

502

THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY
COAST LINES

SAN FRANCISCO TERMINAL DIVISION BULLETIN BOOK

Effective JANUARY 1, 1967

D. E. BEAUCHAMP, Trainmaster

R. J. ST. JOHN, Asst. Trainmaster

J. T. GROUNDWATER, Superintendent

Richmond - January 1, 1967

The operating bulletins enumerated are in effect as of January 1, 1967, cancelling previous bulletins.

Subsequent bulletins will be posted in bulletin books at points shown in time table.

D. E. Beauchamp, Trainmaster

R. St. John, Assistant Trainmaster
Trainmasters

Approved:

J. T. Groundwater
Superintendent

January 1, 1967 - January 1, 1967

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J. J. Buchanan, Engineer

J. E. John, Assistant Engineer
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Approved:

J. E. John, Assistant Engineer
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TIME TABLE AND TIME TABLE AMENDMENTS

1 San Francisco Terminal Division Time Table No. 15

2 When a time table supplement is issued, the page or pages of preceding issue superseded by such supplement must be marked out by drawing diagonal line across the face of such page or pages, using heavy soft pencil.

3 When a time table or bulletin contains an amendment of one of the Rules Operating Department, the words "See Amendment" must be written across the rule, using pen and ink, or heavy soft pencil.

4 The following wrist watches have been approved to conform with Rule 3 (A) of Form 1645 Standard, Rules Governing Time Service, Operating Department:

The Ball "Trainmaster" model, a 21-jewel manually springwound watch, the wording on the dial being "Ball Official RR Standard."

There are two approved models of the Bulova Accutron: the stainless steel case model "201", and the yellow gold-filled case with stainless steel back model "202", style No. 24010. The wording on the dial is "Railroad Approved".

Two styles of Hamilton "505" are approved. They are the stainless steel model, their No. 50, and the yellow gold bezel model, their No. 51. The wording on the dial is "Hamilton RR Special".

5 Operating Department Safety Rules 22 and 28 are canceled.

SPEED LIMITS AND RESTRICTIONS

- 50 Engines, except when being weighted, and other equipment, the weight of which exceeds the weighing capacity, must not be placed on live rail of track scales. A loaded car with marked capacity of 140,000 lbs or greater should not follow another such loaded car over a 46 ft scales; such loads must be separated by lighter loads or empty cars. Cars moving on live rail must not be move faster than four miles per hour. Cars must not be stopped on scales by impact or chocking. Straddling cars from live rail to dead rail is prohibited.
- 51 Cars should not be shoved ahead of engine from one station to another. When shoving a car or cars, speed must not exceed 20 MPH unless movement is controlled by a tail hose or rear end valve at the forward end of leading car.
- 52 After trailing through spring switch, trainmen should ascertain if practicable that switch has returned to normal position before giving final proceed signal.
- During snow storms, or under conditions when spring switches may not function properly, they must be lined by hand.
- 53 SPEED LIMIT 16TH & ILLINOIS ST., SAN FRANCISCO: Speed limit five miles per hour for movements over tracks at south end transfer track, 16th and Illinois Streets, San Francisco.
- 54 SPEED LIMIT WOOD STREET, OAKLAND: Speed limit five miles per hour over 26th and Wood Street Crossing, Oakland.

SIGNAL MATTERS

100 Certain business cars have been equipped with oscillating red light in center of rear vestibule gate which automatically lights when speed of train is below 30 miles per hour. Outside switch adjacent to the light can be operated manually to turn it off. Such light must not be used as marker light.

101 Rule 805(A). At street and highway crossings where wigwags, flashing lights or gates provide automatic warning of approaching trains or engines, the warning signal is stopped when a train or engine is stopped, or delayed, on certain parts of the approach control section. The warning signal is also stopped when a train or engine has moved over and cleared the street or highway crossing. Enginemen must approach such crossings at slow speed after making such stops or being delayed until it is seen that warning devices are operating and gates are down, where gates are provided. Reverse movement must be protected.

When movement is made over an auxiliary track included in the circuit of such warning devices, the circuit should be fouled and movement over the crossing delayed until warning device is operating.

102 In event of a grade crossing accident where crossing is protected by automatic warning devices, train, or engine involved should be backed off the circuit and crossing re-approached, calling attention of witnesses that warning signals are operating. Every effort should be made to secure names of witnesses consistent with reasonable delay to trains.

103 SAN FRANCISCO - INTERLOCKING SIGNALS, ILLINOIS ST: Western Pacific have installed interlocking at 25th and Illinois Streets, San Francisco. Be governed by following in using plant:

1. If signal fails to display proceed indication, after two minutes crew member will proceed to crossing and if no conflicting train or engine movement is seen or heard approaching or using crossing, train or engine will move into the interlocking, stopping clear of conflicting tracks.
2. Wait one minute.
3. After waiting one minute, train or engine may proceed through interlocking upon receiving hand signal from crew member at crossing with caution not exceeding 15 miles per hour.

104 SAN FRANCISCO FLASHER LIGHT CROSSING SIGNALS: Flasher light crossing signals have been installed at China Basin where track goes to new slip.

These signals are manually operated with control buttons at four locations near crossing. Whenever moves are to be made over crossing, see that flasher lights are turned on. When crossing not occupied, turn flasher off.

105 OAKLAND FLASHER LIGHTS, SAN PABLO AVENUE: Cantilever type automatic flashing lights have been installed at San Pablo Avenue at Oakland for highway traffic.

Stop signs have been placed on both sides of San Pablo Avenue in Oakland and all trains and switching movements must come to a full stop at these signs before proceeding over crossing.

All train and switching movements shall yield the right of way to approaching emergency vehicles, an emergency vehicle being one with flashing red light.

AIR BRAKES, STEAM HEAT AND AIR CONDITIONING

151 When TOFC (piggyback), or multi-level cars are stopped at a loading ramp, trainmen or yardmen must:

- (a) leave air brakes applied on the car or cars,
- (b) set a hand brake on each car,
- (c) place block behind rear pair of wheels on the rear car on either rail.

152 The brake pipe on certain TOFC (piggyback) and multi-level cars contains a section of flexible hose connecting the rigid brake pipe with the angle cock, at each end of the car. These hoses vary in length from 59 to 74 inches. Replacement hose is not available at intermediate terminals.

In case of failure, temporary repairs can be made by coupling two standard air hose together, attaching one end to the brake pipe and the other end to the angle cock.

When such repairs are made, mechanical forces as first terminal must be advised by wire so permanent repairs can be made.

153 AIR COUPLED IN SWITCH MOVEMENTS: The automatic air must be coupled and working on all switch movements on and off barges, the only exception permissible will be when car with defective air brake will be set out.

The automatic air must be coupled and working in all switch cuts handled between Richmond train yard and Ferry Point, Richmond train yard and Inner Harbor, Richmond train yard and Shipyard 2 and 4, and Richmond train yard and Pullman Shops.

Automatic air must be coupled and working on all switch movements to and from Richmond Export, and while switching this industry.

Automatic air must be coupled up and in use on all switch cuts handled between 40th Street and Wood Street interchange, Oakland, and at San Francisco, China Basin Yard, between Illinois and Quint Streets and Indiana Street and Jackson Square District.

Engine must pull all switch cut movements of more than five cars between Richmond And Seaver Avenue, or Eighth Street, in both directions.

Cars having defective air brakes may be brought in from outlying points without air, handling on rear end of cut and member of yard crew will ride rear end.

Movements over Market Street, Richmond, should be protected by flagman.

PASSENGER SERVICE

200 When passenger cars are coupled, test the coupling before the air hose is coupled. Telltale hole, on cars so equipped, must be fully visible beneath coupler head. When Simplex type is coupled to any other type, the Simplex type must be closed. When tight lock type is coupled to any other type, except Simplex, the tight lock type must be closed. See lock block drops and is properly seated.

201 Smoking, or carrying lighted cigars, pipes or cigarettes into storage mail cars under load, is prohibited.

202 When passenger cars are to be separated, train service employes are responsible for handling vestibule curtains in other than Pullman cars. When Pullman cars are separated, the Pullman Porters should be notified. This does not relieve yardmen or trainmen from ascertaining that curtains have been cut and Rule 836 has been complied with before cars are separated.

203 Certain lightweight cars and diesel engines, equipped with roller bearings, are supplied with heat indicators, commonly referred to as stench bombs. Such indicators consist of a container filled with a liquid which, when heated, gives off a penetrating odor. When this odor is detected, train must be stopped and overheated bearing given attention. Wayside employes should be alert to detect this odor, signaling crew and notifying dispatcher when this can be done.

204 Business cars Santa Fe, Topeka or Atchison must not be coupled to cars equipped with wide diaphragms.

205 Firemen on Diesel-Electric locomotives on passenger trains shall remain in the cab with engineman, where speed of train exceeds 20 MPH.

The above instructions do not supersede the instructions contained in Operating bulletin No. 400 nor apply to the trains designated as falling within the scope of that bulletin.

206 RICHMOND - ON DUTY TIME PASSENGER TRAINS: Train crews on Trains Nos. 2 and 8 departing Richmond will go on duty Richmond Depot 20 minutes prior to departure time.

Engine crews on Trains Nos. 2 and 8 departing Richmond will go on duty Richmond roundhouse 30 minutes prior to departure time.

207 CASH FARES TO TURN IN AT RICHMOND: Conductors arriving Richmond on Train No. 7 during the hours the ticket office is closed and having cash fares to turn in, will turn in the cash fares to the crew clerk on duty.

FREIGHT SERVICE

- 250 A high car, or open top cars loaded with such commodities as sand or gravel must not be placed immediately ahead of caboose.
- Open top cars and open top TOFC loaded with poles, lumber, pipe or other commodities liable to protrude above top of car or trailer must not be placed in trains next to engine, caboose, outfit cars in service, or passenger cars.
- 251 Drop bottom cars must not be moved in train unless bottoms are properly secured.
- 252 Certain high-cube box cars in series 36740-36789 and series 36500-36524 are equipped with leaf spring coupler centering devices; other freight cars may also be equipped with these devices which automatically return couplers to center position within the striker plate.
- If necessary to manually move coupler out of center position to align couplers, the coupler must be centered to disengage the centering device, hold the lever up until the coupler has been moved slightly out of the center position. The next time the coupler returns to center position the device will automatically re-engage.
- 253 Passenger equipment with buffer plates must not be handled next to any freight car that is not equipped with bottom lever coupler unless cut lever is of the type where lever goes through the eye of the lock lift. The cut lever must couple directly to the lock lift without clevis or link connection.
- 254 Deadhead passenger equipment handled in freight trains should be trained on head end. Freight equipment, such as TOFC cars and mechanical refrigerators, entitled to head end movement, should be placed immediately behind such passenger equipment when both are handled in the train.
- 255 Freight conductors will, when practicable, inform the engineer the number of cars, tons and general make up of train.
- 256 Brakeman employed on head end of freight and mixed trains must ride in forward cab of engine when duties permit.
- 257 SWITCHING AFTER TRAIN MADE UP: When it is necessary for yard engine to perform any work from head end of track, either freight or passenger, after it is made up, the road engine will set their engine over to an adjacent track before yard engine commences work on the train. After yard engine completes the work, road engine will return engine to train.

258 ARRIVAL WESTWARD FREIGHT - RICHMOND: All westward freight trains arriving Richmond yard must pull down to clearance point at west end of yard.

259 ARRIVAL OAKLAND SWITCHERS - RICHMOND: Oakland Switchers arriving Richmond Yard will call Yardmaster for track to head in on.

260 OAKLAND DISTRICT - SWITCHING SERVICE: At Oakland, box has been placed in Yard Office for switch lists. When yardmaster not on duty, Conductor will secure lists from box and do necessary work.

261 BURRO CRANE: Employees are prohibited from riding on flat car loaded with Burro Crane while car in being moved in train, except Burro Crane operator may ride in cab of crane when necessary in performance of work.

Burro Crane operators will determine that the brakes on crane are working properly before crane is used.

262 USAX FLATS: USAX flats must be entrained and handled rear end only.

GENERAL INSTRUCTIONS

300 Engines handled dead in passenger trains should be trained on head end behind train engine, or engines.

Engines handled dead in freight trains should be handled immediately behind train engine, or engines, when practicable, but in any event not more than five cars from head end.

Yard switcher type engines moved dead in train must have both couplers blocked to limit the total swing to 12 inches, measured at the knuckle pulling face.

301 Do not enter, or do not knowingly permit others to enter, a car containing charcoal burning heaters without first thoroughly airing same. These heaters generate carbon dioxide gas. There must be two men present when car is entered after it is aired out, one man to enter the car, the other to remain outside.

302 Outfit cars, except those with steel underframes, must be handled in rear of train. Employees, but not members of their families, may ride in outfit cars of steel underframe construction except cook and foreman's wife may be permitted to ride in outfit cars of the two system steel bridge gangs. Neither employees, nor members of their families, are permitted to ride in outfit cars of wooden underframe construction, except that employees may ride in such cars when moved in special service, such as extra gang outfits and others handled by a work train.

Outfit cars must not be moved station to station ahead of engine except when so instructed by proper authority. When such moves are authorized the speed must not exceed twenty miles per hour. Fires are prohibited in outfit cars while in transit.

303 Bunk and outfit cars must not be parked close to buildings, cotton platforms or bulk oil stations if possible to avoid it. Outfit cars must not be coupled into, or moved, without first notifying occupants. Radio and television aerials, electric and telephone lines must be disconnected before coupling into outfit cars.

Bunk and outfit cars in service must be protected by portable derails when parked at stations and trainmen will expect to find these derails on the track. They should not be parked on tracks adjacent to main track when more suitable trackage is available. Boarding, bunk and outfit cars or other work equipment must have a thirty foot cut every ten car lengths for fire protection. An all-steel car will serve as a fire cut.

Conductors will make wire report to Trainmaster, Roadmaster and Chief Dispatcher when bunk or outfit cars are moved, stating number of cars picked up, from what track, and location and track where cars are set out.

304

Derricks, cranes and other such equipment, with booms either attached or detached, moving on their own wheels, or loaded on an open-top car with attached boom resting on an idler car, must be moved in train with boom end trailing. When received otherwise in interchange, such machinery must be turned to insure this handling if facilities are available. If not turned at interchange point for movement with boom end trailing, this must be done at first terminal where facilities for turning are available. These instructions not applicable to company owned derricks moved in work trains.

305

Do not attempt to rerail a unit of any engine with power applied to any wheel of a truck that is derailed. If one truck has none of its wheels derailed, it is permissible to apply power to this truck provided all traction motors on the derailed truck are cut out, and also provided that the center casting of the pulling truck is fully engaged and the locking devices are in place. If the engine consists of more than one unit, any unit which is not derailed can be used to pull a derailed unit back on track.

The method used to rerail an engine should be carefully considered in regard to possible damage to traction motors, gear cases and cables.

When an engine has been rerailed, a close inspection must be made of trucks, wheels, journal boxes, center castings, side bearings, traction motors, traction motor gears, gear cases, traction motor bearings, traction motor cables, cable connections and insulation. All must be safe for operation before the engine is moved.

The diesel engine in any unit, or units, involved in a heavy impact must be shut down immediately until proper inspection can be made. This is necessary in order to prevent damage to the crankshaft as a result of the engine A-frame having been sprung, and/or the bearings damaged.

306

Avoid the use of water, snow or ice on hot journals when practicable. When necessary to apply water, snow or ice to a journal that shows any indication of a red color, conductor must advise Car Foreman at next terminal by wire, giving car number, box location etc. When hot box coolant is applied, the red tag supplied with the coolant, must be attached to the box and box must be given close attention to next terminal. In addition to conductor reporting use of coolant on Form 1523, he will also wire Trainmaster and Car Foreman at next terminal toward which car is moving.

When cars with hot boxes are set out, packing must be pulled, box lid closed, and close inspection made of dust board, floor and adjacent wooden surfaces to see that no fire is left smoldering. Journal should be cooled sufficiently to prevent heat from journal starting fire.

307

Dry powder fire extinguishers are carried on engines and cabooses for use in extinguishing hot box fires in journal boxes. The proper procedure when using these extinguishers is to throw half of the powder in the package directly on the blaze and close the box lid. Wait one minute then open box, distribute the remainder of powder over hot journal and close box lid. This prevents the oil and lubricator or waste from taking fire again.

Some engines are equipped with liquid filled fire extinguishers employing carbon tetrachloride which are intended primarily for putting out electrical fires in or about the engine. Care must be taken when using these fire extinguishers to avoid breathing any of the fumes.

Most engines are equipped with Dugas fire extinguishers which use a powder similar to the regular hot box fire extinguishers and can be used in extinguishing fires in hot boxes if needed.

308

Engineman must not permit the fireman to operate the engine unless fireman has the amount of experience specified below:

Yard Service: When fireman has passed first year examination, he may be permitted to handle engine, except when switching passenger and occupied outfit cars.

Freight Service: When fireman in road service has passed second year examination, he may be permitted to handle engine in train or switching movement, except passenger or occupied outfit cars.

Passenger Service: When fireman has passed examination as engineman, he may be permitted to handle engine in train movement, except on heavy descending grade unless he has had at least one year's experience as an engineman.

309

The Automatic Train Stop device should be cut in on the engine controlling the air brakes of a passenger train, and should be cut out when engine is operating in freight service.

310

Under the Brown System of "Discipline by Record" in effect, the accumulation of 60 demerits subjects an employe to dismissal. Reprimand and demerits charged against an employe's record may be canceled as follows:

A. A reprimand, when an employe has not received discipline for a continuous period of three months.

B. Ten demerits, when an employe has not received discipline for a continuous period of four months.

Credits for clear records will only be given when there is a debit against the employe.

311

Telephone boxes and booth doors must be closed and locked after having been used.

HOURS OF SERVICE LAW

Rule 768. Individual employes in train, engine and yard switching service and non-telegraph towers must not remain on duty (which includes the time getting engine and train ready at initial terminal and in outting engine and train away at final terminal, also the time consumed in inspecting engine, preparing work reports and delivering waybills, etc.) in excess of sixteen hours in any twenty-four hour period, UNLESS authorized in writing over signature of Trainmaster.

Where service period is broken by a period of release, such release must be actual and definite and will be for not less than three hours, and time on duty for the purpose of the LAW, shall be figured as commencing at the time such employe or employes are required to go on duty again.

Employes after continuous service of sixteen hours or more, must have ten hours off duty before again reporting for duty; employes who have had sixteen hours service in the aggregate within a twenty-four hour period need only have eight hours off duty before again reporting for duty.

If called through error, service must not be accepted and immediate Supervisor must be notified of improper call.

Conductors and Enginemen are required to notify Trainmaster by wire when on duty thirteen hours if there is a doubt as to ability to reach terminal and put train and engine away without exceeding the sixteen hour period.

Train and engine crews should tie up before violating the Hours of Service Law, but when impossible to do so account of unforeseen delays, and crew not available to take immediate charge, train must be placed on first available siding, crossing out, sufficient hand brakes set and engine prepared to stand unattended, then all members of the crew are released.

If train is within yard limits and yardmaster notified crew that he will take full charge of the train and no further service is required of the crew, such advice will constitute a bonafide release for all members of the crew.

NO EMPLOYEE IS PERMITTED TO LAY OFF OR ABSENT HIMSELF FROM DUTY WITHOUT FIRST REQUESTING AND BEING GRANTED PERMISSION.

The following will apply as to employes in train, engine and yard service LAYING OFF FOR A PERIOD OF 15 DAYS OR LESS:

Employes will fill out request for lay-off blank which is available at all tie up points. Necessary that "request to be absent" portion of form be filled in for each employe wishing to be absent 15 days or less. In event employe wishes to mark off via telephone, the clerk with whom he talks will complete the form. Employe wishing to lay off at yard office, roundhouse or crew clerk's office will execute the form for themselves. Necessary that all information be filled in on form including approximate time employe will return to work. Employes granted permission to lay off, must return and be marked up at time indicated, or secure extension, otherwise they will be considered as absent without permission. This will not prevent marking up ahead of the time stated on form.

When an employe wishes to mark up it will be necessary that the "Request to mark up" portion of the form be executed. It should be understood that regardless of the time shown on the "Request to be absent" portion of the form, an employe after being absent will notify the crew clerk when he wishes to mark up. These forms do not prohibit laying off or marking up via telephone, but records must be kept and this form is the permanent record.

These forms are to be used only when requesting to be absent from duty 15 days or less, and are not necessary for vacation, formal leave of absence, etc. Request to be absent 15 days or less will not be authorized unless the form is executed and approved by the crew clerk or other authorized person on duty.

Absent from duty of more than 15 days must be authorized by Form 1516 Std. (LEAVE OF ABSENCE). Approval of Form 1516 (Leave of Absence) is contingent on availability of relief employe at time leave is scheduled to start, and before departing on leave, EMPLOYEE MUST FIRST ASCERTAIN FROM SUPERVISORY OFFICER that relief employe will be available to protect vacancy. Employe must report and mark up with supervisory officer on expiration of leave. Employes are prohibited from leaving assignment until Form 1516 has been approved and stub thereof returned and is in their possession.

In connection with handling of excess dimension cars, the California Public Utilities Commission General Order No. 26-D provides for the following by which we will be governed:

On any train the consist of which includes cars the lading of which extends laterally in excess of 5-ft 5 $\frac{1}{2}$ -in. from center line of car, such cars shall be blocked together in one place in the train and if its length permits, they shall be trained at least five cars distant from both caboose and the engine.

A train order shall also be delivered to any other train, the operation of which may be affected by the presence or movement of a train containing cars with lading in excess of 5-ft 5 $\frac{1}{2}$ -in. from the center line of the car, informing them of that fact.

Yard supervisors shall be notified sufficiently in advance of the arrival of wide cars herein above referred to, to enable them to take precautions to safeguard employes in yard.

Cars on which the lading exceeds fifteen(15) feet six (6) in. above top of rail if otherwise in compliance with these requirements as to width of lading and the nature of which precluded the probability of employes getting on top of or passing over them are exempt from the conditions of this section, provided, however, that if train length permits, any such cars except cars transporting highway trucks or trailers, multi-level freight cars either loaded or unloaded, and automobile underframe cars, shall be trained at least five (5) cars distant from both the caboose and the engine. For the purpose of this section, automobile underframe cars are either special flat cars upon which automobile underframes are stacked and firmly secured in a horizontal position or gondola cars in which such underframes are placed on end and firmly secured to said gondola cars.

High Cube cars are exempt from the California PUC requirements as to train orders, but where train length permits they shall be trained at least five cars distant from both caboose and engine.

We will continue to require that multi-level carloads of automobiles be trained at least five cars back of engine and also not be trained behind open top gondolas or hoppers carrying sand, gravel, coal or other abrasive materials.

Employes observing or having knowledge of any such cars being handled not properly covered by train order or improperly placed, should promptly report the facts to their immediate superior.

315 Operating Department Safety Rules 22 and 28 are canceled. Employees are prohibited from riding, or walking, on the roof of any moving car.

316 When hot journal, brake sticking, wheel sliding, brake rigging down, swinging car door, protruding object, lading shifted over side or end of car, evidence of fire, or any other condition which may endanger movement of a train, is observed by member of crew, or advice or signal from member of another crew, or person on ground indicating such condition, train must be brought to a stop immediately, until inspection made, and it is known to be safe for movement before proceeding.

317 LEAVES OF ABSENCE: Employees will be governed by the following for purpose of being absent from their duties in their various capacities:

No employee is permitted to lay off or absent himself from duty without first requesting and being granted permission, except in case of emergency, and in this event he must contact supervisory officer without unnecessary delay and explain circumstances.

Supervisors or clerks handling crews at points where extra boards are maintained for Train, Engine or Yard service employees are authorized to grant lay off not to exceed 15 days when such employees can be spared without detriment to the service of the Company.

Written leave of absence (Form 1516-Standard) is required for all leaves of absence of 16 days or more (including absence on account of disability) personally signed by employee, in triplicate, and filed with supervisory employing officer. While all three copies must be signed, on the original only employee must show in his own handwriting purpose of leave briefly - such as: "vacation trip", "sickness", "sickness in family", etc. When making application for leave of absence because of illness or injury, employee must arrange to furnish supporting statement from attending doctor specifying nature of illness or injury in general terms and including doctors estimate of time employee will be incapacitated from work; such leaves of absence will not be processed without the required medical evidence.

Employee granted lay off or leave is prohibited from engaging in outside employment without specific written permission of Superintendent. Employee granted lay off or leave must report to supervisor for work on or before expiration of authorized lay off or leave and must perform actual compensated service before again laying off. If extension of leave is desired, application must be made sufficiently in advance to secure approval before expiration of leave - and failing to secure approval for extension, employee must report for work on or before time limit of authorized leave and perform actual compensated service subsequently. If 15 day lay off has been granted and extension of lay off will make total time off in excess of 15 days, total leave must be covered by Form 1516 Standard.

Employees desiring to retain Hospital Association benefits when absent on leave during calendar month when no earnings accrue, and consequently no hospital deduction is made, must so indicate on Form 1516-S when filing application for leave and must at the same time make payment of minimum dues to cover such period of leave as provided in Hospital Association rules. No pre-payment of dues is required, however, when employee is absent account disability.

While approved lay off or leave of absence is not required during scheduled vacation periods - it is required for any time off before and/or following vacation periods.

Trainmen and yardmen will not be considered as marked up after the close of their vacation period unless and until they notify the crew clerk that they are available and ready for service.

It should be understood that this method of handling will not be permission for an individual to be absent subsequent to the expiration of his vacation and if he fails to report at the end of his vacation, he will be in the same position as failure to report at the end of any leave of absence.

318 REMOVAL OF MATERIAL FROM FREIGHT CARS: Employees will not remove dunnage or other materials presumed to be scrap from cars except as may be done in line with their duties toward cleaning and processing such cars for loading.

319 RICHMOND - CALLING LIMITS: Calling limits, Richmond, for train, engine and yardmen are as follows:

Main line on west, Pennsylvania on north, 12th Street on east end as far as Oakland branch main track and 10th Street from Oakland branch main track to Virginia Avenue; Virginia Avenue on south from 10th Street to main track.

Point Richmond calling limits include that territory lying between Montana Street, Buena Vista, Scenic, Nichol, Castro, Richmond and Standard Avenues.

THOSE LIVING OUTSIDE CALLING LIMITS MUST PROVIDE THEMSELVES WITH TELEPHONE.

Employees must report for duty as required and those subject to call for duty will be at their usual calling place, or leave information as to where they may be located.

320

GOGGLES: It is good practice for employes in train, engine and yard service to wear goggles and those with colored lens may be worn provided they are secured through the Company; this to insure the use of goggles that do not affect vision or color sense. Transportation type of plastic shield goggles may be obtained from Store Department.

321

STORING FUSEES AND TORPEDOES: Because of hazard of explosion of torpedoes, they must be kept in a separate container from fusees, and trainmen must see that cabooses are equipped with metal containers for storing these items separately, if caboose is not already so equipped. Enginemen will advise Trainmaster, Richmond, at any time their engines are not so equipped.

Under no circumstances may fusees or torpedoes be allowed loose in the cupola cupboards or other cupboard in cabooses. Present ingredients of torpedoes are highly susceptible to shock and extreme care must be exercised at all times by employes handling them to avoid possibility of premature explosion. Flagmen must not attach torpedoes to their lanterns but must carry them in bag provided for that purpose.

322

MILEAGE REGISTRATION, BRAKEMEN: Effective 12:01 A.M., March 1, 1955, in agreement with BRT, all vacancies for extra Brakemen, both freight and passenger will rotate each trip.

Effective 12:01 A.M., March 1, 1955, Extra Brakemen will register mileage by date and trip in book provided for same in Trainmen's Room at Richmond. Each Brakeman tying up at Roundhouse will either register mileage at yard office, Richmond, or call the Crew Clerk, advising mileage made on each trip or date, and Crew Clerk will register mileage for him.

Extra Brakemen coming off regular assignment and marking up on extra board, will register and show mileage previously made prior to marking up on extra board.

Extra Brakemen laying off and marking up will show in book the date layed off and the date marked up.

EXTRA BRAKEMEN SEE NO FAILURE TO REGISTER MILEAGE.

Effective 12:01 A.M., July 11, 1958, under agreement made with BRT, rear Brakeman on Third District Chain Gang Pool Turns will register all actual mileage paid for by date and trip (except held away from home time) in Brakemen Chain Gang Mileage Book placed in the Trainmen's Room at Richmond. Mileage will be registered under pool turn number.

323.

MILEAGE REGISTRATION, CONDUCTORS: In agreement with ORC and BRT, effective 12:01 A.M., March 1, 1955, books for registering mileage of Third District crews will be placed in Trainmen's Room at Richmond.

Conductors in Chain Gang Service will register all actual mileage paid for by date and trip (except held away from home time). Where Extra Conductor works, he will register mileage to said car.

Separate books will be provided for Conductors assigned to freight and passenger extra boards for registering actual mileage made by date and trip.

Emergency Conductors working either freight or passenger will also register mileage in said service.

Extra Passenger and Freight Conductors will register in book provided for same by ten day periods, i.e. 1 to 10, 11 to 20 and 21 to end of the month.

Separate pages will not be maintained for each man, but all will register on the same page, under necessary heading of Passenger or Freight during ten day period involved.

324

BIDDING IN JOB AS TRAIN-BAGGAGEMAN: In connection with handling of Train-Baggagemen, it has been agreed that the following will apply:

When a trainman bids in a job as Train-Baggageman, he must simultaneously, either on his bid or in a separate memorandum attached to the bid, waive his rights to work in another grade of service in accordance with paragraph (c) of Article 20 before his bid will be accepted.

When a trainman displaces on a Train-Baggageman job he must, either on the written bump notice or on attached memorandum, waive his rights in another grade of service in accordance with paragraph (c) of Article 20 before his written displacement will be accepted. If displacement is made by telephone, written waiver of rights must be filed with Trainmaster, or Crew Clerk, before going out on the assignment.

Also, that when a Train-Baggageman places a bid for the emergency class of Conductor, he will be considered as bidding in a higher grade of service and his Train-Baggageman assignment will be considered vacant and advertised for bids.

325

MARKING UP AT END OF ASSIGNED VACATIONS: Trainmen and Yardmen will not be marked up at end of their assigned vacations unless they report to Crew Clerk.

If the employe wishes to take additional time off, arrangements must be made with the Crew Clerk in order to prevent being considered Absent Without Leave.

326 FILING OF TIMESLIPS: Train, engine and yardmen will show on timeslip under "Remarks" total hours on duty since relieved for period of eight or more consecutive hours.

ALL EMPLOYES, INCLUDING DEADHEADS, MUST SURRENDER TIMESLIP AT COMPLETION OF EACH RUN.

327 PARKING AUTOMOBILES, CHINA BASIN: Do not park automobiles in the driveway or area marked "NO PARKING" around the mechanical facility buildings in China Basin.

328 TRUCKS HANDLING PETROLEUM PRODUCTS: When trucks handling petroleum products are observed not stopping at public crossings, please wire joint to Superintendent, San Francisco, and Trainmaster, Richmond, if the name of the firm owning the truck can be ascertained, giving full particulars of location of crossing, time and date.

If given this information, the matter will be handled with the proper authorities with the view of eliminating hazards created by gasoline trucks and others handling petroleum products not stopping at railroad crossings.

329 PULLING AND LOADING BARGES: Following instructions will govern:

Engine foremen are responsible for proper lining up of tracks on apron and barge.

The automatic air must be coupled up and working on all switch movements on and off barges, the only exception permissible will be when car with defective air brake will be set out.

Pulling or loading barges at Santa Fe landings - Engine Foremen must double on and double off with all loaded cars, except solid barge loads of merchandise cars.

Engine Foreman will stand on bow of barge at coupling of apron when pulling and loading to observe clearances, and must see that all members of his crew are in proper position at all times to pass signals.

Speed must not be greater than two miles per hour with car movements on aprons and barges.

Foremen will be particular in sizing up the cars to be loaded on barge in connection with excess width cars, cars with leaning roofs and doors bulging, and when necessary, make switch so leaning roof or bulging side will be on outside of the barge.

When necessary to shove rear cars on track hard up to stern block, Foreman will notify bargeman, who, in turn, will mark boat list accordingly for information of Foreman at landing pulling barge.

The switchmen at all Santa Fe landings, and bargemen at other landings, will set sufficient hand brakes on each track, hand brake must not be released on track to be pulled on barge until coupling has been made.

Captains are responsible for proper and safe trimming of barges; Engine Foreman will make any changes found necessary at Captain's request.

Triple loads of piling, timbers, pipe, structural steel or other commodities in open top cars loaded on barges, must be loaded on center track.

In loading passenger cars and passenger express box cars on barges, Engine Foreman must see that rear car on starboard, port and center tracks does not contact stern block on track. This to avoid damage to steam hose equipment.

Foreign and system gondolas arriving Terminal Division with hand brake wheel and ratchet installed on outside wall on end of car must be loaded on starboard or port side of barge with brake wheel on outside, as will not clear cars on center track.

When loading barges and have any 50 foot or longer cars first out on either port or starboard side, see that they are left either on straight track or just in the clear on the bow so that joints can be made when tying on to unload barges.

Cars with plug doors must not be loaded on barges with doors open.

Whenever switch crews are pulling a barge at a Santa Fe landing when we have an extreme low tide, after pulling the port and starboard side, will set out all cars and come back against the middle rail with boat flats only.

HAND BRAKES ON CARS ON BARGES: When barge is loaded with five cars on either side or four in middle, it will not be necessary to set hand brakes on cars loaded next to stern block when brake is located on stern block end of barge.

SAND LOADED IN OPEN TOP CARS: Open top cars loaded with sand destined to points served by tugboat service must be placed on middle track of barge only.

LOCATION OF CAPTAIN AND MATE WHEN MAKING LANDING: Whenever tugs are making a landing or pulling out from dip, both the Captain and Mate will be in the pilot house when making these moves.

MTC CARS LOADED ON BARGE: MTC cars, with engines running, should be placed on starboard side of barge, whenever possible.

SLIPS NOS. 1 and 2 - FERRY POINT: Loads exceeding 100 tons cannot be handled over Slip No. 1 at Ferry Point.

Any loads over 100 tons will be handled through Slip No. 2.

All loads of sand handled through Ferry Point must be handled through Slip No. 2.

Loaded covered hopper cars series AT-301500 through AT-304099 will be restricted to center track loading on barges and can only be handled over Slip No. 2 at Ferry Point.

The Southern Pacific Company have 60 foot shock control, with extended drawbars, box cars in the following series:

692,000	to	692,599
668,000	to	668,049
668,100	to	668,399
666,000	to	666,049

These cars are wider than ordinary box cars and care should be taken handling these cars on and off the barge.

- 330 LOW CLEARANCE CARS: All mechanical refers have diesel tanks underneath car which have extremely low clearance and Santa Fe hopper cars, Series 300,000, have dumps which have extremely low clearance under car.

When loading these cars during high tide, be careful to see they do not drag between apron and barge.

Account curvature of outside rail on barge, all equipment having length of 70 feet or more should be loaded on center rail of barge.

- 331 LOADING SHPX TANK CARS ON BARGE: SHPX tank cars in series 12,000 are all 60 foot cars. When loading on barges handle on middle rail only.

- 332 SOUTHERN PACIFIC CHIP CARS: When loading Southern Pacific chip cars, Series 351,600 to 351,999, on either outside track on barges, stop cars short of pilot house, as these cars are over 10 feet 10 inches wide, and if shoved against bumper will hit pilot house.

- 333 CARS PROPERLY TURNED FOR UNLOADING: We receive numerous cars in San Francisco which reach Terminal Division placarded to unload from one side. Frequently, a car so placarded reaches final destination with wrong door towards platform, necessitating that car be switched out and returned to Richmond for turning. All concerned will please give special attention to this feature and see that cars are properly turned before loaded on barges to avoid the necessity for returning the cars to Richmond for turning - eliminating unnecessary delay attached to the loading.

334 DEFECTIVE HAND BRAKES ON CARS: When cars are found with defective hand brakes that will not readily respond to application of brake, Engine Foreman will promptly report to the Yardmaster, who, in turn, will arrange for necessary repairs.

335 IMPAIRED CLEARANCES: Impaired clearances are as follows;

GENERAL ELECTRIC BUILDING - OAKLAND: Account impaired overhead clearance at entrance to General Electric Building, 34th and Wood Streets, Oakland, they have installed a lighted stop sign outside of building over the center of the track reading:

"STOP - ENGINES AND CARS MUST COME TO A COMPLETE STOP BEFORE ENTERING THIS BUILDING".

Because of reduced overhead clearance, Trainmen are not permitted to ride on tops of cars while switching movements are being made in and out of this building.

NATIONAL CARLOADING - OAKLAND: Account causing impaired clearance, we will not spot any cars opposite door 13, Track 1, or opposite door 12, Track 3. We will not spot any cars to Track 3, spot 11, as impaired clearance on Track 4.

REMAR BAKERY - OAKLAND: Remar Bakery has placed sign on platform reading: "TRAINMEN DO NOT OPERATE BEYOND THIS POINT." Account impaired clearance, Trainmen will not ride cars beyond this sign when spotting Remar Bakery.

JORGENSEN STEEL - OAKLAND: A lighted sign reading: "STOP. THIS STRUCTURE WILL NOT CLEAR MAN ON TOP OF CARS" has been placed over doorway into building.

PARR TERMINAL #1, FERRY POINT - RICHMOND:

Track at Parr Terminal #1 Lead at Ferry Point, Richmond, is back in service. There is a lighted sign on building which reads:

"STOP, TRAINMEN DO NOT RIDE TOP OF CARS BEYOND THIS POINT."

AMERICAN CAN COMPANY - SAN FRANCISCO: American Can Company at San Francisco have placed a derail on Track 920 at Spot 13.

Inside the gate on Track 920 they have installed a safety light switch. Push the button on switch when ready to switch track, and American Can Company will stop dumping scrap tin into gondola spotted on track. Then through switching, push button again and they will resume loading on track.

JINKS ELLIS - LEAIN STEEL: Watch out for impaired clearance adjacent to Track No. 117 at Jinks Ellis Leain Steel.

MARIPOSA AND 16TH STREET - SAN FRANCISCO: Between Mariposa Street and 16th Street, going to or from Jackson Square, move with extreme caution account narrow right of way due to building.

PIER 48-B - SAN FRANCISCO: When switching Pier 48-B, San Francisco, do not work on water side of outside track account reduced side clearance of 7 feet 2 inches.

336

INTERCHANGE TRACKS: The following will apply:

SAN FRANCISCO - TRANSFER TRACKS: The following transfer tracks at Fourth and Illinois Streets, San Francisco, will be designated as interchange tracks:

Tracks 1102 and 1103 for delivery by the Southern Pacific and Santa Fe.

Tracks 1104 and 1105 for delivery by the Santa Fe to the Western Pacific.

In making delivery, track must be filled to capacity before second track is used.

Whenever the above tracks are full to capacity, other transfer tracks can be used to interchange cars.

OAKLAND TERMINAL RAILWAY: Storage 8 Track in Wood Street Yard, Oakland, is designated for delivery of cars from the Santa Fe Railway to the Oakland Terminal Railway.

Present Interchange track at Oakland Terminal Yard will be used for delivery of cars from Oakland Terminal Railway to Santa Fe Railway.

RICHMOND INNER HARBOR BELT: Effective 12:01 A.M., January 1, 1966, the Santa Fe Railway took over operation of the Inner Harbor Belt Railroad.

RICHMOND BELT YARD: Effective 12:01 A.M., January 1, 1966, the Santa Fe Railway Company took over operation of the Richmond Belt.

JACKSON SQUARE DISTRICT - SAN FRANCISCO: Effective 12:01 A.M., January 1, 1966, the Santa Fe Railway Company took over operation of the Jackson Square District. On the same date, The Southern Pacific Railway Company took over operation of the Illinois-Quint Street Franchise.

ENGINE MOVEMENTS, ILLINOIS STREET - SAN FRANCISCO: All engine movements between South end of transfer tracks at 16th Street and Western Pacific or Indiana Street will use track on right except when will interfere with switching industries on these tracks.

CARS ON AND OFF TRANSFERS: When making delivery on interchange track, Santa Fe crew will place their cut of cars in farthest end of track. Then, if another delivery is made prior to the track being pulled, the second delivery will be coupled to the first delivery.

When pulling cuts of cars off transfer delivered to us by foreign line, if entire cut is not coupled, you will pull cut first out into our yard and return to interchange and pull the next cut.

337

JOINT SANTA FE & SOUTHERN PACIFIC TRACK - SAN FRANCISCO:

Joint Santa Fe - Southern Pacific trail track, near Marin Street, San Francisco, between interchange switch and Islais Creek is designated joint Santa Fe - Western Pacific - Southern Pacific Track.

Lead track between west bound main and Tracks 9, 1010 and 1011 Western Pacific Interchange. Track 9 can be used as a running track.

Both Western Pacific and Santa Fe crews must approach fouling point of interchange track at restricted speed.

NORMAL POSITION OF INTERCHANGE SWITCH IS FOR SANTA FE LEAD.

338

TRACK ARRANGEMENTS

JOINT SOUTHERN PACIFIC RAILWAY - SANTA FE RAILWAY INTERCHANGE
OAKLAND

A single slip (puzzle) switch crossing is located at junctions of Southern Pacific, Santa Fe and Oakland Terminal Railways and used by all railroads.

All trains, cars or engines must approach crossings in either direction at restricted speed and stop not less than ten (10) feet or more than fifty (50) feet before fouling the clearance point of the first crossing approached.

After making stop, movement must not be made across any of these crossings until proper signal is given by member of the crew located at the last crossing of the route to be followed by the movement. Such signal shall not be given until it has been definitely ascertained that no engines, cars or trains are approaching in either direction on opposing routes under conditions which will render it possible for an interference to occur with movement about to be made. In the event movements on opposing routes stop at the same time, Southern Pacific will take precedence over Santa Fe and Oakland Terminal; Santa Fe will take precedence over Oakland Terminal.

During fog, the length of cuts of cars to be shoved over these crossings must be limited to the distance signals can be passed and clearly distinguished according to the number of Yardmen in crew.

Effective May 1, 1963, the Southern Pacific Railway Company was granted rights to use the long wye at Oakland for turning cars and engines.

FLAG PROTECTION:

OAKLAND: Engine, with or without cars, when passing over 22nd Street on 29th Street Lead at Oakland, will flag crossing.

SOUTHERN PACIFIC CROSSING - OAKLAND: A high stand star switch has been located at 26th and Wood Streets, Oakland, between north and south leg of Santa Fe Wye, where Southern Pacific crosses Santa Fe.

Crews approaching, finding this target red, will flag crossing before passing. After signal changed and set green, line using will be permitted to switch over crossing without flag protection against opposing line.

HOLLIS STREET - OAKLAND: Stop signals have been placed on both sides of crossing. All train and engine movements over crossing must be brought to a stop and movement over crossing protected by flagmen.

20TH AND POPLAR STREETS - OAKLAND: Movements over crossing at grade between Santa Fe and Oakland Terminal Railways at 20th and Poplar Streets, Oakland, will be governed by the following:

Stop signs have been placed governing movements on both railroads. All movements with engines or cars must be brought to stop before entering crossing and do not proceed until it is known that no movements are being made on intersecting tracks. Be governed by Rule 98-B.

CHINA BASIN STREET - SAN FRANCISCO: When pulling barges at San Francisco see that China Basin Street is flagged ahead of engine.

INDIAN VILLAGE CROSSING - RICHMOND: All switching movements made over crossing on Indian Village Road, near Belt Switch Shanty, Richmond, see that member of crew is at crossing to protect same.

340 BAY AREA AIR POLLUTION CONTROL DISTRICT REGULATIONS: In compliance with the Bay Area Air Pollution Control District regulations regarding open fires, the burning of railroad ties is prohibited.

341 ACID CONTACT, STANDARD OIL COMPANY - RICHMOND: Standard Oil Company has requested, as a safety item, that any of our employees working around Standard Oil property who come in contact with acid immediately go to showers, which are located near all points where acid is loaded, and use same to prevent serious burn.

342 ROLLER BEARING CARS: Mechanical Refers must not be kicked or dropped.

When necessary to set out cars equipped with roller bearings, such cars must be coupled to other equipment not having roller bearings, or sufficient hand brakes set to prevent rolling.

Hot box coolant and fire extinguisher powder must not be applied to roller bearing journal boxes.

343 EQUIPMENT ON CABOOSES: Conductors must check cabooses while in their charge to determine that all equipment is present. If any equipment is missing conductor must promptly file wire addressed to Trainmaster, Car Foreman, Agent and Special Agent at Richmond when working on the San Francisco Terminal Division.

344 HANDLING CABOOSES IN YARD: Cabooses will be handled in yards the same as passenger cars, except that air brakes need not be used.

345 INDUSTRIES - SWITCHING CERTAIN HOURS:

ILLINOIS STREET (BETWEEN MARIPOSA & 23RD STREET) SAN FRANCISCO:
At San Francisco do not make any switch movements on Illinois Street, between Mariposa and 23rd Streets, between 4:30 PM to 5:00 PM., Monday through Friday, except in emergency.

TEAM TRACKS NOS. 1 and 2 - SAN FRANCISCO: Team Track No. 1 out of service and switch spiked for Team No. 2.

Team Track No. 2 will be used as tail track and no cars should be spotted on this track unless ordered in by Western Carloading.

Team Track No. 2 cannot be used for switching between 8:00 AM and 9:00 AM., Pacific Standard Time, or 8:00 AM to 9:00 AM., when Daylight Savings Time is in effect.

INTERSTATE BAKERIES - OAKLAND: We will not perform any switching at Interstate Bakeries, Oakland, between 10:00 PM and 7:00 AM.

346 DELAY TO MUNICIPAL RAILWAY BUSES - SAN FRANCISCO: Movement at Third Street and 25th Street is governed by signal indications. When you get signal, should make movement as promptly as possible to avoid undue delay to auto traffic and Municipal Railway Buses.

In performing switching at Western Pacific Transfer, should not leave crossing blocked, Army and Illinois Streets, and should make all movements over crossing as promptly as possible to hold delays to a minimum.

347 SIGNALS, MISSISSIPPI STREET - SAN FRANCISCO: Two color light signals displaying red (stop) and green (proceed) have been installed: One signal on each side of Track SP-704, serving the Owens-Illinois Glass Co. Warehouse on Mississippi Street, between 16th and 17th Streets, San Francisco. These signals check against the position of the doors and draw-bridges and will display red until the doors are fully opened, at which time the signals will display green.

If signals are not working after doors are fully opened, make movement through building by flagging to see all clear.

FOURTH STREET CROSSING - SAN FRANCISCO: Stop signs have been placed on both sides of crossing 2SF-0.34 at Fourth St., San Francisco. All movements over this crossing must come to a stop and protect all movements over crossing on Mission Rock Street.

348

OAKLAND: Switch point derail installed on scale track lead, located just east of switch to east leg of Old Wye, equipped with low star stand, red target, switch lamp and lock.

349

POSITION OF SWITCHES:

RICHMOND: When trains head in or out east end of Richmond old yard and switch engine is occupying tail lead, the last car in cut must be moved east of switch intersecting lead to Turkey Track No. 1 and line switch for Turkey No. 1. The normal position of switches of crossover from balloon track to east lead between Tracks 7 and 9, switches left lined for lead and balloon track, and locked.

When switch engines working on balloon track through crossover to Tracks 9, 10, 11, 12, 13 and 14, a member of crew must line No. 7 switch for 7 Track to offset the lead to safeguard the switch crew working through crossover.

Leave switches to new pocket track off Oakland Pass lined for Oakland Pass after being used.

Normal position of switch, Pennsylvania Avenue, intersecting new yard lead, east lead, rip lead and west transfer left lined and locked for new yard lead.

COACH YARD LEAD SWITCHES: Switches on east end and west end of coach yard lead, after being used, must be left lined for the lead.

WEST END ENGINE LEAD: Normal position of switch west end engine lead, intersecting old west main track, must be left lined for lead.

BACK SHOP TRACKS: Back Shop Tracks 6, 7 and 8, Richmond, have switch lock applied and portable derail east of switch.

SUGAR DOCK LEAD: Switch to Sugar Dock Lead, track west of Standard Avenue, Richmond, should be left lined for main track to Ferry Point.

SAN FRANCISCO:

ROUNDHOUSE SWITCH: Switches leading to roundhouse, China Basin Yard, are to be left lined for lead after used.

HIGH SWITCH, SOUTH END DOUBLE TRACK: Switch at the south end of double track, San Francisco, after being used, is to be left lined for westbound main track.

TRACK 54: Switch leading into Track 54 is equipped with switch lock. See switch is left lined and locked for lead after being used.

CROSSOVER FROM SANTA FE TRACK TO WESTERN PACIFIC: Normal position of switches on crossover from Santa Fe track to Western Pacific, Walkup Lead, 25th and Illinois Streets at San Francisco, is lined for straight track.

Crews using crossover will see switch is reset to normal position.

350 .. PIER 62 - SAN FRANCISCO: Pier 62 is out of service. Do not make any car or engine movements over track on this pier.

351 PIER 50 - SAN FRANCISCO: Account curvature of track, any cars over 60 feet in length going into Pier 50 must be handled individually and not coupled to others.

Account frequent derailments due to curvature of track at Pier 50-C at San Francisco, have some member of the crew on ground where main track intersects Track 50-C so can pass signals and get stopped in case of derailment at this point.

352 OHIO STREET CROSSING-- RICHMOND: All movements made over crossing, Ohio Street, during darkness must be made with engine pulling cars over crossing in either direction. During daylight, cars may be shoved over this crossing.

353 TRACK 9, FERRY POINT - RICHMOND: Track 9 will be used for Mechanical Department - and only cars ordered in by them will be placed on this track. They have placed their own lock on switch.

354 SWITCH LOCKS: Any industry having gates across track equipped with Santa Fe switch lock - see that gates are closed and locked after being switched.

NATIONAL GYPSUM - RICHMOND: National Gypsum, Richmond, have installed a gate with private lock. If guard does not show up when need gate open - blow the whistle and he will come and unlock the gate.

CHEVRON CHEMICAL - RICHMOND: Lock has been placed on gate between Chevron Chemical and Kraft Paper Co., Richmond. After switching Kraft Paper - see that gate is closed and locked.

BRICK YARD LEAD - RICHMOND: Gate has been placed across Brick Yard Lead Track at Garrard Avenue, Richmond, and crews making movement over this track will see that gate is closed and locked after using.

CAL PAK 7 - OAKLAND: At Cal Pak 7, Oakland, gate has been installed with switch lock. After switching this industry, crews will see that gate is closed and locked.

NATIONAL CARLOADING - OAKLAND: National Carloading has placed private lock on Nos. 1 and 3 track switches. Whenever track ready to pull or spot, they will unlock switches.

After switching is completed - see that switches are left lined for National Lead.

BEATTIE STEEL & SUPPLY CO., - OAKLAND: Do not spot cars inside building.

HOUSE TRACK - OAKLAND: Gate has been placed across entrance to House Track, 21st and Adeline Streets, Oakland, protected with switch lock. See gate is closed and locked after having been used.

ASSOCIATED FORWARDERS - SAN FRANCISCO: Account parking trucks on track, private lock has been placed on lead switch to East Michigan pit track. Switch will be left unlocked when trucks are off track.

355 TRACKS - SAN FRANCISCO: Do not kick or drop any cars in Tracks A-10, 11, 12, 13 and 14 in China Basin Yard.

356 TRACKS - OAKLAND: Tracks Nos. 4, 5 and 6 are stub tracks at east end. Tracks 7, 8 and 9 are okeh for service.

Account damage to magnesium plates at Oakland, when unloading G-85 flats, see that a standard height flat is spotted next to dock with G-85 behind this car for unloading.

357 TRACKS - RICHMOND: Two spur tracks between 8th and 10th Streets on Oakland District are out of service and switches spiked.

PULLMAN COMPANY: Spur track just inside gate at Pullman Company, Richmond, off Pullman Lead, is 280 feet long - there is no bumper at end of track.

BRINGING CUTS FROM SEAVER YARD: When bringing cuts of cars in from Seaver Yard, or various industries, they will be placed in New Yard 6, 7 or 8. Cars must be tied on to any other cars in track.

DO NOT USE NEW YARD 9 FOR STORAGE OF CARS UNLESS AUTHORIZED BY YARDMASTER

SPOTTING CARS TO RIP TRACK - RICHMOND: When spotting cars to Rip Tracks, Richmond, make cut between each car.

TURNING PIGGY BACKS ON TURN TABLE - RICHMOND: When turning Piggy Back or Tri-Level loads on roundhouse turn table, do not use roundhouse Tracks 3, 4 or 5 as overhead clearance at sand house will not clear top of car.

SPOTTING PIGGY BACK FLATS - RICHMOND: Rip Track Old Shed No. 9 will be used for spotting Piggy Back Flats with Refrigerator Vans. Rip Track No. 10 will be used for spotting Mechanical Refrigerator Cars Only.

See that cuts are made between cars so that there is sufficient room for men to work around the cars.

REARVIEW MIRROR & SUPPLY CO., - BIRMINGHAM: Do not spot inside building.

HOUSE TRUCK - BIRMINGHAM: Gate has been placed across entrance to House Truck, 71st and Madison Streets, Oakland, protected with switch lock. See note in closed and locked after having been used.

ASSOCIATED MOTORWORKS - SAN FRANCISCO: Account missing trucks on truck, engine lock has been placed on lead section to East Michigan St. trucks. Switch will be left unattached when trucks are all truck.

TRUCKS - SAN FRANCISCO: Do not kick or drop any cars in Trucks 4-10, 11, 12, 13 and 14 in Ocean Basin Yard. 388

TRUCKS - OAKLAND: Trucks Nos. 4, 5 and 6 are side trucks at east end. Trucks 7, 8 and 9 are used for service. 388

Account wanted to reorganize status of Oakland, when unloading 6-15 Truck, see that a standard height flat is needed next to back of 6-15 located this one for unloading.

TRUCKS - BIRMINGHAM: Two new trucks between 8th and 10th Streets on Oakland Street are out of service and waiting repair. 387

WILSON'S COMPANY: Two trucks just inside gate at Wilson Company, Richmond, Va. Wilson Road, is 280 feet long - there is no fence at end of truck.

REARVIEW MIRROR FROM SEATTLE YARD: When bringing out of cars in from Seaside yard, or various industries, they will be placed in Row 1 and 2, 7 or 8. Cars must be tied on to any other cars in trucks.

DO NOT USE NEW YARD 2 FOR STORAGE OF CARS UNLESS AUTHORIZED BY YARDMASTER

SPOTTING CARS TO TIP TRUCK - BIRMINGHAM: When spotting cars to tip trucks, Oakland, make out between each car.

TRUCKS PULL BACK BY TOW TABLE - BIRMINGHAM: When towing truck back on tow-table leads on towhouse turn table, do not use towhouse trucks 3, 4 or 5 as overhead clearance at each house will not clear top of car.

SPOTTING TRUCKS BACK PLATS - BIRMINGHAM: 8th Truck Old Shed No. 3 will be used for spotting. Truck back with ball-bearing bars. 8th Truck No. 10 will be used for spotting mechanical ball-bearing cars only.

See that only one auto between cars so that there is sufficient room for auto to work around the cars.

RULES:RULE 815, OPERATING RULES: Reference second paragraph:

When a train stops to be met or passed by another train, a trainman on head end of train must take position and make rolling inspection of passing train from side opposite to his train; trainmen at rear of standing train must make rolling inspection on side adjacent to their train.

ACCIDENT REPORTS:

FORM 810 STANDARD: Form 810 Standard must be rendered promptly by Conductors or Engine Foremen, or when light engine is involved by Enginemen, to cover all accidents and personal injuries occurring on the San Francisco Terminal Division. This includes crossing accidents, whether or not personal injuries are involved. Form 810 Standard should be addressed to Superintendent - San Francisco, Trainmaster - Richmond and District Supervisor-Richmond - and for accidents at San Francisco copy should be addressed to Car Foreman. File the original and three copies of 810 Standard report at Telegraph Office.

In case of crossing accident (even though no apparent personal injury) and in case of personal injuries, Form 810 Standard reports are to be addressed also to Claim Adjuster, San Francisco.

The initials as well as name of Conductor or Engine Foreman and Engineman must invariably be shown on 810 reports. Every question must be carefully and completely answered so that this report will clearly indicate, to those who receive it, exactly what happened.

Conductors telegraphic report of injury to passengers must be sent to General Claim Agent, Los Angeles, and Superintendent and Claim Adjuster, San Francisco. Show name and home address of passenger, destination and temporary address, and if leaving train short of destination - so state, giving temporary address. Also show name or number or car occupied, seat number or space, if assigned, whether traveling on ticket or pass. Give brief description of injury, how it occurred and whether or not passenger received medical attention prior to train reaching terminal.

FORM 813 STANDARD: Conductors and Engine Foremen will make two copies of Form 813 Standard report and mail both copies to Trainmaster, Richmond. Care must be exercised so that all questions are completely answered, and in such a manner that an understandable account of what took place is given. Initials and names of all members of the crew must be shown.

FORM 809 STANDARD: In addition to Form 810 and 813 reports, where a train is involved in train parting accident, Form 809, in duplicate, is to be furnished by Conductor and mailed to Trainmaster, Richmond.

FORM 1178 STANDARD: Enginemen will make original and two copies, delivering all to Roundhouse Foreman. After inserting estimated cost of damage, original Form 1178 will be mailed to Trainmaster, Richmond.

FORM 1421 STANDARD: When employee sustains a personal injury and call for order on Doctor, and their physical condition permits, they will furnish Form 1421 Standard, Personal Injury Report, in triplicate, in their own handwriting - same to be forwarded immediately to Trainmaster, Richmond.

FORM 1428 STANDARD: Form 1428 Standard, in triplicate, must be filed by all members of the crew when there is an accident involving truck, automobile, property damage and/or personal injury. This report must be filed promptly as follows:

Conductors and Brakemen will forward personal injury reports to Trainmaster, Richmond. Enginemen and Firemen will file Form 1428 Standards, in quadruplicate, forwarding all copies to District Supervisor, Richmond.

Where yard accident occurs at San Francisco - Yardmen and Enginemen will submit required number of copies of Form 1428 Standard to Agent at San Francisco.

Where accident occurs in Richmond Yard - Yardmen will submit their 1428 reports to Trainmaster, Richmond, and Enginemen and Firemen will submit their Form 1428 reports to District Supervisor, Richmond.

Then personal injuries are sustained by passengers and others at crossings, and other places where there are witnesses, their names and addresses must be secured and included in written reports. In accidents involving automobiles - Form 810 reports must indicate whether they approached from Engineman's or Fireman's side of engine. It must be ascertained whether or not there was a radio in the automobile, and if possible, whether or not radio was being operated at time of accident. Every effort should be made to secure names and addresses of any witnesses and reports should so indicate.

Each grade crossing in California has a number assigned to it (it is usually shown at the bottom of the crossing sign post - Example: "K304). Such numbers must be shown in wire and mail reports, as well as name or number of street, or road, and name of city, if within corporate limits.

When automobiles are involved in crossing accidents - employees should assemble all possible facts as to speed of vehicle at time of accident.

YARD CREWS: Reports on accidents and injuries will be filed as follows:

In case of Accident where there is no personal injury involved, Engine Foreman renders Form 810 Standard (3 copies).

In case of accident where automobile or truck is involved:
Engine Foreman renders Form 810 & 1428 Standard (3 copies).
Yard Helpers render Form 1428 Standard (3 copies).

In case of accident where personal injury is involved:

Engine Foreman renders Form 810 & 1428 Standards (3 copies).
Yard Helper renders Form 1428 Standard (3 copies).
Injured party (if employee) renders Form 1421 Standard in 3 copies.

Yardmasters see that Form 810 reports contain all the information necessary.

367 INSPECTION OF EQUIPMENT WHEN EMPLOYEES INJURED: When an employee is injured working on or about a car, Engine Foreman or Conductor must promptly notify the Yardmaster, if in yard, or the Trainmaster, if on road, giving initial and number of car, who, in turn, must promptly notify Mechanical Department so that car may be inspected and Form 1419, Inspection Report, rendered.

368 OAKLAND DISTRICT - WIRE REPORT SIGNAL FAILURES: Wire report of signal failures should be reported joint with Trainmaster and Signal Maintainer, Richmond.

369 OAKLAND DISTRICT - FORM 63: Conductors must show when cars set out on storage track, movement from storage track to industry and when pulled empty from industry. This report must be made on Form 63, Blind Siding Report.

370 WHEEL REPORTS - OAKLAND DISTRICT: Wheel reports for westward Oakland District trains will be prepared by Richmond station forces covering all cars in train and delivered to Conductor with waybills.

Conductors picking up cars and setting out cars enroute between Richmond and Oakland will make the necessary additions to wheel reports.

It will not be necessary for Conductors of Oakland Switchers to make wheel reports for eastbound trains out of Oakland.

Show any cars picked up or set out enroute on switch list and Car Desk at Richmond will make and send wheel reports from switch list and bills.

371 CONDUCTORS FORM 827-STANDARD - OAKLAND DISTRICT: Conductors working Oakland Switchers will furnish carbon copy of Form 827-Standard, Time Return and Delay Report, to Trainmaster, Richmond, at completion of shift.

372 FORM 827-B SPECIAL: Engine Foreman will show following information on timeslip when coupling air hose penalty is claimed:

1. Time.
2. Track on which work performed.
3. Number of cars.
4. Show "R" opposite each name for regularly assigned member of crew.
5. Show "X" for extra men working on crew.

CLAIM WILL NOT BE ALLOWED UNLESS ABOVE INFORMATION IS SHOWN.

Engine Foreman, when claiming time and one-half for himself or any member of the crew, must give a full and complete explanation of the reason for such claim in detail on the back of the ticket.

373 SWITCH LISTS: Engine Foreman will sign his name on all switch lists handled by him during his tour of duty, and return to the yardmaster.

374 USE OF RAILROAD RADIO:

1. The radio equipment in yard has been installed under authority granted by Federal Communications Commission and must be operated in accordance with their rules, as set forth in Operating Rules 100 to 1010.
2. The designated Railroad Official mentioned in Rule 1001 is Manager - Wire Chief.
3. Paksets used by Car Checkers, Car Inspectors, RD Inspectors and any other employes whose duties are confined to a yard area are licensed in Yard and Terminal Service and must not be moved from this area.
4. The radio equipment in yard has been installed under authority granted by Federal Communications Commission and must be operated in accordance with their rules as set forth in Operating Rules 1000 to 1010, or Railroad General and Operating Rule No. 84078.

5. Radios (including Paksets) on cabooses and locomotives have been installed under authority granted by Federal Communications Commission and must be operated in accordance with their rules as set forth in Operating Rules 1000 to 1010.

375 RADIO CALL NUMBERS: When necessary to use radio to call Com vehicles as shown below, use car number designation when calling:

- Car 10 - Radio Truck
- Car 11 - Trainmaster, Richmond
- Car 12 - Roadmaster, Stockton
- Car 13 - Special Agents Car
- Car 14 - A. F. Mansheim, Mechanical Dept., Calwa
- Car 15 - Section 53 Truck, Richmond
- Car 16 - Superintendent
- Car 17 - Division Engineer

376 FREIGHT CONDUCTORS FORM 827-S STANDARD: Conductors will fill out their delay reports while en route, as soon as possible after the delay occurs, and on arrival of train on tie-up track at the final terminal will proceed to the tie-up office, record their tie-up time and go off duty.

DIESEL OPERATION

400 Section 5 of the National Diesel Agreement signed at Chicago, May 17, 1950, by the Representative Carriers' Conference Committee and the Brotherhood of Locomotive Firemen and Enginemen contains the following:

"Section 5 - On multiple-unit diesel-electric locomotives on high speed, streamlined, or main line through passenger trains a fireman (helper) shall be in the cab at all times when train is in motion.

Note 1: The term 'main line through passenger trains' includes only trains which make few or no stops.

Note 2: This rule shall be strictly observed by firemen (helpers) and the carriers will not permit instructions to be issued to the contrary. The carriers shall post notices in the cabs or on bulletin boards according to the custom of the road, advising that firemen (helpers) who violate this rule shall be subject to discipline. No claims or grievances will be made with respect to any discipline assessed for violation of this rule"

No trains on this division are designated as falling within the scope of this provision.

401 REAR VIEW MIRRORS - LOCOMOTIVES: Locomotives having rear view mirrors applied to cab units should have mirrors on trailing cab turned towards window or car body to prevent damage from sand and dirt.

402 HANDLING DIESELS TO AND FROM TRAINS: In handling diesel locomotives to and from trains, it is necessary that the train line hose be hooked up on dummy fittings provided, in order that it may be kept clear on crossings, etc. This is especially necessary on diesel locomotives having cab on each end, as due to the construction of the train line it is slightly lower on the lead units. Enginemen should cooperate by calling the Brakeman's attention when detaching locomotives from train, to the fact that train line hose must be hooked up.

403 ENGINES - SAN FRANCISCO: At China Basin slip orange clearance line has been painted 10 feet from nose end of apron opposite sign attached to gallows frame reading:

"ENGINES MUST NOT OPERATE BEYOND THIS LINE"

In other words, live engine may be operated on apron and in most cases only one idler will be required to load and unload barge.

- 404 ENGINES - OAKLAND: Do not leave engines on station platform tracks when going to lunch to prevent oil dripping on platform. Leave engines over in yard tracks.
- UNATTENDED SWITCH ENGINES - OAKLAND: Engine crews on diesel switchers at Oakland, 40th Street, leaving engine unattended, in addition to setting hand brake - will place chain under wheels.
- 405 DELIVERING ENGINES TO ROUNDHOUSE - RICHMOND: When delivering locomotives arriving Richmond on Trains Nos. 1 and 7, arrange spot on Roundhouse Track No. 1.
- 406 TYING UP YARD ENGINES - RICHMOND:
- All yard engines tying up at Richmond may tie up on Oakland Pass between switches to pocket track or in Pocket Track off Oakland Pass.
- 407 DEAD ENGINES IN YARD: When handling dead engines in yard, they must be handled with air cut in.
- 408 ENGINES EQUIPPED WITH ROTATING YELLOW LIGHTS: Certain switch engines are equipped with rotating yellow lights located on the top of the cab. Crew using engines so equipped must keep the lights turned on at all times while the crew is on duty.
- 409 DIESEL WHISTLE:
- 40TH STREET - OAKLAND: Use of engine whistle in connection with making air test of freight trains departing 40th Street Station, Oakland, is prohibited. This will not interfere with present method of handling trains departing Wood Street Transfer.
- CITY LIMITS: The use of loud air whistle on diesel motors through the corporate city limits of Richmond, El Cerrito, Albany, Berkeley and Oakland is prohibited, except in case of emergency.
- Enginemen on engines passing Washington Street School on Canal Blvd. Lead, Richmond, will refrain from use of engine bell and will exercise good judgement in use of engine whistle to avoid disturbance while school is in session.
- 410 SUPPLIES ON LOCOMOTIVES: Engine crews will see that tools, equipment, and supplies on locomotives will not be permanently removed and will be replaced in proper location after use.

404

ENGINE - DALLAS - The way to leave engine on station platform
frank when train to leave & engine will be left on platform, leave
engine over in yard track.

405

ENGINE - RICHMOND - When delivering
locomotive arriving Richmond on track No. 1 and 2, arrange spot on
Numbered track No. 1.

406

ENGINE - RICHMOND

All yard engine work up of Richmond way
the no on Richmond way between yard
to work track or in track off
Richmond way.

407

ENGINE IN YARD - When handling load engine in yard, they
must be handled with care in.

408

ENGINE WORKING WITH LIGHTS - When engine
engines are equipped with rotating yellow lights located on the top
of the cab. They shall engine no engine work the lights turned
on at all times while the engine is on duty.

409

ENGINE WORKING

ENGINE - DALLAS - Use of engine while in connection with
working the last of freight train leaving 400 Street Station, Dallas,
is prohibited. This will not interfere with present method of handling
freight leaving 400 Street Station.

NEW LIGHTS - The use of head light while on duty shall
through the concrete city limits of Richmond, in Dallas, Albany,
Richmond and Dallas is prohibited, except in case of emergency.

Reference to engine leaving Washington Street Station on
Cand Hill Road, Richmond, will remain free use of engine full and
will exercise good judgment in use of engine while on duty. The
reference which school is in session.

410

APPLIED IN EMERGENCIES - Engine crew will use that train
engine, and engine in emergencies will not be automatically removed
and will be placed in proper location after use.