

Nº 823

ROCK ISLAND LINES

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# INSTRUCTIONS TO OPERATORS

WHOSE DUTIES  
INCLUDE THE HANDLING OF  
TRAIN ORDERS

In connection with,  
but not in lieu of,  
certain rules in

THE  
UNIFORM CODE  
OF  
OPERATING RULES

(Supersedes all previous instructions inconsistent therewith)

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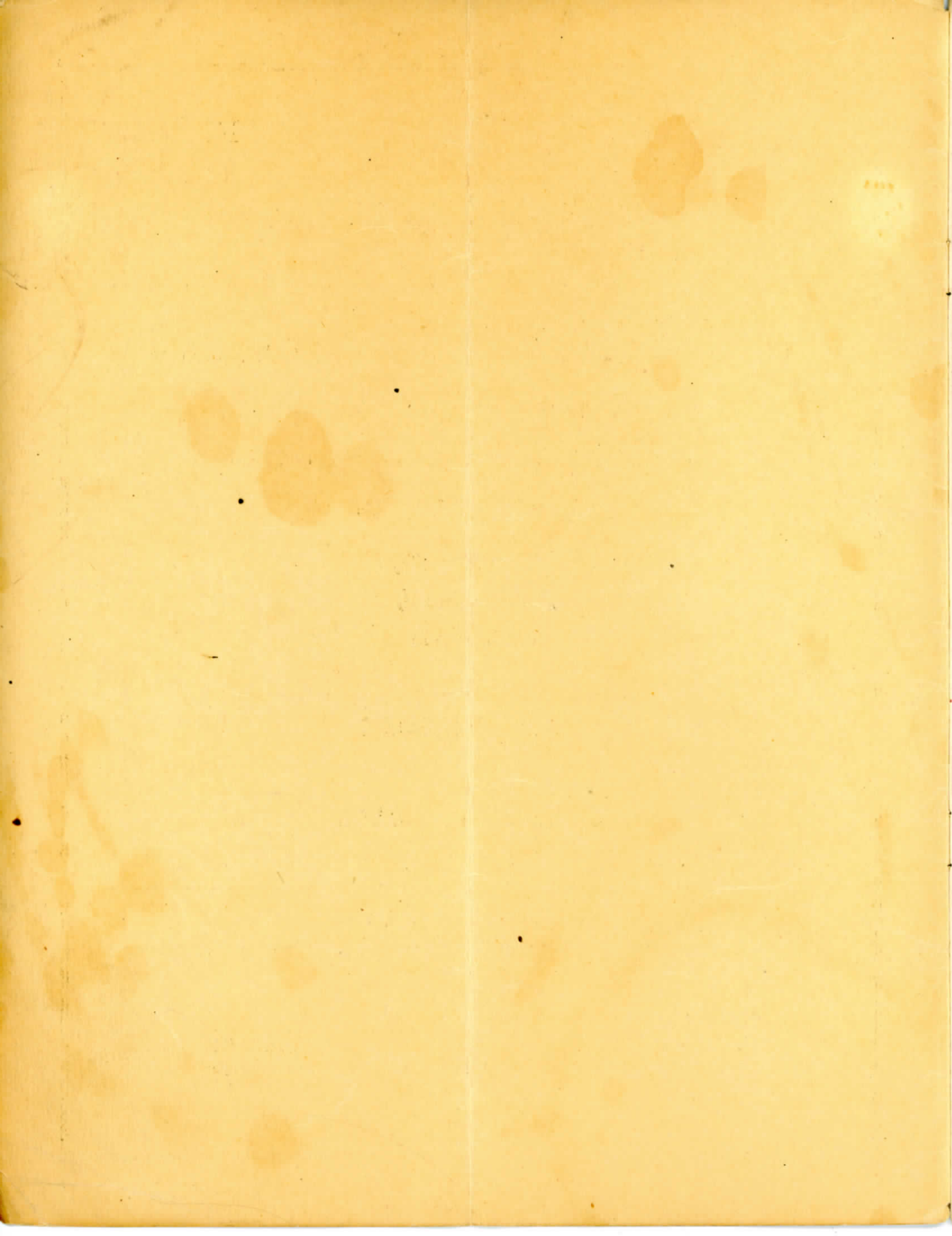
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Approved:

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**INSTRUCTIONS TO OPERATORS  
WHOSE DUTIES INCLUDE THE HANDLING OF TRAIN ORDERS.**

Item No.	Rule No.	
1	Gen. Notice. 108 700	Safety is of the first importance in the discharge of duty. In case of doubt or uncertainty, the safe course must be taken. Constant presence of mind to insure safety to themselves and others, is the primary duty of all employes.
	Safety.	Operators must keep these three rules uppermost in their minds in the handling of train orders and must at no time permit safety to be sacrificed.
2	201	Train orders must be written clearly and without erasure, alteration or interlineation. Figures in train orders must not be surrounded by brackets, circles or other characters. Handwriting must be plain and easily readable; letters not too small and not too large; flourishes must be avoided. Use of "print" letters and figures, instead of handwriting, is not permitted and words must not be divided into syllables.
Accuracy in writing Train Orders.		
Tabulating.		While it is proper and necessary to tabulate waits in wait orders, items in slow orders where one order covers several locations, and to paragraph when necessary, it is not permissible to skip lines or spaces in train orders, such as using every other line, etc.
Skipping lines.		Train orders must not contain punctuation marks.
		The address must immediately follow the printed words "To C&E" instead of starting address on second or third line provided for the address.
		The dispatcher's signature (initials) must be placed immediately beneath the last word of the order.
Dim copies.		Do not use old or worn-out carbons. Carbons must be changed before they produce "dim" copies. Train and engine men have to read train orders while the train is in motion, often by light of their lantern, and it is imperative that they have clear, clean-cut and plainly readable copies.
Names of Stations.		Names of stations in body of order must be so plainly written that there will be no possibility of mistaking the name of a station for another similarly written or spelled.
Scratches.		To write one figure or letter over another figure or letter, or to try to "write in" a word that has been left out, is a violation of the intent of Rule 201 and may set the stage for a hazard of accident. A train order must not be, what is commonly called, "scratched".
3	202	Each train order must be given to all employes or trains addressed in the same words. Operators must not copy only part of an order and leave out a part which affects some other train. In like manner, an operator must not repeat only part of a train order; it must be repeated in its entirety, except when instructed by train dispatcher in making tests.
Same words to all addressed.		
4	204 204 (a)	Orders for a train must be addressed to the conductor and engine man and anyone who acts as pilot. A copy for each employe addressed must be furnished by the operator and in addition, a copy of each train order and clearance for rear trainman, and an extra copy for the engineman; when two engines, an extra copy for each engineman. Operator must arrange train orders in sets in numerical order as shown on clearance. (See Item No. 10.)
To whom copies furnished.		
5	206	Even hours must not be used in stating time in train orders. Regular trains will be designated by number as "No 10" and sections as "Second 10" adding engine numbers. In designating sections "First", "Second", "Third", etc., must be spelled out, and not abbreviated by using "1st", "2nd", "3rd", etc.
Even hours.		
Designation of trains.		Extra trains will be designated by engine numbers and the direction, as "Extra 798 'north' or 'south'".

Item No.	Rule No.	
5 (Concluded) Dates.	206	In writing dates in train orders or clearances, figures only will be used, omitting suffixes or syllables. For example, Nov 1 instead of Nov 1st; Nov 2 instead of Nov 2nd or 2d; Nov 3 instead of Nov 3rd or 3d; Nov 4 instead of Nov 4th.
Foreign engines.		For the movement of an engine of another company, initials and number must be shown, for example, "Eng MKT 834".
Repeating orders.		In repeating train orders by telephone, operators must first plainly pronounce, then spell, letter by letter, the name of each station and numeral in the order, thus: Aurora, A-u-r-o-r-a, One Naught Five, O-n-e N-a-u-g-h-t F-i-v-e.
Misunderstanding.		If there is any doubt or question in mind of an operator as to whether he understands words transmitted, he must request train dispatcher to spell all words in the order.
6 Middle Orders.	S-208	The third paragraph of Rule S-208 has reference to what is commonly called the "middle order", which the operator must deliver to all trains affected until all have arrived from one direction. If operator holds a middle order, addressed to the operator, directing a train to "wait" at his station until a certain time for another train, or for all trains, the order is fulfilled when the time of the last wait in the order has expired and it is no longer necessary for operator to deliver it to trains, but must not be considered fulfilled until operator checks his time with train dispatcher.
7 Writing during transmission. Speed of transmission.	209	Operators will write train orders in manifold during transmission. Use of typewriter in writing train orders is not permitted, except for restricted speed orders, Form X. Train dispatchers are required to regulate their speed in transmission to the extent that operators will be enabled to make plain, legible and manifold copies. If the speed of transmission of a train order by the dispatcher is greater than operator can understand clearly and write legibly on the train order form, the operator must immediately inform train dispatcher and request transmission at a speed that will leave no doubt as to order being understood clearly and written legibly by the operator.
Filling out before transmission.		Operators must not fill out any part of an order before it is transmitted, but must write them during transmission. Operators must not write a train order, for example, a Form L or Form V order, without it having been transmitted by the train dispatcher, by asking train dispatcher for a number and repeating the order which was not transmitted in usual manner.
8 Recopying train orders.	209 (a)	The rule requires train orders to be written in manifold during transmission. When it is necessary for an operator to make additional copies of an order, it must be done as prescribed by Rule 209 (a), namely, operators must make additional copies from the original copy and <u>repeat to the train dispatcher from the new copy each time additional copies are made.</u> If an operator recopies an order account of an error in his writing, he must destroy the original copy before repeating the re-copy to train dispatcher. When additional copies are made by the operator, the original date of issue and time completed will not be changed. The name of original receiving operator will be shown, with the initials of the operator who recopies the order.
9 Checking, repeating orders.	210 211	Each operator receiving an order should observe whether the others repeat correctly, and must call train dispatcher's attention to any errors in repetition. Operators must not be excused from checking, except in emergency, and train dispatchers will make frequent tests to know that this requirement is being followed by operators.

Item No.	Rule No.	
9	210 211	
"31" orders.		The conductor or engineman and others to whom a "31" order is addressed must read it to the operator and then sign it. The operator must be careful to require the order to be read before being signed. When the order has been read and signed, the operator will send the signatures, preceded by the number of the order, to the train dispatcher. The response, "complete", the time and initials of train dispatcher will then be given and each operator receiving this response will write "Com" (abbreviation for the word "complete"), the time, and his last name in full on each copy. The operator will then deliver a copy to each person addressed, except that when conductor signs the order, the conductor will deliver the engineman's copy.
Signatures.		
Special precautions.	S-208	When a train order, either Form 31 or Form 19, is issued to a train at meeting or waiting point, or point where superiority is restricted, the operator must take necessary precautions for safety. The train must be stopped by the operator, using hand signals in addition to train order signal, when required, and in case of "restricting order" on Form 19, the operator must advise train dispatcher when train is stopped, before clearance is OK'd.
		"Hand signals" include red flag, red light, fusees and torpedoes. If view is in any manner obstructed, and if necessary, two torpedoes should be placed two rail lengths apart, a sufficient distance from train order signal to give ample warning to the engineman of approaching train.
		Rules 208 and 210 outlining the procedure to be followed in handling "31" orders are positive, and permit no deviation or substitute course.
	217 219	Rule 210 authorizes either the conductor or engineman to sign a "31" order, except under the provisions of Rules 217 and 219, the signature of both the conductor and engineman are required.
Sending by Conductor or Brakeman.	211	When delivery of "19" order to the engineman will take the operator from the immediate vicinity of the office, the engineman's copy will be delivered by the conductor or brakeman. The operator must not, however, in such case, give the order to anyone other than conductor or brakeman for delivery to engineman.
Clearances.	10 215	Read carefully Rule 215 as to manner of filling out clearances. Rule 215 requires that the operator will, after clearance is made, transmit the numbers of all "31" or "19" orders to the dispatcher.
Correct designation.		Operators must not, and train dispatchers must see that they do not, after repeating an order, say "clear him with it". The operator must give correct designation of the train and the numbers of all orders to be delivered. In clearing a train, the operator must not call it anything but its correct designation. He must not say, "clear the local with, etc.", but must say "clear No. 95" or whatever the correct designation may be.
		Train orders should be listed on clearance in numerical order, old dates first, current orders and restricted speed orders last. EXAMPLE: "77-78-1-3-5-509-510". (Orders Nos. 77 and 78 are dated yesterday, orders Nos. 1, 3 and 5 dated today, orders Nos. 509 and 510 are restricted speed orders.)
		Should an order number be omitted from a clearance both the operator and train dispatcher are responsible.
Wire failure.		The only case in which an operator is permitted to deliver a clearance, without the train dispatcher's "OK", is when there is failure of the means of communication. The operator, in such case, will endorse the clearance "wire failure". When communication is restored, operator must notify the train dispatcher of the train and time cleared and numbers of train orders delivered.
		When an operator requests train dispatcher to clear a train with "no orders", the operator must be certain that he has no orders for such train. Train dispatcher will check train order book and remind operator that he has certain orders (if any), reporting such omission. (See Item 13 of these instructions, with reference to Rule 219, for further instructions relative clearance.)

Item No.	Rule No.	
11	212 213 214	When so directed by the train dispatcher, an order may be acknowledged before repeating, by the operator responding, (Number of train order) to (train number) _____ "X" with the operator's initials and office signal.
"Xing" train orders.		It will be observed that this rule provides that in "Xing" an order, the "X" response follows the train order and train numbers. The meaning of the signal "X" as shown in Rule 223, is "Train will be held until train order is made complete". When an order has been repeated, <u>including the last word in the order</u> , or the "X" response sent, the order must be treated as a holding order for the train addressed, but must not otherwise be acted on until "complete" has been given.
Holding order.		
Wire failure.		If the means of communication fails before an office has repeated the order or 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.
12	219	After the engine of a train has passed the train order signal indicating "proceed", or after the operator has delivered clearance to a train, and the dispatcher desires to send a "restricting" order to that train at that station the operator may copy the order on Form 31, but <u>must not repeat it or give the "X" response</u> until he has secured the signatures of both the <u>conductor and engineman</u> to the order. When the conductor and engineman sign the "31" order, the operator will take up and destroy the original clearance and issue a new one showing all orders issued to that train at that station, including the order signed by the conductor and engineman.
Restricting order after train cleared.		The conductor must not be permitted to "forge" the engineman's signature to a "31" train order.
Helping order after train cleared.		If it is <u>not</u> a "restricting" order, but an assisting order which the dispatcher desires to deliver to a train after the engine has passed the train order signal indicating "proceed", or after the operator has delivered a clearance to the conductor and engineman, and it is impracticable to take up the original clearance, the operator may fill out an additional clearance, marking it "Second", showing thereon all orders received for the train at the station. The second clearance must be handled as prescribed by Rule 215, the same as original clearance. If the clearance and orders have not been delivered to a train, and are still on the operator's table, the clearance must be destroyed and a new one issued, if it is desired to issue another order to the train.
Clearances.		Rule 219 does not authorize the train dispatcher to instruct an operator to take up the first clearance and orders after they have been delivered to the train, when a later <u>restricting</u> order is to be issued and thereby avoid using a "31" order, nor does the rule permit the operator to repeat or give "X" response to a <u>restricting</u> order for a train after engine has passed train order signal indicating "proceed", or after clearance has been delivered to the train, until he has secured the signatures of the conductor and engineman to the <u>restricting</u> order.
13	220 (a)	Each train order must be delivered by the operator to the train addressed, unless the order is annulled by the train dispatcher. Under no circumstances may an operator file an order <u>addressed to a train</u> .
Deliver orders until annulled.		
14	221	While the operator holds an order for a train, he must not clear his train order signal to allow another train in the same direction to pass. When the operator holds orders for a train, the train order signal must remain at "stop" indication for trains in that direction until the orders have been delivered or annulled. Trains in the direction for which there are no orders <u>must only be cleared by clearance</u> , with train dispatcher's "OK" as prescribed by Rule 215, while train order signal indicates "stop".
Train Order Signal.		

<u>Item No.</u>	<u>Rule No.</u>	
14 (Concluded) Stop Indication.	221	Operators must train themselves to display train order signal to indicate "stop" immediately, when train dispatcher gives the signal to copy an order, and respond "SD", with the direction, to the train dispatcher, when the train order signal indicates "stop". Operators must not respond "SD" to the train dispatcher until they know positively that the train order signal displays "stop" indication. "SD" means "stop displayed", not "Signal displayed".
Spacing trains.		Outside of automatic block signal territory, the operator must space trains the required time apart as prescribed by Rule 91.
15 "Calling on" indication.	221 (a)	Train dispatcher, to advance a train beyond a station where it is restricted for a train, will first issue necessary order to train and then issue an order, Form N, to operator to display "calling on" indication of train order signal. After repeating the Form N order and before "complete" is given, operator must compare time with train dispatcher. Operator must not display "calling on" indication of train order signal except when authorized by train order, Form N. Operator must not accept advice by telephone or telegraph to move a train on main track to train order signal, except as authorized by train order, Form N. <u>No other method</u> may be used to move train on main track to train order signal under this rule.
16 "OS-ing" trains.	222	In reporting the passage of trains, operators must be careful to give the exact time of arrival and departure. They must also carefully observe trains and report to train dispatcher if proper signals are not displayed.
17 Abbreviations.	223	The only abbreviations authorized to be used in train orders or clearances are shown in Rule 223. The usual abbreviations for names of months are permitted, except that the names of May, June and July must not be abbreviated, but written in full. The words, "North", "East", "South", "West" or "Extra" must not be abbreviated in train orders. Do not use the abbreviation "comp" for "complete", or "junct" for "junction"; use "Com" for "complete" and "Jct" for "junction" as prescribed. Names of stations must be transmitted and written as shown on schedule pages of the time-table.
Dates.		In transmitting dates in train orders or clearances, or when writing dates in train order book, or upon train orders or clearances, figures only will be used, omitting suffixes and syllables. For example    Nov 1    instead of    Nov 1st; Nov 2    instead of    Nov 2nd or 2d; Nov 3    instead of    Nov 3rd or 3d; Nov 4    instead of    Nov 4th.
Train orders misunderstood.	853	When a train order is not understood by conductor or engineman, Rule 853 requires that the dispatcher annul the order and issue another in its place that is understood. Operators must not make any changes in train orders. A train order must not be "scratched".
18 Misuse of Forms 19 and 31.		Train order Forms "19" and "31" must only be used, upon which to copy train orders. They must not be used upon which to copy messages, line-ups or for any purpose except train orders.
19 Misplacing train orders.		Care on the part of operators is necessary to avoid placing train orders in pigeon-holes with stationery or other foreign matter and placing other papers on top of train orders, creating the possibility of train orders being overlooked. Where possible, clerical work should be done on other than train order table.
20	712 995	Operators at intermediate stations will stand on station platforms, unless required elsewhere, when trains are passing, observe trains for defects and exchange signals with crews of such trains, using signals prescribed in Rule 712. If nothing irregular is noted, they will give "proceed" signal to rear of train, which means to the trainmen that you have observed train and found nothing wrong. If unable to get signal to trainmen, report matter to train dispatcher.
21	Rules 990 to 999, inclusive.	Operators should be especially familiar with Rules 990 to 999, inclusive, in The Uniform Code of Operating Rules, and observe such Rules at all times.











