

THE
DAYTON UNION
RAILWAY COMPANY

SPECIAL
INSTRUCTIONS

GOVERNING OPERATIONS
BETWEEN
SECOND STREET AND
MIAMI CITY JUNCTION
DAYTON, OHIO

EFFECTIVE JULY 15, 1932
REVISED APRIL 15, 1959

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SAFETY FIRST, at all times, and in all places, is the most important rule of conduct of each and every employe. See Instruction 22.

The following special instructions govern operation of trains and engines over the tracks of the Dayton Union Railway Company between Second Street and Miami City Junction, and supersede all previous instructions inconsistent therewith.

The employes of each railroad will be governed by the rules, time tables and instructions of their respective roads, which do not conflict with the regulations contained in these special instructions.

Issued by authority of the Board of Managers.

N. E. MANVILLE,
Superintendent.

Between Second Street and Miami City Junction, Interlocking Rules are in effect and position light type signals, controlled by a Train Director, govern the movement of trains and, unless otherwise provided, their indications are authority for movements in either direction on all tracks, but do not dispense with the use or observance of other signals whenever and wherever they may be required.

DESIGNATION OF TRACKS

Designation of track from North to South as follows:

- No. 1 Track — 2nd street to M.C. Jct.
- No. 2 Track — 2nd street to East end of Depot.
- No. 3 Track — 2nd street to East end of Depot.
- No. 4 Track — M.C. Jct. to 2nd street.

DEFINITIONS

Lever Marker,—A device for attaching to a lever of the interlocking machine controlled by the train director, when the use of the route governed by that lever is temporarily restricted.

Electric Switch Lock,—A device for locking hand-operated switches in normal position.

Interlocking,—An arrangement of signals and signal appliances so inter-connected that their movements must succeed each other in proper sequence and for which interlocking rules are in effect.

Interlocking Signals,—The fixed signals of an interlocking.

SPEEDS:

Maximum Speed,—30 miles per hour.

Medium Speed,—Not exceeding 15 miles per hour.

Slow Speed,—Not exceeding 10 miles per hour.

Restricted Speed,—Not exceeding 10 miles per hour prepared to stop short of train, obstruction or switch not properly lined and be alert for broken rail.

NOTE—Speed Restrictions apply to entire train.

OPERATING INSTRUCTIONS

Conductors and Enginemen

1. Before using hand-operated switches equipped with electric locks, the conductor and engineman of train or engine will be governed by instructions from the train director as to the length of time such switches may be used. After using, hand-operated switches must be secured in their normal position and the train director notified.
2. To hold the main track to do work, the conductor or engineman of train or engine must procure permission from the train director. There must be an understanding between the conductor and engineman and the train director, as to the designated working limits and time limit. If additional time is needed, the conductor must, before the limit has expired, report to the train director for instructions. When work is completed, or train or engine is clear of the main track, and switches placed in normal position, train director must be notified.
3. A reverse movement within the limits of the interlocking or a forward movement after making a reverse movement, must not be made without the proper interlocking signal indication or permission of the train director. When a movement is made by permission of the train director it must be made at restricted speed.
4. When interlocking signal indicates "Stop," conductor or engineman must immediately call train director from nearest telephone for instructions.
5. A train or engine must not pass a Stop-signal except when authorized by Clearance Card. The train director may authorize a conductor or engineman to fill out Clearance Card.

6. A signal imperfectly displayed or the absence of a signal at a place where a signal is usually shown, must be regarded as the most restrictive indication that can be given by that signal, except that when sufficient lights are displayed to determine indication of the signal, such indication will govern.
7. When cars are pushed by an engine the leading car must be equipped with a back-up hose in working order and a trainman stationed in charge of hose to give and receive signals. Trainmen must be stationed so hand signals can be communicated. Running switches must not be made.
8. Air brakes must be in operation on all trains and yard cuts.
9. Steam generator separators will not be blown down in Union Station.
10. Sand must not be used over switches.
11. The conductor of a train or switching crew with cars to set off or pick up in the Union Station will advise the train director of intended moves. Cars will not be left on Union Station tracks without permission of the train director.
12. Trainmen will supervise the loading of passengers and clearly announce the important stations to which train is destined as well as the name of the railroad.
13. Toilet room doors in all passenger equipment must be kept locked, except when receptacles are applied. Garbage or other refuse must not be thrown from dining and other cars.
14. Trains with equipment or shipments in excess of 15½ feet high 5 feet from center of track, or 17 feet high 3 feet from center of track, must not use station platform tracks due to shelter shed clearance.

Train Directors:

15. Train Director before giving permission for a train or engine to occupy or foul a main track at a hand-operated switch must:
 - (a) Apply standard lever marker to levers governing entrances to working limits.
 - (b) Advise conductor or engineman as to time during which train or engine may use switch or may foul a main track, designating the working limits. The time limit may be extended on request if conditions permit.
 - (c) Record on the prescribed form the engine number, time limit, location of train or engine, time work is completed or main track cleared.
 - (d) When conductor reports having finished use of a hand-operated switch and the switch is secured in normal position, it must be locked and the lever marker removed.
16. In case of signal failure train director may, by issuance of Clearance Card, authorize train or engine to pass Stop-signal, but before doing so must:
 - (a) Check levers of machine to ascertain if any signals are displayed for conflicting routes or switches improperly lined.
 - (b) Determine definitely that no other movements have been authorized to foul the main track at hand-operated switches and that there are no conflicting movements involved.
17. **Train Starting System**
 - (a) Conductor will push button, located on platform shelter shed columns, one minute before train is ready to depart.

- (b) When all passengers have entered stairway the gateman will light a green light adjacent to Conductor's push button.
- (c) Conductor, after all passengers are aboard, will give proper signal for train to depart.
- (d) Trains must not start until green starting signal is received.

18. Speed Restrictions

Maximum Speed -----30 Miles Per Hour
 Engines Running Backward ----20 Miles Per Hour
 Entering Station Tracks -----10 Miles Per Hour
 Through No. 10 Turnouts at
 Miami City Jet. -----15 Miles Per Hour

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19. Location of Telephones

Indicated on diagram of tracks and signals. After use receiver must be replaced on hook and telephone cabinet door closed.

20. Motor or Track Cars

Employees in charge of motor or track cars, before entering Dayton Union Railway tracks, will procure from the train director by telephone, route and time limit during which track may be used. Failing to clear within the time limit he will immediately telephone the train director for instructions.

Permission will be granted verbally by Train Director for Motor or Track Car to pass in stop position, the first Signal governing entrance to route the car will take and this Signal marked with standard lever marker.

Each succeeding Signal along route will display proper proceed indication to govern move. Signal indications along entire route will not be changed until Motor or Track Car has reported in clear. Following movements prohibited until Motor or Track Car movement is completed.

Proper clearance card record shall be maintained by Train Director covering each verbal authority given for such a move.

- 21. Employees will refrain from loud talking and unnecessary noise in and around Station and occupied passenger cars.
- 22. All accidents, personal injuries or damage to company property must be reported promptly in writing to the Superintendent by employees in charge with names and addresses of witnesses.
- 23. **Company Surgeon**

Dr. Robert C. Austin
 920 Fidelity Medical Building
 Dayton 2, Ohio
 BA 3-9129

FIXED SIGNALS

- 24. The following signal aspects are in effect:

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FIG. 1

Indication—Proceed
Name—Clear

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FIG. 1

Indication—Proceed at Medium speed.
Name—Medium-clear.

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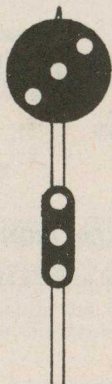


FIG. 1

Indication—Proceed approaching next signal at Medium speed.
Name—Approach-medium.

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FIG. 1

Indication—Proceed prepared to stop at next signal. Train exceeding Medium speed must at once reduce to that speed.
Name—Approach.



FIG. 1

Indication—Proceed at Slow speed.
Name—Slow-clear.

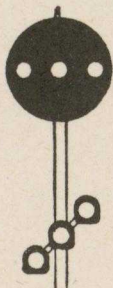


FIG. 1



FIG. 2

Indication—Proceed at Slow speed prepared to stop at next signal.
Name—Slow-approach.



FIG. 1



FIG. 2

Indication—Proceed at Restricted speed.
Name—Restricting.



FIG. 1

Indication—Stop; Then proceed at restricted speed.
Name—Stop and proceed.



FIG. 1

Indication—Stop.
Name—Stop-signal.



FIG. 2

THE DAYTON UNION RAILWAY COMPANY
CLEARANCE CARD

Dayton _____ 19 _____

To Conductor and Engineman:

R. R. Train No. _____ Engine _____
on _____ Track.

Signal cannot be cleared.

Pass Stop Signal at _____ as though restricting Signal
were displayed.

Time _____ M _____
_____ Train Director.

This card will be used to authorize a train or engine to pass a Stop-signal only in case of a signal failure or when signal cannot be displayed for an engine returning to its train.

