

The Cuyahoga Valley
Railway Company

RULES GOVERNING EMPLOYEES

EFFECTIVE: DECEMBER 22, 1961



No. _____

THIS BOOK
is the property of

THE
CUYAHOGA VALLEY RAILWAY
COMPANY

and is loaned to:

NAME	EMPLOYED AS

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

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The Cuyahoga Valley Railway Company

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EFFECTIVE: DECEMBER 22, 1961

THE CUYAHOGA VALLEY RAILWAY COMPANY

The rules herein set forth govern the operations of The Cuyahoga Valley Railway Company and must be observed by all employes whose duties are in any way affected thereby. They take effect

superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.


General Superintendent

TABLE OF CONTENTS

	Page No.
PREFACE	6
General Requirements	7
General Rules	8
Definitions	10
Operating Rules	11
Special Instructions	11
General Notices	11
Signals	11
Color Signals	12
Hand and Lamp Signals	12
Engine Whistle Signals	13
Interlocking System	14
Use of Signal	15
Special Rules	18
Yardmasters	18
Conductors	19
Brakemen	19
Engineers	19
Firemen	21
Car Inspectors	21
Clerks	21
Track Foremen	22
Book of Special Instructions No. 3	23

PREFACE

The rules and special instructions which follow in this book and those which will be supplemented by additional special instructions and general notices state the required standards of performance of this railroad. In addition, there are published safety rules which set forth standards of conduct which must be adhered to. Violation of any of these rules or instructions may be cause for discipline.

GENERAL REQUIREMENTS

Safety is of the first importance in the discharge of duty

Obedience to the rules is essential to safety.

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

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

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

GENERAL RULES

A. Employes whose duties are prescribed by these rules must provide themselves with a copy and also with a copy of the current Book of Special Instructions and Safety Rules.

B. Employes must be conversant with and obey the Rules, Special Instructions, and Safety Rules. If in doubt as to the meaning, they must apply to the proper authority for explanation. Ignorance thereof is no excuse for violation.

These rules and special instructions may be superseded by those in authority when in conflict with situations, circumstances and conditions that are detrimental to the operation and safety of the railroad.

C. Employes must pass the required examinations on rules and special instructions.

1. Employes must take physical examinations when required.

D. Quarreling, fighting and horseplay while on duty are prohibited.

1. The performance of illegal acts while on Duty is prohibited.

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

F. Accidents, delays, defects in tracks, bridges, signals, or any unusual condition which may affect operations must be promptly reported to the proper authority.

G. The use of or being under the influence of intoxicants or narcotics by employes reporting for work, while on the property for any reason, or on duty is prohibited. The person in charge must report such violations immediately.

H. In case of danger to an employee or to the Company's property, employes must cooperate to provide the necessary protection.

I. 1. Employes must exercise care to avoid injury to themselves or others. They must inform them-

selves as to the location of structures or obstructions where clearances are close. They must expect movements at any time, on any track, in any direction. The company furnishes certain safety apparel and all employes must wear such as instructed.

J. Employes while on duty are under the authority of and must conform to the orders of the supervisor in charge.

K. Unauthorized persons must not be permitted upon engines or other equipment.

L. Employes whose legal hours of service are restricted by law must take action through the proper supervisor to avoid excess periods of service. "Moonlighting" is prohibited and is just cause for dismissal.

M. Employes must not leave the job or property while on duty without proper permission, nor will any employee be allowed to engage a substitute to perform his duties.

N. Employes must observe their assigned hours of service. Time slip for work performed must show actual time worked by the person or persons named.

O. Every employe is expected to cooperate in preventing untidiness, deterioration or waste of the Company's property. The misuse of the Company's property is prohibited.

P. All accidents involving injuries to persons or damage to property must be reported promptly to the proper authority. The employe in charge shall furnish a written report on the prescribed form before leaving the Company's property.

Q. Employes must render every assistance in all investigations and hearings so that the true and complete facts may be developed in all instances.

R. No employe without proper permission, whether on or off duty, will be permitted to sell or solicit from an employe who is on duty or on Company property. Employes not on duty are not permitted on Company property without proper permission.

1. The presence of unauthorized persons on the property must be reported to the proper authority.

S. Removing supplies or other articles from Company property without proper permission is prohibited. Upon leaving the service, employes must return, in reasonably good condition, articles furnished them by the Company.

T. Diligent attention to duty is required of all employes. Reading of newspapers, periodicals, etc., playing cards or other games while on tour of duty is prohibited.

U. Commercial affairs of the railroad must not be divulged except with the approval of the proper officials of the Company.

V. Employes off sick must get approval from Medical Examiner before returning to duty.

W. A truthful report of difficulties encountered will always receive consideration.

DEFINITIONS

Engine

A unit or a combination of units, equipped with standard couplers, propelled by any form of energy and used primarily for the movement of equipment.

Fixed Signal

A signal of fixed location indicating a condition affecting a movement of equipment on the tracks.

Note: The definition of a "Fixed Signal" covers such signals as switch, position light, color light, target, slow and resume speed boards or other means for displaying indications that govern a movement.

Movement

The movement of an engine or other self-propelled equipment with or without cars or other equipment.

Tracks

All tracks of the Company are yard tracks, upon which movements are made in either direction under the authority of the Supervisor in charge, subject to prescribed signals, rules and special instructions.

OPERATING RULES

SPECIAL INSTRUCTIONS

1. Special instructions will be issued from time to time as conditions warrant. Each edition of the Book of Special Instructions will be numbered consecutively beginning with No. 1, and from the moment it takes effect, it will supersede the preceding Book of Special Instructions.

General Notices

2. General Notices will be issued by authority and over the signature of the Chief Operating Officer. They will be numbered consecutively, the number being prefixed by the number of the current Book of Special Instructions.
 - a. New Rules, annulments and changes in rules will be made effective by General Notices. Copies of all General Notices will be furnished employes.
 - b. Employes, when reporting for duty, must examine a bulletin board and familiarize themselves with all effective General Notices and Bulletins.
 - c. All General Notices must be signed for by the employes concerned in a book furnished by the Company.

SIGNALS

5. Employes whose duties may require them to give signals must provide themselves with the proper appliances, keep them in good order and ready for immediate use.
6. Lights of the prescribed color must be used at night.
7. When day signals cannot be plainly seen, night signals must be used. Night signals must be used from sunset to sunrise.

8.

Color Signals

Color	Indication
(a) Red	Stop and for other uses prescribed by the rules or Special Instructions.
(b) Yellow	Proceed, prepared to stop at any time, and for other uses prescribed by the rules or special instructions.
(c) Green	Proceed and for other uses prescribed by the rules or special instructions.
(e) Blue	See Rule 16.
(f) Purple	Stop (Indication of derail).
(g) White	As prescribed by the rules or special instructions.

9.

Hand and Lamp Signals

Note: The hand moved the same as a lamp gives the same indication.

Manner of Using	Indication
(a) Swung across the track.	Stop
(b) Held horizontally at arm's length, when moving.	Reduce speed
(c) Raised and lowered vertically.	Proceed
(d) Swung vertically in a circle at half arm's length across the track, when standing.	Back
(e) Swung vertically in a circle at arm's length across the track, when running.	Movement has parted
(f) Any object waved vigorously by anyone on or near the track.	Stop

10. ENGINE WHISTLE SIGNALS

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

Sound	Indication
(a) o	Stop
(b) — —	Proceed
(c) — o o o	Brakeman protect rear of movement.
(d) — — — —	Brakeman may return from south.
(e) — — — — —	Brakeman may return from north
(f) — — — —	When running, movement parted. Answer to Rule 9 (e).
(g) o o	Answer to any signal not otherwise provided for.
(h) o o o	When standing—back. Answer to Rule 9 (d).
(i) o o o o	Call for signals.
(j) — — o —	Approaching road crossing at grade, as necessary when approaching points where men are working or walking on or about track.
(k) — — — —	Stop—to be used only when necessary.
(l) Succession of short sounds	Alarm for persons or animals on the track and to call attention of crew to danger ahead.
(m)	All whistle signals must be answered or acknowledged by whistle or sign. If not answered signal must be repeated. If not answered reason must be ascertained before proceeding.
(n) — o	Calling conductor to locomotive radio.

11. Emergency whistle and Horn Signals at Points Where Power Switches Are Operated.

Sound	Indication
—	All movements, within area where power switches are operated, stop immediately.
o o	Resume normal movement after receiving the proper signal or permission from switchtender or yard dispatcher.
o o o	Whistle or horn test.
o o o o	Call maintainer.

INTERLOCKING SYSTEM

12. Signals for crossing the Newburgh & South Shore and Nickle Plate crossings are automatically controlled from the central tower and will work as follows:

The signals are dwarf type, and are located on the right side of the tracks in approaching the crossing from either north or south. In approaching these signals from the south, the drag or engine will cross a circuit breaker which will signal the operator in the tower of a desire to cross over the N & SS and NKP; also, in approaching these signals from the south, engines may call for the signal by blowing four (4) long blasts on the whistle. If the dwarf signal is red upon approaching, the engine will come to a stop and wait for the yellow signal. There is no circuit breaker when approaching the crossing from the north, and therefore, it will be necessary to come to a complete stop and press button on dwarf signal which will be a signal to the operator in the tower of a desire to cross. The signal will remain red until operator is ready to permit a crossing when it will change to yellow.

- a. Dwarf signal on Furnace side will control Neff Track. When coming out of Neff Track the Dwarf signal on Blast Furnace side of NKP

crossing will be used. Press the button on dwarf signal to signal the operator in the tower of a desire to come out of the Neff Track and cross over the NKP and N & SS crossing. The signal at this point will remain red until the operator is ready to permit crossing, when it will change to yellow.

- b. Crews desiring to make switching movement over N & SS and NKP crossings will call the operator in tower to advise him that switching is to be done, if permissible. Signal to switch will be a FLASH red. When signal ceases to flash and becomes a steady red, engines or drags will move to rear of signal and clear the crossings; engines or drags will remain stopped until the signal assumes an aspect upon which a movement can again be made. The operator in the tower must be advised when switching moves are completed. No engine or drag may enter the limits of an interlocking plant on a red FLASH signal unless permission is requested.
- c. When signals at NKP and N & SS crossing are out of order, conductors will call towerman and get permission to flag over crossings.
- d. A reverse movement within the limits of an interlocking, or a forward movement after making a reverse movement, must not be made without the proper interlocking signal or permission from the signalman.
- e. There is a Track Shoe at Dwarf Signal on south side of the N & SS crossing. When scrap buggies are taken over crossing, one of the ground crew will place the shoes on the track on either side of the Dwarf Signal before buggies are brought to a stop in order to protect N & SS and NKP trains.

USE OF SIGNALS

15. Engines will display the headlight to the front and rear by night. Headlights will be dimmed or put out when they interfere with other crews.
16. A blue signal displayed at one or both ends of an engine, car, or engine and cars, or other equipment, indicates that workmen are under or

about same; when thus protected, it must not be coupled to or moved. Each class of workmen will display the blue signals and only authorized personnel are permitted to remove them. Other equipment must not be placed on the same track so as to intercept the view of the blue signals without first notifying the workmen, then blue signal will be moved to afford protection.

17. When emergency repair work is to be done under or about an engine or cars coupled to an engine, the engineer and fireman will both be notified and protection must be given those engaged in making the repairs.
18. A signal imperfectly displayed or the absence of a signal at a place where a signal is usually shown, must be regarded as the most restrictive indication that can be given by that signal, except that when the day indication is plainly seen or when sufficient lights in a position light signal are displayed to determine the indication of the signal, it will govern.
19. A signal imperfectly displayed must be promptly reported to the proper authority.
20. The engine bell must be rung when an engine is about to move, when passing movements on an adjacent track, approaching and passing road crossings at grade, and when necessary to warn persons on or about the tracks.
21. The unnecessary use of either the whistle or the bell is prohibited.
22. All enginemen and yardmen must, when practicable, communicate to each other by its name the indication of each signal affecting their movement.

OBSERVATION OF EQUIPMENT FOR DEFECTS

27. Dead engine, locomotive cranes and equipment of like character, and cars with open lading of excess dimensions must not be moved without proper authority. Necessary protection must be provided such equipment and loads during movement and wherever stored, so as to insure full protection against personal injury and other accidents. Crews must advise proper authority as to the disposition of all such equipment and loads.

MOVEMENT OF TRAFFIC

30. When conditions occur or are found which may interfere with safe movement of traffic and no protection has been provided, proper authority must be notified to insure safety.
31. When cars are pushed by an engine, when conditions require, a yardman must take a conspicuous position on the front of the leading car. At night his lighted lantern must also be clearly visible.
When cars are pulled by an engine, a yardman must take a conspicuous position on the rear of the hind car. At night his lighted lantern must also be clearly visible.
32. Yardman or engineman, as circumstances indicate, must observe the position of a switch before using, to see that it is properly lined for the movement.
34. All concerned are expected to give assistance in clearing up wrecks or other mishaps.
35. Car or other equipment must not be left standing on running track unless so instructed by proper authority.
36. Cars must not be kicked or allowed to run free on tracks leading into buildings or loading yards unless protected by switch crew.
38. Crossings must be left clear at all times.
39. When cars are ridden or kicked into tracks that are clear, a sufficient number of hand brakes will be applied to prevent cars from fouling any other track or to prevent cars from being shoved over end of tracks or derails when struck by other cars.
40. When locomotives, with or without cars, move out of a track controlled by a standard manually operated switch, they shall not foul the clearance point until the switch is properly lined; movements controlled by automatic switches will be made in accordance with General Orders and/or Special Instructions.
41. Ladles, loaded or empty, are not permitted to be dropped. Crews handling these ladles will run around them at all times.

42. Cranes or other equipment operating on the tracks of the Carrier shall be governed by all rules and Special Instructions of this Carrier.
43. In case of doubt or uncertainty, the safe course must be taken.
44. Both the conductor and the engineer are responsible for the safe movement of equipment and the observance of the rules, and under conditions not provided for by the rules, must take every precaution for protection. They will be held equally responsible for running an unnecessary distance after a derailment. This does not relieve other employes of their responsibility under the rules.

SPECIAL RULES YARDMASTERS

50. The yardmaster reports to and receives instructions from the Trainmaster. He must also obey the orders of others with authority.
51. He has charge of his locality, of the transportation men employed and of the distribution and movement of equipment.
52. It is his duty to see that Yard Crews and engines are ready at the appointed time and that switching service is safely and properly performed.
53. He must be familiar with the Rules and Special Instructions governing, and the duties of employes connected with yard service and must require efficient discharge of such duties in yards and report violations of Rules coming under his notice. He must familiarize himself with the qualifications of his yard service men and is responsible for the proper discharge of their duties.
54. He must report any misconduct or neglect of duty
55. He will check the time of crews employed in yards and certify as to its correctness.
56. He will assure that yards are kept in good order, and that equipment requiring repairs are properly placed or sent to the shop as the case may require.

57. He is responsible for the prompt interchange of cars without unnecessary delays.
58. He is responsible for proper preparation of daily switching report. (Form C-252)

CONDUCTORS

60. The conductor reports to and receives his instructions from the Trainmaster. He must obey the orders of the Yardmaster and others with authority or to whom authority has been delegated.
61. He is responsible for the prompt movement, safety, and proper care of the equipment in his charge, and for the vigilance and conduct of his crew. He must report any misconduct or neglect of duty, and see that brakemen occupy their proper places.
63. He must know that cars and other equipment are properly secured before leaving them on any track.
64. Conductors shall make reports according to instructions.
65. When drops are made, the conductor will handle switch if practicable; otherwise switch will be handled by the yardman designated by conductor.
66. Conductor will keep all members of crew advised of any work to be done and the manner in which such work is to be performed.

BRAKEMAN

70. The Brakeman reports to and receives his instructions from the Trainmaster. He must obey the orders of the yardmaster and conductor and others with authority. He must assist the conductor in all things necessary for prompt and safe operation.

ENGINEERS

75. The engineer reports to and receives instructions from the Trainmaster or others with proper authority. In matters relating to the care of engines, he will be governed by the orders of

and report to the Supt. of Maintenance or others with proper authority. When performing transportation work, he will obey the instructions of Yardmasters and Conductors and others with proper authority or to those whom authority has been delegated.

76. He is responsible for the proper management and care of engine in his charge. He is also responsible for the performance of duty by firemen, will instruct them in such duties, when necessary, and will report incompetence or neglect of duty on their part to the proper authority.
77. He will see that his engine is in good working order, furnished with the necessary supplies and ready for prompt departure.
78. Excessive use of sand at any point is prohibited, and its use must be restricted to actual necessity in automatic signal territory.
81. The engineers will report condition of his locomotive in writing, on reports furnished by the Company at the completion of his day's work. This is an order from the I.C.C.
82. They will avoid, so far as possible, the slipping of driving wheels.
83. In case of accident in which locomotive is damaged or in which damage is caused directly by locomotive, the engineer will turn in a complete written report.
84. The engineer will not permit a fireman or other employe to handle his engine except in case of emergency or when, in his judgment, said employe has had sufficient experience to permit him to handle engine. However, the engineer is responsible while the locomotive is being handled by said other employe. An engineer will not leave his engine while on duty, except in case of necessity, and then he will leave some competent person in charge.
85. He must exercise caution and good judgment in starting and stopping, and in moving and coupling cars, so as to avoid injury to persons or damage to property.
86. He must keep a constant lookout for signals and obstructions.

FIREMEN

93. A fireman reports to and receives instructions from the Trainmaster or others with proper authority. In matters relating to the care of engines, he will be governed by the orders of and report to the Supt. of Maintenance or others with proper authority. He must obey the instructions and orders of the Engineer.
94. He will be familiar with the rules that apply to the protection of all movements, understand the use of all signals and be prepared to use same promptly when required.
97. He will assist the engineer in keeping a lookout for signals and obstructions, and in all things necessary for prompt and safe operation.

CAR INSPECTORS

105. The car inspector reports to and receives instructions from the Supt. of Maintenance or others with proper authority, and will obey instructions of yardmasters when such instructions are not in conflict with standard instructions.
106. He will inspect all cars in his territory and make needed repairs or card to shop for repair all cars unsafe for service.
107. He will be familiar with A.A.R. Interchange rules and I.C.C. Federal Safety Appliance Requirements.
108. When inspecting or making repairs to cars, he must protect himself through the placement of a blue signal as per Rule No. 16.

CLERKS

111. Working clerk in charge, and clerks will report to and receive instructions from the General Agent or others with proper authority and will obey instructions of yardmasters when such instructions are not in conflict with standard instructions.
112. Cars must be weighed by a clerk or person designated for that purpose.

113. A clerk is responsible for the manner of placing cars on the scales, and he must see that the platform is kept clean.
114. Before and after weighing, the beam must be balanced and care must be taken to see that it operates freely when the car is on the platform.
115. Defective or incorrect scales must be reported promptly to the Trainmaster's office.
116. Clerks are responsible for the cleanliness and orderliness of the scale houses.
117. Clerks are responsible for the stationery at their scales and must keep a one month's supply on hand.
118. Clerks may only give weights to authorized persons.
119. Clerks may not leave job until relieved, or have completed their full tour of duty.
120. When light-weighing cars, clerks will make notation on scale ticket of the condition of car whenever the scale weight is more than 500 lbs. heavier than stenciled weight.

TRACK FOREMEN

125. Track foremen report to and receive instructions from the Supt. of Maintenance and or others with proper authority and comply with instructions from the General Foreman.
126. A Track Foreman must personally engage in and supervise all work coming under his jurisdiction and report condition of vehicles, tools and safety equipment to proper authority.
127. He will make no repairs to tracks which will interfere with traffic without first notifying and receiving permission from Yardmaster.
128. He will attend to the repair of tracks as soon as possible after notification and, if unable to do so, he will notify proper authority.
129. He will render prompt assistance in all cases of accident.
130. He will, upon completing his work, leave the area in a clean, safe, operating condition and, if work is not completed, leave area protected with flares, barracades, etc., and report this condition to proper authority.

SPECIAL INSTRUCTIONS

BOOK No. 3

1. In case of accident, whether it be personal, car damage, or derailment, the conductor will make out a written report before leaving property which report will include all particulars such as time of accident, number of engine, number and initials of cars, kind of weather, condition of track, and movement of equipment before and after accident. A form will be furnished for such purpose but if same is not available, any paper may be used.
 - a. When a person is injured by railway equipment, such equipment must be held for inspection unless released by proper authority.
2. Any C.V. railway operating employe who is not present and ready for work at his designated starting time will be regarded as absent without leave and another man will be called in his place.
3. Employes transferring from any locker rooms must give up their lockers so that there are available lockers for employes who change jobs.
4. Crews will not open or shut large doors for engine to enter or leave buildings unless such doors are electrically operated.
5. Yardmasters and conductors must expedite the movement of locomotive cranes whenever possible.
6. All movements to or from Mills Division will be pulled. Engines helping over the Mills Division Hi-Line will cut off as instructed.
7. The Trainmaster's Office must be notified by either Yardmaster or Clerk when loaded cars are set outside of mills to hold.
8. All Conductors must read the carding on cars to ascertain destination.
9. Cars shall not be "dropped" in to Dock 8 Yard.
10. Mixer ladles will only be weighed upon orders from proper supervisory authority. When weighed, mixer ladles must not be run over any C.V. Railway Scales: weigh one (1) end of mixer, run around scale with mixer ladle and

weigh other end.

Only one (1) loaded mixer ladle or only two (2) loaded open top ladles may be taken up the Open Hearth Hi-Line at a time. Empty open top ladles (not to exceed four (4)) may be brought down the O.H. Hi-Line with mixer ladles if mixer ladles are next to engine. No other equipment may be handled with these ladles when going up or down the Open Hearth Hi-Line. Other equipment may be handled by engine when shoving or pulling ladles provided the other equipment is on the opposite end of engine from the ladles. Air must be coupled up and used for braking on mixer ladles when taken up or down the Open Hearth Hi-Line. Unless ordered to repair track, open top ladles or mixer ladles are not to be handled south of No. 1 Rip track Switch.

11. Engineers must be careful when handling iron or slag ladles to avoid spill.
12. Extra care must be used in switching either loaded or empty iron or slag ladles to avoid damage.
13. Riding on loaded slag ladles is prohibited.
14. Handling iron or slag ladles faster than fifteen (15) miles per hour is prohibited.
15. Conductors handling ladles will turn in report at end of their turn stating the time furnaces were spotted for cast, time cast was pulled, time left furnace, time placed at Steelworks, time left Steelworks with number of empty ladles, and time arrived at furnace.
16. Only one car at a time may be spotted in the "down-comers".
17. No. 2 Furnace ladle tracks will be kept lined for Skip Tracks at all times.
18. When idlers are required to spot equipment, the conductor will turn in a report to the Trainmaster's office of how many idlers were used.
19. Before starting to shove up on Furnace Trestle, the Conductor must get yellow signal from Trestle Foreman. After the engineer gets signal to go ahead, he will sound one long blast on whistle. After completing work on trestle all derails must be put on.

20. Open Hearth Lead must not be blocked with cars unless so ordered by the Yardmaster or others with proper authority.
21. Conductor will be held responsible for the full protection of the rear end of his drag (head end of drag is always the locomotive regardless of position).
22. When going up the north Open Hearth Hi-Line, whistle must be sounded with one long blast.
23. Employes should not use a cutting lever on a scrap buggy if it is broken, but should go to the next one that has cutting lever in good working condition.
24. When weighing, the car that has gone over scale must be cut free from the car that is being weighed
25. When moving equipment over road crossing in to West Yard, equipment must be attached to the locomotive, unless road crossing is protected by crew. When weighing or switching cars over No. 1 Scale or River Lead toward West Yard, the first car must be stopped to clear south of the road crossing and hand brake set. If necessary, additional brakes must be set to prevent equipment from running over road crossing. When weighing equipment speed must be regulated so that equipment and lading will not be damaged.
26. Conductors will be held responsible for proper spotting of equipment.
27. Switches leading to repair tracks must be left closed and locked with special locks, to be unlocked only by foreman or person in authority.
28. Shop signs put up to protect men working around equipment must be taken down only by such men, a foreman or person in authority.
29. Equipment protected by these signs must not be disturbed until signs are removed.
30. All equipment put in the Car Repair Track must be cut and spotted three (3) feet apart.
31. Equipment coming in on interchange with "Bad Order Set Back", "Bad Order" and "Shopped Equipment" cards will be disposed of as indicated on card and/or as instructed. All Company equipment with "Shopped" cards on them

will be disposed of as indicated on card and/or as instructed.

Equipment marked "Bad Order" or "Shopped Equipment" must be weighed (if weight required before disposing of such equipment).

If equipment is found in yard with an obvious penalty defect and not carded, the conductor must notify his supervisor of such so that he may receive instructions for the disposition of said equipment. It is a dangerous practice and a violation of the law to remove "Bad Order" or "Shopped Equipment" cards or any defect cards from equipment.

32. The two (2) tracks along River from Yard Office to the Furnace Lead will be known as North Bound and South Bound with the track next to the river being the North Bound.
33. The North and South Bound tracks are to be used only as designated and are not to be used otherwise except on orders from proper authority
34. The switches on north end of the North and South Bound tracks will be left as used.
35. The cross-over from North to South Bound will be kept lined for these tracks at all times.
36. The Open Hearth Back Lead switch will be left lined for the South Bound track. Tracks leading into 77" Mill will be kept lined for Open Hearth Lead; Shop Track switch will be kept lined for Old Hi-Line Switch connecting River Lead and Scale track on north end will be left as used.
37. All switches leading off Open Hearth Hi-Line, Mills Division Hi-Line, and Blast Furnace Leads must be left lined for these tracks except when otherwise designated by rules or special instructions or upon instructions of those in authority.
38. There is not clearance on either side of the Roll track off the 77" Hot Mill for men to ride on side of equipment. Due to this condition and the sharp curve of the track, the hind man will walk in before the equipment is shoved in, to pass signals.
39. When working on jobs that handle equipment to and from interchanges, conductors will show

all equipment numbers and time pulled or delivered on Boni-Cards which are to be turned in to Yardmaster at end of turn.

40. All Conductors will show on their Boni-Cards whether equipment from interchange have been placed at final destination or yarded to hold. Equipment taken from interchange into the Blast Furnace and put on storage tracks are to be shown as yarded.
41. When a movement requires crossing the NKP, when working from B & O Interchange Yard, the target must be obtained by blowing one long blast on the whistle. The target for the C.V. Railway must be in the horizontal position. A derail is located just south of the NKP tracks on the lead into the River Terminal Railway's B & O interchange yard.
42. When cars and/or equipment have been placed at final destination, cards will be removed by the Conductor and given to the Yardmaster.
43. When handling thimbles, Conductors will show on card the time they departed from the Steel Works area with the number of Thimbles and cars, the time they departed from Drop and arrived at Steel Works. Each trip shall be recorded and turned in to the Trainmaster's office.
44. Crews taking Thimbles from Open Hearth will be required to couple them together at walkway between No. 8 and No. 9 Furnaces. This walkway must be left clear at all times.
45. Equipment left standing on storage tracks must have clearance from other tracks or leads unless otherwise instructed by those in authority.
46. If any switch or derail is found to be defective, it must be safely secured, and reported at once to the Trainmaster by the person discovering same.
47. Derails are in service at the following points in the Yard and all employes must acquaint themselves with the exact position of these derails. All derails must be left on after using.

Coal Pulverizer
NKP Emergency B F lead
North end of Pig Machine

North end of Old Rip track
Blast Furnace Trestle
Coke Works Quenching Track
Bateman spur
North end O.H. — empty buggy track
South end O.H. Hi-Line
South end O.H. Trestle
South end O.H. Pit track

West track, 180 feet from North end. This part of the track will only be used for the placing of Mixer Ladles from South end, and will not be used as a through track. Key for this derail will be in O.H. Superintendent's Office.

North end of Standard Slag Company
South end of Standard Slag Dump, Track No. 322. This derail will be kept locked and only open-end on proper authority. Key is in Trainmaster's office.

B & O R.R. Interchange Lead into River Terminal Railway South end NKP interchange lead Stock Coal Track at M.D.

48. Cars placed on sidings equipped with insulated rail joints must be placed clear of fouling point of such joints.
49. Riding the leading footboard of locomotive is prohibited. Employees may ride platform.
50. Riding on the footboard between locomotives and cars is prohibited.
51. Standing on footboard to make couplings is prohibited.
52. Locomotives will come to a complete stop at least three (3) feet from equipment before coupling is made.
53. When moving equipment that cannot be ridden to protect the rear end, conductor or hind man will walk ahead or operate sirens that have been placed for use to warn employes that a switch is being made. Such sirens are located as follows:
 - a. On scrap yard scale house.
 - b. Just inside door at north end of Open Hearth Floor, No. 5 and No. 8 door off O.H. trestle.

- c. In the canal located on the steel tower West of the Track at the road crossing.
 - d. 77" Hot Mill just inside door.
54. The communication system has "talk-backs" located at the following points:
 1. 77" Hot Mill Pump House on pole.
 2. C.V. Road crossing, at General office.
 3. C.V. Locker Room.
 55. All automatic switches are painted yellow. Movement through these switches will automatically line switch for direction of movement and switches shall be left as used.
 56. Employes must wear leg bands while on duty to keep overalls and pants legs from flapping.
 57. Employes are prohibited from wearing finger rings while on duty. Goggles must be worn by all employes when conditions warrant.
 58. Conductors in charge of crews under the jurisdiction of either a Yardmaster or higher authority must report to same for instructions prior to being relieved from duty.
 59. At the expiration of the lunch period, conductors must report to the supervisor on duty for further instructions.
 60. All employes will be issued metal identification badges. These badges must be shown upon request. Such request may be made when entering or leaving the plant and/or on the job and, therefore, the employe must have this badge on his person at all times.
 61. The riding of Scrap and Ingot buggies by employes is prohibited.
 62. Oscillating light is to be used when the engine is on the head end of a drag or running light over the Mill Division Hi-Line, road crossings, going into buildings, along side or between buildings, through classification yards or whenever the enginemen see fit to use this light as a warning signal. This light is to be used as mentioned above and under no consideration is to be left on constantly.
 63. The clock located in the Assistant Trainmaster's office is the official time piece of the C.V. Railway.

64. At no time will a yardman get on or off moving equipment inside the Pig Machine Building.
65. A safety stop must be made outside of any door in the Steel Works Area to ascertain that the track is clear.
66. When cars on the Interchange are found not coupled together or fouling another track, the conductor will immediately call the yardmaster or others with proper authority for instructions, before moving same.
67. Yardmen will use the West side of the Ladle track in the B.O.F. when spotting Iron Ladles.
68. Yardmen will use the West side of No. 1 Flux Track B.O.F. when spotting cars. The locomotive cannot go beyond the unloading bins on No. 1 and No. 2 Flux Track in the B.O.F.
69. Yardmen will deliver and receive slag ladles in the B.O.F. slag tracks at the Door.
70. All crews coming from the Steel Works Area will stop to clear, and call on Radio-telephone system for permission to use C.V. Tracks.
71. Steel Works Area crews leaving Enginehouse territory will stop in clear of old Hi-Line and call for instructions and/or orders.
72. When Steel Works Crews have completed their use of C.V. tracks, they will call on the Radio-telephone system that they have completed their work and are in the clear.
73. Hard Hats must be worn by Yardmen in the Steel Works and Blast Furnace areas: when under over-head equipment or men working overhead;
or any other areas when the Yardmen must be protected from falling objects.
74. Non-operating employes will wear hard hats in accordance with instructions issued by their Supervisors.
75. Operation of radios is directly under the control and jurisdiction of F.C.C. and all rules and regulations must be strictly adhered to. Employes are liable for any personal violations. Each employe will be furnished with a copy of the F.C.C. regulations and must familiarize themselves with such.

- a. Radios are standard equipment on all locomotives and if they are not in proper working order the engineer will promptly notify the Conductor who will advise the Supervisor in Charge.
- b. The engineer will answer calls to his job to confirm contact and if the call is not for him he will call the Conductor to the radio in accordance with General Rule 10 (n).
- c. Engineers and Conductors will promptly answer the radio.
- d. Radios will be equipped with two channels No. 1 and No. 2. Locomotives working under the yardmaster will use Channel No. 1. Locomotives working under the Movement Director will use Channel No. 2. These channels will be used as such unless otherwise instructed.
- e. Regularly assigned crews will be called by job number, i.e., 104 - 205 - 308 etc.
- f. Relief crews will be called by the Job number of the crew they are filling in for.
- g. Extra jobs will be called as such and by also calling its starting time, i.e., Extra 7:00 a.m. Job, Extra 4:00 p.m. Job, etc.

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and it is a very good one.

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and it is a very good one.

It is a very good one and I have seen it
and it is a very good one.

It is a very good one and I have seen it
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It is a very good one and I have seen it
and it is a very good one.



