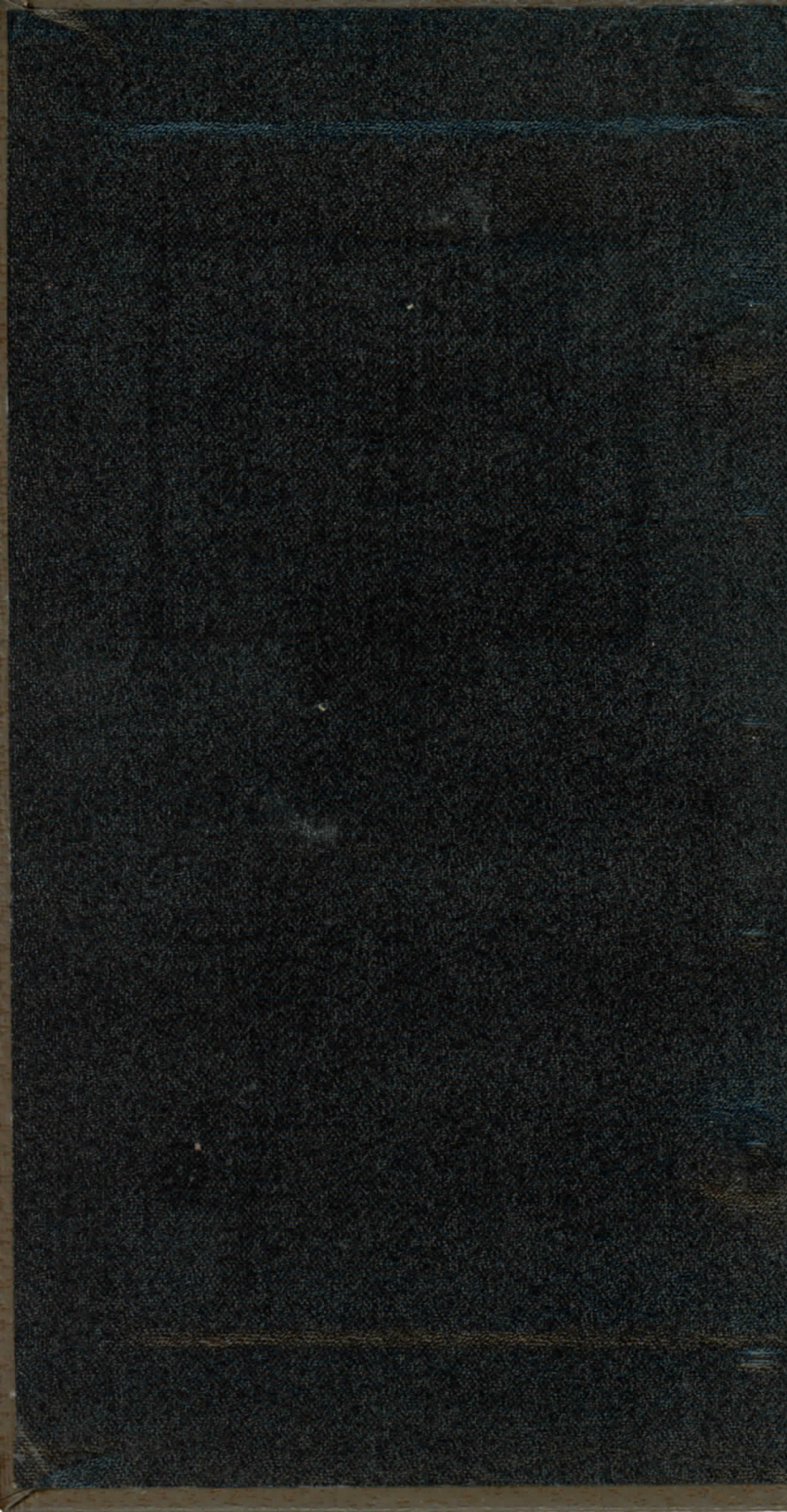


MANUAL OF
INSTRUCTIONS
FOR
PASSENGER
CONDUCTORS

ERIE





ERIE RAILROAD COMPANY

The New Jersey and New York Railroad Co.
(Peter Duryee, Trustee)

MANUAL OF INSTRUCTIONS *for* PASSENGER CONDUCTORS

RELATING TO
The Handling of Transportation on Trains
AND
The Preparation of Accounting Reports



Effective June 1, 1937

Issued by Passenger Traffic Department and Auditor of Revenues

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Reissued July 15, 1953

The Value of A Smile



It costs nothing, but creates much.

*It enriches those who receive, without
impoverishing those who give.*

*It happens in a flash and the memory
of it sometimes lasts forever.*

*None is so rich he can get along with-
out it and none so poor but is richer
for its benefits.*

*It fosters good will in a business, and
is the countersign of friends.*

Foreword

This manual contains complete instructions for guidance of Passenger Conductors and Ticket Collectors relating to the handling of transportation on trains and the preparation of reports to the Auditor of Revenues. They supersede and cancel all previous instructions on the same subject.

The manual, for convenience, is issued in loose-leaf form; any changes necessary will be made by the reissuance of the page or pages affected.

The rules are condensed as far as possible, and their strict observance, in spirit as well as letter, is essential. Any Passenger Traffic or Accounting Department representative will be glad to explain any points that are not clear.

A conductor's first and paramount duty is the safety and comfort of his passengers; also of importance is the protection of the company's revenue.

One of the vital contacts between the company and the public is made by the conductor. It lies in his power to make this contact one of courteous human interest, or one of indifference, dependent on his attitude. Every passenger should be considered as a guest, and treated as such.

Controversies must be avoided; should any misunderstanding arise, passengers should courteously be referred to the Passenger Traffic Department, Cleveland.

In preparing these instructions effort has been made to provide for every contingency in dealing with passengers in the proper handling of transportation. It is realized, however, that cases may arise which have not been foreseen and are not provided for; in such cases it is expected that conductors will exercise common sense and good judgment, bearing in mind that the passenger is entitled to every possible consideration and that at the same time, the revenue of the company must be protected.

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1 . . . Tariff Equipment

Conductors and collectors are provided with tariffs of fares between stations on the division or divisions over which they operate.

Conductors and collectors operating through trains are also provided with tariff of fares between all principal stations.

Tariffs show adult fares, viz.;

A. For passage in coaches;

B. For passage in parlor or sleeping cars;

Conductors and collectors should see that tariffs as required are part of their working equipment.

2 . . . Ticket Equipment

Conductors and collectors are provided with certain tickets for use in making cash fare collections on trains, including cash fare receipts, conductor's train tickets and conductor's special round-trip tickets, depending on train and in territory they operate.

A reading of rules 7, 8, 9, 11 and 12 will indicate to conductors and collectors the specific tickets which it will be necessary to have as part of their working equipment.

3 . . . Ticket Punches

Each conductor and collector is provided with a ticket punch with a distinctive die for his exclusive use; it should be carefully guarded. Under no circumstances should its use be permitted by another.

When leaving the service ticket punch and ticket equipment must be surrendered to division superintendent.

4 . . . Tickets

Local tickets valid in coaches are yellow except in the New York suburban territory, 30 day round-trip tickets are pink and one day round-trip tickets are orange. Local tickets valid in parlor or sleeping cars are green, printed in black.

Cleveland Union Terminal uses "Ticketeer" machines in connection with the sale of tickets.

Briefly, the operation of these machines is as follows: A master plate is inserted in the machine to produce machine printing on the face of the ticket, indicating the class of travel, name of railroad over which the coupon is valid, point of origin and destination, limit of the ticket, whether it is one-way or round-trip, and in cases of interline tickets, the ultimate destination. Additional common information

such as date of issue, and ticket number is also printed on the ticket at time of sale.

Tickets will be printed on buff Association ticket paper and will cover rail transportation only, that is, sleeping and parlor car tickets will not be changed.

Interline tickets of Erie Railroad and other lines' issue are not entirely uniform as to color indicating "valid in coaches" or in "parlor or sleeping cars". Each coupon is either endorsed or punched to indicate type of accommodations covered.

Tickets bearing no such indication will be honored in coaches, parlor or sleeping cars and should be endorsed to indicate type accommodations used.

5 . . . Fares for Children

Children who have reached their fifth but not their twelfth birthday will be charged one-half the adult fare computed as follows:

One-Way Fares—One-half of adult fare, sufficient to be added when necessary to make a child's fare end in a full cent. Minimum child's fare (10c) ten cents.

Round-Trip Fares between Stations East of Port Jervis One-half of adult fare, sufficient to be added when necessary to make child's fare end in 0 or 5.

Children who have reached their twelfth birthday are to be charged adult fares.

Children under five years of age when accompanied by parent or guardian will be transported without charge.

One adult ticket will not be accepted for passage of two children of half fare age except where double the child's fare equals amount of the adult fare.

Two half fare tickets may be accepted for the transportation of one adult.

6 . . . Honoring Local Tickets in Either Direction

Local tickets of the following forms may be honored in either direction between the points printed, stamped or written thereon:

Form C (yellow), valid in coaches only (destination printed thereon).

Form P (green), valid either in coaches, parlor or sleeping cars (destination printed thereon).

Form BLC (yellow), valid in coaches only (destination written or stamped thereon).

Form BLP (green), valid either in coaches, parlor or sleeping cars (destination written or stamped thereon).

Form Clergy (green), valid either in coaches, parlor or sleeping cars.

All other forms of tickets should be honored only in the direction in which they read, except, coupons of round-trip coach tickets Form CR1 or similar forms, sold at double one-way fare and bearing one year limit may be honored in either direction.

7 . . . Cash Fares on Trains

Conductors must secure valid transportation for each passenger carried. If passenger is not provided with valid transportation (tickets, scrip coupons, employees mileage or passes), cash fare covering the type of accommodations used—coach or Pullmans, as case may be — must be collected.

When passenger is not provided with proper transportation and refuses to pay fare, conductors will be governed by provisions of Rule 844 of "Rules of the Operating Department".

A "cash fare receipt" or "conductor's train ticket" should be issued for each cash fare collected.

Round-trip fares are now in effect both in coaches and Pullman cars between certain points. Conductors are not provided with round-trip fares and are not authorized to issue round-trip tickets on trains.

If round-trip ticket is requested on train, collect one-way fare, issue receipt and advise passenger to purchase one-way ticket for the return trip, secure receipt and forward both receipts to Passenger Traffic Department, Cleveland, and if round-trip is made within ticket limit (6 months), refund of difference between amount paid and the round-trip fare will be made. (This rule does not apply in so far as sale of special one day and thirty-day round-trip tickets in New York suburban territory is concerned, as provided for in Rule 12 of this Manual.)

8 . . . Cash Fare Receipt

Cash fare receipt is to be issued only to cover transportation in coach within the run of a conductor, and should indicate by punch-cut the amount collected, starting point and destination. Blank spaces are provided for writing in stations not printed.

Cash fare receipts are prepared in duplicate and bound in books of 25. The left-hand or top portion (with yellow tint block), except Form 3, should be handed to passenger and the other portion forwarded to Auditor of Revenues.

Form 3 — The bottom portion with the solid tinted bar should be handed to passenger and the other portion forwarded to Auditor of Revenues. See Rule 12 relative Form 3 when issued as a round-trip ticket.

Following is list of cash fare receipt forms in use on various divisions:

Form 3 — New York Division and Branches.

Form 9 — Greenwood Lake Division and Northern Railroad of New Jersey.

Form 15 — New Jersey & New York Railroad.

Form 44 — Mahoning, Kent and Marion Divisions.

Form 46 — Allegany, Bradford and Meadville Divisions.

Form 47 — Delaware, Wyoming and Susquehanna Divisions.

9 . . . Conductors' Train Ticket

Conductors' train tickets are to be used for the following purposes:

1. Passage in parlor or sleeping cars between all points.
2. Difference between coach fare and fare valid in any type of Pullman or parlor car accommodations.
3. Passage in coach to a station beyond the run of a conductor.
4. Issuance in exchange for scrip coupons for passage either in coaches, or parlor or sleeping cars (any type accommodations) to a station beyond the run of a conductor.

Conductors' train ticket Form 30 is prepared in triplicate. The middle portion is retained by issuing conductor to be forwarded to Auditor of Revenues with Form 890 report for train on which issued. The left hand or top coupon, conductor's portion, is handled in the same manner as a ticket. The right hand portion is given to passenger as a receipt.

Conductor's train ticket Form 31 is prepared in duplicate. The left-hand or top portion should be handled in the same manner as a ticket, and the other or right-hand portion on which the amount collected must be written, forwarded to the Auditor of Revenues.

Conductors' train tickets should indicate by punch cut, or in writing where necessary, the following:

- A. Stations between which fare collected.
- B. Type service which collection covers.
- C. Date and train on which issued.

The following forms of conductors' train tickets are provided:

Form 30—For use on all through trains showing principal stations between New York, Cleveland and Chicago.

Form 31—For use on New York—Delaware Division trains showing principal stations on New York Division and all stations on Delaware Division.

10 . . . Adult Responsible for Fare of Child

An adult passenger is responsible for the fare of a child in his or her charge; upon refusal to pay the proper fare for the child, is subject to provisions of Rule 844 of "Rules of the Operating Department", even though the adult may have already paid fare or presented ticket for his or her own transportation. When necessary to enforce this rule the transportation held by the adult passenger should be endorsed by the conductor "Off at _____account failure to pay half fare for child."

11 . . . Parlor Car Tickets

The following will govern in Erie Railroad owned or operated parlor or club cars.

Where a parlor car seat ticket is not purchased in advance, between Cleveland and Pittsburgh parlor car porter will collect seat fare and issue parlor car ticket form 28. Also see Rules 53 and 104.

Pullman passes issued to officers and employes of the Erie Railroad or other companies valid for seat in Pullman cars operating on Erie Railroad, will be accepted for seat accommodations in Erie Railroad operated parlor or club cars.

When honoring such passes to cover seat space in Erie parlor cars, Conductors will have a pass slip, Form 5585, signed by the pass holder on which should be shown Pullman pass number and space occupied. In addition, a separate pass slip will be prepared to cover rail transportation.

Pullman passes issued to officers and employes of the P. & L. E. Railroad valid for seat in Pullman cars operating on P. & L. E. Railroad will also be accepted for seat accommodations in Erie Railroad operated parlor cars between Cleveland and Pittsburgh.

B. & O. R. R. parlor car tickets Form R.B5-P.C. reading between Cleveland and Pittsburgh, including intermediate points, will be honored in Erie Railroad Parlor Car operating between Cleveland and Pittsburgh.

12 . . . Round-Trip Train Tickets New York Suburban Territory

Special round-trip tickets bearing one day and thirty day limit will be sold on trains in territory Port Jervis and East, including side-lines and branches.

Conductors will collect the round-trip fare according to tariff and issue round-trip train ticket, forms of which are as follows:

	<u>30 day</u>	<u>One day</u>
New York Division and Branches.....	Form 3	3
Greenwood Lake Division		
Main Line and Caldwell and Orange Branches	Form 36	39
Northern Railroad of New Jersey	Form 36	39
New Jersey & New York Railroad.....	Form 37	*
(Only sold between stations in New Jersey except must not be sold to or from Jersey City)		
* One day tickets not sold on N. J. & N. Y. R. R.		

These tickets are prepared in book form, each containing 25 tickets, and must be issued in numerical order.

If more than one book is in your possession, issue from the one containing the lowest numbers.

The names of most of the stations are printed on ticket, and blank spaces are provided for writing in any that are not shown.

These tickets contain two portions, one for going trip (indicated by two tinted bars) which should be retained by conductor to cover going trip, the other, the return portion (indicated by a solid tinted bar), to be handed to passenger to cover return trip.

When issuing these tickets hold the going coupon (indicated by two tinted bars) face up, then punch star in space provided according to direction passenger is traveling on the going trip. Then punch starting point and destination and date of sale. In case of a child entitled to half fare, so indicate by punch in space provided.

To facilitate the issuance of such tickets it is suggested that the year and month be punched out in advance, and in cases where sales are heavy, complete the punching in advance for the expected number of sales.

It will be noted that the return coupon will indicate direction in which ticket is valid for return trip and that it will be honored only in that direction.

Extreme care must be exercised in punching these tickets to indicate the correct direction of going and return trip; the return coupon will be honored only in the direction indicated by punch cuts.

The following will govern where passenger is traveling from and to a branch line station:

First conductor will issue round-trip train ticket as above, retaining the going coupon; and in addition to the return coupon issue to passenger check Form 629, which the second conductor will honor for transportation from junction point to destination. On return trip initial conductor will lift return coupon and issue to passenger check Form 629, which the second conductor, of connecting train, will honor from junction point to original starting point.

13 . . . Tickets Reading in Wrong Direction

If return coupon of a round-trip ticket is presented reading in the opposite direction to which passenger is traveling, conductor will refuse to accept and will collect cash fare or other proper form of transportation. (See Rule 6, last paragraph.)

If entirely unused round-trip ticket is presented, the going coupon of which reads in the direction opposite to that in which passenger is traveling, conductor will explain that, if return coupon (reading in direction passenger is traveling) is honored, the detached going coupon left will not be valid for passage, but will be redeemed for the difference between the one-way and round-trip fares. He will suggest that the holder retain the entire ticket, pay cash fare and present the entirely unused ticket for redemption. If the suggestion is not accepted, the conductor will honor the return coupon which reads in the right direction, and will return going coupon to passenger.

14 . . . Tickets Issued to Unscheduled Stops

Agents are instructed not to sell tickets for any train to a point where such train is not scheduled as a regular or conditional stop, except where train service necessitates the use of a through train in connection with a local train, or vice versa, or where special arrangements have been made for the stop.

Where change of cars is necessary at an intermediate station or a junction point, ticket should be lifted and canceled through to destination by conductor honoring to such intermediate station or junction point, and train check Form 629 should be issued and furnished to the passenger. Succeeding conductor will honor train check Form 629 to destination and will cancel and forward it with other transportation authorities collected.

15 . . . Combination Tickets

A combination of tickets may be honored for passage through from starting point as shown on one ticket to destination as appearing on another ticket only on trains passing through the intermediate points named on tickets, except as follows:

- A. Between Rutherford and stations east on the one hand and Glen Rock and stations west on the other hand via Main Line or Bergen County Railroad, may be honored via either route.
- B. Between New York or Jersey City on the one hand and Glen Rock and stations west via Newark Branch on the other hand, may be honored via the Bergen County Railroad.
- C. Between New York or Jersey City on the one hand and Paterson and stations west via Main Line or Newark Branch on the other hand, may be honored via either line.

16 . . . Tickets, When Not To Accept

Conductors will refuse to accept for passage and collect fare from passengers presenting tickets rendered valueless through the following irregularities:

- A. Detached coupons of coupon tickets or detached going coupons of round-trip tickets which read "void if detached," unless presented in connection with the balance or contract portion of the same ticket.
- B. A ticket which bears evidence that the date, time limit or points between which it was originally issued has been altered or tampered with. Such a ticket should be lifted and forwarded to Auditor of Revenues with report of circumstances and holder referred to the Passenger Traffic Department, Cleveland.
- C. Any ticket, the time limit of which has expired, except as provided for in Rule 20. (Honoring after midnight.)

17...Honoring in Coaches, Tickets Valid in Parlor or Sleeping Cars; Tickets Not Entirely Used, Lifted by Conductor for Possible Refund

(a) When passenger holding ticket valid for transportation in parlor or sleeping cars travels in coach all or part of the trip, initial conductor honoring such ticket will prepare a Form PDR, explaining to passenger that there MAY be a partial refund but making no definite commitment as amount of refund, if any, is determined by comparison of service rendered with tariff requirements under which ticket was sold.

Form PDR is not valid for transportation, and is prepared in two portions. Initial conductor will fill in information called for on left hand or Auditor's portion and punch in space provided; also fill in train number, date, and punch right hand or Passenger's portion. Conductor will retain Auditor's portion, detach Passenger's portion and hand to passenger who should submit it to Passenger Traffic Department, as requested thereon. Forms PDR which are issued should be listed on Form 890.

If ticket terminates within run of initial conductor, Auditor's portion of Form PDR should be attached to Form 890 and forwarded with collections. If ticket reads to a point beyond run, conductor must place Auditor's portion in Form 21 envelope for succeeding conductors, who will verify having honored the ticket in coach on their run by punching form in space provided. Conductor on whose run ticket terminates will attach Auditor's portion to Form 890 and forward with collections.

When, after Form PDR has been issued passenger desires to stop-over or changes enroute to Pullman accommodations conductor will note such changes on back of Auditor's portion.

(b) When passenger presents a ticket, and is traveling either in coach or in parlor or sleeping car, and desires to use it to a point intermediate to the destination to which it reads, and requests that Conductor turn the unused portion in with collections for possible refund, conductor lifting such ticket will issue and handle Form PDR as instructed in paragraph (a).

When passenger boards train, either coach or Pullman, at a point intermediate to origin station and

destination of ticket presented; and IF ticket presented has not been used between origin station and point of boarding train, initial conductor will issue Form PDR and handle as shown in paragraph (a).

In both circumstances as described in paragraphs (a) and (b), conductors will punch tickets to show service performed and handle in the usual manner, making such endorsements on them as may be required under other rules shown in Manual.

18 . . . Change en route or "Step-up" of tickets

All tickets, either local or interline, unless they bear specific notation to the contrary, may be made valid for passage in superior class accommodations on payment of difference in fares between points between which superior accommodations are occupied as provided for in tariffs, as follows:

Coach to Parlor or Sleeping Car Accommodations —

One-way tickets — Actual difference in fare. (See Exception).

Round-trip tickets bearing 6 months limit—Charge based on one-way fare valid in berth or room accommodations will be as shown in Column 2 of special table in Tariff T. F. (See Exception.)

Certain classes of coach tickets sold at reduced fares bear notation "Not to be accepted for passage in parlor or sleeping cars on payment of additional charge or otherwise"; tickets so noted may not be made valid in parlor or sleeping cars under any circumstances.

Exception—Passengers holding round-trip tickets bearing limit of one year should be charged the difference between the regular one-way coach fare and the regular one-way fare for tickets valid in Pullman between the points between which superior accommodations are occupied on both one-way and round-trip tickets.

Railroad employees and their families holding reduced fare tickets should be charged **one-half** the difference between the regular one-way coach fare and the regular one-way fare for tickets valid in Pullman between the points between which superior accommodations are occupied on both one-way and round-trip tickets. Sufficient should be added, when necessary, to make charge end in 0 or 5.

19 . . . Ticket Limits

Conductor will be governed by expiration date shown on tickets and no ticket should be accepted for passage after expiration date, except as provided for in Rule 20 (honoring after midnight).

One-way tickets reading between two stations within the State of New Jersey and not requiring passage through another state are valid until used.

20 . . . Honoring Tickets After Midnight of Date of Expiration

Four hours' grace is allowed at starting point on an expired local or interline ticket; in other words, a ticket expiring at midnight if presented on a train scheduled to leave a station not later than 4:00 A. M. (Standard Time), may be honored for continuous passage to destination.

Except where otherwise noted, tickets so honored must be endorsed as follows:

Local Tickets: No endorsement is necessary where starting point and destination is within the run of one conductor.

When destination is beyond run of first conductor, tickets so honored must be endorsed (by first conductor) for information of succeeding conductors as follows:

Left _____ A. M.
(Station) (Time)
Date _____ Train No. _____
(Conductor)

Interline Tickets: An expired interline ticket, valid under this rule, will be honored for continuous passage over our line to junction point of foreign line, and by that line on first connecting train for continuous passage to destination. Such ticket must be endorsed on back of contract (not on coupons) by first and last Erie conductors handling it as follows:

First Conductor:
Left _____ A. M.
(Station) (Show scheduled leaving time)
Date _____ Train No. _____
(Conductor)

Last Conductor (Delivering passenger to connecting line):

Honored to _____

(Junction point with connecting line)

Arrival Time _____ M. Date _____

(Railroad Initials)

(Conductor)

(Where the conductor first accepting the ticket after midnight is also the conductor who delivers the passenger to the connecting line, only the last endorsement is necessary).

When ticket of other lines' issue reading to a destination on or via the Erie is presented, bearing endorsement of connecting line conductor indicating that ticket was honored after final limit, it will be valid on first Erie train leaving junction point after arrival of connecting line train, and the first Erie conductor will make the following endorsement on back of contract (not coupons):

Honored from _____

Time _____ Date _____

Train No. _____

(Conductor)

If destination of ticket is beyond the line of the Erie, the conductor of the Erie delivering passenger to the connecting line will, in turn, add his endorsement.

Exceptions: Commutation tickets (Unrestricted, 54-trip and Restricted) will not be honored after date of expiration, except that such tickets reading between New York or Jersey City and line stations will be valid on trains leaving Jersey City up to and including 2:00 A. M. of the day immediately following the last day of the period for which ticket is issued.

14-trip weekly commutation tickets reading between New York or Jersey City and line stations will be valid on trains leaving Jersey City up to and including 2:00 A. M. of the Sunday immediately following the last day to which ticket is limited.

10-trip bearer tickets will not be honored after date of expiration.

Special excursion tickets which are limited for passage on certain specified trains will be valid only on such trains.

21 . . . Stop-Over

Except as otherwise noted, stop-over will be allowed on one-way and round-trip local or interline tickets at any station en route, for any period within limit

as indicated on ticket, unless ticket indicates on its face that stop-over is not permitted. (See exception.)

Passenger must notify conductor before arrival at stop-over point of desire to stop off, and conductor will endorse train number, date and station name or number on ticket to show that passenger has stopped over at that point, returning ticket to passenger.

Except as shown in next paragraph, stop-over may be made at as many points as desired, but such stop-overs will not under any circumstances be permitted to extend the final limit of ticket. (See rule covering stop-overs account illness.)

Exception—No stop-over will be allowed except at Newark and Paterson, in connection with local one-way and round-trip tickets sold at stations on the New York Division (between and including New York and Suffern) and Side Lines, destined to stations within the same territory.

22 . . . Stop-Overs Account Illness

In bona fide cases of illness of such nature as to make travel dangerous to the health of a passenger, an extension of time limit or stop-over will be allowed, or tickets requiring validation will be validated at points other than those required by tariffs under which they were issued, subject to the following conditions:

Persons to whom privileges outlined will be available:

- A. The holder of a one-way or round-trip ticket, which by its terms is not good for stop-over, who becomes ill after such ticket has been partially used.
- B. The holder of a one-way or round-trip ticket, which by its terms is not good for stop-over, who is traveling with the person who became ill and who finds it necessary to assist him or her.

Exception: This rule does not apply in connection with commutation tickets (including school, family, unlimited-use or other forms of multiple-ride tickets).

When it is necessary for a passenger to leave train because of illness and the ticket is not good for stop-over, conductor will endorse it "Off at account illness" over his signature with date of endorsement, return ticket to passenger advising him or her of the privileges available under this rule, and suggest consulting ticket agent if an extension of final limit seems necessary. Ticket agent at point of stop-over will, upon request, handle the question

of extension of time limit of ticket with the Passenger Traffic Department, Cleveland. Conductor should report the circumstances with the form and number of ticket on Form 890.

23 . . . Extending Limit Account Obstructions

In cases of obstruction to rail operation where a passenger is delayed so that the limit of ticket has expired, or has elapsed to such an extent as to curtail stop-over or other privileges, conductor will endorse ticket to show point and period of delay and reason therefor and sign his name. Such certification will extend the limit of ticket to the extent of the detention so certified.

Tickets so extended will be honored to destination by succeeding conductors, or may be exchanged for other tickets to destination, which will provide for proper extension of the limit to the extent of detention so certified.

24 . . . Collection of Fares Account Non-Validation

Certain classes of excursion tickets require validation at destination before they are valid for passage on return trip — some by stamping by agent at destination, others requiring both stamping and signature of passenger. Contracts of tickets requiring validation so indicate.

If passenger presents ticket not properly validated, conductor will decline to accept, collect fare and issue proper receipt, indicating on such receipt that fare was collected on account of unvalidated or improperly validated ticket, also showing form and number of ticket and name of passenger.

Under these circumstances passenger may desire to pay train fare to conductor for part of the return journey and purchase ticket for balance, in which case conductor will issue receipt covering that portion of the trip for which train fare is collected, and endorse cash fare receipt as provided for above.

In such cases passenger should be advised that refund of fare paid will be made on application to the Passenger Traffic Department, provided all conditions of the tariff and contract of the ticket have been complied with except as to validation.

25 . . . Requirements for Exclusive Occupancy — Sleeping and Parlor Cars

Minimum Requirements: For occupancy of space in sleeping and parlor cars the minimum number of tickets (or cash fares) valid for transportation in such cars (in addition to charge for space occupied) required are as follows:

Standard Sleeping Cars

- Berth, Lower or Upper—1 Adult or Half Ticket
- Single Occupancy Section (Berth or Seat Service)—
1 Adult Ticket
- Compartment (Berth Service)— $1\frac{1}{10}$ Adult Tickets
- Compartment (Seat Service)— $1\frac{1}{2}$ Adult Tickets
- Drawing-Room (Berth Service)— $1\frac{1}{4}$ Adult Tickets
- Drawing-Room (Seat Service)—2 Adult Tickets
- Master Room (Berth Service)—2 Adult Tickets
- Master Room (Seat Service)—5 Adult Tickets
- Bedroom—1 Adult Ticket
- Bedroom En Suite—2 Adult Tickets
- Roomette—1 Adult Ticket

Parlor Cars

- Seat—1 Adult or Half Ticket
- Drawing-Room—2 Adult Tickets

The minimum ticket requirements for exclusive occupancy of space in sleeping and parlor cars do not apply when space is occupied by

- A. A passenger holding free transportation.
- B. Where one passenger holds pay and one or more hold free transportation; a pass in this instance being considered as ticket equivalent.
- C. Blind person accompanied by guide dog, sold separate berth or seat in room accommodations.

When additional tickets (or half tickets) are needed to make up the minimum number required for occupancy of the space desired, such additional tickets may consist either of regular one-way fare tickets or of any reduced fare tickets (other than commutation tickets) valid for passage in sleeping or parlor cars (See "Special Tickets" next page). Where one-quarter fares or one-tenth fares are necessary, such fractional fares must be based on the regular one-way fare valid for transportation in sleeping or parlor cars.

A collection of $\frac{1}{2}$ adult fare, in addition to sleeping or parlor car charge, will be made for space in sleeping car or seat in parlor car occupied exclusively by one or more children under five years of age (see Note next page) accompanied by parent or guardian, except that such charge will not be made when berth

or seat in sleeping car is in the same section, compartment or drawing-room as that occupied by parent or guardian, and except as in Example B.

Note: Only one-half ($\frac{1}{2}$) fare collection will be made when berth or seat is occupied by two or more children of such age.

Special Tickets: The following special tickets will be counted the same as regular fare tickets:

Clergy; Disabled Volunteer Soldiers'; Veterans' Administration Hospital; Charity; Blind; Attendant with the Blind; Employee.

When passenger holding one of the above special tickets needs additional half ticket to meet ticket requirements for space occupied such tickets, **if purchased before boarding train**, may be purchased on the same credential at one-half of the special reduced fare authorized, sufficient to be added when necessary to make such charge end in 0 or 5 except additional half ticket may be issued in connection with clergy certificate.

Minimum Requirement for Combined Space: When members of the same family or party occupy one or more drawing-rooms, compartments, single or double bedrooms, sections or berths on the same train, extra tickets will not be required if the total number of tickets presented for the entire family or party is equivalent to the minimum requirements for occupancy of the total space occupied by the entire family or party as shown in Example A.

Example A—Three adult passengers and one half fare child passenger who desire to occupy jointly a drawing-room and a compartment. For their own transportation these passengers must purchase three adult fare tickets and one half-fare ticket; the minimum requirement for a drawing-room is one and one-quarter tickets, and for a compartment, one and one-tenth tickets, or a total of two and seven-twentieth tickets; therefore no additional fares will be required since the party already holds three and one-half tickets.

Example B—Two adult passengers and two children under five years of age desire to occupy a compartment and lower berth. For their transportation these passengers must necessarily purchase two adult tickets. However, the minimum requirement for occupancy of a compartment is one and one-tenth adult tickets and for occupancy of lower berth, by an adult, one adult ticket or a total of two

and one-tenth adult tickets; therefore, it would be necessary for passengers to purchase an additional one-tenth ticket to meet ticket requirements for the space occupied, and space could thereafter be occupied in any manner desired.

Children: In computing the minimum requirements stated herein, two children of half-fare age will be considered as the equivalent of one adult.

Computing Fractional Fares: Such computations will be advanced to the next 0 or 5.

Ticket agents are expected to issue the additional ticket to meet tariff requirements, and it should be marked "Additional Account Drawing-Room" or "Additional Account Compartment", as case may be.

Should a passenger board train without the required additional ticket, conductor will make additional collection required, based on one-way fares, for travel in parlor or sleeping cars, and issue Conductor's Train Ticket endorsed to show what it covers.

Exception:

When a regular sleeping car having room accommodations is taken out of service in an emergency, and it is necessary to substitute a car of different capacity, Ticket Agent or Pullman conductor may assign passenger who holds Pullman ticket for room space to superior accommodations without collecting additional Pullman fare; if the type of room accommodation called for by Pullman ticket is not available in the substitute car.

Train conductor should honor minimum number of railroad tickets required to cover original space held without additional fractional fare collection if room is for single occupancy.

Ticket Agent is not required to make additional collection if such reassignment of space is handled at ticket office before passenger boards train.

This applies only when passenger holds Pullman ticket and does not apply in connection with name reservations.

26 . . . Government or State Transportation Requests

The United States Government and certain States provide officials and employes when traveling on offi-

cial business with transportation requests which are to be accepted for transportation between the points and for the class accommodations as shown on request.

It is expected that request will be presented at a ticket office in exchange for transportation. However, in cases where this is not done, it will be proper for conductors to accept them on trains.

The following regulations should be observed in honoring such transportation requests:

- A. The general instructions to carriers shown on back of request must be closely followed.
- B. The holder should be required to identify himself. Traveler presenting request which he has signed, both as issuing officer and as traveler, should be required to exhibit the book of blank transportation requests from which the one presented is issued or State Transportation Identification Card, as the case may be.
- C. The request should be examined to ascertain that it has not expired by limitation before presentation, and if expired, it should not be honored.
- D. Receipt in writing (not printed) in ink or indelible pencil must be secured for the transportation issued in the space reserved for that purpose on the face of the request; the signature of the traveler must agree with the name of the person in whose favor the request is issued. If the person in whose favor the request is issued is unable to write, he should be required to place his mark (X) in the space reserved for signature, which must be attested as witness by conductor accepting the request. If more than one person is shown by name on the face of the request, all who are named should be required to sign the receipt.
- E. Requests must be honored for transportation only; in no case must cash be advanced to the holder.
- F. Requests showing alterations or erasures should not be accepted.
- G. If due to unforeseen conditions any variation in transportation called for by the request is necessary, such variation must be protected by endorsement on the reverse side of the request, which the

person in whose favor the transportation request is drawn should be required to sign. Should the traveler object to so endorsing the request, he should be referred to instructions of the Government or State as printed on the back of the request requiring such action.

- H. If destination is a point on conductor's run, request may be honored to destination without exchange and passenger's receipt secured in the space provided.
- I. If destination is a point beyond the conductor's run, conductor will honor the request to the first station en route at which proper form of ticket can be issued, endorsing on request over his signature the points between which request was honored without ticket.
- J. When request calls for transportation beyond the line of the initial carrier or beyond the train conductor's run and it is impossible to exchange it before reaching the station at which the traveler leaves the train, or before reaching the end of the conductor's run, as the case may be, the conductor shall obtain a statement signed by the traveler completely describing the transportation request and certifying the points between which the passenger has been carried thereon and the reasons why request could not be exchanged, such record to be turned in with conductor's train collections. After securing such signed statement conductor should endorse on request over his signature the stations between which honored and return it to traveler, with request that it be presented immediately after leaving train to the ticket agent of the line on which the request is drawn and on which it was honored by the conductor, for exchange for a ticket to the destination named thereon.
- K. When request calls for the transportation of more than one person, or when a party ticket issued on Government or State transportation request is presented for passage, the actual number of persons carried must be noted on the request or ticket over the signature of the conductor. If a greater number of persons desire transportation than called for on the request, or the ticket presented, a certificate for the additional number in the following form must be secured from the person in charge:

I certify that _____
 (Rail or sleeper transportation — state class)
 has been furnished by _____
 (State initial carrier or sleeping car company)
 for _____ in addition to the _____
 (Number of passengers) (State number)
 called for on transportation request No. _____
 issued by _____
 for _____ en route from _____ to _____
 (Description of party)
 per _____
 date _____ 19 _____

27 . . . Banana Messenger Tickets

Under rules prescribed in Freight Department tariff, tickets Form F. D. 14, facsimile of which is shown below, provide for the return passage of attendants accompanying carload shipments of bananas:

Tickets are valid for passage in coaches or in parlor or sleeping cars.

Coupons of these tickets will be honored only when in the hands of attendant to whom issued. They will not be accepted if detached from cover bearing signature and description of messenger. If presented by other than the person to whom issued, conductor will lift the entire ticket and collect fare, forwarding the ticket to the Auditor of Revenues with report Form 890.

25	FORM F. D. 14	NO.	
26		issued by	
27		ERIE RAILROAD	
28		BANANA ATTENDANT'S	
29		RETURN TICKET	
30		The coupons of this ticket will be honored if	
31		stated hereon, but in no case later than date	
Jan.		specified thereon, but in no case later than date	
Feb.		canceled in margin hereof.	
Mar.		In accepting this free transportation, I agree	
Apr.		to all the conditions specified in the Coupons,	
May		and to the terms of the Interstate Commerce Act,	
June		and the rules of the Railroad Company,	
July		and to indemnify the Railroad Company for any	
Aug.		injury to my person or any loss or injury to my	
Sept.		property under any circumstances whatever.	
Oct.		Signature of Attendant	
Nov.		<i>[Signature]</i>	
Dec.		Pass. Traffic Manager	
1936			
1937		DESCRIPTION OF ATTENDANT	
1938	★	SLIM	★
1939	★	MEDIUM	★
1940	★	STOUT	★
1941	★	TALL	★
1942	★	MEDIUM	★
1943	★	SHORT	★
1944	★	HAIR	★
1945	★	BEARD	★
		SIZE	★
		HEIGHT	★
		MUSTACHE	★
		CHIN	★
		FULL BEARD	★
		SIDE	★
		NONE	★
		READ CONDITIONS ON COUPONS	

Front Cover



Issued by
ERIE RAILROAD CO.

BANANA ATTENDANT'S TICKET

To Erie Railroad Passenger Conductor:
If presented for passage within thirty days from date of issue, this coupon will be good for the return transportation between stations indicated, viz: from station indicated in paragraph 3 to station shown in paragraph 1) of A.V. on front cover, when the coupon is properly certified to by Freight Conductor. Each Conductor en route will require signature of Attendant in spaces below, except in case of stop-over, when signature is taken by the first and last Conductor will be sufficient.

SIGNATURE OF ATTENDANT
(Taken on train in presence of Passenger Conductor)

1st.....
2nd.....
3rd.....
4th.....
5th.....

6th.....
Stop-over will be allowed at any intermediate point within the limit when necessary for attendant to accompany other shipment. Conductors will enforce paragraph 4 of conditions of transportation secured by succeeding Conductors in the usual manner.

Form F.D. 14 **1** **No.**

Passenger Conductors punch here in order shown.

1	2	3	4	5
(OVER)				

Front of Coupon

Conductors in charge of Erie R. R. Freight trains carrying attendant, accompanying carload shipments of bananas will file the following banana attendant boarded train, Erie R. R. Station at which attendant boarded (Final destination of attendant on return journey.)

2. Initials and numbers of cars containing the coupon and waybill reference.

Initials Initials
No. No.

From To

Waybill No. Date 19
or Erie R. R. Station where attendant left train
or junction point where shipment left this Company's line.
(Starting point of attendant on return journey.)

4. Date of arrival of attendant at station shown in section 3 of this page.

Sections 1 and 2 must be filled in by Erie R. R. Conductor in charge of freight when attendant boards train.
Sections 3 and 4 will be filled in by the last Freight Conductor, who will also sign his name in the following space.

(Signature of Last Erie R. R. Freight Conductor)

Back of Coupon

28 . . . Attendants With Live Property by Express

Under Railway Express Agency tariffs certain attendants (must be adult males) accompanying carload shipments of live animals, live birds, live poultry, live fish or live stock shipped by Railway Express via Erie Lines are entitled to free transportation.

The number of such attendants will be shown on the express waybill and waybill label.

Any attendants in addition to the number shown on the waybill will be required to pay fare for accommodations occupied.

Attendants carried free must travel in coaches or in car with shipment. Women or minors will not be carried free as attendants nor permitted to ride in car with shipment.

The Express Company rules do not authorize the free return of attendants who have accompanied such shipments.

Conductors are charged with responsibility for seeing that no greater number of attendants are carried

free than are called for on the waybill and waybill label.

As information, the following indicates the number of attendants permitted to travel free accompanying various classes of shipments:

- A. Live animals, live birds, live poultry, live stock (not including race, polo or show horses or live fish): One attendant will be carried free with one or two cars, and one free with each additional one or two cars.
- B. Live fish: One attendant will be carried free with each carload.
- C. Race horses: Two attendants will be carried free with one to four horses; four free with five to eight horses; and six free with nine or more horses per car.
- D. Polo and show horses: One attendant will be carried free with one to six horses; two free with seven to twelve horses; and three free with thirteen or more horses per car.
- E. With mixed carloads of race horses and other than race horses, the number of free attendants allowed will be based upon the number of animals of each class comprising the shipment, but not to exceed the maximum number of free attendants permitted with a carload of race horses.

Example: Carload containing three race horses and ten polo horses—

Number of free attendants per car of three race horses	2
Number of free attendants per car of ten polo horses	2
<hr/>	
Total number of free attendants for mixed car described	4

29 . . . Employees' Mileage

Mileage books containing 500 coupons, each representing one mile, are issued at reduced rates to employees of the Erie Railroad and affiliated lines or members of their families who reside with and are wholly dependent upon them for support.

Mileage books will be honored for passage in coaches or in parlor or sleeping cars and will be good for one year from date of sale stamped on back thereof.

The cover of the book shows the name of the employee to whom issued and the names of members of

the family who are privileged to use it; it should not be accepted for transportation of other than those whose names appear thereon.

Employees will be required to identify themselves as the rightful users to the satisfaction of the conductor. When the holder cannot identify him or herself as the rightful user, conductor will decline to accept, collect fare, take up the book and forward it to the Auditor of Revenues with full explanation.

Coupons for the actual distance traveled (with a minimum of 5 miles) will be lifted for each passenger.

Conductor westbound from Jersey City should detach four miles for each passenger for the ferriage when canceled by Ferry Masters, but not otherwise.

Conductor eastbound into Jersey City will detach four miles for each passenger for ferriage regardless of whether the ticket has been issued at Jersey City or at another station, and regardless of whether the holder's destination is Jersey City or New York.

30 . . . Clergy Fares

Ordained or licensed Ministers of Religion, Deaconesses, Salvation Army Officers and Sisters of Charity are provided with Clergy Certificates which enables purchase of tickets at reduced fares.

Tickets issued at reduced fares account Clergy will be marked on face "Clergy", and conductors will be governed by the following in issuance and acceptance of such tickets:

- A. Passenger must present Clergy Certificate with the Clergy Ticket, and the number of the Certificate must correspond with the Certificate number on the ticket. Ticket should then be honored in accordance with its conditions if conductor is satisfied that passenger is the person entitled to use certificate and ticket.
- B. If conductor is in doubt as to whether or not the Clergy Ticket and Clergy Certificate are in proper hands, he may require holder to identify him or herself by requiring signature, which should compare with signature on the Certificate. If passenger fails to identify him or herself, or if conductor is satisfied that Clergy Certificate is in improper hands, full fare should be collected, certificate and ticket lifted and forwarded to Passenger Traffic Department, Cleveland, with full report.
- C. If conductor has knowledge that holder of a Clergy Certificate has any occupation other than

that incident to religious work, report should immediately be sent to Passenger Traffic Department, Cleveland, with full particulars.

- D. When a passenger with a Clergy Certificate boards train without ticket, conductor should obtain passenger's signature in the space provided on face of Agent's coupon of Clergy Certificate. If this signature compares with signature on cover of certificate, conductor should collect the one-way Clergy fare on basis of one-half of one-way unrestricted fare advanced to end in 0 or 5, and issue cash fare receipt if within run of conductor or train ticket if to destination beyond issuing conductor's run. Agent's coupon of Clergy Certificate should be lifted by conductor and attached to Auditor's portion of cash fare receipt or train ticket and forwarded to Auditor of Revenues.
- E. When Clergy Certificates are issued in the name "Sister of Charity", "Sister of Mercy", "Franciscan Sister", etc., upon request of the Mother Superior or other principal official of the community, a certificate will be required for each Sister when traveling; two or more Sisters may not travel on one Certificate at the same time. The Certificates, also the coupons thereof at time of detachment, should be signed "Sister of Charity", "Sister of Mercy", "Franciscan Sister", etc.
- F. If an expired certificate is presented, ticked issued thereon should be honored, but Certificate lifted and forwarded to the Passenger Traffic Department, Cleveland, with report.

31 . . . Cancelled

32 . . . Scrip Tickets to Show Companies

Under contract arrangements with Freight Department, Erie R. R. Scrip coupon tickets, Form SC15S, valued at \$15.00 are issued to advance agents and bill posters in the employ of show companies (circuses, carnival companies, etc).

When Scrip coupon ticket is officially stamped, the coupons of it will be honored as follows:

- A. They will be accepted only on Erie Railroad, side lines and branches for passage on trains at regular ticket fares applicable in coaches, parlor or sleeping cars, as case may be.
- B. Will be accepted only for exclusive use of advance agent or bill poster employed by show company on account of which issued, and name of which

appears on back cover and then only when accompanied by letter reading substantially as follows:

(Letter-Heading of Show Company)

19_____

To Conductors and Ticket Agents:

This certifies that the bearer, Mr. _____, is the authorized holder of Scrip Ticket No. _____, issued account _____ Show Company. He will furnish such further identification in the form of bill posting contracts, show tickets, etc., as may be required to satisfactorily establish his identity.

Yours truly,

Authorized representative of _____ Show Company.

- C. Coupons will not be honored for sleeping or parlor car space charges or in payment for meals in dining cars.
- D. If Scrip ticket contains insufficient coupons, the difference will be collected either in cash or by detachment of coupons from another scrip ticket.
- E. Coupons will not be accepted unless detached by ticket agent, conductor, baggage agent or other authorized employe.
- F. Coupons not bearing same number as the cover, or detached coupons presented without a cover, will not be honored.
- G. Coupons of Scrip ticket will be good until December 31st of the year in which issued. Tickets issued in exchange for coupons of scrip tickets will bear regular limit except not later than December 31st of year in which scrip ticket was issued.
- H. If ticket is presented by any person other than the one shown in the letter with which book must be presented, the entire book is to be lifted and forwarded to Auditor of Revenues with explanation. Conductor will collect tariff fare.
- I. Each coupon has a value of one cent (1¢), instead of five cents, therefore, to arrive at the number of coupons to detach, deduct one cent (1¢) from amount shown on first one cent (1¢) coupon and add to that amount the total to be collected, detaching to and including the coupon showing the total so arrived at. For example:

If amount shown on coupon at top of strip is	\$2.47
Deduct01
	<hr/>
	\$2.46
Fare to be collected	3.23
Detach to and including coupon showing....	\$5.69

If detachment of scrip coupons is made to a destination beyond run of conductor, Conductor's Train Ticket is to be issued. If destination is within run of conductor, this is not necessary, as the coupons will be accepted in lieu of a ticket.

Detachments from scrip tickets must be endorsed to show train number, date and stations between which passenger traveled, using station numbers. The detachments should be enclosed in envelope Form 90 properly filled in and forwarded with other transportation authorities collected on train.

When fare is collected in scrip coupons and there is not sufficient scrip in book to cover cost of transportation and the balance is collected in cash, conductor must issue a train ticket endorsing both portions to show the amount of cash, the value of scrip lifted and the total fare. The train ticket should be punched to show originating and destination stations and reported on Form 890, showing actual cash collected with note "and scrip \$_____". When passage is covered by two or more detachments, all strips must be fastened together.

Cover of book must be taken up when last coupons are detached and forwarded to Auditor of Revenues.

33 . . . Commutation Tickets

(a) Commutation Ticket Forms

1. New York Division and Branches:

Unrestricted—Valid for unlimited number of rides in calendar month.

Restricted—Valid for unlimited number of rides in calendar month—Monday to Friday, inclusive, except Holidays (See Note A).

Restricted tickets will be accepted on trains leaving Jersey City, N. J. up to and including 2:00 A. M. on Saturdays or Holidays.

NOTE A: The term "Holidays" as referred to above applies to:

New Years Day—(Jan. 1)	Labor Day (1st Monday in Sept.)
Washington's Birthday (Feb. 22)	Thanksgiving Day—(Last Thursday in Nov.)
Memorial Day—(May 30)	Christmas Day—(Dec. 25)
Independence Day—(July 4)	

When any of the above legal holidays fall on Sun-

day and are observed on the following Monday, these Mondays will be considered holidays.

*27-Trip—Calendar month.

14-Trip Weekly—Sunday to Saturday, inclusive.

*12-Trip Weekly—Monday to Saturday, inclusive.

* Sold on Northern R.R. of New Jersey only.

2. New Jersey & New York Railroad.

54-Trip—Calendar month.

46-Trip—Calendar month.

27-Trip—Calendar month.

12-Trip Weekly—Monday to Saturday, inclusive.

3. Delaware, Susquehanna, Allegany, Meadville, Mahoning, Kent and Marion Divisions:

Unrestricted—Valid for unlimited number of rides in calendar month.

Restricted—Valid for unlimited number of rides in calendar month—Monday to Friday, inclusive, except Holidays.

(b) General Instructions

Tickets will be accepted for passage in coaches only and will not be made valid for passage in parlor or sleeping cars by additional fare payment or otherwise.

Tickets are valid only for person whose name appears on face of ticket, and only for month or week stamped or written on face thereof.

If ticket is presented that has not been signed, conductor will require signature in ink or indelible pencil before accepting for passage.

Agents are instructed in cases where passenger cannot sign name to request such passenger to make their mark (X), write passenger's name on either side of mark and sign his (the agent's) name or initials below. Tickets so signed may be accepted for passage.

Ticket bearing indication of alteration or if presented by any other person than to whom issued, is to be taken up and forfeited and sent to Auditor of Revenues and regular train fare collected.

Both monthly and weekly Commutation tickets will have a blank space in which Ticket Agent will indicate by rubber stamp the month or week ticket will be valid.

In some cases where volume of sales warrants tickets will have the month or week **printed** thereon.

Separate tickets **will not** be printed for male or female. Monthly and weekly commutation tickets will be issued to persons of either sex. Two blocks are

provided on tickets, one reading *FEMALE and the other MALE*. It will be necessary that the proper block be punched by Conductor on first trip as to whether passenger is a Male or Female. This punch cut will also indicate the first ride used.

Blank destination monthly and weekly commutation tickets will have an "Auditor's Stub" instead of a first-ride coupon.

Auditor's stub should be detached by initial conductor who will also place punch cut in proper place to indicate sex of passenger and cover first ride. Auditor's stubs lifted should, of course, be forwarded to Auditor of Revenues with regular ticket collections.

Only two colors will be used throughout the year, that is, RESTRICTED monthly commutation tickets in use on Erie R.R. will be yellow for 1954. All other forms: Erie R.R. UNRESTRICTED, 27-RIDE monthly, 14 and 12-RIDE Weekly; NJ&NY R.R. 54, 46 and 27-RIDE monthly, and 12-RIDE weekly tickets, will be green for 1954.

New Jersey Intrastate Monthly and Weekly Commutation tickets may be sold between Jersey City and stations on the New York Division to Mahwah, N. J., inclusive, the New York and Greenwood Lake Ry. Division, also the Northern Railroad of New Jersey Division to Northvale, N.J. inclusive and NJ&NYRR—Jersey City to Montvale, inclusive.

These tickets are restricted to use of intrastate passengers presenting a certificate provided by the Erie Railroad and signed by passenger certifying that both the point of origin and ultimate destination are wholly within the state of New Jersey. Tickets are on sale only at Jersey City, N.J. ticket offices. Special "NJ" form of ticket to be used.

After the first ride one of the numbers printed on the ticket (if 54, 46, 27, 14 or 12 trip) should be canceled for each ride, such cancellations to be made in consecutive order commencing with No. 2.

When canceling the last ride ticket should be collected and forwarded to Auditor of Revenues with train collections.

Unrestricted and restricted tickets will be honored for unlimited number of rides, until time limit has expired. Conductors will place punch cut in ticket for each ride used.

Tickets may be honored on trains not scheduled to stop at line station named thereon to or from the station stop nearest to the line station named, not involving a longer haul.

Trains on Which not Accepted—Unrestricted, Restricted and 14-trip weekly commutation tickets reading between stations east of Tuxedo, N. Y., will not be accepted for passage on trains 1, 2, 5, 6, 7 or 8.

35 . . . Commutation Identification Form

A Commutation Ticket Identification Form C. S. 1 is provided to conductors in the New York suburban area.

When in doubt as to whether the holder of a commutation ticket is the rightful owner, conductor will diplomatically request holder to write name on the identification blank in the space provided, then compare the name written with the signature on the face of the ticket. If they do not compare favorably, ticket is to be lifted and train fare collected. Passengers are, of course, to be given the benefit of any reasonable doubt, bearing in mind that there may be some variation in the signature on the ticket, written on a stationary desk or counter, and the same signature written on a moving train.

If passenger upon request declines to sign the identification form, it will be explained as diplomatically as possible that identification requirement is one of the provisions of the contract under which the ticket was sold, and failure to comply with this provision will be taken as prima facie evidence that the holder is not the rightful owner, and in such cases the ticket is to be lifted and train fare collected.

All lifted tickets are to be turned in with collections with commutation identification form attached, and passengers may be referred to the Passenger Traffic Department, Cleveland, Ohio.

Conductors will be expected to use tact and diplomacy in handling cases of this kind, at the same time bearing in mind protection of the company against the misuse and abuse of the commutation privileges.

36 . . . Refund of Fares Through Failure to Present Commutation Tickets

In the territory Port Jervis and east, including side lines, provision is made to refund fare paid on train when passenger who has previously purchased an Unrestricted, 54-trip, Restricted, 46-trip, 27-trip, 14-trip or 12-trip commutation ticket fails to present it.

To enable passenger to secure refund conductors or ticket collectors will endorse on passenger's portion of the cash fare receipt,

the number of train and date,
his own name, and
request the passenger to sign his or her name.

To secure refund this receipt when endorsed as above must be presented during the current month, with the commutation ticket, at the office at which originally issued.

It must be understood that this refund arrangement will apply only where a commutation ticket has previously been purchased and actually left at home. It will not apply in cases where passenger has not secured ticket before boarding train.

37 . . . Ten-Trip Tickets

New York Division and branches.

Form 10-T1—valid for three months including date of sale, and for transportation of bearer and any one or more accompanying bearer.

Form 10T2—valid for one year in addition to date of sale, and for transportation of bearer and any one or more accompanying bearer.

Form 10T3—valid for thirty days in addition to date of sale, and for transportation of bearer and any one or more accompanying bearer.

Marion and Mahoning Divisions

Form 10-T1—valid for three months including date of sale, and for transportation of bearer and any one or more accompanying bearer.

Tickets will be accepted for passage in coaches only and will not be made valid in parlor or sleeping cars by additional fare payment or otherwise.

Tickets that are provided with a first-ride coupon and numbered rides 2 to 10, should be handled the same as in the case of commutation tickets.

Tickets must be surrendered to conductor on the 10th ride.

38 . . . Cancelled

39 . . . Cancelled

40 . . . Prepaid Ticket Orders

Prepaid ticket order calling for interline tickets, should be honored at station on which drawn. In case ticket agent does not have in stock the proper form of ticket, the prepaid order should be honored on train to first intermediate coupon ticket station at which it may be conveniently exchanged for ticket reading from starting point to destination shown on the prepaid order.

Conductors honoring such orders will endorse on back, stations between which honored, train, date and sign his name, and report on Form 890.

41 . . . Special Car or Special Train Movements of Military Personnel With Change En route From Coaches To Sleeping Cars

The following arrangements apply only for movements of groups of 15 or more in special cars or in special trains, and also for parties of 15 or more traveling on regular trains when it is possible to transfer entire party intact to regular line sleeping cars affording lowest price accommodations available, but does not apply for any miscellaneous travel of individuals or groups of less than 15:

When tourist car service cannot be provided at entraining point but may be furnished at some intermediate point, tickets good for transportation in coaches only will be provided, and when it develops that sleeping car accommodations can be furnished at some intermediate point, the Train Conductor, Pullman Conductor and Train Commander will jointly execute in triplicate, Certificate Covering Rail and Pullman Services Rendered, Form 93.1350, provided by the Pullman Company.

Whenever sleeping cars are authorized for taking over troops from coaches, the Pullman conductor or porter-in-charge will prepare this form in triplicate. He will fill in all the data down to "DESCRIPTION OF COACH TICKETS."

The form should then be passed to the Railroad Conductor who will insert the data regarding "Coach Tickets."

After the Pullman Conductor and Train Conductor have inserted the necessary data in their portions of the form, the Train Commander and the two Conductors should affix their signatures. The original is to be retained by the Railroad Conductor who signed the form and forwarded by him to the Auditor of Revenues with Form AR 890.

41½ . . . Troop Sleepers

Troop sleepers are frequently provided for accommodation of military personnel, usually in special movements. These sleepers are operated by The Pullman Company but differ in construction from tourist or standard sleeping cars.

In final settlement of transportation charges, tickets honored in Troop Sleepers are billed to the Government at a different rate than that applying in either coaches or other types of Pullman cars.

Conductors handling movements in Troop Sleepers will show plainly on Form 21 envelope "Troop Sleeper" and car number.

In preparing Form 5788 (Rev.) Report of Troops Carried (Rule 76½) tickets honored in Troop Sleepers must be listed under that column and not included under "Pullman."

If tickets valid in coaches, or unrestricted tickets, are honored in Troop Sleepers, Pullman Form 93.1350 must also be prepared. (Rule 41).

If unrestricted tickets, or tickets valid in Troop Sleepers, are honored in coaches conductor will enter such information on Form 5788 (Rev.) Report of Troops Carried.

41¾ . . . Military Police and Military Police Inspectors on Passenger Trains

- A. Military Police may have occasion to ride trains to preserve order among, prevent misbehavior by, and to give advice and assistance to military personnel.

These Military Police, when on duty, are to be carried without transportation. They will be identified by the regulation arm band—"M.P."

- B. Military Police Inspectors may also have occasion to ride trains to inspect the work done by the Military Police.

These Inspectors will be in uniform and carry the Military Police arm band—"M.P.", but will not wear it unless circumstances require.

They will be carried without transportation on presentation of an official identification card bearing their full-face photograph, name, signature, and physical description. The card is issued by The Provost Marshall General, War Department, bears his signature, also the signature of the Director, Military Police Division.

- C. Military Police accompanying prisoners are not covered by the above regulations but must present proper transportation.

42 . . . Through Checking of Coach Passengers

The following instructions will govern the through checking of coach passengers on through trains — an arrangement designed to avoid the necessity of disturbing coach passengers during the night hours every time there is a change of conductors en route:

Conductors are provided with combination Form CTC, which is to be used for the purpose. This form is made up of three parts as follows:

First, the left-hand portion, designated "Passenger's Receipt", is to be handed to the passenger when lifting his or her transportation;

Second, the center portion, designated "Identification Check", is to be attached to the transportation lifted. It has been found through experience that the best method to avoid tickets being separated in envelopes, necessitating rechecking and disturbing passenger, is to pin or staple Railroad ticket to bottom of CTC which will permit succeeding conductors to cancel transportation over their division and make a check of train without separating the ticket from the CTC.

Third, the right-hand portion, designated "Coach Train Check", is to be placed in front of the passenger the same as an ordinary hat-check.

This form provides space for punching out date and train on which issued.

It also provides punch space to indicate whether or not transportation is to be returned to the passenger.

The center portion, "Identification Check", provides space for writing in the name of stopover point, for the guidance of succeeding conductors, where transportation is to be returned to the passenger.

Space is also provided on the third portion, "Coach Train Check", for writing in the form and number of the ticket lifted.

This arrangement is to apply on trains and between points shown below except when starting point and destination is within run of one conductor:

Train 1—From any station Jersey City to Decatur, inclusive, to any destination Rochester to Chicago, inclusive.

Train 5-625—From any station Jersey City to Corning, inclusive, to any destination Wellsville to Cleveland or Chicago, inclusive. Also from any station Marion to Decatur, inclusive, to any destination Rochester to Chicago, inclusive.

Train 7—From New York to any destination Narrowsburg to Chicago, inclusive. Also from any station Marion to Decatur, inclusive, to any destination Rochester to Chicago, inclusive.

Train 2—From any station Chicago to Greenville, inclusive, to any destination Galion to New York, inclusive.

Train 628-6—From any station Chicago or Cleveland to Susquehanna, inclusive, to any destination Corning to New York, inclusive.

Train 8—From any station Chicago to Kenton, inclusive, to any destination Galion to New York, inclusive.

The through checking arrangement is to be used in connection with extra car movements in regular or special service and including branch lines where cars operate through and the schedule requires travel during the night hours.

The following procedure will be observed in the handling of transportation under this arrangement:

A. First conductor will lift ticket through to destination or stop-over point, and issue Form CTC, informing the passenger that the "Coach Train

Check" should be kept in sight throughout the trip so that he will not be disturbed by succeeding conductors.

- B. Transportation so lifted should be enclosed in Envelope Form 21, one of which should be prepared for each coach in the train. These envelopes are to be passed on to succeeding conductors in the same manner as is observed for Pullman cars. Succeeding conductors will cancel transportation over their Divisions and make a check of the transportation as compared with the "Coach Train Checks" in sight in the coach.
- C. Conductors should lift "Coach Train Checks" terminating on their respective runs, and forward to Auditor of Revenues, together with corresponding identification checks, with other train collections.
- D. Forms CTC which are issued should be listed on Form AR 890 for each run.
- E. The purpose of this arrangement is clear; but naturally its effectiveness is dependent on the care with which Form CTC is prepared and issued, and somewhat on the cooperation of the passenger.
- F. In other words, the passenger is provided with two means of identification: one he will presumably put in his pocket; the other will be kept in sight. If the passenger should change his seat or fail to keep the "Coach Train Check" in sight, then necessarily he must be disturbed by the conductor for his transportation. Obviously, therefore, the first conductor should be careful to explain the plan and its purpose when original transportation is lifted.

43 . . . Niagara Falls Side Trip

Passengers holding tickets reading between Elmira, N. Y., and stations east thereof, and Youngstown, Ohio, and stations west thereof, which are honored via Buffalo, only when special train service is operated, will be allowed free side-trip from Buffalo to Niagara Falls and return via the Niagara Frontier Transit System, Inc., (bus line) or the New York Central.

44 . . . Return of Passenger Carried Beyond Destination

When passenger is carried beyond destination through error, conductor will arrange return from first suitable stopping point by issuing to passenger Form 629, properly filled out, which will be accepted by conductor of train to be used in returning passenger to proper destination.

Full explanation of reason for passenger being carried beyond destination should be made on Form 890.

Conductor lifting Form 629 will punch in usual manner and include in ticket collections.

45 . . . Delays to Trains, Detours

When a train will be delayed for an appreciable length of time conductors should immediately pass on to all crew members, including Pullman and dining car personnel, the reason for and probable extent of delay. This applies to detentions at stations or en route, also when mechanical difficulties or unusual operating conditions prevail and when for any reason the delay will be of sufficient duration to affect train schedule. Conductors, and all crew members, should answer passengers' questions and fully explain the situation. Information given to passengers should be accurate, based on best available advice from the dispatcher or first-hand knowledge of existing conditions.

When it is apparent that the delay will be for a considerable length of time, conductor should see

that the reason for and probable extent of delay is announced in each car.

When a delayed train does, or may reasonably be expected to make up time conductor should inform crew members and see that information is made available to passengers.

Naturally, passengers are interested in knowing the details of delays, and the time at which they may expect to arrive at their destination. They should at all times be given the benefit of the most accurate information available.

When for any reason a train is detoured, an announcement should be made in each car, giving full details of detour so that passengers may be aware of the situation and have an opportunity to make such changes as they desire. When a train is detoured, conductor will make a notation on Form 890, showing complete route, name of roads used and junction points.

46 . . . Connections

Conductors should keep informed as to connections and see that passengers to points on branch or connecting lines clearly understand where and when they change cars. To be carried beyond junction point frequently results in the missing of connections, serious inconvenience, extra expense and complaints. When a change from one car to another is necessary en route passenger should be given full information.

Conductor should carry a copy of the latest time table folder issued by the Passenger Traffic Department. This folder contains information as to stops of trains, Pullman car assignments, etc.

47 . . . Bulletined Transportation

When any tickets or passes which have been bulletined as lost are presented for passage conductor will decline to honor, lift and collect fare, forwarding lifted transportation with other train collections and making full report on Form 890.

48 . . . Blind Person with Guide Dog

A blind person holding valid transportation and who is accompanied by a Guide Dog will be transported with dog in coaches and in any type of private room accommodations in Pullman cars. A Guide Dog is a dog that has been trained by a recognized training agency or school to guide or lead a blind person (such as a Seeing Eye Dog), and blind person must show evidence by certificate or other means that the Guide Dog has been trained by a recognized training agency or school. No charge will be made for transportation of the dog.

The guide dog must be muzzled and on leash at all times except in private room accommodations.

Exception: In the States of Illinois, Indiana, New York and Pennsylvania, the blind person when traveling between points wholly within those States and not requiring passage through another State is permitted to have his guide dog with him in section or seat space in Pullman cars as well as in private rooms and coaches.

48½ . . . Blind Person and Attendant

Agent will issue party ticket for two persons (blind person and attendant) on presentation of American Foundation for the Blind certificate, endorsing contract and coupons "Blind Certificate No. (inserting the number), also "Blind and Attendant to the Blind."

One adult one-way unrestricted fare covers the transportation of two persons one way; double the one-way unrestricted fare for the round-trip.

Ticket will be valid for transportation in sleeping cars also in coaches.

Limit, stop-overs and baggage regulations will be the same as provided for on regular tickets.

Conductor must in every case **require** passenger to present certificate Form BL-Rail with tickets account "Blind and Attendant to the Blind" and compare the number of the Certificate with the Certificate number as inserted on the tickets (except where tickets to or from Canada were issued on Canadian Passenger Assn. Requisition Form 92). Identification should also be confirmed with the photograph appearing on inside back cover of the Certificate. Ticket should then be honored in accordance with its conditions if conductor is satisfied that passengers are the persons entitled to use Certificate and tickets.

If passengers fail to identify themselves, or if conductor is satisfied that Certificate is in unauthorized hands, full fare should be collected, Certificate and tickets lifted and forwarded to the Auditor of Revenues with full report.

Conductors must not honor Certificates without tickets. To obtain the benefit of the reduced fares, holder of Certificate must purchase tickets before boarding trains.

49 . . . Optional Honoring of Tickets

Via Bergen County R. R.: Tickets reading between Rutherford, N. J., and stations east thereof and Glen Rock, N. J., and stations west thereof are valid either via the Main Line, through Paterson, or via the Bergen County R. R.

Via Newark Branch: Tickets reading between New York-Jersey City and Paterson and stations west thereof are also valid via the Newark Branch.

From Newark, N. J. to Binghamton, N. Y., and West or Vice Versa.

Tickets sold at fares applying to or from Jersey City and reading from Newark, N. J., to Binghamton, N. Y., and stations west thereof, or vice versa, will be honored for passage to or from West Orange, N. J., and stations east thereof, via Jersey City, N. J. The route ("via Jersey City") must be written or printed on face of tickets.

Via Buffalo: Tickets reading between Corning, N. Y., and stations east on the one hand, and Youngstown, Ohio, and stations west on the other hand, will also be valid via Buffalo only when special train service is operated.

Westbound, conductor honoring to Hornell will endorse ticket "Off at Hornell" with the date and train number. Conductor honoring into Buffalo will endorse "Off at Buffalo" with date and train number.

Eastbound, conductor honoring to Jamestown will endorse ticket "Off at Jamestown" with date and train number. Conductor honoring into Buffalo will endorse "Off at Buffalo" with date and train number.

Via Cleveland: Tickets reading between Chicago, Ill., and Corning, N. Y., and stations east thereof will also be valid via Cleveland.

Westbound, conductor honoring into Warren will endorse ticket "Off at Warren" with date and train number. Conductor into Cleveland will endorse ticket "Off at Cleveland" with date and train number. (If passenger is traveling on a train from east of Warren that operates into Cleveland, the Warren endorsement is not necessary.) When passenger is ready to resume journey, conductor from Cleveland to Warren will cancel ticket in the usual manner and will endorse "Off at Warren" with date and train number.

Eastbound, conductor handling into Warren will endorse ticket "Off at Warren" with date and train. Conductor handling into Cleveland will endorse ticket "Off at Cleveland" with date and train. When passenger is ready to resume journey from Cleveland, conductor will handle in the usual manner.

Not more than one side-trip from Warren to Cleveland and return may be made on any one-way ticket.

Between Cleveland and Pittsburgh

One-way and round-trip tickets reading via Baltimore & Ohio Railroad from, to or through Cleveland, Ohio, and points east of Pittsburgh, Pa., will be honored on the Erie Railroad between Cleveland and Youngstown, Ohio, and the Pittsburgh & Lake Erie Railroad between Youngstown and Pittsburgh.

Between Stations on Main Line and Stations on Mahoning Division: Tickets reading between stations on the Main Line west of Leavittsburg and stations on the Mahoning Division (Phalanx to Cleveland, inclusive) will be honored via Warren.

Between Galion and Marion: Tickets reading via the New York Central R. R. between Galion and Marion, including intermediate stations, will be honored on Erie Railroad trains between those points.

Between Chicago and Hammond: Tickets reading via the Chesapeake & Ohio Ry. between Chicago, Ill., and Hammond, Ind., will be honored on Erie Railroad trains between those points.

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49½ . . . Optional Honoring of Tickets from Cleveland to Pittsburgh via Youngstown.

- A. When a Baltimore and Ohio R. R. ticket is presented on eastbound trains from Cleveland for optional honoring to Pittsburgh as provided in Rule 49, conductor will lift the B. & O. ticket (eastbound portion only) and issue in exchange a Conductor's Exchange Ticket Form 20. In issuing Form 20 conductor will punch cut in proper location the B. & O. destination, also indicate by punch cut if valid in parlor car or Pullman and if child's half fare, to correspond with B. & O. ticket lifted.

Form 20 is prepared in triplicate and punched in one operation. The bottom or Auditor's Portion should be attached to the lifted B. & O. ticket and forwarded with collections to Auditor of Revenues, representing the passage from Cleveland to Youngstown; the middle and top portions, reading via Pittsburgh and Lake Erie and Baltimore and Ohio Railroads respectively, should be given to passenger and conductors on those lines will honor for transportation Youngstown to Pittsburgh, and Pittsburgh to B. & O. station punched.

Under no circumstances should the Erie or Auditor's portion of Form 20, which is not valid for passage, be given to passenger. A lifted B. & O. ticket or coupon as described in paragraphs A and B must be included in collections for each Auditor's Portion of Form 20 issued. Form 20's issued must be listed on Form 890 for each train.

- B. When passenger eastbound from Cleveland presents ticket issued by other lines (for example, Atlantic Coast Line or Southern Railway) containing a coupon reading via B. & O. for optional honoring, conductor will issue Form 20 and handle in the same manner as shown in Paragraph A, except that the B. & O. coupon only will be lifted and balance of ticket left in hands of passenger.
- C. When passenger presents B. & O. ticket or coupon as described in Paragraphs A and B and desires stop-over at a station on the Erie Railroad intermediate to Youngstown, conductor will not lift ticket but should punch and endorse

it to indicate service performed and "off at _____" and return it to passenger, also prepare Form PD 103 for Auditor of Revenues. Form 20 will not be issued in such cases. Conductor honoring ticket from stop-over point on Erie Railroad will handle in same manner and prepare Form PD 103.

- D. When passenger presents B. & O. ticket or coupon as described in Paragraphs A and B and desires stop-over at a station on the P. & L. E. Youngstown or east, ticket will be lifted and Form 20 issued. Conductor on P. & L. E. will handle for stop-over in accordance with P. & L. E. instructions.
- E. B. & O. and P. & L. E. conductors issue similar Exchange Tickets, as required by instructions of those lines, westbound to Cleveland in connection with the Erie Railroad, and conductors on Erie Railroad will handle in same manner as a regular ticket including regular procedure when or after a stop-over is made at a station on the Erie Railroad between Youngstown and Cleveland.
- F. Form 20 is issued only in connection with optional honoring of B. & O. tickets or coupons reading via B. & O. and must not be issued in exchange for a local or interline ticket improperly made up or erroneously presented, (see Rule 85).

50 . . . Optional Privileges, New York Suburban Territory

The following optional privileges will apply in connection with one-way, round trip and multiple forms of tickets. Tickets valid between two stations as indicated below may also be accepted for passage between intermediate stations on optional lines.

Tickets reading between New York and destinations on the New York & Greenwood Lake Ry. Division, which are valid under the optional arrangement between New York and Paterson or stations west thereof, may be honored via Erie R. R. Main Line or Newark Branch.

Likewise tickets reading between New York and destinations on the New York & Greenwood Lake Ry. Division, which are valid under the optional arrangement between New York and Glen Rock or stations west thereof, may be honored via Erie R. R. Main Line, Newark Branch or Bergen County Branch.

Tickets reading between New York, N. Y., and	Via	Are valid "Yes" or "No" as indicated, between New York, N. Y., or Jersey City, N. J., and	Via	Classes of Tickets	
				One-Way and Round Trip	Multiple Forms
Allwood.....	Newark Br.....	Clifton.....	Main Line.....	Yes	Yes
Athenia.....	Newark Br.....	Clifton.....	Main Line.....	⑥ Yes	⑥ Yes
Arden.....	ErieRR.....	Wanaque-Midvale.....	GLDiv.....	Yes	Yes
Belleville.....	Newark Br.....	Forest Hill.....	GLDiv.....	Yes	Yes
Bloomfield.....	Orange Br.....	Orchard St.....	GLDiv.....	Yes	⑥
Broadway—Fair Lawn...	Bergen Co. Br ..	Paterson.....	ErieRR.....	Yes	No
Cleveland St.....	Newark Br.....	Forest Hill.....	GLDiv.....	Yes	Yes
East Orange.....	Orange Br.....	Orchard St.....	GLDiv.....	Yes	Yes
Franklin Ave.....	Newark Br.....	Passaic.....	Main Line.....	Yes	Yes

⑥Applies only to One-way tickets.

⑥Applies only to Unrestricted, Restricted and 14-Trip Commutation tickets.

Tickets reading between New York, N. Y., and	Via	Are valid "Yes" or "No" as indicated, between New York, N. Y., or Jersey City, N. J., and	Via	Classes of Tickets	
				One-Way and Round Trip	Multiple Forms
Franklin Ave.	Newark Br.	North Newark	GLDiv.	Yes	Yes
Garfield	Bergen Co. Br.	Passaic	Main Line	Yes	②
Harriman	ErieRR.	Wanaque-Midvale	GLDiv.	Yes	Yes
Haskell	GL Div.	Waldwick	ErieRR.	Yes	Yes
Hillburn	ErieRR.	Wanaque-Midvale	GLDiv.	Yes	Yes
Kearny	Newark Br.	West Arlington	GLDiv.	Yes	Yes
Little Falls	GLDiv.	Paterson	ErieRR.	Yes	Yes
Monroe	ErieRR.	Wanaque-Midvale	GLDiv.	Yes	Yes
Montclair Heights	GLDiv.	Clifton	ErieRR.	Yes	Yes
Mountain View	GLDiv.	Paterson	ErieRR.	Yes	Yes
Newark	Newark Br.	North Newark	GLDiv.	Yes	Yes
Nutley	Newark Br.	North Newark	GLDiv.	Yes	Yes
Nutley	Newark Br.	Passaic Park	Main Line	Yes	Yes
Nutley	Newark Br.	Passaic	Main Line	Yes	Yes
Orchard St.	GLDiv.	Bloomfield	Orange Br.	Yes	Yes

②Applies only to 10-Trip tickets.

③Applies only to Unrestricted, Restricted and 14-Trip Commutation tickets.

Tickets reading between New York, N. Y., and	Via	Are valid "Yes" or "No" as indicated, between New York, N. Y., or Jersey City, N. J., and	Via	Classes of Tickets	
				One-Way and Round Trip	Multiple Forms
Passaic	Main Line	Garfield	Bergen Co. Br.	⑤	Yes
Pequannock	GLDiv	Waldwick	ErieRR	⑥	⑥
Plauderville	Bergen Co.	Clifton	Main Line	Yes	Yes
Pompton—Riverdale	GLDiv	Waldwick	ErieRR	Yes	Yes
Pompton Junction	GLDiv	Waldwick	ErieRR	Yes	Yes
Pompton Plains	GLDiv	Waldwick	ErieRR	Yes	Yes
Radburn—Fairlawn	Bergen Co. Br	Paterson	ErieRR	Yes	Yes
Radburn—Fairlawn	Bergen Co. Br	River St.	Main Line or Newark Br.	Yes	Yes
Ramapo	ErieRR	Wanaque-Midvale	GLDiv	Yes	Yes
Riverside	Newark Br	North Newark	GLDiv	Yes	Yes
Singac	GLDiv	Paterson	ErieRR	Yes	Yes
Sloatsburg	ErieRR	Wanaque-Midvale	GLDiv	Yes	Yes
Southfields	ErieRR	Wanaque-Midvale	GLDiv	Yes	Yes
South Paterson	Newark Br	Paterson	Main Line	Yes	Yes
Suffern	ErieRR	Wanaque-Midvale	GLDiv	Yes	Yes
Tuxedo	ErieRR	Wanaque-Midvale	GLDiv	Yes	Yes

⑥Applies only to One-way tickets.

⑥Applies only to Unrestricted, Restricted and 14-Trip Commutation tickets

Tickets reading between New York, N. Y., and	Via	Are valid "Yes" or "No" as indicated, between New York, N. Y., or Jersey City, N. J., and	Via	Classes of Tickets	
				One-Way and Round Trip	Multiple Forms
Walnut St., Nutley.....	Newark Br.....	North Newark.....	GLDiv.....	Yes	Yes
Walnut St., Nutley.....	Newark Br.....	Passaic Park.....	Main Line.....	Yes	Yes
Walnut St., Nutley.....	Newark Br.....	Passaic.....	Main Line.....	Yes	Yes
Wanaque-Midvale.....	GLDiv.....	Waldwick.....	ErieRR.....	Yes	Yes
Wayne.....	GLDiv.....	Ridgewood.....	ErieRR.....	⑤	Yes
West Arlington.....	GLDiv.....	Kearny.....	Newark Br.....	⑥	⑥
Woodside.....	Newark Br.....	Forest Hill.....	GLDiv.....	Yes	Yes

Tickets reading between	Are valid "Yes" or "No" as indicated, via	Classes of Tickets	
		One-Way and Round Trip	Multiple Forms
Athenia and Paterson.....	Between Clifton and Paterson.....	Yes	Yes
Passaic and Ridgewood.....	Between Garfield and Ridgewood.....	Yes	Yes

⑤Applies only to one-way tickets.

⑥Applies only to Unrestricted, Restricted and 14-trip Commutation tickets.

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51 Dogs and Other Animals in Coaches and Pullman Cars

Dogs, cats, or other animals (not venomous, odoriferous or otherwise objectionable) may be taken into coaches and into private room accommodations only in Pullman cars, but not more than two animals may be taken into any one room.

Such animals must be carried in baskets or other containers and must be kept in the containers while in the coaches, and may not be taken into dining cars, lounge cars, etc.

Such animals taken into private room accommodations in Pullman cars must be carried in baskets or other containers, however, DOGS may be on leash and muzzled in lieu of in container. Animals must be kept in the private room space of the owner, and may not be taken into other parts of the Pullman car or into lounge, club, restaurant or observation cars on the train.

The animal is in the custody and control of the person who takes it on the train, and the owner must see that the rights and sensibilities of other passengers are not infringed upon.

The owner is also responsible for compliance with any laws or regulations applicable to taking such animals into any State.

Detection en route of violations of these regulations will require removal of the animal to the baggage car for transportation there under usual regulations.

No dogs or other animals will be permitted in the Rockefeller Center Motor Coaches.

The above does not in any way affect the handling of guide dogs as provided in Rule 48.

52 Handling of Telegrams on Trains

Where a telegram is received by the conductor addressed to a passenger on the train, it will be his duty to endeavor to locate the passenger and deliver it as promptly as possible.

As a rule in case of a Western Union telegram that is to be delivered immediately regardless of time and whether or not passenger has retired, special instructions to that effect will be typed on the envelope and the messenger delivering to the conductor will call attention to such instructions.

Messages turned over to conductors during the night for delivery to Pullman passengers who have

retired should be held until the following morning unless the envelopes indicate that immediate delivery is required.

If unable to deliver telegram it should be turned in to first Western Union Office en route with statement giving reason for non-delivery.

53 Honoring of Tickets in Sleeping, Parlor and Club Cars.

Transportation valid in sleeping or parlor cars (in addition to sleeping or parlor car fare) is required for each passenger who travels in sleeping, parlor or club cars operated either by The Pullman Company or the Erie Railroad.

The lounge facilities in diner-lounge cars operated by the Erie Railroad, and in Pullman cars operated by The Pullman Company are primarily for the convenience of sleeping and parlor car passengers.

Coach passengers are permitted to occupy space in these cars only for the purpose of partaking of refreshments, and are not expected to occupy such space for their entire journey nor for the storage of their baggage and belongings. This does not apply on those trains which do not carry sleeping, parlor or club cars.

54 . . . Motor-Coach Service Between Susquehanna Transfer and Midtown New York.

For the added convenience of Northern Railroad of New Jersey passengers destined to Midtown New York, motor-coach service is operated daily, except Sundays and holidays, by the New York, Susquehanna & Western R. R. between Susquehanna Transfer, a stop east of North Bergen, N. J., station and Port Authority Bus Terminal located at West 41 St. and 8th Avenue, New York.

The motor-coach service is available only to passengers holding tickets reading between stations on the Northern Railroad of New Jersey, Fairview, N. J., and west thereof, and New York, N. Y.

Fare on motor-coach is 15¢ one-way for adults or children. Children under five years of age, not occupying a separate seat, will be carried free.

Eastbound to New York

Valid transportation reading to New York (not North Bergen) will be honored in the usual manner by conductor who will on request and payment of

15¢ one-way, issue to passenger, ticket (form MTN) which will be valid in motor-coach between Susquehanna Transfer and New York. Motor-coach ticket must be purchased from conductor on train or from ticket agent. Fare may not be paid on the motor-coach.

Westbound from New York

Motor-coach fare may be paid to driver or ticket purchased at Port Authority Bus Terminal. Each passenger when paying fare or purchasing motor coach ticket must show to the driver or ticket agent valid railroad transportation reading from New York to the territory described herein.

Important: No passengers will be permitted to avail themselves of the motor-coach service unless they are provided with railroad tickets or motor-coach tickets indicating that they are railroad passengers.

Conductors are furnished with motor-coach tickets (Form MTN.) Additional quantities can be obtained on requisition to Passenger Traffic Department, Cleveland.

Report of motor-coach tickets issued should be made on Form AR 890, and amounts collected remitted with cash collections in usual manner.

Valid passes are acceptable as evidence of the holder's right to ride on the bus, but will not relieve the holder of the payment of the motor-coach fare.

55 . . . Through-Train Motor-Coach Connection —between Jersey City and Rockefeller Center Terminal, New York.

Motor-coach service is provided between Jersey City, N. J. and terminal located at 11 Rockefeller Plaza, New York, for benefit of through-train passengers.

Rockefeller Plaza is between 5th and 6th Aves. No. 11 is between West 48th and West 49th Sts.

Motor coaches make intermediate stops in New York as follows:

Into New York, on 8th Ave., at West 32nd and West 42nd Sts.

Leaving New York, on West 34th St. at 8th Ave.

The service will be available,

Eastbound, to passengers from Goshen, N. Y. and points beyond traveling to New York on Trains 2, 6 and 8.

Westbound, to passengers from New York to Goshen, N. Y. and points beyond on Trains 1, 5, and 7.

The service is not available to passengers traveling locally between New York and points east of Goshen.

The route is through the Holland Tunnel under the Hudson River. Arrival and departure times at the Terminal are shown in current time table folders.

The charge for the motor-coach service between Jersey City and Rockefeller Center Terminal is 50c for both adults and children, in each direction, in addition to rail fare, except no charge will be made for children under five years of age when accompanied.

Conductors and ticket agents are provided with motor-coach tickets (Form MCT for conductors, and MT for ticket agents). Additional supply should be ordered in usual manner.

Auditor's portion of motor-coach tickets issued by conductors should be detached and forwarded to Auditor of Revenues with proper record on Form AR 890.

Motor-coach tickets issued by agents will be attached to rail tickets and should be detached and returned to passengers when rail tickets are lifted. Motor-coach tickets issued by conductors should be left in hands of passengers. No passengers will be permitted to use motor-coach service unless they have a motor-coach ticket.

Eastbound rail tickets reading to New York will be lifted by conductor.

In the through checking of passengers in both coaches and Pullmans and the use of envelope Form 21, care should be taken to indicate thereon passengers that will use motor-coach connection.

Ordinary hand baggage will be carried with the passengers on the motor-coach and will be transferred by train porter without charge between train and motor-coach. Eastbound, conductor should accompany train porter through the coaches and identify those passengers who will use the motor-coach service from Jersey City and have hand baggage to be transferred. Porter will place identification tag on each piece of hand baggage, giving passenger claim portion.

Pass holders, when traveling on trains and between the points shown above, will be permitted to use the motor-coach service on purchase of motor-coach ticket in advance.

It is essential that passengers be provided with motor-coach tickets before leaving train, as they will not be issued on the motor-coach. No passenger will be permitted aboard the motor-coach who is not in possession of a motor-coach ticket.

Conductors are provided with "New York Motor-Coach Connection Record," Form TP350, which must be filled out as follows for both coach and Pullman passengers:

- A—First conductor will originate form, filling in train number, date, etc., and in space provided show total number of passengers (revenue or on passes), from each station, holding motor-coach tickets boarding train on his run.
- B—Succeeding conductors will fill in on form similar information for passengers boarding train on their runs.
- C—Conductor handling Trains 2 and 8 into Middletown will add to list any passengers boarding train on his run, and deliver the form TP350 to agent at Middletown, who will wire information as to total number of passengers for whom motor-coach service will be required. Conductor handling Train 6 into Port Jervis will deliver the form to Agent at Port Jervis who will handle in same manner.

In case a motor-coach service ticket is not attached to rail ticket when first presented, conductor should call attention of passenger to motor-coach connection service. This will serve a double purpose. First, will act as a check in case a passenger holds a motor-coach ticket which may have become detached so that proper record may be made; second, afford an opportunity to those so desiring to take advantage of this service.

Supply of New York Motor-Coach Connection Record, form TP350, will be available in Division supply rooms.

56 . . . Free return of attendants who accompanied carload shipments of live poultry or pigeons.

Agents have been instructed to issue, upon presentation of identification card showing written signature of attendant, tickets to original starting point, without charge, for the return journey of attendants who accompanied carload shipments of live poultry or pigeons.

Tickets so issued will be marked on face of contract, and each coupon—"Poultry attendant—Coaches only."

Identification card must be shown to conductor who collects the ticket.

If ticket is offered by any person other than the one entitled to use it, it should be lifted and fare collected.

These tickets will be honored in coaches only and must not be made valid in parlor or sleeping cars by additional fare payment or otherwise.

57 . . . Names of Passengers On Pullman Diagrams or Rail Tickets.

In order to personalize our service, ticket agents have been instructed to show the names of passengers on Pullman diagrams in the same spaces with Pullman ticket numbers, or on the face of rail tickets when passengers purchase their transportation at the last minute.

Naturally, the purpose of these instructions is to give Pullman conductors and porters an opportunity to address such passengers by name.

Train conductors and ticket collectors are requested to inspect Pullman diagrams, also rail tickets held by Pullman passengers, to acquaint themselves with the names of such passengers so they likewise can address them by name.

58 . . . Announcing Station Stops

It is not to be assumed that all passengers are familiar with train schedules, location of stations or terminal destination of equipment. Conductors, and trainmen assisting, should make necessary announcements in cars clearly and sufficiently loud enough to be heard and understood by all passengers. The following should be observed as the standard procedure for announcing station stops:

A. On all trains—through, local and commuter—announcement should be made in all coaches, after leaving a station, that "The next station stop is" Prior to arrival and sufficiently in advance to permit passengers to prepare for detraining, the station name should again be announced and "This way out, please" added. When latter announcement is added care should be exer-

cised to clearly indicate direction referred to. To avoid hazard and inconvenience to passengers standing in aisles and vestibules before the train stops at the platform, and additional admonition will be given at this time, "Please remain seated until train stops at the station." (This latter provision will not apply on commuter trains.)

B. When announcement is made prior to arrival at a station where train terminates, such as Jersey City, Chicago, Cleveland, or Hornell, announcement should include "Last stop. All change, please". If applicable to certain cars, announcement in such cars should also be to the effect that "This car goes through to....."

C. On through trains, and local trains where practicable, in addition to procedure shown in Paragraph A, announcements should be personalized, as follows:

When tickets are lifted in coaches, local passengers should be informed as to the approximate running time to their station. When hat checks or passengers' and train check portion of Form CTC, are later lifted, passengers should again be informed as to when their station will be reached. This feature should receive special attention during night hours, when coach lights are dimmed and it is not desirable to make extensive public announcements. However, stations should also be called during night hours, and with discretion.

D. In following personalized procedure referred to in Paragraph C, if passengers hold interline tickets involving change of stations they should be advised that change of stations will be necessary, for example, tickets routed from Olean via Pennsylvania R. R. or from Galion via New York Central R. R. (See Rule 46—Connections.)

E. On trains having dining car service, Conductors, or trainmen assisting, should make announcements in dining cars as follows, after leaving each station:

"The next station stop in.....minutes is....."
Prior to arrival the station only should be announced, and "This way out, please" may be omitted. When announcing a station at which diner is to be detached from train, mention of that fact should be made in dining car.

59 . . . Special Transfer Arrangements at Chicago

As an exclusive feature of Erie service, in addition to the regular Parmelee transfer facilities for passen-

gers and baggage between stations at Chicago, the following convenient arrangement is available, **WITHOUT CHARGE**, to westbound passengers arriving Chicago on Trains 1 and 5 who hold through tickets to points beyond Chicago.

- (a) Prior to arrival at Chicago, passengers destined to points beyond are contacted by Marion Division Train Porter who relieves them of hand baggage, properly tags baggage and issues a parcel room claim check and a Parmelee check valid for limousine service, if they desire to take advantage of the special transfer arrangement. Train Porter lifts Parmelee transfer coupon from ticket when issuing checks, and prepares a manifest of baggage. A separate form of check is used for Dearborn Station and other stations.

Marion Division conductors will accompany Train Porter through train, and indicate passengers holding tickets beyond Chicago.

- (b) Train Porter transports the baggage to our baggage room, then Parmelee Company transfers it to the parcel room at station of connecting line over which passenger's ticket reads. No limit is placed on the number of pieces of ordinary hand baggage that will be handled for each passenger.
- (c) Unencumbered by baggage, passengers are at liberty to spend the time between trains for business or pleasure. They may use Parmelee limousine service to station of connecting line or to a hotel, shop or building in the immediate downtown area.
- (d) Prior to boarding foreign line train, passengers claim hand baggage at parcel room of the station from which their connecting train departs.

This service is available to both coach and Pullman passengers when there are three (3) or more hours between connections at Chicago, if change of station is necessary. The service is also available to passengers departing from Dearborn Station, when there is one (1) hour or more between connections, in which case change of station is not involved, hand baggage is placed in Dearborn Station parcel room and Parmelee limousine service not included.

Conductors should call this arrangement to the attention of passengers holding through tickets or composite transportation to points beyond Chicago,

bearing in mind it does not function when there is less than three hours between connections and change of station is necessary, or if less than one hour for connection in Dearborn Station.

Marion Division conductor should keep Train Porter advised, before and after baggage is tagged, as to whether or not train will make scheduled arrival time at Chicago. This to avoid checking of baggage if necessary time between connections will not be available. (When passengers do not have the required minimum time between connections, the regular transfer service may be used, in which case Train Porter does not handle baggage for transfer or issue checks.)

Conductors should also bear in mind that passenger's ticket must include a Parmelee transfer coupon to take advantage of this service, except when using connecting train from Dearborn Station where change of station is not involved.

In the event passenger desires to use transfer arrangement between stations but holds through or composite transportation beyond Chicago from which Parmelee coupon has been erroneously omitted, Marion Division conductor will direct passenger to Erie Passenger Agent at Dearborn Station, who will make necessary arrangements to protect transfer.

60 . . . Western Union Telegraph Co. Employee Train Tickets

The Erie Railroad Company furnishes Western Union Telegraph Company with books containing non-transferable employe train tickets Form W. U. Tickets provide for rail transportation, without prepayment of fare, and Western Union Telegraph Company is billed for value of transportation furnished at current tariff fares, plus Federal tax.

Conductors will accept such tickets for passage on trains, when properly filled in by Western Union employe, in spaces provided thereon, to indicate date, origin station and destination, whether valid in coach, sleeping or parlor car, and only when signed by holder under "Certification" on back of ticket.

In addition to stub which is retained by Western Union employe, the ticket contains two coupons, a going coupon and return coupon, but the same ticket form is issued by Western Union employe to cover a one-way or a round trip. While tickets are fur-

nished in book form with descriptive cover, it is not necessary that the entire book and cover be presented. Tickets detached from the book may be accepted. However, all concerned will exercise care to see that tickets are in proper hands.

If one-way trip is desired, Western Union employe will sign back of going coupon and present such coupon only, having voided the return coupon and retained it with stub. First and all Conductors will punch going coupon to show service performed and handle ticket in regular manner. Last Conductor will lift coupon and attach it to Form 890.

If round-trip is desired, Western Union employe will present and sign the back of both coupons. First Conductor will punch star in space provided on going coupon to certify ticket has been issued for round-trip. All Conductors will punch going coupon to show service performed and handle ticket in regular manner. Last Conductor will lift going coupon only, attach to Form 890, and hand return coupon to passenger, which Conductors on the return trip will handle in regular manner, with last Conductor attaching to Form 890.

It is essential that all Conductors on going trip fully determine if passenger is making a one-way or round-trip and handle tickets in above manner.

If stop-over is desired, Conductor will endorse ticket and handle in regular manner, except full description of ticket must be shown on Form 890. If change in accommodations is made en route, complete details should be shown on Form 890.

These tickets will not be honored for Pullman space charges or dining car charges, and are for rail transportation only. Other lines furnish similar tickets, but only those of Erie Railroad issue will be accepted on our trains.

As bills to Western Union are based on tickets attached to Form 890, it is important that care be exercised by Conductors in carrying out these instructions, otherwise loss of revenue may result.

These tickets will not be issued by Ticket Agents or exchanged by Ticket Agents at ticket offices for other rail transportation or services, except Ticket Agents may reserve space or sell a sleeping or parlor car ticket for cash at regular tariff rates, including tax, in connection with Form W. U. ticket, if filled in as valid in sleeping or parlor car. Baggage may be checked subject to tariff regulations.

61 . . . Limousine Service between Salamanca and Bradford

Erie Railroad limousine service has been established between Salamanca and Bradford providing connection to and from Trains 1, 2, 6, 7, and 8 at Salamanca and connection from Salamanca to Bradford only with Train 5.

Limousine will operate between Erie Railroad Station, Salamanca and Emery Hotel, Bradford and provides connections at Salamanca on schedules shown in Form 1 time table.

Certificate for operation of limousine does not permit carrying of local passengers between Salamanca and Bradford or passengers to or from stations east of Jamestown to Olean inclusive and Bradford.

Conductor may issue through tickets from the above territory to Bradford collecting through fare made by adding fifty (50) cents to the one-way fare of either class from point of origin to Salamanca.

Ticket agents have been furnished with tickets form LS-1 reading Bradford to Salamanca and Form LS-2 reading Salamanca to Bradford. Gummed paster is provided on these tickets for attaching to regular tickets reading to or from Salamanca. If round-trip ticket is issued, both Form LS-1 and LS-2 will be used.

Limousine coupon should not, of course, be lifted by Erie Railroad conductors but if coupon of ticket reading to Bradford is presented, conductor should lift entire coupon issuing Form 629 to cover transportation Salamanca to Bradford. Coupons of tickets reading Bradford to destination beyond Salamanca when presented for passage on limousine will be endorsed by limousine driver "honored Bradford to Salamanca" followed by driver's initials and date.

The capacity of the limousine is seven passengers which should take care of normal requirements. In those instances where there are more than seven passengers, it will be necessary for us to substitute another vehicle.

It is imperative that agent at Salamanca be informed as to number of passengers on each train destined Bradford, so that proper vehicle may be provided.

On westbound trains, it will be necessary for Susquehanna Division conductors upon arrival Hornell to wire this information to Ticket Agent Salamanca.

Ticket agents Hornell to Cuba inclusive should wire Ticket Agent Salamanca number of passengers for Bradford on each train from their respective stations.

On eastbound trains Mahoning Division conductors upon arrival Meadville should wire Ticket Agent Salamanca this information. Ticket agents Meadville to Jamestown inclusive should wire Ticket Agent Salamanca number of passengers on each train from their respective stations.

Baggage must be checked only to Salamanca; passengers must make their own arrangements for transportation of baggage beyond Salamanca. Hand baggage of passengers holding through tickets to Bradford will be handled in limousine service.

61A . . . Special bus service for Train 8 or 80's ferry passengers when trains are operating behind schedule on days preceding Saturdays, Sundays or Holidays.

The last ferry boat service on days preceding Saturdays, Sundays or Holidays (New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day) will leave Jersey City at 12:45 AM for Chambers Street, New York.

The general procedure has been to hold ferries at this time of night to protect connections of trains operating behind schedule. This will still be done only when Train No. 68 is operating behind schedule.

However, if Trains 8 or 80 are operating more than one hour and fifty minutes behind schedule, on days preceding Saturdays, Sundays or Holidays, arrangements will be made to carry passengers from these trains, who usually use ferry service, from Jersey City to Chambers Street in buses.

When this condition arises it will be necessary for the Conductor or Ticket Collector to canvass the train after leaving Port Jervis and endeavor to learn the number of passengers intending to use the ferry. This information should immediately be sent to Chief Dispatcher, Jersey City, N.J., from Middletown, N.Y., so proper arrangements can be made. No charge will be made for passengers using this service. These buses will be special ones provided just for such occasion.

Regular motor coach passengers will be handled in regular Motor-Coach service as now provided to and from Up-Town New York.

76 . . . Report Form 890

Report Form 890 must be prepared for all passenger trains run, whether regular, section of regular, extra or special.

For through trains, such as 1, 2, 5, 6, etc., or trains operating between Jersey City and points west of Port Jervis, a separate report must be made for each train; in other cases one report may cover one or more trains, but in no case must the report be made for more than one day's trains.

Form 890 should be used for the following purposes:

- A. All cash fare receipts and conductor's train tickets issued should be reported in numerical order; report to be prepared from Auditor's portion of such tickets, and must correspond with cash book.

Auditor's portion of cash fare receipts and conductor's train tickets issued should be attached to and forwarded with report.

Cash fare receipts or conductor's train tickets spoiled should be marked on face "Spoiled", "Re-deemable" punched and the complete ticket fastened to and forwarded with report.

- B. Listing in space provided of all special cars handled in regular trains (except extra equipment account extra travel), including "Official", "Private", "Special Pullman", "Special Baggage", "Circus Advertising", "United States" and "State Fish" cars, or cars containing livestock, vehicles, furniture, etc., and coaches occupied by special parties.

Unoccupied passenger or baggage cars not in service which are owned by "Individuals", "Theatrical", "Amusement" or "Advertising" Companies, when moved with or without porter or other attendants, should also be listed.

The number of attendants and description of transportation collected should be shown.

When no collection is made from the porter or attendant, full explanation should be made under "Remarks".

When such movement is made in express, mail or any other train for which Report Form 890 is not usually prepared, conductor must prepare form, record the movement as above, and forward to the Auditor of Revenues.

At the end of each run Form 890, together with transportation authorities lifted, must be enclosed in

Envelope Form 744 (addressed to the Auditor of Revenues), endorsed to show train number and date and deposited with Receiver of Conductors' Collections as designated in Rule 77.

76½ . . . Report of Troops Carried

A special form (Form 5788 Rev.) is required for the reporting of all Federal or State troops, including Female Personnel of the Army, Navy, Marine Corps and Coast Guard when moving in special cars on regular or special trains for the purpose of showing the exact number of persons on the train when each conductor takes charge, the number boarding or leaving the train on his run, and the number carried to the end of his run.

The special form will be furnished conductors by superintendent of initial division, and should be filled out in duplicate and handled in the following manner:

(1) Under heading "Description of Tickets" conductors will show details of all tickets presented for the movement, including those held by members of the party who board train en route.

(2) Under heading "Number of Passengers Carried on Train—Actual Count" each conductor en route will show the exact number of men and the points between which they were carried, separately as between coach passengers and those in sleeping cars as follows:

(A) If all of the passengers are carried over the conductor's run between the same stations, the stations will be indicated in the columns headed "From" and "To".

(B) If all of the passengers are carried from the same station on the conductor's run, but some leave the train en route before the end of his run, the conductor will report on separate lines the number leaving the train en route and the number going through, showing the station in each case.

(C) If passengers board the train at points en route on the conductor's run, the station at which they board the train and the number of men will be shown on a separate line.

(3) If after an entry has been made, a passenger leaves the train because of sickness, or any other reason, the necessary change will be made and initialed as provided in paragraph (4).

(4) Both copies of the form should be signed in ink or indelible pencil, and any changes necessary should

be made in ink or indelible pencil and initialed by the conductor who makes the change, also the officer, or other person in charge of the movement.

(5) Except as provided in paragraph (6), each conductor jointly with the officer or other person in charge of the movement should make an actual count of passengers on the train.

(6) The officer or other person in charge should be requested to sign these reports, also any other reports involving changes or discrepancies in the number of passengers carried. Conductors should use discretion, so that if the officer or person in charge has retired for the night, he should not be aroused in order to verify the number of men on board or to obtain his signature. The conductor should prepare the report and arrange for the necessary verification and signature the next morning or request the connecting conductor to do so, if any changes were made in the personnel during the night.

(7) The last Erie conductor handling report will be sure it is signed and forward the **original**, together with other train collection to Auditor of Revenues in envelope Form 744 and give the **duplicate** to officer or other person in charge of this party.

(8) Conductors should endorse tickets to show the exact number of persons and the points between which carried, such endorsements to correspond with Conductor's Report of Troops Carried.

77 . . . Conductors' Returns

Cash collection with remittance slip Form 271, reports, tickets and transportation authorities lifted, must be deposited at the end of each run with the most convenient agent designated as "Receiver of Conductors' Collections", except that conductors operating suburban trains who make two or more trips a day shall make deposit for all trains operated at the end of the last trip if there is sufficient time within the allotted period after arriving at Jersey City or final point to complete said reports, otherwise said reports will be deposited on the following day.

If last run of the day does not terminate at one of the stations designated, collections may be deposited the following day at the first depository reached.

Collections must be retained in the possession of conductor until deposited as instructed.

The exact amount of cash collected for each run or day (as the case may be) must be deposited, and should

correspond in amount with Form 890 rendered for the run or day covered.

Receipt of "Receiver of Conductors' Collections" for all amounts deposited, should be taken in memorandum book Form 1400.

Agents at the following stations have been designated as "Receivers of Conductors' Collections", and are authorized to receive conductors' returns.

Binghamton, N. Y.	Jamestown, N. Y.	Paterson, N. J.
Caldwell, N. J.	Jersey City, N. J.	Port Jervis, N. Y.
Cleveland, Ohio	Kent, Ohio	Salamanca, N. Y.
Corning, N. Y.	Mansfield, Ohio	Spring Valley, N. Y.
Elmira, N. Y.	Marion, Ohio	Suffern, N. Y.
Essex Fells, N. J.	Meadville, Pa.	Susquehanna, Pa.
Forest Hill, N. J.	Middletown, N. Y.	Waldwick, N. J.
Hammond, Ind.	Nanuet, N. Y.	West Orange, N. J.
Hornell, N. Y.	Passaic, N. J.	Youngstown, Ohio
Huntington, Ind.		

77-A . . . Business and Personal Checks

Effective immediately you are authorized to accept business or personal checks in payment of tariff fares for transportation of passengers, including tax, when the party presenting the check can furnish satisfactory identification. Identification may be accomplished by Automobile Driver's License, Hotel Credit Cards, or cards showing membership in nationally known Lodges and Fraternal organizations, and the holder reproducing the signature shown on the identification card.

CHECKS MUST BE DRAWN TO THE ORDER OF THE COMPANY FOR THE EXACT AMOUNT OF THE TRANSPORTATION CHARGE AND UNDER NO CIRCUMSTANCE SHOULD A CHECK IN EXCESS OF THE TRANSPORTATION CHARGE BE ACCEPTED AND THE EXCESS AMOUNT PAID IN CASH TO THE PURCHASER.

These checks must be deposited with "Receivers of Conductors' Collections" as outlined in rule 77.

78 . . . Monthly Balance Sheet Form 277

A monthly balance sheet, Form 277, must be prepared, and forwarded to the Auditor of Revenues on or before the third day of the following month.

In preparing it, first enter the balance due company or due conductor at the close of the previous month. If "Statement of your Account", Form A. O. 301, for previous month has been received, the balance shown on that form must be used. If it has not

been received, enter the balance you showed on your previous month's balance sheet.

Combine in one total for each day the amount of all Forms 890 bearing that date and enter such daily totals in the column headed "Daily Cash Collections" and foot the column.

Enter in the column headed "Remittances" the total amount **actually remitted** each day and foot the column.

Show opposite "Cash Collections—Current Month" and "Cash Remitted to Treasurer", the totals of the columns headed "Daily Cash Collections" and "Remittances".

After all entries have been made of the balance due company, or conductor, as the case may be, the debit and credit columns of the balance sheet should then be footed and the totals should agree one with the other.

79 . . . Correction of Errors (Form A. O. T. 10)

When conductors receive notice (Form A. O. T. 10) from Auditor of Revenues of errors made in cash collection as reported on Form 890, the amount must be added to, or deducted from, the total of next remittance and correction retained for their file. If correction is not accepted, return Form A. O. T. 10 promptly with full explanation.

Differences account of errors in remittances should not be adjusted on report Form 890.

80 . . . Tickets Honored and Not Lifted

Use of Form 877

Conductor should prepare report Form 877 for all trains, except trains on New York Division and Branches with no connection beyond Port Jervis, New York & Greenwood Lake Railway, Northern R. R. of New Jersey and New Jersey & New York Railroad.

The report should show pay transportation honored but not lifted. For example: commutation, family, or any other multiple forms from which no coupon is detached for passage, tickets endorsed for stopover, also unlifted tickets which require change of trains. Columns 1 and 2 should show starting and destination stations on Erie Railroad for each ticket listed. Column 3 should show the station from which ticket is honored on train covered by the report. Column 4 should indicate station at which passenger leaves train.

81 . . . Lost Tickets or Equipment

Any tickets or equipment lost or stolen must be promptly reported to Division Superintendent and explanation made on report Form 890. If subsequently recovered, they must be forwarded to Auditor of Revenues for credit and Division Superintendent notified.

82 . . . Conductors and Collectors Assisting Regular Train Conductor

Unless otherwise instructed, ticket collectors and conductors assisting regular train conductor should use own punch, cash fare receipts, and train tickets. At end of each run, cash collected, auditors portions of train tickets issued, and transportation collected, should be turned over to conductor in charge of train, who will include them in his report Form 890 and show in space provided the name of each assisting conductor or ticket collector.

83 . . . Reporting Irregularities

When fare is collected from passenger presenting a ticket or pass not valid for passage, the form, number and railroad issuing ticket or pass, also the name and address of passenger, should be shown under "Remarks" on Form 890. When Pullman space has been sold on such tickets, a full description of Pullman ticket should be given showing form and number, date and office at which sold. If tickets are lifted they should be forwarded with Form 890.

All irregularities reported by conductors are referred to the Operating or Passenger Traffic Department, as the case may require.

It is only through conductors' advices that an intimate knowledge can be obtained of the actual conditions prevailing in our service. Particular care should be taken to make full notation under "Remarks" on Form 890 of all irregularities or unusual circumstances connected with transportation authorities, or where conductors feel that they have been unable to properly work their trains and protect the company's revenues because of lack of time between stops, extra travel, inability to secure supplies, etc.

84 . . . Cash Fare Receipt and Train Ticket

Separate cash fare receipt or train ticket should be issued for each fare collected. In exceptional cases,

however, where travel between any two points is so heavy as to make it impossible to issue separate receipt or ticket and collect all transportation, one may be used to cover all fares collected, indicating by punch-cut in center the number of fares collected, also endorsing the number on the back thereof. The passenger's portion in such instance should be turned in with collections and note should be made on Form 890 explaining why separate tickets were not issued.

85 . . . Honoring Tickets Improperly Routed

An interline ticket improperly made up without separate coupons for Erie Railroad, yet bearing evidence that it is valid transportation, should be exchanged by the conductor for a properly made up ticket at the first convenient station. If this is not possible, ticket should be honored and endorsed showing points between which honored, train and date and returned to passenger, also a Form PD103 must be prepared by first conductor who will handle the Form PD103 in the same manner as a ticket.

86 . . . Honoring Tickets Erroneously Issued

Tickets erroneously issued by ticket agent, such as agent's stub instead of passenger's portion, blank tickets improperly filled out, should be accepted provided conductor is satisfied that an error has been made, and appropriate notation made on Form 890.

In case of two tickets stuck together and obviously issued as one, both should be lifted and appropriate notation made on Form 890.

Tickets must not be returned to agents under any circumstances. All adjustments account of errors will be made by the Auditor of Revenues.

All tickets tendered for transportation should bear legible impression of station dater. If an unstamped ticket is tendered, conductor should question holder and satisfy himself that the ticket was properly procured before he honors it, making notation on Form 890.

87 . . . Endorsing Party Tickets and Passes

When a ticket, trip pass, or other equivalent for passage reading for two or more persons, is honored,

the actual number carried (children between 5 and 12 years indicated), train, date, and conductor's name must be endorsed on back thereof. When drawing-rooms or compartments covered by party tickets are occupied by individuals, that information must also be covered by the endorsement. When the transportation of a party is covered by two or more party tickets, which are honored by two or more conductors, the shortage, if any, must be endorsed by succeeding conductors on same ticket which has been endorsed by initial conductor.

88 . . . Honoring of Orders

When conductors are obliged to honor orders drawn for tickets, they must cancel them to show service, and attach to Form 890 with appropriate notation under "Remarks". If order reads to a point beyond the conductor's run, it should be honored only to the first convenient station at which it can be exchanged for ticket.

89 . . . Collecting Tickets in Pullman Car

Train conductors will collect direct from passengers in sleeping or parlor cars all railroad transportation through to destination when such destination is on the Erie System or on a connecting line over which the envelope system is in effect. All transportation terminating on a conductor's run must be immediately lifted and cancelled. Transportation to points on the line of through car service beyond conductor's run must be enclosed in envelope Form 21 as hereinafter instructed.

It must be understood that Pullman conductors or porters in charge are not to be permitted to lift or handle rail transportation except as hereinafter provided. If, however, any unusual condition should arise where assistance of the Pullman conductor or porter in charge in lifting or handling rail transportation is requested by train conductor, a full report must be made under "Remarks" on Form 890. Pullman conductors and porters in charge who are similarly instructed will report whenever they are called upon to assist train conductor.

Train conductor, accompanied by Pullman conductor or porter in charge, must make prompt collection of transportation in sleeping cars in order that passengers may not be delayed in retiring or disturbed after retiring.

When sleeping cars are open to receive passengers prior to departing time, conductor or Pullman employee assigned for that purpose, will collect transportation. Where Pullman employee is assigned, he will call on Superintendent or at the usual Division Supply Headquarters for a sufficient supply of the necessary checks, envelopes, etc.

Transportation collected between points within the run of one conductor must be endorsed to show space location of passenger, and forwarded to Auditor of Revenues with other collections in envelope Form 744.

All transportation reading beyond destination of sleeping or parlor car accommodation must be returned to passenger.

90 . . . Pullman Ticket Short of Railroad Ticket

When parlor or sleeping car space terminates at a point intermediate to destination of railroad transportation, initial conductor will lift transportation through, and conductor on division on which Pullman accommodation terminates, will cancel rail transportation to destination of Pullman space only, returning unused transportation to passenger.

When passenger is to occupy coach beyond destination of Pullman space his transportation is to be handled as any other coach ticket.

91 . . . Drawing-Room and Compartment Tickets

Transportation used by one person for exclusive occupancy of drawing-room or compartment must be so endorsed.

92 . . . Annual Passes in Pullman Cars

When annual passes are presented in parlor or sleeping cars for transportation beyond the run of first conductor, signature of holder should be taken by the initial conductor on Form 5585. It should, also indicate destination of pullman space endorsed to show location, and placed in car envelope Form 21. Succeeding conductors will punch in rotation and final conductor will forward it with other collections. Conductors must be careful to see that the number of the pass, starting point and destination are correctly shown. Station numbers may be used to indicate stations between which honored.

93 . . . Ticket Envelope Form 21

A separate ticket envelope, Form 21, must be used for each sleeping, parlor, private, or official car (in service or being moved empty), and coach, and must be carefully filled in by first conductor to show train number, date, operating car number and name, starting point and destination, and should accompany the car to its final destination on Erie System.

Envelope, Form 21, must be handled in the following manner: First conductor must report on back of envelope, under appropriate headings, all sleeping or parlor car accommodations occupied and between what points occupied. For example: A passenger in a "Pittsburgh - Detroit" car via Erie "Youngstown to Cleveland", occupying space "Pittsburgh to Detroit" must be shown as a passenger "Pittsburgh to Detroit". A passenger in a "Jersey City - Chicago" car holding transportation "Jersey City to Chicago" and only traveling in sleeping car "Jamestown to Chicago" must be shown as a passenger "Jamestown to Chicago".

Station audit numbers (as shown in Rule 931½) may be used instead of station name when showing starting point and destination of passenger.

Each succeeding conductor will show all passengers boarding car while in his charge.

On face of envelope a space is provided for certification by each conductor that a complete check has been made of transportation enclosed in envelope against Pullman diagram and space used, and that proper transportation is held for all passengers occupying the car.

Upon reaching end of his run, conductor must hand to connecting conductor direct, ticket envelope, Form 21, for each sleeping, parlor, private, or official car and coach, properly marked to show contents. When direct connection is not made with succeeding conductor, the envelope must be sealed and handed to pullman conductor or porter in charge for delivery to connecting railroad conductor. Envelopes must not be left in car lockers under any circumstances.

Conductor receiving envelopes must inspect and check contents with endorsement of previous conductor and Pullman diagram, and cancel the transportation for his run, retain such as terminates on his run, and replace in the envelope all transportation which reads beyond, to be in turn delivered to next succeeding conductor.

The last Erie conductor handling envelope, Form 21, will sign in proper space and forward with other

train collections to Auditor of Revenues in envelope, Form 744.

In cases where cars are moving in service to a point beyond the line of the Erie Railroad, a duplicate set of envelopes should be prepared to accompany cars, and the original envelopes turned in with collections by terminal conductor on Erie Railroad. In the reverse direction, on cars received from connections initial conductor should prepare envelopes for use on Erie Line and turn foreign line envelopes in with collections.

93½ . . . Station Audit Numbers

Following is list of principal audit numbers:

GEOGRAPHICAL ORDER

901	New York	223	Friendship
951	Jersey City	227	Cuba
19	Rutherford	233	Olean
39	Passaic	243	Salamanca
47	Paterson	625	Bradford
53	Ridgewood	019	Jamestown
63	Suffern	033	Corry
70	Tuxedo	037	Union City
77	Harriman	043	Cambridge Springs
79	Monroe	049	Meadville
87	Goshen	063	Greenville
93	Middletown	0429	Sharon
101	Port Jervis	0441	Youngstown
109	Lackawaxen	0449	Niles
113	Narrowsburg	0451	Warren
117	Cochecton	091	Ravenna
119	Callicoon	093	Kent
129	Lordville	097	Akron
133	Hancock	099	Barberton
139	Deposit	0107	Rittman
145	Susquehanna	0119	Ashland
151	Binghamton	0127	Mansfield
154	Endicott	0131	Galion
159	Owego	0141	Marion
167	Waverly	0457	Garrettsville-
175	Elmira		Hiram
181	Corning	0461	Mantua
187	Addison	0463	Aurora
201	Hornell	0468	Solon
209	Andover	0475	Lee Road Station
215	Wellsville	0477	East 55th St.
219	Belmont		

(Concluded on next page)

0479	Cleveland	C87	Rochester
C13	Kenton	C101	North Judson
C29	Lima	C117	Crown Point
C41	Ohio City	C127	Hammond
C49	Decatur	C139	Englewood
C65	Huntington	C153	Chicago

ALPHABETICAL ORDER

187	Addison	093	Kent
097	Akron	C13	Kenton
209	Andover	109	Lackawaxen
0119	Ashland	C29	Lima
0463	Aurora	129	Lordville
099	Barberton	0127	Mansfield
219	Belmont	0461	Mantua
151	Binghamton	0141	Marion
625	Bradford	049	Meadville
119	Callicoon	93	Middletown
043	Cambridge Springs	79	Monroe
C153	Chicago	113	Narrowsburg
0479	Cleveland	901	New York
0477	Cleve. East 55th St.	0449	Niles
0475	Cleve. Lee Road	C101	North Judson
117	Cochecton	C41	Ohio City
181	Corning	233	Olean
033	Corry	159	Owego
C117	Crown Point	39	Passaic
227	Cuba	101	Port Jervis
C49	Decatur	47	Paterson
139	Deposit	091	Ravenna
175	Elmira	53	Ridgewood
154	Endicott	0107	Rittman
C139	Englewood	C87	Rochester
223	Friendship	19	Rutherford
0131	Galion	243	Salamanca
0457	Garrettsville-	0429	Sharon
	Hiram	0468	Solon
87	Goshen	63	Suffern
063	Greenville	145	Susquehanna
C127	Hammond	70	Tuxedo
133	Hancock	037	Union City
77	Harriman	0451	Warren
201	Hornell	167	Waverly
C65	Huntington	215	Wellsville
019	Jamestown	0441	Youngstown
951	Jersey City		

94 . . . Identification Checks

Conductors collecting transportation in parlor or sleeping cars reading to a point beyond their runs must at once cancel for their run, and endorse on back of transportation the space location to enable succeeding conductors to locate passenger. In case where transportation is to be returned to the passenger, identification check Form 1097 should be issued, paster coupon attached to back of transportation and the identification check, punched to show date of issue, handed to passenger. Identification check should be surrendered by passenger when unused transportation is returned.

95 . . . Missing Tickets

If a conductor fails to deliver to connecting conductor any transportation which should have been enclosed in conductor's ticket envelope, Form 21, he will immediately wire connecting conductor, giving location of passengers, description of transportation to each destination, forwarding transportation with full report under "Remarks" on Form 890. Conductor receiving wire advice will, if necessary, pass the information along to succeeding conductor.

Conductor finding a passenger in parlor or sleeping car with an identification check indicating transportation was surrendered, but not delivered in envelope, Form 21, by preceding conductor, will trace transportation by wire and be guided by information received, making full report under "Remarks" on Form 890.

96 . . . Checking of Passengers in Pullman Cars

Conductors will be allowed to and must inspect Pullman diagram of sleeping and parlor cars for information as to number of passengers, and must com-

pare transportation collected with space occupied as shown on diagram.

Conductor must not depend for collection of transportation on diagram of cars, nor the contents of envelopes received from preceding conductor, but must satisfy himself by an inspection of the cars (**Having due regard for the comfort and privacy of passengers**), that he has proper transportation for all occupants. Space which envelope and diagram show as unoccupied, must be inspected each time the cars are worked, to make certain that passengers have not taken up the space, without surrender of proper transportation.

The porter of each car must be questioned to ascertain his knowledge of the number of passengers in each location.

When space is occupied by Pullman employees assigned to train, a note to that effect must be made on envelope Form AR 21 as an aid to succeeding conductors in checking car.

Before turning envelopes Form AR 21 over to succeeding conductor inquiry must be made of Pullman conductor or porter in charge if any changes of space have been made. If changes have been made, envelopes must be corrected to show proper location.

97 . . . Ticket Without Passenger

In case the transportation in envelope Form AR 21 exceeds the number of passengers in any one car, a check must be made by comparison with identification checks held by passengers. If the passenger or passengers are not located, train conductor will cancel transportation, note on back "Passenger not located" and make full report under "Remarks" on Form AR 890.

98 . . . Railroad Ticket Short of Pullman Ticket

When passenger presents railroad transportation to a point short of destination of sleeping car accommoda-

tions, and initial conductor is unable to collect proper fare, a notation should be made on envelope Form AR 21 for information of succeeding conductors who will collect balance of transportation or fare due. Such cases must be reported under "Remarks" on Form AR 890.

99 . . . Stop-Over of Passengers in Pullman Cars

When passenger desires to stopover en route and transportation held permits that privilege, the ticket must be endorsed "Off at _____", train and date, and notation made on Envelope Form AR 21 for information of conductor within whose run the stop-over point is located, who will return the unused ticket to passenger.

100 . . . Examination and Lifting of Transportation

Transportation should be called for as soon as possible after trains leave terminals. Subsequently, and for the same purpose, either conductor or ticket collector should pass through each car after every station stop.

All transportation authorities, except annual and term passes, and postal authorities, must be cancelled in the presence of passengers when first presented. An exception to this rule may be made only in the case of commutation tickets honored eastbound to Jersey City, when it is deemed expedient to defer cancellation until final collection is made, prior to arrival at terminal.

One-way and round-trip tickets originating and terminating within the conductor's run (except tickets endorsed for stop-over and as shown in next paragraph) should be cancelled and lifted when first presented. If destination is a station beyond the next stop, a hat check Form AR 1283 prepared to indicate train, date and destination should be issued to passenger and collected after leaving last station stop, prior to destination. This rule should be followed invariably as it is unsafe to rely on memory as to destination of various passengers.

In the New York suburban territory, Port Jervis and east, including branches and side lines, it is permissible to use cancelled one-way or round-trip tickets in lieu of hat checks. In other words, tickets should be canceled when first presented, returned to passenger and finally lifted after leaving last station stop prior to destination.

All orders honored for or in connection with transportation must be punched in the same manner as tickets.

Should a transfer coupon or one reading over another railroad come into the possession of an Erie conductor, he will make no punch-cuts in such coupons but forward with other collections, making an explanatory note on Form AR 890.

An error in punching must be corrected by circling the erroneous punch-cut with indelible pencil over initials of conductor.

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101 . . . To or from Branch Lines

One-way and round-trip tickets, and trip passes reading from the Main Line to a Branch Line station, or to a station on the New York & Greenwood Lake Railway, Northern Railroad of New Jersey, or the New Jersey and New York, or to a station requiring change of trains owing to destination being a non-scheduled stop, should be canceled to destination and lifted by conductor running to transfer point, who will issue and hand to passenger a train check Form 629, properly filled out. Succeeding conductor honoring check Form 629 will cancel and forward it with other transportation authorities taken up on same train.

One-way and round-trip tickets and trip passes reading from a Branch Line station to or via a Main Line station, should be canceled by Branch Line conductor to transfer point, and returned to passenger for presentation to Main Line conductor.

In case of commutation or other form of multiple ticket reading between Main Line and Branch Line stations and requiring change of cars at junction point — for example, between New York and Caldwell — first conductor will cancel one ride from ticket and furnish to passenger Train Check 5738, on which date must be indicated by punch cuts.

Train Check Form 5738 when presented with commutation or multiple form ticket will then be accepted by conductor of connecting train for passage to destination as shown on ticket. Conductor lifting train check will cancel same as a ticket and forward with other train collections. Train checks are to be accepted for passage only on date punched except as provided in next paragraph.

Where there is a volume of traffic to or from Branch Line points, conductors may punch out the current date in advance on such number of train checks as they consider will be required. If any checks so punched are not used on that date, it will be proper

to punch out the next succeeding date or dates, conductors honoring train checks to be governed by the last date indicated.

102 . . . Cancellation of Transportation

The following rules should be observed in the cancellation of tickets and other transportation authorities, except annual and term passes, postal authorities, and commutation and other forms of multiple tickets. Punch cancellation must be in spaces designated for the different operating divisions, branches and side lines as illustrated in formula on next page, care being exercised to avoid punching out numbers and dates. A strict compliance with punching formula is essential as refunds on partly used tickets are based on punch cancellations or endorsements appearing in or on tickets.

A. One punch cut near center, and one punch cut in space as designated for division, branch or side line over which transportation is valid.

B. A punch cut in the space as designated for each additional division or side line, and a final punch cut near center when transportation is lifted.

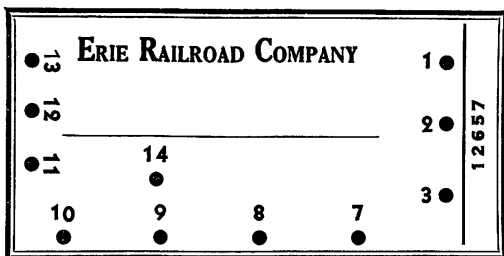
C. When a one-way or round-trip ticket or a trip pass reads over one branch line only, cancellation must be made in space under No. 13.

D. When a one-way or round-trip ticket, or a trip pass reads over Main Line and two Branch Lines — for example, between Orange, N. J., and Essex Fells, N. J. — Initial conductor must punch in space under No. 13 and return ticket or pass to passenger for presentation to Main Line conductor, who must cancel ticket or pass to transfer point, and issue train check Form 629 in accordance with instructions.

In canceling ticket on which stop-over is allowed, it must be punched in proper location to indicate service performed, and endorsed with indelible pencil "Off at _____" over initials of conductor.

The conductor honoring the ticket from stop-over point to destination or next stop-over point must punch it in proper location; if canceled to a station beyond the stop-over point, the ticket must again be punched in the same location, close to the original cut.

The following ticket punching formula must be strictly observed:



Punch cancellations for service on the following lines, or any part thereof between stations named, must be made in locations as indicated by numbers shown on the above diagram

1. ERIE RAILROAD, Jersey City and Port Jervis.
NEW YORK & GREENWOOD LAKE RAILWAY.
NORTHERN R. R. OF NEW JERSEY.
NEW JERSEY & NEW YORK RAILROAD.
2. ERIE RAILROAD, Port Jervis and Susquehanna.
3. ERIE RAILROAD, Susquehanna and Hornell.
7. ERIE RAILROAD, Hornell and Salamanca.
8. ERIE RAILROAD, Salamanca and Meadville
14. ERIE RAILROAD, Meadville and Kent
9. ERIE RAILROAD, Youngstown and Cleveland.
10. ERIE RAILROAD, Kent and Marion.
11. ERIE RAILROAD, Marion and Huntington.
12. ERIE RAILROAD, Huntington and Chicago, Ill.
13. ERIE RAILROAD, Corning and Avon
ERIE RAILROAD, Hornell and Buffalo
ERIE RAILROAD, Buffalo and Jamestown

103 . . . Protecting Company's Interests

The large number of uncanceled and partly canceled tickets received for redemption, many of which remain in the hands of passengers through failure on part of conductors or ticket collectors to thoroughly work trains in their charge, and which no doubt represent rides secured, emphasizes the importance of exercising extreme care to see that every passenger presents or surrenders proper authority for transportation, or its equivalent in cash.

104 . . . Working Parlor Cars

In parlor or club cars operated by the Erie Railroad, conductors will lift both railroad and parlor car seat tickets, except between Cleveland and Pittsburgh, parlor car porter will lift parlor car seat tickets.

If passenger does not hold seat ticket, conductor will collect seat fare, and issue conductor's train ticket, indicating seat number, train number, origin and destination points, and amount collected including tax; except between Cleveland and Pittsburgh parlor car porter will collect seat fare and issue parlor car ticket form 28.

Right hand portion of train ticket is to be forwarded to Auditor of Revenues with collections, reporting on Form 890. Left hand portion should also be forwarded to Auditor if issued to a point within your run, but should be placed in Form 21 envelope, with rail ticket, if issued to a point beyond your run.

Conductor will refer to diagram and confer with porter before assigning and selling space.

Initial Conductor will prepare Form 21 envelope and all Conductors will handle rail and parlor tickets and envelope for parlor cars in usual manner as shown in Rules 89 and 93 in Manual, bearing in mind cars are Erie owned and operated.

105 . . . Annual and Term Passes and Post Office Commissions

Conductors (except trains on New York Division and Branches with no connection beyond Port Jervis, New York & Greenwood Lake Railway, Northern R. R. of New Jersey and New Jersey & New York Railroad) will require signature in their presence on Form 5585 and compare such signature with that appearing on pass or other authorities of every person presenting an annual or term pass, Post Office commission or certificate issued by State Governments, except as follows:

- A. Annual and term passes issued for use of unnamed persons with identifying form or letter which is lifted by conductor.
- B. Officials when traveling in business cars.

106 . . . Transfer in Cleveland

As Erie Railroad trains operate to and from the Union Terminal, Cleveland, transfer is not required for passengers and their baggage when routed via Erie Railroad Cleveland and Baltimore & Ohio, New York Central, or Nickel Plate Railroads.

When passengers are routed via Pennsylvania Railroad or Detroit & Cleveland Navigation Company, beyond Cleveland, passengers must arrange for their own personal transfer.

Conductors should lift transfer coupon allowing it to remain attached to Erie coupon and forward it to Auditor with other train collections.

107 . . . Cancelled

108 . . . Charge for Erie Railroad and Foreign Official and Business Cars

For Erie business cars on Erie Railroad there will be no charge for car movement, but the tariff requires regular fare valid in Pullman cars for each occupant not holding free transportation, plus 33.6% of the adult regular one-way first-class fare if night accommodations are used, minimum charge \$5.60 (See Note B), or parlor car seat rate if day service only is used, minimum charge 95 cents. (See Note A).

For movement of an official or business car of another railroad, a minimum charge is made equal to ten regular fares valid in Pullman cars between points moved, and an additional fare for each occupant not holding free transportation, plus 33.6% of the adult regular one-way first-class fare if night accommodations are used, minimum charge \$5.60 (See Note B), or parlor car seat rate if day service only is used, minimum charge 95 cents. (See Note A).

Note A—If there is no published parlor car seat rate, the charge will be 16.8 percent of the adult regular one-way first class fare applicable between such points. Minimum charge 95 cents.

Conductors will accept the statement of official in charge of car, or of his secretary, as to occupants of car, and report on Form 890 complete description of transportation tendered, cancel and forward such transportation in the usual manner.

If the official in charge of car, or his secretary, should tender cash in payment of charges, conductor will accept such payment, issue conductor's train ticket Form 30, and describe the charges on back of Auditor's coupon. If payment of charges or transportation equivalents is not tendered, collection based on conductor's detail shown on Form 890 will be arranged by the Accounting Department.

Note B—Minimum charge will be \$5.00 on traffic wholly within the State of New York.

109 . . . Equipment and Supplies

The following equipment and supplies are provided for the proper handling of passenger transportation and accounting therefor to the Auditor of Revenues, indicating where and how they may be secured:

Tariffs	}	Conductors operating into Jersey City apply to General Agent, Passenger Department, Jersey City. All others apply to Passenger Traffic Department, Cleveland.	
New York Div., Branches and Side Lines			No. 1-H
Delaware and Susquehanna Divs.			No. 2-G
Alleghany and Meadville Divisions			No. 3-H
Mahoning and Kent Divs.			No. 4-H
Marion Div.			No. 5-G
Through Fares			TF No. 14
N. J. & N. Y. R. R.	No. 1-E		
Tickets—Cash Fare Receipt Conductors' Train Round-Trip Train Parlor Car Form 20	}	Requisition to Auditor of Revenues, Cleveland—Should be forwarded three weeks before tickets required.	
Punches—New			}
Punches Repairs	}	Conductors operating into Jersey City apply to General Agent, Passenger Department, Jersey City. All others apply to Auditor of Revenues, Cleveland.	
Coach Train Check Form CTC			}
Commutation Identification Form C.S.1	}	Apply to General Agent, Passenger Department, Jersey City.	
Susquehanna Transfer Form MTN or MTNR			}
Through-Train Motor-Coach Form MCT	}	Requisition to Auditor of Revenues, Cleveland.	
Honoring In Coaches Tickets Valid In Parlor Or Sleeping Cars; Tickets Not Entirely Used, Lifted By Conductor For Possible Refund. Form PDR.			}
Transfer Check Form 629	}	Requisition to Auditor of Revenues, Cleveland.	

The following forms are available at Division headquarters:

- Form AR 21 — Ticket Envelope.
- Form 90 — Scrip and Mileage Envelope.
- Form PD103 — Interline ticket without Erie R. R. coupon.
- Form 271 — Remittance Slip.
- Form AR 277 — Balance Sheet.
- Form AR 744 — Collections and Report Envelope.
- Form AR 877 — Report of Tickets Honored.
- Form AR 890 — Report of Cash Fare Collections, etc.
- Form 1097 — Identification Check.
- Form AR 1283 — Hat Check.
- Form 1400 — Receipt Book.
- Form 5585 — Pass Signature Slip.
- Form TP 5738 — Commutation Transfer Check.
- Form 5788 — Report of troops carried.
- Form TP 350 — New York Motor Coach Connection Record.
Ticket Requisition.

**FEDERAL TAX ON TRANSPORTATION
OF PERSONS, ETC.**

The Federal Revenue Tax Act of 1941 amended April 1, 1954, imposes a tax of 10 per centum on transportation of persons.

Conductors and others interested shall be governed by these instructions herein, in assessing, collecting and reporting such tax.

Pertinent extracts from the Act follow:

**"SUBCHAPTER C—TRANSPORTATION OF
PERSONS**

**"SEC. 3469. TAX ON TRANSPORTATION OF
PERSONS, ETC.**

"(a) **Transportation.**—There shall be imposed upon the amount paid within the United States, on or after April 1, 1954, for the transportation, on or after such effective date, of persons, by rail, motor vehicle, water, or air, within or without the United States, a tax equal to 10 per centum of the amount so paid.

"(b) **Exemption of Certain Trips.**—The tax imposed by subsection (a) shall not apply to amounts paid for transportation which do not exceed 35 cents.

"(c) **Seats, Berths, Etc.**—There shall be imposed upon the amount paid within the United States for seating or sleeping accommodations in connection with transportation with respect to which a tax is imposed by subsection (a) a tax equivalent to 10 per centum of the amount so paid.

"(f) **Exemptions.**—

"(1) **Governmental Exemption.**—The tax imposed by this section shall not apply to the payment for transportation or facilities furnished to any State, Territory of the United States, or political subdivision thereof, or the District of Columbia, or any corporation created by Act of Congress to act in matters of relief under the treaty of Geneva of August 22, 1864."

"(2) **Exemption of Members of Military and Naval Service.**—The tax imposed by this section shall not apply to the payment for transportation or facilities furnished under special tariffs providing for fares of

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not more than 2.025¢ per mile applicable to round-trip tickets sold to personnel of the United States Army, Air Force, Navy, Marine Corps, and Coast Guard traveling in uniform of the United States at their own expense when on official leave, furlough, or pass, including authorized cadets and midshipmen, issued on presentation of properly executed certificate.

“(3) Federal Government. (a) The tax does not apply to amounts paid for transportation or facilities furnished to the United States or any agency or instrumentality thereof, upon a United States Government transportation request.

(b) Amounts paid for transportation or facilities furnished to the United States, or any agency or instrumentality thereof, except the American Red Cross, or when transportation is issued in exchange for U. S. Government Transportation Request, are subject to the tax, unless specifically exempted by the Secretary of the Treasury under authority of section 307 (c) of the Revenue Act of 1943. Exemption certificate form 731, Revised, must be furnished.

“(4) Red Cross.—Amounts paid or payable by the Red Cross are not subject to the tax. For the purposes of this section, the Red Cross is both an instrumentality of the United States and a corporation created by Act of Congress to act in matters of relief under the treaty of Geneva of August 22, 1864.

“(5) State and Local Governments.—Amounts paid for transportation or facilities furnished to any State, Territory of the United States, or political subdivision thereof, including agencies, such as state universities and organizations connected therewith, are not subject to the tax.

(6) Foreign Governments.—The tax does not apply to an amount paid for passenger transportation or to an amount paid for transportation of property including baggage or other articles handled under the Baggage Tariff by an officer, agent, employee, or member of the armed forces of a foreign government, including missions and commissions of a foreign government when the ultimate liability for the payment of such tax would fall upon such foreign government.

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Ambassadors, ministers and other duly accredited diplomatic representatives of foreign governments, the members of their families living with them, and members of their households, including attaches, secretaries, clerks and servants, provided such members of households are not citizens of the United States, are entitled to exemption from the tax on amounts paid for the transportation of persons, property and accommodations furnished in connection therewith, the legal incidence of which would otherwise fall upon them.

In the absence of a treaty providing greater immunity, consular officers of a foreign country are exempt from the tax on amounts paid for the transportation of persons or property, the legal incidence of which would otherwise fall upon them, but only in respect of transactions arising in the performance of their official functions for which payment is made, directly or indirectly, by the foreign government. Where a greater immunity may be allowed under a treaty, the foregoing exemption may be extended to include personal as well as official transactions. However, such additional exemption applies only to consular officers who are not citizens of the United States and who are not engaged in professional business, trade, manufacture or commerce. The term "Consular officers" includes consuls-general, consuls, vice consuls, interpreters in consular offices, student interpreters and consular agents.

An exemption certificate, Form 731, revised, must be surrendered in support of each payment for transportation of persons which is claimed to be tax exempt under the above rule.

PENALTIES

The law provides as follows:

"(1) Any person required under this chapter to pay any tax, or required by law or regulations made under authority thereof to make a return, keep any records, or supply any information, for the purposes of the computation, assessment, or collection of any tax imposed by this chapter, who willfully fails to pay such tax, make such return, keep such records, or supply such information, at the time or times required by law or regulations, shall, in addition to other penalties provided by law, be guilty of a misdemeanor and, upon conviction thereof, be fined not more than \$10,000,

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or imprisoned for not more than one year, or both, together with the costs of prosecution.

“(2) Any person required under this chapter to collect, account for and pay over any tax imposed by this chapter who willfully fails to collect or truthfully account for and pay over such tax, and any person who willfully attempts in any manner to evade or defeat any tax imposed by this chapter or the payment thereof, shall, in addition to other penalties provided by law, be guilty of a felony and, upon conviction thereof, be fined not more than \$10,000, or imprisoned for not more than five years, or both, together with the costs of prosecution.

TAX—BY WHOM COLLECTED

The tax shall be collected by Conductors and Ticket Collectors when issuing tickets or other taxable transportation, (See regulations herein covering scrip books and employee's mileage.)

FRACTIONS

In computing the amount of tax to be paid, a fractional part of a cent shall be disregarded, unless it amounts to one-half of 1 cent or more, in which case it shall be increased to one (1) cent.

ONE WAY TICKETS

The tax applies on a one-way ticket when the amount paid is 36 cents or more.

ROUND TRIP TICKETS

The tax applies on a round-trip ticket if the one-way fare of like class is 36 cents or more but does not apply on a round-trip ticket if the one-way fare of like class is 35 cents or less.

HALF FARES FOR CHILDREN

In the case of children's half-fare tickets or fares, first ascertain the actual half-ticket fare and compute the tax on that amount. Do not ascertain the tax applying to the adult fare and use half of such amount.

CLERGY, CHARITY, D.V.S., V.A.H., EMPLOYEE, ETC.

The tax applies to transportation of these classes in the same manner as to full fare transportation and with the same exceptions, the tax to be computed

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(Continued)

upon the amount actually charged for the transportation issued.

CHANGE IN CLASS OF ACCOMMODATIONS

The tax applies to all amounts paid for changing the class of accommodations, for example, from coach to sleeping or parlor car service.

ADDITIONAL COLLECTIONS

The tax applies on an additional amount paid to extend passengers trip to a point beyond the destination of the ticket presented.

EXCLUSIVE OCCUPANCY CHARGES

The tax applies to an amount paid as an additional charge to permit exclusive occupancy of a compartment, drawing-room, stateroom, etc., in parlor cars or sleeping cars.

MOTOR COACH TICKETS

The tax applies to the amount paid for a motor coach ticket between Jersey City and New York.

EMPLOYEE'S MILEAGE

The tax will be collected on amount paid for employee's mileage books at time of sale.

INTERCHANGEABLE SCRIP BOOKS

The tax will be collected on the amount paid for scrip books at the time of sale.

SCRIP DETACHMENTS—(SHOW COMPANIES)

No tax will be collected on scrip as detached or on tickets exchanged for scrip.

Tax will be collected on any additional amount paid in cash on account of insufficient scrip.

OFFICE OR BUSINESS CARS

The property transportation tax of three per centum applies on the amounts paid for transportation of an office or business car, which is a charge for movement of property rather than persons.

The passenger transportation tax of ten per centum applies to fares collected from revenue passengers when the amount paid is 36 cents or more, and to amounts paid for seating and sleeping accommodations and extra fares.

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SEATING and SLEEPING ACCOMMODATIONS

The tax applies on every amount (no minimum), paid for accommodations in parlor cars or sleeping cars.

CONDUCTORS' CASH COLLECTIONS

The total amount collected (including tax) should be punched in space provided on all cash fare receipts and on one-day 30-day round-trip tickets sold in New York Suburban territory.

Some cash fare receipts and tickets now in use are not provided with space showing odd cents, in such cases the total amount collected should be written on both portions of the receipt or ticket.

EXEMPTIONS

The tax does not apply to payments for transportation furnished to the United States (see paragraph (3) page B of this supplement) or to any State or Territory. "State" or "Territory" includes political subdivisions thereof such as counties, cities, towns, villages, or other municipalities.

Persons claiming exemption must surrender a separate exemption certificate for each fare collected, except that government officers or employees when conducting prisoners or other persons whose transportation costs are properly exempt from tax, may give one certificate to cover the party. On all cash fare receipts or tickets issued under this rule, the words "tax not paid" must be stamped or written on each such receipt or ticket.

Conductors accepting the exemption certificates must see that all information called for thereon has been properly filled in together with the signature and title of the government officer or employee issuing same.

No exemption certificate is required when standard forms of Government (Federal, State or local) transportation requests or to round-trip tickets sold to military personnel on official leave, furlough or pass at fares authorized for furlough travel.

Special Supplement to Manual of Instructions (Continued)

Tax applies on any payment of additional amount by holder of Government Transportation Request unless such person presents exemption certificate in connection with such additional payment.

FILING OF EXEMPTION CERTIFICATES

Exemption certificates must be lifted at time payments are made for services rendered and forwarded to Auditor of Revenues with Form AR 890.

Treasury Department form of Exemption Certificate will be substantially as follows, except as hereafter authorized, no other form will be accepted.

Form 731—Revised Oct. 1941
TREASURY DEPARTMENT
Internal Revenue Service

EXEMPTION CERTIFICATE

Tax on Transportation of Persons—
Seats, Berths or Staterooms

Place of Issue of Ticket..... Date..... 19.....

Name of Issuing Carrier

Ticket Form No..... Ticket No.....
(To be filled in by Agent or Carrier Issuing Ticket)

For Via.....
(Transportation—Seat, Berth or Stateroom)

From To

I certify that the charges for the service indicated above have been, or will be, paid for by the United States, or by a State or Territory, or political subdivision thereof, or the District of Columbia, as indicated below, are incurred in the performance of my official duties, and are exempt from the tax imposed under Section 3469 of the Internal Revenue Code.

.....
(Government Agency or Service Account of which
exemption is authorized)

.....
(Signature)

.....
(Title)

Transportation agents should not accept this certificate unless the officer or employee presenting it shows satisfactory credentials.

Special Supplement to Manual of Instructions
(Concluded)

RECORDING AND ACCOUNTING

Federal tax on transportation of persons, etc., collected by conductors and ticket collectors should be recorded in daily sales record book in the same manner as other passenger collections and accounted for on Report Form AR 890.

When using Form AR 890 provided with columns in which to enter tax, carry the total tax figure to the "Amount" Column before entering the grand total.

10 Per Cent Table for Computing Federal Tax on Transportation of Persons, etc.

Amount	Tax	Amount	Tax	Amount	Tax
1c to 4c inc.	none	\$5.00	\$.50	\$23.00	\$2.30
5c to 14c inc.	\$.01	6.00	.60	24.00	2.40
15c to 24c inc.	.02	7.00	.70	25.00	2.50
25c to 34c inc.	.03	8.00	.80	26.00	2.60
35c	.04	9.00	.90	27.00	2.70
36c to 44c inc.	.04	10.00	1.00	28.00	2.80
45c to 54c inc.	.05	11.00	1.10	29.00	2.90
55c to 64c inc.	.06	12.00	1.20	30.00	3.00
65c to 74c inc.	.07	13.00	1.30	31.00	3.10
75c to 84c inc.	.08	14.00	1.40	32.00	3.20
85c to 94c inc.	.09	15.00	1.50	33.00	3.30
95c to 99c inc.	.10	16.00	1.60	34.00	3.40
1.00	.10	17.00	1.70	35.00	3.50
2.00	.20	18.00	1.80	36.00	3.60
3.00	.30	19.00	1.90	37.00	3.70
4.00	.40	20.00	2.00	38.00	3.80
		21.00	2.10	39.00	3.90
		22.00	2.20	40.00	4.00

The figures opposite 1c to 35c inc., to be used only in computing the tax on ticket fares between even dollars.

The following example will illustrate the method of computing the tax:

Tax on \$2.00 is .20 cents
Tax on .34 is .03 cents

Tax on ticket fare of \$2.34 is .23 cents







