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ERIE RAILWAY.

TO GO INTO EFFECT ON

WEDNESDAY, JANUARY 1, 1862.

**NEW YORK:
PRESS OF THE ERIE RAILWAY COMPANY.**

1862.

INSTRUCTIONS

FOR THE

Running of Trains, Etc.,

ON THE

ERIE RAILWAY.

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NEW YORK:
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INSTRUCTIONS.

JANUARY 1, 1862.

SECTION FIRST.

GENERAL REGULATIONS.

1. Each person in the employ of the Company, is to devote himself **exclusively to its service**, attending during the prescribed hours of the day or night, and residing wherever he may be required.

2. He must **obey promptly** all instructions he may receive from persons placed in authority over him, and conform to all the Regulations of the Company.

3. He will be liable to immediate **dismissal** for disobedience of orders, negligence or incompetency.

4. Unless appointed so to do, he is **not** on any occasion, or under any pretence whatever,

to receive money from any person on the Company's account.

5. No one, whatever may be his rank, will be allowed to **absent** himself from his duty, without the permission of the head of the Department in which he may be employed.

6. All persons in any way leaving the Company's service, must deliver up the **property of the Company** entrusted to their care.

7. If any of such property shall have been improperly used or **damaged**, a deduction from the pay due shall be made, sufficient to make good the damage, or to supply new articles.

8. **Rudeness or incivility** to Passengers, will, in all cases, meet with immediate punishment.

9. All persons employed by the Company, are strictly forbidden from entering into **altercation** with any other person, whatever provocation may have been given ; they will make a note of the facts, if necessary, and report to their immediate superior.

10. All persons in places of trust in the service of the Company, must report any misconduct or negligence affecting the interests or **safety of the Road**, which may come within their knowledge, and their withholding any such information, to the detriment of the

Company's interest, will be considered a proof of neglect and indifference on their part.

11. Each person will be held legally **liable** for injury occasioned to persons or property by his misconduct or negligence, and the Company reserves the right of withholding any pay then due, to defray the expenses of the same.

12. The pay of every man **absent** or **suspended** from duty will be stopped.

13. All officers and employes, must carry out the **Instructions contained in the printed notes on the blanks** for reports which they are required to make to the General and other offices.

14. In all cases where the **Instructions** may **not** be **understood**, or where the course to be pursued admits of any doubt, the parties in charge shall so act as in no way to compromise the safety of the Road, seeking afterwards, with the first opportunity, the necessary explanations of the proper officers.

15. Any alteration or modification of these Instructions will accompany the Time Tables as **Special Instructions**; and such Special Instructions will remain in force only while the Time Table, to which they are attached, continues in use, and will apply only to that

Division of the Road to which the Time Table, on which they are printed, belongs.

16. The Chronometer in the Telegraph Office, in Erie Buildings, New York, is the **Standard of Time** for the whole Road. The Time will be daily Telegraphed to all the principal Stations; but the Clocks at Jersey City, Port Jervis, Hornellsville and Dunkirk, will be considered more especially regulated, for the convenience of those who cannot regulate by the General Standard.

17. **Division** and Branch **Superintendents**, shall, on their several Divisions or Branches, exercise all the powers delegated by the Organization to the General Superintendent of the Road, and they have authority, by Telegraph or otherwise, to change the movements of Trains from the times specified in the Tables, and their orders, in all respects, must be obeyed, except in matters pertaining to the duties of General Ticket or Freight Agents, Telegraph management, or Engine and Car Repairs; and excepting where such orders conflict with these Instructions.

SECTION SECOND.

SIGNALS.

18. A Red Flag by day, and a Lantern by night, when swung upon the Track ; a Torpedo exploded thereon ; the absence of Lights at Switches and Crossings where usually shown ; and all signals violently given, are **Signals of Danger**. On perceiving such, the Engineer shall immediately stop his Train ; nor shall he receive information from any Flagman or other person, until the Train is brought to a stand. Red flags or red lanterns must never be used as signals of caution only, but *always* of danger.

19. A bi-colored Flag (combined red and white,) or a green Light, is a **Signal of caution**, and when exhibited, Engineers must proceed with caution. Green lights are used for Switches.

20. One short sound of the Whistle is the **Signal to apply the Brakes**.

21. Two short sounds of the Whistle is the **Signal to let go the Brakes**.

22. Three short sounds of the Whistle is the **Signal for backing** the Train.

23. Four short sounds of the Whistle is the **Signal** to call in the **Flagman**.

24. Five rapid sounds of the Whistle is the **Signal for Wooding** up.

25. **A Light, swung over the head**, is a signal to **go ahead** ; when swung **across**, or at right angles with the track, it is a signal to **back up**; and when moved **up and down**, it is a signal to **stop**.

26. One large **White Light** shall always be exhibited on the front of every Engine on the Road, after dark.

27. Two **Red Lanterns** must be placed on the rear of every Train that is on the Road after dark. On Passenger Trains, the Lanterns shall be hung side by side ; and on other Trains, one above the other ; in both cases, more than three feet apart.

28. Two **Red Flags**, and after dark, two **Red Lanterns** in addition, shall be placed on the front of an Engine, to indicate that the Engine or Train is to be followed by another. In case, by accident, two Red Flags or Red Lanterns cannot be obtained, one Flag or Lantern shall indicate the same thing.

29. The Signals at the Hackensack and Passaic Draws are as follows, viz : a **Red Ball** by day, and a **Red Light** by night, in-

dicates that the **Draw is open**. A **White Ball** by day, and a **White Light** by night, indicates that the **Draw is closed**. The **Draw at Berry's Creek**, being rarely used, will be kept locked, and no **Signals** will be shown there, excepting when the **Draw shall be open**, when they will be the same as at the other **Draws**.

30. A **Red Ball** by day, with a **Red Light** in the same by night, hoisted on the **Signal Pole** at the **Passenger House or Engine House at Jersey City**, is to stop all **Eastward bound Trains**, and they will remain **West of the Engine House** until the **Signal is removed**.

31. On the **Signal Pole**, at the crossing of the **Northern R. R. of New Jersey**, at **Bergen**, a **Red Target** by day, with a **Red Light** on the same by night, indicates that the track is clear for **Trains of the N. R. R. of N. J.**, and that **Trains on the Erie Railway must keep out of their way**; when a **White Target** by day and a **White Light** by night is shown, the reverse is indicated.

32. There will be exhibited on a **Signal Pole** at **Paterson**, a **Red Target** by day, and a **Red Light** by night, to show that a **Westward bound Train** which has the right to cross the

Eastward bound Track, is due, and has not arrived ; and a White Target by day, and a White Light by night, to show that all such Westward bound Trains have arrived. **Eastward bound Trains must not pass Paterson, unless a White Target by day, and a White Light by night, is exhibited.**

33. On the "*Junction*" Signal Pole, a **Red Ball** by day, (with a **Red Light** in it by night,) hoisted to the top, indicates that the Track and Switches are clear for the Canandaigua Branch Trains, and that **Trains on the Main Road must keep out of their way**; when no Signal is hoisted, the reverse is indicated.

34. On the **Painted Post** Signal Pole, a **Red Ball** by day, (with a **Red Light** in the same by night,) hoisted to the top, indicates that the way is clear for the Trains of the B. N. Y. & E. R. R., and that **Trains on the Erie Railway must keep out of their Way**; when no Signal is hoisted, the reverse is indicated.

35. At each end of the Susquehanna, Binghamton and Corning Bridges, Signals will operate as follows, viz : The Signal Board on either end, hoisted horizontally, is to **Stop all Trains approaching that end** of the bridge;

hoisted vertically, it allows them to cross the bridge ; two Red Lights on the Boards, in the night time, show the position thereof.

36. **Signal Cords** shall be used on all Passenger Trains, and shall extend from the rear end of the rear Car, to the Whistle or Alarm Bell on the Engine.

SECTION THIRD.

RULES FOR THE RUNNING OF TRAINS.

37. The **Trains** are **classed**, as to priority of right to the Road, as indicated on the Time Tables.

38. All **Trains** of an **inferior class**, must **keep out of the way** of all Trains of a superior class, going in either direction.

39. On all Divisions and Branches of the Road, the Westward bound Trains shall have the **right to the Road** against all Eastward bound Trains of the same class ; but no Westward bound Train must leave any Station or Passing Place, where, by the Table, it should pass a Train of the same Class, till *five* minutes after its own Time, per Table ; and *this five*

minutes, allowed for variation of Watches, must be observed at every succeeding Station till it shall have passed the expected Train. This Rule is not intended to give any rights to a Train of an inferior Class against a Train of a superior Class, but it is only to affect the Trains of the same Class in regard to each other. No portion of the five minutes allowed for variation of Watches must be used by Trains running in either direction. On the Canandaigua Branch, Trains from Elmira to Canandaigua will be considered "*Westward bound*," and Trains from Canandaigua to Elmira will be considered as "*Eastward bound*."

40. **No Train** must, under any circumstances, **leave** a Station **before its Time**, as specified in the Time Tables, without special orders from competent authority.

41. No **Second Class Train** must leave a **Station** immediately preceding a Station where a First Class Train may be expected to be passed, unless it shall be able to arrive at the latter Station, by its average rate of running, *eight* minutes before the time for the First Class Train to leave that Station.

42. **No Train** shall **proceed** towards a Station, where it expects to pass a Train of the same class, having a right to the Road, **unless**

it has **ample Time** to arrive at that Station strictly at, or before the Time per Time Table, for the latter Train to leave that Station.

43. Whenever it becomes necessary to **back a Train**, it must be done with great care, keeping a man constantly in advance of the rear end of the Train, to warn any Train that may be approaching.

44. **An Extra Train** following a regular Train, and **signaled** as provided in Rule 28, must always be taken and considered to be a **part of**, and to **have all the rights of that Train**, and no more ; and the Conductors and Engineers of all other Trains must so regard it, except when Trains are directed to run by Telegraph. In such cases an Extra Train will not possess the rights of a Regular Train, unless specially authorized. **No Engine** of a Regular Train **must carry a Flag or Lantern** for any Train **excepting of its own class**, but if it shall become necessary for any inferior Class Train, or for a Gravel or Wood Train to follow a Train of a superior Class, then such following Train shall, for that time, be taken to be of the same Class with the followed Train.

45. **Should a Second Class Train** be compelled to **occupy the main track**, in the

time of any First Class Train, the Conductor of the Second Class Train must send out the proper signal to prevent accident ; but no Conductor of a Second Class Train, occupying the Main Track at a Switch or Station, shall send out any Signal to warn any approaching Train of its own Class which, by the Time Table, should stop, or pass any Train, at said Switch or Station.

46. **Should** it be necessary for a **First Class Train** to **occupy the Main Track** at a Station or Turnout in the time of any Train of the same Class, which, by the Time Table, should either stop or pass any First Class Train at such Station or Turnout, no signal shall be given to such approaching Train, but all Conductors and Engineers must be governed by Rule 127, and will be held accountable for the consequences of any neglect of the same ; but it must be distinctly understood, that when any Train occupies the Main Track, at any Station or Turnout, in the time of any other Train of the same Class, which, by the Time Table, does not stop at such Station or Turnout, the proper Signal must be sent out to prevent accidents.

47. The Conductor of a **slow Train** must **report** himself, to the Superintendent of the

Division, immediately on arrival at a Station where, by the Time Table, he should be overtaken by a faster Train of the same Class; and he shall not leave that Station until the faster Train passes, without special orders from the Superintendent of the Division.

48. An **Extra Train**, following a leading Train, must be kept near the Train ahead, on approaching closely to a Station where another Train is to be met, in order that the opposite Train may have as little detention as is consistent with perfect safety at the passing Station, but, in all other cases, the distance between the two Trains must never be less than a mile.

49. An Extra Train, following a Regular Train, **must approach** all Stations and Wooding Places **with great care**, expecting to find the preceding Train taking wood or water at such Station, whether it may be a Stopping Place, as per Table, for that Train, or not; and the Conductor of the leading Train will not deviate from Rules 45 and 46.

50. Whenever there are **Two Tracks in use**, all Trains must always (unless specially directed by the Division Superintendent, or unless from some cause, that Track is not passable,) take the right hand Track; and when on

the left hand Track, it must be borne in mind that the responsibility, of keeping out of the way of Trains on that Track, is entirely on themselves, and a man must be kept at least half a mile in advance, with the proper Signals.

51. If any **part of a Train is detached** when in motion, care must be taken not to stop the leading portion of the Train before the detached part has stopped ; and it is the duty of the Brakemen, on such detached part, to apply their Brakes in time to prevent a collision with the Cars in front.

52. **Gravel Trains**, when leaving an Engine House, or Station, for their work, or when returning to the same, shall proceed with the utmost caution, never risking the safety of the Road, and they shall **never** be on the Road within ten minutes of the running Time of any of the Passenger Trains. Neither shall they be on the Road within ten minutes of the running Time of the Freight Trains, except when the points, between which the Gravel Train is working, are not more than three miles apart. In such cases, (that is when the Gravel Train is working on a run not extending over three miles,) the Conductor of the Gravel Train may keep at work, in respect to Freight Trains **only**, in

the Times of Freight Trains, **provided that he invariably stations** a man with a red Flag, two thousand feet, or more when advisable, in the direction of the Freight Train which is due, and beyond the point where he is at work ; or, in both directions from the extremes of where he is at work, if Trains are due from both sides ; these men to continue on the watch, **under all circumstances,** until the Freight Train comes up. On the arrival of a Freight Train, the Gravel Train must immediately proceed to the Turnout, in advance of the Freight Train, after completing its load. The Engineer of the Gravel Engine must not allow it to remain on the Road, unless the Watchmen, above mentioned, are stationed as ordered. The Conductors and Engineers of **Wood Trains,** shall be governed by the **same Rules,** excepting that they shall not stop to complete their load, and they shall also make themselves acquainted with the points where the Gravel Trains are at work, before going out. The Conductors of Gravel Trains, and also of Wood Trains, shall, daily, before leaving their Stations for the day's work, report to the Division Superintendent, and also leave with the Station Agent a memorandum of where the Train will be operating for the day, and such memorandum shall

be entered in a Memorandum Book to be kept for that and similar purposes ; this Book shall be open to the inspection of all persons on duty, connected with the Trains.

53. Red Flags, or red Lanterns, must always be placed, at a safe distance, on either side of the ground **where Gravel Trains are at work**, and a man must remain with them. The Conductor and Engineer of the Gravel Train, will be held responsible for the strict observance of this Rule, and of every additional precaution; which particular circumstances may make necessary to the safety of the Road. The same precautions must be observed, by all Foremen, where single Cars are at work on the Road ; when Repairs of Bridges are going on ; or any description of Repair which interferes, for the time, with the safety of the Track.

54. Torpedoes must be carried upon every Train, to be used as follows: Should the Train be detained, from any cause, **during the night**, or by **fogs**, or storms of snow or rain, during the day, in such a position as to endanger a following or approaching Train, it shall be the duty of the Conductor, in addition to all other precautions provided for by these Rules, to have two **Torpedoes placed upon the Rails**, at a sufficient distance to

avoid all risk of accident ; and it is the duty of all Engineers to stop their Train as soon as possible after the explosion of a Torpedo, without waiting for other signals. .

55. If **Freight Trains** are, at any time, obliged to keep the **main Track**, in passing Passenger Trains, a man, with a red Flag by day, or red Lantern by night, must be always sent half a mile, or more when necessary, in the direction of the approaching Train, to give suitable warning for it to approach carefully, and the Conductor of the Freight Train must see that the switches are right for the passage of the Passenger Train.

56. To avoid risk of collision, no **Extra Engine**, with or without a Train, is allowed to pass along the line, without previous notice, unless by express permission of the Division Superintendent.

57. Whenever it shall be necessary to send an **Extra Engine** over the Road, it shall, in all cases, precede, and run on the time of some regular Train, and shall be entitled to all the rights thereof, and shall carry the proper red Signals therefor ; in such cases, the regular Train shall run five minutes behind its Time Table time.

58. Whenever an **Extra Train** is to fol-

low another, notice thereof must be given to the forward Train, and the Conductor must notify the Station Agents, and all Conductors whom he may meet, at Stations where he stops, of the fact, besides carrying the proper signal; and when passing Trains and Stations where he does not stop, the Engineer must call attention to the signal of a following Train, by six, or more, short, successive sounds of the whistle.

Trains, when they are to be **followed** by extra or irregular Trains, must **never be stopped**, between Stations, where the view from behind is not clear, for a distance sufficiently great to stop a Train after coming in sight.

59. The rear Car of every Train must be a **Brake Car**, and a man must, when Trains are in motion, always be stationed on that Car. This Rule applies to Gravel and Wood Trains, as well as others.

60. Whenever any Train is **Twenty-four Hours**, or more, **behind** its own **Time**, per Table, it thereby loses all its right to the Road, against all kinds of Trains, and can afterwards only proceed as an Extra Train.

61. When **Trains** are to **pass each other**, the Train having the right to the Road, shall occupy the main Track, excepting when there are Special Orders to the contrary, or it

shall be impracticable to thus pass ; in which case, sufficient precaution shall be used, to prevent accident or unnecessary delay.

62. Should a **Train** be held by another between Telegraph Stations, the Conductor of the Train thus detained, may require the first Train passing him, bound in the same direction, to flag him to the next Telegraph Station ; on his arrival at which, he must report to the Division Superintendent ; but no Conductor of a Freight Train shall have the right to be flagged by a Passenger Train, in case, at the next Telegraph Station or at some intervening Station, said Passenger Train should, per Time Table, pass a Train of its own Class, nor in any case, unless the Freight Train is in readiness to follow immediately.

Except as above provided, Conductors must not cause a Signal to be carried for an Extra Train, nor permit an Extra Engine to precede them on the rights of their Train, unless directed to do so by the Division Superintendent.

63. **No Conductor**, in running a Train, shall assume the rights, or take the time of any other Train, without Special orders from the Superintendent of the Division, or of the Branch, as the case may be.

64. **Flagmen**, when **left** by their Conductor to protect the rear end of his Train, have the right of riding free on such subsequent Train, as may pick them up, till they overtake their own Train, or arrive at the end of their route, but they must never stop an Express Train, in order to be picked up.

65. The large **full face Figures** on the Time Tables indicate the regular Passing Places of Trains. The passing of Trains on the double Track, in opposite directions, is not indicated on the Time Tables, but Conductors, on arriving at the end of double Track, must be sure, by a careful examination of the Time Tables, and proper inquiry, that they have passed all Trains which they should have passed.

66. **Trains** must not **stop** at those Stations or Passing Places against which, in the Time Tables, a * is placed, unless it shall be necessary so to do, for the proper business of the Road, to take Wood or Water, or to pass or get out of the way of other Trains.

67. The Mail Passenger Trains will stop at Pond Eddy, on signal.

MOVEMENT OF TRAINS BY SPECIAL ORDER.

68. All special **orders** for the movements of Trains shall be communicated **in writing**.

69. Not more than **one person** on a Division shall be permitted, at the same time, to **give special orders** for the movement of Trains.

70. **Division Superintendents**, and Train Dispatchers under their directions, are the **only persons authorized to give such orders**, and the authority is limited to their respective Divisions.

71. **Train Dispatchers** shall only communicate such orders in the name of the Division Superintendent, adding thereto the initials of their own.

72. Communications from Conductors on this subject, sent by Telegraph, shall be addressed to the Division Superintendent.

73. Special orders from the Division Superintendents, in regard to the movement of Trains, shall be addressed to the Conductors and Engineers in charge of the same.

74. Such **orders**, when communicated by Telegraph, shall be **read aloud** by the Operator, in the hearing of the Conductor and Engineer to whom the same is addressed.

75. The Conductor shall write his understanding of the order, which shall be read by the Engineer, and **signed by both**.

76. All **orders** and messages involving the movement of Trains, must be **written in full**, and **no figures or abbreviations**, ex-

cept "31" and "32," **shall be used**; but the initials of the Division Superintendent and Train Dispatcher may be used in writing out the message.

77. Operators must not suffer an order to leave their possession, until they shall have received and indorsed upon the same "O. K." in answer to the "32" message of Conductor and Engineer, nor until they have signed the same.

78. Conductors must not leave a Station when directed to run by **special order**, without having the same in writing in their possession, which must always be read by the Engineer before starting.

79. Trains, when moved by special order, must always approach a stopping place on the supposition that another Train is there to be met.

80. When a meeting place is to be made, for Trains moving in contrary directions, the **right to run** shall be **made certain, positive and definite**, without regard to time. The following form of order (of which this is a blank) shall be given, and none other shall be used :

From..... Station to..... Conductor
and..... Engineer. You will run to
Station, regardless of Train.....

31.

..... Division Sup't.

Per..... Dispatcher.

Received by..... Operator.

Any other directions may be given in this blank which are properly adapted to it, and not in conflict with these Rules.

The Operator in **transmitting the above over the Line**, may leave out the words "Station," "Division Superintendent," and "Dispatcher," and abbreviate the remainder of the printed part, in accordance with the printed Telegraph Instructions.

81. No **order** shall be given **to move a Slow Train** in the same direction, on the time and ahead of a faster Train, unless it is started—if a Passenger Train, at least ten minutes, and, if a Freight Train, not less than twenty-five minutes—in advance of the time that the faster Train may reasonably be expected to arrive at the Station, from which the Slow Train is first started. After a Train has been thus started, the Division Superintendent, may continue to move the Train from Station to Station, according to his discretion.

82. In cases **where a Slow Train is moved**, as provided in the foregoing rule, the following **form of order** (of which this is a blank) shall be given to the Conductor of said Train.

▲

From Station to Conductor and
..... Engineer, at Station.

You will run ahead of Train , to Station,
conditioned as follows: Should you from any cause be

unable to make **YOUR RUNNING TIME**, you must, as soon as you discover such to be the case, leave your **Flagman** to warn the approaching **Train** ahead of which you have been ordered to run, and you must report yourself at the next **Telegraph Station**. **31.**

..... Division Sup't.

Per..... Dispatcher.

Received by..... Operator.

83. Telegraph Operators must refuse to send any message for the movement of **Trains**, unless given to them in the forms above described. To save time, however, they will not be required to transmit the whole of the printed part of blank **A** over the **Line**, but may telegraph in the following form, abbreviating the printed part, in accordance with the printed **Telegraph Instructions**; and the **Operator** receiving it shall enter it upon blank **A**, and deliver the same to the **Conductor** as hereinbefore provided :

From..... to..... **Conductor**.
and..... **Engineer**.

You will run ahead of **Train**....., by blank **A**.
to..... **Station**.

.....
Per.....

84. The Conductor and Engineer of a Fast Train, that is running **behind a Slow Train** as per above special order, shall be notified of the fact in writing, said notice to state the time at which the **Slow Train** left the last **Telegraph Station**, but it is to be distinctly understood that the **Conductor** and

Engineer of the Fast Train will not be held responsible for accident, unless the same shall have been caused by a disregard of signals on their part, or of these Instructions.

85. **No Train** shall be **stopped by signal**, for the purpose of receiving a special order to meet and pass any other Train, unless it has been ascertained that a misunderstanding exists, or that danger is apprehended. In such cases, Train Dispatchers, Agents or Operators are authorized to do so.

86. In case a **Conductor** of a Through Train can **not be reached** to receive an order, by reason of his not being on the Division, the order may be given to the Engineer and to the Agent at the Terminal Station, who shall give their "32;" and the Agent must give the order to the Conductor, on his arrival, and receive his "32," which must then also be sent to the Division Superintendent by telegraph. In case of Accident where orders cannot be directly communicated by telegraph to the Conductor and Engineer, the Station Agent may be used to hold Trains, at the discretion of the Division Superintendent.

87. When **Trains**, running in contrary directions, are to be **moved toward each other** by special order, the Trains having the right

to the Road shall first receive the order, and the "O. K.," before an order shall be given to move the opposing Train.

Train Dispatchers and Conductors must themselves write all messages involving the movement of Trains, and in doing so they shall **write the names of Stations in full**, using no abbreviations whatever; nor shall they delegate this power to any person.

88. The **speed** of Freight Trains shall not exceed eighteen miles per hour, unless by special order issued in each case.

SECTION FOURTH.

REGULATIONS FOR THE CONDUCTOR.

89. He will have **entire charge** and control **of the Train**, and all persons employed on it, and is responsible for its movements while on the Road, except when his directions conflict with these regulations, or involve any risk or hazard, in either of which cases, all participating will be held alike accountable. He will (with the approval of his Superintendent,) appoint his own Brakemen,

but no Brakeman should be retained who, in the opinion of the Engineer, does not properly perform his duties.

90. He **must see** that the **Instructions** are **observed** by those under him, and report, daily, all violations of them.

91. Passenger Conductors and their Brakemen, must be on hand at the Depot, with their badges on, half an hour before the time of starting their Train from any terminal Station, and they **must see** that their **Cars** are **clean**, and in good and safe order, particularly examining the Wheels, Axles, Brakes and Springs, and, while on the Road, that the routine duties of those employed on the Trains, and which are not detailed in these Instructions, are faithfully attended to.

92. He must **see that he has** upon the Train, **Signal Flags**, red **Lanterns**, a sufficient number of ordinary Lanterns, spare Shackles and Pins, Oil, &c.

93. He must duly call the attention of the Repairer of Cars, or of the Station Agent, in his absence, to any **damage** which may have been done **to the Cars**, or to any which may come to his knowledge, that it may be promptly corrected, and he must notice such in his Reports.

94. He is responsible for attaching the **Red Lamps** to the last Car of the Train, and must see that the **Red Flags and Lanterns** are upon the **Engine** when his Train is to be followed by another.

95. The Conductor of a Train **carrying Red Flags, or Red Flags and Lanterns**, shall, on arriving at a Station beyond which they are not to be carried, notify the Station Agent of the fact, in order that he (which it shall be his duty to do,) may give notice thereof to the Conductors of other Trains interested, which may not have reached that Station.

96. It is his duty to **check the Engineers** when they run unsafely, and to prescribe to them, when he sees fit, the regular rates allowed on the Table, or slower rates, if in his judgment it is necessary.

97. He must not permit the **sale of Books, Papers or Refreshments**, in the Cars, without a written license from the General Superintendent.

98. He must not allow any person to **ride outside** of the Cars, **or in the Baggage Car**, excepting the Baggage Master, train Attendants, (when necessary in discharge of their duties,) and Officers of the Road.

99. He must prevent **Passengers endangering themselves** by imprudent exposure. In the event of any **Passenger** being **drunk or disorderly**, to the annoyance of others he must use all gentle means to stop the nuisance; failing which, he must for the safety and convenience of all, exercise his authority and keep him in a separate place until he arrives at the next Station, where the Passenger must be left.

100. Conductors must be careful never to make the **Signal for starting** while Passengers are getting on, or off the Train, and should in making it, stand near the front end of the front Passenger Car.

101. He must, immediately upon leaving a Station, pass through the Train, and examine the tickets of all the Passengers who got on the Train at that Station, and punch in the appropriate corner, the tickets of all Passengers who are going beyond the next stopping place, and punch and collect all tickets for passages to the next Station at which his Train is to stop. He must, before the arrival of the Train at its terminus, pass through and collect all the Passenger tickets on the Train, not destined to Stations or points beyond his terminus. **He must be careful in**

punching the Tickets not to punch out any dates or numbers, and he must not punch a ticket for any Division, excepting the one he may be on. He must at the Eastern end of his trip, forward all his collected tickets promptly to the Auditor.

102. The **Conductor** of a Freight Train has leisure on the Road to **examine** the Wheels, Brakes and Journals, of **his Cars**, and can have no excuse for allowing the Journals to be neglected, and to become heated on the Road. It will, therefore, always be presumed that the Conductor is inattentive in regard to his subordinates, if they are neglected. He is expected to **do his business promptly and entirely** at the Stations, and to **run with regularity**, when not interrupted by delays in the Trains, mindful that he is running his Train to do the business of the Road, and not merely to make time over it.

103. The Conductor of a Freight Train must **take no loaded Cars without** the proper **Waybills**; nor Waybills without the proper Cars. He must endorse his name, and the time of departure and arrival at Terminal Stations, on the back of all Way Bills.

104. He is reminded that it is his duty to **require** of the Engineer **attention to the**

Rules of the Road. Negligence or recklessness on the part of the Engineer, will be taken as a proof of the inefficiency of the Conductor, unless such conduct has been duly and distinctly reported, on every occasion of its taking place. He will, at the same time, treat the Engineer with that consideration due to his very responsible duties, and must always advise with him in cases of difficulty.

105. **In case of accident to a Train, or of stoppage on the Main Track,** from any cause, he must immediately, and always, station men with red Flags by day, or red Lanterns by night, and Torpedoes, in addition, if it be foggy, on each side of the spot on single track, and back on double track, and he must do this, as a matter of course, at all times and places, and has no right to assume that there are no Trains approaching on either side of him. He will, also, when assistance is wanted, or when the safety or convenience of the Road requires it, send messengers to the Station Agents on either side of him. Such Agents must either personally notify all approaching Trains, or Station a man with the proper signal for that purpose. If the accident happened to a Passenger Train which has the right to the Road, the Conductor must immediately take measures to com-

municate with his Division Superintendent, who will instruct him as to what course to pursue. He may command the services of any Freight, Wood or Gravel Train, or Hand-car, on the Road, either to forward his own Passengers, or to carry a message. He will take the best measures within his reach to have his Train forwarded with the least possible delay ; and every person in the neighborhood, in the employ of the Company, is required to assist him.

106. **Great Importance is attached to the most prompt Delivery of Letters, Waybills and Dispatches, consigned to the care of a Conductor ; and any neglect in this particular, will be severely dealt with.**

107. He must see that the **doors of Freight Cars**, loaded with articles liable to be injured or stolen, are always **closed, locked, and sealed**, and the doors of empty Cars closed ; and keep the **Brakemen at their posts** ; whenever any delay occurs at a Station from Freight being improperly stowed, he is required to report the circumstances on the same day, to his Division Superintendent.

108. In case of damage to Cars containing **Live Stock**, or in case of accident to Live

Stock in transit, he will immediately forward a written statement of it, giving full particulars, to the Superintendent of Live Stock; and in case of **serious accident to Stock**, he must send particulars by Telegraph from the nearest Telegraph Station, and the written statement afterwards by Train.

109. It will be his duty to make himself **acquainted**, as far as is practicable, **with the condition of the Goods** conveyed in the Train; and when they are so stowed as to be liable to damage, to change the stowage, or leave them at one of the Stations, if necessary, to be forwarded more safely with another opportunity.

110. Freight Conductors will be held personally **responsible for the proper care of all Goods** or Property entrusted to them, while in their charge, and must be careful to see that the same are delivered to the Station Agents according to the Waybills.

111. He must **carefully examine the locks** of all Freight Cars in his Train, and see that they are sealed as required in Rule 156, and receipt to the Agent for them; and he **must refuse to take any Car** not properly sealed. He must also take a receipt from the **Agent for all sealed Cars** left at a Station,

whether intended for that Station or in transit.

112. If, from any cause, it becomes **necessary to leave a Car**, or Freight in any shape, where it does not belong, he shall note the facts on the back of the Waybill, and give notice to the Agent of the Station where left, also to the Superintendent of the Division on which it is left, stating the cause thereof, without delay ; and shall use all other means in his power to have the same forwarded to its proper destination with the least possible delay ; and in no case must it remain twenty-four hours, even if the Conductor of another Train be obliged to leave the same quantity from his Train to take it ; but perishable property must not be so left ; and Superintendents of Divisions will discriminate as to the kind of Freight to have the preference.

113. He must see that all **Switches** are **left** in their proper positions, after he has passed or used them, unless the regular Switchman is at his post, in charge of the same.

114. While waiting at Stations, he must do such **switching** as may reasonably be required by the Station Agent.

115. Conductors of **Freight Trains** must

allow **no passenger to ride** on their Trains *without a proper ticket*, purchased at the Office, or pass.

SECTION FIFTH.

REGULATIONS FOR THE ENGINEER.

116. He must not start his Train til directed by the Conductor, nor till the Bell be rung. He must invariably **start with care**, and see that he has the whole of his Train before he gets beyond the limits of the Station ; and he must run the Train as nearly to time as possible, arriving at the Station neither too soon nor too late.

117. He must cause the **Bell to be rung** (or the Whistle to be sounded, where directed,) at least eighty (80) rods before arriving at any Road Crossing, and to be continued, until he pass it, and the neglect of this precaution required by Law, will be followed by immediate dismissal.

118. He must sound the **Whistle** with a continued sound, only when approaching and when within one-half a mile of every Station the length of the sound to be four seconds

with the exception that in approaching a Terminal Station, it may be *made not over five seconds*. At such places as shall be indicated by Posts erected for the purpose, marked "W.," he must give two sounds of the whistle, each of two seconds length, with one second space between them.

119. He must **pass by Stations** where his Train does not stop, cautiously, and haul up where Trains are receiving or discharging Passengers.

120. When **attached to a Train**, he will be subject to the orders of the Conductor, who has exclusive charge of the Train, and who will direct him when to start and when to stop.

121. Every Engineer will be **accountable** for running off at a Switch at any Station **where his Train stops**; but he will **not** be held responsible for running off at a Switch at a Station **where his Train does not stop**, unless he disregards some safety signals, or Rules of the road.

122. The absence of the proper Lights at those Switches or Crossings where usually shown, must be immediately reported to the Division Superintendent.

123. In **running behind another Train**,

he must so run as to allow the Train in front of him to be at least one mile ahead, excepting when coming to Stations; and, in approaching a Station, or in running round or entering a curve, particular caution must be used to avoid the possibility of running into the leading Train. No excuse, as to being deceived about the distance, will be received for a neglect of this Rule.

124. He shall allow **no Person to ride on his Engine**, while it is hauling a Train, or on the Tender thereof, other than the proper persons attached thereto, excepting the Foreman of Track Repairs, the Conductor of the Train, and the Officers named in Rule 167. Other Engineers, having the right to ride on the Train, by virtue of a ticket or a free pass, are also to be deemed an exception to this Rule, at the discretion of the Engineer of the Train.

125. He is held responsible that his **Engine** is neat, clean, and **in good working order**, before he leaves the Engine House, that the Spark Arrester and Wire Netting over the Smoke Pipe is in good condition, and that there is a sufficiency of Wood and Water in the Tender.

126. He must keep a good **Look-out** as he

moves forward, **for** any **Signals**, either from the **Repair men**, or from any other person, or for any indication of danger made to him, all which he is responsible for seeing and immediately attending to; and he must obey any Signal made by a **Repair man**, or other servant of the Corporation, even if he should see reason to think such Signal unnecessary. The lives of the **Passengers** are entrusted to his care, and it is fully expected that he will not only attend to every Signal, and to all his Instructions, but also that he will, **on all occasions**, be **vigilant and cautious** himself, not trusting alone to Signals or Rules for safety.

127. He must always run on the supposition that at any Station he may find a **Train** out of place, and he must have his **Train well in hand**, in approaching a Switch or Station.

128. Whenever, in clear weather, the **Draw Tender** of the Hackensack or Passaic Bridges shall stand on the Draw, and on the track of an approaching **Train**, holding, as a signal of safety, a white Flag, by day, and a green Light by night, the **Engineer** of that **Train** need not stop at that Draw; but, in foggy weather, and when he cannot see the signal sufficiently far, he must immediately, before

entering upon the **Draw**, in these Bridges, bring his Train to a **full stop**, and then proceed carefully towards the Draw, not only looking out for the Signal, but positively seeing, that the rails upon the Draw, are in their proper position.

129. Although the Conductor has charge of the Train, the Engineer will **not** therefore be considered blameless, if he run any unnecessary **risk** on the Road without all the prescribed precautions being observed, which are necessary to perfect safety; nor will he be relieved from blame, if he proceeds in violation of the Instructions or Orders, even should the Conductor, from negligence or misapprehension, direct him to do so.

130. He shall **not proceed** after dark, **without the proper Lights** on the front of his Engine. If the Head light of the Engine is out of order, he shall place in front of the Engine, common white Lanterns, which will be furnished to him by the Conductor on application.

131. He must see that his **Engine is provided with** a pair of Screw-jacks, large Lantern for front of Engine, two small white and one red Lantern, red Flags, and all **Tools** necessary to meet casualties.

132. He is **never to leave his Engine** in steam, without shutting the Regulator, throwing the Engine out of gear, and putting on the Tender Brakes.

133. He will **not** be allowed (except in case of accident or sudden illness,) **to change his Engine** on the journey, nor to leave his Station, without permission.

134. He is strictly forbidden **throwing Wood or Waste**, or allowing the same to be done, from the Tender, while the Train is in motion.

135. He is strictly enjoined **to start and stop the Train slowly**, and without a jerk, which is liable to snap the Couplings and Chains ; and he is further warned to be careful not to shut off steam suddenly, (except in case of danger,) so as to cause a concussion of the Cars. This Rule applies especially to Stock Trains, the beasts being liable to be thrown down and injured by a sudden check.

136. The utmost care must be exercised in **pushing Cars into Turn-outs**, so as to avoid injuring them, or other property of the Company.

137. In **bringing up the Train**, he must pay particular attention to the state of the weather, and the condition of the Rails, as

well as to the length of the Train, and these circumstances must have due weight in determining when to shut off the steam. Stations must not be entered so rapidly as to require a violent application of the Brakes, or to render the sounding of the Whistle Signal necessary ; every instance of overshooting the Station will be reported to the Division Superintendent.

138. He must pass all **Bridges**, which are indicated by the sign "**Slow**," at a reduced rate of speed, and without steam. He must use at least one minute in crossing Portage Bridge, and have his train well in hand that the brakes may be loose before he enters upon the bridge.

139. Whenever he sees the **Red Signal**, or any other which he understands to be a Signal to stop, he is to bring his Engine to a stand, close to the Signal, and on no account to pass it.

140. When Passenger **Trains** are **behind time**, he is at liberty to make it up, in whole or in part, with the consent of the Conductor, when he can do so with safety, provided that he run cautiously on the curves, and bad parts of the Road.

141. When a **Conductor** is **disabled**, the Engineer will have full charge of, and be held

responsible for the safety of the Train, until an authorized person takes charge of it.

142. Engineers of Freight Trains, must always take their **Wood between Stations**, when there is any ready, and never at Stations where Passenger Trains Wood up, excepting in cases of absolute necessity, unless by the order of their Superintendent.

143. In **passing Trains** on double Track, Engineers must **not sound the Whistle**, unless it be necessary.

SECTION SIXTH.

RULES FOR THE STATION AGENTS.

144. He is **responsible for the proper use and care of the Buildings and Property** of the Company, and is answerable for the faithful and efficient discharge of the duties of all the Company's servants at his Station.

145. He must see that all **Orders** are **duly executed**, and that all Books and Returns are regularly written up and neatly kept.

146. He must see that all **Servants** at the

Stations behave respectfully and civilly to Passengers of every class.

147. He must **inspect, daily, all Rooms** and places in connection with the Station, and see that they are neat and clean.

148. He must be careful that all stores supplied for the Station are prudently and economically used, and that there is **no waste** of Oil, Fuel or Stationery.

149. He is **not** allowed to be **absent without leave** from the Superintendent of his Division, except from illness, in which case he must immediately inform him, and take care that some competent person is entrusted with the duties.

150. **Cars** must **never** be allowed to **stand on** the **Main Line**, but must be placed on a Siding ; and the wheels must be securely blocked.

151. Every exertion must be made for the expeditious dispatch of the **Station duties**, and for insuring punctuality in the Trains.

152. He is required to see that **every article, loaded** in the **Cars**, is entered on the Freight Forwarded Book, and on the **Waybills**; and also that every article so entered on the Waybills is actually loaded in the Car designated thereon.

153. He is held **personally responsible** for the safe keeping and proper delivery of all **goods** received by him, and for all **charges** due thereon ; and all articles mentioned upon the **Waybills** will be considered as having been received by the Agent at the destined Station, and in good order, unless otherwise stated by him on the face of the **Waybill**.

154. He will have charge of the **Switchmen** at the Station. He will be held strictly responsible for the position of all **Switches** at the Station, and must always assume that at any moment a **Train** may be expected. **Switches** must always be on the **Main Track**, excepting while immediately being used.

155. He will **make** separate **Waybills** of the contents of **each Car**, and also of **Freight** destined to different Stations. It is absolutely necessary that every loaded **Freight Car** be always accompanied by a **Waybill**, showing its contents and destination.

156. He must lock and **seal all Box Freight Cars** as soon as they are loaded, excepting those loaded with **Live Stock**, and such articles as are usually transported on flat Cars, and must take a **receipt from the Conductor** for all sealed Cars sent from his Station. He must also carefully examine the

doors of all cars left at his Station, and see that they are sealed, whether intended for that Station or in transit, and **receipt to the Conductor** for them, noting on the receipt the numbers of all Cars having imperfect or broken seals.

157. He must enter on his daily reports, the number of each **Car** arriving at his Station **not sealed**, as required by Rule 156, or having the **seal broken**, giving place of shipment, destination of contents, and any apparent derangement thereof; if the car is not intended for his Station he must re-seal it.

158. He must **remove the seals** from both sides of all cars when they are unloaded; and at the end of each month, send all the old seals to the **Master Mechanic** of the Eastern Division.

159. The **seals** of cars in **Way Freight Trains** must be cut by the Agent at the first station at which freight in them is consigned, and re-sealed by the Agent at the last station of delivery, preceding that where the Conductor is to leave the Train.

160. Whenever it shall be necessary to open a car in a **Through Train**, for the purpose of receiving or discharging freight, the **seal** on both sides must be **cut by the Agent**; and

when his freight is loaded or unloaded, he must carefully reseal it.

161. **Agents** at the end of each Division **must see** that the **names** of the Freight Conductors are **endorsed** on the Waybills of Freight received from the adjoining Division, and that the other blanks on the back of the leaf are filled up, and must report to the Division Superintendent all omissions of the endorsement.

SECTION SEVENTH.

RULES FOR VARIOUS OFFICERS OF THE ROAD.

162. Every Conductor and Engineer, while on duty, must have with him a copy of the **Time Tables** and **Instructions**.

163. In the Time Tables, various **stops** are thus indicated :—†, 15 minutes ; ‡, 20 minutes ; §, 25 minutes. But when the Train is behind time, no fifteen minute stop need exceed ten minutes ; nor need a stop marked for more than fifteen minutes, exceed fifteen minutes. ¶, Means stop only on Signal.

164. The Conductors and Engineers are required to keep themselves informed, by frequent inquiries at the terminal Stations, of any **changes in the Regulations**; and ignorance of any such change, will not be received as a reason for delays or accidents. They are expected faithfully to observe the Instructions, and have **no discretionary power** to vary from them, unless in cases where the variation is necessary to the safety of the Road.

165. All Conductors and Engineers, before starting, are required to **compare and regulate** their **Watches** by the proper Standard Clocks.

166. Such persons as by Law, or the Regulations, are required to wear **Badges**, must never appear on duty without them.

167. The President, General Superintendent, Superintendents of Divisions and Branches, and Master Mechanics, on their own Division, may give written permission to others, for one passage only, **to ride on the Engine** or Tender, but such permits must be collected by the Conductor.

168. In case of a **collision**, it will be assumed as a Rule, until very clearly proved to the contrary, that the Conductors and En-

gineers of **both** Trains have neglected some of the many precautions, whether written or not, which are necessary to the safety of the Road.

169. All persons when at work upon the Track are required to give **notice of any obstruction** caused by their work, by exhibiting Red Flags or Red Lanterns conspicuously, and at a sufficient distance from the obstruction, in both directions on single track, and on double track, towards approaching Trains; and all Conductors and Engineers are particularly enjoined to stop, when such Signal is exhibited.

170. **No verbal message** touching the safety of Trains, Track or Bridges, **must be sent or received**, except in cases of pressing necessity; such message should be sent in writing, to avoid the possibility of misconstruction.

171. When the Engineer shuts off steam at Stations where the Train is to stop, thereupon the **Brakemen** must apply the Brakes, and, using judgment, endeavor to stop at the Station without the necessity of the Engineer sounding his Whistle. Too much sounding of the Whistle impairs its value as a Signal of danger.

172. **A Fireman** will **not** be permitted to **move an Engine** unless directed by the Engineer, and then only by the written permission of the Officer in charge of them ; and both the Engineer and Fireman will be held responsible for any accident resulting therefrom.

173. Brakemen must always ride outside of the cars, and they must not **slip the Wheels**, excepting in cases of imminent danger ; and it is the duty of the Conductor, and a very important one, to see to this matter, and he must dismiss a Brakeman who violates this rule.

174. **The Train Men** are required to **stop the Train**, when occasion requires, without allowing it to press upon the Tender ; and **the Engineer** is required to **stop the Engine and Tender**, without allowing them to draw upon the Train.

175. **Track Repairers** must report any instance of neglect on the part of the Engineer to observe their Signals of caution or of danger, to their Division Superintendent.

176. **Conductors**, and other Train men, must **not attempt to influence Passengers** in favor of, or against certain Hotels, or Saloons.

177. Whenever the **Telegraph** Wire shall be **broken**, the **Conductors**, and all other men on any of the **Trains**, should report the fact, and the place of the break, at the next **Telegraph Station**.

SECTION EIGHTH.

BAGGAGE.

178. Station Agents or Baggage Men will receive from Passengers all **Baggage** to be forwarded, and check or mark it plainly. They will deliver it to the **Baggage Masters** of the **Trains**, and will take charge of all **Baggage** left by them, receipts for the same to be taken in all cases ; **Station Agents** must report daily in detail, accompanying their statements with the receipts taken from the **Train Baggage Masters**. Agents must also insert in their **Reports** the name of the **Train Baggage Master**.

Train Baggage Masters must forward in the same envelope to the **General Superintendent** which contains the **Conductor's** running report, all the receipts taken by them for

Baggage during the trip, properly secured, and the number of receipts marked thereon.

179. When Passengers make claim for **Lost Baggage** of any Station Agent, he must take an accurate and particular description of the article lost, and of its contents and value, with the date, and name of the Train by which it was lost, and immediately forward the same to the Lost Baggage Office at New York, at the same time making all the search for it he can, and inquiries in reference to it. Whenever any Baggage remains at a Station more than one month, the Station Agent, unless the owner is known, must send it to the Lost Baggage Office at New York, with a card on it, stating from what Station it is sent, and when and by what Train it was left. In no case, is any person connected with the Railway authorized or permitted to take charge of an article to be carried in any Passenger Train, when no person accompanies it.

180. All persons authorized to check, mark, forward or deliver Baggage, must use the greatest care to **make no mistakes** in doing it, and when lost or miscarried, to look it up. Baggage must in all cases be handled with such care as to prevent its injury, and remove all just cause of complaint by Passengers on that

subject. Negligence in either of these respects, will subject the party in fault to having to pay the damage imposed on the Company by his negligence.

181. **Baggage Checks** must be kept at all times, in a secure place, and they must not be exposed to theft and loss. They must be **returned** to the New York Office **promptly**, and not allowed to accumulate. Agents must apply to the New York Office for such supplies as they require, instead of furnishing each other.

182. Eighty pounds of personal **Baggage** will be **allowed** each Passenger, and all articles other than personal Baggage, and all excess of personal Baggage, will be charged for at double the First Class rates for Freight on Freight Trains, and must be prepaid.

183. No **Corpse** must be received for transportation, unless it is securely boxed up in a tight and strong box; and the price to be charged for its transportation in a Passenger Train, is double the First Class fare.

SECTION NINTH.

TELEGRAPH.

INSTRUCTIONS TO OPERATORS.

184. All Operators are to devote themselves exclusively to the service of this department during the prescribed hours of the day and night, except those who may have additional duties to perform for the Company.

185. They will be required to change their places of residence, at the discretion of the Superintendent.

186 They will be under the immediate charge of the Division or Chief Operator of the Division on which they may be stationed, and must respect all orders received from him, relating to the business of the line.

187. When permitted to leave their offices in charge of others, they must, before doing so, make the substitute acquainted with the business of the office.

188. They are to use every exertion to obtain answers to all Messages promptly, when answers are required. They will be held responsible for the prompt delivery of Messages at their Stations. When answers are required to Messages and are not forthcoming, the reason should always be explained as soon as practicable. In case the party to whom a Message is addressed cannot be found, the office at which the Message originated should be notified immediately.

189. They must not allow Messages to be read by any persons except those to whom they are addressed.

190. They must copy all Messages (except those marked "private,") and all reports of trains sent and received, in a book provided for that purpose, with the time at which they are sent or received, and the signature of the Operator to whom they are sent, or from whom they are received. They must also note all delays of more than 15 minutes, in sending any Message, and the cause thereof. These books, after they are filled, must be preserved for future reference.

191. They must allow no students to practice on the line without permission of the Superintendent.

192. They must address written requisitions to the Superintendent for all supplies needed at offices.

193. Each Office, at which there is but one Operator employed, must be opened every day (excepting Sundays) by or before 7.30 A.M., and must not be closed, except by permission, before 8 P. M. On Sundays they will be kept open from 9 to 10 A. M., and 4 to 5 P. M.

194. Operators will be required to be in their offices in cases of accident or emergency, or whenever the interests of the Company may require.

195. At offices where there are two or more Operators employed, one of them must be on duty at meal time, and all others during business hours.

196. At least One Operator must always be at the Station at the time of the passage of any train, during business hours.

197. They must in all cases, when about to leave their offices, report to the head office of the Division, stating (unless going to a meal, or for the night) the length of

time they will probably be absent. When going to meals, they will use the abbreviations "s. f. b." "s. f. d." and "s. f. t." For the night "s. f. n." (see list of abbreviations.) They will also report "6" to the head office, when they are ready for duty in the morning, and when they return from each meal.

198. Ordinarily, Operators will be allowed one hour for each meal. In cases of necessity, however, they will be expected to restrict themselves to a shorter time.

199. Night Operators will be required to report "6" to the head office every half hour, from 9 P. M. till 7.30 A. M. A record of the same will be forwarded to the Superintendent, daily.

200. Night offices must be kept open at all hours through every day and night, with the exception, that on Sundays they may be closed between the hours of 7 and 8.30 A. M., 10.30 A. M. and 3.30 P. M., and 5.30 and 7 P. M.

This rule will not apply to the offices at Jersey City, Port Jervis, Susquehanna, Elmira, Hornellsville, and Dunkirk. These must be kept open on Sundays, same as other days, except by permission of Ya. office.

201. Operators must always disconnect their Instruments from the circuit, when they are about to leave their offices.

202. At 2 minutes before 12 o'clock each day, excepting Sundays, all other business will be suspended for the purpose of sending the time. At precisely that moment, the Operator who is to send time will commence beating seconds with his key, and will continue to do so until 12 o'clock, in order to give every Operator an opportunity to adjust his Instrument. At precisely 12 o'clock he will commence saying, "ii," which he will continue to repeat for one minute, and then sign; after which, business will proceed as usual.

203. In case of a break in the wire, Operators must make diligent inquiry for its whereabouts, and report to the Track Repairers, and, if possible, to the Division Telegraph Repairers, and Division Operator.

204. The President, General Superintendent, Superintendents on their respective Divisions, and Train Dispatchers only, shall have the right to direct Operators to use the signal "27;" and its use must in no case be permitted, except by the order of one of those officers. On No. 2 wire this signal can only be used by order of the President or General Superintendent.

205. Operators will be allowed, at any time when they have business to transact, to break into any conversation between Operators not relating to business. This conversation they are requested to dispense with as far as practicable.

206. They must never open their keys without previously adjusting the Relay, and being sure that the circuit is not in use, except as in the foregoing Rule, or unless directed to do so by proper authority.

207. Should the circuit open while an Operator is writing, he will always stop and ascertain the cause; if caused by some other Operator breaking, unless the one who breaks says "27," the one who was writing will say "10," and if the request is not complied with, report the fact to the Division Operator. There must be no contention in such cases.

208. The receipt of a message will be acknowledged by simply saying, "i i o k," once, and signing.

209. When the operator wishes to wait for a short time, and desires to retain the circuit, if he opens his key he must repeat "1" every few seconds; if he will have to wait longer than one minute, he must close the key, and if while it is closed another Operator uses the circuit, the

Operator who said "1," must wait until the other one has finished, except as in Rule 204 or 206.

210. The use of Ground Wires, except under extraordinary circumstances, is strictly forbidden.

211. The batteries in the main circuit must be taken apart, cleaned, and the liquids renewed on every Wednesday morning before, and on every Saturday night after, business hours. Care must be taken not to let this interfere with the business of the line.

212. Local batteries must be taken apart, and cleaned at least once every week.

213. Should an operator find it necessary to attend to his Battery during business hours, he will always report to the head office, stating what length of time he will probably require to do it.

214. In transmitting Messages, Operators must connect circuit firmly and write slowly, and thus avoid much repeating, unnecessary breaking of circuit and many errors. They must in all cases give their own signature before the signature of their office.

215. When calling an office they will always sign after the first call, and never call more than four times without signing.

216. Profane or obscene language over the line is strictly prohibited and will not be tolerated.

217. To report the departure of trains, Operators need not call any office, but simply say "23" not less than five times, and then proceed with the report. Careful attention should be paid to these reports each one of which should be recorded in the Train Report book. These books must be forwarded to the New York office at the close of each month.

218. In reporting the arrival or departure of Trains they must state, as near as possible, the exact time, which they must write not only in figures, but also in letters, thus—
 “ 3 25—Three twenty-five.”

219. A very good excuse will be required of an Operator for permitting his instrument to be injured by atmospheric electricity.

220. No abbreviation must be used in copies of Messages for delivery. In receiving a Message from the Division Superintendent which requires a “ 32,” the signature must not be placed to the Message until the “ O. K.” has been received and written thereon, and in no case will an operator send the “ 32 ” of the Conductor and Engineer, unless the same has been signed by them both in person.

221. When practicable, Operators should require persons leaving Messages at their offices for transmission, to read them aloud before they are sent.

222. When Trains are due, or standing at the Station, the Operator must be in his office and not on the platform, unless business actually requires his presence there.

223. Operators are forbidden to take apart their instruments. They must preserve them in good order and none must be kept on hand that are not in use, but must be returned at once to the New York office.

REPAIRERS.

224. All repairers will be subject to the orders of the Division Operator of the Division on which they may be stationed. Division Repairers will be subject to the orders of the General Repairer, when they do not conflict with those of the Division Operator.

225. The Division Repairer must report himself to the Division Operator every morning, stating what he purposes doing during the day.

226. Wherever he may be, he must always have with him all the tools necessary for an emergency, such as Pullies, Vises, Plyers and File, Hooks or Cleats, and insulators.

227. He must inquire whenever he arrives at a Telegraph Station, how the line is working.

228. In case of a break in the wire, or any other difficulty on the line, he must make diligent search for its whereabouts, and as soon as he has ascertained between what Stations it lies, start immediately to repair it; after he has done which, he will report to the Division Operator, informing him where the difficulty was, and the cause. He will also make a written statement thereof in detail to the Superintendent.

229. When on the road he must ride in the rear end of the last car so as to be able to watch the line closely; and if he finds an Insulator off or broken, so as to require replacing, or if he finds the wire out of place, he must (unless he knows of some more serious trouble requiring immediate attention) stop and repair it.

THROUGH MESSAGES.

230. Messages going off the Division whence they originate will be designated as "through Messages." Office communications of inquiry relating to these Messages should receive particular attention.

231. No abbreviations or figures must be used in the transmission of through Messages, except numbers of cars, engines, or baggage checks; and these must be repeated with a comma between them, as must also the numbers of streets, or any other figures that may occur in the address or signature of such Messages.

232. The names of Stations at which through Messages originate must be written in full by the repeating offices, except the following: Dunkirk, Buffalo, Hornellsville, El-

mira, Owego, Binghamton, Susquehanna, Port Jervis, Newburgh, Jersey City and New York.

TRAIN REPORTS.

233. The Operators at offices designated as "Reporting Offices," must transmit a report to New York, (Ya.) every hour during each day, (except Sundays,) of the passage at each Station of all the first class trains, moving in either direction.

234. Dunkirk is the reporting office for the Western Division, Elmira for the Susquehanna Division, and Port Jervis for the Delaware and Eastern Divisions.

235. Reports will be due from the "Reporting Offices," at 6.30 A. M., and every hour thereafter, until 8.30 P. M., and must be sent promptly. After 8.30 P. M., reports must be sent as soon as each train passes any night station. On Sundays they will be sent at 10.00 A. M., and 5.00 P. M.

236. Operators at terminal Stations of Divisions must be particular to report the arrival and departure of all first class trains, and freight trains to the Division offices. The time of the departure of these trains from every Station, must be reported to the Division office as soon as possible whether on time or not.

237. Operators must always inquire of Conductors, as to the cause of any detention of more than 10 minutes to first class trains, and 30 minutes to freight trains, which they will give to the reporting Office with the report of their departure; if any has been caused by hot wheel, whether such is upon Engine, Tender or Car, and if either, which, giving the number of the same; these details will be forwarded by the reporting offices to New York. They will also mention at or between what Stations delays occur and if possible the length of each.

238. Whenever Conductors neglect to report the causes of delays, the fact must be mentioned in the next report, with the name of the Conductor. Operators at reporting offices must be careful to see that this Rule is strictly adhered to.

PRIVATE MESSAGES.

239. The utmost care should be exercised in the transmission of messages in cipher, to and from the President, General Superintendent, Division Superintendents, &c.; a comma should be made between each word, and the message repeated back from each repeating office, and the office for which it is destined, before being delivered. In these messages the number of letters and figures will be stated, instead of the number of words as in other through messages.

240. Messages which while being transmitted over the line are preceded by the figure "7," must not be copied on the message books, but must be kept entirely separate from all other business, and no persons must be allowed to read them, except those to whom they are addressed.

PAID MESSAGES.

241. All Messages not relating to the business of the road, must be prepaid, unless in answer to a former message or otherwise ordered by proper authority. A record of these should be kept at each office, entirely separate from other business. The original copies must also be preserved. Copies for delivery must always be written in ink.

242. A check must be affixed to all paid Messages of the number of words, and the amount paid or to be collected. The amount received for other lines, or for any other purpose than transmitting the Message over this line, should always be stated.

243. No abbreviations or figures must be used in the transmission of paid Messages. A receipt must always be obtained from the parties to whom these messages are delivered, for which purpose each Office will be supplied with receipt books.

244. All monies received on account of these Messages must be handed over to the Station Agent daily, and reported monthly to this office.

C A R R E P O R T S .

245. At 9.30 A. M., each day, all other business will be suspended for the purpose of sending car reports from Dunkirk, Hornellsville, Corning, Elmira, Port Jervis, Pier, and Jersey City. The signal "27" will not be permitted to interfere with these reports, but in cases of great emergency, the officers of the Road having authority to direct the use of "27," may direct Operators to use "26," which signal only will suspend this rule, and it must be used under no other circumstances; copies of such Messages to be forwarded to this office. Proper punctuation must be observed in transmitting these reports.

RULES FOR NO. 2 WIRE, EXTENDING FROM NEW YORK TO
DUNKIRK.

246. The Operator at New York (Ya.) is vested with the same authority as regards the operations of this wire that Division Operators have upon their respective Divisions, except that the Division Operators will have charge of the repairs of this wire, as well as of No. 1. All disputes, etc., arising between Operators will be adjusted by him.

247. None but payable and through Messages will be transmitted by this wire, except in cases of emergency, or when there is some obstruction to the communication by No. 1 wire.

248. Train reports will be sent regularly by this wire, from the reporting offices ; also, car reports from Dunkirk, Hornellsville, Corning, Elmira, Susquehanna, Port Jervis, Pier, and Jersey City.

249. The right to use the circuit will be passed in regular order to and from each office during the day and night. The Operator at New York will commence by exchanging business with the first office west, then with the next, and so on in rotation, until he shall have given each office an opportunity to communicate with him. He will then pass circuit to the Operator at Dunkirk, or the farthest office west, with which he is working, who will do his business in the same order, except that he will commence with the farthest office east, for which he has business, and after having finished, pass the circuit to the nearest office east. The latter clause of this rule will apply to every office between New York and Dunkirk.

Exception.—The Operator at New York will be permitted to interfere at any time when train or car reports are due, and direct their transmission. Under no other circumstances will any operator be permitted to use the circuit out of his regular turn, unless the message be preceded by "26" or "27."

250. Operators engaged upon this wire will report to New York (Ya) when they leave their offices.

251. In the event of a break in the line, business must be sent to the farthest available Office, and Operators at such Office must never hesitate to receive this business when requested to do so.

ABBREVIATIONS.

252.—NUMERALS.

- | | |
|---|---|
| <p>1. Wait a moment.</p> <p>2. Give me the correct time.</p> <p>3. Have you answer for—
If not, Why?</p> <p>4. Where shall I proceed?</p> <p>5. I have a message.</p> <p>6. All ready.</p> <p>7. The following is private.</p> <p>8. Busy on other circuit.</p> <p>9. Answer immediately by
telegraph.</p> <p>10. Keep circuit closed.</p> <p>11. Op'r get answer immediately.</p> <p>12. Do you understand my
last?</p> <p>13. I do not understand.</p> <p>14. Connect your circuit better.</p> <p>15. Separate your words more.</p> <p>16. What is the weather?</p> <p>17. Lightning troubles us.</p> <p>18. What is the matter?</p> <p>19. Have you any report of—?</p> <p>20. I will inquire.</p> <p>21. How many passengers in—?</p> <p>22. My instrument works badly.</p> <p>23. The following is for you
and others.</p> <p>24. Repeat this back to me.</p> <p>25. Write dots.</p> | <p>26. (This to be used to stop
car reports only. See
Rule 245.)</p> <p>27. This is very important, and
must have preference
over all other business.</p> <p>28. Do you get my writing?</p> <p>29. How many cars in—?</p> <p>30. Finis.</p> <p>31. How do you understand?</p> <p>32. I understand that I am
to—</p> <p>33. Train left this station at—</p> <p>34. Am going to deliver a
message.</p> <p>35. You may use "27" to send
answer to this message.</p> <p>36.</p> <p>37. Inform all interested.</p> <p>38. Am going to renew battery.</p> <p>39. Can I be absent for—?</p> <p>40.</p> <p>41. Look out carefully.</p> <p>42. We shall want a passenger
car at—</p> <p>43. Answer paid.</p> <p>44. You are wanted on other
wire.</p> <p>45. Train, or car reports due.</p> <p>47. I have a message to send
through connector.</p> |
|---|---|

258.—WORDS.

A. All.
Ae. Arc.
Af. After.
Ay. Any.
A. M. Morning.
Abd. Aboard.
Abt. About.
Accn. Accommodation.
Agn. Again.
Ahr. Another.
Amt. Amount.
Ans. Answer.

B. Be.
Bf. Before.
Bk. Book or Back.
B. M. Baggage Man.
Bn. Been.
Bat. Battery.
Bbl. Barrel.
Bnd. Bound.
Bag. Baggage.
Brk. Break.
Bot. Bought.
Bro. Brother.
Btn. Between.
Btr. Better.
Brkg. Breaking.
Bsns. Business.

C. Can.
Cc. Commerce.
Cd. Could.
Ci. Circuit.
Ck. Check.
Cm. Come.
Co. Company.
Ct. Connect.
Cmn. Common.
Com. Communication.
Condr. Conductor.

D. Do.

Da. Day.
Dd. Did.
Det. Detained.
Dg. Doing.
D. H. Free.
Dn. Done.
Ds. Does.
Dw. Down.

E. Of the.
Ea. East.
Eh. Each.
Ev. Ever.
Ex. Express.
Ehr. Either.
Eng. Engine.
Engr. Engineer.
Evy. Every.
Exa. Extra.

F. Of.
Fi. Fire.
Fr. From.
Frt. Freight.
Fwd. Forward.

G. A. Go ahead.
Gd. Good.
Gg. Going.
Gi. Give.
G. M. Good Morning.
Gn. Gone.

H. Have.
Ha. Has.
Hd. Had.
Hf. Half.
Hi. High.
Hm. Him.
Ho. Who.
Hr. Hear, Here.
His. His.
Hu. House.

Hw. How.
Hy. Heavy.
Htl. Hotel.

I. By.
Ik. Like.
Ifm. Inform.
Immy. Immediately.
Inst. Instrument or Instant.
Impsb. Impossible.
Ipt. Important.

Js. Just.

K. Take, o'clock.
Kg. Taking.
Kn. Taken.
Kp. Keep.
Kw. Know.
Kps. Compliments.

Lv. Leave.
Lrn. Learn.
Ltr. Letter, Later.
Ltl. Little.

M. Noon.
Ma. Mail.
Md. Made.
Mk. Make.
Mh. Much.
M. L. Minutes Late.
Mo. Month.
Mr. More, Mister.
Mt. Meet.
Mv. Move.
Min. Minute.
Msk. Mistake.
Mtr. Matter.
Msg. Message.

Nh. North.
N. No, Not.
Na. Name.
N. E. Night Express.

Ni. Night.
Nn. None.
No. Number.
Nr. Near.
Ns. News.
Nv. Never.
Nsy. Necessary.
Ntg. Nothing.

O. K. Correct.
O. T. On Time.
Ov. Over.
Obg. Oblige.
Ofr. Offer.
Ofs. Office.
Ohr. Other.
Opr. Operator.

Pa. Pay.
Pc. Place.
Pd. Paid.
Pf. Proof.
P. M. Afternoon.
P. O. Post Office.
Pls. Please.
Ppr. Paper.
Psb. Possible.
Pass. Passenger.

Q. Question.
Qk. Quick.

R. For.
Rk. Work.
Rr. Repeat.
Rs. Raise.
Rt. Right, Write.
Rep. Report.
Rhr. Rather.
Rmn. Remain.
Rtn. Return.

S. Was.
Sa. Same.
Sd. Should,

Sf. Stop for.
Sh. Such.
Sl. Shall.
Sm. Some.
Sn. Soon.
Ss. Says.
St. Street.
Su. South.
Sfb. Stop for Breakfast.
Sfd. " " Dinner.
Sfn. " " Night.
Sft. " " Tea.
Sig. Signature.
Sml. Small.
Stk. Stock.
Smtg. Something.

T. The.
Td. To-day.
Tf. Tariff.
Tg. Thing.
Ti. Time.
Tk. Think.
Tm. Them.
Tn. Than, Then.
Tr. Their, There.
Ts. This.
Tt. That.
Tw. Town.
Ty. They.
Tel. Telegraph.
The. Though.
Tmw. To-morrow.
Tnk. Thank.

Tkt. Ticket.
Trn. Train.
Thot. Thought.
Thru. Through.

U. You.
Ur. Your.
Ut. But.
Un. Under.
Und. Understand.

V. Very.
Vg. Village.

W. Will.
Wa. Way.
Wd. Would, Wood.
Wh. Which.
Wi. With.
Wk. Week, Weak.
Wl. Well.
Wn. When.
Wr. Where, Were.
Ws. West.
Wt. What.
Wy. Why.
Whr. Whether.
Wrd. Word.
W. & W. Wood & Water.

X. Next.

Y. Yes.
Yr. Year.

254.—OFFICE SIGNATURES.

N. Y. 145 Broadway, New York. **Ya.** Erie Place.
B. W. 240 Broadway. **Ch.** Agent's Office, N. Y.

EASTERN DIVISION.

J. C. Jersey City. | **Bn.** Bergen.
D. Agent's Office, Jersey City. | **B. S.** Boiling Spring.
Hu. Engine House, Jersey City. | **Rn.** Paterson.

Gv. Godwinville.
Ho. Hohokus.
Ae. Allendale.
R. Ramsey's.
P. Piermont.
Sf. Suffern.
Mo. Ramapo.
Sg. Sloatsburg.

Su. Southfields.
Un. Turners.
Cs. Chester.
Gs. Goshen.
N. H. Hampton.
Dw. Middletown.
He. Howell's.
Sy. Otisville.

NEWBURGH BRANCH.

Vi. Washingtonville. | **Nb.** Newburgh.

DELAWARE DIVISION.

Po. Port Jervis.
Rh. Rosa's.
Us. Middaugh's.
Sa. Shohola.
Xn. Lackawaxen.
M. H. Mast Hope.
Sb. Narrowsburg.
N. Cochecton.

Co. Callicoon.
Hi. Hankins.
Ba. Basket.
Rd. Lordville.
Sc. Stockport.
Hk. Hancock.
H. Hale's Eddy.
De. Deposit.

SUSQUEHANNA DIVISION.

Ns. Susquehanna.
K. Great Bend.
B. Binghamton.
Z. Union.
Ce. Campville.
Ow. Owego.
Ti. Tioga.
Ro. Smithboro'.
W. Waverly.
Cm. Chemung.
Ur. Wellsburg.
Rf. Div. Sup'ts Office.

Ra. Elmira.
Jn. Junction.
B. F. Big Flats.
Q. Corning.
Fd. Freight Office Corning.
S. Painted Post.
Di. Addison.
An. Rathboneville.
Cn. Cameron.
Dr. Adrian.
Ni. Canisteo.

CANANDAIGUA BRANCH.

Hs. Horseheads. | **U.** Havana.
Mi. Millport. | **Rs.** Jefferson.

WESTERN DIVISION.

V. Hornellsville.
Am. Almond.
Ad. Alfred.
A. Andover.
G. Genesee.
Pe. Phillipsville.
So. Scio.
F. Belvidere.
Sp. Friendship.
Cb. Cuba.
Hd. Hinsdale.
X. Olean.

Ay. Allegany.
Ct. Carrollton.
Ey. Great Valley.
Uk. Salamanca.
J. Little Valley.
Ca. Cattaraugus.
Dn. Dayton.
Rg. Perrysburg.
Sm. Smith's Mills.
Or. Forestville.
Dk. Dunkirk.

Ki. Agents and Western Union Telegraph Company's Office,
 Dunkirk.

BUFFALO DIVISION.

Se. Canaseraga.
Nu. Nunda.
Pa. Portage.
Cl. Castile.

Ge. Gainesville.
Ar. Warsaw.
At. Attica.
Bu. Buffalo.

ALPHABET.

A - —
B - — — —
C - - -
D - — — —
E -
F - — —
G - — — — —
H - — — —
I - -

J - — — — —
K - — — — —
L - — — —
M - — — —
N - — — —
O - - -
P - — — — —
Q - — — — —
R - - -

S - - -
T - — —
U - — — —
V - — — — —
W - — — — —
X - — — — —
Y - — — —
Z - - - -
& - - - -

NUMERALS.

1 - — — — —
2 - — — — —
3 - — — — —
4 - — — — —

5 - — — — —
6 - — — — —
7 - — — — —

8 - — — — —
9 - — — — —
0 - — — — —

PAUSES.

Period. - - - - -	*Emphasis. - - - - -
Semicolon. - - - - -	*Parenthesis. - - - - -
Exclamation. - - - - -	Comma. - - - - -
*Quotations. - - - - -	Interrogation. - - - - -

* To be used before and after the words to which they are to apply.

255.—TARIFF OF PRICES

FOR TRANSMITTING MESSAGES.

	Ten Words or less.	Each additional word.
For 60 miles or less,	25 c	2 c
“ more than 60 or less than 100,	30	2
“ more than 100 or less than 200,	40	3
“ more than 200 or less than 300,	50	4
“ more than 300 or less than 400,	55	4
“ more than 400,	60	5

256.—HEAD OFFICES.

The Head Offices are as follows :—

Eastern Division, Jersey City.

Delaware Division, Port Jervis.

Susquehanna Division, Elmira.

Western Division, Dunkirk.

Buffalo Division, Hornellsville.

No. 2 Wire, New York.

The Eastern Division extends from Jersey City to Port Jervis.

The Newburgh Branch from Chester to Newburgh.

The Delaware Division from Port Jervis to Susquehanna.

The Susquehanna Division from Susquehanna to Hornellsville.

The Western Division from Hornellsville to Dunkirk.

The Buffalo Division from Hornellsville to Attica.

257.—MAIN BATTERIES.

The Main Batteries of the Eastern Division are at New York and Otisville.

That of the Newburgh Branch at Chester.

Those of the Delaware Division, at Lackawaxen and Deposit.

Those of the Susquehanna Division at Susquehanna and Hornellsville.

Those of the Western Division, at Hornellsville and Dunkirk.

Those of the Buffalo Division at Hornellsville and Attica.

Those of No. 2 wire at New York, Chester, Susquehanna, Hornellsville and Dunkirk.

SECTION TENTH.

REGULATIONS FOR FREE PASSES.

258. The following Officers and persons, and no others, will be permitted to pass free over this Railway, without a Ticket or Pass :—

THE PRESIDENT and DIRECTORS of the Company, and their families, when accompanied by themselves ;

The following Officers and Employes of the Road :

The Secretary and Treasurer ;

The General Superintendent ;

*** The Division and Branch Superintendents ;**

The General Freight Agent ;

The General Ticket Agent ;

The Auditor ;

*** The Division Master Mechanics ;**

The Superintendent of Telegraph ;

The Passenger and Freight Conductors, doing daily duty ;

The Regular Engineers, doing daily duty ;

Ex-Directors, for one year from the time they ceased to be Directors.

259. The Passes of the following Officers will be respected :—

The PRESIDENT, and
The GENERAL SUPERINTENDENT.

260. The Officers against whose titles a * is placed in the above list, may give Passes on their own Division or Branch.

261. The Messengers of the United States Express Company, and United States Mail Route Agents, when in the actual performance of their respective duties on the trains, (but not more than one person in the same capacity at a time,) will be considered Train Attendants, and not required to have a Pass ; but when not in the performance of their duties, or when more than one person is on the Train in the same capacity, they will be subject to the same regulations as other passengers.

262. No Pass, excepting as provided below, shall be given or taken for more than one passage ; and it shall never entitle the holder to a return passage. In case the holder of a Trip Pass wishes to stop off, it will be sufficient to punch a hole through the name of the Stations at which he stops. No Pass in pencil shall be good.

263. All Passes for more than one passage, shall be signed by the President, and by him

recorded in a book kept for that purpose ; and no Free Pass shall extend beyond the year in which it is given ; but the Superintendent may give Passes for not over one month at a time.

264. The Superintendent is directed to dismiss any Conductor who shall allow a free passage to any person, excepting as above authorized, or who shall neglect to make full and accurate returns of free passengers as required.

265. The Superintendent is authorized to prescribe such forms and colors of Free Passes as he shall deem expedient to prevent fraud in their use. All Free Passes for one passage (and no other can be given, excepting as provided in Sec. 263,) shall be collected and returned daily to the President. Should the name of the person passed be omitted, the Conductor must insert it.

266. Conductors shall, in addition to endorsing all Free Passes, for one passage, with their names, (which must always be done,) punch a hole in the corner of each Ticket or Pass, as soon as presented to them, excepting Passes for more than one passage, to indicate that it has been used ; and in order to show the Divisions on which it has been used, the

following shall be the manner in which the various Divisions and Branches are indicated :

The *Eastern*, by the upper right hand corner.

The *Delaware*, by the lower right hand corner.

The *Susquehanna*, by the upper left hand corner.

The *Western*, *Canandaigua* and *Buffalo*, by the lower left hand corner.

SECTION ELEVENTH.

267. All former Rules, Regulations, or Instructions, which are **inconsistent** with the foregoing **Rules**, &c., are hereby repealed ; but special Instructions accompanying any Time Table now in force, will remain in force during the existence of such Tables.

268. **Employees** of the Company **disapproving** of these or other **Regulations** of the Road, or not disposed to aid in carrying them out, are requested not to remain.

CHAS. MINOT,
Gen'l Sup't.

OFFICE ERIE RAILWAY CO., JAN. 1, 1862.

APPROVED,

NATHANIEL MARSH,
President.

ACCOUNTS.

INSTRUCTIONS AS TO FORWARDING FREIGHT, AND THE ACCOUNTS TO BE KEPT OF THE SAME.

1. The Station Agents will receive, weigh, and (if duplicate receipts are furnished by the party desiring goods to be forwarded, ready for signing,) give receipts for all goods plainly marked offered to them for transportation, except such articles as are prohibited by the "Conditions" stated in the printed Freight Tariff; but no receipt must be given for goods not in good shipping order, without specifying the condition of the same thereon, and noting the same on the *waybill* thereof, and in the Freight Forwarded book.

2. The Station Agent must enter in the Freight Forwarded book a full account of the quantity and description of all goods received by him to be forwarded over the Railway, showing in the proper columns the date when forwarded, the number of the car in which loaded, the number of the waybill, the Station at which they are to be delivered, the full address of the consignees or the party who is to receive them, their weights, rate or price, and the amount of freight according to the Freight Tariff in force at the time of their shipment, or special instructions from the General Freight Agent; but they will in no case forward any articles not worth the freight to accrue thereon, unless the freight is paid in advance.

When Live Stock is shipped by the car load, Agents will, in all cases, note on waybill whether such is a "Single" or "Double Decked Car;" and when part (or half) decks

are put in by owner of Live Stock, the fact of his having done so must, in all cases, be noted on the waybill.

When Stock Contracts (Blank No. 55,) are sent, (and they must be in all cases when Live Stock is shipped,) Agents are requested *not to paste them on the waybills, but to let them accompany* the waybills in the envelopes.

In all cases where the freight charged for transportation is less than the tariff rates, the authority for so making the same should be stated on the waybill, and also entered in the Freight Forwarded book.

3. All amounts collected for freight paid in advance, or "Collections on Freight Forwarded," must be entered in the proper column of the Freight Forwarded book, and also in the Cash book, with reference to the page in the Freight Forwarded book where the same is entered, and also in the Freight Forwarded book to the page in the Cash book. In all cases where freight is paid in advance, he should write the name of his Station on the waybill, opposite the amount, in the column headed "Where payable." In forwarding goods to a private Station, or where there is no regular Agent, he must in all cases collect the freight in advance; in case of an omission to collect the freight, the amount will be charged to the Agent who forwarded the goods, it being the duty of each Agent to know at which Stations there are no Agents. The price of freight from his Station to such private depot must be the tariff rate to the regular Station next beyond the same.

4. On loading the cars, he must make and deliver to the Conductor of the train taking the same (whose name should be endorsed thereon) waybills of all articles forwarded by such train. Separate waybills must in all cases be made of the contents of each car, and also of goods destined for different Stations. The waybills must give a full description of all articles, the number of the car in which they are loaded, the dates when forwarded, the name of the consignee, the Station at which they are to be

delivered, and all other particulars, all of which should be entered in the Freight Forwarded book. The red (blank No. 27, 28, or 29,) waybills should be used for goods forwarded Westward from his Station, and the black (blank No. 30, 31, or 32,) ones for goods forwarded Eastward. The dates, names of the Stations, the number of the car, and the names of the Conductors, should always be endorsed on the waybills.

5. All waybills must be regularly numbered, commencing with No. 1, the first of each month, the number in the duplicate should have the same numbers as the originals.

Original waybills are those that are given to the Conductors, to accompany the goods.

Duplicate waybills are copies of the originals, to be sent to the Auditor.

6. If any expenses or back charges are required to be paid on articles offered to be forwarded, and the same appears to be reasonable and proper, he should pay the amount and take a receipt therefor. The amount so paid (which must never exceed the value of the articles, deducting the amount of freight to accrue thereon), and the name of the person, vessel, or line to whom paid, should be entered in the Cash book, and in the Freight Forwarded book, in the column headed "Expenses paid," and also stated on the waybill.

7. Copies of all waybills of goods forwarded from his Station must be made out and marked "Duplicate" over the heading, and forwarded by the first through passenger train, eastward, to the Auditor; the smallest sized bills to be sent without folding, and the others so folded as to be opened to show the Station from whence forwarded, and of the same width as the smaller ones. They should not be inclosed in envelopes, but have a paper band three or four inches in width around them, and be addressed to the Auditor.

8. In case any goods are received at his Station which are so marked as to indicate that they were to be delivered there, and the owner or consignee should for any reason request them returned to the Station from whence they were received, or forwarded to some other Station, he will comply with such request, charging upon the waybills thereof the regular freight from his Station to the Station to which they are to be sent, in addition to the amount due for the previous transportation, sending a duplicate thereof to the Auditor.

9. Whenever goods are, by neglect of the Conductor, or other reasons, carried past the Stations at which they should have been delivered, they must be returned to the proper Station free, accompanied by a waybill, leaving the weight blank, with a proper explanation of the reason; but if, in consequence of their being improperly marked, a wrong delivery is made, the owner must bear the loss resulting therefrom, and they must be charged with the extra freight, as per section 8.

10. All property consigned to the Company, its officers or agents, for the Company's use, can be forwarded free, but it should be regularly entered in the Freight Forwarded book, and waybills made of it, stating the weights, quantities, &c., leaving the price blank, and writing the word "free" opposite the same in the column headed "Amount." The authority for waybilling the same free should always be put upon the waybill.

11. All and every article forwarded from his Station, free or not, should be entered in his Freight Forwarded book, and waybills made of the same to accompany the goods, which should be delivered to the Conductor of the train by which they are sent, and duplicates thereof sent to the Auditor.

In the shipment of all articles which are specified in the Tariff at "owner's risk," he will in all cases notify the shipper of the conditions on which the company transport

such property, and note the same in his receipts for the goods, and on the waybills.

12. Whenever articles are delivered at his Station to be forwarded, which by the conditions stated in the Freight Tariff then in force, are entitled to a deduction in the rate if sent in specified quantities at one time, or in such quantities as will entitle the shipper to said deduction, and he cannot for the want of cars, motive power, or any other reason forward the whole lot in any one shipment, he can forward such freight in lots or parcels less than the quantities specified in the said tariff to entitle the shipper to said deduction, and enter them in his book, writing therein and on the waybills of same, "Toward lot of _____" mentioning the amount of the whole of it, and extend the price for the transportation of the same at said reduced prices of rates.

13. He must present a copy of the Stock Contract (blank No. 55) to all persons who wish to ship cattle, sheep, lambs, calves, hogs, horses, mules, or other live stock, and require them to sign immediately under his own signature; and under no circumstances should he receive live stock for transportation unless the contract is signed. He must, in all cases, take two copies of the above contract—one to be retained by himself, which he should attach to the duplicate waybill of the stock, and forward the same to the Auditor; the other to be given to the shippers or their agents accompanying the stock. It will be necessary for him to sign on the line at the bottom designated for that purpose, and in no case should he fail to do so.

14. Whenever goods are delivered at his Station for transportation which are destined to places beyond Dunkirk or New York, or to other railroads or any canal, he should advise the shipper that he can only fix the price for transportation to the Station on the Erie Railway or its branches at which they leave, and require them to mark on every package the name of the consignee, the

destination, and the names and places of all persons to whose care they wish them forwarded. The full address and care with the name of the connecting road, etc., should be entered in the Freight Forwarded Book, and also on the waybills thereof, in order that the Agent at the Station where said goods leave the road, may be informed of their destination.

The Agent at that Station from which they leave this road, on receiving payment for the freight and charges on such goods, should forward them to their destination by such lines or conveyances as may be designated by the marks thereon, or as the shipper may direct. But in the absence of any such designation or instructions he can forward them by such lines or conveyances as he may deem best, taking care to make the best terms he can for the interest of the owner of such goods.

15. Goods forwarded from his Station to any Station on the Union Railroad must be waybilled to such Station. The price to be charged for freight on such goods must be the price from his Station to New York, except on lumber and stock, which will be charged according to the special tables on the Lumber and Freight Tariffs in force at the time. Agents on the Union Railroad will ship directly to Stations on the Erie Railway, charging the same price as though they were shipped from New York.

16 When an Agent has original waybills returned to him for correction, he must correct them in red ink and return the same waybill—never make a new one. In all cases of corrections of waybills he should send corrected duplicates to the Auditor. When he corrects duplicate waybills returned to him by the Auditor for correction, he should send corrected originals to the proper station. When "corrected duplicate" waybills are sent to the Auditor, in which the destination of the place has been changed he should state the name of the Station to which it was originally made out. All errors in lumber freight way bills

should be corrected at the Station where the lumber was weighed.

17. Agents weighing lumber must put the name of their Station and the kind of car on the waybills.

18. As the promptness of correction of waybills is of the greatest importance, he must pay particular attention to this part of his duty, correcting all waybills sent to him for that purpose immediately after their receipt by him and returning them to the proper Station or office by the first passenger train that leaves his station, and which stops at the place to which the same is to be returned.

AS TO KEEPING ACCOUNTS ,OF GOODS RECEIVED, AND COLLECTING THE CHARGES THEREON, ETC.

19. On the arrival of the freight trains with goods destined to his Station he will receive from the Conductor the waybills, upon which he should write the date when received, and proceed at once to unload the cars, carefully comparing each article with the description upon the way bills of the same.

20. Should the articles not agree with the description on the waybills, or should any of them be in bad order, he will immediately call the attention of the Conductor to the same, and ask an explanation of the cause. He will write upon the face of the waybill, with red ink, all discrepancies and bad condition of the articles specified thereon. He should examine the classification, price charged, extentions and footings, and correct any errors found, after which the bill as corrected should be entered at length in the Freight Received book, in which an account of all the goods received should be kept. The No. and page of the Freight Received book where the waybill is entered, should be noted on the back of the waybill.

21. Whenever a waybill of goods received is found on

examination erroneous in any respect, it should be returned immediately to the Agent who made it, who should correct as noted in No. 16 of these Instructions, if satisfied of the error pointed out. Agents will be held responsible for the correctness of waybills in every particular, classification, price, amount, &c., they should never deliver the goods until satisfied of the correctness of the charges, whether the same has been pre-paid or not.

22. Whenever he receives any property forwarded from a private depot or other place where there is no regular Agent, without a waybill thereof, he should make waybills of the same, forwarding a copy to the Auditor. He should also make out waybills of any other goods he may receive without them, giving the name of the Conductor, and noting on the same the words, "The above goods were received without any waybill," and noting on the same the Station from whence received, if known, duplicates of which must be forwarded immediately to the Auditor.

23. Before delivering any goods received by the railway at his Station, he must make on the blank "Bill Heads," (blank No. 35, 36 or 37,) furnished for that purpose, a bill of the freight and charges thereon, according to the waybills (after corrections of any errors therein), and the entry in the Freight Received Book, and upon delivery of the articles to the consignee, agent or teamster, collect the amount of said bills, which he should receipt when paid.

24. Station Agents are held personally responsible for the safe keeping and proper delivery of all goods or property received by them, and for all charges due thereon, and all articles mentioned on the waybill will be considered as having been received at the destined Station, and in good order, unless otherwise stated on the face of said waybill. In all cases where claims are presented for losses or damage of freight, a full statement of the same, giving the date of the shipment, Station where shipped, the number of the waybill, and a copy of the receipts given for

the same, must be forwarded to the General Freight Agent, with all such facts connected therewith as will facilitate an investigation of, and a decision in regard to them. They should in no case allow any goods to be taken from their possession until all freight and charges due thereon are paid.

25. They must not in any case deliver goods without taking a receipt for the same in the Receipt Book provided for that purpose. This applies as well to goods for this Company's use as to those transported for the public.

When receiving property from a car, the amount being only a part of the cargo, it is his duty to check the same with the Freight Conductor; also, in a like manner, when he delivers property to the Conductor. This duty should not be delegated to any person.

26. All monies received by them for freight and charges on goods should be entered on the Cash Book, which entry should specify the dates when received, names of persons from whom, or on whose account, dates of the waybills and amounts. The dates of payment should also be stated opposite the amount in the Freight Received Book in the column headed, "When paid," and reference made to the page of the Cash Book where the same is entered.

27. Storage must be charged on all goods not taken away after five days' notice, at the following rates, viz.: Three cents per hundred pounds for five days, and not exceeding ten days; five cents per hundred pounds for ten days, and not exceeding thirty days; after thirty days an additional rate should be charged.

All property remaining at his Station uncalled for on the 1st of October, January, April and July (if it has been there ninety days) he will, unless otherwise ordered, ship to New York, adding the charges, and consigning it to "Depot of Unclaimed Freight." Make triplicate waybills, one to accompany the goods, one to be sent to the Auditor, the other to Agent of "Depot of Unclaimed Freight." The

waybill sent to Agent of "Depot of Unclaimed Freight" must contain a statement giving the name of the Station he received it from, the date, number of the car, and number of the waybill.

It is the duty of the Agents when property arrives at their Stations, to notify consignees of its arrival, by letter or otherwise, with the amount of charges; also when property remains at his Station unclaimed fifteen days, to notify the Agent where such property was shipped, giving date of shipment, number of waybill and car, and it is then the duty of the Agent shipping such property to notify the consignor (if he can be found) that such property is unclaimed.

EXTRA BAGGAGE.

28. An account of all extra baggage forwarded by them must be kept in a book provided for that purpose, the freight on which should always be collected in advance. They should insert in numerical order in extra baggage tickets with stubs, furnished for the purpose, the date, destination, weight and amount collected, and hand the same to the passenger; at the same time an extra baggage check must be attached to the piece or lot of baggage in addition to the regular station check, which must not be removed. The Agent at the point of destination, will not deliver any extra baggage until the ticket issued for the same is surrendered, of which ticket an account should be taken, after which the ticket should be sent to the Auditor.

A waybill corresponding with the ticket issued must be sent to the Auditor, by the Agent issuing such ticket, by the first passenger train bound East.

Extra baggage waybills (blank No. 33,) must be properly filled out, and great care should be taken to see that they are correct as possible. Agents who may not be aware of the manner in which the said bills are to be made, will observe the following: Let the train, on

which goods are to be shipped be inserted between "Per Train." The number and date should go in their places on the top of the bill. the number of the ticket given to the party having such extra baggage should be placed in the column under the head of "Number of Tickets Issued." The "Destination" and "Description of Packages," are to be filled out under their proper headings. In getting at the "Excess Weight," take the gross, or total weight, and subtract the weight allowed as ordinary baggage, and the remainder will be the "Excess;" both the total and excess weight are provided with columns for their insertion. The rate and amount are to be put under their respective headings. Let the form on the back of the waybill be filled as the blank requires.

TELEGRAPH RECEIPTS.

29. All monies received for telegraph messages should be duly entered in the Cash Book, and the amount reported to the Auditor.

REMITTANCES TO TREASURER.

30. Agents must remit (blank No. 48,) daily all monies received on account of the Company, deducting only the amount for charges on goods to be forwarded. They should enclose the money in a secure envelope, being careful to see that it is entirely closed up, and hand the same to the Express Messenger, taking his receipt therefor in a book provided for that purpose.

FREIGHT REPORTS.

31. Freight Received Report (blank No. 21).—A report of all freight received during the month, showing the dates, number and amount of each waybill from the several Stations, commencing at New York or the Station farthest

eastward from whence he has received freight, entering all the waybills from each Station by themselves, footing them each up separately, each Station by itself, and after they are all entered, making a recapitulation of the totals of each Station, commencing with the farthest Station eastward as before, then footing them all up together to show the total of them all.

The Freight Received Book should be so kept that the totals of all the pages used during the month should be footed up to correspond with the report. Waybills of one month should never be entered with those of the preceding month, but should be kept entirely by themselves.

Sufficient space should be left in the Freight Received Book, at the time the monthly Freight Received Report is made, for any waybills that may have been delayed on the road. The Agents can tell, however, whether all freight trains which may have waybills dated in that month have arrived; if they are assured they have received all that are dated in that month, space need not be left. The report should not be delayed in either case.

32. **Freight Forwarded Report** (blank No. 22).—A report of all collections for freight paid in advance during the month on goods forwarded, showing the dates, numbers of waybills, destination and amount received, and also of expenses or back charges advanced on goods forwarded, showing the dates, number of waybill on which charged, destination and the amount so charged.

33. **Extra Baggage Report** (blank No. 23).—A report of all collections of freight on extra baggage, showing the date, destination, weight, number of waybills and amount. These reports should have recapitulations, in the same manner as the Freight Received Report.

34. A report (blank No. 24,) of all collections for storage and interest during the month, showing dates, names of persons from whom received, and amounts.

35. A report of all monies received for transmission of messages by the telegraph operator, showing dates and amounts.

PASSENGER TICKETS.

36. Tickets will be furnished to Agents upon application to the General Ticket Agent, who will also furnish them with a tariff of prices to be charged for the same.

37. Tickets should be sold in the order of their number consecutively.

Station Agents should always stamp the date of the tickets sold on the end of the tickets, between the letters "W" and "S," and should put the first letter of the date near the letter "W," so that the date can be seen without turning the ticket from the position in which it is held when reading the filling up of the ticket. Excursion tickets should be dated on their backs.

Conductors will please be careful in punching tickets, not to punch any part of the date.

1. A regular account should be kept in the Passenger Book of all sales of tickets as made, which should show the dates, destination of passengers, number of tickets sold, number of seats, price of each, and amount received. In all cases where tickets are used for children, or corpses, the fact should be stated in the book.
2. Tickets can be sold from each Station to all other Stations on the road, including the Union Railroad and Newburgh Branch, but not to Stations on connecting railroads, except in cases where special instructions to that effect are received from the General Ticket Agent. No tickets should be sold in any case, excepting those received from his office.
3. Tickets are never to be sold by any train for Stations at which that train does not stop, or at which the train connecting with that train does not stop. This rule

is very important, and Agents should carefully consult the Time Tables, and ascertain where the trains stop, to avoid the possibility of a mistake.

4. Tickets for children between four and twelve years old, may be sold at half fare, and the words "Half Seat" should be distinctly written with ink across the face of the tickets used for them. Tickets for corpses must be sold at double fare, and the word "Corpse" should be written across the face of such tickets. In both cases the tickets used to be so designated in the daily reports.
5. All tickets which have been used, and left at any Station, either by passengers or conductors, should be returned to the Auditor at once.

38. At the close of each day's sales, a "Daily Passenger Report" (blank No. 42 or 43,) should be made to the Auditor, of all tickets sold according to the account in the Passenger Book. Each report should be numbered, commencing with No. 1, on the first of each month, and be signed by the Agent, personally, who is accountable for all tickets sent to the Station.

If any Coupon, special, or other kinds of tickets are sold, they must be reported on form No. 278, and must not be interlined in any part of the regular Daily Report. The report must in all cases show the "Form" of all coupon tickets sold; if there is no "Form," the "Route" must be designated.

To facilitate making up the regular Daily Report, the Agent should each evening fill in his Ticket Sales Book, with the numbers of tickets on hand, which is called the opening number, and transfer the same numbers on to his Daily Ticket Report, then, after the next day's sales he should examine his ticket case, and set down in his book, in the column headed "Closing Number on Hand," the lowest numbers of the tickets then in the case, the difference will be the number of tickets sold; he should then transfer those numbers to his Daily Report. For example,

if his "Opening number" is 1, and his "Closing number on hand" is 6, it follows that he has sold tickets numbered 1, 2, 3, 4 and 5, or 5 tickets, not 6 tickets, as ticket numbered 6 is on hand, and should be the "Opening Number" for the next Report.

It is particularly desired that Agents should pay more regard to the details of their Reports, thereby saving a large amount of unnecessary labor.

It is intended that each name of a Station on the Report should be filled up with the appropriate numbers of tickets, as the form calls for, whether any tickets were sold the day the report is made or not, or whether any have been sold at all or not; every report made must be filled in entirely, that is, the appropriate numbers of tickets must be filled in; the "Opening Number," and "Closing Number" columns of each report must be filled in opposite the name of each Station. The reports must be signed on the bottom of the inside, with the proper signature of the Agent himself, and should in no case be interlined with any other kind of tickets sold.

39. The date of a ticket may be extended by endorsement thereon, whenever the holder has been necessarily detained at a Station, but the date or destination first written or stamped on a ticket should never be altered by erasure. Whenever tickets are filled up and not used, they should be returned to the Auditor with the daily passenger reports, with a note to that effect, and they will be duly credited to the Agent.

40. The endorsements on the Daily Passenger Reports should be filled up by the Agent, showing the number, the station, the Agent, and the date.

41. At the close of each month a "Monthly Passenger Report" (blank No. 41,) should be made to the Auditor of all sales made during the month; the report should show the total of sales made to each Station, the number of seats, and the total amount received. This report is to be

made up from the account in the Passenger Book, and be a condensation of the daily sales; the total amount should agree exactly with the aggregate amount of the sales noted in the Passenger Book. These reports should be signed by the Agent, and numbered consecutively, commencing each fiscal year, the month of October, with No. 1.

42. Whenever notice is given them by the Auditor of the correction of any of their Passenger Reports, care should always be taken to correct the Passenger Book, by adding or subtracting so that the reports and book may agree. They should then return the notice of correction sent them by the Auditor, with the endorsement thereon or the following words: "Corrections made as above stated"—signing their name to the same.

GENERAL INSTRUCTIONS.

43. The Cash Book should be kept constantly written up. The debtor side should show in detail the source from whence all monies are received. If from freight, &c., it should show the date, the name from whence received, the amount, and the page in the Freight Received Book, if from freight received, or the page in the Freight Forwarded Book, if collections on freight forwarded. If from sales of Passenger Tickets, the total sales of the day should be entered in one amount, with the date, and reference to the page in the Passenger Book, where the same is entered in detail.

The credit side should show the disposition made of the money, the amount sent to the Treasurer on account of Freight, &c., the amount on account of Passengers, and the amount paid for charges, if any.

44. At the close of each month, an abstract of the Cash Book should be made in the form of a "Report of Receipts and Remittances" (blank No. 53), and be made to the Auditor promptly at the close of the month.

45. When an Agent pays charges or expences on goods to be forwarded over the Railroad, if it amounts to fifty cents or more, he should be careful to take a receipt for the same, and file it away for future reference.

46. They should be careful not to receive any money on account of this Company, that is not equal to bank bills of the currency of the State of New York; if any person should offer to pay them in currency of less value, they should refuse it, unless he pays the discount on the same. The amount received for the discount should in all cases accompany the bills when sent to the Treasurer, with a note explaining the transaction.

47. Agents will be held personally responsible for the genuineness of all bank bills received by them; and to the end that no excuse may be offered for taking any other than good bills, counterfeit detectors will be furnished to any Agent upon application to the Treasurer.

48. A Monthly Balance Sheet (blank No. 20) of all the business done at the Station during the month should be made up by the 10th of the next month and forwarded direct to the Auditor. This monthly account should show on the right or credit side, the amount due from the Agent at the close of the last month's business, if any; the total amount of the uncollected bills on hand at the close of the previous month; the total of the waybills of goods received at the Station during the current month (from this amount should be deducted the amount of freight prepaid at other Stations, and the net amount carried into the outer column); the amount collected for goods prepaid at his Station during the month; the amount collected for storage, interest, extra baggage, and telegraphing, and the total amount received from sales of passenger tickets. If any moneys have been collected during the month, from any other source, it should be entered on one of the blank lines, specifying what it was for. The totals of footings of this side of the account will show the amount to be accounted

for by the Agent. The left or debit side of this account should show the balance as per the last month's account, if any; the amount paid on freight forwarded; the total amount of the remittances to the Treasurer; the amount of uncollected bills on hand at the end of the month, the goods being on hand, and the balance due from the Agent, if any. The footings of the amounts on each side of the balance sheet, should equal each other. The uncollected bills must be shown in detail on the inner side of the sheet, and each column on the uncollected list must be filled up as the form requires.

49. Reports should be made in the following manner, viz :

1. Duplicate waybills by the first through passenger train bound East that stops at the Station after loading the goods.
2. Remittances to the Treasurer by the express messenger the next day after the close of the day for which the remittance is made.
3. Daily Passenger Reports by the first through passenger train bound East, after the close of each day's business.
4. Monthly Reports of Receipts and Remittances, on the first day of the month after that for which the report is made.
5. Monthly Report of Collections and expenses on Freight Forwarded,
6. Monthly Reports of Collections on Extra Baggage,
7. Monthly Reports of Storage, Interest and Telegraph Receipts; and
8. Monthly Balance Sheets, on the tenth of next month.
9. Monthly Reports of Freight Received, accompanied by the original waybills, on the tenth day of the next month. Separate bands should be put around the original waybills received from each Station, and the same order observed in them that is observed in the Freight Received Report.

10. Monthly Passenger Report, on the first day of next month.

Nos. 1, 3, 4, 5, 6, 7, 8, 9 and 10 must be sent to the Auditor and No. 2 to the Treasurer.

Agents should so arrange their business that the Monthly Reports, except the Balance Sheet and Freight Received Report, could be written up each day, which can be done by having the appropriate number of blanks at hand, and enter each day's work daily; at the end of the month they should be closed up and sent as directed.

50. Agents should be careful to fill in all the blank spaces on waybills and reports; they should not suppose that because they cannot see any necessity for having them filled that they should not be. They should think that there is some good reason for all the information required of them.

Each Monthly report should be numbered, commencing each series with No. 1 for the month of October of each year, and duly endorsed as each form may require.

51. Agents should be careful to preserve all circulars sent to them; they should be kept in a convenient place for easy reference.

52. The following books, reports, &c., will be furnished the Station Agents upon application to the Auditor. The number and description (as noted below) should always be given when application is made. All other reports, paper, &c., will be furnished by the Division Superintendents.

Freight Received Book; Freight Forwarded Book, Tally Books, Consignee's Receipt Book, Ticket Sales' Book, Cash Books, and Express Messengers' Receipt Book, Blanks, viz.:

No. 20. Monthly balance sheets.

" 21. Monthly reports of freight received.

No. 22. Monthly reports of collections and expenses on freight forwarded.

- “ 23. Monthly report of extra baggage.
 “ 24. “ “ storage and interest.
 “ 27. Waybills 1-8 sheet, red.
 “ 28. “ 1-4 “ “
 “ 29. “ 1-2 “ “
 “ 30. “ 1-8 “ black.
 “ 31. “ 1-4 “ “
 “ 32. “ 1-2 “ “
 “ 33. “ extra baggage.
 “ 35. Bill Heads 1-8 sheet.
 “ 36. “ 1-4 “
 “ 37. “ 1-2 “
 “ 41. Monthly report of tickets sold.
 “ 42. Daily “ “ “ 1-2 sheet.
 “ 43. “ “ “ “ 1-4 “
 “ 48. “ remittances to Treasurer.
 “ 53. Monthly report of receipts and remittances.
 “ 55. Cattle shipper's agreement.
 “ 56. Furniture shipper's agreement.

Envelopes for Treasurer and Auditor.

53. Whenever a change of Station Agents is made at any place, the Agent who leaves the Station should make out and forward to the Auditor a regular Freight Report and Balance Sheet, embracing all waybills dated prior to that time, which have not been included in his previous reports; and he should take a receipt from his successor for the uncollected bills then due to the Station, in the following form:

-----Station,-----186--
 Received from the Erie Railway Co., by the hands of Mr.-----
 -----late Agent, the foregoing accounts for Freight and expenses
 on goods due to this Station on the-----day of-----
 186..., amounting to-----Dollars, the goods specified
 in said bills and accounts being on hand at that date, or received
 since.

-----Agent.

This receipt should be taken on the bottom of, or be attached to the list of Uncollected Bills forwarded to the Auditor.

He should likewise take a receipt for the Unsold Tickets remaining in his possession, in the following form :

		Station,.....	186..
Received from the Erie Railway Co., by the hands of Mr.....			
late Agent,.....	Passage Tickets, as follows :		
	No.	Number of each.	
..... to to		
..... to to		
..... to to	Total,.....	
being unsold, and on hand at this Station, this date.			
		 Agent.

This should be forwarded to the Auditor, with the last Daily Passenger Report of Tickets sold.

He should also forward to the Auditor a report of his daily receipts and remittances up to the date he leaves, and on final examination of his accounts, and a satisfactory settlement being made by him, he will be entitled to receive from the Auditor a certificate to the effect that he has honorably discharged all pecuniary obligations to the Company.

The new Agent will be held strictly accountable for the goods receipted for by him as above, and the charges due thereon, and for all goods and property delivered at his Station during the period of his agency, as well as for the passage tickets received by him.

It is desirable that all changes of Station Agents which are made should be arranged so as to take effect on the first day of the month, it being much more convenient to adjust the accounts then, than at any time during the month.

54. As neatness, order and regularity is of the greatest importance in a well digested system of accounts, it is particularly enjoined upon all Agents that their books and accounts should be kept in a neat, clean and orderly manner; that all the books should be kept written up daily in a plain and legible manner; that all reports should be

made with the greatest promptness, and that when called upon to make corrections, they should be made with the least possible delay, to the end that the general accounts may be made up and all needful information furnished with as little delay as possible.

B. E. BREMNER,

Auditor.

APPROVED,

NATHANIEL MARSH,

President.

THE FOLLOWING SECTIONS OF A LAW OF THE STATE OF NEW YORK, PASSED APRIL 2, 1850, ARE INSERTED FOR THE INFORMATION OF WHOM IT MAY CONCERN, VIZ.:

§ 30. Every conductor, baggage master, engineer, brakeman or other servant, of any railroad corporation employed in a passenger train, or at stations for passengers, shall wear upon his hat or cap, a badge, which shall indicate his office, and the initial letters of the style of the corporation by which he is employed. No conductor or collector without such badge, shall be entitled to demand or receive from any passenger, any fare, or ticket, or to exercise any of the powers of his office, and no officer or servant, without such badge, shall have authority to meddle or interfere with any passenger, his baggage or property.

§ 35. If any passenger shall refuse to pay his fare, it shall be lawful for the conductor of the train and the servants of the corporation to put him and his baggage out of the cars, using no unnecessary force, at any usual stopping place, or near any dwelling house, as the conductor shall elect, on stopping the train.

§ 37. A check shall be affixed to every parcel of baggage when taken for transportation by the agent or servant of such corporation if there is a handle, loop or fixture, so that the same can be attached upon the parcel of baggage so offered for transportation, and a duplicate thereof given to the passenger or person delivering the same on his behalf. And if such check be refused on demand, the corporation shall pay to such passenger the sum of ten dollars, to be recovered in a civil action; and further, no fare or toll shall be collected or received from such passenger, and if such passenger shall have paid his fare, the same shall be refunded by the conductor in charge of the train; and on producing said check, if his baggage shall not be delivered to him, he may himself be a witness in any suit brought by him, to prove the contents and value of said baggage.

§ 38. In forming a passenger train, baggage, freight

merchandise or lumber cars, shall not be placed in rear of the passenger cars; and if they or any of them shall be so placed, the officer or agent who so directed, or knowingly suffered such arrangement, and the conductor of the train shall be deemed guilty of a misdemeanor, and be punished accordingly.

§ 89. A bell shall be placed on each locomotive engine, and be rung at a distance of at least eighty rods from the place where the railroad shall cross any traveled public road or street, and be kept ringing until it shall have crossed such road or street; or a steam whistle shall be attached to each locomotive engine, and be sounded at least eighty rods from the place where the railroad shall cross any such road or street, except in cities, and be sounded at intervals until it shall have crossed such road or street, under a penalty of twenty dollars for every neglect of the provisions of this section, to be paid by the corporation owning the railroad, to be sued for by the district attorney of the county, within ten days after such penalty was incurred, one half thereof to go to the informer and the other half to the county, and said corporation shall also be liable for all damages which shall be sustained by any person by reason of such neglect, one half of which penalty shall be chargeable to, and collected by the company, of the engineer having charge of the train, where the omission of duty consists in not sounding the whistle or ringing the bell.

§ 41. If any person shall, when in charge of a locomotive engine running upon the railroad of any such corporation, or while acting as the conductor of a car, or train of cars, on any such railroad, be intoxicated, he shall be deemed guilty of a misdemeanor.

SPEED TABLE

For determining the time required for any distance less than fifty miles, at a given rate, not exceeding fifty miles per hour.

SPEED PER HOUR.

Dist- ance.	1	2	3	4	5	6	7	8	9	10	11
1.00		.80	.60	.45	.36	.30	.25	.21	.18	.15	.13
2.00		1.60	1.20	.90	.72	.60	.50	.42	.36	.30	.25
3.00		2.40	1.80	1.35	1.08	.90	.75	.63	.54	.45	.38
4.00		3.20	2.40	1.80	1.44	1.20	1.00	.84	.72	.60	.50
5.00		4.00	3.00	2.25	1.80	1.50	1.25	1.05	.90	.75	.63
6.00		4.80	3.60	2.70	2.16	1.80	1.50	1.26	1.08	.90	.75
7.00		5.60	4.20	3.15	2.52	2.10	1.75	1.47	1.26	1.05	.88
8.00		6.40	4.80	3.60	2.88	2.40	2.00	1.68	1.44	1.20	1.00
9.00		7.20	5.40	4.05	3.24	2.70	2.25	1.89	1.62	1.35	1.13
10.00		8.00	6.00	4.50	3.60	3.00	2.50	2.10	1.80	1.50	1.25
11.00		8.80	6.60	4.95	3.96	3.30	2.75	2.31	1.98	1.65	1.38
12.00		9.60	7.20	5.40	4.32	3.60	3.00	2.52	2.16	1.80	1.50
13.00		10.40	7.80	5.85	4.68	3.90	3.25	2.73	2.34	1.95	1.63
14.00		11.20	8.40	6.30	5.04	4.20	3.50	2.94	2.52	2.10	1.75
15.00		12.00	9.00	6.75	5.40	4.50	3.75	3.15	2.70	2.25	1.88
16.00		12.80	9.60	7.20	5.76	4.80	4.00	3.36	2.88	2.40	2.00
17.00		13.60	10.20	7.65	6.12	5.10	4.25	3.57	3.06	2.55	2.13
18.00		14.40	10.80	8.10	6.48	5.40	4.50	3.78	3.24	2.70	2.25
19.00		15.20	11.40	8.55	6.84	5.70	4.75	3.99	3.42	2.85	2.38
20.00		16.00	12.00	9.00	7.20	6.00	5.00	4.20	3.60	3.00	2.50
21.00		16.80	12.60	9.45	7.56	6.30	5.25	4.41	3.78	3.15	2.63
22.00		17.60	13.20	9.90	7.92	6.60	5.50	4.62	3.96	3.30	2.75
23.00		18.40	13.80	10.35	8.28	6.90	5.75	4.83	4.14	3.45	2.88
24.00		19.20	14.40	10.80	8.64	7.20	6.00	5.04	4.32	3.60	3.00
25.00		20.00	15.00	11.25	9.00	7.50	6.25	5.25	4.50	3.75	3.13
26.00		20.80	15.60	11.70	9.36	7.80	6.50	5.46	4.68	3.90	3.25
27.00		21.60	16.20	12.15	9.72	8.10	6.75	5.67	4.86	4.05	3.38
28.00		22.40	16.80	12.60	10.08	8.40	7.00	5.88	5.04	4.20	3.50
29.00		23.20	17.40	13.05	10.44	8.70	7.25	6.09	5.22	4.35	3.63
30.00		24.00	18.00	13.50	10.80	9.00	7.50	6.30	5.40	4.50	3.75
31.00		24.80	18.60	13.95	11.16	9.30	7.75	6.51	5.58	4.65	3.88
32.00		25.60	19.20	14.40	11.52	9.60	8.00	6.72	5.76	4.80	4.00
33.00		26.40	19.80	14.85	11.88	9.90	8.25	6.93	5.94	4.95	4.13
34.00		27.20	20.40	15.30	12.24	10.20	8.50	7.14	6.12	5.10	4.25
35.00		28.00	21.00	15.75	12.60	10.50	8.75	7.35	6.30	5.25	4.38
36.00		28.80	21.60	16.20	12.96	10.80	9.00	7.56	6.48	5.40	4.50
37.00		29.60	22.20	16.65	13.32	11.10	9.25	7.77	6.66	5.55	4.63
38.00		30.40	22.80	17.10	13.68	11.40	9.50	7.98	6.84	5.70	4.75
39.00		31.20	23.40	17.55	14.04	11.70	9.75	8.19	7.02	5.85	4.88
40.00		32.00	24.00	18.00	14.40	12.00	10.00	8.40	7.20	6.00	5.00
41.00		32.80	24.60	18.45	14.76	12.30	10.25	8.61	7.38	6.15	5.13
42.00		33.60	25.20	18.90	15.12	12.60	10.50	8.82	7.56	6.30	5.25
43.00		34.40	25.80	19.35	15.48	12.90	10.75	9.03	7.74	6.45	5.38
44.00		35.20	26.40	19.80	15.84	13.20	11.00	9.24	7.92	6.60	5.50
45.00		36.00	27.00	20.25	16.20	13.50	11.25	9.45	8.10	6.75	5.63
46.00		36.80	27.60	20.70	16.56	13.80	11.50	9.66	8.28	6.90	5.75
47.00		37.60	28.20	21.15	16.92	14.10	11.75	9.87	8.46	7.05	5.88
48.00		38.40	28.80	21.60	17.28	14.40	12.00	10.08	8.64	7.20	6.00
49.00		39.20	29.40	22.05	17.64	14.70	12.25	10.29	8.82	7.35	6.13
50.00		40.00	30.00	22.50	18.00	15.00	12.50	10.50	9.00	7.50	6.25
	1	2	3	4	5	6	7	8	9	10	11

NOTE.—From the figures in the upper line, indicating the rate per hour, trace down the line to its intersection with the line on the column from the sides giving the figures indicating the distance, and the point of intersection will show in hours and minutes the time required.

SPEED TABLE—CONTINUED.

SPEED PER HOUR.

Dis- tances	12	13	14	15	16	17	18	19	20	21	22	23	24
5	5	5	4	4	4	4	3	3	3	3	3	3	3
10	9	9	8	8	7	7	7	6	6	6	5	5	5
15	14	13	12	11	11	10	9	9	9	9	8	8	8
20	19	17	16	15	14	13	12	11	11	11	10	10	10
25	23	22	20	19	18	17	16	15	14	14	13	13	13
30	28	26	24	23	21	20	19	18	17	16	16	15	15
35	32	30	28	26	25	23	22	21	20	19	18	18	18
40	37	35	32	30	28	27	25	24	23	22	21	20	20
45	42	39	36	34	32	30	29	27	26	25	23	23	23
50	46	43	40	38	35	33	32	30	29	27	26	25	25
55	51	47	44	41	39	37	35	33	32	30	29	28	28
1.00	55	52	48	45	42	40	38	36	34	33	31	31	30
1.05	1.00	56	52	49	46	43	41	39	37	35	34	32	32
1.10	1.05	1.00	56	53	49	47	44	42	40	38	36	35	34
1.15	1.09	1.04	1.00	56	53	50	47	45	43	41	39	38	37
1.20	1.14	1.09	1.04	1.00	56	53	51	48	46	44	42	40	40
1.25	1.19	1.13	1.08	1.04	1.00	57	54	51	49	46	44	43	43
1.30	1.23	1.17	1.12	1.07	1.04	1.00	57	54	52	49	47	45	45
1.35	1.28	1.22	1.16	1.11	1.07	1.03	1.00	57	54	52	50	48	48
1.40	1.32	1.26	1.20	1.15	1.11	1.07	1.03	1.00	57	55	52	50	50
1.45	1.37	1.30	1.24	1.18	1.14	1.10	1.06	1.03	1.00	57	55	53	53
1.50	1.42	1.35	1.28	1.23	1.18	1.13	1.09	1.06	1.03	1.00	57	55	55
1.55	1.46	1.39	1.32	1.26	1.21	1.17	1.13	1.09	1.06	1.03	1.00	58	58
2.00	1.51	1.43	1.36	1.30	1.25	1.20	1.16	1.12	1.09	1.05	1.00	1.00	1.00
2.05	1.55	1.47	1.40	1.34	1.28	1.23	1.19	1.15	1.11	1.08	1.05	1.00	1.00
2.10	2.00	1.52	1.44	1.38	1.32	1.27	1.22	1.18	1.14	1.11	1.08	1.05	1.05
2.15	2.05	1.56	1.48	1.41	1.35	1.30	1.25	1.21	1.17	1.14	1.10	1.08	1.08
2.20	2.09	2.00	1.52	1.45	1.39	1.32	1.29	1.24	1.20	1.16	1.13	1.10	1.10
2.25	2.14	2.04	1.56	1.49	1.42	1.38	1.32	1.27	1.23	1.19	1.16	1.13	1.13
2.30	2.19	2.09	1.53	1.46	1.40	1.35	1.30	1.26	1.22	1.18	1.15	1.11	1.11
2.35	2.23	2.13	2.04	1.56	1.49	1.43	1.38	1.33	1.29	1.25	1.21	1.18	1.18
2.40	2.28	2.17	2.08	2.00	1.53	1.47	1.41	1.36	1.32	1.27	1.23	1.20	1.20
2.45	2.32	2.22	2.12	2.04	1.56	1.50	1.44	1.39	1.34	1.30	1.26	1.23	1.23
2.50	2.37	2.26	2.16	2.07	2.00	1.53	1.47	1.42	1.37	1.33	1.29	1.25	1.25
2.55	2.42	2.30	2.20	2.11	2.04	1.57	1.51	1.45	1.40	1.35	1.31	1.28	1.28
3.00	2.46	2.35	2.24	2.15	2.07	2.00	1.54	1.48	1.43	1.38	1.34	1.30	1.30
3.05	2.51	2.39	2.28	2.19	2.11	2.03	1.57	1.51	1.46	1.41	1.36	1.33	1.33
3.10	2.55	2.43	2.32	2.23	2.14	2.07	2.00	1.54	1.49	1.44	1.39	1.35	1.35
3.15	3.00	2.47	2.36	2.26	2.18	2.10	2.03	1.57	1.52	1.46	1.42	1.38	1.38
3.20	3.05	2.52	2.40	2.30	2.21	2.13	2.06	2.00	1.54	1.49	1.44	1.40	1.40
3.25	3.09	2.56	2.44	2.34	2.25	2.17	2.09	2.03	1.57	1.52	1.47	1.43	1.43
3.30	3.14	3.00	2.48	2.38	2.29	2.20	2.13	2.06	2.00	1.55	1.50	1.45	1.45
3.35	3.19	3.04	2.52	2.41	2.32	2.23	2.16	2.09	2.03	1.57	1.52	1.48	1.48
3.40	3.23	3.09	2.56	2.45	2.35	2.27	2.19	2.12	2.06	2.00	1.55	1.50	1.50
3.45	3.28	3.13	3.00	2.49	2.39	2.30	2.22	2.15	2.09	2.03	1.57	1.53	1.53
3.50	3.32	3.17	3.04	2.53	2.42	2.33	2.25	2.18	2.11	2.05	2.00	1.55	1.55
3.55	3.37	3.22	3.08	2.56	2.46	2.37	2.29	2.21	2.14	2.08	2.03	1.58	1.58
4.00	3.42	3.26	3.12	3.00	2.49	2.40	2.32	2.24	2.17	2.11	2.05	2.00	2.00
4.05	3.46	3.30	3.16	3.04	2.53	2.43	2.35	2.27	2.20	2.14	2.08	2.03	2.03
4.10	3.51	3.35	3.20	3.07	2.56	2.47	2.38	2.30	2.23	2.16	2.10	2.05	2.05
12	13	14	15	16	17	18	19	20	21	22	23	24	

SPEED TABLE—CONTINUED.

SPEED PER HOUR.

Dis- tances	25	26	27	28	29	30	31	32	33	34	35	36	37
2	2	2	2	2	2	2	2	2	2	2	2	2	2
5	5	5	5	5	5	5	5	5	5	5	5	5	5
7	7	7	7	7	7	7	7	7	7	7	7	7	7
10	9	9	9	9	9	8	8	8	7	7	7	7	6
12	12	11	11	11	10	10	10	9	9	9	9	8	8
14	14	13	13	12	12	12	11	11	11	11	10	10	10
17	16	16	15	15	14	14	14	13	13	12	12	12	11
19	18	18	17	17	16	16	15	15	14	14	14	13	13
22	21	20	19	19	18	17	17	16	16	16	15	15	15
24	23	22	21	21	20	19	19	18	18	18	17	17	16
26	25	24	24	23	22	22	21	21	20	19	19	18	18
29	28	27	26	25	24	23	23	22	21	21	20	20	19
81	80	29	28	27	26	25	24	24	23	22	22	21	21
84	82	81	80	29	28	27	26	25	25	24	23	23	22
86	85	83	82	31	30	29	28	27	26	26	25	24	24
38	37	36	34	33	32	31	30	29	28	27	27	26	26
41	39	38	37	35	34	33	32	31	30	29	28	28	27
43	42	40	39	37	36	35	34	33	32	31	30	29	29
46	44	42	41	39	38	37	36	35	34	33	32	31	31
49	46	44	43	42	40	39	38	37	36	35	34	33	33
50	49	47	45	44	42	41	39	38	37	36	35	34	34
53	51	49	47	46	44	43	41	40	39	38	37	36	36
55	53	51	49	48	46	45	43	42	41	40	38	37	37
58	55	53	52	50	48	47	45	44	42	41	40	39	39
1.00	58	56	54	52	50	49	47	46	44	43	42	41	41
1.02	1.00	58	56	54	52	50	49	47	46	45	43	42	42
1.05	1.02	1.00	58	56	54	52	51	49	48	46	45	44	44
1.07	1.05	1.02	1.00	58	56	54	53	51	49	48	47	46	46
1.10	1.07	1.04	1.02	1.00	58	56	54	53	51	50	49	47	47
1.12	1.09	1.07	1.04	1.02	1.00	58	56	55	53	51	50	49	49
1.14	1.12	1.09	1.06	1.04	1.02	1.00	58	56	55	53	52	51	51
1.17	1.14	1.11	1.09	1.06	1.04	1.02	1.00	58	56	55	53	52	52
1.19	1.16	1.13	1.11	1.08	1.06	1.04	1.02	1.00	58	57	55	54	54
1.23	1.18	1.16	1.13	1.10	1.08	1.06	1.04	1.02	1.00	58	57	55	55
1.24	1.21	1.18	1.15	1.12	1.10	1.08	1.06	1.04	1.02	1.00	58	57	57
1.26	1.23	1.20	1.17	1.15	1.12	1.10	1.07	1.05	1.04	1.02	1.00	58	58
1.29	1.25	1.22	1.19	1.17	1.14	1.12	1.09	1.07	1.05	1.03	1.02	1.00	1.00
1.31	1.28	1.24	1.21	1.19	1.16	1.14	1.11	1.09	1.07	1.05	1.03	1.02	1.02
1.34	1.30	1.27	1.24	1.21	1.18	1.16	1.13	1.11	1.09	1.07	1.05	1.03	1.03
1.36	1.32	1.29	1.26	1.23	1.20	1.17	1.15	1.13	1.11	1.09	1.07	1.05	1.05
1.38	1.35	1.31	1.28	1.25	1.22	1.19	1.17	1.15	1.12	1.10	1.08	1.06	1.06
1.41	1.37	1.33	1.30	1.27	1.24	1.21	1.19	1.16	1.14	1.12	1.10	1.08	1.08
1.43	1.39	1.36	1.32	1.29	1.26	1.23	1.21	1.19	1.16	1.14	1.12	1.10	1.10
1.46	1.42	1.38	1.34	1.31	1.28	1.25	1.23	1.20	1.18	1.15	1.13	1.11	1.11
1.48	1.44	1.40	1.37	1.33	1.30	1.27	1.24	1.22	1.19	1.17	1.15	1.13	1.13
1.50	1.46	1.42	1.39	1.35	1.32	1.29	1.26	1.24	1.21	1.19	1.17	1.15	1.15
1.53	1.49	1.44	1.41	1.37	1.34	1.31	1.28	1.25	1.22	1.21	1.18	1.16	1.16
1.55	1.51	1.47	1.43	1.39	1.36	1.33	1.30	1.27	1.25	1.22	1.20	1.18	1.18
1.58	1.53	1.49	1.45	1.42	1.38	1.35	1.32	1.29	1.26	1.24	1.22	1.19	1.19
2.00	1.55	1.51	1.47	1.44	1.40	1.37	1.34	1.31	1.28	1.26	1.23	1.21	1.21
25	26	27	28	29	30	31	32	33	34	35	36	37	

SPEED TABLE—CONTINUED.

SPEED PER HOUR.

Dis- tances	SPEED PER HOUR.												
	38	39	40	41	42	43	44	45	46	47	48	49	50
1	2	2	2	1	1	1	1	1	1	1	1	1	1
2	3	3	3	3	3	3	3	3	3	3	3	3	3
3	5	5	5	4	4	4	4	4	4	4	4	4	4
4	6	6	6	6	6	6	5	5	5	5	5	5	5
5	8	8	8	7	7	7	7	7	7	7	6	6	6
6	10	9	9	9	9	8	8	8	8	8	7	7	7
7	11	11	11	10	10	10	10	9	9	9	9	9	8
8	13	12	12	12	11	11	11	11	10	10	10	10	10
9	14	14	14	13	13	13	12	12	12	12	11	11	11
10	16	15	15	15	14	14	14	13	13	13	13	12	12
11	17	17	17	16	16	15	15	15	14	14	14	14	13
12	19	18	18	18	17	17	16	16	16	15	15	15	15
13	21	20	20	19	19	18	18	17	17	17	16	16	16
14	22	22	21	21	20	20	19	19	18	18	18	17	17
15	24	23	23	22	21	21	21	20	20	19	19	18	18
16	25	25	24	23	23	22	22	21	21	21	20	20	19
17	27	26	26	25	24	24	23	23	22	22	21	21	21
18	28	28	27	26	26	25	25	24	24	23	23	22	22
19	30	29	29	28	27	27	26	25	25	24	24	23	23
20	32	31	30	29	29	28	27	27	26	26	25	25	24
21	33	32	32	31	30	29	29	28	27	27	26	26	25
22	35	34	33	32	31	31	30	29	29	28	28	27	26
23	36	35	35	34	33	32	31	31	30	30	29	28	28
24	38	37	36	35	34	34	33	32	31	31	30	30	29
25	40	39	38	37	36	35	34	33	32	31	31	30	30
26	41	40	39	38	37	36	36	35	34	33	33	32	31
27	43	42	41	40	39	38	37	36	35	35	34	33	33
28	44	43	42	41	40	39	38	38	37	36	35	34	34
29	46	45	44	42	41	41	40	39	38	37	36	36	35
30	48	46	45	44	43	42	41	40	39	38	37	36	36
31	49	48	47	45	44	43	42	41	41	40	39	38	37
32	50	49	48	47	46	45	44	43	42	41	40	39	39
33	52	51	50	48	47	46	45	44	43	42	41	41	40
34	54	52	51	50	49	48	46	45	44	44	43	42	41
35	55	54	53	51	50	49	48	47	46	45	44	43	42
36	57	55	54	53	51	50	49	48	47	46	45	44	43
37	58	57	56	54	53	52	50	49	48	47	46	45	44
38	1.00	58	57	56	54	53	52	51	50	49	48	47	46
39	1.02	1.00	59	57	56	54	53	52	51	50	49	48	47
40	1.03	1.02	1.00	59	57	56	55	53	52	51	50	49	48
41	1.05	1.03	1.02	1.00	59	57	56	55	53	52	51	50	49
42	1.06	1.05	1.03	1.01	1.00	59	57	56	55	54	53	51	50
43	1.08	1.06	1.05	1.03	1.01	1.00	59	57	56	55	54	53	52
44	1.10	1.08	1.06	1.04	1.03	1.01	1.00	59	57	56	55	54	53
45	1.11	1.09	1.08	1.06	1.04	1.03	1.01	1.00	59	57	56	55	54
46	1.13	1.11	1.09	1.07	1.06	1.04	1.03	1.01	1.00	59	58	56	55
47	1.14	1.12	1.11	1.09	1.07	1.06	1.04	1.03	1.01	1.00	59	58	56
48	1.16	1.14	1.12	1.10	1.09	1.07	1.05	1.04	1.03	1.01	1.00	59	58
49	1.17	1.15	1.14	1.12	1.10	1.08	1.07	1.05	1.04	1.03	1.01	1.00	59
50	1.19	1.17	1.15	1.13	1.11	1.10	1.08	1.07	1.05	1.04	1.03	1.01	1.00
	38	39	40	41	42	43	44	45	46	47	48	49	50

TABLE OF DISTANCES, &c.

Designating Number.	Names of STATIONS AND TURNOUTS.	Distances in Miles and Hundredths.			Running time in minutes at 15 miles p. hour.	Running time in minutes at 18 miles p. hour.
		From Jersey City.	From Dunkirk.	Between Stations.		
1	Jersey City00	458.97	----	--	--
2	Bergen	2.47	456.50	2.47	10	8
4	Boiling Spring	8.54	450.43	6.07	24	20
5	Passaic Bridge	10.34	448.63	1.80	8	6
6	Passaic	11.17	447.80	.83	4	3
7	Paterson	15.75	443.22	4.58	18	15
	Gravel Switch	18.96	440.01	3.21	13	10
8	Godwinville	20.87	438.10	1.91	7	6
9	Hohokus	22.55	436.42	1.68	7	5
10	Allendale	24.75	434.22	2.20	8	7
11	Ramsey's	26.69	432.28	1.94	8	6
12	Suffern's	30.92	428.05	4.23	17	14
13	Ramapo	32.87	426.10	1.95	8	7
14	Sloatsburg	34.57	424.40	1.70	7	6
15	Southfield's	41.10	417.87	6.53	26	22
16	Greenwood	43.31	415.66	2.21	9	8
17	Turner's	46.50	412.47	3.19	13	11
18	Monroe	48.65	410.32	2.15	9	8
19	Oxford	51.27	407.70	2.62	10	8
	East Junction	52.85	406.12	1.58	6	5
	West Junction	53.31	405.66	.46	2	2
20	Chester	54.28	404.69	.97	4	3
21	Goshen	58.71	400.26	4.43	18	15
22	Hampton	62.71	396.26	4.00	16	13
23	Middletown	66.08	392.89	3.37	14	11
24	Howell's	69.96	389.01	3.88	15	12
25	Otisville	74.65	384.32	4.69	18	16
	Shin Hollow	81.05	377.92	6.40	26	22
27	Port Jervis	87.36	371.61	6.31	25	21
	Turnout	91.19	367.78	3.83	15	12
	Rosa	96.89	362.08	5.70	23	19
28	Pond Eddy	98.75	360.01	1.86	8	6
	Middaugh's	100.82	358.15	3.93	16	13
29	Shohola	106.03	352.94	5.21	21	18
30	Lackawaxen	110.01	348.96	3.98	16	13
31	Mast Hope	115.36	343.61	5.35	21	18
32	Narrowsburg	121.37	337.60	6.01	24	20
	Nobody's	125.11	333.86	3.74	15	12
33	Cochecton	129.87	329.10	4.76	19	16
34	Callicoon	135.06	323.91	5.19	21	18
	Rock Run	138.36	320.61	3.30	13	11
35	Hankin's	141.98	316.99	3.62	15	12
35½	Basket	145.63	313.34	3.65	14	12
36	Lordville	151.55	306.42	6.92	28	23

TABLE OF DISTANCES, &c.—*continued.*

Designating Number.	Names of STATIONS AND TURNOUTS.	Distances in Miles and Hundredths.			Running time in minutes at 15 miles p. hour.	Running time in minutes at 18 miles p. hour.
		From Jersey City.	From Dunkirk.	Between Stations.		
37	Stockport	158.31	300.66	5.76	23	19
38	Hancock	162.89	296.08	4.58	18	15
	Dickinson's	168.50	290.47	5.61	22	18
39	Hale's Eddy	171.03	287.94	2.53	10	8
40	Deposit	175.94	283.03	4.91	20	17
	Summit	183.22	275.75	7.28	29	23
	Canewacta Bridge	190.06	268.91	6.84	27	21
42	Susquehanna	191.44	267.53	1.38	6	4
43	Great Bend	199.72	259.25	8.28	33	28
44	Kirkwood	205.33	253.64	5.61	22	18
45	Binghamton	213.97	245.00	8.64	35	28
45½	Hooper	219.97	239.00	6.00	24	19
46	Union	227.52	236.45	2.55	11	9
47	Campville	229.09	229.88	6.57	26	22
48	Owego	235.91	223.06	6.82	28	23
49	Tioga	241.34	217.63	5.43	22	18
50	Smithboro'	246.06	213.21	4.42	18	14
51	Barton	248.18	210.79	2.42	10	8
52	Waverly	255.09	203.88	6.91	27	22
53	Chemung	259.87	199.10	4.78	19	16
54	Wellsburg	265.64	193.33	5.77	23	19
55	Elmira	272.64	186.33	7.00	28	23
	Junction	276.73	182.24	4.09	16	13
56	Big Flats	282.71	176.26	5.98	24	20
	Noyes' Switch	284.55	174.42	1.84	7	6
57	Corning	290.31	168.66	5.76	23	19
58	Painted Post	291.86	167.11	1.55	6	5
	Erwin's Switch	295.62	163.35	3.76	15	12
59	Addison	301.07	157.90	5.45	22	18
60	Rathboneville	306.18	152.79	5.11	20	17
61	Cameron	313.81	145.16	7.63	31	26
	Somebody's	318.31	140.66	4.50	18	15
61½	Adrian	323.00	136.97	3.69	15	12
62	Canjsteo	326.92	132.05	4.92	20	17
63	Hornellsville	331.13	127.84	4.21	18	14
64	Almond	336.07	122.90	4.94	20	17
65	Alfred	340.24	118.73	4.17	18	14
	Tip Top Summit	343.79	115.18	3.55	14	12
66	Andover	348.69	110.38	4.80	19	16
	Elm Valley	351.27	107.70	2.68	11	9
67	Genesee	357.28	101.69	6.01	24	20
68	Scio	361.00	97.97	3.72	15	12
69	Phillipsville	365.14	93.83	4.14	17	14
70	Belvidere	368.69	90.28	3.55	14	12
71	Friendship	373.12	85.85	4.43	18	15
	Cuba Summit	377.16	81.81	4.04	16	13
72	Cuba	381.97	77.00	4.81	19	16
73	Hinsdale	388.79	70.18	6.82	27	22

TABLE OF DISTANCES, &c.—*continued.*

Designating Number.	Names of STATIONS AND TURNOUTS.	Distances in Miles and Hundredths.			Running time in minutes at 15 miles p. hour.	Running time in minutes at 18 miles p. hour.
		From Jersey City.	From Dunkirk.	Between stations.		
74	Olean	394.34	64.63	5.55	22	18
75	Allegany	397.75	61.22	3.41	14	12
	Chip Munk	402.65	56.32	4.90	20	17
75½	Carrolton	406.86	52.11	4.21	17	14
76	Great Valley	410.31	48.66	3.45	14	11
76½	Salamanca	413.50	44.85	3.19	12	10
77	Little Valley	420.89	38.58	6.99	28	24
78	Cattaraugus	427.70	31.27	7.31	29	24
	Persia	433.81	25.16	6.11	26	21
79	Dayton	437.10	21.87	3.29	13	11
80	Perrysburg	440.03	18.94	2.93	12	10
81	Smith's Mills	446.95	12.02	6.92	23	23
82	Forestville	450.82	8.15	3.87	15	12
82½	Sheriden	454.31	4.66	3.49	14	12
83	Dunkirk	458.97	----	4.06	19	16

