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RULES AND INSTRUCTIONS
FOR
OPERATORS

Supplementary to the Uniform Code of Operating Rules.

EFFECTIVE MAY 1, 1950

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Supplementary to the Uniform Code of Operating Rules.
They supersede all previous rules and instructions inconsistent therewith.

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RULES AND INSTRUCTIONS FOR OPERATORS.

1. SAFETY. -- Operators must keep three rules uppermost in their minds in the handling of train orders and their other duties, and must at no time permit safety to be sacrificed:

General Notice: "Safety is of the first importance in the discharge of duty."

Rule 108: "In case of doubt or uncertainty, the safe course must be taken."

Rule L (in part): "Constant presence of mind to insure safety to themselves and others is the primary duty of all employes."

2. TO WHOM THESE RULES APPLY. -- Insofar as these rules affect their duties, they will apply to train order operators, control operators, and operators, towermen and levermen at interlockings.

3. CONTROL OPERATORS AND OPERATORS AT INTERLOCKINGS. -- Control operators and operators at interlockings must study and familiarize themselves with every detail of the requirements of Rules Nos. 375-1 to 375-17, inclusive, which are captioned "Operators at Interlockings, and Control Operators at Control Stations" in the Uniform Code of Operating Rules.

4. TRAIN ORDER SERVICE. -- Operators must give preferred attention to train order service. They must assist in clerical or other station service when called upon, but must be within hearing of their telephones and instruments, when practicable.

In telegraph offices where several operators are on duty at the same time, only one operator on each shift will be permitted to handle train orders and clear trains. When one operator cannot handle, definite division of responsibility must be arranged.

5. CLOSING OFFICES. -- Operators must not leave nor close their offices without permission from the train dispatcher.

Operators subject to call when office is closed must leave name and address where it may be read through window.

6. MESSAGES CONFIDENTIAL. -- Operators must not permit unauthorized persons to frequent their offices. Contents of messages must be held strictly confidential, and in no manner made known to any person, except the one addressed; nor made the subject of remark.

Messages for persons on trains, except train employes, must be enclosed in envelopes and sealed.

7. REPORTING WEATHER CONDITIONS. -- Operators must promptly report to the train dispatcher the existence and duration of excessive rains, fog, severe storms, high winds or sudden rise of streams in their vicinity, and will notify section foreman promptly to be on hand with his men to inspect and protect track from damage and report conditions.

They will report to the train dispatcher any other condition that may affect trains, such as cars moved by wind so as to endanger trains, and when practicable, operator must take other steps for protection.

8. SIGNAL EQUIPMENT. -- Operators must have the prescribed flagging signals ready for immediate use at all times.

9. TRANSFERS. -- Operators going off duty must make a written transfer on the prescribed form, of all train orders, instructions, unfinished business, condition of wires, position of train order signal and overdue trains.

The operator going on duty must not handle the train order or other signals, or train orders, until the transfer has been completed. Each operator will sign the transfer. When shifts are not continuous, the transfer will be made in the same manner.

10. PRESERVATION OF TRAIN ORDER COPIES. -- A copy of all train orders must be preserved for one year.

11. ACCURACY-WRITING TRAIN ORDERS. -- Train orders must be written clearly and without erasure, alteration or interlineation. Words and 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.

While it is proper and necessary to tabulate waits in wait orders, items in Form X 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.

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 ^{Supt} ~~train dispatcher~~'s signature (initials) must be placed immediately beneath the last word of the order.

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 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.

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."

12. SAME WORDS TO ALL. -- 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.

13. TO WHOM COPIES FURNISHED. -- Orders for a train must be addressed to C&E 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 engineer; when two engines, an extra copy for each engineer.

Operator must arrange train orders in sets in numerical order as shown on clearance.

Rule 20 (c) prescribes that when two or more engines are coupled, the leading engine only will display the signals, and Rule 206 prescribes that the number of the leading engine only will be shown in train orders (except helper engines used over a portion of subdivision need not be shown), but two copies of each order must be delivered the engineer of each engine in service. Train dispatchers are required to advise operators when engines are "double-headed" on trains, including helper engines, so that operator may prepare requisite number of copies of train orders and clearances for delivery to each engine.

14. DESIGNATION OF TRAINS. -- In train orders, regular trains will be designated by number as "No 10" and sections as "Second 10," adding engine numbers. Sections must never be written as "2nd 10," but "Second" must be spelled out.

Extra trains, except work extras, will be designated by engine numbers and the direction, as "Extra 798 South," etc.

Work extras will be designated by engine numbers, as "Work Extra 292."

For the movement of an engine of another company, the initials as well as the engine number will be shown, as "No 10 Eng ATSF 5531."

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 2d or Nov 2nd.

15. TRANSMITTING AND REPEATING TRAIN ORDERS. -- Train dispatchers are required to regulate speed of transmission of train orders so that operators will make plain, legible and manifold copies. If the speed of transmission is greater than will permit such copying by operator, the operator will so inform the train dispatcher, and if there is any doubt as to whether operator understands words or figures transmitted, he must request train dispatcher to spell all words and figures.

Operators must read carefully Rule 206 (a) as to the manner of repeating train orders, and must likewise regulate speed of repetition so that the train dispatcher and other operators checking repetition, can plainly understand all words and figures.

16. RELAYING TRAIN ORDERS. -- Operators must familiarize themselves with the proper manner of relaying train orders as prescribed by Rule 206 (c). The relaying operator must not repeat such order to the train dispatcher until it has been sent to destination and repeated back from there.

17. WRITING DURING TRANSMISSION. -- Operators will write train orders in manifold during transmission. Form X orders only may be typewritten. If typewriter is used, the letters must be capitalized. The time, complete and last name of the operator must be in his handwriting. The ~~train dispatcher's~~ initials (signature) must be placed directly under the last word of the order. *Suph*

Operators must not fill out any part of a train order form before the order is transmitted. (See Rules 209 and 210).

An operator must not ask the train dispatcher for a number and write out a Form L or a Form V order, without it having been transmitted by the train dispatcher.

Remember that the rule requires train orders to be written in manifold during transmission.

18. RECOPYING TRAIN ORDERS. -- When it is necessary for an operator to make additional copies of an order, it must be done as prescribed by Rule 209, namely, operators must make additional copies from the original copy and repeat to the train dispatcher from the new copy each time additional copies are made. 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.

19. CHECKING REPETITION. -- 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 repetition when it can be avoided, and train dispatchers will make frequent tests to know that this requirement is being followed by operators.

Checking the repetition of a train order is one of the most important duties of an operator.

If any doubt whatever as to the correctness of a repetition, he will not hesitate to "break" and call to train dispatcher's attention.

Proper check of repetition of train orders could have prevented many accidents, where such check was not properly performed.

20. TRAIN ORDERS AT MEETING OR WAITING POINT. -- When an order is issued to a train at the meeting or waiting point, the operator must fulfill the requirements of Rule 218 with respect to stopping the train. He must use flagman's signals to stop the train (red flag, red light or red fusee; and, when conditions require, torpedoes so placed as to give ample warning).

When the rule requires train to be stopped, he must not accept train dispatcher's OK to the clearance until the train has been brought to a stop.

The operator must not wait until the last minute before displaying stop signals. He must display them when train is far enough away from train order signal for stop to be made before the engine passes the signal. He must start giving stop signals from the time he emerges from his office, so that engine crew will not assume that he is getting ready to deliver train orders.

21. ORDERS NOT COMPLETED, OR NOT REPEATED. -- When an order has been repeated, including the initials of the train dispatcher, and before "Complete" has been given, the order must be treated as a holding order for the train addressed, but must not be acted upon until "Complete" has been given.

If the means of communication fails before an office has repeated an order, the order is of no effect at that office and must be treated as if it had not been sent.

22. RESTRICTING ORDERS REQUIRING SIGNATURES. -- Operators must familiarize themselves with the details of Rules 216 (b) and 216 (c) as to the manner of handling restricting orders, signatures, etc. There is no space provided on train order blank for signatures, but any unfilled space can be used for this purpose, including margins.

23. CLEARANCES. -- An operator must never ask the train dispatcher to clear a train until the clearance form has been filled out with the date, address and orders numbers. He must first fill out this information on clearance, then ask train dispatcher to clear the train.

Operators must not, after repeating an order, say "clear them with it." The operator must give correct designation of the train and the numbers of all orders to be delivered. He must carefully check the orders on his table to know that all orders for the train have been placed on clearance.

In clearing a train, the operator must not call it anything but its correct designation. He must not say "Clear the local," but must say "Clear No. 95" or whatever the correct designation may be.

Train orders must be listed on clearance in numerical order in the following sequence: Speed restriction orders first, old date movement orders next and current orders last, for example: "509-510-77-78-1-3-5" (Orders Nos. 509 and 510 are Form X orders, 77 and 78 are dated yesterday, 1-3 and 5 are dated today).

Should an order number be omitted from a clearance, both the train dispatcher and operator are responsible.

The only instance in which an operator is permitted to deliver a clearance, without the train dispatcher's OK, is when there is a failure of means of communication. When there is lack of railroad communication, auxiliary means of communication, when available, must be used. The operator in such case will endorse the clearance "wire failure." When communication is restored, operator must notify train dispatcher of each train cleared, the time and numbers of orders delivered.

When an operator requests train dispatcher to clear a train with "no orders," the operator must be certain he has no orders for such train. Train dispatcher will check and remind operator that he has certain orders (if any), reporting such omission.

Operators must read and familiarize themselves with requirements of Rules 216 and 216 (a) about issuance of "Second" clearances and about destroying clearances, and follow each detail therein.

24. DELIVERING TRAIN ORDERS TO TRAIN ADDRESSED. -- 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 addressed to a train.

25. TRAIN ORDER SIGNALS. -- 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 in position per Rule 232 (except as prescribed by Rule 221 (a)), for trains in that direction until the orders have been delivered or annulled. Trains for which there are no orders must only be cleared by clearance, with train dispatcher's "OK" as prescribed by Rule 219 while train order signal is in position per Rule 232.

Operators must train themselves to display train order signal per Rule 232 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 displays indication per Rule 232. Operators must not respond "SD" to the train dispatcher until they know positively that the train order signal displays indication per Rule 232.

26. SPACING TRAINS APART. -- Outside of automatic block signal territory, the operator must space trains the required time apart as prescribed by Rule 91.

27. CALLING-ON TRAIN ORDER SIGNAL INDICATION. -- 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. No other method may be used to move train on main track to train order signal under this rule.

28. "OS-ING" TRAINS. -- Operators must be prompt in "OS-ing" trains. They must report signals displayed by trains, or absence thereof, and signals registered by conductors.

When "OS-ing" regular trains, operators should report "First 1, green signals," "Second 1, no signals," "No. 1, no signals," etc., and make prescribed record.

Except when transmitting information from train register, operators must not report a train as having arrived and in clear until he reads engine number, sees markers and knows entire train is in clear.

29. TRAIN ORDERS MISUNDERSTOOD. -- The rules require any misunderstanding of a train order to be immediately corrected; if possible, such order must be annulled and another issued. Neither train dispatcher nor operator will engage in unnecessary argument with train men or engine men. Report must be made of the occurrence.

30. ERRORS IN TRAIN ORDERS. -- Operators must not make any changes in train orders. Train orders must not be scratched. If an error is made, the order must be recopied and operator must destroy the original copy before repeating the re-copy to train dispatcher.

31. USE OF TRAIN ORDER FORMS. -- Train order forms must be used only upon which to copy train orders. They must not be used upon which to copy messages, line-ups or for any purpose except for train orders.

32. 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.

Care must be used to see that train order pads are not stuck together which might cause operator to pick up two pads of orders at one time.

33. NOTICE OF SPEED RESTRICTIONS, ETC. -- Operators must promptly notify train dispatcher of any advice requiring speed restrictions, or other restrictions, of trains.

When there is lack of railroad communication, such auxiliary means of communication as are available must be used.

