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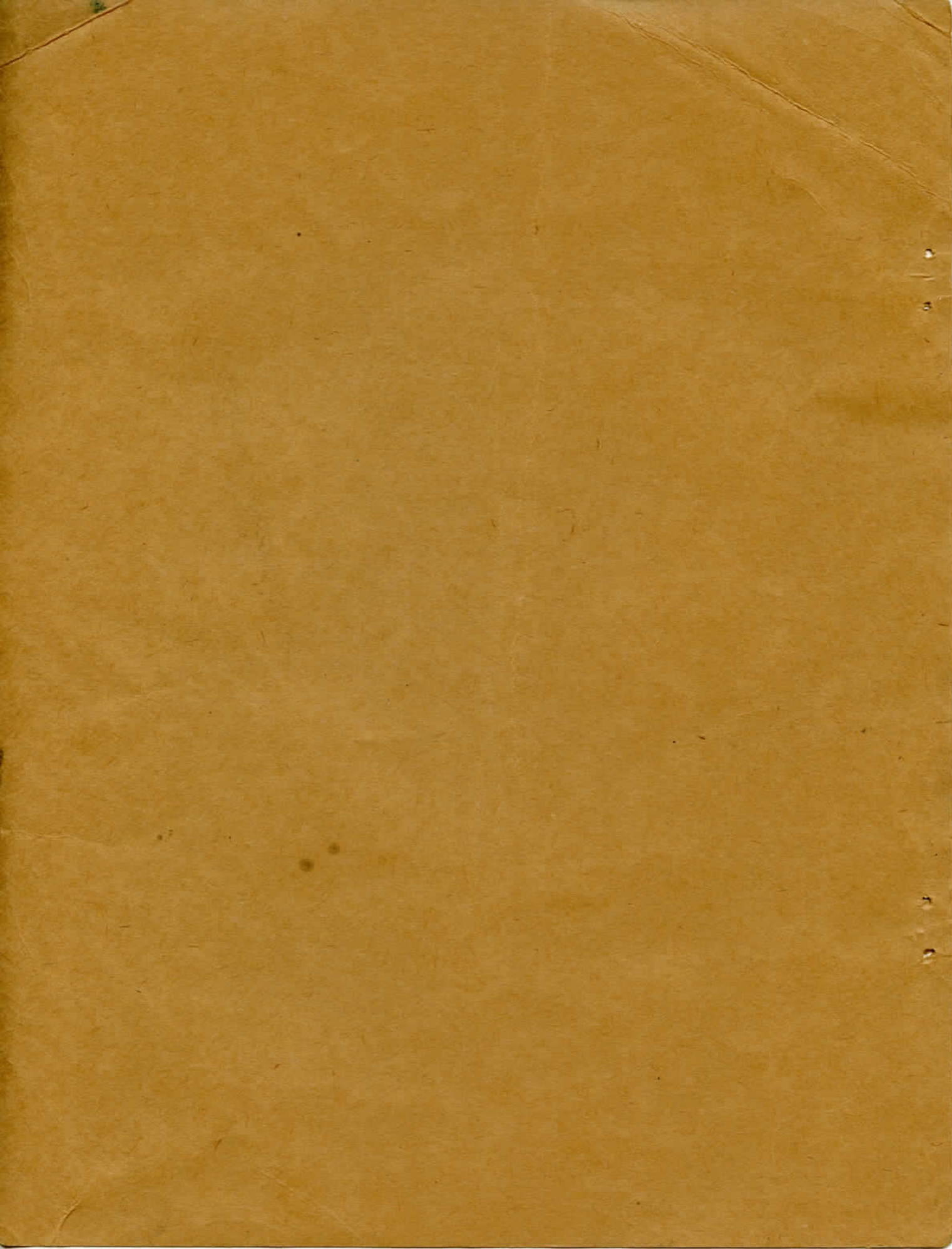
BULLETIN BOOK



VALLEY DIVISION

AND

SAN FRANCISCO TERMINAL  
DIVISION



Fresno - 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.

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TIME TABLE AND TIME TABLE AMENDMENTS

1 Valley and San Francisco Terminal Division Time Table No. 15, Southern Pacific Company San Joaquin Division Time Table No. 206 and Special Instructions No. 15, and Sunset Railway Company Time Table No. 1, are in effect.

2 When a time table supplement is issued, the page or pages of preceding issue superseded by such supplement must be marked out by drawing diagonal line across the face of such page or pages, using heavy soft pencil.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 spring-wound 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". D-78001.

5 Operating Department Safety Rules 22 and 28 are canceled. Employees are prohibited from riding, or walking, on the roof of any moving car. See Rule 103. A-52017.

6 Valley and San Francisco Terminal Division Timetable No. 15, Special Rule 14, Page 9, Maximum Speed of Locomotives and Motor Cars:

Following 325 Class locomotives are good for 90 MPH:

325L	328L	330A	333B	336A	338B
325A	328A	330B	334L	336B	340A
325B	328B	331L	334A	337L	340B
326L	329L	331A	334B	337A	341A
326A	329A	331B	335L	337B	342A
326B	329B	332L	335A	338L	343L
327A	330L	333A	335B	338A	343A

A-29001

INSTRUCTIONS FOR USE OF RAILROAD RADIO

## A

Instructions Applicable to Transmitting  
and Receiving Train Orders by Radio

1. When a train order is to be transmitted to a train by radio, the dispatcher or the operator will call the train and state his intention to transmit a train order.

2. Before a train order is transmitted, the conductor or the engineman will give his name, train identification and location to the dispatcher or the operator and state that he understands that a train order is to be transmitted.

3. When a train order is transmitted to a train by radio, employees not affected shall, except in case of emergency, refrain from using the radio until the train order has been completed.

4. Train orders shall not be transmitted by radio to a moving train unless in the judgment of the conductor or the engineman the train order can be copied without interfering with the performance of his duties and the dispatcher has not required the train to stop.

5. Train orders transmitted shall be copied by either the conductor, the engineman, or the brakeman.

6. After the train order has been transmitted the conductor or the engineman shall repeat the train order to the dispatcher or the operator, and the dispatcher will then issue "complete", the time and the superintendent's initials.

7. Before the train order is acted upon, both the conductor and the engineman must have a written copy of the train order, and both the conductor and the engineman must understand its contents.

8. A copy of the train order must be furnished for delivery to the rear brakeman.

9. Any train order which is not completed and fully understood in accordance with the Rules and these instructions shall not be acted upon and shall be treated as though not sent.

## B

Instructions Applicable to Transmitting  
and Receiving Instructions and Messages  
Other Than Train Orders by Radio

1. When a message or instruction is to be transmitted to a train by radio, the employee operating the radio shall listen a sufficient interval to be sure that the circuit is not already in use, particularly for distress traffic or for train orders, which

have priority status as provided in paragraph 4. 3. of these Instructions.

2. When an instruction or message is to be transmitted by radio the parties must identify themselves by name, occupation, train or engine number and location.

3. Instructions or information relating to the movement of trains or engines received by radio communication shall be repeated to the sending station. Any other instruction or message received by radio shall be acknowledged to the sending station.

4. Any instruction or message which is not repeated or acknowledged and fully understood in accordance with the foregoing procedure shall not be acted upon and shall be treated as though not sent. Rule 81(A). A-75015.

8 When radio is used in compliance with Example (2) Form U train order as amended, Engineman must repeat to Foreman such instructions. If instructions are not clearly understood, engineman must approach location prepared to stop unless proper proceed signal received with yellow flag or yellow light. A-75032.

9 ATIS Inductors at following locations:

<u>WESTBOUND:</u>	2 poles west of MP 1133 at 30 MPH board.
	23 poles west of MP 1173 at 50 MPH board.
	MP 1175 at 45 MPH board.
	35 poles west of MP 1180 at 55 MPH board.
	8 poles west of MP 1184 at 50 MPH board.
<u>EASTBOUND:</u>	4 poles west of MP 1138 at 30 MPH board.
	2 poles east of MP 1188 at 50 MPH board.
	21 poles east of MP 1176 at 50 MPH board.
	13 poles east of MP 1175 at 50 MPH board.

C-39011. B-39002.

10 In addition to second paragraph of Rule 815 in Operating Rule Book, you will be governed by the following:

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. D-75003.

11 Main track terminates at MP 1188 plus 22 poles. All train and engine movements west of that point will be made in accordance with provisions of Rule 105 and any other applicable instructions. A-75015.

12 Rule 961 (A): Lights in chair cars should be dimmed as much as consistent after 9:30 PM instead of 10:00 PM. A-75005. A-75015.

13 Enginemen of light engines arriving Richmond and Mormon may register arrival by telephone to operator. This modifies Rule 83 (A). 7968.

## SPEED LIMITS AND RESTRICTIONS

- 50 Engines, except when being weighed, 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 moved 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 NEW HEAVY DUTY FLAT CARS have been stenciled as follows:  
AT-90000 and 90010  
"When gross weight of car and lading exceeds 235,000#, it must be restricted to main and important branch lines.  
When over 260,000# gross weight, speed to be restricted to 30 MPH."  
AT-90020  
"When gross weight of car and lading exceeds 350,000#, it must be handled speed restriction 25 MPH, and only on main and important branch lines." 9567. A-21023.
- 54 Railroad crews will not couple with or into an RPO car or into any cars connected to an RPO car when there are fewer than five other cars between the RPO car and the point of coupling until after RPO Clerks have been advised of the move, rapping on the door to gain the attention of the Clerks inside, if necessary. A-65001.
- 55 Speed limit 5 MPH over shoofly between MP 24.5 and MP 25.0 between Levee and Pentland on Sunset Railway. D-89064.
- 56 Speed limit 30 MPH between 1000 feet east of west portal of Tunnel No. 3 and west portal of Tunnel No. 3 located between Glen Frazer and Christie. D-75006.



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. A-39015.
- 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 At BAKERSFIELD TCS controlled signal located 1000 feet west of MP 888 at end of two tracks and at west limits of the no superiority zone, has been changed to display as its most permissive signal, a red over yellow aspect when controlled switch is lined for eastward movement to westward main track, regardless of condition of block ahead.  
Automatic signal 8871 near "H" Street, Bakersfield, and at the east limits of the no superiority zone has been changed to display as its most permissive signal a red over yellow aspect. The aspect of this signal is no indication as to the position of the hand throw switches. D-71087.
- 104 At KNIGHTSEN, crossing gates installed at first road crossing east of telegraph office, will not activate when train moving on siding until 150 feet from crossing. Trains using siding must approach prepared to stop until gates are down. D-70540.
- 105 ANTIOCH: Mars tri-radial beam rotating signal light indicator near MP 1152.6 opposite Signal 11521; warning is given by this signal of approach of westward trains only, should be observed before fouling main track, and does not relieve trainmen and enginemen from protecting train or engine movements as required by rules.

- 106 Dual control switches in service east end Bakersfield Yard on 9-Lead, 15-Lead and Tracks 10 through 14. Switches may be operated manually with switch stand lever in usual manner, or remotely controlled from control boxes located near Switch 12 and Switch 17, in accordance with following operating instructions in control boxes:

OPERATING INSTRUCTIONS

- (1) Do not attempt to line switch when car on or over same.
  - (2) To operate switch press corresponding red button and remove finger immediately otherwise switch will continue moving back and forth, from one position to the other.
  - (3) Yellow light burning indicates switch lined for that track.
  - (4) White light burning indicates switch lined for ladder track at that switch.
  - (5) In handling 9 Lead or 15 Lead switches be sure no other engine working over these points before attempting to line switch.
  - (6) Door of panel box must be closed when not in use.
  - (7) Switches must not be run through. D-71067.
- 107 MERCED: Westward freight trains, when stopping, will stay east of "G" Street until signal at west end is in proceed position. 9901. 154.
- 108 DINUBA: Alta Avenue Crossing No. 2V-45.2, flasher signals actuate on main line only. Trains should stop and trainmen flag middle and back tracks before proceeding over crossing. 9551.
- 109 TULARE: The Southern Pacific grade crossing is part of CTC system controlled by Southern Pacific train dispatcher. If indicators located at Santa Fe derails indicate "Block Occupied", the Southern Pacific train dispatcher must be contacted and permission obtained to operate key release in accordance with posted instructions at telephone located on instrument case opposite Southern Pacific signal east of the crossing. C-71012.
- 110 GREGG: Dragging equipment detector for eastward trains on main track at 3 poles west of MP 1012 near west siding switch, when activated, interlocked signal at east siding switch will display single yellow, automatic Signal 10082 located at 3 poles east of MP 1009 will display red, and an illuminated letter "E" on automatic Signal 10082 will appear.  
TCS telephone has been installed at automatic Signal 10082.
- 111 HIGH WATER INDICATORS ACTIVATE SIGNALS AS FOLLOWS:  
Bridge 917.6, between Wasco and Elmo, eastbound signal east end Elmo and Signal 9161.  
Bridge 946.3, between Angiola and Corcoran, Signal 9482 and 9461.  
Bridge 956.56, between Corcoran & Guernsey, Signals 9582 and 9561.  
Bridge C-1040, just east of LeGrand, Signals 10381 and 10392.

112	<u>SIGNAL MAINTAINER'S HEADQUARTERS</u>		<u>FROM</u>	<u>TO</u>
	MP-887.7	Bakersfield	MP-885	MP-892.5
			MP-110.7 (Oil City)	MP-113.9
	MP-913.1	Wasco	MP-892.5	MP-923.5
	MP-951	Corcoran	MP-923.5	MP-961.5
	MP-967.9	Hanford	MP-961.5	MP-994
	MP-998	Fresno	MP-994	MP-1004
	MP-1019.6	Madera	MP-1004	MP-1039
	MP-1056.1	Merced	MP-1039	MP-1074
	MP-1095.6	Riverbank	MP-1074	MP-1108.5
	MP-1121.4	Stockton	MP-1108.5	MP-1120.8
	MP-1121.4	Stockton	MP-1120.8	MP-1145
	MP-1155.8	Pittsburg	MP-1145	MP-1166
	MP-1189.6	Richmond	MP-1166	MP-1189.5
	MP-1189.6	Richmond	MP-1189.5	MP-12.6
		(Garrard Blvd., Oakland Dist. and all apparatus at Richmond, west of Garrard Blvd. plus Ferry Point Line.)		
	MP-38.5	Cutler	Visalia - Porterville - Crosi - Del Rey - Tulare - Piedra - Ultra	
	MP-746.4	Barstow	MP-746.75	MP-776.5
	MP-784	Boron	MP-776.5	MP-818

113 CALWA AND STOCKTON, revolving amber colored lights on icing machines extend over center of track from each machine.

Under no circumstances will cars or engines be permitted to couple into cars on track when lights are turned on. If necessary to couple into, or move cars being iced, engine foreman or train crew will notify yardmaster, or machine operators, who in turn will advise dock foreman who will see that all ice dock employees are removed from cars and lights extinguished, after which cars may be coupled into or moved.

BAKERSFIELD, under no circumstances will cars be moved that are being iced or worked on by ice dock employees. If necessary to move cars, engine foreman will notify machine operator or dock foreman and icing will be discontinued until after movement is completed.

114 BLOCK INDICATORS portrayed in Rule 277, when equipped with "distance markers", or arrows, must not be used by train, yard or engine service employees when observing the requirements of Rule 318.

115 Train finding eastward signal at MP 1134 plus 31 poles or westward signal at MP 1134 plus 20 poles, vicinity Middle River Bridge, in stop position, unless otherwise restricted, will stop and proceed, preceding movement over bridge with member of crew.

Train finding eastward signal at MP 1124 plus 2 poles or westward signal at MP 1123 plus 22 poles, vicinity San Joaquin River Bridge, in stop position, unless otherwise restricted, will stop and proceed, preceding movement over bridge with member of crew. A-16006.

116 At GATELEY, within Bethlehem Steel Plant, engines or cars must not be moved beyond control light signals with red aspect until authority received from Bethlehem Steel Foreman and light aspect changed to green. A-34019.

AIR BRAKES, STEAM HEAT AND AIR CONDITIONING

150 Instructions contained in Form 2502, Instructions for the Operation of Passenger Car Heating Air Conditioning System and Water Distribution, are amended as follows:

Precautionary Instructions in the Heating and Cooling of Passenger and Mail Trains

When heating is required, a minimum of 25 pounds pressure must be maintained on rear steam gauge in train.

During periods of severe low temperature, reduce train speed temporarily, when necessary, to maintain minimum of 25 pounds pressure shown above.

On trains consisting of all lightweight equipment, the rear steam end valve must be kept closed while enroute. At station stops, rear end valve should be opened to blow out surplus condensation, where this can be done.

On other trains, except where a business car, other than one of the 400 class cars, is rear car, the rear steam end valve should be cracked sufficiently to permit a small escape of steam. When business car, other than one of the 400 class cars, is rear car, handle as prescribed for all-lightweight equipment trains.

When approaching station where steam should be shut off, shut off steam three or four minutes before arrival, when conditions permit. When steam pressure has reduced sufficiently, the end valve should be opened and steam line blown out.

If the engine and head end is to be left intact and one or more cars cut off rear, close rear end valve on last car to be left in train and open rear end valve at rear of train to blow out steam line on cars to be set out. It will not be necessary in such cases to signal for steam to be shut off.

Steam should not be shut off longer than necessary before stopping where steam line will be disconnected. Every precaution must be taken to see that cars being switched are not off steam long enough to permit freezing.

Steam ejector type air conditioning units operate on a minimum steam pressure of 55 pounds. When air conditioning is being used the steam pressure on rear car must be not less than 55 pounds.

A train must not leave a station where consist has been changed, or engine cut off, until it is known that adequate steam is being furnished all cars for proper heating or cooling. A-40003. B-22009.

- 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 at first terminal must be advised by wire so permanent repairs can be made. D-94001.
- 153 When heat is necessary in Series 2816-2860 chair cars, overhead fan should be operated at medium speed.
- 154 BLOW OUT STEAM LINE on all passenger trains prior to arrival terminal where train is to be switched. B-22009.
- 155 AIR CONDITIONING FAILURES-RULE 961(B)-(Form 1524): Conductors will wire Trainmaster, Division Foreman, Chief Dispatcher and Car Foreman (at next terminal), General Car Foreman, Bakersfield; D. E. Speaks, Topeka; Car Lighting and Air Conditioning Inspector at Barstow or Richmond and Assistant General Manager, Los Angeles. A-40003.
- 156 UNDESIRED EMERGENCY APPLICATION OF BRAKES: At first open office, wire Superintendent, Trainmaster, Division Foreman and Car Foreman at next terminal, showing: train and engine number, cars and tons, mile post location of UDE, speed and cause. When second undesired emergency occurs on a district, in addition to filing wire report, Conductor will verbally notify Car Foreman or Car Inspector, when they are present on his arrival at next terminal, who will make special test to locate kicker.
- 157 AIR BRAKES MUST BE CUT IN AND WORKING ON ALL CUTS OF CARS handled by yard or road engines between the following points:
- |  |                                |
|--|--------------------------------|
| Oakland and 20th Street Transfer       | Pittsburg and PG&E Plant       |
| Sando, while switching sand pits       | Pittsburg-Antioch-Sando        |
| Stockton and Mormon                    | Merced and Cement Plant        |
| Mormon Yard to and from SP Interchange | Fresno and Hammond             |
| Mormon Yard to and from WP Interchange | Fresno and Calwa               |
| on solid trains. On miscl. cuts, air   | *Bakersfield and Kern Junction |
| need not be cut in. A-24,002.          | *Bakersfield and Mopoco        |
| Riverbank and Oakdale                  | *Bakersfield and Oil Junction  |
- (\* Not including intermediate points)

158 Carmen's air test will be made at Calwa on all eastward freight trains. Crews on head end of eastward freight trains arriving Calwa when the engine is left on the train will make a service application of the train brakes and leave brakes set in that manner. Outbound engine crews will not release the brakes until signaled or otherwise requested by the carmen.

Crews on freight trains arriving Calwa where the engine cuts off, will first make a service application of the train brakes and close angle cocks on the engine and head car before parting the train line. Do not put the train into emergency. A-94006.

#### 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. B-22004.

201 When a passenger train is delayed, or will be delayed, for a period of approximately thirty minutes, by some unusual condition such as engine failure, or when line is blocked by an accident or washout, Conductors and trainmen will carefully answer inquiries of passengers as to cause and probable duration of delay.

Between 6:00AM and 10:00PM, when it appears such delays will be for one hour or more, announcements should be made in each car of train. Where public address system is available, announcements should be made by the Conductor over the speaker system. Courier Nurses and Pullman Conductors should be kept fully informed to assist in notification of passengers.

Where detours are involved, public announcement should be made giving reference to the detour, reason therefor, route and some estimate of the probable arrival time at destinations. B-22014.

202 Meals will be furnished free in dining cars, Harvey Houses, or eating houses selected and designated by the Railway Company, to all revenue passengers, including military personnel holding meal tickets (not pass holders) on trains delayed by wrecks, derailments, washouts and other serious interruptions to traffic, while trains are standing at points of delay. Additionally, when train proceeds, all extra meals over and above normal schedule requirements, whether moving via our line or detouring, will be served with the compliments of the Railway, taking into consideration meals which have been served while train was being delayed. Conductors will authorize such complimentary meals only on verbal or wire instructions of the Chief Dispatcher, Trainmaster or Superintendent, except a Conductor on a detoured train, moving on a foreign line and being unable to contact a Santa Fe division office, may authorize such handling.

At remote locations where wire authority cannot be supplied but where there is communication via telephone, radio, etc., verbal instructions to feed passengers will be given Conductor who, in turn, should give the Steward a pencil memo reading as follows: "Serve complimentary breakfast this date on authority of Mr. \_\_\_\_\_". (Sgd) John Doe, Condr. Train \_\_\_\_\_".

Numbered cards, good for one meal, may be obtained from Stewards, or Harvey House Managers. Conductors should validate such cards with his ticket punch mark, handing one to each revenue passenger entitled

to meal. Any excess cards must be returned to steward or manager. When meals are secured at other than dining cars, or Harvey Houses, hat checks, validated by Conductors' punch mark, may be substituted for the numbered cards. Restaurant Managers should be instructed to enclose such hat checks with their bills against the Company. C-30002.

203 In case of an interruption in service that badly delays a passenger train which will result in missed connections, changing of plans, etc., Conductors, in the absence of passenger department escort, are authorized to accept Western Union telegrams from passengers on such trains for transmission without cost to passengers, if such passengers request them to do so. B-22014. C-30002.

204 The following light switches located in the electric lockers of dome cars 500-505, ordinarily operated in the "Super Chief", should be left on at night after lounge is closed: (A) Passageway (B) End Door (C) Toilet (D) Aisle Lights (E) Ceiling Lights.

205 The following will be observed in connection with the operation of the full length dome cars:

- (A) The upper dome lights are to be turned on at Midnight and kept burning until sunrise.
- (B) Passengers are not required to vacate the dome car at Midnight, however, members of the train crew should police this car at regular intervals.
- (C) When heat is required it must be left turned on during the night.

206 When fire is discovered in a passenger car of a moving train, get occupants out of car. When occupants are out, close doors immediately and keep closed to curtail draft. If air conditioned car, turn off circulating fan.

207 On trains where two or more Hi-Level chair cars are operated together, a power train-line connector or jumper will be applied between them before train leaves the terminal for protection against a power failure on one of the chair cars while enroute.

In case of a power plant failure on a chair car while on the road, the following procedure should be followed by the Chair Car Attendant, or a member of the train crew, to secure power from an adjacent chair car:

- (1) See that train-line circuit breaker on car where power plant has failed is in "open" or "off" position.
- (2) Close or place in "on" position train-line circuit breaker on one of the adjoining chair cars.
- (3) Close or place in "on" position train-line circuit breaker in car where power plant has failed. This will provide adequate power for lights and automatically reduce cooling capacity on both cars.
- (4) NEVER ATTEMPT TO TRAIN-LINE MORE THAN TWO CHAIR CARS TOGETHER FOR POWER.

- (5) AT NO TIME SHOULD A HI-LEVEL LOUNGE CAR AND A HI-LEVEL DINER BE TRAIN-LINED TOGETHER, OR TO ANY OTHER HI-LEVEL CAR FOR THE PURPOSE OF SECURING OR FURNISHING POWER.
- (6) Wire should be sent ahead to have power plant started as quickly as possible. Before starting power plant train-line circuit breakers on both cars should be placed in "open" or "off" position to prevent attempting to operate the two power plants in parallel. A-22009.

208 Certain chair cars have a switch in electric locker for lighting car signs which should be turned on at night. Platform loading lights should be turned on at night when train is standing at stations and turned off between stations.

These cars are also equipped with vestibule safety bars. Bars should be kept up, except when loading or unloading passengers. B-22006.

209 Smoking, or carrying lighted cigars, pipes or cigarettes into storage mail cars under load, is prohibited. B-48005.

210 Cars operating in "Super Chief" and "El Capitan" are equipped with public address and music distributing system which is connected between cars by means of jumper cables at the same location battery train line cables are placed. These cables must be disconnected before cars are uncoupled at any point. Electrical train line cables must not be attached to these jumper cables. Item 217. A-73024.

211 When passenger cars are to be separated, train service employees 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.

212 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 employees should be alert to detect this odor, signaling crew and notifying dispatcher when this can be done.

213 Passenger Conductors must promptly report rough riding cars in their trains.

Form 1524 Spl must be made for all defects properly reparable at final destination of through trains. Form 1523 must be made for defects that should be repaired at intermediate terminals.

A single Form 1524 Spl will suffice for all cars moving through to train's final destination; a separate form must be made for cars set out enroute. Reports for final destination should be placed in electric locker of leading coach, reports covering cars set out short of destination should be left in electric lockers of cars set out. On all Pullman trains report should be left in locker of lounge car. B-57004.



- 214 On trains handling observation, business or private cars, the flagman will, in the daytime, ride in car next ahead of such car. If more than one such car, he will ride in second car from rear and, if observation end of that car is occupied, ride in dining room, except when it is in use.  
At night, after occupants have vacated observation end, or retired, flagman should ride in rear of observation, business or private car on rear of train, but before doing so secretary or porter of such car should be contacted to ascertain if flagman may go back. When rear end is used as sleeping quarters, flagman should use judgment and not go back and disturb the occupant. B-22003.
- 215 Business cars Santa Fe, Topeka and Atchison must not be coupled to cars equipped with wide diaphragms.
- 216 Passenger Conductors will, when practicable, inform the engineman the position of the leading working car in head end of train.
- 217 Super Chief - El Capitan trains only are equipped for music distribution. Radio provided in lounge cars only on other trains. Be governed by Circular No. 61-S for operation of radio-music, except in case of special events brought to attention by bulletin or for important broadcasts, Conductor may authorize deviation from Circular No. 61-S. A-73024.
- 218 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. D-29001.
- 219 UNIFORMS: Before an employee purchases a uniform or cap, he will obtain authority from Trainmaster. From June 1st to September 15th summer uniforms made of 9½-10 oz. blue tropical material are authorized. Alpaca coats or uniforms will NOT be permitted, nor will the company participate in their cost. A-78504.  
When turning in receipt for refund, employee must also turn in his duplicate copy of purchase order obtained from Trainmaster.  
Passenger Conductors and Brakemen will wear with uniforms: white shirt, black four-in-hand tie, black shoes and dark socks. A-78504.
- 220 Train baggagemen and other employees of head end equipment are prohibited from loitering or lounging in passenger carrying equipment. C-22001.
- 221 PULLMAN cars moving deadhead in freight trains will be locked to prevent pilferage. Item 254. 9640.
- 222 Conductor is responsible to see flagman occupies space not objectionable to passengers and flagman will see space maintained suitable for immediate occupancy by passengers. After passengers have retired, flagman shall occupy observation end of car. 3665.

Conductors must not use women's lounge or lounge car for an office. When trains are crowded, trainmen may make use of men's washroom. 5637. Passengers should not be allowed to ride in dining cars at night after meal hours.

Deadhead train and enginemen must not occupy space in lounge and dome cars if other space is available. C-22001.

223 Train baggagemen must submit legible copy of Form 258 Standard along with timeslip Form 827-C Special when mailing to timekeeper. A-57013.

224 MARKERS: Electric or oil markers on extra and regular passenger trains will be permitted to go through terminals on equipment, except must be removed when equipment delivered to foreign line or when train terminates or no crew called to go through. 5823.

When markers displayed on observation, private or other cars which are provided with two sets of marker sockets, the markers must be displayed in the top set. MARKER LAMPS WILL NOT BE PUT ON TRAINS UNTIL ALL SWITCHING OF TRAIN COMPLETED. B-22012.

225 TRANSPORTATION-ENVELOPING TICKETS, ETC: Conductors setting out chair cars at Barstow for north connections, and which contain pouched chair car tickets, will leave pouched tickets in the electric light switch box, rather than return tickets to passengers.

226 Paksets for passenger train conductors on transcontinental trains available at the telegraph office at passenger crew change points. Conductor desiring to make use of same, may obtain the radio for use during tour of duty. It should be turned in at the telegraph office at the terminal where his trip ends. The set may be left on during entire tour of duty, but after eight hours the battery must be recharged. A-73007. A-75015.

227. On request for foreign line transportation, purpose of trip and whether wife employed must be shown. If she is employed, show monthly salary.

228 Wires regarding lost, stolen or mis-marked tickets should include selling station, date of sale, ticket form and number, destination and when necessary, give passenger's name and address; also any other information that may seem pertinent to each individual case.

229 MILITARY PERSONNEL will be handled by Conductor, if they get out of line, in the same manner as civilians, advising details by wire to Agent, Richmond, (who will advise Military Police): C. C. North, San Francisco; Assistant General Manager, H. C. Johnston and F. Gamauf, Los Angeles; and Superintendent, Fresno, giving name, service or serial number, organization or branch of service (Army, Navy, Marine Corps, Coast Guard or Air Force), date removed from train, location, name of witnesses, with a brief description of what occurred, WMB number of TA designation of train, ticket number and date.

Conductors may ask to see identification and/or orders of officers in charge of groups or from individuals of armed forces on trains.

Conductors should continue to render Form 1405. (8496. 8034.)

Mimeographed forms obtainable from Trainmaster are to be submitted in triplicate covering damage to equipment on military trains. One copy to be given to troop train commander and two copies to be mailed to Superintendent.

Conductors will wire Superintendent about unclean or unsanitary condition of kitchen cars. 9187.

Emergency medical treatment for servicemen can be obtained from the following military installations on Valley Division: Hospital: Specialized Treatment: Letterman Army Hospital, San Francisco. U. S. Army Dispensaries at: Oakland Army Air Base, Oakland; Presidio of San Francisco; and Fort Mason, San Francisco.

Conductors submit Government Form WMB-6, in triplicate, only when there is a variation in services rendered as instructed on reverse side of form, and turn in with ticket collections. The traveler must sign the form personally. 8349. 8949.

If any difficulty experienced on military trains and Commanding Officer does not function, Conductor wire Assistant General Manager and H. C. Johnston, Los Angeles, and Superintendent, Fresno, details of misconduct, giving name of train commander, Main or TA number and train designation. 8782.

Exercise stops must not be made for military movements unless they are provided for in schedule shown in transportation advice or supplements. Instructions of train commanders to the contrary may not be honored but should be referred to Chief Dispatcher and Superintendent, so information given on transportation advice may be checked. Neither may trains be held for military passengers who have missed the train and are endeavoring to catch up, unless specifically instructed by Superintendent or Chief Dispatcher. 8755.

230

DEADHEAD DINERS should be placed in service when there are more than 125 Pullman passengers or more than 300 chair car passengers on the train, and with trains consisting of both Pullman cars and chair cars when there are more than a combined total of 200 Pullman and chair car passengers. This should be accomplished by Conductor wiring D. A. Baumgartner and J. R. Baird, Chicago, C. L. Cooper, H. C. Johnston and Assistant General Manager, Los Angeles; Superintendents, Fresno and San Francisco. Copy of wire also to be delivered to steward in charge of deadhead diner. A-22023.

231

PASSENGERS BECOMING ILL: Requiring a physician; it should be made clear the passenger will be expected to pay the doctor's bill and passenger's consent should be obtained to call doctor. When doctor is called under such circumstances, he should be advised the Railroad is not liable and that he should collect his fee from the passenger. We will not refuse to obtain medical service for some passenger who is definitely in need thereof but has no funds to pay doctor. This also covers those passengers who may be mental cases and are unattended. Judgment will have to be used and in every case an effort should be

made by Conductor to have passenger understand that doctor's fee must be paid by the passenger even if he refuses to see doctor on arrival at station unless there has been ample opportunity to cancel the request for doctor. A-51501.

In cases where through passengers become ill while enroute and need ambulance or wheel chair service on arrival destination, on trains where Courier Nurses employed, they have been instructed to wire ahead for service required and give copy of wire to Pullman Conductor (if Pullman passenger) or train Conductor (if coach passenger) and this must be placed in ticket pouch for information of subsequent Conductors. If no Courier Nurse, train and Pullman Conductors will handle similarly. It should first be ascertained from the passenger if such service has been requested by Agent at originating point, in which case, request should not be duplicated. 9468.

Wire requests for wheel chairs to meet invalid passengers at LAUPT must include name of passenger and space occupied. D-58009.

232 WHEN ANNOUNCING STATION STOPS, passengers detraining should be instructed to remain seated until train comes to a complete stop and discouraged from crowding into vestibules before train stops, to avoid possibility of injury.

233 RESERVED SEAT CHAIR CARS: At Richmond, Conductor No. 2 should call at ticket office within 7 minutes before departure and obtain seat diagram. 8897.

In case of duplicate reservations on Trains Nos. 1 and 2 and passengers cannot be accommodated, they should be assigned seats in dome car. 9552.

234 At all stations where express is handled by REA employees, Trains 7 and 8 will depart as soon as the U. S. Mail has been worked and without waiting for express work to be finished.

At stations where express is handled by Santa Fe employees, trains should not depart until the express has been worked. B-13002. A-48009.

Conductors trains 7 and 8 arrange to station themselves, or a designated brakeman, at the point where mail and express is being worked, to insure that station work is complete before train allowed to depart. A-22024.

235 TO AVOID DAMAGE TO SEATS when it is needed to revolve chairs, employees must make certain that foot rests are in either up or down position. Passengers will be requested in a courteous and tactful manner to refrain from placing their feet on seats and arm rest of seats.

Passengers in chair cars on Trains 7-8 will be accommodated by turned seats, when to do so will not discommode other passengers and when there is sufficient room. A-22015.

236 During summer months, trainmen and/or chair car attendants keep shades drawn on sunny side of passenger cars in the hallways, rest rooms and vacant seats, also if passengers do not object, in occupied seats, as an aid to satisfactory air conditioning. Passenger conductors police train to see that this is done.

237 Conductors Train No. 7 between Bakersfield and Richmond render wire Form 174 Special to H. C. Johnston, daily, with mail copy to others addressed on Form 174 Special.

Conductors No. 8 will wire from Bakersfield to Johnston, Los Angeles and North, San Francisco, train symbol and number of passengers handled per Form 174 Special, using wire symbols A, B, C, D, E, also send mail copy to Assistant General Manager, Los Angeles, and Superintendent, Fresno. A-91014.

238 PASSENGER CONSISTS: Westward passenger trains: Agent, Barstow, will file consist to Los Angeles, Bakersfield, Fresno, Richmond and, for trains with Pullman equipment, C. O. Haskett, Oakland. At Bakersfield address "Consist" Los Angeles, Fresno, Richmond and, for trains with Pullman equipment, also C. O. Haskett, Oakland. 9474.

Eastward passenger trains: File consist at Richmond addressed "Consist" Los Angeles, Richmond, Fresno and Bakersfield. File consist at Bakersfield addressed: "Consist" Los Angeles, Fresno and Barstow.

ALL CONSISTS must show engine, initial, number and destination of cars in train order. Show Main WMB or TA numbers for special trains. Destination of each individual military car moving in regular trains must be shown on consists. Designate ice-activated AC cars. If extra equipment, not in regular lines in train and not needed, wire Trainmaster. Any changes in consist enroute must be wired to those addressed in original consist.

239 Eastward passenger trains from Bakersfield wire Agent, Yardmaster and Depot Passenger Agent at Barstow number passengers to transfer at Barstow.

Conductors Train No. 1 wire Robertson and Johnston-Los Angeles, Superintendent-Fresno, and North-San Francisco, by train symbol, number coach and Pullman passengers separately arriving Bakersfield and Richmond; and separately on same wire, using symbol "C", number local revenue passengers, and symbol "D", number local pass passengers handled between Bakersfield and Richmond in coaches picked up at Bakersfield. Conductor Train No. 2 wire number coach and Pullman passengers arriving Barstow. Do not address any others on this wire. A-91014.

Conductor No. 1 arriving Bakersfield will wire Dispatcher, Fresno, and Agents at Hanford, Merced, Empire and Stockton number of passengers, or if none, to detrain those stations.

Conductor Train No. 2 on arrival Bakersfield wire General Manager, Los Angeles; Passenger Traffic Manager, Los Angeles; Superintendent, Fresno; Superintendent, San Francisco; and Western General Passenger Agent, San Francisco showing total number of local revenue passengers including under fare children, and following that number of local pass passengers handled between Richmond and Bakersfield and intermediate points. Also, on arrival Barstow wire number of coach passengers on train for east of Barstow. A-91014.

ALL PASSENGER TRAINS wire Agent, Merced, (eastbound file at Mormon, westbound at Calwa), number passengers, IF ANY, for Yosemite Valley Trans. Co. 5122. Also wire Agent, Stockton, in advance when have passengers for transfer to connecting lines at Stockton. 5441.

Wire Superintendent, Trainmaster and Chief Dispatcher when necessary seat coach passengers in Pullman cars account lack of space, giving full details. 5932.

Conductor Train No. 1 wire ahead to protect our connection with Southern Pacific Train 12 for northbound passengers at either Pittsburg or Richmond if Train No. 1 is late.

If two hours or more late wire joint with General Passenger Agent, San Francisco; Agent and Depot Passenger Agent at Richmond. D-91010.

240 WIRE REPORTS PASSENGERS FOR BUS CONNECTIONS: Westward passenger trains wire from Riverbank and Pittsburg to Agent and Bus Director, Richmond, number passengers for bus to San Francisco, Oakland and Berkeley. Train No. 7 segregate revenue and deadhead coach and Pullman. Also file similar wire when have military for bus. 6250. 8828. 9437.

Conductors of westbound Main or WMB trains wire not later than Calwa Agent and Bus Director, Richmond, and Bus Director, San Francisco, showing: Symbol Number (Main or WMB) or TA Number; number of men; class of service (Army, Navy, Marine, etc.); final destination (Army Camp, Navy Receiving Station, etc.). 8485.

If train late and Pullman passengers will occupy cars at Richmond until morning, wire Bus Director, San Francisco, and Agent, Richmond.

241 DEADHEADING: Passenger trainmen deadheading to Fresno and/or Calwa must report to the crew clerk their arrival in person or by telephone as soon as practicable. A-54025.

242 PITTSBURG: Passenger trains making station stop, clear Railroad Avenue. At Third Street just east of Depot, flag crossings on tracks serving Great Western Electro Chemical Co., Pioneer Rubber Mills and Union Oil Co. D-82231. 2368-5161.

243 Upon arrival Riverbank, train or enginemen involved in a runaround file written notice at telegraph office addressed to crew clerk. D-54005.

244 HELPER CONDUCTORS: Separate reports Form 357 should be rendered by the train conductor and helper conductor - each accounting for cash fares issued and tickets collected. Helper Conductor should sign his own report and pass it and tickets collected to train conductor to mail with his collections to the Auditor, in one pouch. 6200.

Conductors will NOT draft brakemen into service as helper conductor without authority from Trainmaster or Superintendent. A-54023.

245 PROCEDURE FOR USE WHEN PASSENGER ENTRAINING  
Baggage Handled to Train by Red Cap

Red Cap should place luggage in racks. Attendant, after train departs, will attach string portion of the hand baggage check to each bag, noting seat number of owner on duplicate check, which he will give to owner at first opportunity. At smaller stations where passenger accompanies Red Cap, duplicate may be given him at once.

### Baggage Handled by Owner

Attendant should accept baggage at door, place string portion on bag, and give duplicate to owner. It is not necessary to write the seat and car number on these baggage checks. Attendant should place baggage aside on platform so as not to interfere with or delay passengers in boarding car, then load it in the racks as soon as possible.

Overhead baggage racks in Hi-Level chair cars are too small to accommodate most luggage, and passengers or attendant should not attempt to place large suitcases or other hand baggage in the overhead racks. This is necessary to avoid personal injury to passengers.

### PROCEDURE FOR USE WHEN PASSENGER DETRAINING

Passengers' portions of Hi-Level checks should be lifted from passengers at same time as hat checks, before arrival at station. Attendant will match these checks with those on the luggage in his care, placing in vestibule for unloading. Care should be used in matching checks, and all checks should be destroyed after being matched.

Luggage for Richmond passengers is also left under Hi-Level checks as outlined above.

On luggage for Berkeley, Oakland and San Francisco, Chair Car Attendants should contact passengers shortly after leaving Barstow and Bakersfield and well in advance of arrival at Richmond and pick up the passengers' portions of Hi-Level checks and issue the passengers the different colored train porter baggage claim checks (red tags for Berkeley; orange tags for Oakland; yellow tags for San Francisco). There must be no failure of Chair Car Attendants to exchange these colored tags for the Hi-Level checks well in advance of arrival Richmond for all passengers for Berkeley, Oakland and San Francisco in order to eliminate mishandling and complaints from passengers.

Chair Car Attendants should consult Conductor in any matter of difficulty with passengers or in event of uncertainty as to procedure. Unused checks must be stored in locked material locker located in men's lounge to protect them from the public.

Conductor should police to see that large pieces of luggage are not placed by Chair Car Attendants or passengers in the small overhead racks on Hi-Level chair cars as the racks are not of sufficient width to properly hold large bags and doing this creates hazard of injury.

When necessary to remove remains from Hi-Level equipment, train must be cut and body removed through end door. Attempt must not be made to use the winding stairway for this purpose. B-13004. A-22009. A-75007.

246

Rules Governing the Honoring of Passes on Restricted Trains effective May 1, 1964 amended as follows:

All regular Santa Fe passes will be honored north of Barstow on Trains 1, 2, 7 and 8 for Santa Fe employees, to points which are regular stops.

Foreign line employees, and others, holding "X" series passes or half rate orders must purchase half rate tickets for use on Trains 1-2. B-91005. D-91007.

Conductors, Brakemen and Chair Car Attendants should continue to accept local passengers between Richmond and Barstow on trains 2-1 without seat reservation. B-13004. A-22009. A-75007.

### 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. A-21055  
Open top loads, the lading of which is liable to abrasive damage, such as tractors, combines, machinery, etc., must not be entrained immediately behind loads cinders, rock, sand, etc. D-21013.
- 251 Drop bottom cars must not be moved in train unless bottoms are properly secured. A-21038.
- 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 locked and 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 same train. TM-9640. Item 300.
- 255 Freight conductors will, when practicable, inform the enginemen the number of cars, tons and general make up of train.
- 256 When crew of freight or mixed train consists of only one Brakeman he will be designated as Head Brakeman. Head Brakeman of freight and mixed trains must ride in forward cab of locomotive when duties permit. D-29002.
- 257 ARVIN: Spur track serving Arvin Growers Cotton Gin crosses Widmer Road; when switching, stop and flag crossing. 8179.



- 258 ANTIOCH: When setting out cars at either Antioch or East Antioch, conductor will place waybills in box on office door. 9897. 512.  
EAST ANTIOCH:  
Track No. 1 - Will be used for cars to Fibreboard Plant 7, loads and empties.  
Track No. 2 - Will be used as overflow track for loads and empties to Fibreboard Plant 7 when Track 1 is full.  
Track No. 3 - Will be used for outbound empties from Fibreboard Plant 7, both east and west. D-65009.
- 259 BAKERSFIELD: Engine leads south of Ice Plant used by engines to and from roundhouse and from one end of yard to the other; between crossovers just east of Ice Plant and west of Ice Plant, engines will move with current of traffic only.  
North track, or track next to Ice Plant, will be used as westward lead; the other, or south track, will be used as eastward track. D-71019.
- 260 CALWA: Crews of westward trains or engines using "Pike" lead to enter main track must first obtain permission from train dispatcher. A-39008.  
Eastward freight trains unable contact operator or yardmaster at Calwa for track, stop and call yardmaster before fouling crossover just west of Jensen Avenue.  
Eastward freight trains being yarded on the main track, unless specifically advised to the contrary, stop the engine west of the engine-men's cross walk at the east end of the yard, allowing the crossing to be clear for inspectors go-carts. A-94006.
- 261 CALGRO: Cars billed to California Growers Winery at Cutler, Calif., should be handled to Calgro. Do not set such cars out at Cutler. D-21059.
- 262 CUTLER.- TRACK SERVING WILEMAN BROS. & ELLIOTT not to be used for switching, other than cars to and from packing house. In making movement over highway crossing, electric floodlight must be burning and Brakeman stationed on highway to protect highway traffic. 7150.
- 263 CORCORAN: Spur track serving E. C. Salyer Farms Crossing No. 2-950.2-C. Be governed by the following for movements on this track:  
1. Each train, engine or switching movement in either direction must come to full stop before entering the highway area.  
2. No switching operations are to take place in the grade crossing area.  
3.(a) By night, two flagmen (one on each side of the movement, with proper equipment - white light and lighted fusee) shall flag and control highway traffic during period when any portion of a train, engine or switching cut is moving over the crossing.  
(b) By day, one flagman is necessary.  
4. Speed limit 5 MPH while crossing track scale and engine of more than one unit prohibited on scale. 197. B-66003.  
Eastward trains picking up stop west of Orange Avenue stopping short of Brokaw, if possible, without blocking Orange.

- 264 DUPONT: Normal position of switches in classification yard is lined for lead.  
Freight trains handling cars for DuPont, if located within reasonable distance from engine, set out at DuPont proper to prevent DuPont Company waiting for cars to be returned from Antioch. D-65015.
- 265 EMPIRE: All cars for delivery to M&ET will be placed on back track of interchange.  
Trains setting out and picking up will not block Yosemite Blvd., Highway No. 132, first road crossing with gates west of depot and will place list and bills in metal box located west of this crossing.  
Do not set cars out on pocket track.  
Bills and list for OAF train will be placed in box at east end of back track opposite main line switch. D-57010.
- 266 EXETER: Look out for cars spotted at east end of Rutherford Cold Storage that foul the Runciman lead. D-70359.
- 267 FRESNO INTERURBAN DISTRICT: All trains and engines will stop and flag crossing at North Fresno Street, First Street, Millbrook Avenue, Maple Avenue, Chestnut Avenue and Clovis Avenue before proceeding to cross. D-82147.
- 268 GATELEY: Watch your footing and look out for impaired clearances on all tracks within Bethlehem Steel Plant. A-34019.  
GATELEY SPUR: Contact Agent at Richmond or Pinole to notify Anthony Auto Wreckers when cars to be set out and private lock will be left open.. D-65016.
- 269 GLEN FRAZER: Eastward trains holding main track to meet westward trains should stay back of cantilever Signal 11722 until opposing train enters siding. D-39005.
- 270 HAMMOND: Trains of 40 cars or less use portion of siding east of Blackstone Avenue, except to pull in or pull out. 8309. Trains standing on siding must clear wigwag circuit which extends 370 feet west and 350 feet east of Blackstone Avenue crossing.
- 271 HILLMAID: All trains and engines stop and member of crew flag over highway crossing Avenue 344. D-82205.
- 272 KERN JUCTION INTERCHANGE TRACKS to Southern Pacific designated as follows:  
Track No. 1 - Southern Pacific to Santa Fe.  
Track No. 3 - Santa Fe to Southern Pacific.  
Track No. 2 - Overflow (SF to SP - SP to SF)  
In making delivery to SP, Track No. 3 should be filled first. If Track No. 3 will not hold all the cars, balance go on Track No. 2. If Tracks Nos. 3 and 2 do not hold all cars in cut, remaining cars should be placed on Track No. 1 only after securing permission from SP yardmaster. If the cuts do not completely fill the track, they should be

shoved to the extreme east end and, if additional deliveries are made later, they should be coupled to the cuts already in the track. No shoves will be made on cars already standing in interchange tracks unless authority is received from Santa Fe Yardmaster. 9542.

- 273 KINGS PARK: Cars for Armstrong Rubber Company, Kings Park or Hanford should be placed inside the gate at Kings Park, unless specific spotting instructions to the contrary. D-21033.  
Gates are equipped with Armstrong and Santa Fe locks. Crews using leave Santa Fe locks locked. Eastward freight trains picking up and/or setting out at Kings Park stop their train west of Idaho Avenue. B-82039.
- 274 KNIGHTSEN: Car loads feed should be spotted between depot and almond house for unloading by trucks.  
Both road crossings at Knightsen must be cut to avoid tying up vehicular traffic. B-82039.  
Train and engine crews handling stock cars at Knightsen stock yard will only spot these cars with engine located on east end of cars. Each time a car is unloaded it will be placed to clear road crossing before the next car is spotted for unloading.  
At no time will road crossings at Knightsen be blocked except for through movement or when recoupling train. Should train encounter any unusual delay, train must be cut at each road crossing to prevent blocking same for over five minutes. B-82039.
- 275 LUCERNE WINERY: Where tracks cross 12th Avenue, designated as Crossing No. 2-972.3-C, trains and engines must stop and movement over crossing be protected by member of crew. 206. B-82035.
- 276 MERCED: Eastward trains must set out on cement spur, unless specifically instructed otherwise.  
Car loads of canned goods billed Merced complete loading at Plant 9, California Cannery, Kadota, must be set out at Kadota instead of Merced. D-65017.
- 277 MOJAVE: Cars must not be left on old main track unless so authorized. Road crews are prohibited from making reverse movement between main yard and oil yard unless have written instructions from dispatcher or yardmaster. Original instructions must accompany claim for such movement. 8401.
- 278 MONOLITH: Loads for the cement plant must be spotted on Track No. 1, just opposite depot, where trucks may unload car. 9686.
- 279 MORMON YARD: Through train crews, having made one straight setout, or having made one straight pickup, will not make another, nor do any kind of switching, without written message from Trainmaster of yardmaster on duty. 7986. Engine must be left on train when train yarded at Mormon, unless otherwise instructed by yardmaster. D-65001

At Walnut Plant, cars will not be dropped or kicked into any track nor will joints be made with other cars in plant until bridge is up. 9907. 1305.

East leg of wye, west leg or wye, stem of wye and first track north of and paralleling main line, are all receiving and/or delivery tracks for all cars interchanged to or from Central California Traction Company.

Eastbound freight trains leaving Mormon Yard, and using long lead, will not leave make-up track until authority received from Mormon Telegraph Operator or Yardmaster. A-75015.

280 OAKDALE: At Hershey spur highway crossing, stop will be made and movement made over road crossing only on hand signals. D-82168.

Crews working at Hershey Plant, Oakdale, will arrange to leave switch leading to SP trackage lined for SP when not in use. D-70456.

281 OIL JUNCTION: Under no circumstances enter or do any work at the San Joaquin Compress from the west end. All work must be done from the east end. New industrial lead across Norris Road serving Mobil Chemical, arrange to flag all movements across Norris Road. D-95513.

282 PLANADA: Cars billed stop at Planada Packers to complete loading spot at Door 8 or 9 on Cannery Track. 8352.

When spotting "hopper loads" at Reiman Mills, Planada, spot east dump chute of car over unloading pit. D-65018.

283 PITTSBURG: Inside switch from house track to main track east of Railroad Avenue will actuate the signals when lined for crossover. Normal position of target and light is lined for house track. 9507.

At Columbia Steel Plant, in making delivery, stop cut to clear Railroad Avenue and notify foreman at Scale House. Member of crew will ride the point into plant.

Cars consigned to Columbia Steel will be segregated as follows: Rolled steel in one block, other loads second block, empties third block. Delivery will be made on Track G-1. Overflow placed on Track No. 2 adjacent to steel plant. Track No. 3 adjacent to Columbia Steel Plant outbound loads to Santa Fe.

Sacramento Northern Railway crossing at grade over Santa Fe lead to Columbia Steel Plant at point 360 feet east of Columbia Avenue. All trains, motors, engines and cars of Santa Fe, Sacramento Northern and Columbia Steel Co., shall come to a stop not less than ten feet (10') nor more than fifty feet (50') from the nearest rail of the crossing, and shall not proceed until a member of the train crew or other competent employee has gone upon the crossing and has ascertained that it is safe to do so and shall have given a suitable signal to proceed. In event the trains, motors, engines and cars of either railroad have approached the crossing and made the stop, as hereinbefore required, and any trains, motors, engines and cars are approaching upon the conflicting route within a distance which will render them in any way liable to conflict with the movement over the crossing about to be made, such movement shall not be made until the trains, motors, engines and cars approaching upon the conflicting route have been brought to a stop. 8355.

Interchange Tracks Nos. 1 and 2 are designated as Santa Fe receiving tracks from Southern Pacific Company.

Interchange Tracks Nos. 3 and 4 are designated as Santa Fe delivery tracks to Southern Pacific Company. 8958.

New joint Southern Pacific Company delivery and/or receiving track, between main line and existing yard, in service. D-71070.

Santa Fe spur track has been constructed across Sacramento Northern Railroad to serve PG&E Plant. Stop signs are located on Santa Fe fifty feet from crossing. Gate is to be left normally lined and locked across Santa Fe track. All Santa Fe trains, engines or cars must stop before crossing Sacramento Northern and gate shall not be unlocked and moved until a member of train crew or other competent employee has gone upon the crossing to ascertain that it is safe to do so. After crossing completed, gate must be returned to normal position and locked. Sacramento Northern trains, engines or cars are required to approach this crossing at speeds not in excess of 15 MPH prepared to stop in event crossing occupied by Santa Fe equipment or gate in other than normal position. 9096.

At Johns Manville Plant, "Operation Limit" signs lighted at night time are located as follows:

Track No. 1 - 285 feet from end of track.

Track No. 3 - 235 feet from end of track.

Track No. 4 - 180 feet from end of track.

Santa Fe crews must not operate beyond these points. D-34010.

At Dow Chemical Company, where railroad crosses any street crossing, stop will be made and movement made over street crossing only on hand signals. D-82196.

Rule 98(A) Railroad crossing at grade not interlocked at Pittsburg. Sacramento Northern Railroad crossing at grade, near Harbor Street and 8th Street. Trains and engines of the Santa Fe Railroad, complying with Operating Rule 105, may move over the crossing at grade without stopping, if crossing clear and no movement approaching on intersecting line. A-44007.

284 PORT CHICAGO: All trains setting out will place cars on transfer with respect to road billed. Cars destined Sacramento Northern to be placed on east end of Track No. 3. Western trains reducing should be set out on Track No. 1 when practicable. 2558. All powder destined points on the Southern Pacific will be placed on east end of transfer track. When delivery track unable to accommodate all cars, the surplus, if sufficient space, will be placed on west end of Santa Fe. When unable to effect delivery in this manner, surplus will be held in our yard—preference being given important loads for delivery. If SP unable to effect delivery on designated track, surplus will be placed on east end of their track. The interchange tracks are for interchange business only and storage of cars on them will not be permitted. C-242. 5-24-17. Waybills will be left in box located telegraph office on track side. D-57010.

Cars destined NAVY will be set out on Track No. 2; cars received from the NAVY will be delivered to us on west end of Track No. 3. 9608.

- 285 RIVERBANK: Yard track switch east end engine lead must be lined and locked in normal position when not in use. D-71083.
- 286 SHAFTER: No train, engine or car shall be operated over following crossing on other than main track unless first brought to a stop and traffic on highway protected by member of the train crew or other competent employee acting as flagman; Crossing 2-905.1 - Lerdo Road; Crossing 2-905.5 - Central Avenue. 4835. 4817. 5302. 8948.
- 287 SHELL POINT: Cars billed to Shell Point, California, Santa Fe, should be set out at Pittsburg, NOT Port Chicago. 7874.
- 288 VISALIA: When spotting cars on team track back of station, crossings must be cut in front of alley located between Main and Acequia Streets. B-845. 10-23-19.
- 289 WINTON: Modesto Packing Co. will leave bills for their outbound loads in box at west end of their platform. 8935.
- 290 PLACEMENT OF CARS IN TRAIN: DODX and USNX 50-ton box cars equipped with Chrysler trucks and swivel butt couplers must be entrained on extreme rear end immediately ahead of caboose, subject to existing explosives regulations, and not more than 20 such cars should be handled in any single train. Where helper engines are required on rear of train, they must be cut in ahead of such DODX and USNX equipment. D-21077.
- USAX flats must be entrained and handled rear end only.
- Auto frames loaded horizontally on flat cars with no bulkhead at the end of cars, must not be placed next to cars placarded "Explosives", or next to loaded placarded tank cars. A-97007.
- File drivers will be placed and maintained immediately behind the locomotive in train handling. A-60023.
- COTTON HANDLING AND POSITION IN TRAIN: Rule 113 of the fire rules reads as follows: "While in transit, cars containing cotton should not be placed next to cars containing explosives." B-42002.
- 291 HOT BOXES: Printed form "proper method of handling journal bearings and journal box packing" may be obtained from Trainmaster's office.
- When setting out bad order for hot box or other cause, cars should be left in suitable location for carmen to reach by auto truck.
- |              |   |
|--------------|---|
| RHEEM        | Back spur into American Standard Co.  |
| GATELEY      | Spur track east side, adjacent to road crossing.  |
| PINOLE       | House track.  |
| COLLIER      | Spur track adjacent to road crossing.   |
| CHRISTIE     | Siding. Spot adjacent to road crossing at east end.<br>(No derail - use only in emergency)                  |
| GLEN FRAZER  | House tracks or team track.   |
| MONSANTO     | Emergency only - cars will have to be set inside Associated Plant on spur or inside Chemical Plant on spur. |
| PORT CHICAGO | Cars can be set either at house tracks or on pocket track just west of road crossing.                       |

BROSE	Siding - adjacent to the Shell Road Crossing.
PITTSBURG	House track, west end of freight platform.
ANTIOCH	House track, west of depot.
BRIDGEHEAD	Spur track, adjacent to packing shed platform.
OAKLEY	Team track, west of road crossing or east of depot.
KNIGHTSEN	House track, east or west of depot.
BIXLER	Spur track - just clear east or west end of packing house platform.
WERNER	East end of packing shed on spur track.
ORWOOD	Team track.
MIDDLE RIVER	Team track.
TRULL	Impossible to reach with truck.
HOLT	Team or house tracks.
GILLIS	Cars should NOT be set out this point.
WOODSBRO	Team track, adjacent to road crossing.
BURNHAM	East end of team track.
ESCALON	House track, east end.
RIVERBANK	Track No. 1 just in clear of west lead.
EMPIRE	Any suitable place.
HUGHSON	Any suitable place.
DENAIR	Any suitable place.
BALLICO	Back track, east end connection.
WINTON	House track, near depot - or either side of road crossing - west end house extension.
FLUHR	Team track.
PRITCHARD	West of road crossing.
MERCED	Lumber track or Hadley Spur.
TUTTLE	At warehouse.
PLANADA	Elevator track.
LEGRAND	On back track between street crossing and end of old packing shed.
SHARON	Back track, east end, west of road crossing.
KISMET	Between corral and east switch.
MADERA	Elevator track or set out track east of depot.
TRIGO	Between warehouse and grain elevator, near elevator.
GREGG	Back track.
FIGARDEN	On back track east of packing shed.
BOWLES	Back track.
MONMOUTH	Back track.
CONEJO	House track, NOT middle track.
LATON	Pocket track opposite section tool house.
SHIRLEY	Middle of back track.
HANFORD	House track.
GUERNSEY	Middle of back track.
CORCORAN	House track or Salyer. Westward trains on west end, Link track.
BLANCO	Any suitable location.
ANGIOLA	Grain spur, west of granary.
STOIL	On Alpaugh Spur, clear of siding
ALLENSWORTH	East of highway crossing.
KERNELL	On spur.
POND	Any suitable location.

ELMO	On corral track just west of two spur tracks.
WASCO	Team or house track.
PALMO	Next to east potato shed.
IVY	Clear of packing shed.
SHAFTER	House or team track.
ROSEDALE	Any suitable location.
CROME	Any suitable location. 9637. D-21016.

In addition to Form 1523, wire reports on mimeographed forms must be made at first point of communication, also show on delay report, Form 827-S, initial and number of cars with hot box. 8389. 8589. 8592. 6146.

- 292 WHEN A CAR OF AUTO PARTS OR FORWARDER MERCHANDISE IS SET OUT: Conductor or member of crew notify Chief Dispatcher immediately.
- 293 GATES: Before switching industries that have gates or doors across or over tracks, gates or doors must be fully opened or raised and fastened in such manner that they will not shut during movement and become damaged. 9863. 409.
- 294 When necessary to use a diesel unit without side steps or with a blind end, for switching, hold onto a car while switching.
- 295 RICHMOND AND CALWA: Head Brakeman of all freight trains will go on and off duty at the roundhouse.  
BAKERSFIELD: Head Brakeman on freight trains will go on and off duty at the roundhouse unless otherwise instructed. Flagman of eastward freight trains will go on duty at the roundhouse when there is a helper engine to be moved to the yard for his train.
- 296 SWITCH LISTS: Conductors will furnish duplicate lists of cars to Yardmaster or Agent on completion of trip or where set-outs made. Conductors of freight trains into Mormon will promptly deliver to yard office waybills and lists covering all cars set out and for cars in train which re-ice that point. 8302. Conductors eastward trains show tonnage into Bakersfield.
- 297 FREIGHT TRAIN BOOKS - FORM 808: Local and pickup train conductors only show complete consist in train books, but ALL CONDUCTORS enter details of cars picked up or set out between terminals, seals applied, unusual occurrences, etc. 8145. B-57001.
- 298 CONDUCTORS MUST CHECK CABOONES WHILE IN THEIR CHARGE: If any equipment is missing, Conductor must promptly wire Trainmaster on whose territory working; Car Foreman and Special Agent at Richmond, Bakersfield or Barstow depending on direction of movement; Division Special Agent at Fresno.  
Form CD-10 should also be executed for any missing or defective equipment including Dazor lamp and in addition wire dispatched if seal missing or broken on First Aid Kit. A-60006.



299 STANDARD THERMOMETERS: At Richmond, Mormon, Riverbank, Calwa and Bakersfield. A-40004.

PERISHABLE SHIPMENTS UNDER VENTILATION: Manipulation of ventilators will be done at Mormon, Calwa and Bakersfield by SFRD Inspectors. Conductors and Agents are required to have General Superintendent of Transportation Circular 227-H. Copies are on hand at Trainmasters' offices. A-57004.

#### 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. Item 254. A-29010.
- 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. A-60027.
- 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. A-60027.

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. A-21007.

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 passed examinations 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. A-52017.

310 Under the Brown System of "Discipline by Record" in effect, the accumulation of 60 demerits subjects an employee to dismissal.

Reprimands and demerits charged against an employee's record may be cancelled as follows:

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

B. Ten demerits, when an employee 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 employee.

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

312 Be governed as follows with respect to

#### HOURS OF SERVICE LAW

Rule 768. Each individual employee in train, engine and yard switching service and non-telegraph towers is responsible and must

take action to see that he does not remain on duty (which includes the time getting engine and train ready at initial terminal and in putting 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 employee or employees are required to go on duty again.

Employees after continuous service of sixteen hours or more, must have ten hours off duty before again reporting for duty; employees 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 cut, 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.

313

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 employees in train, engine and yard service LAYING OFF FOR A PERIOD OF 15 DAYS OR LESS:

Employees 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 employee wishing to be absent 15 days or less. In event employee wishes to mark off via telephone, the clerk with whom he talks will complete the form. Employee 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 employee will return to work. Employees 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 employee 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 employee 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.

Written leave of absence, Form 1516, is required for all leaves of absence of sixteen 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, employee must show in own handwriting on the original only, 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 doctor's estimate of time employee will be incapacitated from work; such leaves of absence will not be processed without 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, employee must report for work on or before time limit of authorized leave and perform actual compensated service subsequently. If fifteen-day layoff has been granted and extension of lay-off will make total time in excess of fifteen days, total leave must be covered by Form 1516.

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. D-54014.

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. A-37011.

314 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. 5½-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 be delivered to the train handling any such car or cars, informing the crew that the train includes such car or cars, stating the total number thereof, and advising that no member of the train crew is required to ride on any such cars.

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. 5½-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 employees 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 precludes the probability of employees 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. Conductors must maintain this placement. D-21013.

Employees 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 All employees be alert for instances where trucks, buses, or other vehicles fail to stop at railroad crossings, as required by law, or take unnecessary chances beating trains to crossing, ignore crossing signals or where vehicles pull around short arm gates while they are down, and should make wire report to Superintendent and Division Special Agent at Fresno showing time, date, crossing involved (by street or highway name or crossing number), type of vehicle, company owning if known, and, if possible, the license number, as well as identification of train or engine. A-10003.

316 By night a white light placed at base of TRAIN ORDER DELIVERY STAFF indicates the orders are in place. A-34502.

317 LANTERNS - RULE 813: Must be lighted continuously alongside train and when flagging. Yardmen must keep light displayed when engine is working. C-1754. 4855. Do not turn lantern on or off near gas fumes. 5319.

318 LIVESTOCK - RULE 850: Livestock must be fed and watered every 28 hours, unless released to 36 hours or billed "Room for Feed, Water and Rest in Car". If shipper makes request not to feed the stock, request should be disregarded. Shipments of sheep not released to 36 hours arriving at feed stations after dark may be considered released to 36 hours, but in no event must such shipments exceed 36-hour confinement. Employees should cooperate with caretakers to feed and water stock in cars. A-53005.

Billing covering livestock shipments must show date and hour such shipments loaded; notation must be made on waybill showing date, hour and place fed and watered en route showing time the unloading was started and the reloading completed. The time consumed in the loading and unloading operations is not counted in computing the period of confinement. Unless billing states no one in charge or special instructions given, Conductors must see that attendant is with stock.

Before leaving terminals, Conductor must check waybill to see that stock shipments have sufficient time to make next terminal or point at which can be unloaded, fed and watered prior to time limit prescribed by law, and if any doubt, contact Chief Dispatcher. A-53005.

Conductors of trains handling stock shipments or zulus that will unload for feed and rest or require other service at next terminals will wire information in advance to Agent.

ADDITIONAL FEED STOPS - FORM 11: When request made on Conductor by owner or caretaker to unload stock for feed, Conductor should require him to fill out Form 11, in duplicate, and Conductor will deliver original to Agent's office at point where stock unloaded for feed, mailing duplicate to Trainmaster. Form 11 is to be executed only when livestock attendant or owner requests an additional stop for feeding purposes, and which is not required in compliance with the law. 3449. 4982. A-53005.

INSPECTION AT INTERCHANGE: Make thorough inspection of livestock shipments when received from connecting lines, and record number dead or injured. 3861.

319 LIVESTOCK KILLED must be reported by engineman to all concerned. A-57020.

320 ROLLER BEARING CARS: Mechanical refrigerators and other cars equipped with roller bearings must not be kicked or dropped. 9295. 9236. 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. 8533.

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

- 321 FIRES IN MOVING TRAINS: Doors should be kept closed to keep down draft which would spread fire.  
Trainmen should see that all electric lockers are kept free from foreign articles. 6276.  
When fires are discovered in cars in trains, even though train crew has extinguished fire, Conductor will wire Superintendent, Trainmaster and Chief Dispatcher at Fresno, or phone Dispatcher, so arrangements can be made to have next terminal check and determine if fire has all been extinguished to ensure against possibility of blaze starting up again after car has passed through terminal. 9045.
- 322 SUMMONS OR COMPLAINTS in which employees are held jointly with the railway, in actions filed in Superior Court, must be mailed at once to "Attorney, Coast Lines, Los Angeles", and immediately wire advice to "Attorney, Coast Lines, Los Angeles", join with Superintendent, advising time, place and date where summons served, and state summons being mailed. 5886.
- 323 TOFC: Do not move Clejan type TOFC cars from loading ramps until connecting rails between flat cars have been disconnected. A-93001.  
TOFC loaded multi-level cars, Helium cars, either loaded or empty, and bulkhead flats, loaded with plasterboard, must not be kicked or dropped, but must be shoved to rest. A-21036. B-21018.
- 324 BIDS: Separate bids must be submitted for each job desired on printed bid blanks if available. Bids of Conductors and Brakemen for advertised vacancies may be submitted, in duplicate; a member of the Agent's staff will sign both copies, showing date and time received, return duplicate to the employee and mail original to Trainmaster under registered cover, marking on the envelope "Bids".  
Bids accepted at outlying points will only be considered valid if presented by Conductor or Brakeman prior to last train connection carrying Company mail which arrives at the terminal where bids close prior to closing time of bids. Conductors and Brakemen submitting bids at variance to the above, such as Western Union, U.S. Mail, and Company mail, will be at the risk of party submitting same, and if mailing same direct to Trainmaster, should mark "Bids" on envelope. 9435. A-11009.
- 325 Employees must not remove dunnage or other materials presumed to be scrap from cars, except in line with their duties, cleaning and processing cars for loading, or for safety reasons. D-21071.
- 326 CARS LOADED WITH AIRPLANE FUSELAGE SHIPMENTS must be shoved to rest, making certain set in clear of adjoining tracks, first ascertaining that cars on adjacent tracks are in clear. A-21043.
- 327 FIRST AID KITS: First aid kits are on each caboose and locomotive. California State Act provides that: any person or employee who removes, carries away from its proper place, or uses any emergency



first aid kit, except for the purpose of administering first aid in the event of injury to any passenger, employee or other person, is guilty of a misdemeanor, and is punishable by a fine of not less than twenty-five dollars. 8769.

Conductors will show on Form 1523 and Enginemen will show on work report whenever first aid supplies have been used, indicating exactly what material needs replenishing.

Enginemen will make report to roundhouse foreman or other authorized party when first aid kits have been opened for use, in order that supplies may be replenished and will see that they are maintained in serviceable condition. Contents of first aid kits are not to be used except in case of real emergency.

Notify Trainmaster and Car Foreman at once if kit is missing or Red Cross seal missing from lock. A-52021.

328 There are refuge bays located in GLEN FRAZER TUNNEL, on south side, approximately every 500 feet. These vary in size, some of sufficient size for a gang and a motor car and the smallest large enough for two or three men. 6095.

Booth telephones located at each portal of tunnel. When stopped by block signal indication at either end of this tunnel, train will not follow flagman into tunnel until he reaches opposite end, calls up on phone and notifies dispatcher and Conductor, who will listen in on phone at portal of tunnel from which flagman started, that block is clear. Flagman will specify "This is flagman (giving name) of Train No. (giving number of his train) and the block is clear". Conductor will acknowledge this information and train will proceed. D-39017

When train is stopped for any reason with diesel in tunnel and unable to proceed in reasonable time, train should be backed out if possible, until diesel clears tunnel. If there is indication train will remain there any length of time, engine should be idled, sufficient hand brakes applied to protect train, after which engine should be shut off.

Where passenger train involved, fresh air intakes of all air conditioned cars, together with all windows and doors, should be immediately closed. These openings should be kept closed during stay in tunnel. 8277.

329 RULE 814: Trainmen and Yardmen must, as far as practicable, refrain from riding pilot of engines. 7136.

330 Employees, when leaving engines and cabooses, must leave the doors and windows closed. This should be the normal condition of all equipment, and should only be opened for the convenience of anyone using such equipment, to reduce the damage that is caused to equipment by dirt that comes through open doors and windows. D-60025.

331 SOUTHERN PACIFIC EXAMINATIONS: All train and enginemen subject to operation over joint track are required to qualify on Southern Pacific Company Rules. Qualified employees who do not perform service on joint track for over one year, so long as they perform service on

- The AT&SF Railway, and attend the required classes in the SP Instruction Car and obtain a certificate, this will suffice. If the SP Instruction Car is not on the Division, they will be required to take an oral examination from the SP Division Examiners. This will not affect any qualifying trips that the SP Company may require. A-75041.
- 332 Use of engine whistle in making air tests in Bakersfield Yard is prohibited. 8861.  
Enginemen should whistle at all road crossings but exercise good judgment and tone down whistling through incorporated areas. A-75036.
- 333 FLAGGING-EQUIPMENT: Attaching torpedoes to lantern frame or flag-staff is forbidden. Galvanized iron boxes provided by Store Department must be used for protection of fusees and torpedoes on cabooses and engines. 6357.  
Torpedoes must be kept in separate container from fusees. Under no circumstances must fusees or torpedoes be allowed loose in the cupboards in caboose. They should be replaced in the containers provided when returning from flagging and when going off duty. Trainmen will remove all fusees and torpedoes from passenger trains at end of runs or from cars set out en route. A-75001. A-75037.  
TEN-MINUTE RED FUSEES are authorized on Visalia, Porterville-Orosi, Laton, Wahtoke, Fresno Interurban, Oil City and Arvin Districts; also, Oakdale Spur. A-75001.
- 334 Helper engines out of Bakersfield going through to Barstow, either cut in train or placed behind caboose, will remain that position until have passed Mojave, after which will be placed on head end at some place between Mojave and Hinkley; if one-unit jeep, should go just behind four-unit road engine but helpers must be on head end on arrival Barstow.  
Westward trains using helper engines doubleheaded out of Barstow, either cut helper in or place on rear end at any convenient point between Hinkley and Mojave and remain in that position until arrival Bakersfield yard. 9887.  
When diesel engines are used at rear of train as pushers, Conductors may place ahead of caboose, if conditions warrant. A-29015.
- 335 Engine crews arriving or departing terminals on light engines or moving from roundhouse to yard or yard to roundhouse will not line any switches. All switches must be handled by pilot Conductor, Brakeman or by Herder, who will be provided upon request to Yardmaster. A-54045.
- 336 MILE POST OMISSION - MOJAVE DISTRICT: Account line change, Mojave District, there are no Mile Posts 811, 812 and 813. The next Mile Post west of MP 810 is MP 814. C-74006.
- 337 CLEARANCES: Where thirty-two or more inches clearance is not provided between outer limits of car loading and side of structure either fixed or rail equipment, employees whose duties require their presence on or around such trains, or on or along tracks where such trains are

being operated, must continuously be on the lookout for loads in excess of 10' 8" in width and 15' 1" in height which may move at any time, taking all necessary precautions in order to prevent personal injury or accident. 5831.

RULE 761: In accordance with requirements of Decision No. 36007 of the California Railroad Commission, below are listed impaired clearances on Main Track, Valley Division:

Based on minimum side clearance of 8' 0" for cars or loads not exceeding 10' 8" in width.

Minimum overhead clearance of 22' 0" for cars or loads not exceeding 15' 1" in height.

<u>Bridge Number</u>	<u>Type of Structure and Location</u>
886.5	Thru Girder Overpass, Union Street, Bakersfield
889.4	Thru Girder Kern River
974.3	Thru Girder Last Chance Canal
992.08	Syphon
1088.6	Syphon - North Headwall - South Headwall
1091.4	Syphon - North Headwall
Tunnel No. 1	Muir
No. 2	Muir
No. 3	Glen Frazer

VISALIA DISTRICT

A-28 Thru Girder St. John River

RIVERBANK: The Norris-Thermador Company, have signs on Tracks 1, 2, 3, 4, 6 and 7 reading: "STOP, Trainmen must not operate beyond this point." Stop signs located on Track 4 west of the Carbon Rodding Bldg, also west of the Metal Service Building at crossover between Tracks 4 and 5. 6503.

PLANADA: Elevator at east end of back track, pit for unloading bulk grain, employees should exercise caution.

PITTSBURG: Uncovered brine pit on Dow Chemical Co. Track No. 1 - signs posted ten feet in advance of pit read: "STOP, Trainmen must not ride cars beyond this point." 8694.

MONSANTO: Associated Oil Company Spur, Tracks 1 and 2, structures located 503 feet west of east switch of the crossover alongside these tracks have overhead and side impaired clearance. Cars should not be placed nor engine operated beyond this point (alongside or west of these structures). D-34005.

Bussey Well Pipe Works on Chestnut Avenue, Fresno Interurban District; the overhead clearance at the door is impaired. D-41006.

On Sunset Railway, at Milllux Road Overhead, 20 poles east of MP 10 between Connor and Gulf, impaired side and overhead clearances. D-82117.

338 If necessary for one train to assist another train, move as close as possible to the train to be assisted before cutting off the engine, unless otherwise instructed. D-54021.

- 339 Calwa loads picked up by eastward trains should be maintained on head end of train for through movement to Calwa.  
If setout and/or pickup required at Mormon yard arrange to keep Calwa cars on head end. A-33022.
- 340 RULE 822: Cars that are stored must not be moved until it has been ascertained that brasses are intact. D-64001.
- 341 RULE 856: When cars are set out short of destination, Conductors will correct wheel report and leave waybills for such cars at next terminal with notation or memo showing reason and location.  
All cars for points short of terminal must be set out at billed destination, unless specifically instructed otherwise.  
Waybills for cars destined to non-agency stations should be left with agency assigned to handle per Item 361. A-75015.  
Unless specifically instructed to the contrary, all cars for points short of terminal must be set out at billed destination. D-21076.
- 342 RULE 822: Air dump cars should not be coupled into or moved until examination is made to see dumping device properly set to prevent cars being dumped en route. 5465.
- 343 REFRIGERATOR CARS or cars with loose sliding doors particularly PLUG DOOR EQUIPMENT must not be switched with doors open. 8852. D-21023
- 344 DROPPING CARS - PUZZLE OR DERAIL CONNECTION SWITCHES: Making drops of cars over puzzle or spring switches, or switches equipped with pipe-connected derails or Anderson Switch Interlockers, is prohibited. 2023. 2643.
- 345 FIRE CUTS IN STORED CARS: Cars except all steel cars must be in cuts of not to exceed ten cars, car length of space between. Stored cars should not be left standing over bridges unless of slab deck construction.  
Occupied outfit cars, fire cut every five cars, separating Holmes Supply cars from cars containing inflammable and other equipment. All-steel tank car used for water will serve as a fire cut. When stored on parallel and adjacent tracks, fire cuts must be made directly opposite each other. 2747. 6022.
- 346 Employees are prohibited from riding on flat car loaded with burro crane while car is being moved in train, except burro crane operator may ride in cab of crane when necessary in performance of work.  
Burro cranes loaded on flat cars must not be moved while car is in motion. The crane boom must be properly secured by the slew brake which must be kept in good order.  
Burro crane operators will determine that brakes on crane are working properly before crane is used. A-75015. A-75012. D-60002.

347        SEALS in Conductor's possession must be kept under lock and in a safe place. When broken seals found, Conductor immediately wire Assistant General Manager, Superintendent Special Service, Superintendent, Division Special Officer and Trainmaster, information as to train, car number, commodity and waybill reference, number of seal broken, when found and number of new seal applied. If car loaded with merchandise, report should so state and point to which car carded, in lieu of giving commodity and waybill reference. Broken seals should be sent to Division Special Agent. Conductor will note on waybill of car involved when seal found broken. B-1595. 6-08-25. A-19002.

Conductors picking up and sealing cars in blind sidings will place seal numbers on bills of lading when possible.

Freight Conductors who take regular assignments in passenger service must promptly return to Trainmaster all car seals in their possession. 5121.

Army, Navy and Marine Corps shipments placarded explosive must not be opened for inspection en route unless there is evidence from exterior inspection that there has been rough or mishandling en route.

No car seal is to be removed from such shipments without first advising Superintendent by wire so that arrangements may be made for a Government Inspector to be present at the time seals are broken. 9613. 9809.

Shipments of explosives, Class A, in carloads placarded with Explosives Placard must be shipped in certified cars as required by I.C.C. Regulations. When a seal on such a car is broken en route, record must be made of breakage of that seal and replacement thereof in accordance with requirements of Section 74.590 of I.C.C. Regulations for transportation of explosives and other dangerous articles. This record must either be made on waybill or on a memorandum attached to waybill. It is the desire of Army, Navy, Marine Corps and Air Force that a copy of this record of change of seals on such cars be delivered with car at destination to Government representative at arsenal, magazine area, or air field, etc. 275. C-19001.

#### REPORTS

350        DOCTOR'S ORDERS, FORMS 1787 must be issued on Division Surgeon, Local Surgeon or Assistant Local Surgeon, who will, if necessary, refer cases to appropriate specialists, except that at FRESNO and BAKERSFIELD ONLY, in cases where an employee has a foreign body in the eye or requires eye refraction, employees may obtain Form 1787 direct to Association Eye Doctor without first going to Local Surgeon. 9442. 9632.

351        Imperative that Form 1318 (wheel report) be furnished by Conductors for every train movement.

Conductors must show each individual diesel number comprising the locomotive.

Time of departure and arrival at terminals must be shown.

For Forms 1318 on through trains, which are passed from one Conductor to another, each Conductor should check diesel numbers handling train and complete all information for his portion of the run. A-57004.

352 The use of unapproved ball-point pens or pen and ink is prohibited on any railroad records, including waybills, Forms 1850 and 1851, wheel reports, delay reports and timeslips. Approved ball-points which will reproduce on Thermo-Fax machines may be used for these records, but ordinary ball-point pens which will not reproduce must not be used under any circumstances. A-35013.

353 MILEAGE REGISTER FORMS: At Calwa, Conductors in pool freight service will register actual mileage by date and trip, (except terminal delay and held-away-from-home time). If extra Conductor works, he will register mileage for that car.

Extra Brakemen at Calwa will register mileage by date and trip at Calwa, using separate sheet in book provided for same. Extra Brakemen tying up at roundhouse will register mileage at their convenience, but must have all mileage registered not later than 12 o'clock noon of the 2nd and 17th days of each month. This includes extra Brakemen returning from outside assignments. Extra Brakemen coming off regular assignments to the extra board will register and show all previous mileage made. Extra Brakeman laying off will show date laid off and date marked up. 9703.

Conductors on Calwa Conductors' extra board will register mileage by date and trip, at Calwa, using separate sheet in book provided for same.

Conductors coming off regular assignment to Calwa Conductors' extra board will register and show all previous mileage made. Extra Conductors laying off will show date laid off and date marked up. 9702.

Enginemen and Firemen mileage and/or other required information must be shown currently on Form 1216-A Standard. Mileage registration should show miles for which compensation is claimed. A-54042.

354 TRAINMEN-ENGINEMEN-YARDMEN TIME RETURNS:

Trainmen - Form 827 Special

Enginemen - Form 827-A Special

Yardmen - Form 827-B Special

Train Baggage-men-Helper Conductors - Form 827-C Special

Must be made with a black lead pencil. Names and Social Security numbers printed with furnished name stamps. Head Brakemen must be shown on line so marked. There must be no writing in portion marked "For Timekeeper's Use".

Time or miles claimed in addition to actual time or miles worked must be submitted on separate timeslip.

Conductors on freight trains show the list of delays and in addition the number of loads, empties and tons out of the initial and into the final terminal. This same information should be shown in

and out of Mormon. The maximum number of cars, including caboose, at any one time on the road trip should be shown in the remarks section of the timeslip.

The train and local symbols must also be shown and for local and switch runs the numbers shown on wheel reports should be used.

If Head Brakeman or Flagman is on duty a longer period, a separate 827 Special showing Conductor, time and date on duty, time at heading in switch, engine delivered to roundhouse and tied up should be executed.

Enginemen should show following information on timeslips:

- (1) Numbers and initials of all units handled on trip.
- (2) Numbers and locations where exchanges made en route, if any.
- (3) Time engine reaches heading in switch.
- (4) Time engine stops on tieup track only when engine delivered to roundhouse.
- (5) Time Fireman off duty. (See note)
- (6) Time Fireman on outlying assignments and yard engines off duty, except when the yard engine is taken to the roundhouse.
- (7) Time Engineman completes required duties.

(NOTE: Time of Firemen in road service will stop at time engine placed on designated track at Roundhouse or time of arrival at Roundhouse when changing off in yard. No further duties will be required of Firemen unless necessary to make accident or personal injury reports.

Where Roundhouse register is maintained Engineer will register for himself and Fireman. Engineer will clearly show on timeslip time engine stopped on designated track or arrival time at Roundhouse when changing off in yard.) C-54005.

Conductors and Enginemen on runs tying up at outlying points show time engine placed on designated track at completion of shift, Enginemen explaining any time claimed after engine placed on such track.

All Conductors, Engineers, Hostlers, Engine Foremen, and Herders, will show for themselves and crew members in the "Occupation" column between the title and the "Code No." Column, without writing into the latter column the letter "R" for regularly assigned men and the letter "X" for extra men. B-50002.

Timeslips should be delivered to the office of the clerk handling the crew board, who will place in large envelope without folding and mail to Timekeeper, Fresno, on each train carrying railroad mail. In addition, Conductors will deliver one copy of 827 to the operator, who will mail to Trainmaster's office at Fresno after giving the delays to the Dispatcher. Conductors on the Mojave, Arvin, Sunset and Oil City Districts will also mail an additional copy to the Trainmaster's office at Bakersfield.

Trainmen and Switchmen submitting penalty timeslips will show at top of form the date the claim submitted and the date of the occurrence in the body of the form presenting same, in duplicate, to the crew clerk or yardmaster where the alleged mishandling occurred, latter to date, time and sign both copies, returning carbon copy to the employee, mailing original to Superintendent promptly accompanied by full and complete explanation.

On Mojave District, freight Conductors will place the name of swing brakemen in remarks section. Swing brakemen will submit their own tickets showing name and number on the line immediately below Head Brakeman and write the word "swing" in occupation column placing figure 8 in the code number column.

When passenger trains arrive Richmond, Bakersfield or Barstow late, Conductors send wire delay report to Trainmaster and Chief Dispatcher at Fresno accounting for total loss of time. This, in addition to showing the delays on Form 827.

Conductors of freight trains send wire only when delay caused by unusual conditions.

Train, engine and yardmen when submitting timeslips, including those for deadhead mileage, should show in the remarks column if any previous service and also when eight hours rest will be up. B-50002.

355 Time for computing final terminal delay should begin when train arrives at following switches:

BARSTOW: (1) If train is stopped at east end of Hutt, the east switch at Hutt.

(2) If train is not stopped, the switch where enter Barstow yard just opposite the interlocking tower.

BAKERSFIELD: Eastward trains - heading in switch at west end of Long Lead or Valley Lead.

Westward trains - crossover switch at "G" Street.

CALWA Eastward trains - switch where train leaves main track.

Westward trains - heading in switch at Calwa yard. D-57005.

356 RADIO AND RADIO EQUIPMENT (RULE 1001): At initial terminal, should Trainmen and Enginemen be unable to establish communication between engine and caboose, attempt should be made to call base station. If unable to contact base, member of crew should go to nearest telephone and make report so repairs can be made promptly. In reporting defective radio equipment, the designated railroad officials mentioned in Rule 1001 are: Manager-Wire Chief, Bakersfield; Manager-Wire Chief, Barstow; Manager-Wire Chief, San Francisco.

If radio equipment fails after leaving initial terminal, the equipment should be turned off, and Conductor and Engineman should file wire (two copies on mimeographed form obtainable from Trainmaster) to Wire Chief at final terminal; advising that radio is inoperative between Engine \_\_\_\_\_ and Caboose \_\_\_\_\_, and, if known, whether trouble is on engine or cab.

Radio equipment must be turned on while engines and cabooses so equipped are being used.

The two shutoff switches to cut out radio equipment in cabooses should be turned to "off" position on arrival Richmond, Bakersfield or Barstow. A-73007.

357 REPORT OF CARS HANDLED - JOINT TRACK: Conductors handling trains over joint track between Oil Junction and Ducor, wire Chief Dispatcher, Southern Pacific Company, Bakersfield, at either Bakersfield or Ducor, stating number of cars picked up or set out at each station separately on joint line.



358        LOST ARTICLES - RULE 838: When claims made by passengers that they have lost some article of value on train, wire report must be made to Superintendent, Fresno; H. C. Johnston and G. L. Hug, Los Angeles, joint with Special Officer at either Richmond, Stockton, Fresno or Bakersfield, according to direction train is moving. A-13008

359        FORM 809 - TRAIN PARTING: Mail one copy to Trainmaster.  
FORM 810: Must be sent BY WIRE promptly. When light engine involved, by Engineman; accidents in yards by Conductor, Foreman or Engineman.

For accidents, including personal injuries, fires, etc., on Valley Division WIRE 810 Report should be addressed to: Accident-Fresno, Calwa Bakersfield and Roadmaster; for accidents between Hammond and Richmond also to Trainmaster, Stockton; between Riverbank and Richmond should also be addressed Accident-Richmond. For accidents between Bakersfield and Barstow, include Accident-Barstow. On Terminal Division, 810 must be sent to Accident-San Francisco, Accident-Richmond and District Supervisor-Richmond. Show symbol of train, disposition of broken parts and end of car damaged (east or west), whether car set out. If handling explosives for any of the military branches, regardless of whether they are involved in the accident or damaged, include under remarks in 810, car numbers, contents, shipper and destination of such cars of explosives, stating whether or not damaged. 8600. A-57020.

For crossing accidents, 810 Report must locate crossing by number and street number or name. Indicate whether motor vehicle involved IS OR IS NOT equipped with radio and whether radio being operated. Ascertain from Driver of vehicle the name and, if possible, address of his insurance company. Include such information under Item 9. Conductor's telegraphic 810 Report of passengers injured must be sent to General Claim Agent, Los Angeles, Superintendent and Local Claim Adjuster. If passenger injured show passenger's home address and in addition, if passenger leaving train short of destination, so state, giving temporary address. Also show name or number of car occupied, seat number or space, if assigned, and whether or not received medical attention prior to train reaching terminal. 7176. A-57020.

360        FORM 812: In all cases of serious accidents, such as wrecks or derailments, completed 812 Forms should be delivered to the first representative of the Claims Department arriving at the scene of the accident. If train continues on before arrival of such representative, Conductor should carry completed forms with him and pass to connecting Conductors, until they can be delivered to first Claims Department representative boarding train. In all other cases, completed forms should be forwarded promptly to General Claim Agent, Los Angeles. 9672.

FORM 1178: Enginemen will submit, in triplicate, for all accidents.

FORMS 1421 and 1428: All personal injuries of any character or crossing accidents must be covered by 1428 Report in addition to wire 810 Report. Injured employee will submit Form 1421, in triplicate, (and advise others of crew so they can submit 1428, in triplicate, including Chair Car Attendants). Original copies to be original on both sides. Form 1428 must be submitted by each member of crew for crossing accidents, whether personal injury or not. C-351. 11-26-17. Employees involved in grade crossing accidents should get license number or name and address of travelers on the highway who stop at crossing immediately after an accident, even though not actual witnesses. They sometimes can testify whether or not lights were burning, wigwag operating, engine whistle for crossing, or engine bell ringing. When persons near crossing at time refuse to give name or address, write down their auto license number. 3797. At crossing accidents, if a California Highway Patrolman requests information, give him all possible cooperation; however, if he is taking too much time and train ready to proceed, he should be advised that train must proceed and any information he needs will be available through Superintendent's Office of Claim Department. 8594. 1421 and 1428 Reports should be sent to Trainmaster. A-57020.

361

BLIND SIDING REPORTS: Conductors will use PCDB Form 63, report of cars handled at non-agency stations, to report cars set out or picked up at non-agency stations. Leave or mail original and third sheet of Form 63 at agency station to which blind siding assigned, and mail second copy to Car Distributor, Fresno, for blind sidings assigned to following open stations:

BARSTOW	- Hutt, Hinkley
BORON	- Hawes, Jim Grey, PCB Mine
EDWARDS	- Gov't. Spur 785.5, Silt, Gov't. Spur 797.1, Bissel
MOJAVE	- Sanborn
WASCO	- Kernell, Pond, Elmo, Newfeld, Palmo, Ivy
SHAFTER	- Una, Crome
BAKERSFIELD	- Mopoco, Jastro, Rosedale, Arvin Dist., Oil City Dist., Sunset Rwy.
CORCORAN	- Angiola, Allensworth, Stoil, Alpaugh, Blanco
HANFORD	- Kings Park, Pitco, Lucerne, Shirley, Guernsey
FRESNO	- Figarden, Interurban Dist., Cecile, Lone Star, Mattei, Laton Dist., Laton, Conejo, Monmouth, Bowles
MADERA	- Kismet, Trigo, Gregg
MERCED	- Winton, Fluhr, Pritchard, Kadota, Tuttle, Planada, LeGrand, Sharon
EMPIRE	- Denair, Cortez, Ballico, Hughson
RIVERBANK	- Claus, Oakdale Spur
STOCKTON	- Burnham, Rockwell, Duffy, Middle River
HOLT	- Gillis, Woodsbro, Trull, Orwood
KNIGHTSEN	- Bixler, Werner
ANTIOCH	- Bridgehead, Oakley, DuPont, Zee, Sando, East Antioch

PORT CHICAGO - Brose, Nichols, Monsanto, Maltby, Muir,  
Glen Frazer  
 PINOLE - Christie, Collier, Herpoco, Gateley  
 RICHMOND - Rheem, San Pablo

For the branch territory between Calwa and Bakersfield including  
 SP joint track territory, Conductor will deliver original of Form 63  
 to Agent designated below:

BAKERSFIELD - Oil Junction to Hollis inclusive  
 JOVISTA - Zentner to Jovista inclusive  
 PORTERVILLE - Ultra to Strathmore inclusive  
 LINDSAY - Mirador to Sides inclusive  
 EXETER - List to Wyeth inclusive  
 FRESNO - Mattei Spur, Cecile, Lone Star  
 DEL REY - Wolf  
 PARLIER - Miley, LacJac  
 REEDLEY - Entire Wahtoke District  
 CUTLER - Calgro  
 VISALIA - Peral to Higby inclusive  
 TULARE - Loma to Tulare inclusive  
 CORCORAN - Paige, Waukena

Second copy must be sent to Car Distributor, Fresno. Third copy  
 should be mailed to Agent at Bakersfield.

If Agents fail to receive necessary pick-up and set-out reports  
 for non-agencies under their jurisdiction and they are not in possess-  
 ion of Agent on other side of non-agency, should notify Trainmaster.  
 127, 1-14-58. TM-1063, 9-28-64. A-24002.

#### 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 is-  
 sued to the contrary. The carriers shall post notices  
 in the cabs or on bulletin boards according to the cus-  
 tom 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. D-29001.

DIESELS: (Operation over submerged track, Rule 817 - see special note in Time Table). When diesel locomotives operated through water, all traction motor blowers must be in operation to protect against excess amount of water entering motor. If any question of water entering traction motors, the top and bottom inspection covers should be removed and motors examined and, if water has entered, should be drained and blown out by compressed air, following which, if power operation is desired, train should proceed at reduced output for two or three miles, the power being gradually increased to make certain motor will not be damaged. If ground protection relay opens continuously, it will be necessary to cut out the wet traction motor. When necessary to operate diesel locomotives, gas electric motor cars or passenger cars equipped with roller bearings through water, a wire report shall be made to final terminal of the equipment where careful check will be made and water drained from the boxes before the equipment returned to service. 7261.

When handling diesel units dead in train or yard, if hand brakes cannot be reached because of units being locked, the units should be attached to cars having substantial hand brake to ensure the units being securely anchored.

If handling diesel engines to and from trains, it is necessary that the trainline hose be hooked up on dummy fitting provided. This is especially necessary on diesels having cab on each end as the trainline is slightly lower on the lead units. Enginemen should call Brakeman's attention when detaching locomotives from train that trainline hose must be hooked up. 8341.

Enginemen will advise Dispatcher from first office of communication whenever necessary to cut out a unit of diesel locomotive. If tonnage reduction necessary, Conductor will advise Dispatcher before it is made.

Where necessary to set out a diesel unit, the following handling should govern:

(1) After unit is set on the siding, apply hand brakes. If unit is left on any perceptible grade, in addition to setting the hand brakes very tight, at least one pair of wheels should be blocked with wooden blocks.

(2) During freezing weather, drain all water from the cooling system supply tank and from the cooling system of the diesel engine. Drain valve to the supply tank is located on the left-hand side of the unit adjacent to the tank. The drain valve to the diesel engine proper is located on the right-hand side of the diesel unit at the right corner of the engine. Remove plug from bottom of each water pump in order that the water will drain out.

(3) See that all control switches are opened and the main battery switch pulled. Move reverser to neutral position and apply pin to hold it in neutral position.

(4) The independent brake valve should be placed in running position and pin applied. Place control lever on distributing valve from live engine position to dead engine position.

After following instructions in Items 1, 2, 3 and 4, the unit is in condition to be coupled into and moved dead in train without further operation.

- 402        DIESEL FUEL is available in emergency at Bakersfield Depot and Pittsburg engine track.
- 403        DIESEL MIRRORS: Locomotives having rear view mirrors applied to cab units should have mirrors on trailing cab turned toward window or car body to prevent damage from sand and dirt.
- 404        SPEED RECORDER TAPES are to be removed from diesel at the next terminal where diesel will be served by mechanical forces or removed from train, whenever train is involved in GRADE CROSSING ACCIDENT. Conductor and Engineman jointly should immediately wire Roundhouse Foreman at terminal involved; also Trainmaster and Chief Dispatcher, so that arrangements can be made to have tape removed promptly on arrival. Passenger engines running through Fresno should have tape removed at either Richmond or Bakersfield, depending on direction moving. 9588. A-75035.
- 405        Collapsible platforms at the end of road type switcher 99, 2099 and Classes 600, 602, 700, 2100, 2650 and 3000 have been discontinued. Passage to or from any hooded type unit in multiple unit operation, unless equipped with collapsible platforms at the ends of the units, must be made only after locomotive has been brought to a stop.  
Also, the passage between nose units of the 200 Class coupled between booster units must not be made while locomotive is in motion.
- 406        WATER DIESELS: Boiler and radiator water available at Bakersfield and Fresno at passenger station.  
Water available at Mormon but should be taken only if necessary. Yardmaster at Mormon should be notified in advance if water needed.  
Radiator water available at Empire. D-76007.
- 407        Enginemen will report by radio to nearest train order Operator at first opportunity condition of any unit in engine consist that is not working 100 percent stating unit number, if traction motors cut out, engine shut down, or type of trouble experienced and where condition first noted. This to include traction motors cut out and not working out of terminals. Operators will see that information concerning conditions of engines received on radio is immediately transmitted to Dispatcher.  
The above does not relieve Enginemen from making work report on proper forms at end of run where required, reporting any malfunctions of units experienced en route.  
In all cases when malfunction of a unit is corrected en route, Engineman will tell Operator to notify Dispatcher via radio and in addition indicate on work report where and how the condition was corrected. C-27001.



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