and the manner in which its patrons are treated by its employees.

To obtain promotion, capacity must be shown for greater responsibility.

Employees, in accepting employment, assume its risks.

Safety Cars.

Safety cars will be operated by one man, who will be governed by rules applying to both motormen and conductors.

The operator must face forward, and keep his eyes on the track at all times while the car is in motion.

GENERAL RULES

Knowledge of Rules.

1. All employees whose duties are prescribed by these rules will be furnished with a copy, for which they will sign receipt.

Motormen and conductors are required to be familiar with the rules and with every special order issued. The bulletin board must be examined daily for special orders. Employment by the Company binds the employee to comply with the rules and regulations, and ignorance thereof will not be accepted as an excuse for negligence or omission of duty. If in doubt as to the exact meaning of any rule or special order, application must be made to the proper authority for information and instruction.

In addition to these rules, special orders will be issued from time to time; such orders, when issued by proper authority, whether in conflict with these rules or not, must be obeyed while in force.

Every employee of this Company must devote himself exclusively to the service, except by special permission of the Superintendent.

Responsibility

2. The conductor is in charge of the car and of the passengers and is held responsible—

(a) For the safety and convenience of the passengers.

(b) For the collection and proper accounting of fares.

(c) For the proper setting of all signs.

(d) For the proper lighting of car.

The motorman is held responsible—

(e) For the safe running of the car.

(f) For the proper operation of the machinery of car.

(g) For the running of car according to schedule.

(h) For the safety of passengers boarding or leaving car by way of the front platform.

(i) For the proper display of headlight.

Race Sign.

3. Texas State laws require that white and colored passengers be carried in portions of the car set aside for their respective uses. This division of the car into sections is marked

by the Race Signs which conductors will move backward or forward in the car so as to furnish accommodation for the two races. Conductors will see that white people do not occupy the seats set aside for colored passengers, and likewise that seats set aside for white people are not occupied by colored passengers. One seat on each side, at least, is to be reserved for colored people when the car is crowded with white passengers, and in the same way, should the car be crowded with colored passengers, at least one seat on each side must be reserved as a white section.

Personal Conduct.

Personal Appearance.

4. Motormen and conductors must report for duty clothed in full regulation uniform and must be clean and neat in appearance.

Flannel shirts, sweaters, dark shirts, and white shoes are prohibited.

Politeness.

5. Motormen and conductors must treat all passengers with politeness, avoid difficulty, and exercise patience, forbearance, and self-control under all conditions. They must not make threatening gestures, or use loud, uncivil, indecent,

or profane language, even under the greatest provocation. Badge numbers of motormen and conductors must be given on request of passenger at any time.

Habits.

6. The following acts are prohibited:

(a) Drinking intoxicating liquors of any kind while on duty.

(b) Entering any place where the same is sold as a beverage while in uniform or while on duty.

(c) Constant frequenting of drinking places.

(d) Carrying intoxicating drinks on the Company's premises at any time.

(e) Indulging to excess in intoxicating liquors at any time.

(f) Gambling in any form, including the laying of bets (and playing raffles) while upon the premises of the Company.

(g) Smoking or eating while on duty.

(h) Smoking while off duty in any part of the Company's cars or building, except the trainmen's room.

(i) Reading books or newspapers while on duty.

(j) Carrying concealed weapons while on duty or about the Company's property.

Conversation.

7. Motormen while operating cars are permitted to answer questions of superior officers, and to give proper instructions to students only. All other conversation by motormen while car is in motion is forbidden.

The conductor must not enter or remain in the front vestibule or otherwise disturb the motorman while the car is in motion. In case it is necessary for the conductor to confer with the motorman, he will first signal the motorman to stop the car, and keep same standing until he has finished the conversation.

Operating Rules.

Run On Time.

8. Cars must never be ahead of schedule time, but must pass time points and leave terminals on time, unless unavoidably delayed. Should a motorman be unavoidably detained, he must not attempt to make up time by reckless running.

Motormen and conductors must carry standard watches, which must show correct time and be compared daily with the standard station clock. Watches must pass inspection by the Company's watch

inspector monthly, and such other times as may be required by the Company.

Starting.

9. Motorman must never move car (whether stopped on signal or for any other reason) without signal from conductor, and then only when assured that no one is getting off or on front platform.

Conductor must never give signal to start when passengers are getting on or off, and until doors are closed.

Conductor must not put his hand on bell cord until passengers have boarded or left car; bell cord must not be touched until it is time to signal motorman to go ahead.

Conductor must never give signal to back a car unless he is on the rear platform and sees that track is clear behind the car. Operator on safety car must change ends whenever it is necessary to back.

Starting Cars After Blockade.

10. In the event of a blockade of cars from any cause, the cars in such blockade must not all be started at one time, but singly, and not until car ahead has advanced 200 feet.

Bell Signals.

11. From conductor to motorman to be given on motorman's signal bell:

1 bell —“Stop at next crossing or station.”

2 bells—“Go ahead.”

3 bells—“Stop immediately.”

4 bells (given when car is standing)—“Back car slowly.”

From motorman to conductor, to be given on conductor's signal bell:

1 bell —“Come forward.”

2 bells—“Watch the trolley,” and danger signal to the conductor.

3 bells—“Release rear brake.”

4 bells—Signal to conductor that motorman desires to back car.

Whenever a car in service is stopped for any cause except to take on or let off passengers, the motorman will, as soon as he is ready to go forward, give two taps of the gong; after which, if the conductor is ready to proceed, he will give the “Go ahead” signal.

The motorman will answer the signal to stop from conductor by one loud tap of gong; and two loud taps of gong after receiving the signal to go ahead. If unable to proceed immediately upon receipt of signal, motorman will wait

for another "Go ahead" signal before starting the car.

When car is standing and motorman desires to back for any reason, he will give the conductor four bells, but must not move the car until the conductor has answered with four bells to signify "All is clear behind." However, when it is necessary to back for any distance, or whenever any danger would be likely to result from backing, motorman must always change ends and trolleys on a double-end car.

When two or more cars are coupled together, "Go ahead" signal must first be given by conductor of rear car and be repeated by each conductor in succession on his signal bell, when he is ready to start.

Obstructions Near Track.

12. Before passing any vehicle or obstruction close to the track, where a passenger or pedestrian is liable to be injured, motorman must give two taps on conductor's signal bell as a warning, and must bring his car to a full stop before passing vehicle or obstruction, unless he has received GO AHEAD signal from the conductor, indicating that all is clear. Great care must be exercised in passing over all excavations, workmen

should be warned of the approach of car by sounding of gong repeatedly, and the car should be kept under full control. Where excavations are near regular stopping place, car should be stopped clear thereof.

Danger Signals.

13. Red lights or flags indicate danger, and, when placed on the track, cars must come to a full stop until such signal is removed.

Yellow lights or flags indicate that car is to proceed cautiously and under control.

Reports of Defects.

14. Motormen and conductors will report to superintendent, inspector, starter, or foreman any defect in car, track, or wire, and will fill out blank provided for that purpose.

Disabled Cars.

15. The motorman or conductor of any disabled car, withdrawn from the main track, must remain with the car until relieved by proper authority. When a disabled car is being pushed or pulled, the signal for starting must first be given by conductor on rear car, and repeated by conductor on forward car, each conductor being careful not to give the sig-

nal when passengers are boarding or leaving car.

Leaving Car.

16. When necessary for conductor to leave his car, he must notify the motorman to protect passengers and car. Should passengers board car during absence of conductor, motorman will notify conductor of the number and location of such passengers upon his return.

Cars in commission must not be left unprotected; motorman or conductor must always remain in charge of the car, or both doors must be locked.

Responsibility for Damages.

17. Employees will be held responsible for any damage caused by their neglect or carelessness, or by disobedience of rules.

Transfer Point Meetings.

18. Motormen and conductors will be held equally responsible for leaving a transfer point so quickly as to prevent the transfer of passengers from any approaching car on a connecting line.

Railway Crossings.

19. Motorman or operator will make test application of brakes 100 feet from steam or electric railway crossing, and then approach such tracks under control,

and make full stop at safe distance. He will satisfy himself of the safety of crossing, and, after receiving conductor's signal, will proceed. If any doubt exists, the motorman will signal conductor to flag the crossing.

When crossing is protected by Company's flagman, motorman will make his regular stop, and examine crossing, before proceeding on flagman's signal.

Safety of Passengers.

Safety.

20. The safety of passengers is the first consideration. All employees are required to exercise constant care to prevent injury to persons or property, and in all cases of doubt take the safe side.

Warning to Passengers.

21. While persons assuming positions of danger, such as boarding or leaving moving cars, walking behind a moving car when another car is approaching, etc., do so at their own risk, motormen and conductors should call the attention of such persons to the danger of so doing. Conductors on moving cars must give the danger signal (three bells) if an accident appears imminent.

22. Permit no person to ride or stand on the buffers, dashers, fenders, or roof.

Passengers should be fully inside the car or safely landed on the platform before the signal is given to start. Women and children should not be allowed to ride on steps.

Assistance.

23. In case of accident, however slight, to persons or property, in connection with or near any car, the motorman and conductor in charge of same will render all assistance necessary and practicable. In no case will they leave injured persons without first having seen that they are cared for.

Medical Attendance.

24. Motormen and conductors are directed not to employ medical attendance to injured persons, except for the first visit, in cases of personal injury; nor will they visit such persons at any other time afterward unless specifically instructed to do so by an officer of the Company.

Fire in Car.

25. When there is evidence of a car being on fire, motorman will immediately throw overhead switch OFF and conductor pull down trolley, both motorman and conductor using every effort to prevent passengers becoming panic-

stricken or leaving car before it is stopped.

Written Reports.

26. A full and complete written report of every accident, no matter how trivial, and whether occurring on or near the car, must be made by the motorman and by the conductor. Accidents sometimes considered as not worth reporting are often the most serious, troublesome, and expensive.

The conductor will obtain the name and residence in full of all witnesses on or near the car when the accident occurred, including badge number of any policeman, fireman, private officer, postman, or uniformed employee of the Company.

The motorman will assist the conductor in securing the names of witnesses whenever practicable and will be held responsible for any neglect to render assistance.

In all cases, full facts must be obtained and stated in the report.

In case a person is struck by a car after passing around the rear of a passing or standing car, the numbers of both cars must be obtained, and both crews must report the accident.

If an accident is caused by any de-

fect or damaged condition of car or tracks, conductor must report the same and its cause at once.

Accidents to employees will be reported the same as accidents to passengers.

Any trouble or disturbance of a boisterous or quarrelsome character which occurs in a car, or the ejection of a person from a car, will be reported as an accident.

Motormen and conductors will make a verbal report to the first inspector, or transportation official of the Company, they meet of any accident, blockade, or mishap of any kind.

Information to Proper Persons Only.

28. No employee shall, under any circumstances, give any information whatever concerning any accident or mishap of any kind to any person, except to a properly authorized representative of the Company.

29. In case of accident involving personal injury or serious damage to property, conductor will telephone at once to station foreman of his division, giving notice and particulars of accident.

In case of a blockade, where assistance is required to get cars moving, conductor of car first in block must summon assistance. Conductor of the sec-

ond car, however, will also be held responsible for being sure that assistance has been summoned. Expense of telephone message will be refunded upon application at office.

Ejections.

Ejections.

30. Ejections shall be made for two causes:

- (a) Refusal to pay fare.
- (b) Disorderly or offensive conduct.

Ejections shall be made by the conductor, with the assistance of the motorman, after the car has been brought to a stop at a regular stopping place for passengers, "using only such force as is sufficient to expel the offending passenger, with a reasonable regard for his personal safety," without the use of harsh language or display of ill temper.

A passenger must not be ejected at a point where he is liable to be exposed to danger, and extraordinary precaution must be observed during bad or inclement weather, late at night, or when the passenger is intoxicated.

A child of tender years, a person of unsound mind, or a person in such a feeble or helpless condition as to be unable to take care of himself, must not be ejected.

Report all ejectments as required by Rule 26.

Intoxicated Persons.

31. No passenger will be ejected from a car for mere intoxication, unless said passenger becomes dangerous or offensive; such passenger must then be ejected with great care, and must be guided until free from probable injury.

Stealing Rides.

32. Any person caught stealing a ride on a car must never be driven therefrom while it is in motion, but car must be stopped at next street or station and such person put off.

Car House Rules.

Appointment.

33. Trainmen will take their standing as regards seniority in order of date of application.

Badges and Punches.

34. The official badges and punches will be furnished by the Company, and are always to remain its property. They are the official tokens that the wearer is in the employ of the Company, and must never be allowed out of the possession of the employee to whom issued. If

lost, such loss must be promptly reported at the office.

Report for Duty.

35. Motormen and conductors must report for duty ten minutes before leaving time for their first trip by plugging in opposite their runs on the schedule board, or, if for any reason unable to so report, must give notice at least 45 minutes before such leaving time.

Motormen must plug in on the left, and conductors on the right.

Extra men must report at such time as ordered, or must give notice at least 45 minutes before such time. They must not absent themselves after roll call without permission.

The pegs to be used for plugging will be of three kinds:

White pegs will be used by regular men plugging in on regular runs.

Red pegs to be used by extra men, and regular men working as extras.

Brass pegs to be used by Station Foreman only. Any trainman, who, on reporting for duty, finds a brass peg in the hole opposite his run, will remove same and report to Station Foreman immediately.

Trainmen who take their runs at any point away from the barn may have the

Station Foreman plug in for them by telephoning 30 minutes before time to take their cars.

Each man must plug in for himself only.

The station clock will be considered standard time.

Any employee who is given leave of absence to exceed three days will leave his badge and other Company property with the Station Foreman.

Cash for Change.

36. Previous to taking charge of the car, conductors will provide themselves with five dollars for the purpose of making change, also have intact the required number of tickets.

Exchanging Duties.

37. Employees must not engage substitutes to perform their duties, nor exchange duties without permission.

Suspensions-Dismissals.

38. Disobedience of orders, violations of rules, or neglect of duty will always be considered a sufficient cause for dismissal. Discharged employees shall immediately turn in the Company property.

Pay When Off Duty.

39. Employees will not receive pay

while absent or suspended from duty for cause.

40. Employees intending to leave the service of the Company, and who give five days' notice of such intention, will be paid all moneys due them at the main office of the Company, during regular office hours, after turning in all property of the Company to the proper official. Those failing to give such notice will be paid on regular pay days of the Company, as it becomes due.

Re-Employment.

41. Any person previously employed by this Company, in any department, will not be re-employed without the consent of the head of the department in which he was employed.

Relief.

42. Motormen and conductors who are to be relieved must remain on duty until the relief has taken charge of the car.

Conductors' Supplies.

43. Conductors, before taking car, will obtain from the station office such supplies as are required by regulations.

Assignment of Wages.

44. Employees must not make any

assignment of wages except with consent of management.

Safety of Employees.

45. All persons are cautioned to exercise care in crossing pits and walking through car-house. Employees must never move car protected by repair tag, nor any other car, until certain that no one is working over, under, or about same.

Placing Cars in Barn.

46. Cars will be placed in the barn with front trolley in trough, not touching the trolley wire, rear trolley secured under hook, controller keys removed and lying on top of controller, circuit breaker opened.

Fire.

47. Employees will exercise great care to guard against fire.

Hearing by Superintendent.

48. A hearing will be given by the superintendent to every employee who desires to complain. Reports or suggestions for the betterment of the service will always receive consideration.

Rules for Conductors

RULES FOR CONDUCTORS.

Position.

100. The conductor's position under all ordinary circumstances is at the rear, in the place provided for him. While the car is at a standstill, taking on and discharging passengers, he must watch both entrance and exit and see that passengers board and leave the car by proper openings. The conductor should not leave his position at the rear at places where several passengers are likely to board or leave car.

Announcements.

101. Announce distinctly the names of streets, public places, and transfer points when approaching the same.

Route Signs.

102. Properly display route signs on each half trip.

Trolley.

103. Trolley rope must be held when passing over crossovers. Should the trolley leave the wire, the conductor must at once pull down the trolley and signal the motorman to stop. After the car has stopped, replace the trolley on the wire, look around and through the car and see if any persons are boarding or leaving same before giving motorman signal to

start. See that passengers keep their hands off the trolley rope. Do not remove trolley from wire at end of run, or elsewhere, at night until passengers have alighted from car, and the other trolley is put up.

Doors.

104. Front and rear doors and steps on the side between the tracks must always be kept closed and securely fastened.

105. In case motorman is disabled from any cause while car is in motion, conductor must stop the car as promptly as possible.

Inspection of Car.

106. Conductors will see that cars are clean and will carefully inspect floor, windows, grabhandles, steps, signs, and all other parts of car which passengers may use, to see that same are in proper condition before car is taken out on the road.

Handling Passengers.

Moving Forward.

107. When standing passengers crowd the entrance door, request them to PLEASE STEP FORWARD.

Passengers Ringing Bell.

108. When a passenger rings a signal bell to stop the car, the conductor must give motorman stop signal.

Conduct of Passengers.

109. Conductors will not allow passengers to put their feet on the seats, or children to stand on the seats.

Conduct of Trainmen Riding as Passengers.

110. Trainmen riding as passengers must ride inside of the car body, not occupying seats while paying passengers stand. They must not converse with or otherwise interfere with the trainmen in charge of the car.

Assisting Passengers.

111. Elderly and feeble persons, women, and children should be given assistance getting on and off when possible. Crippled, blind or badly intoxicated persons should be assisted to sidewalk if necessary.

Conductors will not permit a child under 5 years of age to board car unless accompanied by an older person.

Under no circumstances will conductor assume responsibility for putting passengers off at destination other than announcing street intersections.

Information to Passengers.

112. Conductors are expected to carry an official guide and to be familiar with principal points along their route, so as to be able to give information to passengers about streets, parks, connecting or intersecting railway lines, depots, public buildings, large stores, hospitals, theatres, etc.

On limited cars, conductors will inform all prospective passengers the destination of the car. On Car Barn cars, conductors will inform all prospective passengers the destination of the car, and give them all the necessary information regarding transfer rules.

Spitting on Floor.

113. No passenger will be ejected from a car for spitting on the floor. If a passenger violates the rule or law prohibiting spitting, the conductor will call the attention of the passenger to the law prohibiting such conduct, and endeavor to persuade the passenger to desist.

Carrying Packages.

114. Passengers must not be allowed to carry bulky or dangerous packages aboard cars.

Employees must not carry packages, letters, or newspapers without an order

from the proper authority, and must not assume responsibility for any package which passengers may bring upon the car, excepting such articles as are to be turned into the Lost Article Department.

Large bundles of washing will be carried between the hours of 10:00 a. m. and 4:00 p. m.

Peddling and Begging.

115. Newsboys, peddlers, beggars, and solicitors of any kind shall not be allowed to ply their vocation on the cars.

Distribution of unauthorized advertising matter in or about the cars is forbidden.

Lost Articles.

116. Any article left in the car must be turned in promptly at office. Concerning articles found, conductors must not give information to any person, but must refer such person to the proper office. The names and addresses of parties giving lost property to conductors must be obtained.

Conductors turning in lost articles may call at the station foreman's office thirty days after such article has been turned in and receive the article or the owner's receipt for same.

Fare Boxes.

117. Conductors will see that each and every passenger boarding car deposits the correct fare in the box.

Conductors will under no circumstances collect the fare and deposit same in box for passenger.

In case it is necessary to make change, the conductor will give the passenger the entire and proper amount of change, and allow passenger to drop the correct fare in the box.

Should a passenger place a larger amount in the fare box than required, the excess amount will be returned when proper receipt form is filled in.

When a passenger presents a bill or coin which would cause delay in making change, and others are waiting to enter car, the conductor will politely request passenger to step aside on the platform until he has the opportunity to make change.

Free Riders.

118. The following are free riders when in uniform with badge exposed:

Inspectors,
Trainmen,
Policemen,
Firemen.

The conductor shall request passengers to enter the car and move forward, endeavoring to keep exits and entrance portions to the platforms clear at all times.

Half Fare Tickets.

119. Children 5 years and under 12 years will be carried on children's rate. Children under five years of age, when accompanied by a paying passenger, will be carried free.

Students under 17 years of age, regularly attending school, may be carried on proper tickets.

120. Should conductor have dispute with passenger in regard to change, he must make report as required by Rule 26.

Whenever a passenger presents a bill of a larger denomination than the conductor can change, he will advance the passenger the fare, and take a receipt for same. This receipt will be redeemed by the cashier. Receipt should have the name, address, and telephone number of the passenger.

Fare Box Out of Order.

121. In case the fare box gets out of order, make report to the first inspector, or notify station foreman.

122. In case any line is blocked, it is the desire of the Company to carry passengers to their destination on other lines. Under such circumstances, conductors of parallel or intersecting lines will accept transfers punched "emergency" and will issue a transfer on such transfer if necessary. They will accept transfer passengers without tickets, on orders from inspectors or authorized representatives of the Company, making report of same on back of trip sheet.

If for any reason a car is withdrawn from service, sidetracked, or turned back, the conductor must transfer his passengers to any car by punching transfer "through car."

Issuance of Transfers.

123. Correctly punched transfers will be issued on request, subject to transfer regulations.

Acceptance of Transfers.

124. Transfers will be accepted only when properly punched and offered for ride by persons to whom transfers are issued. They will be accepted only at designated transfer points and within the time limit punched on transfer.

Conductor's Seat Limits.

125. Conductors will be permitted to

sit down outside the business section of the city, as provided for by Motormen's Rule No. 230, except that while more than two passengers are boarding or leaving the rear end of the car, conductor must arise and remain standing until car is under way and the boarding passengers have deposited their fare.

General Rules

Rules for Motormen

RULES FOR MOTORMEN.

Handling Cars.

Knowledge and Inspection of Car Equipment.

200. Motormen are required to acquaint themselves with the mechanical and electrical equipment of cars in order that they may be able to cut out a motor and replace a fuse, when necessary.

Motormen must test brakes, switches, controller, lights and other apparatus and examine sand boxes to insure themselves that car is in proper running order before taking it out on the road.

Motormen should familiarize themselves with the sounds made by the car while running, and, if any unusual sound is noticed, should endeavor to find the cause and report it. If they cannot find the cause they should report the fact of the unusual sound at the earliest possible moment. They should observe carefully whether the car takes its natural speed on all positions of the controller, and if not, report same.

They should apply to proper authority for instruction in any matter they do not thoroughly understand.

201. Keep a careful look-out on both sides of the street, and bring the car to a full stop for every person who signals, except that when a car has considerable headway, is overcrowded, and another car of the same destination follows.

Cars will stop on signal only at street intersections and at points as provided in special orders.

Do not stop cars so as to block cross-streets or cross-walks.

At all points where two lines intersect, cars must be brought to a full stop before crossing street.

Cars meeting at junctions between single and double track, the car occupying the single track must not pass over switch leading to double track until the car approaching from the opposite direction has come to a full stop. Motorman on approaching car must make such a stop not less than fifty feet from switch point.

Operation of Following Cars in a "Block."

202. On all sections of track protected by block signals, two or more cars in the same direction may run only in case the motorman in charge of the following car personally notifies the

motorman in charge of car ahead that he intends to follow him into protected block. Before clearing the block the motorman on leading car must personally notify motorman on opposing car that he has a follower.

Churches, Hospitals, and Schools.

203. When passing a church during the hours of service, and at all times when passing a hospital or quiet zone, run quietly, and do not ring the gong unless necessary.

Cars must be run slowly and with great care, and gong sounded in vicinity of schools when there are children on the street.

Run Slowly.

204. When passing standing or slowly moving cars, gong must be rung and car brought to slow speed.

Run slowly (not over three miles per hour) over special work, especially over all facing switch points, and throw current off while rear trucks are passing over switch, and if there is another car moving in the opposite direction on the other track, allow that car to pass before striking the switch point.

Motormen must see that all switches are properly set before passing over

them, coming to a full stop if necessary.

When approaching automatic switches motormen must permit the car ahead to clear the switch point before passing under the switch pan.

Rounding Curves.

205. Power must be shut off and brake applied on approaching curves, allowing car to enter the curve on its own momentum with brakes partly on. Before movement is lost, brake should be released and power applied.

Cars must not be stopped on curves except where it is unavoidable.

Motormen must not attempt to pass on curves unless they are sure of safe clearance.

Right-of-Way.

206. At all railroad crossings, cars of the steam road have the right of way.

At curves, the car on the outside track has the right of way over cars on the inside track, regardless of class.

Wreckers and emergency line cars have the right of way over all other cars, except at curves.

Interurban cars have the right of way over all local cars, except at curves.

Main line cars have the right of way over branch line cars. The straight line to be considered the main line.

At street intersections, the in-bound car has the right of way over out-bound car.

At right angle intersection (where two lines cross) north- or south-bound car has the right of way over east- or west-bound car.

Meeting on Electric or Steam Railroad Crossings Is Strictly Prohibited.

Fog, Snow, Sleet, Rain.

207. During fog, heavy rain, sleet, or snow storms, cars must be operated entirely with a view to safety.

Cars must be operated at such speed and with such precaution that they can be stopped in time to avoid collisions with cars and vehicles. Motormen must slow down when approaching stops and sound gong. In all cases of fog, or in case of wet snow which clings to windows, cars must be operated with front vestibule window open.

Thunder Storms.

208. During thunder storms, the lights in cars will be turned on, and allowed to remain so during the continuance of storm.

Slippery Rail.

209. On a slippery rail, do not allow the wheels to skid; as soon as wheels

commence to skid, the brake must be released and re-set.

Extreme caution must be used to keep car under full control approaching all intersections, junctions, railroad crossings and prominent driveways, being very careful when approaching automobiles, wagons, and other cars, disregarding schedule if necessary.

Looking Back While Car is Moving.

210. Motormen must not look back, either through or around cars, while they are in motion.

Destination Signs.

211. Properly display destination signs on each half trip.

Entering Terminals.

212. Motormen must reduce speed when running into terminals to a rate just sufficient to carry the car into terminal.

Persons Authorized to Run Car.

213. Motormen must not allow any person to run their cars except men placed there for instruction, or some inspector or duly authorized officer of the Company, known to the motorman to be such. Conductor must not be allowed to run cars. A motorman who has a student "breaking in" in his charge,

must, under no circumstances, allow the student to handle the car unless he (regular motorman) is at his side ready to take brake or controller immediately if necessary.

Emergency Stop.

214. Motormen must not use reverse to stop car except to avoid accident or when the brake rigging is disabled.

Do not reverse when the brake is set, but release the brake and throw the reverse handle simultaneously, and when the reverse handle is thrown in position, apply the current one point at a time; otherwise, the fuse will melt or the breaker will release. Sand should be used only when making an emergency stop.

Runaway Car.

215. While descending a grade, should it not be possible to stop a car equipped with two motors, by means of brake, or by reversing in usual manner (due to lack of current), the motorman must, with his controller still reversed, advance controller key to the last position. In the event of car being equipped with four motors, the act of reversing will cause it to stop.

Should a car, equipped with two motors, start to roll backward while

ascending a grade, due to lack of current, and the brakes be unable to hold it, the controller key must be advanced to the last position. Should the car be equipped with four motors, the reverse set in the forward position will stop the car.

Cars equipped with multiple unit control cannot be stopped with reverse when power leaves the wire. Hand brakes must be depended upon to bring the car to a stop.

Leaving Car.

216. Never leave platform of car without taking controller handle, and applying brake.

Motormen will always set air valve handle in the "application" position before leaving cab, and will allow it to remain in this position while absent. In case the air is out of order, motorman will not leave the cab until relieved by another motorman or shopman.

217. An overhead switch must never be thrown until power is turned entirely off, except in case controller cylinder fails to turn when power is on. It must be thrown by hand only.

Power Off Line.

218. When power leaves the line, cars must be stopped clear of all cross-

ings or danger points, the overhead switch must then be thrown off, and the light switch thrown on, and the car started only when the lights burn brightly, and then operated at half-speed for a distance equal to one city block.

Motorman must see that the car is properly protected from rolling down grade by setting hand brakes and blocking the wheels.

Motorman must stay on the car at all times while blocked.

Economical Use of Current.

219. In order to effect an economical use of the electric current, it is necessary that the continuous movements of starting and increasing speed should be made gradually. In starting a car, let it run until the maximum speed of each notch has been attained before moving handle to the next notch.

Rapid feeding of controller is injurious to the equipment of the car and causes discomfort to passengers. Controller must never be thrown on last point if car does not start from preceding points. The controller must never be thrown from a higher to a lower notch. Controller must not be held for any length of time on any one point except the first and second run-

ning positions. If necessary to run slower than the first running position speed, power must be thrown on and off, and not be taken continuously from a lower notch than that of the first running position.

Do not apply brakes when the current is on.

Do not apply current when brakes are applied.

Do not allow the current to remain on when car is going down grade, or when passing over circuit breakers. Endeavor to run car with the least amount of current, allowing the car to drift without the use of current when it can be done without falling behind time.

A great amount of power can be saved by using judgment and discretion in approaching stopping places and switches, by shutting off the power, so as to allow the car to drift to the stopping place or switch without a too vigorous use of the brake.

220. When brakes are set to make a stop, they should always be released, or nearly so, just before the car comes to a standstill.

Water on Track.

221. When there is water on the track, run the car very slowly, drifting

without the use of power whenever possible.

Never run through water over 4 inches deep.

Obstructions on Rail.

222. Should a car, at any time, run over a bolt, nut or other hard substance on the rail, the car should be stopped and the obstruction removed if possible. If it cannot be removed, the motor-man must report to first inspector or starter.

223. Never run on freshly sanded rails with brakes full on except to prevent an accident.

On cars provided with sand boxes, in case of slippery rail, always sand the track for a short distance before applying brakes.

Spinning of Wheels.

224. Care must be taken particularly during snow storms, to avoid "spinning" of the wheels with no forward or backward movement of the car.

Do Not Oil Car.

225. Do not oil or grease any part of car.

Vehicles.

Passing Vehicles.

226. Motormen are cautioned to exercise great care in passing a vehicle alongside of the track. Ring the gong vigorously to attract the attention of the person driving, as a warning not to pull in ahead of car; and run cautiously until the vehicle is passed in safety.

Fire Apparatus.

227. When any fire department vehicles are observed approaching from any direction, cars must be stopped until such vehicles have passed.

Ambulances, Patrol, and Emergency Wagons.

228. Ambulances, police patrol, and the emergency wagons of the Company must be allowed right of way, and when approaching or passing, cars must be kept under control to avoid collision.

Pedestrians.

Persons Between Cars.

229. Cars moving in opposite direction must not pass at points where persons are standing between the tracks, but must be operated so as not to occupy both tracks at such a point simultaneously.

Motormen Seat Limits.

230. Motormen operating cars will be permitted to sit down outside the business section of the city, as hereinafter noted:

Akard St.....Marilla to end.
Bryan St.....Central Railway to end
Ervey St.....Marilla to end
Elm St.....Central Railway to end
Harwood St.....Marilla to end
Lake Avenue.....Ross to end
Swiss Avenue.....Central Railway to end
Oak Lawn.....Pacific to end
Highland Park.....Ross to end
San Jacinto St.....Pacific to end
South Lamar St.....Austin to end
State St.....Pacific to end
Main St.....Central Railway to end
Second Avenue.....Central Railway to end
Tyler-SeventhCommerce to end
Bound'y-Sunset Commerce to end

Exit Door to be Kept Closed.

231. The exit door of front platform must not be opened while car is in motion, and must be closed before car is started.

Persons Not Allowed to Board at Front.

232. No persons shall be permitted

to board the car at front platform, except inspectors and track greasers on duty and policemen, firemen and trainmen in full uniform.

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