

Southern Pacific
Transportation Company

WESTERN DIVISION
Special Notices and Instructions —
All Employees

Effective Jan. 1, 1980

ALL EMPLOYEES - WESTERN DIVISION

This booklet contains all Special Notices in effect as of January 1, 1980, including passenger operations.

Section I is divided into three parts: (1) All Employees, pages 1 through 27; (2) Agents-Clerks, pages 28 through 37; (3) Train, Engine and Yard Employees, pages 38 through 83.

Section II contains instructions pertaining to the five Western Division districts.

Section III contains instructions pertaining to passenger operations, including commute.

This booklet has been prepared to be of assistance to you in connection with the performance of your duties, and you must apply same in connection with your work. You must retain this booklet. When you leave service, booklet must be returned to your Supervisor.

M. D. ONGERTH
Superintendent

Effective 1-1-80

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ALL EMPLOYEES

1. AUTO ALLOWANCE

The allowance granted to employees for use of privately owned automobiles on Company business for SPT Co. and SSW is now 23¢ per mile.

All employees are advised that the new mileage rate exceeds the amount (17¢ per mile) presently accepted by the IRS as not requiring substantiation of such allowances.

Consequently, the excess must be considered as additional income to the employee and will be included in the annual Wage and Tax Statement (Form W-2) as Other Compensation.

Because the mileage allowance excess is classified as Other Compensation the company is not required to withhold tax.

No revision of instructions or the Personal Expense Account Form C.S. 148 is required as adequate information is presently furnished. However, for those employees permitted to file the Short Form (C.S. 148-A) it will be necessary to show reimbursable mileage data thereon.

2. BAD ORDER CARD

Form C.S. 7017, is irridescent orange so that it can be readily detected when applied to a bad order car. When bad order card, Form C.S. 7017, is applied to a car, defects noted thereon must be checked to ensure that employee is aware of defective condition that may affect his handling of the car and to assure that he does not use any safety appliance that is noted as defective.

3. SUMMONS

The following Section 415.20 of the California Code of Civil Procedure relates to a service of summons:

This provides that summons may be left at a person's "usual place of business" in the presence of a person apparently in charge of the office or place of business.

There have been instances where a process server has attempted to serve summons upon an employee by leaving it in the office of our corporate secretary. The term "usual place of business" is not defined in the statute, but it is felt that this is not intended to permit this type of service. Until further advised, this statute should be understood as authorizing such service only when delivered at the office where the employee to be served usually works, i.e., is physically present. This will permit actual delivery of the summons to the employee concerned without any usual handling.

For Train, Engine and Switchmen, service can be accepted by the respective Crew Clerk.

The California Political Code relating to witness fees provides for payment of witness fees for each day's attendance when legally required to attend upon the Superior Court, at \$12.00 per day in civil cases and mileage actually traveled one way only, from the place where service was made to the courthouse or attorney's office. Witness fees as provided are payable on demand of witness at time subpoena is served upon him. At that time he should demand his fee of \$12.00 plus mileage at 20¢ per mile, one way; if payment of such fee is refused by the process server, the witness is entitled to refuse service of the subpoena, but should, in any case, make immediate report to Superintendent of the attempted service and circumstances.

4. LEGAL PAPERS

Following will govern the handling of legal papers served on Station Agents or other representatives of Southern Pacific Transportation Company as well as in situations where employees are served as individual defendants or witnesses in company matters:

- (1) Send joint telegram to Superintendent and to Mr. John J. Corrigan at address shown below, briefly describing papers, name of court, names or plaintiffs and defendants, date of service, name of person served, and place where served.
- (2) Send papers served, by FIRST-CLASS UNITED STATES MAIL, to company attorneys in state served.
- (3) Mail at once confirmation copy of telegram in all cases to Mr. John J. Corrigan, One Market Plaza, San Francisco, CA, 94105.

These instructions are in addition to those contained in General Rule 11 of Accounting Department Circular 39-1 (Instructions to Station Agents) and General Freight Department Circular 273-D.

The Company is under no legal obligation to appear for members of a train crew or assume whatever judgement may be rendered against them, either on default or as a result of a trial. However, the Company does furnish counsel and insofar as can be determined, there is no case where a member of a train or engine crew has been called upon to bear any part of a judgement arising out of an accident in which his train is involved.

Procedures to be followed with respect to requests from regulatory agency seeking information from company files are as follows:

4. (a) Examination of Company Records

1. Access to an examination of records and accounts shall be accorded to the following named upon presentation of proper credentials:
 - a. Authorized representatives of this Company.
 - b. Authorized representatives of inspection and weighing bureaus (maintained by railroads).
 - c. Authorized representatives of the ICC, State Railroad or Public Service Commission, or other similar commissions of State through which our lines operate.
 - d. Authorized representatives of other departments of United States Government, and other departments of any State, when records of information desire cover features coming under the jurisdiction of such department.
 - e. Authorized representative of Association of American Railroads.
2. Any representative of the above should be asked for identification.
3. Agency representatives do not have the right to interview or interrogate employes, and requests for information about Company practices or procedures should be referred first to Company attorneys. Any requests for written statement should similarly be referred to Company attorneys.
4. Requests for permission to review records not coming within the scope of a representative's credentials shall not be granted except upon authority of General Counsel.
5. Correspondence files are to be accessible only to authorized representatives of this Company unless Law Department gives specific authority in each instance.
6. If a request to inspect records is made, the representative should be asked the purpose of the investigation or inquiry. A reply of a general nature normally will be sufficient, such as that the records are desired for a compliance check, or because an informal complaint has been made. Records in those categories would include demurrage records, car movement records, spot and release records, waybill information, car orders and other similar records. It is not necessary to obtain the name of the complainant, or see a copy of the complainant's letter. If the representative states that a formal complaint has been filed or a formal investigation has been ordered, he should be asked for a copy of the complaint or order. It is desirable, although not necessary, that a request to inspect or for copies of documents be put in writing, but the request should be specific so the person with whom the request is lodged knows exactly what he is expected to produce.

7. Routine records of the types described above may be produced without obtaining further authority. If there is any question about which records should be produced, or the duty to produce records or documents related thereto, a superior should be consulted immediately. Anyone turning over records to an ICC agent should inform his superior in writing as soon as possible.
8. When records are produced, it will be permissible to permit copies to be made for the agent. If this is done, a copy must be made and forwarded with the report mentioned in (7) above.
9. If it appears that records are being required with respect to a case, proceeding, or investigation actually docketed with or about to be commenced by the ICC, any other agency or court, the matter then is or will be within the control of a Company lawyer and nothing should be produced without authorization of that lawyer or another lawyer acting on his behalf.
10. Immediately following completion of examination of records by State, Federal or Interstate Commerce Commission representatives, agents must advise General Counsel and General Manager with copies to Superintendent and Manager Operating Data Systems.

5. TAXI CABS

Taxicabs will be utilized only when Company transportation or bus service is not available and are authorized by a Company Officer.

At Oakland, taxicabs are to be utilized only when Company transportation or Bay Area Limousine are not available for transportation from a bus depot to tie-up point. Crew members must sign for this service, showing the origin and destination points of the trip.

Authorized taxicab trips are limited to non-stop trips between two points with no side trips and driver must be released immediately on arrival.

EXCEPTION: When taxicab is utilized from bus station to tie-up point, member of crew may order taxicab complying with the second paragraph of above.

6. AIR POLLUTION

Bay Area Pollution Control District has strict regulations prohibiting unauthorized open burning within the District.

Open burning in violation of the Bay Area Pollution Control District regulation is a misdemeanor.

It is necessary we reply to all Notice of Violation within ten days from date of issuance. Anyone receiving these Violation Notices must immediately forward Notice to the Superintendent's Office, 1707 Wood Street, Oakland, California, 94607, with a full report of all circumstances involved.

Any employee observing a violation of these Regulations must report it to their Supervisors so that action can be taken.

In the event that the District representative contacts an employee in connection with an alleged violation, all information must also be forwarded to this office immediately, including to whom the Violation Notice is going to be mailed.

7. REPORT OF VEHICULAR TRAFFIC VIOLATION

Superintendent's Office is to be notified promptly of all particulars where a bus or truck disregards warning signals, fails to stop before entering crossing as required by law, or narrowly escapes being struck.

Information should include date, time, place, name of company owning vehicle, license number, if possible, kind of vehicle, direction of travel and any other information possible to assist in following up to prevent recurrences.

8. REPORTING ACCIDENTS

(Train, engine and yard employees see Item 15, Train, Engine and Yard Section; Enginemen see Item 40 (a)).

All accidents/incidents (including personal injuries to non-employees) and unusual occurrences, must be reported promptly by telephone or by wire to the proper supervisor's office. Supervisor must see that a brief, concise message is telephoned to the Superintendent's Office accident desk promptly giving time and date of accident/incident, location, mile post, what the occurrence was, the name of the injured party, if any, extent of injury or damage, effect on movement of other trains, probable cause of the accident/incident, and what action is being taken or is recommended. **FOR REPORTING PERSONAL INJURIES TO EMPLOYEES SEE INSTRUCTIONS BELOW.**

Each personal injury suffered by an employee, and any injury to another employee, must be immediately reported to the employee in charge of a crew, gang, force, group or individual. Employee in charge receiving such information must make immediate oral report of the injury to a Western Division District Officer by first available means of communication. Employee in charge must also make wire report, during his current tour of duty from first available point of communication, addressed to Superintendent at Oakland and to Officer in charge of the District

where personal injury occurred. Wire report must include name of injured employee, time, date and place where injured, nature of injury, how injury occurred, name of Western Division District Officer to whom oral report was made, name and title of reporting employee. Employee in charge is responsible for reporting of personal injuries as required in these instructions.

Crew Dispatchers, Agents, Foremen or other employees in charge who receive information from another employee that he is unable to perform his duties because of an on-duty injury must immediately notify an officer on the district where injury occurred, as well as an officer on the district of the reporting employee.

The following instructions cover only the manner in which Forms CS 2611, Employee's Report of Accident; CS 2957-A, General Information Covering Accidents; CS 2957-B, Information Covering Personal Injury or Occupational Illness; CS 2757-C, Train Service and Train Accident Information; CS 2957-D, Car Damage and Train Delay Resulting from Train Accident; CS 2957-E, Crossing and Vehicular Accident Information are to be handled. These instructions will not supersede any division or department instructions relative procedures issued in Division's Special Notices pertaining to other reports such as handling of hazardous materials, set outs, burglaries, et cetera.

Form 2611 - This form is required to be filled out promptly by all members of train crew or other employees involved or who may have witnessed or been in any way connected with a train or train service accident except grade crossing accidents. In non-train accidents this form will be filled out by injured employee and witnesses if disability occurs. In all cases each space on Form 2611 must be filled in whenever applicable or D.N.A. (does not apply) if not applicable to accident involved. Sufficient detail must be shown to enable persons receiving report to have a clear understanding of what occurred and the cause thereof. Speed of trains must be shown in miles per hour. The terms "starting" or "stopping" will not suffice. Original of form will be forwarded direct to this office. All questions must be answered before form is forwarded. Form 2611 must be completed and forwarded by those required to do so prior to their completion of the shift or the tour of duty on which the personal injury occurred.

Form 2957-A-General Information Covering Accidents.

Form 2957-B-Information Covering Injury or Occupational Illness.

Form 2957-C-Train Service or Train Accident Information.

Form 2957-D-Car Damage and Train Delay Resulting From Train Accident.

Form 2957-E-Crossing and Vehicular Accident Information.

The above forms are to be completed as follows:

- Form 2957-A - All accidents including but not restricted to injuries, occupational illnesses, train accidents, train delays (specify), hazard of accidents, exposure to hazardous material, property damage, or any unusual circumstances affecting the operation of the railroad.
- Form 2957-B - All injuries to employees, occupational illness to employees or other persons when illness has been established as arising from railroad business or operations, passengers, trespassers, non-trespassers, visitors, company vehicular accident injuries or other persons injured from the operation of the railroad. (One form per injury or occupational illness.)
- Form 2957-C - When train is involved in collision, derailment, personal injury, fire, crossing accident, other collision with vehicle, train delay, any condition involving hazardous materials, hazard of train accident, etc.
- Form 2957-D - When cars or lading are damaged due to collision, derailment, fire, grade crossing accident, etc., and when trains are delayed (as specified).
- Form 2957-E - All accidents at grade crossings including crossing gate arms damaged, signal or other railroad appurtenances damaged by vehicle or persons, all company vehicular accidents including privately-owned vehicles used for company business and other damage to company property involving vehicles.

Whenever a grade crossing accident/incident occurs, the United States DOT-AAR grade crossing identification number must be obtained and given, along with other required accident information, to the District Supervisor so that this information can be properly shown on the CS 2957-E Crossing and Vehicular Accident Information Report, Question 2.

The number (for example 787553F) is on a banded plastic strip which is attached to crossing protection, post, signal case, or signal mast. If no DOT-AAR identification marker is attached, so state, and in its place show the MP number.

Above forms are to be completed to extent possible by conductors, engineers, foremen, employees working alone, such as traveling motor car mechanics, signal maintainers and/or supervisors, and promptly mailed to their immediate supervisor. Instructions on completing the forms are on the reverse side of the forms.

- Form CS 2677 - This form is to be completed in duplicate by extra gang foreman or track supervisor to cover any right-of-way fire occurring in their respective districts. Original is to be forwarded to Superintendent's Office.
- Form 2740 - This form is required in all cases of derailments caused by track conditions or where track conditions may have been a contributing factor. To be sent to Superintendent's Office. To be made by M of W Officer or Supervisor.
- Form 3566 - Covers inspection of equipment when involved in accident resulting in personal injury. To be sent to this office for forwarding. To be made by Car Foreman or Car Inspector.
- Form 7402 - This form is to be completed by all passengers and others (except employees members of train crew on duty) riding on any passenger train involved in a collision, derailment or any other train accident. Upon completion they should be promptly forwarded to General Claims Agent or Local Claims Department representative.
- Form 7397 - Form CS 7397 is to be completed at scene of accident by driver of company-owned or rented vehicle or of private vehicle of an employee used on company business when involved in an accident with another vehicle or if caused property damage or injury to non-employee. Exoneration blank on this form is to be filled in by driver of other vehicle whenever this can be arranged. Form is to be carried in glove compartment of all company-owned and/or leased vehicles at all times. Card is to be turned in to immediate supervisor who, in turn, shall send direct to Superintendent's Office.

In reporting personal injuries to employees, show full name, occupation, extent of injuries, estimated days disability, medical attention given, by whom and where, in addition to full circumstances surrounding accident. In cases of serious accident, name and address of nearest relative or friend shall be given.

When hand tools or equipment are involved, the first report, whether by telegraph or telephone, must include whether equipment or tools were in any defective. Where it is evident that the use of Personal Protective Equipment is a factor, safety shoes, goggles, gloves, hard hats, earplugs and the like, please indicate in Remarks column whether or not Protective Equipment was used. For example, in the case of an injury to the head, where the employee should have worn a hard hat, the accident reporting form should show either was or was not wearing a hard hat.

9. RIGHT OF WAY FIRES

If a citation involving a right of way fire allegedly started by a locomotive is received from a fire prevention officer, this matter must be reported to our Law Department as soon as possible. In order that this may be done, you should send a telegram to this office at the first available opportunity, briefly giving the particulars. The actual citation should be turned in to the Trainmaster or Terminal Superintendent at your destination.

The following will govern when citations are issued as referred to above.

1. The person receiving citation should sign for it.
2. If the person does not agree with what is on the citation, he should make his comment in accordance with the above and make no comments to the officer issuing the citation.
3. The details contained on the citation are completely up to the officer issuing the citation and employees should not take exception to them.
4. No employee should refuse to accept this citation.
5. The citation does not in any way reflect on the employee's personal records or give an employee Federal or State record unless the employee is personally named as the defendant. (The few cases where specific employees have been named as the defendant have been dismissed and refiled against the Company.)
6. There have been cases where the Department of Forestry has requested an engine be shut down or returned to a terminal for maintenance. In these cases, such requests are to be complied with.
7. A Fire Prevention Officer as the arresting officer is required to show identification. Such officers are allowed on Southern Pacific property for the purpose of issuing citations.

10. PAY CHECKS

Paychecks must be handled as follows:

The transmittal card, Form 6108 must be checked to make sure the destination number shown thereon is the correct one listed for your location. The transmittal card will show the first and last paycheck number of checks enclosed. The paychecks must be carefully verified to be certain that none are missing.

In the event paychecks sent you are incorrect, immediately do one of the following:

1. Phone Paycheck Bureau (SF-21656 or SF-21010 or SF-22274).
2. Should you be unable to contact the Paycheck Bureau, refer to destination list to determine the correct location, advise that station and forward the vouchers by the quickest means possible.

The Treasury Department forwards payroll vouchers two days before payday, and in most instances they are received at their destinations the following day which is sufficient time to check and rectify errors before delivery to employees. Undelivered paychecks must be returned to the Treasury Department after 25 days.

No paycheck is to be delivered to payee except on proper identification of party to whom it is delivered. In the absence of formal identification, someone with whom the payee is acquainted must vouch for him in a written statement, and this document must be retained as a matter of record. Each employee must inform his time-keeper as to which station destination his paycheck is to be forwarded.

11. PASSES

Form DS (Director) Annual Passes have been issued for the five-year period 1978-1982.

New Annual Passes have been issued for the five-year period 1978-1982 to all eligible officers and employees who use peninsula commute trains daily to and from work, and to those officers, service engineers and representatives of the Public Utilities Commission, State of California, who are required to ride freight trains and locomotives in the performance of their duties.

Certain Annual Passes are endorsed "GOOD ON FREIGHT TRAINS AND LOCOMOTIVES" (good system-wide) and may also be endorsed across the top of the face of pass in red "NOT GOOD ON PENINSULA COMMUTE TRAINS." Passes so endorsed must not be honored in passenger cars of commute trains.

Southern Pacific Annual Passes are not valid on AMTRAK passenger trains. See instructions issued concerning AMTRAK passes.

12. PASSENGER-TYPE CARS MOVING IN FREIGHT TRAINS

Outstanding instructions provide that any movement of a passenger-type car in a freight train must be authorized by this office. This applies to cars with Railroad markings, as well as private markings.

In addition, it must be understood that no equipment, freight or passenger, is to be considered for movement from a private car repair facility or dismantling installation without prior authority from this office.

13. HANDLING HAZARDOUS MATERIALS

Trains, except local and road switchers, handling cars containing Class A Explosives, Radioactive material, or tank cars containing Acrylonitrile, Anhydrous Ammonia, Chlorine, Hydrofluoric Acid, Poison Gas, FCG, or loaded DOT Class 112A or 114A tank cars, will be identified on consists and train lists by "K" as the last letter in train identification.

Conductor and Engineer of "K" identified trains must not leave initial station without each receiving copy of Train Mass Profile (graph) except when printout equipment is unavailable or inoperable. When Conductor or Engineer, or both are relieved before completion of a trip, Train Mass Profile (graph) must be left in engine and caboose to be available for the relieving Conductor and Engineer.

When there are "K" type loads to be picked up on line and it is known sufficiently ahead of time, the train making pickup will be identified by Chief Train Dispatcher with "K" symbol. In addition, list of the cars to be picked up on line must be furnished the next terminal where carmen are available by ZZ message and Class A inspection must be made of all cars picked up.

All empty cars, prior to spotting for loading of the above-listed hazardous materials must receive Class A mechanical inspection within 15 days of date car is spotted for loading.

If car is approved for loading above-listed hazardous materials, certification of Class A inspection must be furnished Agency forces.

Standard Transportation Classification Code and Shipping name of hazardous materials above-listed are included in Western Division Timetable. The terms "Flammable Compressed Gas (FCG)" and "Flammable Gas (FG)," are interchangeable when used in rules, placards, instructions, records or correspondence.

Conductors on trains handling hazardous materials must have in their possession properly prepared waybills for all cars containing Class A Explosives, Radioactive material, or tank cars containing Acrylonitril, Anhydrous Ammonia, Chlorine, Hydrofluoric Acid, Poison Gas, or Flammable Compressed Gas (FCG).

Agency forces are instructed to identify all cars on switch lists containing FCG by printing in red letters FCG. Class A Explosives are identified on switch lists by machine printed "EXP" or "EXPLOSIVE." Other hazardous materials are identified on switch lists by machine printed "DAN."

Current instructions are that any information provided on a bill of lading must be transposed onto waybills. Shippers have expressed concern over incidents of leakage involving hazardous material in that they have not been immediately notified about the incident. Emergency telephone numbers, if provided on bills of lading, must be transposed onto our waybills so that shippers may be promptly notified of such incidents.

Trainmen are not relieved of the responsibility for properly handling cars containing hazardous material when switch list is not available.

It must be known prior to departure from any location that cars containing hazardous material above-listed are properly entrained according to DOT Regulations.

Cars containing hazardous materials above-listed will not be accepted from interchange unless they are accompanied by proper shipping documents or other necessary information identifying cars containing these hazardous materials.

Department of Transportation regulations governing the movement of hazardous materials effective January 1, 1977, require that a member of a train crew transporting such materials must have in his possession a copy of either the waybill or the bill of lading for any such car in his train.

D.O.T. regulations pertaining to hazardous materials defines a train as:

"One or more engines coupled with one or more rail cars, except during switching operations or where the operation is that of classifying and assembling rail cars within a railroad yard for the purpose of making or breaking up trains."

Conductors or Yard Engine Foremen who are issued instructions to pull or place any placarded loads (hazardous materials) at industries or who will handle such loads between industries and yards or vice versa or from one yard to another are to be furnished a copy of either the waybill, bill of lading or switch list identifying hazardous commodity for all such cars. This shipping document must include proper description of commodity, classification, total quantity, placard notation, and certification (unless already supplied by the shipper on a separate bill of lading). (The term switch list includes both form CS-1307, Industry Work Report, and form CS-1306, Conductors Work Report).

A train crew must have a document showing the position in the train of each loaded placarded car of hazardous materials, except when the position is changed or car is placed in the train by that crew. A train consist or similar list of cars in a train or drag will meet this requirement.

Unless a car is placed in a train by the crew accompanying outbound movement, the train and engine crew must be given a consecutively numbered, written notice of each car placarded "Explosives A" or "Poison Gas". A copy of the notice must be kept on file at the station which executes the notice. At points where train or engine crews are changed, the notice must be transferred from crew to crew. This requirement applies not only to inter-city movements but also to movements between yards and between yards and industrial zones.

Forms WD-1 and WD-2 are to be used at all locations where cars containing hazardous material require Class A inspection.

Forms WD-1 will be issued by agency forces to carmen listing cars and locations of cars that require Class A inspection, by the commodity code "K", "Z" and "I". If additional cars require Class A inspection, carman must add these cars to the list, form WD-1, notifying agency force after completion of this inspection, returning WD-1 for filing by agency force.

Defective cars are to be reported to the shipper's representative and agency force. Defective cars are not to be moved until repaired and new Class A inspection made.

If car is found to be in proper condition, after completion of Class A inspection, carman must so indicate on Form WD-2. Original of this inspection report, WD-2, is to be returned to agency force. Agency force will give the original of WD-2 to the conductor or engine foreman who will be handling these cars in their train. Copy is to be kept on file in the agency office and in the office of the supervisor of the carman.

Also refer to Item 14, Page and Item 32, Page

14. TANK CARS CONTAINING FLAMMABLE COMPRESSED GAS

In connection with tank cars containing Flammable Compressed Gas (FCG), the Federal Railroad Administration has issued Emergency Order No. 5 reading as follows:

"In addition to the requirements of Part 170-189 of Title 49 of the Code of Federal Regulations governing the transportation of hazardous material, effective 12:01 AM, October 27, 1974, a railroad may transport flammable compressed gas in DOT 112A and DOT 114A uninsulated tank cars that are not equipped with head shields prescribed by the Hazardous Materials Regulations Board in Docket HM-109, Amendment No. 5, 173-83, 179-15 published in the July 31, 1974, issued of the Federal Register (39 F.R. 27572), 49 CFR 179.100-23, only under the following conditions:

- (A) DOT specification tank cars 112A and 114A that are not equipped with head shields required by 49 CFR 179.100-23, transporting flammable compressed gas requiring dangerous placards, shall not be cut off in motion. No car moving under its own momentum shall be allowed to strike any DOT 112A or 114A tank car containing flammable compressed gas placarded dangerous, that is not equipped with head shields required by 49 CFR 179.100-23, nor shall any such car be coupled into with more force than is necessary to complete the coupling.
- (B) The shipping papers required by 49 CFR 174.510 for loaded tank cars containing flammable compressed gas placarded dangerous must carry the notation: 'DOT 112A' or 'DOT 114A' and 'must be handled in accordance with FRA E.O. No. 5'.
- (C) Railroad employees must be informed of the presence of these cars and instructed to handle them in accordance with the requirements of this order.

"A civil penalty of not less than \$250 nor more than \$2500 will be assessed for each violation of this order."

Current instructions with respect to switching tank cars containing flammable compressed gas will remain in effect. Bill of lading must carry notation "DOT 112A" or "DOT 114A" and "must be handled in accordance with FRA E.O. No. 5" in line with Item B of the above order and such notation must be transcribed in full to waybill. In absence of such notation on bill of lading, shipment will not be accepted by agent or others.

Tank cars class DOT 112A and DOT 114A uninsulated and not equipped with head shields are designated by the following A.A.R. Car Type Codes:

<u>CLASS</u>	<u>AARKND</u>
112A	T590 through T629
114A	T640 through T659

A.A.R. Car Type Codes are output as a response to TOPS Car Inquiry Procedure (A9 1 or A9 2), viz; CAR INQUIRY RESPONSE

ACFX 80258 T T607 LW038 CP 186 CF000 ILO00 LO52 IW000 DW00
 HR1501 PCB ACFX 80272 T T607 LW038 CP186 CF000 ILO00 OLO52
 IW000 DW00 HR1501 PCB UTLX 37366 T T607 LW037 CP189 CF000
 ILO00 OLO51 IW000 DW00 HR1501 PCB GATX 33459 T607 LW037
 CP188 CF000 ILO00 OLO53 IW000 DW00 HR1505 PCC END

If regular waybills accompanying loads of FCG in cars DOT 112A and/or DOT 114A are destroyed and it is necessary to move them on "computer waybills" overlaid with matrix, such documents must be endorsed on upper left-hand corner with notations DANGEROUS AND FLAMMABLE COMPRESSED GAS in letters not less than 3/8 inches high.

CPU waybill must carry notations "DOT 112A" or "DOT 114A" and state "must be handled in accordance with FRA E.O. No. 5". Any abbreviations in commodity and/or classification description in CPU printout must be expanded to full words. The U. S. Department of Transportation also requires that the net weight of any hazardous material be shown on car movement waybills. New weight in pounds can be determined by deducting Tare Weight (D7 printout) from Gross Weight (Columns 23-25 of Yard Card) and multiplying result by 2,000.

When loads of FCG in tank cars class DOT 112A or DOT 114A are received in interchange and the prescribed waybills accompanying such cars do not have the FRA prescribed endorsement, viz:

1. "DANGEROUS"
2. "DOT 112A" or "DOT 114A"
3. "must be handled in accordance with FRA E.O. No. 5"
4. "DANGEROUS PLACARD"

Yard or agency forces responsible for interchange will add proper notations to waybills indicating location where added. A copy of any such waybill will then be sent to Manager of Damage Prevention and Loading Services, San Francisco, for handling with originating carrier.

In addition, it is doubtful if any waybills covering tank cars of FCG received in interchange will have the company prescribed "FLAMMABLE COMPRESSED GAS" endorsement. This stamp or endorsement must be applied also. However, if this is the only endorsement to be applied, copy of waybill should not be sent to Manager of Damage Prevention and Loading Services.

Cars containing FCG must not be forwarded from origin station until Conductor on train handling has, in his possession, properly prepared waybills for all cars containing FCG.

Cars containing FCG will be forwarded as promptly as possible in yard cuts, switchers, locals or interchange movements and move to proper location for immediate entrainment in outbound designated close connection setting over to outbound train with minimum handling.

Cars containing FCG will not be accepted from interchange unless they are accompanied by proper shipping documents or other necessary information identifying cars as containing FCG.

Upon arrival of empty cars intended for loading of FCG, Agency forces will identify those cars requiring Class "A" inspection. Agency forces will list cars for inspection and pass list to Car Department. After Class "A" inspection has been made and written certification is received, Agency forces will retain certification of inspection for future reference. When car is ordered for FCG loading, Agency forces will check file for inspection date and not order car spotted unless car has an inspection date within 15 days of spotting.

On all copies of switch lists, cars containing FCG must be identified by the letters FCG, printed in red, following the initial and number of each car.

Waybills covering shipments of FCG will be stamped in 3/8-inch block letters "FLAMMABLE COMPRESSED GAS" in addition to existing "DANGEROUS" stamp.

15. ROTATING EQUIPMENT MOVING ON OWN WHEELS

TOPS program for the notification of forces that rotating equipment is moving on its own wheels or on flat cars is now in effect. The TOPS output reads as follows:

ATTENTION CAR INSPECTORS

INSPECT SECUREMENTS ON TRAIN (Train ID) FROM (Stn. No.)
DEP (Hr Mi) (Dy)

(Car No.) (Car Kind) LOCATED nnn CARS FROM CAB COMMODITY:
(7 Digit Code) (Long Description of Contents)

Although the above message is issued for flat cars carry waybill, only those, on own wheels or on flat cars, with one of the following numbers requires inspections:

35-313-36	35-314-50	35-319-16
	35-314-51	35-319-45
35-314-10	35-314-56	
35-314-14	35-314-59	35-331-34
35-314-22	35-314-72	35-331-50
35-314-24	35-314-73	35-331-64
35-314-26	35-314-75	

The TOPS Message is sent to inspection forces at the

- (1) Input Station
- (2) Intermediate Consist Points and
- (3) Next Detailed Consist Point enroute and so on to final destination or point of interchange.

The Handling Instructions are:

Upon receipt of this message, pass copy of this message to your supervisor.

Supervisor must contact all concerned for proper handling when train arrives at your station.

Our connecting lines have been notified not to place such equipment or loads in run-through trains. However, if found in a run-through train, time must be taken to make a thorough inspection.

Inspection Requirements:

1. If load or move originates on our lines, inspection must be made by a competent load or car inspector prior to being picked up at industry's spur, team track, et cetera.
2. All such loads, whether received in interchange or originate on our lines, must receive a thorough inspection at terminal where car or train receives Class "A" inspection.
3. At intermediate terminals where train receives Class "B", "C", or "D" inspection, securements must be inspected to ensure all are intact and secure.
4. Train crews, when able at meets on sidings, emergency stops, derailments, etc., should check securement details to see all are secure.

Securement of rotary equipment is covered in Section 4 of the Open Top Loading Rules as follows:

Crawler Type	Figs. 20 to 28, Incl.
Pneumatic Tire Type	Figs. 29 to 33-B, Incl.
On Own Wheels	Figs. 35 and 37.

Upon approval of all securement details by your inspector, Rule 19 of the Open Top Loading Rules must be complied with in every detail. This rule is quoted as follows:

"Rule 19. Machinery, Rotary or Swinging Type -- Inspection and Carding.

"Machinery (including covered machinery) of this type, such as cranes, derrick, steam shovels, mining, etc., due to extraordinary hazards in transporting, whether loaded on cars or moving on its own wheels, the rotating or swinging portions, including booms, extensions, gun turrets, gun barrels, unsecured counterweights, etc., must be tied down to car or machine to prevent displacement in addition to locking devices that might be provided on the machine. When covered by a specific figure, details

of individual figure will govern. Telescoping booms and outriggers must be fully retracted and locked. Machines with outriggers, if so equipped, must have positive locking device engaged in retracted position. Machines not equipped with positive locking device must have outriggers secured with steel cable or wire rope, not less than ½-inch diameter, to prevent displacement in transit. This security must be certified to by an authorized inspector who shall fill out two cards and attach one card to each side of machine moving on its own wheels, or to each side of car upon which machine is loaded."

The card referred to therein is our Form S-7029 entitled "Machinery - Rotary Type". Also, if load is to move in or into line clearances as outlined in our Line Clearance Circular (Latest revision), high and/or wide placards must be applied per instructions in circular.

Where the above listed figures, Figures 20 through 33-B, inclusive, indicate steel rods or cable, such securement must be properly applied and protected from all sharp edges at all securement points. Figures 35 and 37, cranes moving on own wheels, cables must be applied per CMP-F-AP-14, II.b and b-1, latest revision.

If it is noted that any blocking or tie-downs have been shifted or broken or there is side or end shift, the car must be cut out of the train and proper resecurement made before such loads move onto destination.

Inspection forces must maintain a log book, by car number, date, location, type of equipment so shipped, Loading Rules Figure applicable to load and date-time when OK'ed for movement.

Supervisor responsible for inspector must initial each entry so that supervisor will be aware of movement and that load securement has been approved by his representative.

16. WATCH INSPECTORS

The following is a current list of Watch Inspectors for the Western Division:

San Francisco	A. R. Handley, Manager, Time Services One Market Plaza
Alameda	Seelenbacher Jewelers, 1507 Webster St.
Antioch	Clark's Jewelers, 1635 A Street
Berkeley	White Jewelers, 2163 Shattuck Ave.
Calistoga	W. A. Stone, P. O. Box 4156
Concord	Sawyer's Jewelers, 1703 Oak Grove Rd.
Crockett	A. Ghioldi, 726 2nd Avenue
Fairfield	Richard Davis, 714 Texas Street
Fremont	Easley Jewelry, 37683 Niles Blvd.
Hayward	Bulova Center, 22439 Foothill Blvd.
King City	Hesselbein Jewelers, 315 Broadway
Los Gatos	Peters Jewelry, 13 N. Santa Cruz Avenue
Manteca	Porterfield Jewelers, 137 Maple Avenue
Martinez	Wolff's Jewelers, 814 Main Street

Monterey	Bergquist Jewelers, 447 Alvarado St.
Oakland	L. E. Hitchcock, 379-15th Street
Oakland	Riskins Gem Shop, 1946 Broadway
Pittsburg	Woulf & Ury Jewelers, 485 Railroad Ave.
Redwood City	Kessinger Jewelry, 2201 Broadway
Richmond	Stribley Jewelers, 3109 McDonald Ave.
Roseville	Martin's Jewelers, 245 Vernon Street
Sacramento	Grebitus & Son, Country Club Center
Sacramento	Grebitus & Son, 1100 K Street
Salinas	Andrus Jewelers, 218 Main Street
San Bruno	Tick Tock Shop, 538 San Mateo Avenue
San Carlos	Danielson's Jewelers, 725 Laurel Street
San Francisco	Solari Jewelers, 745 Third Street
San Jose	Sholes Jewelers, 33 N. First Street
San Jose	Hester Jewelers, 1441 The Alameda
San Leandro	Allphin Jewelers, 1366 East 14th Street
San Luis Obispo	Don Andrews Jewelers, 1120 Garden Street
San Mateo	Bennett's Jewelers, 149 Third Avenue
Tracy	Jolley, 51 W. 10th Street
Tracy	Carter's Jewelry, 901 Central Avenue
Vallejo	Frank Lovegod Company, 614 Marin Street

17. APPROVED WATCHES

The following are the only watches approved for use:

American 16 size RR grade pocket watches.
Ball RR Automatic & Manual wind watches.
Accutron RR 214, 218, & Mark IV-B watches.
Bulova Quartz RR Approved Watches.
Seiko Quartz RR Approved Watches.
Wyler Quartz RR Approved Watches.
Ladies Bulova Quartz RR Approved Watches.
Hamilton 505 RR Electric Watches only if in service prior to 1969.

18. EYE GLASSES

Contract has been signed with American Optical to furnish protective prescription glasses to our employees at reduced cost on payroll deduction.

Cost of eye examination and fitting is to be borne directly by the employee.

Posters and wall chart are prominently posted at strategic locations and prescription-payroll deduction forms are available at offices of Terminal Superintendents and Trainmaster, as well as latest price schedules for the various types of lenses.

19. CROSSING BLOCKING

In the event of an uncontrolled crossing blocking, where mechanical trouble or other uncontrollable circumstances make it impossible to clear a public crossing as required by special instructions, Conductor or Engineer will immediately notify nearest station by radio or other means of communication, stating crossing name or number, the nature of the difficulty encountered, and an estimate of when the crossing will be cleared.

Station personnel receiving such notification will immediately determine local police agency having jurisdiction over crossing involved, and promptly notify them by telephone of the blocking and estimated time to clear crossing. Station personnel must then promptly notify Special Agent, providing them same information.

20. USE OF COMMERCIAL CARS FOR HANDLING COMPANY MATERIAL

The following rules apply and must be strictly observed by all concerned:

All empty railroad-owned cars, except those which are mechanically defective, those moving on revenue waybills for which movement charges are applicable, and those with car kind of "MO" or "ML", are under the responsibility and direction of the Transportation Department.

Empty commercial cars required for loading company material, including cleaning up derailment debris, must be ordered through the local agent, who will fill the order in the same manner as for other shippers. The local agent will prepare Form 1345 for these orders and show "Company Material" in the commodity field.

Empty cars for which no car order has been placed, must not be held for prospective loading of company material. Additionally, operating crews or officers are not to divert any empty car away from its computer assigned destination unless agreed to by Transportation Department-Car Service Section in San Francisco.

All commercial cars in company material service, including empties covered by car orders and inbound loads, are to be placed in hold status with reason Code "G" (Company Material) when standing at destination.

Commercial cars containing company material must be unloaded as quickly as possible and empty release reported promptly to TOPS. All other status and location changes must also be reported promptly to reflect current situation, location and disposition of these cars. Conductors work reports containing this information will be turned in at the nearest TOPS Office for reporting. MofW personnel will be responsible to insure that the above information is correct.

A commercial car is defined as any railroad-owned car, system or foreign, except Maintenance of Way (SPMW) marked cars.

21. TRANSFER REQUESTS

Employees desiring to change from one Agreement covered occupation to another must write to Assistant Manager Personnel - Employment, One Market Plaza, San Francisco. The employe will then be furnished a transfer request to be completed and given to their immediate supervisor. The supervisor will complete that portion entitled "Supervisor's Recommendation" and forward for further handling.

Transfer requests will remain valid for one (1) calendar year.

22. BLUE SIGNAL RULE

Rule 26 of the General Rules and Regulations is revised to read as follows:

"26" As used in this rule, the following definitions apply:

Workmen - Railroad employes assigned to inspect, test, repair or service railroad rolling equipment.

Group of Workmen - Two or more workmen of the same or different crafts assigned to work together and who are in communication with each other while the work is being done.

Craft - Workmen who have different skills, such as machinists, electricians, carmen, etc.

Service - Excluded is work that will not subject workmen to danger of personal injury, such as supplying cabooses, locomotives, or passenger cars with items such as ice, drinking water, tools, etc.

Engine - A unit propelled by any form of energy, or a combination of such units operated from a single control used in train or yard service.

Rolling Equipment - Engines, units, railroad cars and engines coupled to one or more cars.

Blue Signal - A clearly distinguishable blue sign reading "Men at Work" (white lettering on blue background) or blue light. At night a blue light must be attached to each blue sign displayed. Where permanent light-type signals are used, a blue light displayed indicates blue signal protection. Yellow light displayed indicates blue signal protection has been removed. Absence of light must be regarded as if blue light is displayed.

Switch Providing Access - A switch which could permit rolling equipment to couple to equipment being protected.

Blue signals indicate that workmen are on, under, or between rolling equipment and that the equipment must not be coupled to or moved, except as provided for on locomotive maintenance facility tracks or car repair tracks.

When a blue signal is displayed at the entrance to a track, rolling equipment must not enter that track.

Other rolling equipment must not be placed on the same track so as to block or reduce the view of a blue signal except:

- (a) On locomotive maintenance facility tracks.
- (b) When displayed at a derail when derail is used to divide a track into separate working areas.

Blue signals must be displayed by or for each group of workmen who are to work on, under, or between rolling equipment. They may be removed, or display discontinued, only by or when authorized by the group who placed them or requested their use.

Before workmen may work on, under, or between rolling equipment, protection must be provided as follows:

- (a) ON A MAIN TRACK:
 - (1) A blue signal must be displayed at each end of the rolling equipment, and
 - (2) If the rolling equipment to be protected includes engine(s), a blue signal must be attached to the controlling unit at a location where it is readily visible to the engineman or operator at the controls of that engine.

When more than one craft is engaged in the work, discs with the name of each craft must be attached to this blue signal. A disc may only be removed by the craft attaching it or by an authorized workman. A blue signal may not be removed from an engine until all discs, if any applied, have been removed

- (3) When emergency repair work is to be done by workmen on, under, or between rolling equipment coupled to an engine and a blue signal is not available, employe in immediate charge of work must orally notify the engineer and receive acknowledgement that protection is provided.

Rolling equipment must not be moved, nor air brakes applied or released, until workmen are clear and the engineer so orally advised by the same employe.

(b) ON ANY TRACK OTHER THAN MAIN TRACK:

- (1) Each manually operated switch including crossover switch providing access to that track, or access to locomotive maintenance facility or car repair area tracks must be lined against movement, locked with a Mechanical Department lock, and a blue signal placed at or near each such switch. A derail may be used instead of a hand-operated switch when located at least 150 feet from the end of the rolling equipment and locked with a Mechanical Department lock in derailing position. On locomotive maintenance facility tracks, derails may be located 50 feet instead of 150 feet from the end of the rolling equipment. A blue signal must be displayed at each derail.
- (2) If the rolling equipment to be protected includes engine(s), a blue signal must be attached to the controlling unit at a location where it is readily visible to the engineman or operator at the controls of that engine.

When more than one craft is engaged in the work, discs with the name of each craft must be attached to this blue signal. A disc may be removed only by the craft attaching it or by an authorized workman. A blue signal may not be removed from an engine until all discs, if any applied, have been removed.

- (3) Where remotely controlled switches provide access to the track, the employe in charge of the workmen must notify the operator controlling the switches of the work to be performed. The operator must line each such switch against movement to that track, secure the controls in that position, and advise employe in charge of the work that protection has been provided. The operator must maintain this protection until notified by employe in charge of the workmen that it may be removed. The operator must keep written record showing:

- (a) Date and time he received notification of work to be performed;
- (b) Name and occupation of the employe in charge requesting the protection;
- (c) The number or other designation of the track involved;
- (d) Date and time person in charge of workmen notified that protection has been provided; and
- (e) Date, time, name, and occupation of the person in charge of workmen authorizing removal of the protection.

This record must be maintained for 30 days.

An engine may be moved into locomotive maintenance facility tracks after blue signal has been removed from the entrance switch. The entering engine must stop before coupling to another engine.

An engine may be repositioned on locomotive maintenance facility tracks after:

- (a) All workmen on the track have been notified of the movement;
- (b) Blue signal has been removed from controlling unit of engine to be moved; and
- (c) Movement has been authorized by the employe in charge of workmen.

An engine may be moved from locomotive maintenance facility tracks after blue signals have been removed from the controlling unit and from the departure switch.

On car repair area track protected by blue signals, rolling equipment may be repositioned with a car mover under the direction of the employe in charge of the workmen, after the workmen have been advised of the movement.

23. LAYOFFS AND LEAVES OF ABSENCE

Employes will not be "LAID OFF SICK". In the event illness, on-duty injury or off-duty injury makes it impossible for any employes to protect their assignment, notification must be made to their immediate supervisor or crew dispatcher that they will not be physically able to protect their assignment account illness or injury. Crew Dispatchers or authorized Supervisors will make proper record and, if necessary, arrange to protect the absent employe's assignment. It must be understood by the employes who are physically unable to protect their assignment that they are not in a "LAYOFF" status, and it is incumbent upon them to report to the proper authority for duty as soon as they are physically able to do so.

Employes finding it necessary to mark off because of illness, on-duty injury or off-duty injury, making it impossible for them to protect their assignments for more than 48 hours, will be required to obtain a doctor's release when instructed to do so by an appointed officer or supervisor. In any event in those cases of illness, on-duty or off-duty injury where disability exceeds 7 days, the employe must provide the name and address of the attending doctor, along with medical proof of the necessity for absence, including estimated length of such absence.

In all cases of leaves of absence or layoffs for any reason except illness or injury, the following will govern:

Employes who have rest day(s) assigned will be given permission to lay off only by authority of an appointed officer or supervisor who may grant request according to conditions.

Chief Crew Dispatchers, Crew Dispatchers, Chief Clerks, Assistant Chief Clerks and other delegated with such responsibility have authority, according to conditions, to grant up to 48-hours layoff to those employes who do not have assigned rest day(s). Employes granted this permission must again perform service before requesting or being granted permission to again lay off. Employes may mark up consistent with their respective labor agreements.

Employees who do not have assigned rest day(s) may be permitted to lay off not more than four times each month for periods not exceeding 48-hours each layoff. Employees granted this permission must again perform service before requesting or being granted permission to again lay off.

Layoffs for 3 to 6 days may be orally authorized by appointed officer or supervisor according to conditions.

Layoffs from 7 to 29 days must be requested in writing and be approved in writing by an appointed officer or supervisor. Requests for leaves of absences exceeding 29 days must be made in writing, addressed to their immediate supervisor who will handle further with Superintendent's Office; request must state reason why leave of absence is necessary or desired. Personal business is not an acceptable reason.

Employees who carry Group Life Insurance and their absence exceeds 30 days must complete Form 9223 "Request for Continuance of Group Life Insurance During Absence", and Form 9223 must be approved by the employee's supervisor. Employees who do not carry Group Life Insurance must so state in the request for leave.

Employees must provide Crew Dispatcher's Office or immediate supervisor with their current telephone number and current residence address. Any change must be immediately reported to that Office.

Unless otherwise specified by agreement provision, employees absent from duty account vacation or who have been relieved because of mileage limitations must report for duty as of 12:01 AM on the day following vacation or end of mileage checking period unless arrangements are made through proper authority to extend layoff period.

Employees who make application for and are assigned to another job or are assigned by Bulletin to another job must immediately arrange through proper authority to report for the job assignment unless arrangements are made through proper authority to lay off.

In event it becomes necessary for a switchman or engineman in yard service to lay off during their tour of duty, employee must personally contact Yardmaster for permission or authority to lay off. Yardmaster may grant such permission if warranted and must then immediately notify an appointed officer as well as notify Crew Dispatcher to mark the individual off, giving the reasons therefor and record must indicate yardmaster's name authorizing such layoff.

There are no exceptions to these instructions for anyone who has an employe relationship with the Southern Pacific Transportation Company.

24. ABSENCES OF MORE THAN 30 DAYS/ILLNESS OR OFF-DUTY INJURY

The case of any employee who has been off duty more than 30 days because of illness or injury off duty must, of necessity, be reviewed by the Chief Medical Officer, before return to duty can be considered.

This office will forward a form CS-5662-A with a form CS-5662, "Return to Duty Status," attached to the employee's home address by U.S. Certified Mail. This normally will be issued after the employee has been off duty for 30 days.

All employees who are off duty more than 30 days because of illness or injury off duty must be aware that it is necessary that they furnish their attending physician Form 5662 and, in turn, their attending physician must forward a full medical report on their condition to Dr. John E. Meyers, Chief Medical Officer, Southern Pacific Transportation Company, Room 301, One Market Plaza, San Francisco, Ca. 94105.

As stated, before the employee can be released to resume duty, the Chief Medical Officer will have to review his case.

AGENTS-CLERKS

1. HANDLING DISABLED CARS ON REAR OF TRAIN

Following instructions will govern handling of cars tagged, "To be Moved on Rear of Train," between any terminal and/or division:

a. Mechanical Department will be responsible for any movement of a weakened car. After such car has been okayed for movement by proper Mechanical Department representative, "Switch to Rear" tag, Form CS 4453 must be applied to each side of the car. In the case of an empty, it will be Mechanical Department's responsibility to provide "Shipping Order," Form CS 4915, to local agent specifying destination of car and same must bear the blocked notation:

This car must be handled
on rear end of train only,
and behind helper engine.

Mechanical Department Representative will, at the same time, prepare and arrange for forwarding of a telegram addressed to the Chief Dispatcher and Terminal Superintendent or Trainmaster of origin terminal, showing car initial and number, its condition, its destination and calling attention to the fact that it is carded for handling on rear of train. Car must also be shown "Switch to Rear" on switch list, Form 1310, that is prepared to cover switching to repair track.

b. Agency forces, billing car to destination shown on Shipping Order mentioned above, must make certain that blocked notation:

This car must be handled
on rear end of train only,
and behind helper engine.

is transcribed to waybill.

2. DIRTY CARS

In connection with our program of policing the complete unloading of cars by shippers in compliance with Rules 14 and 27 of the Uniform Freight Classification, the following applies:

Where Industry Clerks are assigned, they must make physical inspection of empty cars and if found to contain dunnage or debris, they will contact the appropriate industry employee advising them of the consignee's responsibility to release cars in clean condition. If problem continues, Industry Clerk will notify his superior for further handling, as necessary.

When cars are unloaded at team tracks, they are not to be pulled unless they are released in a clean condition. If debris from the car is left in the team track area, car is not to be pulled. In either case consignee must be notified promptly of his responsibility to not only release car in a clean condition, but to see that the debris from the car is not left on our property.

When cars are found dirty after leaving Industry track, they will be returned, if practical to do so, to consignee and demurrage applied while cars are cleaned. When not returned, matter is to be appropriately handled with consignees.

Both wood and paper grain doors are considered as part of the car and consignees are not required to remove them.

3. AGENTS AND CLERKS TIME RETURNS

Overtime as a result of Dispatcher's requirements must be reported to Dispatcher.

No overtime is to be worked without first obtaining authority.

This includes, but is not restricted those days that are holidays in the current Clerks' Agreement. There is to be no service performed by employees covered by the Clerks' Agreement on such holidays unless advance authority is received.

4. RULES GOVERNING EXAMINATION OF AGENCY RECORDS BY OUTSIDERS

When requests, verbal or written for special information are made directly on Agents by outsiders, determine what is required and transmit the request to this office for disposition. There is no exception to this regulation.

Interstate Commerce Act makes it "unlawful for any officer, agent or employee to knowingly disclose information concerning the nature, kind, quantity, destination, consignee or routing of any property tendered or delivered to such common carrier for interstate transportation". Correspondence, records and accounts at agencies may be examined by outsiders only as set forth in Rules 4 to 8 of Accounting Department Circular 30-I, as amended. See Item 4, page 3.

5. USE OF FACILITIES BY OTHERS

Trucks have made use of our platform and station reservations for the purpose of transferring loads from one truck to another. This practice must not be permitted.

6. ADDRESSES OF EMPLOYEES

Agents must keep up-to-date address book and telephone number of all employees working at their respective stations.

7. STATIONERY REQUISITIONS AND REQUISITIONS FOR OTHER SUPPLIES

Requisitions must be forwarded to Station Supervisor on Forms 4218 or 2004-G, as required.

Separate requisitions to be made for each class of service and also for coal, electric light globes, oil and waste of car seals.

8. UNAUTHORIZED ENCROACHMENTS AND USE OF COMPANY PROPERTY

Employees should be on the alert for roadway and other unauthorized encroachments upon our property. Unauthorized occupancy of our property for any purpose is prohibited and should be reported.

Before any property can be used, it must be covered by lease arranged through Superintendent's Office.

Please have it understood with all concerned that no one is to be permitted to come on the property and take photographs without property authority.

9. MOVEMENT OF DWELLING HOUSE OR OTHER BUILDING ACROSS RAILROAD TRACKS

Upon notification by a house mover or contractor concerning his desire to move structures across our track, they should be referred to the District Maintenance of Way Manager, or you should notify the District Maintenance of Way Manager of the movement. Also, Chief Dispatcher must be advised of all instances, giving date and time of movement.

Deposits as estimated by District Maintenance of Way Manager should be collected prior to movement and this office immediately notified in order that Spot Cash Bill may be made and forwarded to you to clear your accounts.

10. INFORMATION FOR SPOT CASH BILL

When you receive deposits covering estimated or actual cost of repairs to circus cars, services of employees for protecting movements of trains when houses, etc., are to be moved across operating track, water, electricity, gas, etc., to be furnished, industry spur track to be constructed or any other work or service to be performed for outsiders, etc., and do not have Spot Cash Bill or Bill Collectible covering, advise Superintendent's Office promptly after deposit has been received so Spot Cash Bill covering may be made without delay.

Furnish the following information:

1. Payor's correct name.
2. Payor's correct address.
3. Location of service. Name of nearest station and milepost location if between stations.
4. Description of work or service to be performed.
5. Name of street, road, highway or milepost location of crossing to be protected.
6. Date work performed.
7. Time work performed.
8. Reference to any correspondence from this or other offices relative work or service.
9. Name and address of party making deposit.
10. Name and address of party or firm to be billed with cost of work or service.
11. Amount deposited. When work or service is to be performed for any other than party making payment, advise name of party making payment and name of party or firm to be billed for cost of work or service.

11. EXCESS SIZE LOADS

All excess height cars, including those box cars which exceed Plate "C", must be cleared by the Terminal Agent's Office, Oakland, before loading is permitted and must also be cleared before being accepted for movement to any destination on any railroad. Authority must be obtained for these cars in the same manner as for any "high wide" open top load. Some cars which exceed Plate "C" will not physically clear between some points such as (but not limited to) San Francisco, the Santa Cruz Branch, the Redlands Branch, the Sausalito Branch, the Hayden Branch, the Clifton Branch, the Siskiyou Line, and the Tillamook Branch. Specific clearance must be obtained thru the Terminal Agent's Office, Oakland, before movement.

When any shipment we originate exceeds published clearance either on our line or on any foreign line, authority must be obtained thru the Terminal Agent's Office, Oakland, before accepting or forwarding. Telephone number for the clerk who handles clearing excess size loads is 44853. In case of any doubt at all, this clerk must be contacted before accepting or forwarding such a shipment.

For all loads exceeding published clearances, both on our line or foreign lines over which load is to move, permission must be secured from Chief Dispatcher before accepting or signing bill of lading. Do not accept any foreign or private marked dead locomotives, locomotive cranes, or other industrial equipment moving on own wheels, or any excess dimension and/or excess weight, shipments or cars, unless authority is first obtained from Chief Train Dispatcher. The matter must be handled with the Terminal Agent's Office, local 44853, Oakland, by wire or telephone.

On any train, the consist of which includes cars loaded as described in instructions, high and wide loads should be blocked together in one place in the train and if its length permits, they should be entrained at least five cars' distance from both the caboose and engine.

Placards, Form S 2137, "Excess Height," Form S 2137-A, "Excess Width," will be placed on all cars or loads with dimensions exceeding our published clearances as shown in Line Clearance Circular and Railway Line Clearance. A car or load which has both excess height and excess width should be applied when authority is given for movement of excess width cars or loads.

Divisions in California are also required to placard loads moving within that state with dimensions in excess of 15 feet 6 inches in height or 10 feet 10 inches in width. The placards should be applied off line, and at loading station if loaded on our rails.

Yard Clerk, when making check of train is to note on the train check all cars or loads placarded excess size and for Outbound Clerk in Yard Office to issue a form such as is at present issued, to cover cars containing acid, explosives and inflammables (which form is addressed to the Conductor and Engineer of the train handling) to cover each card or load in excess dimensions. Conductors should understand thoroughly that it will be their responsibility to check these forms to assure themselves that they have the necessary train orders to cover.

To prevent any mishaps that could occur if an attempt is made to move certain cars through tunnels or other structures that do not provide adequate clearance, please contact the Transportation Department for an OK when diversions are placed moving shipments in high cube or open top cars to the following:

1. Santa Cruz Branch between Santa Cruz and Olympia, California.
2. Hayden Branch between Magma and Winkleman, Arizona.
3. Any diversion which may require movement over the Siskiyou line between Hornbrook and Ashland.
4. Any other location where clearance authority is required.

12. SHIPMENTS OF EXTRAORDINARY VALUE

Agency receiving bill of lading for shipments of extraordinary value will wire Mr. W. M. Jones San Francisco, copy to Mr. C. A. Gee, Chief Special Agent, when value of rail car shipment exceeds \$300,000 per car or when value of shipment exceeds \$150,000 per trailer or container. Wire advice must include following information:

1. Reporting mark and number.
2. Contents.
3. Origin point and shipper.
4. Final destination and consignee.
5. Complete routing including junctions.
6. Value of shipment.
7. Date of shipment.
8. If shipment is dimensional, reference to forwarding authority will be given.

13. HANDLING OF DF LOADERS

All DF loaders, either SP ownership or foreign ownership, are to be reported to the Car Distributor.

All stations loading out DF loaders will furnish the following information:

- Shipper and point of origin.
- Date loaded.
- Consignee and destination.
- Complete routing.
- Any Stop-off points and consignee (if applicable).
- Any transloading information (if applicable).

14. HANDLING OF REJECTED CARS

Refer to instructions regarding Reporting, Handling, and Waybilling Requirements for Empty Cars.

Of particular concern are cars spotted for loading then rejected. Instructions require that the cause of reject must be determined and appropriate disposition obtained from car distributor or mechanical forces, depending upon the nature of the reject, before cars are forwarded.

Incidents of empty cars arbitrarily forwarded without proper authorization continue must be stopped.

15. HOURS OF SERVICE ACT

Following will govern preparation and rendition of Form CS 2187-A:

1. Hours of Service Act requires that record be maintained on prescribed form showing the time on duty of employees who, by the use of telegraph, telephone, intercom system or other means of electrical transmission, dispatch, report, transmit, receive or deliver orders pertaining to or affecting train movements.

2. For this purpose, a separate Form CS 2187-A, Hours of Service Report, shall be used by each such employee in recording service performed on each day worked during the month.
3. Each tour of duty must be accurately recorded in space for the date on which the period of service commenced on a daily basis.
4. Employee will certify to the accuracy of time record by personally signing in space provided for each date on which service is performed. Use of typewriter or rubber stamp for this purpose is prohibited.
5. One copy of form shall be prepared and forwarded after the end of each month to the Trainmaster for Districts 1 and 5 and the Terminal Agent for Districts 2, 3 and 4.
6. Any instance of service in excess of nine hours at a continuously operated station and twelve hours at day only station within any 24-hour period must be immediately reported to Superintendent or Chief Dispatcher by wire and by complete explanation on back of Form CS 2187-A. The term "station" also means any office, tower or place.
7. When an employee leaves the service, is temporarily released, or is transferred to another station, agent will be held responsible for seeing that the employee while under his jurisdiction has entered on Form CS 2187-A each tour of duty for the current month in which service was performed; that appropriate notation is shown immediately following last day worked when the employee is temporarily released or leaves the service. In case of transfer to another station on same Division during current month, form will stay with employee until end of month.
8. An employee at a one-man station who leaves the service is required to furnish Form CS 2187-A, completely filled out, to correspond with all time to be covered by time voucher.

16. DISPLACEMENTS, HANDLING

Instructions of long standing are to the effect that when the displacement is received from a clerical employee, which includes wording to the effect that he is displacing on the highest rate of position for which he can qualify, is not to be accepted until it is approved by Terminal Agent (or his designated representative), Station Supervisor or Station Clerk in this office.

These are the only designated personnel to accept such displacements.

17. SPECIAL SWITCHING SERVICE, DUMPING BALLAST, ET CETERA

In connection with the dumping of ballast and/or other materials by a contractor using our engine and crews, the following will apply:

For special switching service of only a short duration, a few hours or less, and where regularly assigned engines and crews are used to perform work for individuals, contractors, or others in connection with the construction or maintenance of Industry tracks or in loading and unloading shipments such as rock, ballast, poles, etc., a charge of \$120 per hour (minimum \$120 for first hour or fraction thereof) will be made to cover rental of equipment, cost of fuel, supplies, wages of crews, et cetera. Where fraction of an hour is involved beyond the first computation therefore shall be as follows:

15 minutes or less count as 15 minutes
 16-30 minutes count as 30 minutes
 31-45 minutes count as 45 minutes
 over 45 minutes count as one hour

For estimating charges, you will use one hour for each car handled. Time shall be computed from the time engine leaves its regularly assigned duties for the purpose of performing a special switching service until it returns to its regular duties. Charges are to be collected through the use of a Miscellaneous Bill and estimated charges should be paid in advance, by check. Any questions should be referred to the Station Supervisor in this office.

Where the request for service is for other than a short duration or where more than one locomotive unit is required, agreement covering furnishing of service must be requested of this office and no service is to be performed until this office approves.

The provisions of this notice do not apply to transactions between this Company and its affiliated or subsidiary companies or between such companies, or to joint facilities covered by individual contracts, the terms of which shall govern.

18. TRAIN ORDER RETENTION

Office copy of train orders must be retained on file for at least six months.

19. FORMS 2004-G

Forms CS-2004-G are to be forwarded to the Station Supervisors for those agents on Districts 1 and 5, and to the Terminal Agent on District 2, 3 and 4. There must be no failure to see that this is done in each case.

Following are current instructions in connection with the preparation of Form CS-2004-G:

1. Requisitioned By: Indicate name and title of person or department requesting.
2. Purchase Order Number: Must be shown and must be the precisely correct eleven digits. In the case of orders issued for use by several departments or locations, the numbers will be either of five or seven digits. The two middle digits indicate the departments such as "98" for MoFW, "56" for A&WE, "00" for Operating, "57" for Communications and "97" for Mechanical. The first four digits to the left of the order number represent the Expense Allocation Code and will also need to be added to the number by the maker.
3. Release Number: To be shown for proper PACE accounting charges. Work Order and Expense Item No. (EIN) must be shown if department is on PACE accounting system. GMO numbers are to be shown in "WO" space, if applicable; otherwise 10,000.
4. Ship to C/O: Should be shown as title or department and address. Use of names should be avoided where possible.
5. Vendor Name and Address: Must agree with that shown on original order.
6. Description and Quantity: Show both the quantity required and the unit of measure. In the event there is insufficient space on the CS-2004-G to list all of the items, attach a list on plain paper but duplicate lists must appear on all copies of the CS-2004-G. Practice of showing "per attached invoice: as well as any reference to "One Lot" or "Lot of Material" is to be discontinued.
7. APPROVED BY: Must show name of person actually making the release, legibly signed in long hand (not initialed or name typed); also actual title must be shown such as "Supvr., B&B", "Mechanical Foreman," "District Maintenance of Way Manager," or any one with any other title who is authorized to make releases on CS-2004-G forms in line with departmental instructions. In no case are CS-2004-G's to be signed in advance by supervisors or others.

8. Material to be Used For: Should show brief description of purpose or end use.
9. Furnished to Vendor: Original white copy and pink copy of the CS-2004-G are to be mailed or delivered to the vendor before material is received. Practice of waiting for invoice copies before preparing CS-2004-G is not permitted.
10. Receiving for Material: Yellow copy is the receiving record and is to be completed by the consignee when material is received. Individual actually receiving material must sign his own name in long hand, showing his title as well as date received. Receiving certification is to be made only for material actually known to be received. For material over, short or damaged, see reverse side of yellow copy of CS-2004-G.
11. File Retention: Blue copy is file copy and should be left intact in CS-2004-G book in numerical sequence. Spoiled forms are to be marked "Void" and all copies left intact in book. Books of completed forms are to be retained in office of supervisor for two years. Certification on back flap is to be completed by supervisor after review of copies of shipping release has been made by him.
12. Where Obtained: Supplies of CS-2004-G forms will be issued by Moore Business Forms by submitting Form CS-2004-G with no other item on request and approved by delegated authority. Phone requests will not be recognized by Moore Business Forms for shipment of CS-2004-G forms.

Moore Business Forms furnishes a list to the P&M Department of all CS-2004-G books issued, showing date, serial number, department and location.

TRAIN, ENGINE AND YARD EMPLOYEES

1. ADDRESSES AND TELEPHONE NUMBERS

Effective immediately it will be necessary you provide your respective Crew Dispatcher's Office with your current telephone number and current address. Any change must also be immediately reported to that office.

2. OPERATING RESTRICTIONS AND INSTRUCTIONS

Switchmen and Trainmen will not pull hopper or other open type cars used in rock, sand or gravel service unless dump doors are properly closed.

Switchmen and Trainmen will not pull any empty cars from Industry or Interchange when it is known car contains dunnage or other debris.

No car loads of scrap metal will be pulled from Industry or from Interchange when lading protrudes from top or sides of car.

Car loads of bulk, scrap cans will not be pulled from Industry or Interchange unless lading is six inches below top of car.

Loaded multi-level cars in other than solid trains must be entrained at least four cars behind working locomotives in road movement; also loaded multi-level cars must not be entrained next to hopper, gondola or tank cars loaded with stone, gravel, sand, lime, coal, soda ash, chemicals, etc., subject to wind, vapor, or fume action on adjacent cars, nor placed next to empty cars previously loaded with such commodities. Loaded multi-level cars must not be entrained next to open-top loads of lumber, poles, steel, etc., when lading extends beyond top of car.

3. CROSSING BLOCKING

In connection with the provisions of Rule 103A, concerning blocking of crossing, the details of any blocking of a crossing of over ten minutes must be wired to this office at the first opportunity. Conductor must include in these details the name of the conductor and engineer, the number of loads and empties in the train and cause of the excessive blocking as well as any other useful information. These instructions must be followed without fail. Refer to Item 19, page 20.

4. MEAL PERIOD-YARD CREWS, INCLUDING ENGINEMEN IN YARD SERVICE

Yard crews and enginemen in yard service MUST NOT work beyond 5 hours and 40 minutes after assuming duty without taking the required 20-minute lunch period unless specifically instructed to do so by the Yardmaster. Yardmasters giving such instructions must immediately inform the office of the Trainmaster or Terminal Superintendent in writing, giving ALL pertinent information and a thorough explanation.

5. INTERCHANGE

When pulling cars from any interchange track, only those cars that are on designated interchange tracks are to be pulled.

Any cars extending beyond the designated interchange tracks are to be left for the interchanging road to make proper placement.

When pulling cars from any interchange track, only those cars that are coupled together are to be pulled.

If entire cut of cars is not coupled, separate moves must be made with each cut.

6. DEAD UNITS

Trainmen when taking engine units to ready track or diesel shop will ascertain from Engineer whether there is a unit in engine consist that is not connected in multiple. If so, they will inform Yardmaster and not move dead unit unless specifically instructed to do so.

7. CABOOSE STOVES

Fusees must not be used to light caboose stoves. Trash and other foreign matter must not be placed in these stoves.

8. FIRST AID KIT

Train and engine crews must report to this office in writing immediately on completion of each trip when part of the emergency first aid kit has been used or found missing, showing date, time and purpose for which used, as well as caboose or engine number from which used.

9. BAD ORDER SET OUT

Except when instructed by Chief Train Dispatcher to the contrary, the following will govern when setting out bad order cars.

When necessary, head portion of train, together with bad order car must be taken to nearest set out point in direction of movement, bad order car set out, engine detached and head portion of train left at set out point. Rear portion of train is then to be brought to set out point and head and rear portion of train coupled together.

Telegraphic Bad Order Set Out Report, Form S29, must be completed by Conductor when setting our bad order cars between terminals. Form must be sent to Chief Train Dispatcher and Car Foreman next terminal from first open train order office.

10. PREVENTION OF AND REPORTING RIGHT-OF-WAY FIRES

Locomotive units observed emitting sparks must be reported to the Dispatcher and isolated, if possible, without adversely affecting operations.

When encountering sticking brakes or dragging equipment, train must be stopped and condition corrected.

Crew members and others should maintain an alert watch along the right-of-way and immediately report any fires noticed to the Dispatcher or nearest open agency.

Extreme caution must be taken in the use of fuses and smoking materials to prevent fires. Smoking materials must not be discarded along the right-of-way.

With respect to Right-of-Way Fires, forest service officials and officers, as well as other government bodies, are vested with the necessary authority to not only investigate such fires, but also to take the action necessary to prevent such fires. When dealing with these officials and officers, they must be treated in a courteous, cooperative and respectful manner. Department of Forestry Fire Prevention Officers do have Peace Officer status and have the authority to stop a train for inspection (search and seizure) if they have probable cause to believe that the train has started a fire. Casual or routine, California Department of Forestry inspections, where there is no probable cause to believe a crime has been committed, are not a matter of right and may only be conducted when permission is granted by the Railroad.

Citations involving locomotives, brake shoe sparks from freight or passenger equipment and/or from roadway machinery or other sources, alleged to be the cause of right-of-way fires, must be reported.

This office must be immediately notified by telegram of all instances involving the stopping of locomotives by the California Department of Forestry because of right-of-way fires, stopping of locomotives for spark arrestor condition inspections, issuance of citations and similar incidents.

11. TRAINMEN'S REPORT COVERING REPAIRS AND MATERIAL

Report covering repairs and materials applied such as air hoses, knuckles, etc., must be completed in spaces provided on Form CS 2382, so that bills collectible can be arranged for by Superintendent.

Train crews must show destination station or final terminal as required by instructions on the reverse side of Form CS 2382, "Material Applied to Cars by Train Crews."

12. TRAINMEN'S REPORT OF CABOOSE DEFECTS AND/OR SHORTAGE OF SUPPLIES

Conductor will advise Dispatcher by radio as soon as possible after departure from terminal of exceptions noted in shortage of supplies, lack of material or equipment, or irregularities in condition of cabooses in Pool Freight Service. Notation will be made on Form 7028 indicating the time and date and nearest station this notification is made. Conductors will, when means of communication are available, assure themselves that the terminal forces are aware of the conditions existing on the caboose about to arrive their terminal--this, in addition to notifying the Dispatcher.

Form CS 7028 is a 5-page, snap-out style form interleaved with one-time use carbon, suitable for hand preparation. The first 4 pages are lightweight paper and page 5 is heavy tag board. Form is to be used to report defects and other mechanical irregularities on cabooses, official cars and passenger cars used in commute service.

Form is to be located in a holder at the Conductors' desk in cabooses and in a holder provided in official cars and in passenger cars used in commute service. Date the form is placed in its holder must be entered in the upper right-hand corner.

Conductors and other personnel filling in Form CS 7028 must indicate in column "Brief Description of Defect" the exact time and mile post location or station defect was first noticed.

Upon arrival at home maintenance terminal or turn-around terminal where maintenance forces are assigned and on duty, the car foreman will arrange for prompt correction of defects listed and not previously corrected. Employees making repairs shall show their name, location, and date of repairs opposite each item. If unable to correct any defect listed, the car foreman must show reason in the space provided.

Location where repairs are made must detach the first page and first carbon, and keep the first page for their records. The remaining pages must be returned to the holder on the car. This procedure must be repeated until the form is full or until only tag-board page remains. A complete new form must then be placed in the holder.

The tag-board page must not be removed from its holder on the car until 90 days after the last entry date appearing upon it. This is necessary to comply with Section 19 of General Order No. 114 of the Public Utilities Commission of the State of California.

After 90-day period an authorized employee at a maintenance terminal must remove the tag-board page, entering the date removed on the bottom line.

This page will then be forwarded to the respective Division Superintendent's Office, where it will be retained for a period of three years.

When equipment failures occur on cabooses en route, they are to be reported immediately to the Chief Train Dispatcher, who will make arrangements with the next terminal for replacement or repairs.

13. TRAINMEN'S HANDLING OF EXCESS SIZE LOADS

Train crew, in checking and inspecting their trains, must be on the alert for excess size loads in their trains if not covered by train orders.

When any car of excessive width is set out at a point other than within yard limits in charge of a Yardmaster, Conductor should not place such cars on a track adjacent to main track or adjacent to a track where extensive switching is performed, if it can be avoided. Regardless of the track on which cars are set out, Conductor must notify Dispatcher track on which placed so Dispatcher can promptly issue train order to all trains which may perform switching or pass that point, until cars are picked up.

14. HOT BOXES AND HOT BOX FIRES

When hot journals are detected and cars set out en route, fire must be extinguished, lubricator removed and left in a safe place, journal box lids closed, before train crew leaves car unattended.

The following procedures must be followed when a hot box detector is activated:

- a. Train must be immediately stopped, using good train handling techniques so as to respond quickly and yet not cause journal to seize.

- b. Train is to be inspected. See instructions contained in current Timetable, Special Instructions Section, Rule 827.

- c. When an overheated journal is found, the following procedures must be followed before moving the car for set out:

- 1) Cut out brakes on car with overheated journal, if practicable, to prevent journal seizure and subsequent failure. Brakes are to be out back in after car is set out and before train crew departs.
- 2) Use Texaco hot box coolant aticks in plain bearing journal boxes, if needed to prevent further overheating when moving to set out point (see instructions on coolant wrapper).

Do not leave cars near wooden structures. If there is evidence of fire on car, a responsible employee, using member of train crew if necessary, should be left in charge with fire extinguisher or other fire fighting material.

When rendering telegraphic or mailgram report of accident, Form L 2979, covering hot box or failed journal, indicate whether car is equipped with roller bearings, or with journal lubricating devices, in which case, give name of device.

Inspection shall include underside of car floors in the vicinity of heated journals through which fire may extend into lading.

When a car or engine equipped with roller bearings gives indication that journal may be overheated, such as smoking or unusual noise indicating bearing is in distress, train must be stopped and inspection made of box or adaptor to determine if bearing is overheated. In case of doubt, other boxes on the car or engine should be inspected for comparison. Do not place bare hands on end caps which rotate, as their temperature may be considerably higher than the bearing cap or adaptor.

If it is obvious that bearing has been damaged by overheating, hot box coolant or other suitable lubricant may be used to enable car to be moved cautiously to a set out point.

To assist train and engine crews in determining whether car or engine roller bearings are overheated when stopped by a hot box detector or otherwise, tempilstiks (resembles a crayon in appearance and is stored in a round screw-top container) have been placed in cabooses and road engines. These tempilstiks must not be wasted, but must be returned to caboose or engine promptly after each use. The tempilstik has a sharp melting action when temperature is 200 or more degrees fahrenheit. Below this temperature, it will leave a dry mark, chalky or chapped in appearance.

For roller bearings with rotating end covers, a one-half inch crayon mark is all that is needed on top outside face of adaptor. For bearings with non-rotating end covers, a one-half inch mark should be made on top outside face of box. If crayon marking melts, the bearing temperature is to be considered excessive and further movement of the car or engine to nearest set out point must be done cautiously and then only when in the opinion of the Conductor or Engineer it is safe to do so.

The melted marks of tempilstiks will clearly indicate to road repair crews which bearing is defective. Tempilstiks should be used even though it is obvious that bearing is hot in order that Mechanical Department employees can tell by looking which bearing was running hot. This should prevent confusion such as existed recently where the wrong pair of wheels was changed out because of information being confused and necessitating the setting out of car again when the same wheel running hot.

Several railroads are applying one temperature sensitive cap screw to each roller bearing and cap on their roller bearing equipped freight cars. These cap screws have either a yellow or red temperature sensitive pellet embedded in the head which melts at 250° leaving a hole which will assist train crews or inspection forces in locating overheated roller bearings.

Steel coil cars series SP 59500 to SP 595624, Class F-100-7 are equipped with Hyatt roller bearings have one temperature sensitive cap screw applied to each bearing end cap.

These cap screws have a yellow temperature sensitive pellet embedded in head and will melt at 250° leaving a hole.

If a pellet has not melted and there is no other evidence of overheating, the car can continue in service as the bearing has not been sufficiently hot to cause internal damage.

The purpose of this device is to assist train crews or inspection forces in locating overheated roller bearings.

15. GRADE CROSSING ACCIDENTS

In case of grade crossing accident, it is permissible for crew members on request of law enforcement officers to furnish their names, occupation and addresses, identification of the train; confirmation that the whistle, bell and headlight or headlights were operating; and direction of the vehicle. Signed statements are not to be given.

Regarding the withholding of the above information all concerned are cautioned that no breach of the peace should be committed during questioning by local authorities. If you are asked for information other than that which you are authorized to give, the public officials or officers making the inquiry should be respectfully referred to Claims Agent for additional information.

Information concerning accidents or personal injuries to other than employees must be communicated or given only to authorized representatives of the Company, and then only when known to be authentic. Information as to accidents or personal injuries to employees shall be given only to a person in interest. Information concerning accidents or personal injuries of any character contained in the files of the Company is confidential and must not be divulged without proper authority from the Company.

Conductors must not remove the registration certificate from automobiles involved in an accident. No articles should be removed from wrecked automobiles.

When our trains or automobiles are involved in an accident with other vehicles using the highways, it is essential that employees make effort to identify other vehicles in the vicinity either by license number or the names of the occupants in order that we may follow up to determine if they were actual witnesses.

When it appears that a collision might occur between engine and tank-type vehicle at highway grade crossing, if possible, cab windows should be closed to prevent flammable materials from entering cab of engine.

All information as required by Forms 2957A, 2957B, 2957C, 2957D, 2957E, as applicable must be reported as per instructions contained in "All Employees Section."

Whenever a grade crossing accident/incident occurs, the United States DOT-AAR grade crossing identification number must be obtained and given, along with other required accident information, to the District Supervisor so that this information can be properly shown on the CS-2957E, Crossing and Vehicular Accident Information Report, Question 2.

The number (for example, 787553F) is on a banded plastic strip which is attached to crossing protection, post, signal case, or signal mast. If no DOT-AAR identification marker is attached, so state, and in its place show the MP number.

15A. NEAR MISS ACCIDENT PREVENTION PROGRAM

Blank report forms for reporting and handling near misses between highway vehicles and trains at crossings are available at the offices of the Road Foreman of Engines and/or Trainmaster/Terminal Superintendents. All the forms are simple to complete requiring a minimum of writing and can be carried with your pad of time return. They are preaddressed and postage-metered to be dropped in the U. S. Mail.

When a report is received in our Safety Department, the owner of the vehicle is identified. A letter is written to the owner outlining the event and seeking his assistance to prevent future near misses and accidents. In each case, a copy of the letter is furnished to this office and the reporting employe. In those cases where an owner has been notified, response from the vehicle owner is generally very good.

Even in those cases where you are able to report a near miss by radio, it is important that a written record be furnished to the Safety Department for their handling.

16. HANDLING MAIL

Conductors in any service are not to handle Company and/or foreign line mail under any circumstances.

If an officer of the Company issues instructions that such mail is to be handled, to or from a train and/or such is to be delivered, it must be handled by Senior Brakeman of the crew.

17. HANDLING RESTRICTED ARTICLES IN AMTRAK BAGGAGE CARS

When filing claims for added pay due to restricted articles carried in baggage cars, you must show the following information:

- (1) Origin and destination of article.
- (2) Whether Amtrak Baggage or Express.
- (3) Baggage or Express check number.
- (4) What is the article shipped.
- (5) If Express, names, address and city of shipper and receiver.

18. ENGINEMEN-YARD OVERTIME

Enginemen who work overtime on any yard assignment, regular or extra, must on completion of tour of duty, notify Crew Dispatcher so that overtime can be recorded on Form 7079, Crew Sheet.

19. ENGINEMEN-SUPPLYING ENGINES

Engineers will not supply engines without specific authority from a Division Officer, whose name must be indicated on Time Return in the appropriate column.

20. TIME RETURNS - GENERAL

(A) WESTERN DISTRICT COAST DISTRICT

Switchmen - Audit 205	Switchmen - Audit 455
Trainmen - Audit 206	Trainmen - Audit 456
Enginemen - Audit 207	Enginemen - Audit 457

Arrange to show Pay Roll Audit Number on your respective districts in space "I" on all Time Returns.

- (B) When train arrives in yard before expiration of the 12-hour limit, but will be unable to reach registering point, Conductor will, before expiration of 12-hour limit, prepare register ticket showing time he stopped in yard; same to be delivered with waybills to operator at registering station so train may be properly registered in, thereby avoiding violating the Hours of Service Law. In case engine is running light, same instructions will apply to the Engineer.

21. TIME RETURNS - TRAINMEN AND ENGINEMEN

The following is a resume of procedures that must be followed when making out "Time Return of Engine Service Employees," CS 2370-A, revised 7/75 and "Time Return and Delay Report of Train Service Employees," CS 2370, revised 1/75:

- (a) Time Return must be rendered and placed in boxes at the completion of each tour of duty.
- (b) Correct Run Number must be shown on all Time Returns.
- (c) Time Return covering deadhead movement must show reason for deadhead, train number, time of departure and time of arrival.
- (d) Claims for any compensation whatsoever (deadhead, vacation, penalty claims, etc.) must be submitted on appropriate Form CS 2370 with full explanation of facts, and the "pink" copy of all claims must be promptly furnished to the supervising officer in the same manner as the normal working trip reports. Copies of claims must contain the same information as submitted on the original.
- (e) Column No. 27 must show the maximum number of cars handled at any one time.
- (f) Time Returns must be numbered consecutively. The use of numbers and letters in combinations such as IA of IB, or fractions, etc., must not be used.
- (g) For Trainmen-Column 53, for Enginemen-Column 54, must show time train was brought to rest on the designated receiving track.
- (h) Claim for local freight differential account "station switching" must be verified by an explanation of the moves made.
- (i) Name and employee account number stamp must be used.
- (j) Initial Terminal Delay: The time to be recorded in Column 51, "Time Train Started Initial Movement" for Conductors and Brakemen is the exact time train initially started moving on makeup track. Enter only this time in Column 51. If initial delay is claimed beyond this time, claim and explain in "Remarks" Column No. 26. The time to be recorded in Column 33, "Train Engine Departed Makeup Track" for Enginemen is the exact time engine leaves makeup track; or, if on main track, show exact time train initially starts moving. Enter only this time in Column 33. If initial delay is claimed beyond this time, claim and explain in "Remarks", Column No. 28.

- (k) Claim for initial and/or terminal switching, HAHT and other service for which additional payment is claimed must be explained in Column No. 26 for Trainmen, and Column No. 28 for Enginemen.
- (1) Final Terminal Delay: The time to be recorded in Column 46, "Time of Arrival at Designated Switch Where Terminal Delay Begins" for Conductors and Brakemen, and Column 34, "Time of Arrival at Designated Switch or Point Where Terminal Delay Begins" for Enginemen is the exact time road engine arrives at the designated terminal delay point for the yard in which your train is received. If additional final terminal delay is claimed in advance of time recorded in Column 46 for Conductors and Brakemen and Column 34 for Enginemen, the additional time must be claimed only in the "Remarks" column and three items must be entered in the column:
 - (1) Show the exact time train stopped.
 - (2) Show the milepost location of lead unit of train.
 - (3) Explain the reason for stop.

TERMINAL DELAY POINTS: THE FOLLOWING ARE THE ESTABLISHED AND/OR RECOGNIZED POINTS WHERE FINAL TERMINAL DELAY WILL COMMENCE UNDER THE AGREEMENT PROVISIONS.

WESTERN DISTRICT

Designated Terminal Delay Point	Terminal	Recognized Location if Stopped (Agreement Provisions) Before Reaching Designated Terminal Delay Point
<u>Oakland</u>		
Trains entering Oakland via Sacramento Line.	The Interlocking Signal at east end of 16th Street interlocking limits MP 7.1	Signal 87, west of Bancroft Ave., MP 8.8.
Trains entering Oakland via Hayward Line.	The Interlocking Signal in the Magnolia Street Interlocking Plant MP 5.9 controlling the switches where freight trains enter main yard. 520-017 (TK)-62.	Signal 79, East Oakland Yard MP 7.9.

WESTERN DISTRICT

Designated Terminal Delay Point	Terminal	Recognized Location if Stopped (Agreement Provisions) Before Reaching Designated Terminal Delay Point
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Suisun

Westward trains entering Suisun.	Station one mile board MP 49.9.	Signal No. 505.
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Eastward trains entering Suisun.	Station one mile board MP 47.9.	Signal No. 472.
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Entering Suisun via Branch Line	The west switch on Napa Junction Line.	Subeet Station
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Tracy

Trains moving eastward from Mococo Line. From Tracy Line into New Yard MP 71.161.	Point of switch to Wye MP 82.713.	Yard Limit Board 12-20-33, for Enginememen; 10-1-34, Trainmen.
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San Jose

Eastward trains entering San Jose via Milpitas.	Switch entering Santa Clara Yard 300 feet east of yard office at Newhall Street.	Train stopped in response to signal 448-MP 44.96.
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Eastward trains entering San Jose via Newark Line.	First switch in eastward main track west of Santa Clara Tower.	MP 43.74.
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Sacramento

Trains entering Sacramento via Elvas.	Crossover 15th Street.	East switch of third rail; high interlocking signal No. 15, MP 135.85 (Firemen only).
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Trains entering Sacramento via Brighton yarded at Benali.	Crossover switch where trains cross over from eastward main track to westward main track just west of Benali unit.	West end of American River Bridge.
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WESTERN DISTRICT

Designated Terminal Delay Point	Terminal	Recognized Location if Stopped (Agreement Provisions) Before Reaching Designated Terminal Delay Point
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Sacramento

Entering Sacramento via Davis.	Crossover Front Street	MP 87.
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Roseville

Eastbound trains entering Roseville and brought to rest on receiving yard or train yard.	Switch on eastward main track, MP 102.56 at which trains divert from main track to enter receiving yard or train yard.	Western Yard Limit Board as of 12-20-33 MP 102.041.
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COAST DISTRICT

San Francisco

Westward trains entering Bayshore via Coast Line	First switch leaving westward main track east of east interlocking tower Signal 36-D MP 6.96.	Signal Bridge 91 So. San Francisco.
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San Francisco. Westward trains entering San Francisco.	First switch leaving westward main track entering Yard at Mariposa Street, MP 1.285.	Signal Bridge 91 So. San Francisco.
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San Jose

San Jose. Westward trains entering via Coast line.	Switch at east end of freight lead west of San Carlos St. via ducting via Coast MP 47.3.	MP 49.3, 'Luther Jct.
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<u>Eastward trains:</u> First switch in eastward main track west of Santa Clara Tower, Signal No. 47, MP 44.1.	MP 43.47.
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COAST DISTRICT

Designated Terminal Delay Point	Terminal	Recognized Location if Stopped (Agreement Provisions) Before Reaching Designated Terminal Delay Point
<u>San Jose</u>		
	Westward trains: From Santa Cruz Line Junction switch to freight lead east end of passenger yard MP 47.2.	MP 49.38 Stokes Avenue.
Watsonville Jct.	Westward trains: Signal No. 1001 at Watsonville MP 100.15.	MP 102.15
	Eastward trains: West switch at west end of yard MP 98.55.	MP 96.11
	Westward trains: From Santa Cruz Line-- outside switch connection on Santa Cruz Line--MP 100.68.	MP 102.62 Errington Road.
San Luis Obispo	Eastward trains: Extreme west switch of yard proper which is switch opposite Signal 68-R MP 251.84.	MP 249.56
	Westward trains: Extreme east switch, Signal No. 2533, MP 253.3.	MP 254.0

Conductors working in road service must show the name and employee account number of their engineer in Column 56 of Form CS-2370.

Engineers working in road service must show the name and the employee account number of their conductor in Column 57 of Form CS-2370-A.

Following is the correct mileage allowance for enginemen:

Oakland to Antelope Yard 101 miles
Oakland to Roseville Yard 105 miles

All Time Returns now show "Roseville" as the final destination. However, Antelope Yard is the final destination on most runs in these districts. You must show correct destination where train is yarded.

22. DEADHEAD

When calling extra trainmen and/or enginemen to deadhead to protect vacancy and/or vacancies at outside points (as listed below) and transportation other than train or bus is utilized, the following minimum times will be used as the ON-or-OFF duty time as the case may be, to or from the outside point:

Oakland-Mulford	- 20 Mins.	San Francisco-Redwood	30 Mins
Oakland-Hayward	- 30 "	San Francisco-Sunnyvale	45 Mins
Oakland-Warm Spgs	- 45 "		
Oakland Pittsburg	- 1 Hr.	San Francisco-San Jose	1 Hr.
Oakland Vallejo	- 1 "	San Francisco-Oakland	30 Mins
Oakland-Napa	- 1 "	Watsonville Jct.-Salinas	30 Mins
Oakland-Ozol	- 40 Mins.		
Oakland-San Jose	- 1 Hr.		

When train is used for transportation of employees, register time will be used as the off-duty time for rest purposes. On-duty time will be time train is called or scheduled to depart.

When bus is used for transportation of employees, scheduled departure time of the bus will be used as time on duty and actual arrival time will be used as off duty time for rest purposes.

Pool Freight enginemen called to deadhead desiring to report at their on- and off-duty point prior to commencing of such deadhead should arrive at the on- and off-duty point sufficiently in advance of the time deadhead is to commence, in order that they may be transported, when required, to arrive at the point where deadhead is to commence prior to the departure time.

An allowance will be made to Firemen amounting to seven minutes and to Engineers amounting to six minutes at the rate applicable to deadheading on passenger trains, to cover fare paid by Firemen deadheading, Oakland to San Francisco, or vice versa.

23. COLLECT CALLS TO TRAINMEN

There was an unauthorized practice of a crew dispatcher placing a call to a trainman, residing in a toll call area, on a "collect" basis with the trainman refusing to accept the "collect" call and then immediately returning the call.

Notice is hereby given that this practice is to be discontinued. When a "collect" call is refused, the employee called will be placed on the "missed-out" board.

24. INITIAL/TERMINAL MILEAGE (ROUTE MILES)

Engineers and Firemen being allowed initial and/or terminal mileage for runs under 100 miles, as well as over 100 miles, in handling locomotives from roundhouse to delay begins to the roundhouse; also in passenger service. Roundhouse to train and passenger terminal to roundhouse; the following is the mileage traveled by the locomotive:

The different routes used by locomotive from designated yard track switch where terminal delay begins to the roundhouse and from roundhouse to train are numbered; therefore, when claiming initial or terminal mileage, show the number or route or routes used, showing the number or numbers in Column 28a on Trip Reports.

When one route is used, allowed miles are miles shown under heading "MILES ALLOWED."

When initial and terminal mileage claimed, the mileage under heading "MILES RUN" must be added together separately from road trip mileage entitled to as initial and terminal mileage.

WEST OAKLAND YARD

<u>ROUTE NO.</u>	<u>FREIGHT</u>	<u>MILES RUN</u>	<u>MILES ALLOWED</u>
1.	Diesel Shop to spring switch to Magnolia Tower for train to San Jose, (including turn on wye.)	2.65	3
1-A.	Diesel Shop through yard to main line to Magnolia Tower for train to San Jose.	1.52	2
2.	Diesel Shop to spring switch to Desert Yard to West Oakland for Train to Roseville, (including turn on wye).	1.55	
2-A.	Diesel Shop to spring switch to Desert Yard (34th Street) for train to Roseville, (including turn on wye).	2.55	2
3.	Diesel Shop to spring switch to Desert Yard for train to San Jose (Less than one (1) mile).	-	None
3-A.	Diesel Shop to West Oakland for train to Roseville, (less than one (1) mile).	-	None

WEST OAKLAND YARD

<u>ROUTE NO.</u>	<u>FREIGHT</u>	<u>MILES RUN</u>	<u>MILES ALLOWED</u>
4.	Designated yard track switch at 16th Street where terminal delay begins through yard to Magnolia Tower; then to spring switch and to relieving track.	3.89	4
4-A.	Designated yard track switch 16th Street through yard to east end, back through yard to relieving track.	3.15	3
4-B.	Designated yard track switch where terminal delay begins, 16th Street to West Oakland to spring switch to relieving track.	1.57	2
5.	Designated yard track switch where terminal delay begins at Magnolia Tower through yard to relieving track.	1.52	2
5-A.	Designated switch at Magnolia Tower where terminal delay begins, down main line to spring switch, then east to relieving track at Diesel Shop.	2.79	3

PASSENGER

<u>OAKLAND</u>		<u>MILES RUN</u>	<u>MILES ALLOWED</u>
6.	Diesel Shop to West Oakland for passenger train (less than one (1) mile).	-	None
6-A.	Distance diesel units travel from points where cut off on arrival at Bays or West Oakland to relieving track at Diesel Shop (less than one (1) mile).	-	None

SAN FRANCISCO

8.	New depot and trackage	1.55	2
9-1.	7th Street Diesel Terminal to train Bayshore.	7.16	7
9-2.	Designated yard track switch where terminal delay begins at Brisbane to 7th Street Diesel Terminal.	6.00	6
10.	Roundhouse to Brisbane, then into train yard, Bayshore Yard (7800 ft.).	1.48	1

PASSENGER

		<u>MILES RUN</u>	<u>MILES ALLOWED</u>
<u>SAN FRANCISCO</u>			
10-1.	Roundhouse to inbound yard to train.	1.20	1
11.	Designated yard track switch where terminal delay begins to train yard, then to roundhouse.	2.92	3
11-1.	Brisbane to roundhouse, Bayshore (lite engine). 100	1.3	1

SAN JOSEFREIGHT

12.	Roundhouse to train for train via Agnew.	0.98	None
12-1.	Roundhouse to San Jose Stn. Pt.	0.74	None

SAN JOSE (SANTA CLARA)FREIGHT

13.	Roundhouse to train (train via Newark).	2.16	2
13-1.	Roundhouse to train (via Milpitas).	1.1	1
13-2.	San Jose roundhouse to Santa Clara Tower (lite).	1.94	2
14.	Designated yard track switch where terminal delay begins to relieving track for train arriving via Agnew.	1.93	2
15.	Designated yard track switch where terminal delay begins to relieving track for train arriving via Milpitas.	5.11	5
15-7.	Mileage roundhouse around wye and onto train in middle of Santa Clara train yard via Newark.	2.9	3
15-8.	Mileage roundhouse around wye onto train in middle of train yard for train departing Santa Clara yard via Milpitas.	2.9	3
15-9.	Mileage designated yard track switch Santa Clara where terminal delay begins for trains entering Santa Clara Yard, then around wye to roundhouse.	3.5	4
15-10.	Mileage San Jose via Milpitas or from designated point to where terminal delay begins to Santa Clara Yard, then around wye to roundhouse.	3.5	4

SAN JOSE (SANTA CLARA) FREIGHT

		<u>MILES RUN</u>	<u>MILES ALLOWED</u>
15-11.	Designated yard track switch where terminal delay begins to roundhouse via Milpitas.	1.56	2
15-12.	Designated yard track switch where terminal delay begins to roundhouse via Newark.	2.02	2

SAN JOSE (Eastward)PASSENGER

15-1.	East end of station to Park Street to signal bridge 457 to roundhouse.	1.64	2
15-2.	East end of station to east of Sig. 473 to Sig. 457 to roundhouse.	1.79	2
15-3.	East end of station to Park Street subway to Emery Street to roundhouse.	2.08	2
15-4.	East end of station to east end of freight lead to Lenzen Avenue over freight lead.	1.42	1
15-4-1.	San Jose Depot to San Carlos Street, San Carlos Street to College Park, College Park around wye College Park, College Park-roundhouse.	4.03	4

SAN JOSEFREIGHT

15-13.	Roundhouse to train (no allowance).	0.06	None
15-14.	Roundhouse to train (via wye).	1.10	1
15-15.	Roundhouse to Emery Street to train (westward).	1.51	2
15-5.	Roundhouse to train.	.06	None
15-6.	Roundhouse to train via wye.	1.10	1

WATSONVILLE

40.	Westward from designated switch where FTD begins thru yard to MP 99 and to roundhouse.	2.25	2
41.	Westward from roundhouse to train.	1.8	2

WATSONVILLE

		<u>MILES RUN</u>	<u>MILES ALLOWED</u>
42.	Westward from designated switch where FTD begins to Santa Cruz line to MP 99 to roundhouse.	2.97	3
45.	Eastward thru designated switch where FTD begins to Roundhouse.	1.25	1

SUISUNFREIGHT

		<u>MILES RUN</u>	<u>MILES ALLOWED</u>
18.	Designated yard track switch via yard and wye to sandhouse.	1.85	2
18-1.	East switch Cal-P line entering Suisun Yard to sandhouse.	1.05	1
19.2	Engines departing Tracy Diesel facilities from the west end of diesel facilities tracks for the Niles Sub-Division.	1.3	1
19-3.	Engines arriving Tracy from the Niles and Martinez Sub-Divisions.	2.7	3

ROSEVILLEPASSENGER (Arriving)

38-9.	Roseville passenger station to roundhouse: Diesel	0.78	None
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FREIGHT (Arriving)

40.	From point in eastward receiving yard where engine is detached then eastward via through track to designated relieving point at Roundhouse: Diesel	3.73	4
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FREIGHT (Departing)

40.1	Road engine departing from west-bound Ready Track to Herder Shanty at Dry Creek, thence to westward Departure Yard for westbound and southbound trains.	1.18	1
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013-213-Gen (TK)-61

ROSEVILLEFREIGHT (Departing)

		<u>MILES RUN</u>	<u>MILES ALLOWED</u>
40.2	Road engine departing from west-bound Ready Track at Herder Shanty at Antelope, thence to PFE Repair Yard Track No. 5 for westbound and southbound trains.	3.74	4
	013-213-Gen (TK)-61		
40-3	Road engine departing from Diesel Ramp to Herder Shanty 245, thence to westward Departure Yard for westbound and southbound trains.	2.91	3

SACRAMENTOFREIGHT

42.	Designated yard track switch for trains arriving via Davis to RH via 15th St. crossover on 6th St. for train arriving via Davis.	3.49	3
43.	RH to 6th Street to center of 12th St. yard to train, for train via Davis.	0.97	None
44.	RH to 6th St. thru freight lead, then to point near Sacramento River Bridge, back to 6th St. yard for train via Davis.	2.62	3
44-1.	RH to Jobboom St., back track back to RH to 7th St. crossover to 15th St. then west to train opposite 12th St. Yard for train via Elvas.	1.71	2
44-2.	From designated switch at 15th St. to 7th St., back track to first switch, Jobboom St. to relieving track, for train arriving via Elvas.	1.3	1
44-3.	Back track to east Frt. main to east end of Sacramento River bridge to train.	1.76	2
45.	RH to 6th St. to crossover at 2nd Street then back to Passenger Station for train via Davis.	1.38	1
45-1.	RH to Pioneer Mill to 9th Street crossover down main to highway crossing near Drawbridge, then back to Depot for train via Davis.	1.88	2
45-2.	RH to Jobboom St. switch, back track to 7th St., to Depot, for train via Elvas.	1.0	1

SACRAMENTOFREIGHT

		<u>MILES RUN</u>	<u>MILES ALLOWED</u>
46.	Passenger Station to 6th St. crossover to RH, train arriving from Davis.	1.04	1
47.	Passenger Station to 12th St. crossover to RH, train arriving via Davis.	1.15	1

GERBERPASSENGER

58	Passenger Station to RH	2.12	3
59	RH to Passenger Station	1.34	1
60	Designated yard track switch where terminal delay begins to relieving track at RH.	2.1	2

26 PREPARATORY TIME-TRAINMEN, ENGINEMEN

Following is the maximum Preparatory Time granted trainmen and enginemen in all classes of service on Western Division:

<u>Location</u>	<u>Class of Service</u>	
	<u>Passgr.</u>	<u>Frnt.</u>
<u>Oakland</u>		
Engine Crews	30"	30"
Pass. Train Crews	20"	
Train Baggage-men	15"	

OAKLAND

Helper Condrs.	20"	
Freight Train Crews		30"

Engine crews on local freight runs - 30" preparatory time.

OZOL

Engine Crews	10"	
Train Crews		10"

SAN JOSE

Engine Crews	30"	30"
Engine Crews in Local Freight Trains Crews		30"
Pass. Train Crews	15"	

SACRAMENTO

Engine Crews	15"	15"
Pass. Train Crews	20"	
Light Engines		15"
Helper Condrs.	20"	

TRACY

Engine Crews		15"
Train Crews		15"

ROSEVILLE

Engine Crews		45"
Thru Freight		
Light Engines		15"

DAVIS

Train Crews	05" before time set for train to arrive.	
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When no preparatory time shown to depart as soon as ready.

PREPARATORY TIME

		<u>ENGINEMEN</u>	<u>TRAINMEN</u>
<u>SAN FRANCISCO</u>	Trains 130-32-134		
	136-138	40"	20"
	Trains 140-142	30"	15"
	Other San Jose Commutes	30"	15"
	Helper Conductors		10"
	Train 126	30"	20"
<u>7TH ST. DIESEL TERMINAL</u>	Lite engines for trains out of Bayshore	1'00"	
<u>BAYSHORE</u>	Throught Freight	30"	30"
<u>SAN JOSE</u>	San Jose Commutes	35"	15"
	Helper Conductors		10"
	All Other Passenger	30"	10"
	Freight	30"	30"
<u>WATSONVILLE JUNCTION</u>			
	Thru Freight	15"	15"
	Local Freight	15"	15"
<u>SAN LUIS OBISPO</u>	Passenger	15"	15"
	Thru Freight	30"	30"
	Local Freight	30"	30"

26. TRAINMEN LODGING

Lodging will be furnished at the following locations to those conductors and brakemen who qualify and the money-in-lieu allowance presently being paid is discontinued:

San Jose - TravelLodge at 1041 The Alameda
Watsonville Junction - Resetar Hotel

In the application of the lodging agreement, the following are the designated lodging facilities to be used (if qualified employees desire) at the points indicated:

Napa- Downtown Hotel at 2nd & Coombs
Suisun - Travis Hotel at 1349 W. Texas

Claims for reimbursement of the lodging costs at the above designated facilities must be indicated in REMARKS column with receipted billing attached to time return. In the event any of the other crew members are claiming money-in-lieu of lodging allowance or are not entitled to lodging enter "PART" in Column 29 and explain in REMARKS.

Lodging is available at Sacramento for crew members of Jobs 510 and 511, Runs 310 and 311, "Oakland-Sacramento Local" at the Capitol Park Hotel, 9th and L Streets.

Price per room per night is \$7.00 plus tax. Crew members must request "SP Rate" and attach receipt for lodging to Time Return in order to obtain compensation.

27. TRAINMENS' DESIGNATED REPORTING AND TERMINATING POINTS IN FREIGHT SERVICE

Oakland	West Oakland Yard Office-515 Bay St.
Tracy	New Tracy Depot Building MP 71.5
Roseville	Yard Office Building
San Jose	Newhall Yard Office Building
Watsonville Jct.	Yard Office Building
San Luis Obispo	Station Building
Gilroy	Station Building
Hayward	Station Building
San Leandro	Station Building
Mulford	Station Building
Ozol	Yard Office Building
Suisun	Station Building
Napa	Station Tie-up Track
Warm Springs	Station Building
San Francisco	Terminal Office, 200 Sunnydale St.

Conductors are required to maintain their Time Returns and other reports on a current basis during their tour of duty and only those entries relating to Final Terminal Delay and registering off-duty remaining and the time involved is minimal.

Therefore, not more than ten (10) minutes will be allowed after arrival at the Designated Terminating Point and the crew shall be tied up accordingly.

If time in excess is claimed, it will not be granted unless it is justified and clearly explained in Column 26 of Time Return.

The only exceptions to the above instructions will be:

If the Final Terminal Station is not the same point as the Designated Terminating Point for the crew, the following maximum Travel and Tie-up time combined will be allowed:

East Pleasanton to Warm Sprgs	- Forty (40) Minutes
Niles to Warm Springs	- Thirty (30) Minutes
Newark to Warm Springs	- Thirty (30) Minutes
Lombard to Vallejo	- Thirty (30) Minutes
Lombard to Napa	- Twenty (20) Minutes
Davis to Sacramento	- Forty (40) Minutes

27A TRAINMENS' DESIGNATED REPORTING AND TERMINATING POINTS--PASSENGER.

San Francisco	- 4th Street Passenger Station
San Jose	- Passenger Station
Oakland	- Yard Office - 515 Bay Street

28. ENGINEMENS' DESIGNATED REPORTING AND TERMINATING POINTS IN FREIGHT SERVICE

Oakland	West Oakland Yard Office -515 Bay St.
Tracy	New Tracy Depot Bldg. MP 71.5
Roseville	Roundhouse Building
San Francisco	Bayshore Roundhouse Office
Sacramento	Passenger Station
San Jose	Roundhouse Building
Watsonville Jct.	Yard Office Building
San Luis Obispo	Roundhouse Building
Salinas	Roundhouse Building
Gilroy	Station Building
San Leandro	Station Building
Ozol	Yard Office Building
Suisun	Station Building
Napa	Station Tie-up Track
Warm Springs	Station Building
Milpitas	Station Building

ENGINEMENS' DESIGNATED REPORTING AND TERMINATING POINTS -- PASSENGER

San Francisco 7th Street Diesel Terminal
San Jose Roundhouse Building
Oakland Yard Office, 515 Bay Street

As above not more than fifteen (15) minutes will be allowed after arrival at the Designated Terminating Point.

Engineers are required to maintain their Time Returns and other reports on a current basis during their tour of duty and only these entries relating to Final Terminal delay, engine work report and registering off off-duty remain and the time involved is minimal.

Therefore, not more than fifteen (15) minutes will be allowed after arrival at the Designated Terminating Point and the crew shall be tied up accordingly.

If time in excess is claimed, it will not be granted unless it is justified and clearly explained in Column 28 of Time Return.

The only exceptions to above will be:

If the final Terminal Station is not the same point as the Designated Terminating Point for the crew, the following maximum Travel and Tie-up time combined will be allowed; computed from the time engine is placed on Tie-up track and not from the Conductor's Tie-up time:

Pittsburg to Ozol	-Forty (40) Minutes
Mulford to San Leandro	-Twenty (20) Minutes
Hayward to San Leandro	-Thirty (30) Minutes
East Pleasanton to Warm SPRG.	- Forty (40) Minutes
Niles to Warm Springs	- Thirty (30) Minutes
Newark to Warm Springs	- Thirty (30) Minutes
Warm Springs to Milpitas	- Twenty (20) Minutes
Lombard to Vallejo	- Thirty (30) Minutes
Lombard to Napa	-Twenty (20) Minutes
Vallejo to Napa	- Forty (40) Minutes

29. SANDERS

Sanders must not be used within 150 feet of power operated or spring switches.

30. INSPECTION OF LOCOMOTIVES

Engines in all classes MUST BE INSPECTED AND FORM CS 2326 (Locomotive Inspection Report) made out each 24 hours. When defects are noted on locomotives that will interfere with scheduled maintenance or prompt turning of power, enginemen should promptly report this condition to train dispatchers. This information is also helpful to maintenance forces in order that advance preparation can be made to effect repairs at next maintenance facility.

To comply with the law, the following will govern:

A. Yard Engines: Engineers taking charge of locomotives used exclusively in yard service, each shift, must complete and sign Locomotive Inspection Report, Form CS 2326 and Form CS 7054, upon assuming duty. At completion of shift, fill in all defects noted during tour of duty.

B. Local Engines (Tying Up at Outside Points) Engineer must make out Form CS 2326 and Form CS 7054 and leave it in container on engine to be picked up by maintenance forces. Form CS 2326 and Form CS 7054 are to be so headed and signed at beginning of tour of duty and defects noted during tour of duty to be filled in at completion of tour of duty.

C. Engines Arriving at Terminating Terminal: Incoming engineer must make out Form 2326.

D. Date, Time and Location of Inspections: These must be shown on Form CS 2326 and Form CS 7054. Engineers will leave Form CS 2326 and Form CS 7054 on locomotive in container as provided.

31. CABOOSES

Effective February 15, 1978, cabooses used in Local Freight, Road Switcher, and/or Work Train Service will be supplied by trainmen when supplies are needed at all locations where cabooses are provided on Western Division EXCEPT:

Oakland
San Francisco
San Jose
Watsonville Jct.

32. HAZARDOUS MATERIALS

Bureau of Explosives placards currently in use are the following:

EXPLOSIVES
DANGEROUS
DANGEROUS - RADIOACTIVE MATERIAL
POISONOUS GAS
FLAMMABLE POISON GAS

Under no conditions are freight cars, including flat cars carrying trailers, when bearing the above placards to be placed through the one-spot repair facilities. Where reference is made to flat cars carrying trailers, this also includes flat cars carrying containers. Such placarded cars are to be placed on adjoining or other repair tracks.

"Freight cars placarded 'Explosives,' 'Poison Gas,' 'Flammable Poison Gas,' and any flat car bearing a trailer placarded, 'Explosives,' 'Poison Gas,' 'Dangerous-Radioactive Material,' must be handled in accordance with Section 174.589 (c) and 174.589 (c) (1) of Agent R. M. Graziano's Tariff covering D.O.T. Regulations for Transportation of Explosives and Other Dangerous Articles, which read as follows:"

"174.589 (c) Switching cars containing explosives, poison gas, or flammable poison gas or placarded trailers on flat cars. A car placarded 'Explosives,' 'Poison Gas,' or 'Flammable Poison Gas,' or any flat car carrying a trailer placarded 'Explosives,' 'Poison Gas,' 'Dangerous,' or 'Dangerous-Radioactive Material' shall not be cut off while in motion. No car moving under its own momentum shall be allowed to strike any car placarded 'Explosives,' 'Poison Gas,' or 'Flammable Poison Gas,' or any flat car carrying a trailer placarded 'Explosives,' 'Poison Gas,' 'Dangerous,' or 'Dangerous-Radioactive Material' nor shall any car be coupled into with more force than is necessary to complete the coupling.

174.589 (c) (1) When transporting a car placarded 'Explosives' in terminals, yards, side tracks, or sidings, such cars shall be separated from the engine by at least one non-placarded car."

In addition, Rule 837-A of the Rules and Regulations of the Transportation Department, as supplemented by instructions in Timetable Bulletins and Special Instructions, provides:

"Tank cars containing flammable compressed gas (FCG) shall not be cut off when in motion. No car moving under its own momentum shall be allowed to couple to a car containing flammable compressed gas (FCG)."

33. MOVING DIESEL DEAD-IN-TRAIN

Whenever an engineer is informed that one or more diesel units are to be picked up en route for handling dead-in-train, the responsibility rests with the engineer picking up such unit, or units, to make preparations for towing, complying with Air Brake Rules. Engines to be picked up at outside points or en route will be prepared for movement by Engineer on train making pickup.

Whenever a train handles a locomotive dead-in-train, in addition to respecting speed restrictions outlined in current Special Instructions, Western Division, train and engine crew must not move from initial point until they have ascertained what speed restrictions, if any, are required for the movement of dead engine.

When picking up units en route, when practicable, they will be coupled in multiple.

Under no circumstances is the train locomotive to be permitted to handle the dead engine from the train to the roundhouse or vice versa.

It is the responsibility of the engineer to notify horder or cutoff man when dead engine or diesel units are in their train immediately behind the road engine.

Diesel engines are to be shut down if engine is emitting unburned fuel oil when locomotive is operated through timberlined tunnels, in order to eliminate any danger of fire.

34. ENGINEMEN - TOW SERVICE

Unless specifically instructed to do so by a Division Officer, engineers must not perform service in preparing engines for tow. If so instructed, engineers must indicate under Remarks the following:

1. Name of officer who gave instructions.
2. Time service performed.
3. Service performed in preparing for tow.
4. Movement involved.

35. SAFETY CONTROL COCKS

On each diesel road lead unit, there are three cut-out cocks which are sealed. It is the responsibility of both maintenance and non-maintenance terminals to see that seals are intact. If it is necessary to operate one or more of these cut-out cocks on line, notation must be made on work report, CS 2326, by engineer, giving reason why it was necessary to cut out the safety feature.

All concerned should understand that closing the Safety Control Cock nullifies all safety applications. This cock should not be closed unless necessary, and if closed, engineer must give reasons for closing on Form 2326, Trip Inspection Report.

36. GROUND RELAY ACTION ON CONTINUOUS WHEEL SLIP

It must be understood that when an engine experiences repeated ground relay action or continual wheel slip indication and unit is isolated or shutdown, such unit must not be permitted to remain in locomotive consist unless a rolling inspection definitely reveals all wheels are rotating freely. Crew must thereafter make frequent observation of equipment for indication of sliding wheels.

When unit is isolated or shutdown, a yellow tag, Form CS 7058, must be properly completed and placed on start button or isolation switch and noted on CS 2326.

37. DIESEL UNITS, SAFETY AND SERVICE CHECK

A. All movements of locomotive within limits of Service or Ready Tracks must be made with caution. Engine bell must be rung continuously while moving.

1. Engineers arriving at locomotive facilities will stop their units short of other units and properly secure same unless relieved of this responsibility by authorized employee.
2. In coupling unit consist it must be known that coupling has been properly made by stretching slack from ascending direction.
3. Not more than twelve units may be handled at any one time.
4. A sufficient number, but not less than one-fourth of units handled, must have operative brakes controlled from controlling unit.
5. Speed must not exceed 5 MPH at any time.

B. When employees are working on locomotives, they must be protected by blue sign reading "Men at Work" or a fixed blue light at facilities where provided. Where blue signs are used at night, a portable blue light must be attached to each sign. In addition, a disc attached to the blue sign or blue light console. Sign or light must not be removed by any person other than employee that placed it or by an authorized employee, and not until all discs have been removed by individual employees.

C. A tag reading "DO NOT START-MECHANIC AT WORK" showing employee's name shall be placed on starting panel and starting fuse removed or starting contractors blocked open with wood wedges on units not equipped with starting fuse. This is required before any work is started on any mechanical or electrical rotating equipment. Tags and wedges should only be removed by employee placing them.

D. When walking around ends of standing locomotives, employees must allow not less than 20 feet clearance. When walking between locomotives on the same track, it must be definitely known that equipment will not be moved.

37A. SHUTTING DOWN DIESEL ENGINES

If ambient temperature is to remain above 40°F, and there is no immediate need for the locomotive, shut down engines when not in use. Check with Chief Dispatcher if in doubt about temperature prediction. After full load operation, all General Electric, and other diesel engines with exhaust-driven turbocharger must be allowed to idle for a minimum of five minutes before shutting them down. This recommendation of five minutes (minimum) idling must always be observed except in emergencies such as crankcase overpressure or overspeed.

Freight locomotives arriving in terminal yard must have engines of all units except operating lead unit shut down after uncoupling from train. Engineman or member of engine crew will shut down engine. If engine crew is to promptly take locomotive consist to tie-up point, shutting down of engines can be postponed until arrival at the tie-up point, where all engines except lead operating unit must have engine shut down.

Helper consists which have been cut out of train and are awaiting return movement to origin should be shut down if departing is delayed beyond 30 minutes. Similarly, upon arrival at terminal, helpers should be shut down if not required for additional assignment within 30 minutes.

Operating engines set out of locomotives consists on line or at outlying points must be shut down (except in temperatures below 40°F) and secured in accordance with Rule 883.

Engines are not to be shut down when ambient temperature is below 40°F unless locomotive is equipped with standby heat protection and it is connected to wayside electrical outlet.

If engine has been shut down for four or more hours, or is known to have been using water and is suspect of possible water leaks, cylinder test valves (flashcocks) must be opened and engine inched over with starting motor to blow moisture from combustion chambers (tops of pistons).

Engines assigned to local service will be equipped with quick opening test cocks which can be opened and closed without the use of tools. Until such time as this is accomplished, locomotive or car department personnel should be utilized whenever possible in restarting engines

38. ENGINEERS SAFETY CHECK LIST

Operating Cab Inspection

- A. Are "Control and Fuel Pump" and "Engine Run" circuit breakers on ON position?
- B. Is reverse lever in place?
- C. Are automatic and independent brake valve handles in place, with automatic brake handle in release position and independent brake handle in full application?
- D. Is automatic brake "Cut-Off Valve" in Cut In position?
- E. Is MU2A valve or dual ported cut-out cock placed in lead or dead position?
- F. Is "Isolation Switch" in RUN position?
- G. Are dynamic braking switches in proper position for potential or field loop braking?
- H. When ready to move, is "Generator Field" switch placed in ON position?

NOTE: Model SDP-45 engines, Class EP 636-1, Series 3200 to 3209, when used in commute service will have COMMUTE or FREIGHT SWITCH sealed in COMMUTE position. When operating in freight service, switch will be sealed in FREIGHT position. Switch is located in electrical locker and is to be positioned by mechanical forces only.

Inspection of Trailing Units Prepared for Multiple Operation

- A. Are "Control and Fuel Pump, " "Engine Run" and "Generator Field" circuit breakers in OFF position?
- B. Is reverse lever removed from control stand?
- C. Is automatic brake "cut off valve" in cut-off position?
- D. Is automatic brake valve handle removed?
- E. Is the MU2A valve or dual ported cut-out cock in trail or cut position?

F. Is independent brake valve handle removed?

G. Is dynamic brake circuit breaker on control stand in OFF position?

H. Are dynamic braking switches in proper position for potential or field loop braking?

I. Is "Isolation Switch" in RUN position?

38A. SA-26 BRAKE VALVE HANDLES

All SA-26 independent brake valves on engines equipped with 26L brake equipment are equipped with a blocking screw to prevent handle removal. Air brake rules do not require the removal of the SA-26 brake valve handle. It must be understood that any attempt to remove the brake valve handle from an SA-26 independent brake valve will in majority of cases cause damage to the interior of the valve or in some cases, cause breakage of the brake valve bodies themselves.

AGAIN, DO NOT REMOVE SA-26 BRAKE VALVE HANDLES.

39. M.U. AIR HOSE CONNECTIONS BETWEEN UNITS

A. Are all necessary air hoses connected between units and are all cut-out cocks placed in open position?

40. TRAIN SEPARATION/DERAILMENT REPORT-FORM CS 2304

Train Separation/Derailment Report, Form CS 2304, must be completed by Road Engineer and also by Helper Engineer if train has a helper, whenever that train experiences a separation or derailment which must be submitted to Road Foreman of Engines' Office immediately before completion of duty unless unable to complete or submit due to "Hours of Service Act" provisions.

All train separations, regardless of cause, must be reported on all trains, including passenger, caboose hop, expedited or regular trains. Train length will not have any bearing as to whether or not report has to be made.

Form CS 2304 must be carefully and thoroughly compiled in every detail, including car number of number and location of such car or cars in train, and details of how train was being handled by Engineer at time of separation or derailment. Car numbers will be obtained from Conductor of train involved before completion of trip.

These forms are available at Terminal or Trainmaster's offices in Oakland, San Francisco, San Jose, Watsonville Jct., Tracy, Roseville and San Luis Obispo and are to be mailed to Road Foreman of Engines on the district where incident occurred.

41. COUPLER STOPS

- A. When ES-415 locomotive equipped with hinged coupler stops are used in switcher service, the coupler stops must be opened (swung back) against end of locomotive and locking pin secured in brackets provided.
- B. When ES-415 locomotive equipped with hinged coupler stops is used in road, MU service, or handled dead in train, the coupler stops must be closed (swung in) into coupler opening against pocket side with locking pin secured behind the coupler carrier.
- C. Locking pins must be properly positioned at all times to insure securement of stops.

This does not change outstanding instructions concerning MU use of Class AS 415, AF 420, ES 412 and ES 415 units not equipped with alignment control couplers and hinged coupler stops.

42. DYNAMIC BRAKES

Knowledge of types of dynamic brakes in a consist is essential in maintaining proper control of dynamic braking. Currently in use are the flat and taper methods of dynamic braking.

Diesel engines 6700-6767, 7025-7028, 7150-7159, 8688-8787, 9157-9260 and 9950-9952 are equipped with the flat method of control where the dynamic braking is controlled by the throttle only, regardless of train speed, and for each throttle position the dynamic brake will increase a given amount up to maximum braking obtained in throttle 8 position.

All other dynamic brake equipped engines have the taper method of control. This method differs from the flat system and in that a combination of train speed and/or throttle position is required to maintain the desired amount of braking.

43. PLUG DOORS

The support and operating mechanism of plug door cars is critical and cannot withstand the uncontrolled movement of heavy doors when cars are being switched. These cars must not be moved unless door is closed and secured.

See that everything possible is done to keep plug doors closed and locked in position to prevent damage to operating mechanism.

44. EXCESS SIZE LOADS (SEE ITEM 13)

Train orders must be issued addressed to conductors and engineers of all trains that may meet or pass any such train having cars with loads extending in excess of 5 feet 5½ inches from center line of car.

Train order must be issued to conductor and engineer of train handling loads on open top cars which are in excess of 15 feet 6 inches in height above top of rail unless class of lading is such as to preclude employees passing over it, or which extend laterally in excess of 5 feet 5½ inches from center line of car.

Following examples are to be used:

1. YOU HAVE THREE CARS WITH LOADS OVER 15 FEET 6 INCHES HIGH. MEMBERS OF CREW ARE NOT REQUIRED TO RIDE ON THEM.
2. YOU HAVE THREE CARS WITH LOADS WHICH EXTEND IN EXCESS OF 5 FEET 5½ INCHES FROM CENTER LINE OF CAR. MEMBERS OF CREW ARE NOT REQUIRED TO RIDE ON THEM.
3. EXTRA 1243 WEST HAD CARS WITH LOADS OF EXCESS WIDTH.

Notice must be issued to trainmen and enginemen stating that when such excess height cars, or cars with loads of excess width or height, are in their train they must receive a train order, example (1) or (2), as the case may be, and that this train order must be shown by conductor or engineer to each brakeman and fireman in the crew. Also, that when an order under example (3) referring to a car with excess width in another train is received, each brakeman and fireman in the crew must be shown such train order by the conductor or engineer.

Yard Clerk, when making check of train, is to note on the train check all cars or loads placarded excess size and for Outbound Clerk in Yard Office to issue a form such as is at present used, to cover cars containing acid, explosives and flammables (which form is addressed to the Conductor and Engineer of the train handling) to cover each car or load of excess dimensions. Conductors should understand thoroughly that it will be their responsibility to check these forms and assure themselves that they have the necessary train orders to cover.

45. YARD ENGINE RADIOS

Enginemen must see that radios on yard engines are on at all times. If radios are not operable, enginemen must report this to proper authority.

46. INDUSTRY GATES

When switching industries protected by railroad gates it must be known that gates are properly secured to prevent damage or personal injury during switching movements. When gate securing devices will not keep gates secured, other means must be used, and report promptly made to Operating Officer.

47. FREIGHT CARS ADDED TO TRAIN

The instructions listed below are to be followed by trainmen when a freight car is placed in train at a point where mechanical employees are not on duty:

1. A freight car with any defect that makes it unsafe for movement shall be corrected or set out of train.
2. No part of the freight car, nor anything attached to the car, may be hanging low enough to foul a road crossing or track structure.
3. Open top loads, including trailers and containers on flat cars, must be safely loaded.
4. Where width or height appears close to clearance lines, it must be known that the movement has been cleared with the proper authority.
5. Freight cars carrying bad order tags, that are safe for movement, may be taken in train to the point where repairs are to be made.

48. UNDESIRED EMERGENCY AIR BRAKE ACTION ON FREIGHT TRAINS

1. If definite cause for emergency is found, such as air hose separation, failed air hose, failed coupler or knuckle, couplers disengaged, etc., condition should be corrected by reconnecting air hose, couplers, etc., or replacing failed component or prompt advice given to Chief Dispatcher advising car number and type of repair needed.
2. If train experiences more than one emergency and cause cannot be determined, engineer must exercise judgement in use of automatic air brakes which may necessitate operating at reduced speed and use of dynamic brakes. Inbound engineer must notify outbound engineer when more than one undetermined emergency air brake action is experienced.
3. Where running test of air brakes is required, train should be stopped prior to reaching summit without use of automatic brake valve, if possible, and air brake test made per AB-Rule 25 in lieu of running test.
4. Conductor to prepare "Conductor's Report of Mechanical Failure" and turn form into Yard Office at end of run.

A large number of undesired emergency brake incidents have been traced to defective vent and/or relay valves.

If valve is found blowing or in any other way malfunctioning, at a point where carmen are not on duty, the valve must be plugged by removing the vent protector and inserting the plug, which is an integral part of the vent protector, into the exhaust port and screwing it in tightly.

Trainmen must report any plugged vent valve together with car number and location in train at the next terminal so that appropriate action can be taken by carmen.

When a vent valve or reduction relay valve is found malfunctioning, they will frequently seat if tapped, or molted. Once a vent and/or relay valve is found blowing, it is an indication that the valve is unstable probably due to an accumulation of dirt; and this valve is a potential cause of undesired emergency brake action. Even if valve can be seated, it is still a potential cause of undesired emergency and must be properly dealt with as outlined above.

48A. An undesired emergency application of brakes can be caused by accumulation of dirt on glad hands of air hoses as a result of the dirt passing through the hose and fouling the brake valves. To prevent this possibility, before coupling air hoses they should be shaken to remove any loose dirt which may be accumulated on them.

49. WHEEL SLIPS

There have been incidents involving GE locomotives spinning individual wheels to the extent that the rim of the wheel became molten metal. In each of these instances the #183 card had been removed from the wheel slip circuit and had nullified the protection for which this device was designed. Many more units have been found with the #183 cards removed and motor flashed and similar equipment damage. The removal of the #183 cards not only causes equipment damage, but the situation creates a potential hazard to locomotive and train operations.

No. 183 cards must not be removed under any circumstances.

50. AIR REPEATER CARS

REPEATER AIR CAR SP-260-266: The repeater air car is utilized to increase efficiency of train air brakes on long trains and during cold weather. The purpose of repeater relay equipment is to accept pneumatic signals from the brake pipe of forward portion of a train, and by relay action, produce a corresponding response in the brake pipe of the rear section of the train.

The repeater relay car has the ability to produce faster train charging time, reduce or eliminate brake pipe pressure gradient, more uniform braking forces, and faster brake application and release times.

A. Procedure for Adding Repeater Air Car to a Train to Use Repeater Car Air Equipment

1. Place as near to center of train as makeup will permit.

2. The RAC car is operational in either direction. The front brake pipe must be coupled to the portion of the train to which the road engine is attached. The rear brake pipe must be coupled to the other end of the train. The angle cock on the unused brake pipe on each end of the car must be closed.

3. Where repeater air car is positioned in train and front and rear brake pipes have been properly connected and opened, then close the brake pipe bypass cock No. 1 and open the two repeater relay cutout cocks Nos. 2 and 3, all located inside of the car.

Note: If for any reason it becomes necessary to transfer control of air brakes to the helper engine located in the portion of the train behind the RAC car with the RAC air equipment in operation, the brake pipe hose connections must be changed. The forward brake pipe must be coupled to the portion of the train having the brake valve which is controlling the train. The rear brake pipe must be coupled to the other end of the train.

4. The repeater relay valve No. 5 is a variable valve and is employed to re-establish a satisfactory brake pipe pressure on the car portion of train. A regulator and gauge to indicate pounds of differential is provided. Trainline pressure on rear portion of train must not be increased above 90 PSI at RAC car. Preferred adjustment is to have the rear brake pipe 1.5 to 2 pounds above the front brake pipe.

B. Procedure for Cutting the RAC Car Out of Train

1. Close the repeater relay cutout cocks Nos. 2 and 3.

2. Open the brake pipe bypass cock No. 1, all located inside the car.

3. The car diesel engine and compressor are to remain running except during layover time.

C. Procedure for Adding Repeater Air Car to a Train When Repeater Car Air Equipment is Not to be Used

1. Close the repeater relay cutout cocks Nos. 2 and 3.

2. Open the brake pipe bypass cock No. 1 all located inside the car.

3. Forward brake pipe must be coupled to portion of the train to which the road engine is attached.

Rear brake pipe must be coupled to the other end of the train. The angle cock on the unused brake pipe on each end of the car must be closed.

D. Train Operation of Repeater Air Cars

1. With the repeater air car in operation, proceed with terminal air test as prescribed in the air brake rules and regulations.

2. All rules outlined in the air brake rules and regulations governing train handling shall be adhered to while repeater air car is part of any train.

3. If required, the repeater air car may be cut out by closing the repeater relay cutout cocks Nos. 2 and 3 and opening the brake pipe bypass cock No.1, all located inside car. This provides for normal train operation without the repeater relay equipment operating.

4. If yard air is used to charge the train, it must be cut in ahead of the repeater air car.

5. The RAC car must not be kicked, dropped, or humped and must be handled next to switch engine when being cut into or out of train and when being moved to caboose track.

6. During a pickup or setout, or at any time the engine is separated from the train and the air car is in operation in the train, it is absolutely essential that the trainline angle cock be left open on the train.

E. Loss of Main Reservoir Air on RAC Car

1. The depletion of main reservoir air to below 100 pounds will initiate a service brake pipe reduction in the forward and rear portions of the train. The rotating red light on top of car will operate.

2. In addition to the red rotating light, a radio signal will be initiated and will transmit a series of short beeps for a period of approximately ten seconds and then cease. It will reset itself automatically upon an increase of main reservoir pressure above 100 pounds.

3. If in power, throttle must be reduced to idle and automatic brake valve placed in full service zone until train stops.
4. If in dynamic braking, automatic brake valve must be placed in full service zone and dynamic braking lever handled as prescribed by rules.
5. Train must be immediately secured before determining reason for main reservoir air depletion.

F. Setting RAC Car Out of Train

1. If it becomes necessary to set RAC car out of train, shut down compressor engine in car and secure car per rules.

G. Starting Compressor Engine

1. Check lube oil in engine.
2. Check compressor oil.
3. Check radiator coolant level.
4. Drain water from No. 1 reservoir (receiver-separator) on compressor (being careful not to drain oil).
5. Open manual blowdown valve at No. 1 reservoir to relieve any pressure in system. Close valve.
6. Check that air damper valve on blower is open and engine shut down safety trip is closed.
7. Engine is equipped with fuel prime pump and switch. Switch is located at instrument panel and is also to be used only in the event fuel supply on RAC car is exhausted.

In the event it becomes necessary to prime engine, close the cock in the supply line furthest from the fuel tank and open the cock to the prime pump. Prime engine.

Close cock to the prime pump and open the two cocks in fuel supply line furthest from fuel tank. Engine may now be started.
8. Hold in oil bypass button and engine start button until oil pressure reaches 25 PSI and engine starts.

H. Shutting Down Compressor Engine

1. Pull diesel engine stop and hold until fan stops.
2. CAUTION: Do not stand by air discharge valve as No. 1 reservoir exhausts to atmosphere when engine is shut down.
3. Air equipment on RAC must be out per instructions.
4. The RAC car is equipped with automatic drain valves on the 824 filter and Nos. 2 and 3 main reservoirs. The timing devices are connected into the light circuit and light switches must be on for the device to operate. When RAC car is shut down, ensure all switches placed in off position.
5. The compressor is equipped with a timing device which causes the engine to load by reducing the No. 1 main reservoir pressure to 115 PSI for a period of approximately 15 minutes each hour.

CAUTION: The timing switch must be left in the "ON" position when car is operational and must be turned "OFF" when car is inoperative or engine is to be started.

MAINTENANCE INSTRUCTIONS REPEATER AIR CAR SP-260

A. Trip

1. Check compressor lube oil level.
2. Check engine lube oil level, engine shut down (add oil only if on or below low(add oil) mark).
3. Check radiator coolant level.
4. Check battery electrolyte level.
5. Check oil level in compressor and engine on compressor and engine oil bath air cleaner.
6. Drain condensation from No. 1 reservoir on compressor.
7. Check that fuel tank is full (No. 1 diesel fuel); tank truck delivery from local distributor).

B. 30 Days

1. Change air compressor oil filter.
2. Change engine oil (SAE 40).
3. Change engine oil filter.
4. Change fuel oil filter and strainer.
5. Change engine and air compressor air intake carbonyl filters (standard locomotive two-inch disposable filter).
6. Clean oil bath air cleaner screen.

C. 60 Days

1. Change compressor lube oil (SAE 10).

D. Semi-Annual

1. Change element in 824 filter.

50. TRAINMEN AND ENGINEMEN BIDS

Trainmen and enginemen are in some instances submitting bids for assignments through Agents or other offices who are thereafter forwarding the bid to Crew Dispatcher or Trainmaster's offices.

Only in those instances covered by provisions of the Trainmen's or Enginemen's Agreements is such handling to be permitted. If such bids are submitted to offices not covered by Agreement provisions, they must not be accepted and the individual submitting the bid must be instructed to forward such bids by mail directly to the proper office.

51. MILEPOST LOCATIONS

The following is a list of milepost locations by terminals where yard crews are employed delineating combination Road-Yard Service Zones within which yard crews may be used for the services specified:

<u>Terminal Direction</u>	<u>10-Mile Zone Limit* for Industrial Switching</u>	<u>15-Mile Zone Limit** for Road Train Service</u>
OAKLAND		
to Martinez	MP 29.1	MP 34.1
to Newark	24.01	29.01
to Milpitas	25.82	30.82
to Pleasanton	25.82	30.82
PORT COSTA-OZOL		
to Davis	49.24	54.24
to Oakland	10.0	5.0
to Tracy	49.0	54.0
to Avon Branch	42.6(END OF BR)	42.6(End of Br)
SUISUN-FAIRFIELD		
to Davis	62.45	67.45
to Oakland	37.05	32.05
to Schellville	63.05	68.25
to Krug	63.45	68.45
to Vallejo	64.05	68.9(End of Br)
SAN FRANCISCO		
to San Jose	21.48	26.48
SAN JOSE		
to Watsonville Jct.	65.6	70.6
to San Francisco	33.47	28.47
to Niles via Milpitas	34.78	29.78
to Mulford via Alviso	29.5	24.5
to Redwood Jct. via Alviso	36.1	31.1
to Niles Tower via Alviso	38.3	43.3
to Permanente	39.63	38.0(End of Br)
WATSONVILLE JUNCTION		
to San Jose	86.11	81.11
to San Luis Obispo	111.43	116.43
to Santa Cruz	113.6	118.6
to Monterey	111.43	116.43

*The switching zone extends from the existing switching limits to the last industry to be serviced by yard crews within the milepost location of the zone as prescribed in Section 1, A title VIII, BLE Agreement dated July 26, 1978, and Section 1, Article XI, UTU Agreement dated August 25, 1978.

** The zone established herein is the limit within which yard crews may be used to handle disabled road trains or those crews tied up under the Hours of Service Act outside their final terminal, as prescribed in Section 2, Article VIII, BLE Agreement dated July 26, 1978, and Section 2, Article XI, UTU Agreement dated August 25, 1978.

52. CREW DISPATCHERS OFFICE TELEPHONES

Crew Dispatchers Office telephone are as follows:

Manager and Asst. Manager: 44116 and 763-4937
Chief Crew Dispatcher : 44860

Western District Telephones

Train Crew Dispatcher : 44144 and 832-6674
Engine Crew Dispatcher : 44861 and 444-8637
Yard Crew Dispatcher : 44552 and 444-6925

Coast District

Yardmaster, Switchmen and Herders:

Company Number : 44134
Public Telephone Number : 800-772-3446

Coast District Trainmen use the following numbers:

Company Number : 44133
Public Telephone Number : 800-772-3264

Coast District Engineers, Firemen and Hostlers use the following numbers:

Company Number : 44862
Public Telephone Number : 800-772-3260

The above telephones are exclusively for company related business and all conversations will be tape recorded.

Telephone calls to Crew Dispatchers are limited to the following:

1. To obtain permission to lay off.
2. To obtain permission to mark up.
3. To check status on board and/or position of their crew.
4. To place displacement and/or bid for those crafts provided for in applicable agreements (to be confirmed in writing where required by applicable agreement).
5. To receive and respond to instructions and inquiries from Chief Train Dispatchers' forces and Yardmasters.
6. Telephone calls of bona fide emergency nature; however, Crew Dispatchers will refer such calls to Manager, Asst. Manager, or Chief Crew Dispatcher for further immediate handling.
7. To receive instruction or answer inquiries of company officers.

Calls for information not covered above will be made to Manager, Asst. Manager, or Chief Crew Dispatcher.

All inbound and outbound calls to or from Crew Dispatchers' Office must be of short duration-- no longer than necessary to accomplish the purpose of the call.

Crew Dispatchers receiving calls from outside the company making inquiries about employees or otherwise will be respectfully referred to the appropriate officer or department.

Personal telephone calls to or from Crew Dispatchers' Office are prohibited.

53. CALLING PERIODS

The following are the calling periods that are now in effect on the Western Division:

WESTERN DISTRICT

Engineers	2 Hours
Trainmen	2 Hours
Firemen	2 Hours

COAST DISTRICT

Engineers-Other Than Pool 2	- 2 Hours
Engineers - Pool 2	- 3 Hours
Firemen	- 1½ Hours
Trainmen - Other Than Pool 2	- 1½ Hours
Trainmen - Pool 2	- 2½ Hours

DISTRICT I

ITEM 1. Chemox Oxygen Breathing Apparatus

Nine (9) Chemox oxygen breathing units have been installed inside Tunnel 6, between MP 239.29 and 239.97, near Cuesta, with an additional unit at Road Foreman of Engines Office, San Luis Obispo, and Trainmaster's Office, Watsonville Junction.

There are three (3) storage cabinets, secured with a standard switch lock, with three (3) chemox units in each cabinet and are located: 1) inside west portal of tunnel 145 feet on land side; 2) at center of tunnel on ocean side and; 3) 185 feet from east portal on ocean side. Lights have been installed at each location and cabinets marked with Scotchlite stripes.

Cabinets will be numbered, from west to east, one(1) to three (3), and each unit inside cabinets will be numbered one (1) to nine (9).

Whenever it is necessary to use one of the units, the following MUST be notified by first available means of communication, giving the number of units used, and from which cabinet: Chief Dispatcher, Roseville; Trainmaster, Watsonville Jct.; Road Foreman of Engines, San Luis Obispo; and Roadmaster Paso Robles. Used cannisters must be turned in to Trainmaster's Office at Watsonville Jct.; Roadmaster, Paso Robles, or Road Foreman of Engines, San Luis Obispo.

All train, engine and extra board personnel operating between San Luis Obispo and Watsonville Junction must receive instruction on proper use of Chemox Apparatus. Operating personnel who have not received instructions will contact Road Foreman of Engines, San Luis Obispo, for instructions.

General information regarding use of Chemox Apparatus:

CAUTION

Under no circumstances should these units be used for fire fighting purposes or as an underwater device.

Do not use near open flame. Smoking is strictly prohibited when device is being used.

Never allow any substance to enter the neck of the cannister especially oil, water and oil mixtures, gasoline, grease, etc., as the chemical contains oxygen which will cause combustion of any inflammable material with which it is brought into direct contact--especially if such materials are moist.

Do not attempt to remove cannisters with bare hands. Gloves should be worn.

DISTRICT II

1. OPERATING INSTRUCTIONS

Between daylight and dark, engineers on inbound tracks arriving vicinity Brokaw Road will, when instructed by Yardmaster, operate their engines or units from the West and Brokaw Road to the East and Newhall Tower, where Herder will be furnished for continued movement to roundhouse when required.

Instructions from Yardmaster will indicate to engineer that track is clear from Brokaw Road to Newhall and that movement is protected.

2. WP-SP JOINT TRACKS AND CROSSINGS - SAN JOSE

The following tracks are designated for joint use SP-WP, San Jose Terminal:

a. WP trackage main lead from southwesterly line 10th Street to switch connection to Interchange Track WP 2, SP No. 372.

b. WP 5th Street lead from WP main lead switch to 200 feet west of Alma Avenue to SP crossover switch, including WP spur to Sunsweet Growers, SP Track 375.

c. SP track from northwesterly line Humbolt Street to and including crossover to WP 5th Street lead.

d. SP lead to and including connection to SP-WP joint Beechnut lead.

Locked switches are double-locked with SP and WP switch locks.

3. RAVENSWOOD

Track No. 2212, West Coast Surfacing Co., MP DAB 31.48-C, has an operating limits sign "OL" is posted on face of building due to impaired overhead and side clearances. Trainmen must not operate beyond this sign.

NOTE: "OL" sign applies to Track 2212 only.

4. MULFORD

Sign reading "Employees Working" (white lettering on red background) is in use on the following tracks:

Track No. 118 - Haskon Corporation
Track No. 140 - Champion Packaging Co.
Track No. 181 - Crown Zellerbach

5. HAYWARD

Sign reading "Employees Working" (white lettering on red background) is in use on the following tracks:

Track No. 4403 - United Can Company
Track No. 4404 - United Can Company

INTERCHANGE

6. MILPITAS

Interchange tracks at Milpitas are jointly used by SP and WP.

7. NILES

Pacific States Steel - The following tracks are used jointly by SP and industry and are also designated as interchange tracks:

a. Portion between derrails of first double ended track to right of main line, west switch at MP 26.9.

b. Second double ended track taking off at first double ended track.

8. INTERCHANGE TRACKS - SHINN - WESTERN PACIFIC

Tracks 1355, 1356 and siding Shinn are designated as interchange tracks to and from SP/WP.

9. ALVARADO

Holly Sugar Company - All tracks within plant will be used jointly by S.P.T.Co. and industry and are also designated as interchange tracks.

10. RADUM

Kaiser Company - Four tracks to left of Radum branch between MP 67.15 and MP 67.75 are jointly operated by SP and industry and are also designated as interchange tracks.

11. EAST PLEASANTON

Lone Star Industries Company - The following tracks are used jointly by SP and industry and are also designated as interchange tracks:

a. Portion of main lead between highway crossing and a point 3500 feet beyond highway.

b. Portion of first track diverging from main lead to a point 200 feet beyond second switch of double ended track taking off of this track.

c. Double ended track taking off first track diverging from main track.

ALSO REFER TO TIMETABLE SPECIAL INSTRUCTIONS.

DISTRICT III

1. INTERCHANGE - SAN FRANCISCO

The end of joint track at west end of Santa Fe interchange yard at the foot of Illinois Street is located 125 feet railroad direction of entrance switch to Tracks 2 and 3. Southern Pacific crews are not to make any movements beyond these limits.

No double-overs of cars are to be made on west end of Santa Fe Yard located at the foot of Illinois Street.

SP-ATSF, China Basin (Illinois Street) - Tracks 2, 3, 4, 5, 6 and 7 are designated as interchange tracks.

SP-State Belt RR, Foot Townsend Street - Tracks 1, 2, 3, 4, and 5 are designated as interchange tracks.

1(a) SP-WP, 9th and Division Streets - The following tracks are designated both for receiving and delivering business interchanges from WP to SP and vice versa:

a. SP old main from approximately 180 feet west of west curb of Potrero Avenue easterly to switch of new connection to switch in SP main track near west curb of Vermont Street, thence along SP main track to west curb of DeHaro Street.

b. SP Drill track from approximately 180 feet west of west curb of Potrero Avenue easterly and along drill track and through crossover east of Potrero Avenue to east switch of crossover in SP old main.

c. WP Drill track from approximately 200 feet east of east curb of Vermont Street to west curb of DeHaro Street including three crossovers from SP main track to SP Drill track between Vermont Street and DeHaro Street.

d. WP - Yard Track No. 10 is designated as track which SP is to deliver cars to SP.

e. SP - Yard Track No. 11 is designated as track which SP is to receive cars from WP. When tracks 10 and 11 are full, track 9 may be used.

f. Tracks 300 and 302 between Bayshore and Mission Bay are designated as interchange tracks from and to SP/WP.

2. Tracks on Illinois Street near Marin Street and between interchange switch and Islais Creek is designated as a joint track between Santa Fe, Southern Pacific and Western Pacific Railroads. Southern Pacific, Santa Fe and Western Pacific crews must approach fouling point of this joint track with caution, not exceeding 10 MPH. When making delivery of cars to Western Pacific or Santa Fe interchange track, cars are to be coupled.

"Stop" boards are installed at clearance point both ends of new connection constructed from WP main track to SP old main track near 9th and Division Streets. SP and WP movements must not pass beyond "Stop" boards until it has been ascertained that no train, locomotive or cars are approaching from either direction upon the conflicting route within a distance and at a speed which will in any way interfere with movements about to be made from new interchange connection.

SP Company shall have preference on SP tracks, and WP Company shall have preference on WP tracks.

A lap switch in WP main track west of Vermont Street controls entrance to both WP team lead and new connection. This switch must be left lined for WP team lead.

WP and SP switches are double-locked.

2(a) Piggyback cars coming off rip tracks at Bayshore or at Mission Bay TOFC Ramp, whether loaded or empty, are to be handled by themselves and are not to be switched in regular trainyard switching.

3. Cars of scrap destined for delivery in South San Francisco are not to be placed on tracks at South San Francisco which parallel main lines.

4. Switchmen before pulling passenger equipment from 4th Street passenger station, signal must be received from switchmen at rear of equipment.

When shoving equipment into the depot at 4th Street, San Francisco, a two-car stop must be made from bumper at rear of track. Equipment must be stretched to definitely determine all couplings are properly made. The platform side must be used as the working side at all times when equipment is being handled in and out of passenger tracks. Tail hoses with air cut in must be used when shoving passenger equipment at all times within the terminal.

The steel gates at the end of the depot tracks at the 4th Street passenger station are to be kept closed and locked with attached locks on gates between the hours of 4:00 P.M. and 8:30 A.M., Monday through Friday. Between the hours of 8:30 A.M. and 4:00 P.M., Monday through Friday, the gates will be left unlocked and kept closed when not in use. On Saturdays and Sundays gates are to be kept closed and locked.

5. All train and engine crews operating on the Peninsula doing work during the night should assure themselves that as little noise as possible is made during the operation.

ALSO REFER TO TIMETABLE SPECIAL INSTRUCTIONS.

DISTRICT IV

I. OPERATING INSTRUCTIONS

1. WEST OAKLAND

a. Unless otherwise instructed, Trainmen will handle engines to and from Diesel Shop facility or ready track to their respective trains and from their respective trains to Diesel Shop facility or ready track. It will remain the responsibility of Conductors upon assuming duty to contact Yardmaster for location of engines and trains and arrange handling accordingly. Also, Conductors and/or Trainmen to be governed by Yardmaster's instructions and directions in the event it may be necessary to double one or more tracks to balance of train.

Conductors will also arrange to give copy of clearance and train orders for Engineer, if ready, to Trainmen delegated to handle engines. If not ready, Yardmaster must be so advised in order that other arrangements may be made for handling to Engineer; however, prompt handling of engines to trains is mandatory.

b. When entering Oakland Terminal, Conductors are to contact Yardmaster for instructions regarding handling of train to receiving track or tracks and doubling over train, if required.

c. Electrical switch machines have been installed on switches in the West end of West Oakland Yard on Track 55 to and including 67, and the following are instructions relative to the operation of these switches:

(1) Duplicate control panels for electrical switches are located in the vicinity of crossover 50 to 60 Lead, and adjacent to No. 58 Track switch. These panels are equipped with a green, yellow and red indicator light. When green light is illuminated, it indicates track which is lined for Lead, and when yellow light is illuminated, it indicates switch is lined for designated track. Red indicator lights on control panels in advance of each switch indicates Lead occupancy when illuminated. A particular track switch cannot be operated from control panels when corresponding red indicator light is illuminated. Track occupancy is indicated when equipment is within 20 feet of either side of switch points. This feature automatically precludes lining of switches under equipment; however, track control switches can be operated before passing equipment has reached clearance point.

(2) Each track is equipped with a locking feature which removes power from control panel when a particular track is locked and blue flagged for work by Mechanical Department, which in turn extinguishes the green and yellow lights for the particular track locked.

(3) All track switches are of the variable type switch and may be trailed through when in reverse position.

(4) All adjustments and maintenance of switch machines must be accomplished by Signal Department and West Oakland Yardmaster must be immediately notified should any malfunction occur.

d. Yardmasters and Engine Foremen working at West Oakland and Desert Yards are covered by following procedures when preparing to couple tracks.

(1) The West Oakland and Homestead Yardmasters will notify each other when crews are preparing to enter given tracks in the process of coupling cars.

(2) Yardmasters will then notify engine foremen working at leads at both ends of the West Oakland Yard so that protection can be provided crews while tracks are being coupled.

(3) It will also be the engine foreman's responsibility, before entering any given track to couple cars, to contact Yardmaster at Homestead, West Oakland or Desert Yards and advise that they are entering a track to couple cars in order that Yardmasters can provide necessary protection.

II. GENERAL INSTRUCTION

1. Conductors and Brakemen will personally sign register for outbound movement out of Oakland at the on-duty time of the call.

Conductor will report any failure of the Brakemen to comply with these instructions and notify Crew Dispatchers' Office if Brakemen fail to report at on-duty time.

2. Form CS-2487-A must be filled out at completion of shift by Switchmen working positions of Herder and Herder-Helper in West Oakland and the Desert Yard, except those assigned to Diesel Shop, 50 Lead, 60/70 Lead and West end Desert Yard.

These forms are available at the Crew Dispatchers' Office, Homestead Yardmasters' Office and the Desert Yardmasters' Office.

3. Engine Foremen must show on switch lists, "PICL" lists, industry work lists, or any list furnished, time cars are placed on spot, or, if left at location other than designated spot, time and where placed and reason why not spotted as requested. Also, reason why cars not pulled as requested.

All lists must be properly filled out in space provided for assignment number, engine number, engine foreman's name, date and any other information as may be required. If no space provided for assignment number, engine number, etc., engine foreman must still provide this information. On all but first sheet, initials may be used.

Upon completion of tour of duty, complete lists must be returned to Yardmaster without fail, including lists furnished by industries.

4. When necessary to go beyond Mile Post 14.26 at Elmhurst during tour of duty, this information must be entered on Yardmen's Register due to the application of different rate of pay for Enginemen.

5. In order to expedite telephone handling between Crew Dispatchers' Offices at Oakland, the following Pacific Telephone & Telegraph lines have been installed:

TRAINMEN	832-6674	ENGINEMEN	444-8637
	832-6675		
SWITCHMEN	444-6925		
	444-6926		

Trainmen, enginemen and switchmen desiring to contact Crew Dispatcher must call the above numbers instead of going through our operators.

6. When switching industries protected by railroad gates, it must be known that gates are properly secured to prevent damage of personal injury during switching movements. When gate securing devices will not keep gates secured, other means must be used, and report promptly made to Yardmaster or Terminal Officer.

III. INTERCHANGE

1. AT&SF, 34TH & WOOD STREETS AND 40TH STREET & SAN PABLO AVENUE YARDS, OAKLAND

Tracks 1, 2, 3, 4, 5 and 6 inclusive in AT&SF 34th Street Yard including Southern Pacific lead from those six tracks in 34th Street Yard to a point fifty (50) feet east of Halleck Street; and Tracks 2, 3, 4, 5 and 6 and leads connecting to those five (5) tracks in AT&SF 40th Street Yard, Oakland, are designated as interchange tracks.

Southern Pacific has right to operate over track identified as "WOOD STREET LEAD" connecting AT&SF 34th Street Yard with AT&SF 40th Street Yard to San Pablo Avenue, which is within yard limits and Rule 93 of the Rules and Regulations of the Transportation Department applies.

Unless otherwise instructed, Tracks 1, 2 and 3 of AT&SF 34th Street Yard will be used to interchange Southern Pacific traffic to AT&SF and Track 4 of 34th Street Yard will be used to interchange Alameda Belt Line traffic to AT&SF via Southern Pacific. Any overflow of Alameda Belt Line traffic to be placed to Tracks 1, 2 or 3. Conditions warranting, Tracks 5 and 6 to be kept clear, Track 6 to be used as running track.

Unless otherwise instructed, Tracks 2, 3, 4 and 5 of AT&SF 40th Street Yard will be used to interchange Southern Pacific traffic from AT&SF and Track 6 of AT&SF 40th Street Yard will be used to interchange Alameda Belt Line traffic from AT&SF to Alameda via Southern Pacific. Any overflow of Alameda Belt Line traffic to be placed to either 2, 3, 4 or 5 tracks.

Any traffic to and from both AT&SF and Alameda Belt Line not interchanged in block will be handled in regular switching movement to and from both interchange points.

2. Traffic destined to Richmond Inner Harbor District will retain the presently assigned 23000 "SPINS" tag destination numbers and unless otherwise instructed, will be interchanged to AT&SF Railroad on present Belt Interchange track at Richmond Transfer. This traffic must, however, be interchanged in block. Do not intermix with 2108 AT&SF Richmond deliveries.

3. The following tracks are designated as interchange tracks between S.P.T.Co. and AT&SF Railroad at Richmond Transfer:

Standard Oil - No. 1, No. 2, No. 3 (SPINS 2501-02-03 respective).

S.P.T. - No. 8, No. 9, No. 10

4. Except in emergency and unless otherwise instructed, Standard Oil tracks No. 1, No. 2 and No. 3 will be used primarily to interchange the Altamont Crude Oil Unit trains (loaded and empty); other rail traffic, including Richmond Belt and Richmond Inner Harbor District traffic, will be interchanged on S.P.T. tracks No. 8, 9 and 10.

5. The following tracks are designated interchange tracks between the Oakland Terminal Railroad and SPTC, Oakland-Emerlyville: Track 19, Lead (300' Spur); Track 6 (Spur); Track 3 (that portion adjacent to Track 6); Electric 6 Pocket.

Except in emergency and unless otherwise instructed, interchange traffic will be delivered on Oakland Terminal tracks 19, 6, and 3 and received on Electric 6 Pocket.

The following tracks are designated interchange tracks between the Western Pacific Railroad and the Southern Pacific Transportation Company, Oakland:

Tracks 0121, 0122, 0123, 0124

The following tracks are designated interchange tracks between the United States Army - Oakland Base and the Southern Pacific Transportation Company, Oakland:

Army Base Tracks 7, 8, 9, 10, 11, 14

2. INTERCHANGE TO AND FROM ALAMEDA BELT LINE INCLUDING BRIDGE TRAFFIC

Tracks No. 1 through No. 12 inclusive and LEAD adjacent to No. 1 track at the Alameda Belt Line Yard are designated Interchange Tracks.

Normal interchange operation is to receive on Tracks No. 8 and No. 9 and deliver on Tracks No. 10 and 11 of Southern Pacific, Western Pacific and AT&SF Railway traffic.

In the event traffic cannot be handled in the normal manner, any track designated can be used.

3. INTERCHANGE RICHMOND 23RD STREET YARD

Tracks 4, 5 and 6, of the 23rd Street Yard, Richmond are designated as Interchange Tracks.

ALSO REFER TO TIMETABLE SPECIAL INSTRUCTIONS

DISTRICT V

1. INTERCHANGE

a. FLOSDEN

Tracks at MP 64, Vallejo Branch serving Mare Island Navy Yard.

b. PORT CHICAGO

U.S. Navy - The following tracks are operated jointly by SP and Navy and are used for interchange purposes.

1. Portions of wye beyond south edge of highway.

2. Two main leads to wye track, including cross-over between leads.

c. PORT CHICAGO

AT&SF RY. - The first two tracks south from MP 41, 2500 feet to a point 60 feet east of switch joining these two tracks, are designated as interchange tracks and are operated jointly.

d. McAVOY

S.N. RY- Track connecting with S.N RY. is designated as an interchange track and between a point 190 feet west of the point of switch to a point 1850 feet west, if is jointly operated.

e. PITTSBURG

AT&SF RY. - Five tracks near MP 48.40 and located between a point 500 feet west of switch on S.P. and 200 feet east of switch on AT&SF are designated as interchange tracks and are jointly operated.

f. SCHELLVILLE

N.W.P. RR. - All tracks within Schellville Yard limits are owned and operated by S.P. and N.W.P and are used for interchange purposes.

2. SUISUN YARD

Yard crews at Suisun Yard provide switching service to Cordelia Distributors located near MP 54.8 on the Schellville branch in addition to other industries located between Suisun and that industry. They also provide switching service to Ball Container located near MP 53.2 on the main track east of Suisun in addition to other industries located between Suisun and that industry. For operating purposes, the yard limit boards have been moved from MP 53.25 to MP 55.0 on Schellville branch and from MP 52.45 to MP 54.0 on main track.

Yard foreman must keep daily account of the time consumed by the yard crew or crews outside the switching limits (MP 53.25 and 52.45, respectively) in serving the industries on form provided at Suisun.

REFER TO TIMETABLE SPECIAL INSTRUCTIONS.

PASSENGER SERVICE EXCEPT COMMUTER TRAINS BETWEEN

SAN FRANCISCO AND SAN JOSE

1. ACCIDENTS

Instructions concerning any type accidental occurrence are outlined in Item 9, Page 6.

When a railroad car is involved, show number and initial so immediate arrangements can be made for inspections at first terminal. Trainmen should always examine car for defects in catches of windows or doors, obstructions or slippery spots on floors, etc., if such are involved. When passenger or mixed trains (if passenger aboard) are involved in collisions, derailments or rough handling, conductors will obtain signed Form 7402 from every passenger indicating whether or not passenger claims injury as a result thereof. These forms should be attached and sent in with Form 2611. Conductor should have at least 100 of these blank forms in his possession for such emergencies.

2. DELAYS

Amtrak trains have been delayed due to conductors arranging second stops to accommodate passengers on long trains with short platforms.

Amtrak and Southern Pacific policy is that passengers will walk through train so as to entrain/detrain at platform location, and Amtrak car attendants are to assist in handling luggage through train.

These trains are not to make double stops under any circumstances, except emergencies unless authorized by Chief train dispatcher.

Current contract with Amtrak in connection with the operation of Amtrak passenger trains reads in part as follows:

"Such delays are relievable when result from connection and passenger related holds expressly requested by Amtrak personnel."

It must be understood that only delays authorized are those which have been requested by Amtrak through Mr. W. M. Jones' office. Relief will not be given by Amtrak for delays due to repairing air conditioning, watering cars, or other similar reasons. If delay of an Amtrak train is necessary for safety reasons or other extreme emergencies, conductor must contact Chief Dispatcher for authority for delaying the train.

3. DEATH ON TRAIN

The following instructions will govern in cases where passengers die on our trains while en route:

1. When a passenger dies while in CALIFORNIA, the body should be carried, either in room space (if passenger was so traveling) or in the baggage car, to the first open station at which the agent or operator is on duty and there removed from the train to be held at the station until disposition can be arranged. The conductor should furnish the agent with a full report of the circumstances; also notify the Superintendent by wire as hereinafter specified, giving all details, particularly the name or relative or friend traveling with the deceased, if any, or if the deceased was traveling alone, then the name of the relative or friend to be notified if that can be ascertained. In the latter event, the Superintendent should notify such friend or relative by telegraph at once.

2. When a passenger dies on train from natural causes, all such instances should be reported on telegraphic accident report, Form 2957, and in addition to filling in the various items on the form, include:

- a. Name, age, home address and destination of deceased.
- b. Names and relationships of those accompanying, if any.
- c. Accommodations occupied.
- d. Circumstances of death.
- e. Attention given and disposition made of remains.
- f. Remarks and any additional information obtainable, including who to notify in case of accident, death, etc.

3. Personal effects of the deceased, including hand baggage, should be carried on the train to the point where the body is removed, and there entrusted to the accompanying relative or friend, if any. If the passenger was traveling alone, such personal effects should be turned over to the local authorities who take charge of the body.

4. CARE OF MENTAL, SICK AND DISABLED PASSENGERS

In instances where tickets have been sold to persons suffering from mental or physical disability to an extent rendering them unable to properly care for themselves, conductors and trainmen should not permit such intending passengers to board their train unless accompanied by a competent attendant to care for them from point of origin to destination.

When informed of the fact that a passenger is mentally incompetent, we owe such passenger that degree of care which is reasonably necessary to protect him from any injury which might result from continuing his journey as a passenger in such condition, and also have the duty to protect other passengers from injury or other annoyance which might be caused by such mentally incompetent passenger. When it is considered that a passenger is in such a mental state as to make it unsafe for him to continue his journey unattended, conductor should immediately wire for railroad police officer to board train at next terminal and accompany passenger to destination if on our lines, or to point where passenger leaves our lines. In latter case, connecting line should be given proper notification. Until such time as officer takes charge of such demented passenger, train crew should make special effort to see that he does not harm himself or injure or annoy other passengers. When a person known to be insane and unattended leaves or is removed from passenger train at station, such person must not be allowed to leave train and go about unattended, but should be placed in the care of station authorities and local authorities contacted to take custody of such a person.

If a demented passenger becomes violent and employes are unable to keep him under control, he should be removed at the first station where suitable attention can be given, and there delivered into the care of the public authorities.

When demented person or persons are under the charge of a nurse or attendant, and you are reasonably certain our regular passengers will not be discommoded, you may arrange to ticket such passengers, provided they purchase sleeping car accommodations.

Where it is necessary to have passengers detained by local authorities, you must in every case, immediately report the matter so that appearance to swear out complaint can be made to protect the Company's interest against possibility of suit for false arrest.

When stretcher patients are to be entrained or detrained, there should be an understanding between the engine and train crew as to the operation to be performed, and member of train crew should take position at the head end of train to assure that it is not moved until operation has been completed.

5. POLICE

When necessary for police officers to enter ladies' rest rooms on trains, they should be accompanied by a train porter, or if he is not available, by train conductor or brakeman. Trainmen and chair car porters will assist the officers who are making their checks in the performance of their duties.

6. AIR CONDITIONING EQUIPMENT

It must be understood by all train crews that fresh air intakes on air conditioning cars should be closed while passing through sand storms or through any territory where the dust enters the cars to such an extent that the condition is noticeable in the cars and that they should be reopened when out of the dusty territory.

In connection with the operation of air conditioning equipment and electric lights on trains that may be delayed for a considerable length of time due to derailment, washouts, etc., the following will govern.

Cars equipped with mechanical air conditioning system can be run for approximately five hours; cars equipped with the steam-ejector system can be run for approximately three hours. When train delay occurs and it is apparent that it will be for a considerable length of time, the lights should be used only when required and should not be operated in excess of time mentioned above, at which time the air conditioning system and blower fans and as many lights as possible should be turned off. During train stops or delays, the battery is the only source of electric current available for operating lights and air conditioning equipment. When delay occurs and it is necessary to operate the air conditioning system, train line connectors should immediately be applied between all cars in train, in line with standard instructions, first determining that link fuses on train line switches are tight and then the "Main Lights" switch. If the air conditioning system has been operated for the maximum length of time, as outlined above and it is necessary to discontinue its operation, the end doors and windows should be open as required, to air out the cars and to keep same as comfortable as possible. When train is again in motion and attains a speed of 15 MPH or faster, the lights and air conditioning equipment may again be placed in normal operation. The train line connectors should remain on cars until end of run, then are to be removed by train crew and returned to their proper place in the car from which they were obtained.

Trainmen operating air conditioning system in sleeping car, chair car and coach equipment should control the lighting system, manual and automatic floor heat, steam cutout valves, and all heating thermostats as required. The air conditioning systems, comprising blower fan operation and cooling and overhead heating units should be operated only by switches on the air conditioning control panel. Valves controlling circulation of ice water to cooling coils and circulation of steam for the overhead heating system, which are located either under cars or above the low false ceiling inside the cars, must not be tampered with under any circumstances. Air conditioning systems should be operated in accordance with instructions posted on locker door of control panel, but if system cannot be made to function properly, wire should be sent ahead to first station where repairs and adjustments can be made, to have electrician available upon arrival of train for necessary attention.

Whenever cars equipped with steam-ejector system of air conditioning are operated in a train regardless of position in that train, trainmen must see that at least 65 pounds of steam pressure is carried on the train steam line indicated by the gauge at the control panel of each car. It will, therefore, be necessary to check the gauge and signal the engineer as often as necessary to see that suitable steam pressure is carried at engine to provide 65 pounds steam pressure on the particular car involved.

AIR CONDITIONING FAILURE

In the event of failure of air conditioning system (controls of which are manipulated by trainmen) in coach and chair car equipment trains, a report must be made by wire by conductor to Superintendent showing the following information:

1. Approximate length of time or points between which system not working.
2. Whether failure of system caused discomfort to passengers.

Please see that there is no failure to render this report at termination of run.

Form 4363 titled "Instructions Covering the Operation of Air Conditioning Systems on Passenger Cars for Information and Government of Employes Performing Service on Passenger Trains," and Form 4363-A, "Action to be Taken Should Care be Involved in Fire," should be in your possession and you should familiarize yourselves thoroughly with the instructions and information in this book in order that emergency repairs or measures may be taken.

In the interest of improving performance of air conditioning equipment and providing patrons with type of service represented in published consists of passenger trains, following practice will hereafter apply during period of cooling season.

INTERMEDIATE POINTS OF TRAIN'S RUN WHERE AC MAINTENANCE AND SERVICING FORCES ARE MAINTAINED

1. It will be permissible to hold passenger trains at intermediate points of their runs, where AC maintenance and servicing forces are maintained, a maximum of 20" over timetable dead time, but not to exceed a total of 40" at any one point, to permit repairs to be made to air conditioning equipment.

2. If repairs cannot be made at such intermediate points and reasonable adequate substitute space is not available on train to accommodate passengers from car with inoperative AC unit, suitable AC car shall be substituted if available, provided train will not be excessively delayed.

3. When car with inoperative air conditioning system is not removed from consist of train and temperature becomes uncomfortably warm, ventilation shall be provided by opening end doors, operating fans, etc., as provided in Part 3, Item 5, of Instructions Governing the Operation of Air Conditioning Systems on Passenger Cars (Form S-4363).

4. If it appears that air conditioning equipment cannot be repaired within 30" after scheduled departure time of passenger trains from initial terminal, following action shall be taken sufficiently in advance of scheduled departure time to avoid any unnecessary delay:

a. Notify local Traffic Department representative who shall immediately determine whether passengers can be transferred to reasonably adequate substitute space on same train; otherwise, furnish a suitable substitute car, if available.

b. If reasonably adequate space or suitable substitute car is not available, local Amtrak representative shall be called upon to notify passengers that they have choice of riding in the assigned car with inoperative air conditioning system or transfer to some later train.

c. When a car with inoperative air conditioning system is not removed from consist of train and temperature becomes uncomfortably warm, ventilation shall be provided by opening end door, operating fans, etc., as provided in Part 3, Item 5, of Instructions Governing the Operations of Air Conditioning Systems on Passenger Cars (Form S-4363).

When it appears that repairs to air conditioning system on passenger carrying cars cannot be completed before scheduled departure time, Superintendent or his representative will immediately telephone Extension 21634, in office of Transportation Department, San Francisco, for instructions.

In order to carry out these instructions, it will require close cooperation on the part of conductors and others concerned in furnishing advance information to next regular point covered AC failures as contemplated in Part 3 of Instructions Governing the Operations of Air Conditioning Systems on Passenger Cars, relative to filing of telegraphic report of failure on Form S-2301 and Form S-2302.

When it is apparent that passenger car is to be involved in a long delay at points where station standby electrical facilities are not available, battery and/or fuel supply should be conserved by using as few lights as practical.

If the delay involves air conditioned cars during cooling season, the shades or blinds on sunny side of car should be drawn and the fresh air intakes closed.

Unless the AC equipment is inoperative, end doors should be closed promptly after departure from station stops so as to insure maximum temperature comfort for passengers as well as avoid placing an unnecessary strain on the air conditioning equipment. Doors left open for convenience of chair car porters until distribution of hand luggage has been completed should be discontinued.

1. If car temperature appears to be above normal, immediately check floor heat radiators and air outlet from duct. If the radiators are hot at any zone, locate the valve controlling that section and place the valve in OFF position. If air from duct is warmer than outside air, locate overhead heat valve and turn it OFF.

2. On cars where floor heat and overheat valves are located in floor, the toggle switch on vapor panel will have to be placed in MANUAL position before putting in OFF position.

3. On new type streamlined cars with valves above the floor, the handle should be moved to OFF position.

4. When necessary to close heat valve, notify next terminal (preferably by telegram), so that terminal forces may check operation of overhead and floor heat valves, adjusting any inoperative valve relay or switch.

In addition to instructions contained in Form S-4363 Instructions Covering the Operation of AC System, and posted in electric lockers of streamlined cars, the following instructions are now issued:

TO TRAINLINE CAR

If lights fail and it becomes necessary to trainline car, proceed as follows:

1. Trainline car with weak battery to nearest car in train with same voltage system.

2. Open trainline switches in both cars, switches in both cars, switch located in regular locker.

3. Put up trainline connector between cars, tightening thumb screws firmly.

4. Close trainline switch in car from which power is to be taken.

5. Open battery switch in car with weak battery, switch located in regulator locker (battery switch should be open only in the car in trouble and not in the car supplying the power).

6. Close trainline switch in car with weak battery. DO NOT CLOSE TRAINLINE SWITCH IN CARS WITH OTHER VOLTAGE.

7. Do not trainline 32V, 64V or 110 volt cars together.

TO REMOVE TRAINLINE

1. Open trainline switches in both cars.

2. Close battery switch in car with weak battery. (If battery switch is left open, steam valves may remain open, overheating cars).

3. Take down connector between cars.

7. PASSENGER CONDUCTOR INSTRUCTIONS

You must file wire report at conclusion of your run with Chief Train Dispatcher, report of all passenger train delays, giving correct amount of delay and the reason therefore not only at station, but intermediate points.

In order to avoid awakening passengers on trains arriving at terminals during the early hours of the morning, on trains arriving at terminals prior to 9:00 AM., you should not disturb passengers to collect identification check unless there is transportation to be returned.

Our ticket refund bureau is confronted with numerous claims for refunds account passengers required to pay additional cash fares or purchase additional tickets for following reasons:

1. Conductors lifting both going and returning portions of roundtrip tickets on the going journey.

2. Passengers holding space to points short of destination and conductor failing to return such passenger's transportation covering balance of trip.

Conductors on Train 6 will collect tickets first from the coaches and then from the sleeping cars.

In order to avoid confusion at junction points, passenger trainmen should announce on the ground destinations of their train so that patrons may have no trouble in making transfer.

8. PASSENGER, HANDLING OF DELAYED EN ROUTE

When a passenger train is held or will be unable to continue beyond a certain point on account of accident, washout, slide or other unforeseen occurrence interrupting traffic for a substantial or indefinite period, conductor is to immediately determine cause of delay and probable duration so that with the assistance of brakemen, the passengers may be informed.

Passengers should be assured that everything possible is being done for their convenience.

9. GAMBLING

Gambling in any form on Company premises or on trains is strictly forbidden and in this connection, attention is called to Section 330, Penal Code of the State of California.

10. SMOKING IN NON-SMOKING CARS

Passengers observed or reported smoking in restricted cars or areas thereof should be courteously approached and tactfully informed of the nearest location in the train where smoking is permitted to prevent annoyance to other non-smoking or allergic passengers.

11. PASSES, REDUCED RATE ORDERS, REFUNDS

No passes other than Amtrak passes are valid on Amtrak trains.

Trip Pass, Series "T" issued for one roundtrip only. Rail travel privilege card passes must be presented at ticket office before boarding train. The ticket agent is authorized to issue a ticket to the employe presenting R.T.P.C. pass on a space-available basis, (reservations may not be made more than 24 hours prior to departure) locally between points on the employing carrier only.

On Amtrak trains there is now only one basic fare with sleeping or parlor accommodation added. For pass riders, this is not the full added accommodation charge but a percentage.

Rate orders may be used to purchase all tickets at one-half of the regular coach fare based on the one-way fare, on the same space-available basis that governs issuance of tickets by presentation of passes.

All tickets must be secured before boarding train. Conductors are not authorized to honor R.T.P.C. or sell half-rate transportation. Each traveler must have an individual ticket.

Free transportation privileges are extended only to active full-time employes who entered service prior to January 1, 1963, and do not include furloughed, or employes on leave of absence, except a representative of a carrier labor organization who is not otherwise gainfully employed may receive free transportation.

A dependent is a person who is (a) the spouse, natural or legally adopted child, or parent of the employe or retire employe only, if under the rules of the Internal Revenue Service he is a legal dependent, for the current tax year, residing in the same household (except for a full-time student living at school), and if he does not have a monthly income of more than \$60 from any source; and (b) unemployed spouse, not remarried, and natural or legally adopted children eighteen years of age and under, of a deceased employe, or deceased retired employe, but only for a period after death equal to the employe's continuous railroad service.

All requests for refunds must be accompanied by complete or unused portion of the rail ticket which shows "Pass" or "Reduced Rate" annotated on its face. No refunds will be made under any other circumstances.

All requests for refunds must be made to the Supervisor of Personnel Services.

Southern Pacific annual and trip passes only (no Amtrak passes) will continue to be honored on our Peninsula commute trains. S.P. passes properly endorsed will be honored on freight trains and locomotives.

It is important that all annual passes and R.T.P.C. of employes leaving active service for any reason be picked up and returned to this office for cancellation.

Engineers, firemen, baggagemen, conductors, trainmen, porters, chefs, stewards, waiters, passenger service representatives, A.C. & D.C. inspectors, etc., who are in the process of operating the train or performing a service function directly related to the passengers' comfort and/or convenience do not need a ticket while on duty. If their duty shift terminates along the route and they desire to continue on the train, they must then have a ticket.

The above list is not all-inclusive because of different titles on different roads. Any person who is engaged directly with the operation of the train or in direct contact with the customer does not need a ticket.

12. PASSENGER CARS

On streamlined passenger cars, the air brakes may fail to release after use of the conductor's emergency valve and make it necessary to locate the exhaust valve under the car over the tracks. A tap on the exhaust valve with a hammer or other metallic object will usually cause the valve to seat and release the air brakes.

13. OFFICIAL CARS

Official cars have been equipped with steam train-line slowdown arrangements.

This arrangement consists of an additional steam valve, operating mechanism and muffler, all located at head end of car (kitchen end).

Trainmen are required to operate rear valve of train for blowing down steam trainline and this additional end valve will preclude necessity for their passing through car for this purpose.

Individual installations vary slightly; however, handle to operate this additional valve is located up inside car near present handle and is stenciled for identification.

14. ELECTRIC LOCKERS ON CHAIR CARS

In the interest of safety and fire prevention, attendants will see that the electric locker on chair cars is not under any circumstances used as a storage locker.

In the electric lockers on our passenger cars, there is a white Amtrak card, Form 1000, which is for use of train crews and chair car porters to write any exceptions to equipment, so that they may be fixed upon arrival at the terminal.

The matter of making proper entries of mechanical defects on this form is very important, if the Mechanical Department is to properly maintain passenger equipment and keep complaints to a minimum.

The electric locker doors on vestibules must be locked when train is enroute and car is in service.

15. DEFECTS

Such defects as broken seats, defective water cooler, inoperative end door, rattle under car at brake end when running 50 MPH, etc., must be reported on Amtrak Form 1000 and air conditioning failures must also be reported on Form L-2031, "Telegraphic Report of Air Conditioning Failure."

16. AMTRAK TRAIN 710-711

S.P. crew handling Amtrak Train No. 710 will turn this train over to ATSF crew on ATSF siding in vicinity of ATSF station at Port Chicago. S.P. crew will remain on train to ATSF station at Pittsburg where will detrain and will then be considered released until arrival of Amtrak Train No. 711. S.P. crew will report and board Amtrak No. 711 at ATSF station Pittsburg and commence operation of that train from ATSF siding in vicinity of ATSF station at Port Chicago.

17. LOCOMOTIVE ALERTOR

It is imperative that alertors are not to be cut out unless malfunctions occur en route and then reports are to be made of the problem on the locomotive inspection report.

18. AMFLEET CARS HAND BRAKE RELEASE SWITCH

Original Amfleet cars are equipped with a hand brake release switch that provides a "green light" hand brake release indication in Head End Power Locomotives.

Since Amfleet cars are used with locomotives which are not equipped with the hand brake release lights, trains have been operated at times with the hand brakes lightly applied, causing wheel problems.

The circuit has been redesigned to indicate the application of a hand brake in the particular car that has the hand brake applied.

Cars are being modified to illuminate the present outside (Amber) brake applied light, when the hand brake is applied. Whenever these lights are "on", a check to see that the hand brake is released must be made prior to operating the car.

The release light is only illuminated when the hand brake wheel is in full release; however, the applied light will be illuminated when the hand brake is moved from its release position. This indication does not mean that the hand brake is fully applied.

19. AMTRAK PASSENGER UNIFORM

AMTRAK has agreed to provide those trainmen who have not previously received a free AMTRAK passenger uniform one (1) complete uniform consisting of one (1) cap, one (1) jacket, one (1) tie, two (2) pair of trousers (all-weather coats may be purchased on a 50/50 basis from AMTRAK, if desired). This free uniform is to be furnished by usual requisition form to such trainmen who are now assigned in AMTRAK service, to trainmen who subsequently become assigned, and to certain trainmen who work in AMTRAK service for five (5) days or more per month for three (3) consecutive months, also to trainmen who fill a temporary vacancy for a period of thirty (30) consecutive days or more.

The cost of replacement uniforms, not to exceed two (2) in any 12-month period, will continue to be shared by the employe and AMTRAK equally (50/50 basis).

Trainmen entitled to the free uniform, also trainmen requesting replacement uniform, must submit requisition on proper form available at Office of Terminal Superintendent, 515 Bay St., Oakland, CA.

In addition, AMTRAK has agreed that it will share with trainmen the expense of cleaning and pressing of the uniform, which share will be the cost of cleaning and pressing of one uniform per employe each month. To be reimbursed for this, trainmen are to submit a statement at end of month on separate Time Return Form CS-2370 for such cleaning and pressing services, together with receipt of payment attached thereto.

The agreement also provides that trainmen may now be permitted to become assigned to AMTRAK passenger service even though not possessing an AMTRAK uniform, provided they have a requisition on file for the AMTRAK uniform and provided they wear a dark dress suit in AMTRAK service while awaiting the uniform delivery. Trainmen submitting bids and/or displacement to this service must comply with these requirements and crew dispatchers will accept such applications on the basis that trainmen submitting them are eligible under the foregoing.

COMMUTE OPERATIONS

1. Conductors on all commute trains except Trains 108 and 110 will pick up their Train Orders at the Stationmaster's office in the 4th Street Passenger Depot. On Trains 108 and 110, the engineer on each of these two trains will stop near the 4th Street Tower when coming back to his train, at which time the Tower Operator will bring the orders down to the engineer.

2. Commute Conductors will continue to register off-duty at the same location as at present. If there is any commute delay to report by the conductor, he is to telephone 33403 and give the report to the 4th Street Operator.

3. FLAGGING EQUIPMENT AND MARKER LIGHTS (STORING)

Commute train brakemen must store flagging equipment on arrival at San Jose in space provided in foyer opposite Operator's Office and at San Francisco in space provided in 4th Street Station. Electric marker lights must be placed on hangers provided at both locations.

4. HAT CHECKS AND PENINSULA ZONE FARES, HANDLING OF

a. Individual One Way and Round Trip Tickets

One way tickets should be cancelled by conductor's punch and replaced in the ticket holder for passenger's identification in lieu of the old hat check method. Tickets should be picked up before passengers detrain and turned in with ticket collection report Form 3618.

Round trip tickets should be handled same as above. The return portion of ticket to be returned to passenger.

b. Conductor's Cash Fare Tickets

Conductor's tickets Form 913 and 914 should be cancelled by conductor's punch at time of issue and placed in ticket holder for passenger's identification in lieu of old hat check. Tickets should be picked up and turned in with collection report Form 3618.

If passenger requests receipt of fare paid for the purpose of applying it on commutation ticket, conductor should inform passenger to take the cancelled coupon from the ticket holder when leaving the train and retain as a receipt.

c. 20-Ride Family Tickets

This type of ticket will require punching as at present time. The coloring on the ticket will indicate the zones between which ticket is valid. Hat checks should be issued to holders of the 20-ride family ticket. Hat checks should be lifted before passengers detrain.

d. Employees Commuting on Passes

Employees will display their passes same as tickets. Hat check will not be required.

If any passengers are reluctant to placing their tickets in the holders, they should be asked in a friendly way to cooperate with us in making this arrangement work. Passengers declining to place tickets in the ticket containers should then be requested to hold the tickets so that it will be in plain view for conductor's inspection.

Any tickets left in cars and picked up by train crews should be turned in to the station ticket office San Francisco or station ticket office San Jose. Endeavor will be made to contact and return tickets to passengers who have endorsed name, address and telephone number on back of ticket.

5. POSITION OF PASSENGER TRAINMEN AND RULE 858

Conductor will arrange to place themselves and their brakemen to best advantage to assist passengers.

In observing Rule 858, make three instead of two announcements' one in the head end, one in the center and one at rear of each car. On commute trains, after announcing name of station, and "Don't's forget your commute tickets".

Trainmen will awaken sleeping passengers on commute trains before they reach the last station in their particular zone. Also, check trains at San Francisco and San Jose for any sleeping passengers. This applies particularly to passengers on early morning and late evening trains.

Brakemen in commute service are to be on hand at train side 15 minutes before departure time at both San Jose and San Francisco to assist passengers in entraining and to answer inquiries.

Brakemen at all station stops must be on the ground.

6. STEAM HEAT VALVE-GALLERY CARS

Steam heat valve on gallery cars in 3700 series cannot be opened while line is under steam pressure. Therefore, the following procedure will be followed when necessary to blow out steam line from one of these cars:

Trainmen will sound signal 16(m) and enginemen will shut off train heat. Trainmen will then wait one minute and open steam heat valve.

When passenger trains are hit by rocks on the Peninsula, trainmen will notify engineer at next stop to put the information out on the radio. If at open agency, trainmen can give information to employee on duty. When operators are aware of this type of situation, Chief Dispatcher's Office and Special Agent's Office must be notified immediately.

Refer to pages 2 and 58 of Southern Pacific Company Circular No. 40-2, "Instructions to Conductors," concerning Form 1213, "Passenger Conductor's Car Report."

This report must be forwarded daily at the end of each trip.

7. REGARDING HEATING AND COOLING OF COMMUTE CARS

Passenger comfort must be given every consideration when operating vent fans, air conditioning units and steam heat on our commute trains. This matter is completely under train crews control and good judgment is to be used in all cases.

Train crews are relieved of responsibility for steam heat on commute trains when engine is not equipped with steam generator for heating train or when generator is inoperative.

8. ACCIDENTS

When accidents occur and specific cars are involved; example slipping from steps of a commute car, the number of the car involved **MUST BE** included on accident report and 2611's. See Item 9, Page 6.

9. PAMPHLET DISTRIBUTION

Do not interfere with the peaceful distribution of leaflets, nor make any attempt to restrain those distributing the handbills, unless attempts are made to force the leaflets into the hands of those who do not wish them, or unless attempts are made to argue with the passengers, individually or a car at a time. In that case, we suggest that the conductors inform the pamphlet passers that they may distribute these pamphlets, but that they must respect the rights of those who wish to be left alone, and must not attempt to argue with the passengers nor lecture them.

10. COMMUTE TRAIN STOPS

Unless otherwise instructed, a scheduled commute train will not make an unscheduled stop to detrain passengers. This applies on weekends also.

11. DOORS-VESTIBULES

Doors on suburban cars will be closed in and through tunnels except when necessary to detrain passengers at 23rd Street or Paul Avenue. Doors on suburban cars will be closed on all commuter trains that pass four or more stations without stopping. At all times passengers must be warned against standing in open vestibules or attempting to open up closed traps or doors leading to ground.

Connecting doors between cars of commute trains are not to be locked or blocked shut by crew members except in the event condition develops enroute which makes car unsafe for occupancy by public.

12. SMOKING

When you come upon patrons smoking in non-smoker sections of commute trains or you are advised of this situation by another patron, it will be required of you to notify such offenders to either refrain from smoking or move to the smoker section of the train.

13. BICYCLES

Bicycles are not to be carried as hand baggage on commute trains. To avoid any questions as to different types and sizes of bicycles, the meaning of this notice will apply to all bicycles.

14. HANDLING EQUIPMENT

When shoving passenger equipment into the depot at 4th Street, a two-car stop must be made from bumper at rear of track.

Equipment must be stretched to definitely determine that all couplings are properly made.

The platform side must be used as working side at all times when equipment is being handled in and out of passenger station tracks.

Tail hoses with air cut in must be used when shoving passenger equipment at all times within the terminal.

15. IDENTIFICATION CHECKS

A special "Identification Check" was placed into use on all Divisions for strictly company business travel which is to be honored on freight or commuter trains on the Division. They are not good on Amtrak trains.

The use of this Identification Check is limited to intradivisional travel; but where there are existing arrangements covering the use of Division passes over territories on adjoining Divisions, this Identification Check is to be honored under the same arrangements applicable to the honoring of passes.

Identification Checks are good for one trip on Company business only in one direction; two Identification Checks will be necessary for round trip transportation.

16. ADVERTISEMENTS

It has been a long-standing policy of the Southern Pacific Transportation Company not to permit advertising to be placed on the seats of our commute trains without proper authorization. Any incidents noticed should be immediately called to the attention of the Offices of Terminal Superintendent, San Francisco or San Jose. The party making distribution should be asked by whose authority it is being carried out.



