

Nº 138

**The Union Terminal Company**

Dallas, Texas

•  
**Operating Rules**  
•

Effective August 1, 1947

**The Union Terminal Company**  
Dallas, Texas

---

**OPERATING RULES**

*Effective*

**August 1, 1947**

---

The rules herein set forth govern the employes of The Union Terminal Company, and the employes of other railroads using the facilities of The Union Terminal Company. They supersede all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

C. L. BAKKE  
*Vice President and General Manager*

## GENERAL NOTICE

Safety is of the first importance in the discharge of duty.

Obedience to the rules is essential to safety.

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

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

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

## GENERAL RULES

A. Employes whose duties are prescribed by these rules must provide themselves with a copy.

B. Employes must be conversant with and obey the rules and special instructions. If in doubt as to their meaning, they must apply to proper authority for an explanation.

C. Employes must pass the required examinations.

D. Persons employed in any service on trains, or in connection therewith, are subject to the rules and special instructions.

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

F. Accidents of any nature, defects in track, bridges, signals or any unusual condition which may affect the movement of trains or engines, must be reported promptly to Vice President and General Manager, when it can be done without causing further delay. When not reported as above, report must be made by wire from the first telegraph office.

G. The use of intoxicants or narcotics, or employes having them in their possession when reporting for or while on duty, is prohibited.

H. The use of tobacco by employes in uniform while on duty, or by those serving patrons in or about passenger station or on trains, is prohibited.

J. Employes on duty must wear the prescribed badge and uniform, and be neat in appearance.

**K.** To avoid annoyance to the public, employes and others authorized to transact business at station, and on or about trains, must be courteous, orderly and quiet.

**L.** In case of danger to the Company's property, employes must unite to protect it.

**M.** Employes must exercise care to avoid injury to themselves or others by observing the condition of equipment and the tools which they use in performing their duties, and, when found defective will, if practicable, put them in safe condition, reporting defects to the proper authority.

They must inform themselves as to the location of structures or obstructions where clearances are close.

They must expect movements of trains, engines or cars at any time, on any track, in either direction.

They must not stand between the rails in front of an approaching engine or car for the purpose of boarding the same.

## DEFINITIONS

**ENGINE**—A unit propelled by any form of energy and used in train or yard service.

**TRAIN**—An engine or more than one engine coupled, with or without cars, displaying markers.

**MAIN TRACK**—A track extending between designated points, upon which trains and engines are operated in either direction by block signals.

**TWO OR MORE TRACKS**—Two or more main tracks upon any of which the current of traffic may be in either specified direction.

**CURRENT OF TRAFFIC**—The movement of trains on a main track, in one direction, specified by the rules.

**FIXED SIGNAL**—A signal of fixed location indicating a condition affecting the movement of a train or engine, such as switch, block, interlocking, stop signs, yard limit signs, slow signs, etc.

**YARD**—A system of tracks within defined limits provided for the making up of trains, storing of cars and other purposes, over which movements may be made, subject to prescribed signals and rules, or special instructions.

**YARD ENGINE**—An engine assigned to yard service and working within yard limits.

**PILOT**—An employe assigned to a train when the engineer or conductor, or both, are not fully acquainted with the physical characteristics or rules of the railroad, or portion of the railroad, over which the train is to be moved.

**TRAIN REGISTER**—A book or form used for registering signals displayed, the time of arrival and departure of trains, and such other information as may be required.

**YARD SPEED**—A speed that will permit stopping within one-half the range of vision.

## OPERATING RULES

1. Standard clock is located in telegraph office, and operator receiving time at 11:00 A.M., daily, will, if necessary, correct clock to agree with standard time.
2. Employes listed below, and other employes as may be designated, must, while on duty, have

a reliable railroad grade watch which must not vary more than thirty seconds from correct time:

Yardmasters	Hostlers
Assistant Yardmasters	Herders
Engine Foremen	Pilots
Yard Helpers	Signal Supervisors
Engineers	Signal Maintainers
Firemen	Section Foremen

(Note: A railroad grade watch is one equipped with a lever set.)

2 (A). Employes must present their watches to officers and supervisors upon request.

3. Employes of all lines using tracks of The Union Terminal Company will be governed by current time service instructions issued by their respective companies.

4. The time-table of The Union Terminal Company is for information only. Employes of all lines using tracks of The Union Terminal Company will be governed by the current time-table of their respective companies as to the arriving and departing times.

7. Employes whose duties may require them to give signals must provide themselves with the proper appliances, keep them in good order and ready for immediate use.

7 (A). Signals must be given and acted upon strictly in accordance with the rules. Trainmen, yardmen, engineers, firemen and others must keep a constant lookout for signals. Those giving signals must locate themselves so as to be plainly seen; signals must be given in such a manner that they cannot be misunderstood. All hand signals, when practicable, must be given on engineer's side.

Precaution must be exercised by trainmen, yardmen, engineers, firemen and others to avoid acting upon signals that are not understood, or that may be intended for other trains or engines. In case of doubt, movements must not be made until verbal understanding has been reached.

In backing a train, cars or engine, or pushing cars ahead of engine, the disappearance from view of employe giving signals, or light by which signals are given, must be construed as a stop signal.

8. Flags of prescribed color must be used by day, and lights of prescribed color by night.

9. Day signals must be displayed from sunrise to sunset, but when day signals cannot be seen plainly, night signals must be used in addition.

Night signals must be displayed from sunset to sunrise.

10. COLOR SIGNALS

Color	Indication
-------	------------

- |              |  |
|--------------|--|
| (a). Red.    | Stop.  |
| (b). Yellow. | Proceed at yard speed, and for other uses prescribed by the rules. |
| (c). Green.  | Proceed, and for other uses prescribed by the rules.               |
| (d). Blue.   | See Rule 26.   |

10 (A). When a yellow signal is required it will be displayed to the right of track, in the direction of approach, five hundred feet in advance of structure, or track, over which speed of trains, engines or yard cuts must be restricted. When two or more main tracks are affected, signal will be displayed for each track the same as if it were a single track.

SLOW ORDERS

SLOW ORDERS

A green signal will be displayed to the right of track, or tracks, in the direction of approach, at the limit of restriction, and trainmen or yardmen will give proceed signal after rear of train or cut of cars has passed this signal.

Trains, engines or yard cuts must not exceed a speed of six miles per hour while passing over structure or track affected until the rear of train, or cut of cars, shall have passed the green signal.

Maintenance of way forces will display the above signals whenever, and wherever conditions warrant.

11. A train, or engine, finding a fusee burning on or near its track, must stop and extinguish it, before proceeding.

11 (A). Fusees must not be placed, nor thrown, where fire from same would endanger rolling stock, buildings, bridges, or other property.

### 12. HAND, FLAG AND LAMP SIGNALS.

- (a). Swung across the track — Stop.
- (b). Held horizontally at arm's length—Reduce speed.
- (c). Raised and lowered vertically — Proceed.
- (d). Swung vertically in a circle — Back.
- (f). Swung horizontally above the head, when standing — Apply air brakes.
- (g). Held at arm's length above the head, when standing — Release air brakes.
- (h). Any object waved violently by anyone on or near the track, is a signal to stop.

### 14. ENGINE WHISTLE SIGNALS

Note: The signals prescribed are illustrated by "o" for short sounds; "—" for long sounds.

Sound	Indication
(a). o	Apply brakes, Stop.
(b). — —	Release brakes, Proceed.
(c). — o o o	Flagman protect rear of train.
(d). — — — —	Flagman may return from west or south.
(e). — — — — —	Flagman may return from east or north.
(g). o o	Answer to any signal not otherwise provided for.
(h). o o o	When standing, back. Answer to 12 (d) and 16 (c).
(j). o o o o	Call for signals.
(k). — o o	To call attention of engine, train and yard crews to signals displayed for following section.
(l). — — o —	Approaching public crossings at grade. To be prolonged or repeated until crossing is occupied by engine or cars.
(n). o o —	Engineer of second engine on double header take control of air brakes. When engineer of second engine has taken control, he must repeat the signal.
(p). Succession of short sounds	Alarm for persons or livestock on the track.

15. The explosion of one torpedo is a signal to stop. After stopping, train or engine may then proceed, not exceeding yard speed, for a distance of one-half mile. Torpedoes exploded by track motor cars must be replaced.

15 (A). Torpedoes must not be used on any track between North Tower and South Tower.

## 16. COMMUNICATING SIGNALS

Note: The signals prescribed are illustrated by "o" for short sounds.

Sound	Indication
(a). oo	When standing, start.
(b). oo	When running, stop at once.
(c). ooo	When standing, back.
(e). oooo	When standing, apply or release air brakes.
(f). ooooo	When running, reduce speed.
(g). oooooo	When standing, recall flagman.

17. The headlight must be displayed to the front of every train by night, and must be dimmed while standing at the station.

18. Yard engines will display the headlight to the front and rear by night. When not provided with a headlight at the rear, a white light must be displayed.

18 (A). By night, a detached road engine, standing or moving, must display headlight to the front, which will be dimmed on any track between North Tower and South Tower, and will also display light on the rear of engine.

19. Trains using tracks of The Union Terminal Company will display markers, and other signals, as prescribed by the rules of their respective companies.

26. A blue signal, displayed at one or both ends of an engine, car or train, indicates that workmen are under or about it; when thus protected it must not be coupled to or moved. Each class of workmen will display the blue signals and the same workmen are alone authorized to remove them. Other equipment must not be placed on the same track so as to intercept the view of the blue signals, without first notifying the workmen.

When emergency repair work is to be done under or about cars in a train and a blue signal is not available, the engineer and fireman will be notified and protection must be given those engaged in making the repairs.

26 (A). Car inspectors, or other employes, performing repair work under or between cars, must protect themselves as prescribed by Rule 26.

29. When a signal, except a fixed signal, is given to stop a train, it must be acknowledged by two short blasts of whistle.

30. The engine bell must be rung when an engine is about to move, and while approaching and passing public crossings or passageways at grade, also while in motion on station tracks, and when approaching persons on or near the track, or places where persons are likely to step out upon or near the track.

31. The whistle must be sounded at all places where required by rule or law.

32. The unnecessary use of either the whistle or the bell is prohibited.

33. Watchmen stationed at passageways must use stop signals when necessary to stop trains.

34. All members of engine, train and yard crews must, when practicable, communicate to each other by its name, the indication of each signal affecting the movement of their train or engine.

34 (A). Engineers and firemen must be in their proper position, and in position to see signals at all times, keeping careful lookout ahead and on both sides of engine.

35. The following signals will be used by flagmen:

Day Signals — A red flag, torpedoes and fuses.

Night Signals — A red light, torpedoes and fuses.

40. The North and South limits of The Union Terminal Company's tracks extend from a location approximately 100 feet North of GC&SF Ry. crossing, Tower 19, to a connection with the CRI&P, MKT, and StLSW Railways at North Junctions, approximately 560 feet north of T&P Railway crossing.

A sketch map showing the general layout of the tracks, crossovers, and various locations has been inserted for convenient reference.

41. Two freight main tracks between North Junctions and Double Track Jct., Cadiz Street. Two passenger main tracks between Depot Jct., located at south end of passenger station, and Double Track Jct., Cadiz Street. Two main tracks used by passenger and freight trains between Double Track Jct., and GC&SF Ry. Crossing, Tower 19.

42. Trains have no superiority on tracks of The Union Terminal Company. All trains and engines will move with the current of traffic,

keeping to the right, unless otherwise routed by signal indication.

The entrance to, and use of, all main tracks by trains and engines will be authorized by signal indications.

43. All tracks of The Union Terminal Company are within yard limits. All trains and engines will move within the limits of The Union Terminal Company at Yard Speed, unless using a main track which is known to be clear. When moving on a main track, the condition of such main track within the limits of the block being used may be known by block or interlocking signal indications.

43 (A). Maximum speed for trains, yard cuts and engines:

	Miles Per Hour
(1) Moving through any crossover or turnout .....	10
(2) Main Tracks:	
Between North Junctions and North Tower .....	15
Between North Tower and South Tower .....	10
Between South Tower and Double Track Jct., Cadiz Street .....	15
Between Double Track Jct., and Home Signal Limits, GC&SF Tower 19 .....	25
Within Home signal limits, GC&SF Tower 19 .....	15
(3) On all other tracks .....	10

Engineers must use good judgment and handle their trains, engines or cuts of cars at a speed which will insure absolute safety.

44. Trains or engines entering tracks at passenger station must move carefully, expecting to find tracks occupied and be prepared to stop.



45. Freight trains, or freight cars, must not be moved through shed tracks under station midway or baggage bridges, except on special authority.

84. A train, or engine, must not start until the proper signal is given.

A train, or engine, must not be backed until proper signal has been given at rear of train, engine, or cut of cars.

#### 84 (A). OPERATION OF TRAIN STARTING SYSTEM.

Boxes containing annunciator buttons for communicating signals are located as follows:

Boxes north of the midway to be used to communicate with the North Tower for Northward trains only.

Boxes south of the midway to be used to communicate with the South Tower for southward trains only.

One minute before passenger train is ready to leave, conductor will press button in one of the three boxes installed on columns of train shed side of train. This will illuminate middle light in the interlocking station.

The towerman, when ready to move the train, will press button on the track model in tower. This will extinguish the middle light on the track model, illuminate top light on same, also top lights in the three boxes on columns in train shed, and upper light at head of stairs.

The gateman, after closing gate, will press button at head of stairs. This illuminates lower light in boxes on columns in the train shed, lower light in the tower and lower light at head of stairs.

After the above is complied with, and the engineer has received proper signals from conductor and towerman, the train may proceed.

98. Trains and engines must approach the end of two or more tracks, junctions, and railroad crossings at grade, prepared to stop, unless the switches are lined properly, signals indicate proceed, and track is clear. Where required by law, trains and engines must stop.

99. Trains carrying passengers and stopping on, or fouling, a main track, must be protected to rear by a flagman, who will give stop signals to insure full protection against approaching trains or engines.

When fogs, storms or other conditions obscure track or signals, speed of trains or engines must be reduced to permit strict observance of signals and track conditions. When conditions warrant, lighted fusees must be used to afford protection and insure safety.

When a train, or engine, is flagged the engineer must obtain a thorough explanation before proceeding.

101. When conditions are found which may interfere with the safe passage of trains or engines at normal authorized speed, and no protection has been provided, such protective action must be taken as will insure safety.

102. When a train or yard cut is stopped suddenly by an emergency application of air brakes or other causes, adjacent tracks, as well as tracks of other railroads, that are likely to be obstructed, must be protected at once, until it is ascertained they are safe and clear for the movement of trains or engines.

103. When cars are pushed by an engine, and when conditions require, a member of the crew must take a conspicuous position on the leading car, displaying a white light by night. Cars must not be pushed over crossings or passageways unless a member of the crew is in position to protect the movement.

Before beginning to push cars, they must be stretched to insure that all cars are coupled properly.

103 (A). Passenger equipment and occupied outfit cars must not be switched unless air brakes are in service on all cars, and must not be detached while in motion, nor other cars kicked or dropped against them. When making coupling to such cars, air brakes must be cut in and operated on all cars being handled.

104. Conductors, and engine foremen, are responsible for the position of hand throw switches and derails used by them and members of their crew.

Hand throw switches and derails must be left lined properly and secured after having been used.

When practicable, the engineer and firemen must see that the switches near engine are lined properly.

104 (A). If a switch is run through, it is unsafe thereafter, and must be protected. If an engine or car partially runs through a switch, the entire movement must be continued. Switches damaged in this way must be spiked, unless the section foreman takes charge, or it is protected otherwise.

106. The conductor, engine foreman, and engineer are responsible for the safety of the train,

engine or yard cut, and the observance of the rules, and, under conditions not provided for by the rules, must take every precaution for protection

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

## BLOCK SIGNAL AND INTERLOCKING RULES

### DEFINITIONS

**BLOCK SYSTEM**—A series of consecutive blocks.

**AUTOMATIC BLOCK SYSTEM**—A series of consecutive blocks governed by block signals actuated by a train, or engine, or by certain conditions affecting the use of a block.

**BLOCK**—A length of track of defined limits, the use of which by trains or engines, is governed by block signals.

**INTERLOCKING**—An arrangement of signals and signal appliances so interconnected that their movements must succeed each other in proper sequence and for which interlocking rules are in effect.

**INTERLOCKING LIMITS**—The tracks between the home signals of an interlocking.

**INTERLOCKING SIGNALS**—The fixed signals of an interlocking.

**HOME SIGNAL**—A fixed signal at the entrance of a route or block to govern trains, or engines, entering and using that route or block.

**DWARF SIGNAL**—A low home signal.

**INTERLOCKING STATION** — A place from which an interlocking is operated.

### GENERAL

280. Automatic Block or Interlocking Signals are located to the right of and adjacent to, or directly above the track which they govern when viewed in the direction of traffic.

Indications are given by the position of the arm, or arms; by lights of prescribed color, or both.

Semaphore arms that govern are displayed to the right of the signal mast as seen from an approaching train or engine.

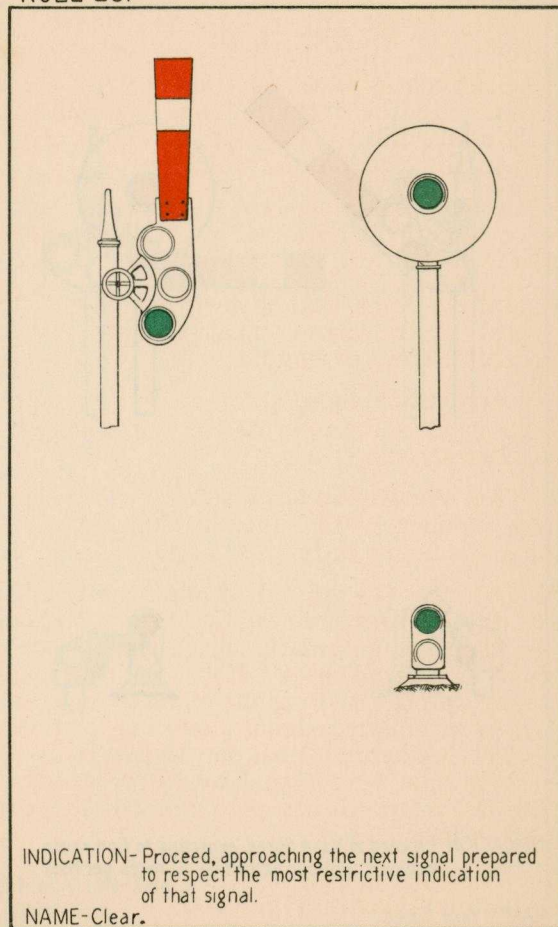
Day and night aspects for color light signals shall have the same color as the night aspects of semaphore signals.

280 (A). Automatic block signals will be identified by number plates. Interlocking signals will not bear a number plate.

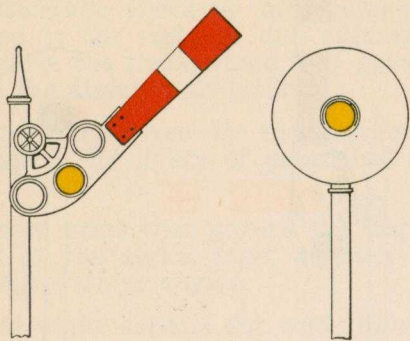
280 (B). On the signal bridge, halfway between South Tower and GC&SF Ry. crossing, Tower 19, four automatic block signals are located. If signal indicates "Stop," train or engine must stop before reaching the signal, and if, after waiting one minute, signal does not change to "Proceed" indication, train or engine will then proceed to the next signal at Yard Speed, expecting to find route occupied and not exceeding 10 miles per hour.

The following aspects are those generally used; other combinations may be used:

### RULE 281



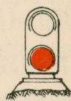
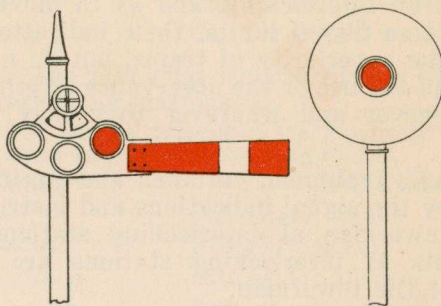
RULE 289



INDICATION-Proceed at Yard Speed, expecting to find route occupied and not exceeding 10 miles per hour.

NAME-Yard Speed.

RULE 292



INDICATION-Stop.

NAME-Stop.

293. 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, and the fact reported.

605. Interlocking signals govern the use of the routes of an interlocking, and as to movements within Home Signal limits, their indications supersede the superiority of trains, but do not dispense with the use or the observance of other signals whenever and wherever they may be required.

605 (A). Trainmen, yardmen and engine men must obey the signal indications and instructions of the towerman at interlocking stations. All movements at interlocking stations are under control of the towerman.

605 (B). When proceed indication cannot be accepted promptly by trains, or engines, towerman must be notified immediately.

605 (C). When signal given by towerman cannot be accepted, engineer will sound one short, one long and one short blast of engine whistle. (See Rule 607 (f).)

### 606. EMERGENCY HORN SIGNALS.

Horn signals when given by towerman will indicate as follows:

Note: The signals prescribed are illustrated by "o" for short sounds; "—" for long sounds.

Sound	Indication
(a) —	Stop at once.
(b) oo	Proceed, after receiving proper signal.
(c) ooo	Back up.
(d) oooo	Call for yardmaster.

(e) ooooo	Call for signal maintainer.
(f) oooooo	Call for roadmaster.
(g) ooooooo	Call for mechanical foreman.
(h) ——oo	Call for engine house foreman.
(i) —o	Call for car inspector.
(j) —oo	Call for engine foreman.
(k) —ooo	Call for engine herder.

607. The following whistle signals will be used at interlocking stations:

Note: The signals prescribed are illustrated by "o" for short sounds; "—" for long sounds.

Sound	Indication
(a) —	Passenger tracks.
(b) ——	Freight tracks.
(c) oo—o	Into or out of wye.
(d) ——o	Into or out of coach tracks.
(e) —o—	Into or out of express tracks.
(f) o—o	(See Rule 605 (C).)

(Note: When these signals for different routes will not take care of all requirements, call towerman on telephone.)

611. Home signals must be kept in the position displaying the most restrictive indications, except when displayed for an immediate train or engine movement.

A train or engine, after passing an interlocking signal authorizing a movement, stopping to do station or other work within the limits controlled by that signal, must not complete the movement without permission of the towerman, or knowing that the signal still authorizes the movement.

611 (A). Towermen at Tower 19, GC&SF Ry. crossing, and at South Tower, must not clear signals authorizing movement against the current of traffic until they have communicated with each other, and received authority for such movement.

Towermen at South Tower and North Tower must not clear signals authorizing movement against the current of traffic until they have communicated with each other, and received authority for such movement.

612. Appliances must be operated carefully and only by those charged with that duty. So far as practicable, signal maintainers and towermen must observe whether the indications of the signals correspond with the position of the levers. If a signal fails to work properly, its operation must be discontinued and signal secured so as to display the most restrictive indication until repaired.

613. When the route is set, the signals must be operated sufficiently in advance of approaching trains or engines to avoid delay.

614. Towermen, in handling trains, engines or yard cuts, must give passenger trains preference, unless otherwise directed.

615. When necessary to change any route for which the signals have been cleared for an approaching train or engine, switches, movable point frogs or derails, must not be changed or signals cleared for any conflicting route until the train or engine for which the signals were first cleared has stopped.

615 (A). After a signal has been cleared for an approaching train or engine, it must not be changed before the train or engine has passed it, except to avoid an accident, or until the train or engine has stopped before reaching the signal.

619. During storms or while snow is drifting, special care must be used in operating switches. During cold weather, the levers must be moved

as often as may be necessary to keep connections from freezing.

622. Towermen must not make nor permit any unauthorized repairs, alterations or additions to the interlocking.

623. If there is a derailment, or if a switch, movable point frog or derail is run through, or if any damage occurs to the track or interlocking, the signals must be restored so as to display their most restrictive indication, and no movement permitted until all parts of the interlocking and track subject to damage have been examined and are known to be in safe condition.

624. When any part of an interlocking is undergoing repairs, signals must not be displayed for any movement which may be affected by such repairs, until it has been ascertained from the repairman that the switches and derails are set properly for such movement.

624 (A). Before granting permission or giving hand signal to proceed against interlocking signals in stop position, the towerman must assure himself that switches and derails are set properly and that the route is clear.

Before granting permission for trains or engines to pass an inoperative signal, a red tag must be applied on the signal lever and the tag must not be removed until it is known that the train or engine has completed the authorized movement.

When a switch or signal must not be operated, because of track obstruction or other conditions, towerman must apply a red tag to control lever governing the switch or signal, and the tag must not be removed until the switch or signal is reported ready for use.

628. Hand signals must not be used when the proper indications can be displayed by interlocking signals. When hand signals are necessary, the towerman must assure himself that switches are properly set and that the route is clear. Signals must be given by towerman in such a way that there can be no misunderstanding on the part of engine men, trainmen or yardmen as to the signals, or as to the train or engine, for which they are intended.

Hand signals will be given with a yellow flag or yellow light.

629. If necessary to discontinue the use of any interlocking signal, hand signals must be used and such occurrence must be reported at once by towerman to signal supervisor.

630. Signal maintainer or others making repairs to an interlocking, must check circuits after making any changes or adjustments to switches or derails, and know that circuits are lined properly.

630 (A). Signal maintainers and towermen are responsible for the care of interlocking stations, lamps and supplies, and, unless otherwise provided, for the care of the signal apparatus.

631. Lights in interlocking stations must be placed so they cannot be seen from approaching trains, engines or yard cuts.

634. Only authorized persons will be permitted in interlocking stations.

661. If a "PROCEED" signal, after being accepted, is changed to a "STOP" signal before it is reached, stop must be made at once, and such occurrence must be reported promptly to Vice President and General Manager when it can be

done without further delay. When not reported as above, report must be made by wire from first telegraph office.

663. Trains or engines must not pass interlocking signals indicating "STOP" without stopping. Train or engine, after stopping, may proceed through the interlocking limits at Yard Speed not exceeding 10 miles per hour, under the following conditions:

- (1) Upon receiving hand signals from the towerman after a member of the crew has been fully informed of the situation.
- (2) Upon receiving authority by telephone, or otherwise, orally from the towerman; before proceeding, a member of the crew must know the route is lined properly for the movement.

If a train or engine overruns a stop signal, the fact must be reported to the Vice President and General Manager.

667. Sand must not be used nor water allowed to run over movable parts of an interlocking, or spring switch, nor unnecessarily while on station tracks.

669. Trains or engines stopped by the towerman in making a movement through an interlocking, must not move in either direction until they have received the proper signal from him.

670. A reverse movement within the limits of an interlocking, or a forward movement after making a reverse movement, must not be made without the proper interlocking signal indication, or permission from the towerman.

671. Trains, engines or cars standing on industry tracks must be left clear of the track circuit.

## SPECIAL RULES

700. As a condition precedent to entering the service, applicants, except laborers, must fill out and sign prescribed application for employment form, and must pass the required physical examination. Such application must be approved by the company physician insofar as physical fitness is concerned, and by the Vice President and General Manager.

701. Re-examinations may be required at stated intervals. Employes will be notified in advance of such requirement.

702. Minors must not be employed in any service without the written consent of their parents or guardians, nor without fully complying with Federal, State and local regulations covering employment of minors.

703. Employes must not absent themselves from duty, exchange duties or substitute others in their places, without proper authority. They must report for duty at the prescribed time and place, and employes subject to call for duty will be at their usual calling places or leave information as to where they may be located.

704. Indifference in the performance of duties will not be condoned. Employes who are careless of the safety of themselves or others, insubordinate, dishonest, immoral, quarrelsome, or otherwise vicious, will not be retained in the service.

705. Courteous, gentlemanly deportment is required of all employees in their dealings with the public, their subordinates, and each other. Boisterous, profane or vulgar language is forbidden. Employes must not enter into altercation, but will report the facts to their immediate superior.

Playing practical jokes, scuffling, wrestling or fighting on Company property, as well as throwing of tools or articles, is prohibited.

706. Employes must not contract for deductions from wages without the consent of the Company.

Continued failure by an employe to meet his just obligations shall be sufficient cause for dismissal.

707. The affairs of the Company must not be divulged, nor access to the Company's records permitted, without proper authorization.

708. Information concerning accidents or personal injuries, for the public or for publication, will be furnished only by an officer of the Company, or upon his authority.

709. Employes must not engage in outside business without permission of the proper officer, and they must devote their working time to the Company's interest.

710. Employes must keep the premises subject to their control neat and clean. The Company's buildings, premises, facilities and equipment must not be marred nor defaced.

711. Employes are hereby notified that it is dangerous to stand erect upon or to be on side of cars, especially cars of extraordinary height or width, while passing under the following bridges or viaducts, and necessary precautions must be used to protect themselves from injury at said points while riding on top or on side of cars:

Station tracks 1 to 10, inclusive.

Station midway.

North and South baggage bridges.

Viaduct, Houston Street.



Viaduct, Jefferson Street.

(Note: Minimum clearance of viaducts, station midway, north and south baggage bridges, is 18 feet overhead.)

712. Employees are not required or expected to pursue a dangerous practice in the performance of their duties, or to use defective appliances of any character.

713. The throwing of articles from engines or cars is prohibited.

Employees must keep a sufficient distance from passing trains, engines or cars to avoid possibility of being struck by anything projecting or that may fall therefrom.

On two or more tracks, they should stay outside of and clear of all tracks while train, engine or yard cut is passing.

They must not depend on others to notify them of approaching trains, engines or cars.

714. All employees, when their duties will permit, must observe passing trains, engines or yard cuts. If anything is seen which may endanger the safety of such movement, stop signals must be given to member of the crew.

715. Trains, engines or cars on station tracks must be kept clear of baggage runways.

716. Drivers must operate tractors on station platforms in a careful manner to avoid striking passengers or others. All trucks must be pulled and never pushed. Tractors or trucks must not be left outside of safety line. Precaution must be exercised by station employees in handling hand baggage carts, to avoid injury to passengers or others.

717. Employees whose duties do not so require must not get on or off trains, engines or cars while in motion.

Employees must face the equipment in descending ladders on engines and cars, whether standing or moving. They are forbidden to pass under trains or cars, or in front of closely approaching trains, engines or cuts of cars in motion, and must exercise extreme caution in crossing tracks, looking in both directions, to avoid personal injury.

718. It is dangerous to expose the feet, hands, arms, or person, of those engaged in coupling cars. Employees will be expected to use the utmost care in coupling or uncoupling cars, or engines, to guard against personal injury.

When obedience to signals on part of engine men is essential to the safety of an employe in the performance of his duty, he must know that the signals have been seen, understood and obeyed, before placing himself in a dangerous position.

When necessary to adjust coupler, cars or engines must be stopped, and standing at least 15 feet apart. Employees must avoid standing directly in front of coupler while making adjustment.

719. Employees must not step upon leading footboard of a moving engine.

The presence of more than one man on the leading footboard, or more than two men on the rear footboard of an engine in direction of movement is prohibited.

They must not ride between engine and cars when pushing cars, or when couplings are being made between engines and cars, or on pilot beam of engine.

720. Employes will not permit any person to solicit passengers, traffic or baggage in station building or on station grounds.

721. No baggage or articles of any kind will be received and cared for by any employe. No baggage will be received in the baggage room, unless checked. Articles must be checked at checkroom.

722. When their duties are in any way connected with handling of United States mail, employes must be familiar with and governed by instructions and information concerning the transportation and handling of United States mail.

723. Conductors and engine foremen are responsible for the safe management of their trains and yard service, and for the strict performance of duty of all crew members.

724. At starting points, employes must report for duty and be prepared to depart in accordance with instructions. They must know that hand brakes are released and air brakes in proper working order. Conductors and engine foremen must personally call at office for instructions and know that all members of the crew are on hand.

725. Unless otherwise provided, conductors will enter on train register located in telegraph office of station, all required information.

726. When practicable, a trainman or yardman must be stationed on the rear car when train or yard cut is in motion.

727. Trains or cuts of cars should not block public crossings to exceed five minutes. In opening a crossing for traffic, the entire width of the crossing should be opened, if possible, and a member of the crew required to remain and guard

against accident on track involved or adjacent tracks, unless crossing is protected otherwise.

728. Conductors and engine foremen will call attention of car inspectors to any defects in cars in their train or yard cut.

729. Cars set out or switched must be left with sufficient hand brakes set, after the air is released from auxiliary reservoir, to prevent moving.

Cars with defective hand brakes must be securely blocked, and, when possible, coupled to cars having serviceable hand brakes. In switching, cars must not be stopped or retarded through use of blocks or chocks.

730. In switching cars the following must be observed:

- (a) If necessary, be placed at their former location for loading or unloading.
- (b) Warn persons in, on, or about cars before coupling to or moving them, to avoid personal injury, or damage to equipment or lading.
- (c) Where engines may be working at both ends of a track, or tracks, movements must be made carefully and an understanding had to avoid injuries or damage.
- (d) Cars must not be pushed without first taking proper safeguards to avoid accident.
- (e) Cars must not be permitted to couple at a speed in excess of four miles per hour.
- (f) Cars containing livestock must not be kicked or dropped.
- (g) Warning or commodity cards must be observed, and their instructions complied with.

Dropping of cars will be made only when necessary, and when practicable, the engine must be kept on straight track. Before making a drop, stop must be made, brakes tested, and switch tried.

731. Employes must control or stop their trains, or switch cut, by hand brakes, when necessary.

732. It must be known that engines, or cars, standing on parallel, or industry tracks, are clear of main track, and that nothing protrudes therefrom. They must not be left on, nor afoul of, lead or adjacent tracks.

733. The public judges a railroad by the appearance and conduct of its employes, quality of service, and conditions of the property. Courteous, considerate treatment of patrons is of first importance in retaining and increasing the volume of business, and also governs the extent of opportunity for employment in the railroad's service.

Station employes and trainmen, when on duty coming in contact with the traveling public, must direct passengers to their proper trains, giving them politely, information to which entitled concerning their trips, etc.

Special attention must be given women, children, elderly people and invalids needing assistance.

734. When invalid chair, cot or any special service is required to handle passengers from inbound trains, conductors must give advance notice to the Vice President and General Manager by wire, to avoid delay or misunderstanding.

735. Disorderly persons must not be allowed to board trains, and those who are unable to care for themselves must not be allowed to board trains unless accompanied by attendant.

736. Signal to start train must not be given while passengers are boarding or alighting therefrom.

737. Conductors and trainmen on passenger trains must see that vestibule doors are opened on platform side of track used, also instruct passengers as to exit to be used to avoid confusion and the possibility of personal injury by passengers crossing other tracks.

They must see that all toilet doors are closed and locked while trains are standing at station.

738. End gate must be in place at forward end of leading car and at rear end of train, also at ends of cars where cuts are made while switching, when such cars are occupied.

739. Employes must not enter business or private cars except in discharge of their duties, and in switching equipment will avoid, as far as practicable, disturbing occupants. Unnecessary noise about passenger trains, either day or night, should be avoided.

740. Sick or injured persons, with or without attendants, will be transported in baggage cars only on order of proper officer of the railroad over which such person is to be transported.

741. Engineers and firemen of The Union Terminal Company, in matters pertaining to yard operations, will receive their instructions from the yardmaster.

They must be familiar with all signals, and such special instructions as may affect their duties, know their engine is furnished with fuel, water and other necessary supplies.

742. Engineers shall operate their engines with due regard to economy in fuel and use of sup-

plies, direct their firemen in regard thereto and exact full performance of duty from them.

743. Engineers must obey orders of yardmasters, or persons in charge, in regard to switching but will not obey any instructions which would endanger the movement or require a violation of the rules.

744. Should the engineer fail to obey signals, or become incapacitated, the fireman must stop the train, or engine, and report the facts to the person in charge.

745. Firemen must assist in keeping a constant lookout upon the track, and must instantly give the engineer notice of any signal or obstruction they may perceive.

746. Fireman must not run the engine in the absence of the engineer. In the absence of the engineer, he will permit only those authorized on engine.

747. No one but employes whose duties so require, those having written authority, or officers of The Union Terminal Company, will be permitted to ride in or on engines.

748. Excessive smoke and the escape of steam should be avoided. Blowoff cocks, cylinder cocks or injectors must not be opened when damage to property or injury to persons may result.

Blowoff cocks must not be used when an engine is passing over interlockings, switches or frogs.

749. Yardmasters are responsible for the efficient and economical operation of yards and the prompt movement of cars and trains. They have supervision over all trains, engines and employes in yards.

750. Operators will report to and receive their instructions from the Vice President and General Manager. They will be required to pass the examinations of the various railroads using facilities of The Union Terminal Company, before handling train orders for such railroads.

They must report immediately to the train dispatcher any information, or the contents of messages filed, concerning unsafe conditions, etc.

751. Operators must adjust instruments carefully during wet weather, and must not permit unauthorized persons in office.

752. Signal maintainers report to and receive their instructions from the signal supervisor.

753. Section foremen and crossing flagmen report to and receive their instructions from general foreman of maintenance.

754. Car inspectors will obey instructions of the yardmaster in connection with transportation matters.

755. When passengers or employes are injured, everything possible must be done for their proper care, and the nearest company surgeon notified immediately; if seriously injured, the nearest surgeon to be had should be called to attend until the company surgeon arrives.

When trespassers are injured or killed, they should be left with relatives, or placed in charge of county or city authorities.

756. Reports of all accidents resulting in personal injury or death, must be rendered to Vice President and General Manager on Forms Nos. 2 and 3, giving names and addresses, if practicable, of all persons witnessing such accidents. Other accidents must be reported on Form No. 32.

757. Except on through trains when crews are not changed, or cuts made in train, or angle cock closed, automatic air brake test will be made in the following manner:

When the engine has been attached, and gauge shows a sufficient pressure in brake pipe, the trainmen or inspector making the test will request the engineer to apply the brakes, and will then go to each car and observe the piston to see that the brake is set. When the last car is reached, if the brakes are set properly, he will give signal to the engineer to release the brakes, and will then examine each car to see that the brake releases, and on arriving at the engine will report to the engineer the number of brakes in good order and working, also the number of brakes cut out or inoperative.

758. When more than one engine is used in a train, brakes must be operated from the leading engine.

759. Engineers of passenger trains must make a service test of air brakes as soon as speed of train permits, after departing.

In making this test, the engine brakes must be released. This test must not be made between North Tower and South Tower.

760. When rear end valve is used to control backward movement of a passenger train, the trainman will, within one hundred feet after such movement has started, make a sufficient reduction of air to insure that the brakes are operative. If such a reduction is not felt by the engineer within this distance, he must stop and ascertain the cause.

761. Bulletins and special instructions of The Union Terminal Company will be posted in bulletin book in the trainmen's room, telegraph office and the roundhouse.

Bulletins and special instructions, rest registers, etc., issued and used by the railroads using tracks of The Union Terminal Company, will be found in telegraph office and roundhouse.

