

# Louisiana Railway & Navigation Company of Texas Employees Hospital Association

DR. WILLIAM CANTRELL, Chief Surgeon,  
Greenville, Texas

## —Local Surgeons—

### McKinney:

Dr. Ben F. Largent, Crouch Building.  
Dr. Todd Largent, Crouch Building.

### Princeton:

Dr. S. J. Dobbs, Wilson Drug Store.

### Farmersville:

Dr. J. D. Burt, Warden Building.  
Dr. W. C. Wright, Warden Building.

### Greenville:

Dr. W. C. Morrow, Resident Surgeon, Medical Arts Bldg.  
Dr. D. R. Waddle, Oculist, Graham-Fagg Building.  
Dr. S. D. Whitten, X-Ray, Gv. Natl Exc. Bank Bldg.  
Dr. W. B. Reeves, Consulting Surgeon, Reeves Hospital.  
Dr. E. F. Wright, Consulting Surgeon, Medical Arts Bldg.  
Dr. Jas. W. Ward, Consulting Surgeon, Gv. Natl. Exc. Bank Bldg.  
S. B. Neer, Ambulance Operator.

### Cumby:

Dr. W. E. Conner, next door east Guaranty State Bank,  
(Main street).

### Sulphur Springs:

Drs. W. C. & E. Sterling, Sterling Drug Store.  
Dr. W. S. Southerland, First National Bank Building.

### Como:

Dr. T. E. McGarity, McGarity & Petty Drug Store.

### Winnsboro:

Dr. R. T. Dickey, Fowler Drug Store.  
Dr. J. H. Wylie, M. & P. Bank Building.

### Newsome:

Dr. W. H. McDonald.

### Pittsburg:

Dr. R. Y. Lacy, Dr. C. F. Henderson, Hall Building.

### Cason:

Dr. T. A. Russell, Patterson Drug Store.

### Daingerfield:

Dr. D. R. Baber, Dr. D. J. Jenkins, Jenkins Block, near  
Depot.  
Dr. W. I. Britton.

### Hughes Springs:

Dr. A. E. Starnes, McMillan Drug Store.  
Dr. H. L. D. Jenkins, Ryle Drug Store.

### Lassater:

Dr. J. N. McCasland.

### Jefferson:

Dr. J. A. R. Moseley, New Moseley Building.  
Dr. Felix Peebles, Moseley Building.

### Waskom:

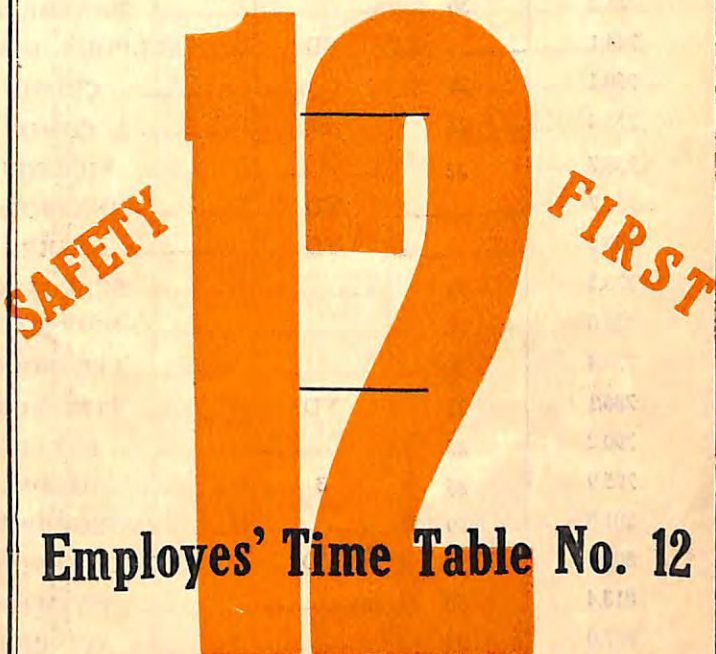
Dr. H. H. Vaughan, Dr. L. A. Colquitt.

### Greenwood:

Dr. F. A. Baker.

M. G. TULL, Superintendent—Chief Dispatcher  
P. CAIN, Dispatcher.  
G. L. TOOLEY, Dispatcher.  
R. M. HONEYCUTT, Dispatcher,  
J. W. ELLSWORTH, Dispatcher

# Louisiana Railway & Navigation Co. OF TEXAS



## Employes' Time Table No. 12

EFFECTIVE TUESDAY, MARCH 18th, 1930

at 12:01 o'clock a. m. Central Standard Time

Superseding Previous Time Table

THIS TIME TABLE IS FOR THE GOVERNMENT AND  
INFORMATION OF EMPLOYES ONLY

R. R. FARMER  
Vice-President  
Greenville, Texas

H. L. MONEY  
Ass't. to Vice-President  
Greenville, Texas

M. G. TULL  
Superintendent  
Greenville, Texas

## GREENVILLE DISTRICT

## SOUTHWARD

Distance from St. Louis	Capacity of Siding		TIME TABLE NO. 12 EFFECTIVE March 18th, 1930		FIRST CLASS		THIRD CLASS	
	Pass Track	Other Tracks			1 Daily	39 Through Freight Daily		
712.9		YD	C	GREENVILLE	Lv	10:20A.M.		
714.1		YD	C	HUNT	O		Lv	4:40 AM
718.6	25			HUSBANDS	f	10:37		5:00
723.4	40	12	D	CAMPBELL	s	10:45		5:15
730.1	30	20	D	CUMBY	s	11:01		5:46
736.2	30			BRASHEAR	s	11:14		6:03
744.1		YD	D	SULPHUR SPRINGS	P	s	11:33	6:31
750.1	25			CRUSH	f	11:46		6:48
753.4	25	10	D	COMO	s	11:52		7:01
758.7	32		D	PICKTON	s	12:07 PM		7:18
766.7		YD	D	WINNSBORO	ORPW	‡	12:25 12:45	7:50
768.0		YD		ESER	Y	f	12:47	7:53
773.1	25			SCROGGINS	P	s	1:01	8:08
776.0	30			NEWSOME	P	s	1:09	8:18
779.4	30			LEESBURG	s	1:16		8:29
786.1	25	YD	D	PITTSBURG	W-P-Y	s	1:33 <sup>3e</sup>	8:55
790.2	25			FAKER	f	1:43		9:12
795.9	25	3	D	CASON	s	2:01 <sup>2</sup>		9:32
801.8	30		D	DAINGERFIELD	s	2:15		9:52
808.1		YD	D	HUGHES SPRINGS	TWFP	s	2:33	10:53
813.4	50			PATMAN	f	2:47		11:13 <sup>3e</sup>
817.0	30		D	AVINGER	s	2:56		11:53
823.4	35			LASSATER	s	3:11		12:32 PM <sup>2</sup>
829.1	40			NEUWLINE	f	3:24		12:55
834.1	30		C	NORTH JEFFERSON	P	3:35		1:15
835.1	25	20	D	JEFFERSON	O-W-P	s	3:40	1:22
835.6	25			SOUTH JEFFERSON	s	3:42		1:24
842.8	25			BALDWIN	P	f	3:58	1:54
847.6	30		D	KARNACK	s	4:10		2:09
852.5	25			LEIGH	P	s	4:20	2:24
856.4	25			LEMO	f	4:30		2:39
862.3	50		D	WASKOM	s	4:47		3:10
863.5	20		T.&P.	LORRAINE	Y	s	4:52	3:20
867.9	40		D	GREENWOOD	s	5:02		3:35
873.5	30		T.&P.	NICHOLS	f	5:15		4:00
878.8	35		T.&P.	JEWELLA	P	f	5:27	4:20
881.2		YD		WEST SHREVEPORT	s	5:33		4:30
882.7		YD	C	SPRING ST. JCT.	s	5:42		4:45
883.5		YD	C	SILVER LAKE YARD	s	5:50		Ar. 5:00 PM
884.4		YD	C	CENTRAL STATION SHREVEPORT	Ar	6:00 PM		

Average mile an hour

22.9

13.9

GREENVILLE DISTRICT

NORTHWARD

Station Numbers	Telegraph Calls	TIME TABLE NO. 12 EFFECTIVE March 18th, 1930 STATIONS	FIRST CLASS		THIRD CLASS
			2 Daily		38 Through Freight Daily
D 52	FS	GREENVILLE	Ar 5:20 PM		
D 53	GE	HUNT			Ar 6:00 PM
X 6		S.S.W. 5.8 T.&N.O. HUSBANDS	f 5:02		5:30
X 10	CB	4.8 CAMPBELL	s 4:52		5:17
X 17	BF	6.7 CUMBY	s 4:40		4:51
X 23		6.1 BRASHEAR	s 4:28 <sup>38</sup>		4:28 <sup>2</sup>
X 31	XN	7.9 SULPHUR SPRINGS	s 4:12		3:57
X 37		6.0 CRUSH	f 3:57		3:32
X 40	CO	3.3 COMO	s 3:50		3:22
X 46	PK	5.3 PICKTON	s 3:37		3:05
X 54	WN	8.0 WINNSBORO	s 3:20		2:40
X 55		1.3 ESER	f 3:13		2:36
X 60		5.1 SCROGGINS	s 3:02		2:17
X 63		2.9 NEWSOME	s 2:54		2:07
X 66		3.4 LEESBURG	s 2:46		1:56
X 73	H	6.7 PITTSBURG	s 2:29		1:33 <sup>1</sup>
X 77		S.S.W. 4.1 FAKER	f 2:15		1:06
X 83	CN	5.7 CASON	s 2:01 <sup>1</sup>		12:39
X 89	DG	5.9 DAINGERFIELD	s 1:47		12:15 PM
X 95	HU	6.3 HUGHES SPRINGS	‡ 1:33		11:50
X 100		5.3 PATMAN	f 12:53		11:13 <sup>39</sup>
X 104	VC	3.6 AVINGER	s 12:46		10:50
X 110		6.4 LASSATER	s 12:32 <sup>39</sup>		10:17
X 116		5.7 NEWLINE	f 12:16		9:48
X 121	B	5.0 NORTH JEFFERSON	12:04		9:25
X 122	JN	T.&P. 1.0 JEFFERSON	s 12:02 PM		9:22
X 123		T.&P. .5 SOUTH JEFFERSON	11:55		9:10
X 130		7.2 BALDWIN	f 11:39		8:39
X 135	KC	4.8 KARNACK	s 11:26		8:13
X 140		4.9 LEIGH	s 11:15		7:50
X 144		3.9 LEMO	f 11:05		7:31
X 150	W	5.9 WASKOM	s 10:52		7:00
X 151		T.&P. 1.2 LORRAINE	s 10:47		6:50
X 155	GR	4.4 GREENWOOD	s 10:37		6:35
X 161		T.&P. 5.6 NICHOLS	f 10:24		6:15
X 166		5.3 JEWELLA	f 10:12		5:55
X 168		T.&P. 2.4 WEST SHREVEPORT	10:06		5:45
X 169	BU	1.5 SPRING ST. JCT.	9:56		5:30
X 171	N	0.8 SILVER LAKE YARD	9:47		Lv 5:10 AM
X 172	SR	0.9 CENTRAL STATION SHREVEPORT	Lv 9:40 AM		

Average Speed an hour

22.5

12.8

Second Class 11 Daily Except Sunday	Station Numbers	Telegraph Calls	Fuel, Water Wyes, etc	TIME TABLE NO. 12 Effective March 18th, 1930		Capacity of Sidings		Distance from St. Louis	Second Class 12 Daily Except Sunday
				STATIONS		Pass	Oth-ers		
Lv 7:30AM	D52	FS	FYWPR	C	GREENVILLE		YD	712.9	Ar. 3:05 PM
7:50	D53	GE	O	C	HUNT		YD	714.1	2:55
8:30	W8				FLOYD	33		720.9	2:15
9:20	W15	SA	WP	D	FARMERSVILLE		YD	727.8	1:25
10:10	W24	PN	P	D	PRINCETON	32		736.8	12:40
Ar 10:50AM	W32	NY	TPRWY	D	McKINNEY		YD	744.6	Lv. 12:05 PM
9.6					31.7				10.7

NO. 11 IS SUPERIOR TO NO. 12

## FLAG STOPS NOT SHOWN ON TIME TABLES

Thermo	M. P. 749.7	Flournoy	M. P. 872.2
Musgrove	M. P. 770.6	Lotta	M. P. 855.1
Orrs	M. P. 821.5	Blocker	M. P. 858.9
Sarber	M. P. 826.1	Cottonland	M. P. W723.9
Kelleyville	M. P. 830	Ethelmore	M. P. W732.3
Fitzpatrick	M. P. 849.7	Jack Davis	M. P. W740.2

## SPECIAL INSTRUCTIONS

1. In making up trains, flat cars or other low cars must be placed next to caboose. Loaded tank cars will be placed at least four cars from caboose or engine if possible.

2. Northward trains are superior to trains of the same class in the opposite direction unless otherwise specified.

3. Passenger trains report for orders before leaving Greenville, McKinney, Hughes Springs and Central Station. Freight trains report for orders before leaving Greenville, Hughes Springs, Silver Lake Yard and McKinney.

4. (A) All excepting first class trains run under control in yard limits Waskom and Lorraine, Eser and Winnsboro and Jefferson Yard, expecting to find main track occupied.

4. (B) Trains and engines must run at a cautious speed through Greenville and Hunt Yards expecting to find main track occupied. The moving train or engine will be held responsible. Trains or engines standing or moving under obscure conditions unprotected by flagman, ample distance for safety, when superior trains overdue will be held equally responsible.

4. (C) L. R. & N. trains between Hunt and Greenville use tracks East of M-K-T. water tank. This track will also be used by M-K-T. Mineola Branch trains and M-K-T. main line trains as a passing track keeping clear of L. R. & N. trains.

4. (E) Overhead trestle just South of Jefferson Junction will not clear man on top or side of cars. This trestle is 17 ft. 6 inches high.

Bridge across East Fork River M. P. 741.3 will not clear man on top or side of cars. This bridge is 19 ft. 8 inches high.

4. (F) It will be the duty of yard and road crews to make report immediately of all unusual occurrences where injury to persons, property and stock are involved. Enginemen must watch close for vehicles approaching crossings and an additional whistle signal will be sounded until engine reaches crossing or vehicles stop. Fireman will notify engineer of vehicles approaching from fireman's side. Additional whistle will be sounded when approaching crossing where view is obstructed.

4. (G) Do not exceed 15 miles an hour between distant signals Jefferson interlocker.

4. (H) First class trains will run at a cautious speed between Jewella and Spring Street Junction expecting to find main track occupied.

4. (I) All trains stop and flag Clabourne Avenue, Mansfield Road and Louisiana Street crossings.

4. (J) All trains register by slip Y. & M. V. Yard Office. All trains check register Wilson Alley keeping clear of Y. & M. V. Passenger trains. West Bound Y. & M. V. passenger trains will register at Wilsons Alley flag shanty.

**SPECIAL INSTRUCTIONS—Continued**

**4. (K) Maximum Speed An Hour:**

	Passenger Trains:	Freight Trains:
McKinney Branch	10	8
M. P. 715 to 775	35	20
M. P. 775 to 791	30	16
M. P. 791 to 822	25	12
M. P. 822 to 852	35	20
M. P. 852 to 863.5	25	12
M. P. 863.5 to 877.5	20	10

4. (L) Engines backing up 15 miles an hour.  
 4. (M) Freight engines on passenger trains or engines running light will not exceed 30 miles an hour.

**4. (N) City Ordinances Speed Restrictions:**

Greenville	10 miles an hour
Sulphur Springs	6 miles an hour
Winnsboro	10 miles an hour
Pittsburg	10 miles an hour
Hughes Springs	10 miles an hour
McKinney	6 miles an hour.

**5. Station Tracks and Spurs not shown on Schedule:**

	M. P.	End Con- nected	Capacity
Johnsons	793.8	North	8
Thermo	749.7	South	8
Veals	805.7	Both	15
Kelleyville	830.0	South	8
Lotta	855.1	South	5
Orrs	821.5	North	8
Bullen	864.7	North	8
Waterman	866.2	North	8
Owl Oil Spur	866.8	North	10
Buncombe	875.8	South	6-14

**5. (A) Following yards protected by Yard Limit Boards:**

Jefferson	Hughes Springs
Avinger	Winnsboro to South of Eser
Pittsburg	Sulphur Springs
Hunt	Thermo
	Waskom to Lorraine

**5. (B) Water Tanks other than those shown on schedule**

Page:	
Cumby	MP X—726.6
Sarber	MP X—825.7
Blocker	MP X—858.9

5. (C) Track capacities are based on average of 45 foot per car exclusive of caboose and engine.

5. (D) Employes are cautioned not to approach openings of oil tanks, oil tenders, oil cars, oil pipe lines, oil pumps, oil vats or oil receptacles of any kind, used in the handling or storing of fuel oil where oil or gas may be exposed with lighted lantern or orch or any light made by a flame.

6. Bulletin books located at Greenville Dispatcher's office, Greenville Roundhouse, Hughes Springs, Shreveport.

7. Standard clocks located Greenville Dispatchers office, Hughes Springs, Shreveport.

**8. Time Inspectors:**

Sidney F. Ball, General Inspector, Chicago.  
 G. A. Pfaeffle, Greenville, Texas.  
 Keller-Youngblood, Shreveport.

**9. Railroad Grade Crossings:**

Location	Railroad	Description
W727.7	G. C. & S. F.	Full Stop
X714.3	S. S. W. Rwy.	Full Stop
X714.7	T. & N. O.	Full Stop
X786.2	S. S. W. Rwy.	Full Stop
X834.3	T. & P. Rwy.	Interlocked
X835.3	T. & P. Rwy.	Full Stop
X862.8	T. & P. Rwy.	Full Stop
X870.0	T. & P. Rwy.	Automatic
W. Shreveport	T. & P. Rwy.	Full Stop

**10. Engine Whistle Code:**

Jefferson Interlocker. For main line — — — — —  
 Enginemen notifying Leverman he cannot accept signal  
 OOOOO.

**11. Tonnage Rating Table:**

Between	23%	27%	30%	31%	33%	34%	36%	38%
Greenville-Farmersville	730	825	925					
Farmersville-McKinney	650	750	850					
Greenville-Winnsboro	700	860	1050	1115	1250	1275	1365	1425
Winnsboro-Hughes Springs	575	650	750	785	850	925	950	1000
Hughes Spgs.-Shreveport	755	870	1000	1035	1150	1225	1300	1400

12. It is not lawful to sound a locomotive whistle or permit engines to pop within the city limits of city of Shreveport.

**SPEED TABLE**

Speed Per Hour	Time		Speed Per Hour	Time		Speed Per Hour	Time		Speed Per Hour	Time	
	1 Mile	M S		1 Mile	M S		1 Mile	M S		1 Mile	M S
10	6	0	23	2	36	36	1	40	40	1	13
11	5	27	24	2	30	37	1	37	50	1	12
12	5	0	25	2	24	38	1	34	51	1	10
13	4	37	26	2	18	39	1	32	52	1	9
14	4	17	27	2	13	40	1	30	53	1	7
15	4	0	28	2	8	41	1	27	54	1	6
16	3	45	29	2	4	42	1	25	55	1	5
17	3	31	30	2	0	43	1	23	56	1	4
18	3	20	31	1	56	44	1	21	57	1	3
19	3	9	32	1	52	45	1	20	58	1	2
20	3	0	33	1	49	46	1	18	59	1	1
21	2	51	34	1	45	47	1	16	60	1	0
22	2	43	35	1	42	48	1	15			

**Composite Telephone Calls**

McKinney — — OO	Hughes Springs OOOOO
Princeton OO	Sarber — OO
Farmersville — O	Jefferson Tower — —
Greenville —	Jefferson OOO —
Sulphur Springs — OOOO	Baldwin O — O
Winnsboro OO —	Leigh OOOO
Scroggins — O —	Lotta O — —
Newsome — — O	Jewella — OOO
Pittsburg — — —	

**Register Stations**

All trains at McKinney, Greenville, Winnsboro, Hughes Springs, L. & A. and Y. & M. V. Yard Offices, Shreveport.  
 First class only, at Central Stations, Shreveport.

**SYMBOLS.** F, oil; W, water; P, telephone; T, turn table; Y, Wye; O, Track Scales; R, Register; C, Day and Night Telegraph office; D, Day Telegraph office.

1. Every man at work upon the track and bridges must bear in mind that under the Telegraph System a train may be expected at any moment, thus rendering the strictest watchfulness absolutely necessary.

2. Bridge and track foremen are required to have at all times a copy of the current time table of the division on which they are at work, and avoid obstructing the passage of trains as much as possible. They must provide themselves with Standard watches and frequently compare time with Conductors.

3. Great watchfulness must be exercised in the use of motor, push or other cars. Where by reason of fog, sharp curves or the like, risk is involved, they must be protected by flagman. This is particularly necessary in the case of loaded truck cars.

4. They must keep their bridges and sections of track in good repair, and at all times, except when protected by proper signals, perfectly safe for the passage of trains. They must notice passing engines to see whether any signal are carried.

5. In cases of severe storms or violent winds whether by night or day, section foremen are required to make thorough examinations of their sections, and see that all is safe.

6. Whenever a rail or frog is to be taken out, or the main track in any manner obstructed or rendered unsafe, and when at any time the main track is found to be unsafe, a flagman must be sent out in each direction at least half a mile, whether any train is expected or not, to flag trains in accordance with Rule 99, Time Table.

Material must be piled in regular order not less than seven feet from the nearest rail, never between passing and main tracks, or upon any public highway. When stone or other material is unloaded it must be immediately moved a sufficient distance from the track to avoid damage thereto or to trains.

7. When the telegraph wires are down, section men are expected to have wire and connect them temporarily, and report the fact at first telegraph station, giving locality and other particulars.

8. It will be the duty of all employees in Machinery and Car Departments whenever it becomes necessary to make repairs on cars or engines on sidings or in yards, to protect themselves before getting under same, by proper signals, as per Rule 26, Time Table.

9. Passenger conductors are required to be in attendance on their train, in regular uniform, before leaving time, and to remain in attendance, in uniform, until they reach the end of their run, discharge their passengers, and turn their train over in proper condition to their successor or the yardmen. They will be held responsible for the cleanliness and proper condition of the cars of their train, and for the prompt action and general good conduct of their baggagemen, brakemen and porters; requiring them to be on duty in regular uniform thirty minutes before leaving time, and to remain so until the end of their runs and all of their duties have been performed. They will see that their brakemen call out in distinct voice, in each passenger coach, twice, with closed doors, the names of all stations at which they stop, and assist passengers on and off the cars.

Freight conductor and brakemen are required to be in attendance on their trains not less than thirty minutes before leaving time. Freight conductors will be held responsible for the faithful performance of duty required on the part of their flagmen and brakemen.

The general direction and government of a train is vested in the conductor. He is responsible for its safe and proper conduct, and all men employed on the train are required to yield a willing obedience to his proper orders.

10. Conductors and engineers must see that their baggage cars, cabooses and engines are supplied with all necessary chains, ropes, jacks, frogs and tools to be used when needed, and all signals required by the rules to be used in signaling.

11. Conductors and engineers must make daily inspections of bulletin boards at such points designated on the time table where bulletin boards are provided, and strictly observe all orders or instructions found thereon when issued by proper authority, and acknowledged receipt by signing each bulletin.

12. Engineers will be particular to have their ash pans closed while crossing all bridges and trestles. They will not work steam when passing cotton on platforms, if possible to avoid it. They will not draw their fire in front of stations or buildings, or on frogs or switches.

13. Engineers will not allow any person except (officers of the road and trainmen connected with their train) to ride on their engines, without permission from the proper authority.

14. No train must be stopped on the main track, except at regular stops of passenger trains, without being protected as per Rule 99.

15. All trains must be run under the supposition that an irregular train is liable at any moment to overtake them on any part of the road.

16. All trains will run slow during or immediately after heavy storms, keeping a close lookout for places that are liable to wash out or slide.

17. All persons are strictly forbidden to board engines or cars while in too rapid motion. Under no circumstances must they stand on the track and board engines or cars moving towards them.

18. Engines and enginemen must be ready to leave roadhouse in sufficient time, before the time set for departure of their train.

19. Conductors are required to carefully examine all seals at each point where their trains stop sufficient length of time to permit them to do so, noting on their seal reports the number of the stations at which examinations were made, and of any seals that were found to be out of order.

20. No public road or street crossing must be obstructed by trains or engines for more than five minutes at any one time.

21. Yardmaster must have control of and direct the movement of all trains in their yard limits. They will also see that all trains are made up and ready to leave on time.

22. Conductors and enginemen, when they see the telegraph lines down, must report the fact to the Dispatcher, from first open telegraph station, giving location as near as possible.

23. Conductors will see that the words "Bad Order" are written in chalk on both sides of disabled cars left at stations, and defective parts marked with cross.

24. Conductors of way freight trains will comply with instructions of agents placing cars and doing other switching. If necessary for any freight train to disturb cars that are being loaded or unloaded, they must be replaced in same position as found. In case agent's orders are unreasonable, the fact must be reported to the Trainmaster.

25. All car doors must be closed in transit.

26. All trainmen and enginemen are cautioned and forbidden from going between cars for purposes of coupling or uncoupling or adjusting coupling apparatus while cars are in motion, or to ride on pilot of road engines.

27. Rule No. 27, Page 7 applies to switch lights and Signal Boards at stations as well as other signals. All such signals must be reported by wire from the first telegraph station.

28. Enginemen on passenger trains will make a running test of brakes on leaving terminal (or wherever safety may demand it) by making a ten-pound service application of the brakes (without closing the throttle) noting the length of time train line exhaust remains open and release them after speed has been checked sufficiently to test the holding power of the brakes.

Enginemen on freight trains will make a running test of the brakes as soon as practicable after leaving terminal, or where safety demands it, by closing the throttle and making an application of the air, noting the length of time the train line exhaust remains open, and the holding power of the brakes. He will then release them without stopping the train. This test must be made where there is no danger of train parting.

Enginemen will be held responsible for condition of brakes after doing switching, train parting or coming uncoupled.

When an engine has been coupled to a train and before leaving the initial point of its run all air brakes which are connected must be tested by a service application and the brake released only when the proper signal is given. This test must be repeated whenever the air connections have been separated except when switching in yards. On trains equipped with air signals, the release signal must be given from the rear car.

Conductors must know that the cars in their trains have been inspected and that the brakes are in proper working order.

They must see that all cars taken into their trains at intermediate points are thoroughly inspected, must test the air brake, steam heat and air signal appliances thereon and must ascertain that they are safe to run before starting the train.

Before starting from an initial station and at points where air brake cars are switched in or out of train, enginemen will apply the air brakes and keep them applied long enough for inspectors

and trainmen to see that the apparatus is in proper working condition throughout the train. Enginemen must also know that the air signal is in proper working order.

## GENERAL RULES

### GENERAL NOTICE

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

Obedience to the rules is essential to the safety of passengers and employes, and to the protection of property.

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

To obtain promotion capacity must be shown for greater responsibility.

Employes, in accepting employment, assume its risks.

### GENERAL RULES

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

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

C. Employes must pass the required examinations.

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

E. Employes must render every assistance in their power in carrying out the rules and special instructions.

F. Any violation of the rules or special instructions must be reported.

G. The use of intoxicants by employes while on duty is prohibited. Their use, or the frequenting of places where they are sold, is sufficient cause for dismissal.

H. The use of tobacco by employes when on duty in or about passenger stations, or on passenger cars, is prohibited.

J. All train and station employes must wear prescribed Badges.

K. Persons authorized to transact business at stations or on trains must be orderly and avoid annoyance to passengers.

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

L-2 Fire apparatus must be kept ready for instant use.

M. Employes whose duties or employment are affected by federal, state or municipal laws or the regulation of the Bureau of Explosives, must familiarize themselves with all requirements and avoid violations.

N. Employes must keep the premises in their charge in a neat and orderly condition.

N-1. All material for the use of the Company or others must be piled in regular order not nearer than seven feet to the nearest rail of any track and never within any public highway.

N-2. Trains may be run at any time, on any track, in either direction without notice, except to those whom it is necessary to advise in order to insure proper movement of such trains. Employes must be governed accordingly and exercise care to avoid being injured.

N-3. Accidents resulting in injuries to persons or damage to property must be promptly reported by wire to the proper official, confirmed in writing on prescribed blanks and the names and addresses of as many witnesses as possible must be obtained. When accidents occur to passenger trains where injuries may result, conductors must obtain the information called for on blanks provided for canvassing.

N-4. In case of serious injury when services of the railroad's surgeon can not be secured at once, the nearest surgeon should be called to take charge until the arrival of the railroad's surgeon. Employes when called other than the railroad's surgeons for first aid will notify them that the railroad will pay a reasonable fee but will not pay for further services unless authorized in writing by the chief surgeon.

N-6. When necessary, injured persons may be placed in sleeping cars, or bedding and linen may be taken from sleeping cars for use of injured persons.

N-7. Injured employes when not taken to a hospital, will, when able go to the railroad's surgeon's office for treatment if they desire his services. After being discharged from a hospital employes will not return to be treated for the same injury (except for dressing) without the authority of the claim agent.

N-8. When trespassers are injured they shall be sent to their homes if at place of accident, or placed in charge of the local county or municipal authorities. When necessary, the railroad's surgeon may be called for first attention.

N-9. Whenever any person is injured on or about cars or engines, the equipment must be immediately inspected by the persons in charge and regular inspectors, if available, to ascertain condition. In cases of serious injury to employes between cars there shall be in addition to the inspection required by the foregoing, an immediate coupling and uncoupling test and the crew handling the cars in making the test shall use and examine the couplers, levers, etc., and be prepared to give statements showing their condition. A special inspection must be made by two inspectors at the first division terminal, unless otherwise directed. Inspectors must keep suitable record of such special inspection which shall include the names of the injured person, date and place of accident, the manner of its occurrence, and the result in detail of the inspection of the equipment.

N-10. When injury is caused by the breaking of machinery, tools, handholds, or any appliance, the broken parts must be so marked as to be readily identified, and promptly turned over to the superintendent, or head of the department in which the accident occurred, for safe keeping and future reference.

N-11. Employes who witness or have any knowledge of an accident must not give information of the same to the injured person or others, except to the railroad's officials and claim agents unless legally required. Persons desiring information shall be referred to the claim agent.

N-12. It is the desire of the railroad that all statements to it in reference to personal injury accidents shall be as full as possible and all facts stated, whether favorable or unfavorable to the railroad, the injured person or any of the railroad's employes.

O. Employes must observe all passing trains and note whether they are complete and in order; should there be any indication of conditions endangering the train, or any other train, they must take such measures for the protection of trains as may be practicable. Trainmen must look for signals from trackmen and other employes as they pass.

P. Employes must not absent themselves from duty nor provide a substitute without proper authority.

Time must not be shown on time slip, time book or pay roll, except for work actually performed by the person named.

Q. Minors must not be employed in engine or train service under any circumstances, nor in any other service, without written consent of parent or guardian, on prescribed form, which must be filed with personal records.

Persons who cannot read and write the English language with ease must not be employed in station, signal, train or yard service.

Persons deficient in vision, color perception or hearing must not be employed in any branch of the service involving the use of signals, or movement of engines or trains.

Persons who cannot produce satisfactory evidence as to previous record, character and ability must not be given employment in the service of the company.

R. The assignment or attaching of an employes wages by garnishee process or proceedings in aid of execution will be considered sufficient cause for dismissal, unless a satisfactory explanation is given.

S. All articles furnished by the railroad for use of employes must, on leaving the service be returned to the proper official. The right is reserved to withhold from wages due the value of such articles lost or not surrendered.

T. A person dismissed from the railroad's service must not be reemployed without the consent of the head of the department or of the official who dismissed him, and the approval of the general manager.

U. Employes must not contract any bill or other obligation on account of the railroad, or use the railroad's credit, without proper authority.

U-1. The acceptance by officers or employes of any presents or gratuities from patrons or from subordinates is prohibited.

V. Material or supplies of any kind must not be sold or disposed of except by written order of the purchasing agent.

X. Employes must avoid making unnecessary noise around sleeping cars occupied by passengers who have retired and should also caution others against making unnecessary noise.

Y. An employe served with a subpoena to report to any court or officer must at once notify his superior official and communicate with or report in person to the railroad's attorney and act under his direction.

Y-1. Whenever any subpoena, replevin, attachment or other legal process is served upon any agent or official of the railroad, he must note thereon the date, hour and by whom served, immediately and send notice to the consignor and consignee of the property involved, forward the original papers by registered railroad mail to the railroad's district attorney and inform the superintendent by wire. If freight is seized by process of law, charges collectible must be demanded and receipt taken for property before delivery is made to any officer of the law.

Y-2. Whenever it shall come to the knowledge of any official or employe that any work or improvement proposed by any county, township, municipal or other authority, which in any way affects the railroad's interest information upon the subject, together with notice, if any, must at once be sent to the superintendent.

Y13. Whenever any notice is served upon any official or employe, or it shall come to his knowledge that any tax or assessment has been or is to be made against the railroad or any of its property, he must at once send full information in reference to same to the superintendent and such other officials as required.

Z. The railroad's business affairs must not be divulged except to the proper officials.

Z-1. No persons, except those on duty in telegraph offices, agents and yardmasters at their respective stations, train dispatchers, trainmasters, superintendents and general officers of the railroad, must be permitted to enter within the railings or enclosure of the telegraph offices.

The chief dispatcher, agent or operator at any station is charged with the enforcement of this rule.

**DEFINITIONS**

ENGINE—A locomotive propelled by any form of energy.

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

REGULAR TRAIN—A train authorized by a time-table schedule.

SECTION—One of two or more trains running on the same schedule displaying signals or for which signals are displayed.

EXTRA TRAIN—A train not authorized by a time-table schedule. It may be designated as:

Extra—For any extra train, except work extra.

Work Extra—For work train extra.

SUPERIOR TRAIN—A train having precedence over another train.

TRAIN OF SUPERIOR RIGHT—A train given precedence by train order.

TRAIN OF SUPERIOR CLASS—A train given precedence by time-table.

TRAIN OF SUPERIOR DIRECTION—A train given precedence, in the direction specified in the time-table as between trains of the same class.

TIME TABLE—The authority for the movement of regular trains subject to the rules. It contains the classified schedules of trains with special instructions relating thereto.

SCHEDULE—That part of a time table which prescribes class, direction number and movement for a regular train.

DIVISION—That portion of a railway assigned to the supervision of a Trainmaster.

MAIN TRACK—A track extending through yards and between stations, upon which trains are operated by time table or train order, or the use of which is controlled by block signals.

SINGLE TRACK—A main track upon which trains are operated in both directions.

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

STATION—A place designated on the time-table by name at which a train may stop for traffic; or to enter or leave the main track; or from which fixed signals are operated.

SIDING—A track auxiliary to the main track for meeting or passing trains, limited to the distance between two adjoining telegraph stations.

FIXED SIGNAL—A signal of fixed location indicating a condition affecting the movement of a train.

YARD—A system of tracks within defined limits provided for the making up of trains, storing of cars and other purposes, over which movements not authorized by time-table, or by train order, may be made, subject to prescribed signals and regulations.

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

PILOT—A person assigned to a train when the enginman or conductor, or both, are not fully acquainted with the physical characteristics, or running rules of the road, or portion of the road over which train is to be moved.

**RULES**

**STANDARD TIME**

1. Standard Time obtained from Washington University (St Louis) observatory will be telegraphed to all points from designated offices at 11 a. m. daily.

2. Watches that have been examined and certified to by a designated inspector must be used by conductors and enginmen. The certificate in prescribed form must be renewed and filed with Superintendent every three months.

**FORM OF CERTIFICATE**

**CERTIFICATE OF WATCH INSPECTOR**

This is to certify that on \_\_\_\_\_ 192\_\_\_\_  
the watch of \_\_\_\_\_  
one the \_\_\_\_\_ R \_\_\_\_\_  
was examined by me. It is correct and reliable, and in my judgment will, with proper care, run within a variation of thirty seconds per week.  
Name of maker \_\_\_\_\_  
Brand \_\_\_\_\_  
Number of movement \_\_\_\_\_  
Open or hunting case \_\_\_\_\_  
Metal of case \_\_\_\_\_  
Stem or key winding \_\_\_\_\_  
(Signed) \_\_\_\_\_

Inspector.

Address \_\_\_\_\_  
3. Watches of conductors and enginmen must be compared before starting on each trip, with a clock designated as a Standard Clock. The time when watches are compared must be registered on a prescribed form.

**TIME TABLES**

4. Each Time Table, from the moment it takes effect, supersedes the preceding Time Table and its schedules take effect on any division (or subdivision) at the leaving time at their initial stations on such division (or subdivision). But when a schedule of the preceding Time Table corresponds in number, class, day of leaving, direction, and initial and terminal stations with schedule of the new Time Table, a train authorized by the preceding Time Table will retain its train orders and assume the schedule of the corresponding numbers of the New Time Table.

Schedules on each division (or sub-division) date from their initial stations on such division (or sub-division).

Not more than one schedule of the same number and same day shall be in effect on any division (or sub-division).

5. Not more than two times are given for a train at any station; where one is given, it is, unless otherwise indicated, the leaving time; where two, they are the arriving and the leaving time.

Unless otherwise indicated the time applies to the switch where an inferior train enters the siding; where there is no siding it applies to the place from which fixed signals are operated; where there is neither siding nor fixed signal, it applies to the place where traffic is received or discharged.

Schedule meeting or passing stations are indicated by figures in FULL FACE TYPE.

Both the arriving and leaving time of a train are in full face type when both are meeting or passing times, or when one or more trains are to meet or pass it between those times.

When trains are to be met or passed at a siding extending between two adjoining stations, the time at each end of the sid-



ing will be shown in full face type.

6. The following signs when placed before the figures or the schedule indicated:

- "s"—regular stop.
- "f"—flag stop to receive or discharge passengers or freight.
- "T"—stop for meals.
- "Lv"—Leave.
- "Ar"—Arrive.

**SIGNAL RULES**

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

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

9. Night signals are to be displayed from sunset to sunrise. When weather or other conditions obscure day signals, night signals must be used in addition.

10. **VISIBLE SIGNALS**

COLOR	INDICATION:
(a) Red.	Stop.
(b) Green.	Proceed, and for other uses prescribed by the Rules.
(c) Yellow.	Proceed with caution, and for other uses prescribed by the Rules.
(d) White.	Flag Stop. See Rule 28.
(e) Blue.	See Rule 26.

11. A fusee on or near the track burning red must not be passed until burned out. When burning green it is a caution signal.

12. **HAND FLAG AND LAMP SIGNALS**

MANNER OF USING	INDICATION
(a) Swung across the track—	Stop.
(b) Raised and lowered vertically—	Proceed.
(c) Swung vertically in a circle at half arms length across the track when train is standing—	Back.
(d) Swung vertically in a circle at arms length across the track when train is running—	Train has parted.
(e) Swung horizontally above the head when the train is standing—	Apply air brakes.
(f) Held at arms length above the head, when train is standing—	Release air brakes

13. Any object waved violently by anyone on or near the track is a signal to stop.

14. **AUDIBLE SIGNALS**

**ENGINE WHISTLE SIGNALS**

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

SOUND:	INDICATION:
(a) O	Stop. Apply brakes.
(b) —	Release Brakes.
(c) — OOO	Flagman go back and protect rear of train.
(d) — — — —	Flagman return from West or South.
(e) — — — —	Flagman return from East or North.
(f) — — — —	When running, train parted; to be repeated until answered by the signal prescribed by Rule 12 (d). Answer to 12 (d).
(g) OO	Answer to any signal not otherwise provided for.
(h) OOO	When train is standing, back. Answer to 12 (c) and 16 (d). When train is running, answer to 16 (d).
(i) O O O O	Call for signals.
(k) — O O	To call the attention of Yard engines, extra trains or trains of the same or inferior class or inferior right to signals displayed for a following section.
(l) — — O O	Approaching public crossing at grade.
(m) — — — —	Approaching stations, junctions and railroad crossings at grade.

A succession of short sounds of the whistle is an alarm for persons or cattle on the track.

15. The explosion of one torpedo is a signal to stop, the explosion of two not more than 200 feet apart, is a signal to reduce speed, and lookout for a stop signal.

16. **AIR WHISTLE OR BELL CORD SIGNALS**

SOUND:	INDICATION:
(a) Two	When train is standing, start.
(b) Two	When train is running, stop at once.
(c) Three	When train is standing, back the train.
(d) Three	When train is running, stop at next station.
(e) Four	When train is standing, apply or release brakes.
(f) Four	When train is running, reduce speed.
(g) Five	When train is standing, call in flagman.
(h) Five	When train is running, increase speed.

**TRAIN SIGNALS**

17. The headlight will be displayed to the front of every train by night but must be concealed when a train turns out to meet another and has stopped clear of the main track, or is standing to meet trains at the end of a double track or at junctions.

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

19. Markers will be displayed, one on each side of the rear of every train to indicate the rear of the train. By night, a green light to the front and side, and a red light to the rear, except when the train is clear of main track, when a green light must be displayed to the front, side and to rear.

20. All sections except the last will display two green flags and in addition two green lights by night, in the places provided for that purpose on the front of the engine.

21. Extra trains will display two white flags and, in addition two white lights by night, in the places provided for that purpose on the front of the engine.

22. When two or more engines are coupled, the leading engine only shall display signals as provided in Rules 20 and 21.

23. One flag or light displayed where in Rules 19, 20 and 21 two are prescribed will indicate the same as two but the proper display of all train signals is required.

24. When cars are pushed by an engine (except when shifting or making up trains in yards), a white light must be displayed on the front of the leading car by night.

25. Each car on a passenger train must be connected with the engine by a communicating signal appliance.

26. A blue flag by day and a blue light by night displayed at one or both ends of an engine, car or train, indicates that workmen are under or about it. When thus protected it must not be coupled or moved. Workmen will display the blue signals and the same workmen are alone authorized to remove them. Other cars must not be placed on the same tracks so as to intercept the view of the blue signal, without first notifying the workmen.

**USE OF SIGNALS**

27. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as a stop signal, and the fact reported to the Trainmaster.

28. The combined green and white signal is to be used to stop a train only at the flag stations indicated on its schedule. When it is necessary to stop a train at a point that is not a flag station on its schedule, a red signal must be used.

29. When a signal (except a fixed signal) is given to stop a train, it must unless otherwise provided, be acknowledged as prescribed by Rule 14 (g) or 16 (h).

30. The engine bell must be rung when an engine is about to move.

31. The engine bell must be rung on approaching every public road crossing at grade, and until it is passed; and the whistle must be sounded at all places where required by rule or by law.

32. The unnecessary use of either the whistle or the bell is prohibited. They will be used only as prescribed by rule or law, or to prevent accident.

33. Watchmen stationed at public road and street crossings must use red signals only when necessary to stop trains.

**SUPERIORITY OF TRAINS**

71. A train is superior to another train by, right, class or direction.

Right is conferred by train orders; class and direction by time-table.

Right is superior to class or direction.

Direction is superior as between trains of the same class.

72. Trains of the first class are superior to those of the second; trains of the second class are superior to those of the third, and so on.

Trains in the direction specified by the time table are superior to the trains of the same class in the opposite direction.

73. Extra trains are inferior to regular trains.

### MOVEMENT OF TRAINS

82. Time table schedules, unless fulfilled, are in effect for twelve hours after their time at each station.

Regular trains twelve hours behind either their schedules arriving or leaving time at any station lose both right and schedule, and can thereafter proceed only as authorized by train order.

83. A train must not leave its initial station on any division or a junction until it is ascertained whether all trains due, which are superior, or of the same class, have arrived or left.

At the initial station of their train, conductors and engineers must check train registers and also familiarize themselves with posted bulletins. Conductors must check and enter in train register all information required by its form. Engineers before leaving train register stations, except initial point of their run, will require from the conductor a memorandum showing number of all superior trains and time of those which have arrived or departed, and must check train register at intermediate points when practicable. A train must not leave its initial station on any district, without clearance card. If no orders for the train it must be authorized by the train dispatcher and hearing his signature countersigned by the operator. If line fails the clearance cards bearing signature of operator only will be authority for the train to proceed on its schedule.

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

85. Trains of one schedule may pass trains of another schedule of the same class, and extras may pass and run ahead of extras.

85. (a) A regular train which is delayed and falls back on the time of another train of the same class, will protect as prescribed by Rule 99, and proceed on its own schedule to the first open telegraph office at which point the second train, if of faster schedule, will be allowed to pass and proceed on its own schedule, or train orders will be issued to both trains by the Train Dispatcher to suit the existing conditions at that time.

86. An inferior train must clear the time of a superior train in the same direction, not less than five minutes.

87. An inferior train must keep out of the way of opposing superior trains, and failing to clear the main track by the time required by rule must be protected as prescribed by Rule 99.

88. At meeting points between trains of the same class, the inferior train must clear the main track before the leaving time of the superior train.

At meeting points between extra trains the train in the inferior time table direction must take the siding unless otherwise provided.

Trains must pull into siding when practicable; if necessary to back in the train must first be protected as prescribed by Rule 99, unless otherwise provided.

89. At meeting points between trains of different classes the inferior train must take the siding and clear the superior train at least five minutes and must pull into siding when practicable. If necessary to back in, the train must first be protected as prescribed by Rule 99, unless otherwise provided.

90. Trains must stop at schedule meeting stations, if the train to be met is of the same class, unless the switch is right and the track clear.

When the expected train of the same class is not found at the schedule meeting station, the superior train must approach all siding prepared to stop until the expected train is met.

Trains must stop clear of the switch used by the train to be met in going on the siding.

91. Trains in the same direction must keep at least ten minutes apart, except in closing up at meeting points.

92. A train must not arrive at a station in advance of its schedule arriving time.

A train must not leave a station in advance of its schedule leaving time.

93. Within yard limits the main track may be used protecting against second class and third class trains.

Second and inferior class and extra trains must move within yard limits prepared to stop unless the main track is seen or known to be clear.

94. A train which overtakes another train so disabled that it cannot proceed, will pass it, if practicable, and if necessary will assume the schedule and take the train orders of the disabled train, proceed to the next open telegraph office and then report to the Trainmaster. The disabled train will assume the right or schedule and take the train orders of the last train with which it has exchanged, and will when able, proceed to and report from the next open telegraph office.

When a train, unable to proceed against the right or schedule or an opposing train, is overtaken between telegraph stations by an inferior train or a train of the same class having right or schedule which permits it to proceed, the delayed train may, after proper consultation with the following train, precede it to the next telegraph station, where it must report to the Trainmaster. When opposing trains are met under these circumstances it must be fully explained to them by the leading train that the expected train is following.

95. Two or more sections may be run on the same schedule. Each section has equal time table authority.

A train must not display signals for a following section without orders from the Trainmaster.

96. When signals displayed for a section are taken down at any point before that section arrives, the conductor will if there be no other provision, arrange with the operator, or if there be no operator, with the switch tender, or in the absence of both with a flagman left there for that purpose, to notify all opposing inferior trains, or trains of the same class, leaving such point, that the section for which signals displayed has not arrived.

97. Extra trains must not be run without orders from the Trainmaster.

98. Trains must approach the end of double track, junctions, railroad crossings at grade and drawbridges, prepared to stop, unless the switches and signals are right and the track is clear. Where required by law, trains must stop.

All trains are required to come to a full stop not less than 200 feet before crossing the track or tracks of another railroad at grade, then give two short blasts of the whistle before proceeding. If the view is obstructed trains must not proceed until a flagman is sent ahead and the way is known to be clear. If the grade crossing is protected by an interlocking device which has been approved by the Railroad Commissioner trains may proceed over such crossing without stopping.

98. (a) Regular freight trains and extra freight trains of all kinds must carefully approach and pass, with train under full control, watertanks located between stations. The responsibility for accidents at such points will rest with the following freight or extra train.

99. Rules Relative to the Protection of Trains as Prescribed by Order No. 1517 of the Louisiana Railroad Commission.

When a train stops or is delayed under circumstances in which it may be overtaken by another train, the flagman must go back immediately with stop signals a sufficient distance to insure full protection. When recalled he may return to his train, first placing two torpedoes on the rail, when the conditions require it. The front of a train must be protected in the same way when necessary by front brakeman. If the front brakeman is not available the fireman must act in his place.

(a) Between sunset and sunrise the flagman shall immediately after he leaves his train light a red fusee and carry it with him back one-quarter of a mile to the point where he places the first torpedo and must leave a burning fusee at the same point as the first torpedo.

A sufficient distance to insure full protection requires that flagman shall go back to a point one-fourth mile from the rear of his train, where he must place one torpedo on the rail. He must then continue to go back at least one-half mile from the rear of his train and place two torpedoes on the rail not more than two rails lengths apart; he may then return to within one-fourth mile from the rear of his train, and remain there until recalled. If a passenger train is due he must remain until it arrives. When he comes in he will remove the torpedo nearest to train, but the two torpedoes must be left on the rail as a caution signal to a following train.

The recall of flagman is the most critical period and when there is not a clear view of at least one-half mile, train must be moved forward a sufficient distance to insure safety before flagman is recalled. During foggy or stormy weather, or in the vicinity of obscure curves or descending grades, or which other conditions require it, the flagman will increase the distance. When train is flagged by a flagman the enginemen must obtain a thorough explanation of the cause, stopping if necessary.

(b) Should the speed of a train be reduced and its rear there by endangered, making it necessary to check a following train before a flagman can get off, a lighted red fusee must be thrown on the track at intervals to insure safety of the leading train.

(c) When a flagman is sent out with specific instructions affecting the rights of trains, such instructions must be in writing.

(d) When a flagman is sent to a station on a train, he will ride on the engine and enginemen must stop and let him off at the first switch.

100. When the flagman goes back to protect the rear of the train, the conductor or porter must in the case of passenger trains, and the next brakeman in the case of other trains, take his place on the train.

101. If a train should part while in motion, trainmen must, if possible, prevent damage to the detached portions. The signals prescribed by Rules 12 (d) and 14 (f) must be given, and the front portion of the train kept in motion until the detached portion is stopped.

The front portion will then go back to recover the detached portion, running with caution and following a flagman. The detached portion must not be moved or passed until the front portion comes back. Before backing the front portion, trainmen must know that the draft rigging of the leading car is in proper condition.

102. When cars are pushed by an engine (except when shifting and making up trains in yards) a flagman must take a conspicuous position on the front of the leading car.

103. Messages or orders respecting the movement of trains or the condition of track or bridges must be in writing.

104. Switches must be left in proper position after having been used. Conductors are responsible for the position of the switches used by them and their trainmen, except where switch tenders are stationed.

When a train backs in on a siding to meet or be passed by another train, the engineman, when his engine is in the clear, must also see that the switch is properly set for the main track.

Enginemen must know that switches are properly set before they pull in or out of sidings or other tracks.

A switch must not be left open for a following train unless in charge of a trainman of such train.

All main line switches must be kept set and locked for the main line.

105. Both conductors and enginemen are responsible for the safety of their trains, and, under conditions not provided for by the rules, must take every precaution for their protection.

106. In all cases of doubt or uncertainty, the safe course must be taken and no risks run.

#### RULES FOR MOVEMENT BY TRAIN ORDERS

201. For movements not provided for by time table train orders will be issued by authority and over the signature of the Trainmaster. They must contain neither information nor instruction not essential to such movements.

They must be brief and clear; in the prescribed forms when applicable, and without erasure, alteration or interlineation.

202. Each train order must be given in the same words to all persons or trains addressed.

203. Train orders will be numbered consecutively each day, beginning with No. 1 at midnight.

204. Train orders must be addressed to those who are to execute them, naming the place at which each is to receive his copy. Those for a train must be addressed to the conductor and enginemen, and also to anyone who acts as its pilot. A copy for each person addressed must be supplied by the operator.

Orders addressed to operators restricting the movement of trains must be respected by conductor and enginemen the same as if addressed to them.

205. Each train order must be written in full in a book provided for the purpose at the office of the Trainmaster, and with it recorded the names of those who have signed for the order;

the time and the signals which show when and from what offices the order was repeated and responses transmitted; and the train dispatcher's initials. These records must be made at once, and never from memory or memoranda.

206. Regular trains will be designated in train orders by their numbers as "No. 10" or "2nd No. 10" adding engine numbers if desired; extra trains will be designated by engine numbers, as "Extra 798" with the direction when necessary, as "North" or "South". Other numbers and time will be stated in figures only.

207. To transmit a train order, the signal "31" or the signal "19" followed by the direction, must be given to each office addressed, the number of copies being stated, if more or less than three—thus, "31" West copy 5" or "19 East copy 2".

208. (a) A train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable. The several addresses must be in the order or superiority of trains, each office taking its proper address. When not sent simultaneously to all, the order must be sent first to the superior train.

(b) A train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable. The several addresses must be in the order or superiority of trains, and when practicable must include the operator at the meeting or waiting point, each office taking its proper address.

When not sent simultaneously to all, the order must be sent first to the superior train.

Copies of the order addressed to the operator at the meeting or waiting point must be delivered to the trains affected, until all have arrived from one direction.

209. Operators receiving train orders must write them in manifold during transmission, and if they cannot at one writing make the requisite number of copies must trace others from one of the first copies made and repeat to the Train Dispatcher from the new copies each time additional copies are made. They must retain a copy of each train order.

210. When a "31" train order has been transmitted operators must (unless otherwise directed) repeat it at once from the manifold copy in the succession in which the several offices have been addressed, and then write the time or repetition on the order. Each operator receiving the order should observe whether the others repeat correctly.

Those to whom the order is addressed, except enginemen, must then sign it, and the operator will send their signatures, preceded by the number of the order to the Trainmaster. The response "complete" and the time, with the initials of the Trainmaster will then be given by the Train Dispatcher. Each operator receiving this response will then write on each copy the word "complete", the time, and his last name in full, and then deliver a copy to each person addressed, except enginemen. The copy for each engineman must be delivered to him personally by conductor, and engineman must read it aloud to the conductor and understand it before acting upon it. Conductors must read their orders to the rear brakeman, and enginemen must read their orders to their firemen.

211. When a "19" train order has been transmitted operators must (unless otherwise directed) repeat it at once from the manifold copy, in the succession in which the several offices have been addressed. Each operator receiving the order should observe whether the others repeat correctly. When the order has been repeated correctly by an operator the response "complete" and the time, with the initials of the Trainmaster, will be given by the train dispatcher. The operator receiving this response will then write on each copy the word "complete", the time, and his last name in full and personally deliver a copy to each person addressed without taking his signature.

When a "19" train order restricting superiority of a train is issued for it at the point where such superiority is restricted, the train must be brought to a stop before delivery of the order.

212. A train order may, when so directed by the train dispatcher be acknowledged without repeating, by the operator responding: "X" (number of Train and office signal). The operator must then write on the order his initials and the time.

213. "Complete" must not be given to a train order for delivery to an inferior train until the order has been repeated or the "X" response sent by the operator who receives the order for the superior train.

214. When a train order has been repeated or "X" response sent, and before "complete" has been given, the order must be treated as a holding order for the train addressed, but must not

be otherwise acted on until "complete" has been given.

If the line fails before an office has repeated an order or has sent the "X" response, the order at that office is of no effect and must be there treated as if it had not been sent.

215. The operator who receives and delivers a train order must preserve the lowest copy.

216. For train orders delivered by the train dispatcher the requirements as to the record and delivery are the same as at other offices.

217. A train order to be delivered to a train at a point not a telegraph station, or at one at which the telegraph office is closed must be addressed to:

"C. and E.----(at----). care of-----  
and forwarded and delivered by the conductor or other person in whose cars it is addressed. When form 31 is used "complete" will be given upon the signature of the person by whom the order is to be delivered, who must be supplied with copies for the conductor and engineman addressed, and a copy upon which he shall take their signatures. This copy he must deliver to the first operator accessible, who must preserve in, and at once transmit the signatures of the conductor and engineman to the Trainmaster.

Orders so delivered must be acted on as if "complete" had been given in the usual way. For orders which are sent, in the manner herein provided, to a train the superiority of which is thereby restricted, "complete" must not be given to an inferior train until the signatures of the conductor and the engineman of the superior train have been sent to the Trainmaster.

218. When a train is named in a train order by its schedule number alone, all sections of that schedule are included, and each must have copies delivered to it.

219. Unless otherwise directed, an operator must not repeat or give the "X" response to a train order for a train which has been cleared or of which the engine has passed his train order signal until he has obtained the signature of the conductor and engineman to the order.

220. Train orders once in effect continue so until fulfilled, superseded or annulled. Any part of an order specifying a particular movement may be either superseded or annulled.

Orders held by or issued for, or any part of an order relating to a regular train, become void when such train loses both right and schedule as prescribed by Rules 4 and 82, or is annulled.

221. A fixed signal must be used at each train order office, which shall indicate "stop" when trains are to be stopped for train orders. When there are no orders the signal must indicate "proceed."

When an operator receives the signal "31" or "19" he must immediately display the "stop" signal, and then reply "stop displayed," and until the orders have been delivered or annulled the signal must not be restored to "proceed". While "stop" is indicated, trains must not proceed without a clearance card.

Operators must have the proper appliances for hand signaling ready for immediate use if the fixed signal should fail to work properly. If a signal is not displayed at a night office, trains which have not been notified must stop and ascertain the cause and report the facts to the Trainmaster from the next open telegraph office.

222. Operators will promptly record and report to the Train Dispatcher the time of departure of all trains and the direction of extra trains. They will record the time of arrival of trains and report when so directed.

223. The following signs and abbreviations may be used. Initials for the signature of the Trainmaster.

Such office and other signals as are arranged by the special rules.

C. & E.—For Conductor and Engineman.  
X.—Train will be held until order is made "complete".  
Com.—For Complete.  
OS.—Train Report.  
No.—For Number.  
Eng.—For Engine.  
Sec.—For Section.  
Psg.—For Passenger.  
Frt.—For Freight.  
Mins.—For Minutes.  
Jct.—For Junction.  
Dispr.—For Dispatcher.  
Opr.—For Operator.

31. or 19—To clear the line or Train Orders, and or operators to ask or Train Orders.

S D—For "Stop Displayed."

The usual abbreviations for the names of months.

### FORMS OF TRAIN ORDERS

FORM A. Fixing Meeting Points for Opposing Trains.

(1) -----meet-----at-----  
(2) -----meet-----at-----at----- (and so on).

#### EXAMPLES

(1) No. 1 meet No. 2 at A.  
No. 3 meets 2nd No. 4 at B.  
No. 5 meets Extra 95 at C.  
Extra 562 North meets No. 2 at A, No. 4 at B and Extra 95 at C.

Trains receiving these orders will run with respect to each other to the designated points and there meet in the manner provided by the rules.

FORM B. Directing a Train to Pass or Run Ahead of Another Train.

(1) -----Pass-----at-----  
(2) -----Pass-----when overtaken.  
(3) -----run ahead of-----to-----  
(4) -----run ahead of-----until overtaken.  
(5) -----Pass-----at-----and run ahead of-----  
to-----

#### EXAMPLES

(1) No. 1 pass No. 3 at Khartoum.  
(2) No. 1 pass No. 3 when overtaken.  
(3) Extra 594 run ahead of No. 6 Bengal to Madras.  
(4) Extra 95 North run ahead of No. 2 Bengal until overtaken.  
(5) No. 1 pass No. 3 at Khartoum and run ahead of No. 7 Madras to Bengal.

When under (1) a train is to pass another, both trains will run according to rule to the designated point and there arrange for the rear train to pass promptly.

Under (2) both trains will run according to rule until the second named train is overtaken and then arrange for the rear train to pass promptly.

Under (3) the second-named train must not exceed the speed of the first-named train between the points designated.

Under (4), the first named train will run ahead of the second-named train from the designated station until overtaken and then arrange for the rear train to pass promptly.

When an inferior train receives an order to pass a superior train, right is conferred to run ahead of the train passed from the designated point.

FORM C. Giving Right to a Train Over an Opposing Train.

-----has right over -----to-----

#### EXAMPLES

(1) No. 1 has right over No. 2 A to B.  
(2) Extra 37 has right over No. 3 C to D.  
This order gives right to the train first named over the other train between the points named.

If the trains meet at either of the designated points, the first-named train must take the siding unless the order otherwise prescribes.

Under (1), of the second-named train reaches the point last named before the other arrives, it may proceed, keeping clear of the opposing train as many minutes as such train was before required to clear it under the rules.

Under (2), the regular train must not go beyond the point last named until the extra train has arrived, unless directed by train order to do so.

### FORM E. TIME ORDERS

(1) -----run-----late-----to-----  
(2) -----run-----late-----to-----late-----  
-----to-----, etc.  
(3) -----wait at-----until-----for-----  
(4) -----wait at-----until-----  
-----until-----  
-----until-----

**EXAMPLES**

- (1) No. 1 run 20 minutes late A to B.
- (2) No. 1 run 20 minutes late A to B and 15 minutes late B to C, etc.
- (3) No. 1 wait at C until 10.00 a. m. for No. 2.
- (4) Nos. 1 and 3 wait at "N" until 10:00 a. m.  
     "P" until 10:30 a. m.  
     "R" until 10:55 a. m.

(1) and (2) make the schedule time of the train named, between the stations mentioned, as much later as stated in the order, and any other train receiving the order is required to run with respect to this later time as before required to run with respect to the regular schedule time. The time in the order should be such as can be easily added to the schedule time.

Under (3), the train first named must not pass the designated point before the time given, unless the other train has arrived. The train last named is required to run with respect to the time specified, at the designated point or any intermediate station where schedule time is earlier than the time specified in the order, as before required to run with respect to the schedule time of the train first named.

Under (4), the train (or trains) named must not pass the designated points before the times given.

Other trains receiving the order are required to run with respect to the time specified at the designated or any intermediate station where schedule time is earlier than the time specified in the order as before required to run with respect to the schedule time of the train (or trains) named.

All of these examples may be used in connection with an extra train created by example (3) of Form G and the times at each point stated in that example have the same meaning as schedule times in the foregoing example.

**FORM F. FOR SECTIONS**

- (1) -----display signals and run as-----to-----
- (2) -----run as-----to-----
- (3) -----display signals-----to-----for-----
- (6) -----is withdrawn as-----at-----
- (7) -----instead of-----display signals and run as-----  
     to-----
- (8) -----take down signals at-----
- (9) -----and-----reverse positions as-----and-----  
     to-----

**EXAMPLES**

- (1) Eng. 20 display signals and run as 1st No. 1 "A" to "Z".
  - (2) Eng. 25 runs as 2nd No. 1 "A" to "G" for Eng. 65, and No. 1 display signals "B" to "E" for Eng. 99.
- These examples may be modified as follows:
- (4) Engs. 20, 25, and 99 run as 1st, 2nd and 3rd No. 1 "A" to "Z".

Example (1) is to be used when the number of the engine or which signals are displayed is unknown and is to be followed by example (2) both being single order examples.

Under examples (2) and (3) the engine named will not display signals.

Under example (4) the engine last named will not display signals.

For changing sections:

To add an intermediate section the following modification of example (1) will be used:

- (5) Eng. 85 display signals and run as 2nd No. 1 "N" to "Z".

Following sections change numbers accordingly.

Under (5) Eng. 85 will display signals and run as directed and following sections will take the next higher number.

To drop an intermediate section the following example will be used.

- (6) Eng. 85 is withdrawn as 2nd No. 1 at "H". Following sections change numbers accordingly.

Under (6) Engine 85 will drop out at "H" and following sections will take the next lower number.

To substitute one engine for another on a section, the following will be used:

- (7) Engine 18 instead of Engine 85 display signals and run as 2nd No. 1 "R" to "Z".

Under (7) Engine 85 will drop out at "R" and Engine 18 will run as directed.

If engine 85 is last section the words "display signals and"

will be omitted. Following sections need not be addressed. To discontinue the display of signals the following example will be used:

- (8) 2nd No.1 take down signals at "D".

Under example (8) 2nd No. 1 will take down signals as directed and a following section must not proceed beyond the point named.

To pass one section by another, the following will be used:

- (9) Engines 99 and 25 reverse positions as 2nd and 3rd No. 1 "H" to "Z".

Under (9) Engine 99 will run ahead of engine 25 "H" to "Z" and if necessary both engines will arrange signals accordingly. Following sections, if any need not be addressed.

The character of a train for which signals are displayed may be stated.

Each section affected by the order must have copies, and must arrange signals accordingly.

To annul a section for which signals have been displayed over a division or any part thereof, when no train is to follow the signals, Form K must be used.

**FORM G. EXTRA TRAINS**

- (1) Engine-----run extra-----to-----
- (2) Engine-----run extra-----to-----and return to-----

**EXAMPLES**

- (1) Engine 99 run extra "A" to "F".
  - (2) Eng. 99 run extra "A" to "F" and return to "C".
- Under (2) the extra must go to "F" before returning to "C"
- (3) Engine-----run extra leaving-----on-----as follows, with right over all trains:

Leave-----  
 Leave-----  
 Arrive-----

- (3) Engine 77 run extra leaving "A" on Thursday, Feb. 17th as follows, with right over all trains:

Leave "A" 11:30 p. m.  
 Leave "C" 12:25 a. m.  
 Leave "E" 1:47 a. m.  
 Arrive "F" 2:22 a. m.

This order may be varied by specifying the kind of extra and the particular trains over which the extra shall or shall not have right. Trains over which extra is thus given right must clear the time of the extra ten minutes.

**FORM H. WORK EXTRA**

- (1) -----works-----until-----between-----and-----

**EXAMPLES**

- (1) Eng. 292 works 7 a. m. to 6 p. m. between "D" and "E".
- Under (1), the work extra must, whether standing or moving protect itself against extras within the working limits in both directions as prescribed by rule. The time of regular trains must be cleared.

This may be modified by adding:

- (2) Not protecting against (Southward) extras.
- (3) Not protecting against extras.

Under (2) the work extra will protect only against (Northward) extras. The time of regular trains must be cleared.

Under (3) protection against extras is not required. The time of regular trains must be cleared.

When a work extra has been instructed by order to not protect against extra trains, and, afterwards, is desired to have it clear the track for (or protect itself after a certain hour against) a designated extra, an order may be given in the following form:

- (4) Work extra 292 clears (or protect against extra 76, East, between "D" and "E" after 2:10 p. m.

Under (4) extra 76 East must not enter the working limits before 2:10 p. m., and will then run expecting to find the work extra clear of the main track (or protecting itself) as the order may require.

To enable a work extra to work upon the time of a regular train, the following form will be used:

- (5) Work extra 292 protects against No. 55 (or-----class trains) between "D" and "E".

Under (5) the work extra may work upon the time of the train or trains mentioned in the order, and must protect itself

against such train or trains, as prescribed by Rule 99. The regular train or trains receiving the order will run expecting to find the work extra protecting itself.

When a work extra is to be given exclusive right over all trains the following form will be used:

(6) Work extra 292 has right over all trains between "D" and "E" 7 p. m. to 12 night.

This gives the work extra the exclusive right between the points designated between the times named.

Work extra must give way to all trains as promptly as practicable.

Whenever extra trains are run over working limits they must be given a copy of the order sent to the work extra. Should the working order instruct a work extra to not protect against extra trains in one or both directions, extra trains must protect as prescribed by Rule 99, against the work extra; if the order indicate that the work extra is protecting itself against other trains, they will run expecting to find the work extra is protecting itself.

The working limits should be as short as practicable; to be changed as the progress of the work may require.

#### FORM J. HOLDING ORDER

Hold \_\_\_\_\_

#### EXAMPLES

Hold No. 2

Hold all (or \_\_\_\_\_ ward) trains.

When a train has been so held it must not proceed until the order to hold is annulled, or an order given to the operator in the form: "\_\_\_\_\_ may go".

These orders will be addressed to the operator and acknowledged in the usual manner, and will be delivered to conductors and enginemen of all trains affected.

Form J. will only be used when necessary to hold trains until orders can be given or in case of emergency.

FORM K. Annulling a Schedule or a Section.

\_\_\_\_\_ of \_\_\_\_\_ is annulled \_\_\_\_\_ to \_\_\_\_\_

#### EXAMPLES

No. 1 of Feb. 29th is annulled "A" to "Z".

2nd No. 5 of Feb. 29th is annulled "E" to "G".

The schedule or section annulled becomes void between the points named and cannot be restored.

FORM L. Annulling an Order

Order No. \_\_\_\_\_ is annulled.

#### EXAMPLES

Order No. 10 is annulled.

If an order which is to be annulled has not been delivered to a train, the annulling order will be addressed to the operator, who will destroy all copies of the order annulled but his own, and write on that:

Annulled by Order No. \_\_\_\_\_

An order which has been annulled must not be reissued under its original number.

FORM M. Annulling Part of an Order

That part of Order No. \_\_\_\_\_ reading \_\_\_\_\_ is annulled.

#### EXAMPLES

That part of Order No. 10 reading No. 1 meet No. 2 at "S" is annulled.

FORM P. Superseding an Order or a Part of an Order

This order will be given by adding to prescribed forms, the words "instead of \_\_\_\_\_"

(1) \_\_\_\_\_ meet \_\_\_\_\_ at \_\_\_\_\_ instead of \_\_\_\_\_

(2) \_\_\_\_\_ has right over \_\_\_\_\_ to \_\_\_\_\_ instead of \_\_\_\_\_

(3) \_\_\_\_\_ display signals for \_\_\_\_\_ to \_\_\_\_\_ instead of \_\_\_\_\_

#### EXAMPLES

(1) No. 1 meet No. 2 at "C" instead of "B".

(2) No. 1 has right over No. 2 "G" to "R" instead of "X".

(3) No. 1 display signals for Engine 85 "A" to "Z" instead of "G".

An order which has been superseded must not be reissued under its original number.

### TEXAS STATE LAWS GOVERNING RAILWAY EMPLOYEES

Art. 4228. Every conductor, baggage master, engineer, brakeman or other servant of any such railroad corporation employed in a Passenger train or at station 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.

Art. 4229. No conductor or collector without such badge shall demand or be entitled to receive from any passenger any fare, toll, ticket, or exercise any of the powers of his office, and no other of the said officers or servants, without such badge, shall have any authority to meddle or interfere with the passengers, their baggage or property.

Art. 4232. A bell of at least thirty pounds in weight and a steam whistle shall be placed on each locomotive engine and the whistle shall be blown and the bell rung the distance of at least eighty rods from the place where the railroad shall cross any public road or street; and that such bell shall be kept ringing until it shall have crossed such public road or stopped; and each locomotive engine approaching a place where two lines or railway cross each other shall before reaching such railway crossing, be brought to a full stop. And any engineer having charge of such engine and neglecting to comply with any of the provisions of this Act shall be fined in any sum not less than five nor more than one hundred dollars for such neglect; and the corporation operating such railway shall be liable for all damages which shall be sustained by any person by reason of any such neglect. Provided, however, that the full stop at such crossings may be discontinued when the railroads crossing each other shall put into full operation at such crossing an interlocking switch and signal apparatus, and shall keep a flagman in attendance at such crossing.

Art. 4233. In forming a passenger train, baggage or freight or merchandise or lumber cars shall not be placed in rear of passenger cars; and if they or any of them, shall be so placed, and any accident happens to life or limb, the officer or agent who so directed, or knowingly suffered such arrangement, and

the conductor and engineer of the train shall each and all be held guilty of intentionally causing the injury and be punished accordingly.

Art. 1010, Sec. 9. Conductors of passenger trains provided with separate coaches shall have the authority to refuse any passengers admittance to any coach or compartment in which they are not entitled to ride under the provisions of the Separate Coach Act and the conductor in charge of the train shall have authority and it shall be his duty to remove from a coach any passenger not entitled to ride therein under provisions of said Act and upon his refusal to do so knowingly shall be guilty of a misdemeanor and upon conviction shall be fined in any sum not less than \$500 nor more than \$25.00.

Acts. 1907, Page 93. If any Railway Company or any officer agent or employee of any such Company in this State shall knowingly haul or carry any person or property free of charge or give or grant to any person, firm, association of persons, or corporations, a free pass, a privilege or a substitute for pay or a substitute which is used or which is given to be used instead of the regular fare or rate for transportation or any authority or permit whatsoever to travel or to pass or convey or transport any person or property free or sell any transportation for anything except money or for any greater or less rate than is charged to all persons under the same conditions over any railway or transportation line or part of line in this State except such persons as are expressly exempted under the provisions of this act, shall be deemed guilty of a misdemeanor and upon conviction shall pay to the State of Texas the sum of \$5000.00 for each violation of the Act and an employee or agent of such Railway Company who shall sell any transportation for anything except money or knowingly give, grant, issue or cause to be issued a free pass, a privilege or and substitute for or in lieu thereof, for the transportation of any person, article or thing except to such persons as are exempt under the provisions of the Act shall be deemed guilty of a felony and upon conviction shall be punished by a fine of not less than \$500.00 nor more than \$2000.00

nd may in addition thereto in the discretion of the jury be imprisoned in the penitentiary for a term of not less than six months nor more than two years.

A Railroad Company has the right to eject from its train any passenger or person who refuses upon demand to produce a proper ticket or other transportation or satisfactory evidence of his right to ride, or to pay his fare to destination; any drunken or disorderly person whose conduct is such as calculated to operate as a serious annoyance to other passengers, or a passenger who is guilty of gross misconduct, either by insulting or assaulting other passengers, or train employes, who uses vile or profane language in the car or who threatens to assault any passengers or train employes, whether he has paid his fare or not. In such cases such passengers or person may be expelled from the train at any point along the line, whether at a depot or elsewhere,

except in case the passenger or person is unable by reason of age, sex, infirmity or other condition or circumstances to travel from the place of ejection to a dwelling house or town, or in case of a great distance, inclement weather, darkness or other condition or circumstances, rendering it unsafe, frightful or dangerous for such passenger or person to travel to the nearest dwelling or town; then in any such cases such passenger or person should be expelled at a station where reasonably safe and comfortable accommodations can be secured.

The attention of all employees is called to the extracts published above.

Engineers are cautioned against any failure to comply with the law concerning whistling and bell ringing and are instructed to use both the bell and whistle at highway crossings.

### REGULATIONS CONCERNING THE HANDLING OF U. S. MAIL

The special attention of baggage masters and others charged with the handling of United States mails, is called to the following rules:

1. Mails must not be allowed to remain upon the trucks or platforms, unguarded, or where they will be liable to depredations, or to damage by the elements; and they must be dispatched to the postoffice or placed aboard the proper trains without delay.

2. When for any reason a mail pouch is carried by or short of destination, or is otherwise improperly delivered, notice must be sent to the Superintendent by wire, immediately, and the mail sent to the proper destination by first train.

3. All persons through whose hands a miscarried mail pouch passes must make a written report to Superintendent, giving full particulars. This rule must be strictly observed. An error in the delivery of a pouch may be excused but a failure to promptly report a wrong delivery will not be overlooked.

4. Train Baggage masters who fail to receive mail pouches usually carried on their trains will report the fact to Superintendent, and will notify the station baggage agent or mail messenger, who will in turn notify the Postmaster or the Superintendent.

5. Station Agents will be required to notify the Postmaster at offices which receive mail at their respective stations of any changes in the time of trains which carry mails; the notice to be given immediately upon the receipt of the time table which cover such changes.

6. Attention is called to the following extracts from the Postal Laws and Regulations of the United States.

“Section 1023. Arrival of Mail at Late Hour of Night—

Whenever the mail on any railroad routes arrives at a late hour of the night, the railroad company must retain custody thereof by placing the same in a secure and safe room or apartment of the depot or station, until the following morning, when it must be delivered at the Post Office, or to the mail messenger employed by the Department at as early an hour as the necessities of the office may require.”

“Section 1024. Departure of Mails at a Late Hour of Night—When a train departs from a railroad station in the night time, later than 9:00 o'clock, and it is deemed necessary to have the mail dispatched by such train, the Division Superintendent may authorize the mail messenger or carrier to take the mail to the Railroad station at such time as will best serve the interest of the mail service, who will be required to keep it in some secure place until the train arrives, and then see that it is properly dispatched.”

“The Division Superintendent will give reasonable advance notice to the proper officer of the railroad company, in order that the agent or representative of the company may be properly instructed.”

“Section 5474. Revised Statutes—Any person who shall have taken charge of the mail and shall voluntarily quit or desert the same before it has been delivered into the post office at the termination of the route, or to some known mail carrier, messenger, agent or other employee of the Post Office Department, authorized to receive the same, shall be punishable by a fine of not more than five hundred dollars, and by imprisonment, for not less than three months nor more than one year.”