

PACIFIC ELECTRIC RAILWAY COMPANY

RULES AND REGULATIONS

OF THE

TRANSPORTATION DEPARTMENT

NOVEMBER 15, 1943

No. 2623

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PACIFIC ELECTRIC RAILWAY COMPANY

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Pacific Electric Railway Company

THE FOLLOWING RULES OF THE RULES AND REGULATIONS OF THE TRANSPORTATION DEPARTMENT ARE CHANGED AS FOLLOWS:

Effective June 1, 1946

(Except as otherwise noted)

Amended rules herein set forth supersede such respective rules in Rules and Regulations of the Transportation Department in effect November 15, 1943, and amendments thereto in effect June 19, 1944.

Rule 32 is amended to read:

Stop Signs.

32. (a) A white oval board with the word "STOP" in black letters on a post to the right of the track in direction of approach, or a white oval or rectangular metal sign with the word "STOP" in black letters suspended from an overhead span wire directly over the track affected indicates where trains must STOP.

(b) A yellow rectangular metal sign with the word "STOP" in black letters indicates where trains must stop only when traffic signals are not

in operation, and at which locations movements are otherwise governed by traffic signals or special instructions in time-table.

(c) Where more than one company is using the same track and the stop does not apply to both companies, the initials of the company to which it does apply will be placed on the sign.

Rule 33 is amended to read:

Yard Limit Signs.

33. Two arms mounted on a post in the form of a "Y", or two arms painted on overhead span wire sign with the words YARD on one arm and LIMIT on the other in black letters, indicate the points where a yard begins and ends.

Rule 35 is amended to read:

Standard Watches.

35. (a) Watches that have been examined and certified to by an authorized watch inspector must be used by dispatchers, terminal foremen, conductors, motormen, motor coach operators, brakemen, engineers, firemen, trolleymen, flagmen, yardmasters and such other employes as may be designated by special instructions.

(b) Watches subject to inspection must be presented at monthly intervals to an authorized inspector for comparisons and registration on prescribed form. Employes' standard watch certificates must be renewed annually during the month of October, at which time old certificates will be taken up and new ones issued by Watch Inspectors providing watches conform to time service requirements.

Rule 54 is amended to read:

54. WHISTLE AND ELECTRIC HORN SIGNALS

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

When the blowing of the whistle is forbidden by law, ordinance or special instructions, the sounding of the gong will be substituted, except that under circumstances that gong cannot be heard to recall flagman, whistle may be used. While operating over city streets, whistles should not be used except in cases of extreme emergency to avoid accidents or accident hazards. Whistle signals must always be given at places and under circumstances indicated.

SOUND	INDICATION
(a) o	Apply brakes. STOP.
(b) — —	Release brakes. Proceed. Must be given after stopping at a railroad crossing not protected by an interlocking plant.
(c) — o o o	Flagman protect rear of train.
(d) o o o —	Flagman go ahead and protect front of train.
(e) — — — —	Flagman may return from protection against inbound trains as prescribed by Rule 99.
(f) — — — — —	Flagman may return from protection against outbound trains as prescribed by Rule 99. On three or more track lines signals (e) and (f) when given on outside tracks, will be followed by one short.

SOUND	INDICATION
(g) — — —	Train parted. To be repeated until answered by signal 53(e).
(h) o o	Answer to any signal not otherwise provided for, and before starting train.
(i) o o o	When standing back. Answer to signal 53(d).
(j) o o o o	Call for signals.
(k) — o o	To call attention to yard motors, extra trains or trains of the same or inferior right, to signals displayed for a following section.
(l) o o —	Answer to signal 54(k).
(m) — — o —	Approaching grade crossings. To be prolonged or repeated until crossing is reached.
(n) ————	Approaching junctions or railroad crossings not protected by interlocking plant, and curves where the view is obscured.
(o) — — o	Approaching meeting or waiting points. (See Rule 417.)
(p) Succession of short sounds.	Alarm for persons or live stock on the track.

Rule 63 is amended to read:

Markers.

63. The following signals must be displayed to the rear of every train, as markers, to indicate the rear of the train:

(a) On single track lines where operation is governed by superiority of trains or train orders, markers must be properly displayed day and night to indicate the rear of the train.

On cars equipped with oil marker lamps, marker lamps not lighted must be displayed by day, and by night green lights must be displayed to the front and side and red lights to the rear, except when the train is on a siding clear of main track to be passed by another train and switches are properly set, green light must be displayed to the front, side and rear.

On cars equipped with electric marker lights, showing only one indication, red light must be displayed at night on each side of the rear of train. A train on a siding clear of main track to be passed by another train and switches are properly set, shall continue to display electric marker lights.

On single track lines cars equipped with electric marker lights will also carry oil marker lamps, and oil marker lamps not lighted will be displayed by day and electric marker lights by night to indicate the rear of the train. (See Exception.)

Exception: Display of unlighted oil marker lamps by day will not be required on Van Nuys Line, Western District.

Trains operating on single track lines shall display markers as herein provided, for entire movement from originating point to destination and not solely on section of track governed by single track rules.

(b) On double track lines, marker lights must be displayed to the rear of every train at night. On cars equipped with oil marker lamps, such marker lamps, when not in use, must be removed and stored on equipment.

(c) Trains not provided with markers, or in case of marker failure at night, a lighted red lantern shall be substituted. In the movement of cars by motors over main tracks, two red lanterns shall be displayed, one on each side at the rear end of the last car. A train on a siding to be passed by another train shall continue to display marker lights. In absence of oil markers on equipment to be operated on single track lines by day, a red flag shall be substituted. On cars equipped with both electric markers and oil marker lamps, electric markers shall normally be used and oil marker lamps shall be used only at such times as electric marker lights may be inoperative. The requirements of this rule governing the display of markers by night will also be observed by day when weather or other conditions require the use of night signals.

(d) When the markers display red to the rear, it is an indication that the main track may be obstructed. A following train shall approach under control, and if rear of train is clear of main track and switches properly set, it may proceed under control to the point where the main track may be obstructed; and if main track is clear it may proceed. This does not relieve trainmen of complying with Rule 99.

(e) On 100, 600, 700 and 5000-class cars electric marker switch is located on each end of the car, controlling markers on the opposite end. On single-car trains consisting of this class of equipment motormen shall be responsible for the proper display of markers.

(f) On 1100, 1200, 1370, 4500, 4600, and 4700-class cars electric marker switch is located on each end of the car, controlling markers on the same end where the switch is located. Conductor shall be responsible for the proper display of markers on single-car trains consisting of this class of equipment.

(g) On all single-car trains consisting of cars not equipped with electric markers conductor shall be responsible for the proper display of markers.

(h) On all trains of two or more cars rear brakeman or conductor of rear car shall be responsible for the proper display of all markers.

Rule 81 is amended to read:

Responsibility for Switches and Derails.

81. (a) Conductors in charge of trains are responsible for the position of switches and derails used by them and their trainmen and trainmen are responsible for proper setting of switches and derails to be used by their train, and for their return to proper position after use, except where switchtenders are stationed. Switches must not be handled by unauthorized persons.

(b) Conductors in charge of passenger trains will not perform work of motormen but will supervise the work of motormen and trailer conductors in making switching movements, tie-ons and cut-offs, assuring themselves that switches and derails are left in proper position on completion of switching movements.

(c) A switch or derail must not be left open for a following train unless in charge of a trainman of such train.

(d) Main track switches, and other switches equipped with switch locks, must be left locked. Switches not equipped with locks must be left hooked. When a switch cannot be properly locked or hooked, as the case may be, it must be secured and immediately reported to dispatcher. All derails must be left locked and set to derail except while cars are being moved in or out.

(e) When a switch is thrown, the employe setting it must see that switch points fit properly in position to which lined. A switch must be fastened as soon as thrown either way, and when locked, the lock chain pulled to insure that lock is securely fastened. While a train is moving over a switch, any employe in the vicinity of such switch must take position on opposite side of track from switch stand when practicable, and when not practicable to do so, must take position not less than **TWENTY FEET** from the switch stand, unless it is unsafe to do so.

(f) An employe, alighting from a moving train to change position of a switch behind such train, must get off rear car when practicable, or, when not practicable, on opposite side of train from switch stand, unless it is unsafe to do so.

(g) Both switches of a crossover must be kept closed and secured when there is a car or motor on or immediately approaching either switch.

(h) Crews of trains which are clear of main track must not give "proceed" signals to approaching trains.

(i) When cars are left on tracks not provided with derail switches, brakes must be set, or other effective precaution taken against cars running out on main track.

(j) When practicable, the motorman or engineer must see that the switches or derail near the motor are properly lined. Motorman or engineer must know that switches and derails are properly set before they pull in or out of sidings or other tracks. When a train backs in on a siding to be met or passed by another train, motorman or engineer when in the clear must see that the switch is properly set for the main track. This does not relieve the trainman from responsibility as to the proper position of the switch or derail.

Rule S-82 is amended to read:

Handling Switches at Meeting or Passing Points.

S-82. (a) When a train or motor is clear of main track, to be met or passed by a train, employes must not unlock derails or switches nor take position in the vicinity of any main track switch. They must not be between the fouling point and switch until the approaching train or trains have passed.

> **Note:** This rule shall not be construed to prohibit trainmen using telephones located in vicinity of switches as operating conditions require or to comply with Rule 417(e), however, on completion of use of telephone, trainmen will take position away from switches as required by this rule.

(b) Trains entering a siding or other track, when practicable, must not stop until clear of the main track, and in using siding must proceed under control. Where trains are to be met or passed, trains taking siding after clearing main track will provide adequate clearance to fouling points, consistent with operating conditions.

(c) When a train or motor is on main track to be met by a train and a switch is to be set for the approaching train to enter siding, employe attending the switch will, after locking it, take position

on opposite side of track from switch stand unless there is danger in doing so, in which case he must station himself at least **TWENTY FEET** from the switch stand and remain there until the expected train has passed, keeping lantern in plain view at night.

(d) In flagging, flagman must remain at least **TWENTY FEET** from the switch while any train is passing over it.

Rule 83 is amended to read:

Splitting Switches.

83. (a) If a rigid switch is run through, it is thereafter unsafe and must be protected and reported to Dispatcher at first point of communication. If a car or motor is run partially through a rigid switch that is not properly set, the entire movement must be made; to reverse would result in derailment. Switches damaged in this way must be immediately reported to Dispatcher and, when practicable, section foreman notified. Trainman or other employe must remain at the switch to protect until section man takes charge or otherwise relieved by proper authority.

(b) Spring switches, when equipped with targets or lights, will show yellow when the switch is in normal position and red when the switch is not in normal position; spring switches, except those equipped with an oil buffer, may be trailed when in either position.

(c) Spring switches equipped with oil buffer must not be trailed unless they are in normal position. When making trailing point movement and train is stopped on switch, a reverse movement must not be made until the switch has been thrown by hand. When movement has been com-

pleted through switch, reverse movement must not be made until point closes. Running switches or making a drop over oil buffer spring switches is prohibited.

(d) After a train or motor has started through a spring switch, the switch must be set by hand for tracks over which movement is being made before a reverse movement is made, or before backing to take up slack.

(e) Spring derails when equipped with targets or lights will show red when in derail position on the side from which a train would be derailed and yellow on all other sides.

(f) When a switch or derail is found not in normal position, it must be properly set and the Dispatcher notified.

(g) In switching movements over spring switches and spring derails they will be set for intended movement the same as if they were rigid.

Rule 91 is amended to read:

Spacing of Trains and Operations When View is Obscured by Fog, Storms, Curves or Other Causes.

91. (a) When the view is obscured by curves, fog, storms or other causes, motormen will reduce speed and operate his train under control as defined in Rule 29. This does not relieve trainmen from responsibility of protecting their train as required by the rules.

When the motorman's range of vision is restricted by curves, fog, storms or other causes, he must take extraordinary precautions. **The safety of the train depends entirely on the motorman being able to stop within the distance he can see**

the track to be clear. Speed must always be sacrificed for safety and every precaution taken to insure the safety of the train.

(b) Unless some form of block signal is used, two trains running in the same direction in high-speed territory will keep not less than twenty-five hundred (2500) feet apart, except in closing up at stations or meeting points. The motorman of the second train must assure himself of this distance except as he has his train under control as defined in Rule 29. This does not relieve trainmen of preceding train from responsibility of protecting their train as required by the rules.

(c) On city streets trains will keep not less than five hundred feet apart, except when closing up at stops.

In congested districts trains will keep not less than fifty feet apart, and be operated at such speed as will allow them to stop in one-half this distance.

In closing up at stops on city streets a space of twenty feet will be left behind every third car.

When closing up behind a standing freight train, stop will be made not less than 300 feet from rear of train to prevent any possibility of an interference when air brakes are released on the train due to slack running out.

Rule 92 is amended to read:

Places to Approach Under Control.

92. (a) Trains must approach facing-point rigid switches, the end of two or more main tracks, junctions, railroad crossings at grade and drawbridges under control, unless the signals indicate the position of switches. The switch points must be seen to be properly lined before passing over

them. Where required by rule or law, trains will stop.

(b) Except on city streets, trains must approach and pass through facing-point spring switches under control not exceeding 15 miles per hour during the last 100 feet and switch points shall be seen to be properly lined.

(c) On city streets trains shall reduce speed to 10 miles per hour not less than 100 feet before reaching facing-point spring or rigid switches not having fixed signals, and shall not exceed 15 miles per hour while passing through facing-point spring or rigid switches, except those over which the movement is governed by interlocking plant signals; and motorman shall assure himself that switch points are properly lined for intended movement.

(d) Trains must not exceed 10 miles per hour when taking crossover or diverging route.

(e) Trains entering a siding or other track, when practicable shall not stop until clear of main track, and in using siding must proceed under control, expecting to find it occupied, and observe the position of switches and derails to see that they are properly lined for intended movement.

PROTECTION OF TRAINS

Read-End Protection.

In addition to instructions contained in Rule 99, the following shall apply:

Unless otherwise provided rear-end protection on surfaced public city streets WILL NOT BE REQUIRED except when the view is obstructed by curves, descending grades, bad rail conditions, fog, storms, trolley breaks or other unusual circumstances REQUIRING REAR-END PROTECTION

TO AVOID HAZARD OF ACCIDENT; in which event such action as may be necessary must be taken to protect against setting up a hazard of accident. Motormen shall be held responsible should they fail to meet the requirements of Rule 91(c) and the speed of trains must be controlled accordingly on the approach to city streets. When the view is restricted to less than the distance required by the rule, trains must be kept under such control that they may be stopped within the range of vision.

These instructions do not modify, change or supersede the rules and special instructions pertaining to superiority of trains, manually operated and automatic block signals on single track, nor in the movements against current of traffic.

Within the territory and time where one-man cars are authorized, the responsibility for rear-end collision with one-man cars shall rest with the motorman or operator of the following train and attention is directed to the requirements of Rule 91 as to spacing of trains.

Except on surfaced public streets, when view to the rear of train is restricted to less than 2000 feet, the operator of one-man cars must comply with the procedure of Rule 99 and after torpedoes have been placed may return to his train, but shall not remove the single torpedo. When view to the rear of train is not restricted to less than 2000 feet, the operator of one-man cars will not be required to protect.

Except on surfaced public streets, on single track over which train movements are governed by light circuits, staff system or automatic block

signals, in case of signal or staff failure or the signal is improperly displayed, where the rules require the train to be preceded by flagman or protected, the operator of one-man car must protect by placing and leaving in place torpedoes, then report to Dispatcher and remain with the car until authorized to proceed by the Dispatcher, or an operating official or a trainman arrives to assist in the movement.

On 600, 700, and 5000-class equipment an electric white light lantern shall be substituted for kerosene white lantern. When required, lighted red kerosene lantern shall be carried in step well in center of car behind the conductor. White kerosene lantern shall be carried in equipment box for use in emergencies, trolley breaks, taking crossovers, or as may otherwise be needed. Red kerosene lanterns, white electric lanterns and fusees shall be used in train protection. Trainmen, when unable to secure electric lantern, shall keep white kerosene lantern lighted at night or when weather or other conditions obscure day signals, as required by Rule 99. This does not in any manner affect the use of red flag, fusees or torpedoes as required by Rule 99, or other instructions.

On 600 and 700-class equipment the racks for holding protection equipment cans are at each end of car. When operating with a single car, conductor shall place equipment can in the holder beside the motorman, and if required to protect the train, shall leave car through front entrance. Conductor on trailer car shall place equipment can in step well under the folding seat in the center of car, and if required to protect the train, shall leave car through center door. When tying up equipment, protection equipment can shall be placed in holder at one end of car, except as otherwise provided.

Rule 102 is amended to read:

Crossover Protection.

102. (a) Except as to crossovers located in city streets and those governed by interlocking signals, crossover movements in double track shall be protected as follows:

2000 feet before reaching crossover, two torpedoes must be placed 60 feet apart on track occupied. A member of the crew shall remain at the crossover while train advances 2000 feet beyond crossover, at which point two torpedoes 60 feet apart must be placed on opposite track to which crossover movement is to be made. When train starts to return to the crossover, if night signals are required, the trainman who remained at the crossover must place fusees not less than 100 feet from crossover in each direction against direction of current of traffic to protect against approach of trains at crossover.

The crossover switches shall not be lined until the train has returned to the crossover and stopped, and the trainman stationed at crossover has taken a position on the opposite track and assured himself that no train is approaching.

In event the two torpedoes which were placed on the opposite or intervening tracks 2000 feet beyond the crossover are exploded before the crossover movement is made, they must be replaced before making crossover movement.

(b) Where there are more than two main tracks and crossover movement involves crossing intervening tracks, protection as described in Rule 102 (a) must also be provided on all intervening tracks to be crossed in making crossover movement.

(c) When using crossover on city streets, take such precaution as may be necessary for safety. When practicable, a member of crew will take a position on opposite track for the purpose of stopping trains, and in no case cross over without first seeing that it is safe to do so.

Motorman will at all times operate the car from the forward end in the direction car is moving.

Before crossing over a member of the crew will step over onto the opposite track and ascertain if there are any approaching cars on that track which would interfere with the intended movement. If there are none, crossover movement may be completed; if a car is approaching which would interfere, the movement will not be made until such car has passed or has been brought to a stop clear of the crossover.

Crossover movements will not be made in one-man car operation except when within yard limits, on paved city streets, or when assisted by another trainman, and then the operator must assure himself that there are no cars on the opposite track which will interfere with the movement.

When any part of a crossover is occupied, all approaching cars will stop clear of the crossover unless they receive a proceed signal from a member of the crew occupying the crossover.

When entering a main track from an auxiliary track or diverging route, such protection must be placed as is necessary to insure full safety.

Rule D-109 is amended to read:

Yard Limits.

D-109. Yard limits may be established, marked by YARD LIMIT signs and covered by special instructions in time table.

Within such limits main tracks may be used with current of traffic and scheduled trains must not be delayed and extra trains shall give way as soon as possible upon approach of other trains.

All trains, motors, engines and self-propelled equipment must move under control per Rule 29 within yard limits.

Within yard limits by night, or by day during foggy or stormy weather or under conditions when the view is obscured, when a train stops or is delayed under circumstances in which it may be overtaken by another train, a burning red fusee shall be displayed at least 200 feet to the rear of the train, replacing fusee as necessary for protection until train departs.

WITHIN YARD LIMITS RULE 99 WILL NOT APPLY.

Automatic Absolute and Absolute-Permissive Block Signals.

Rule 264 is CANCELLED.

SINGLE TRACK RULES

Rule 409 is amended to read:

Yard Limits.

409. Yard limits may be established, marked by YARD LIMIT signs covered by special instructions in time table.

Within such limits main track may be used, clearing regular trains as required by Rule 416.

All trains, motors, engines and self-propelled equipment must move under control per Rule 29 within yard limits.

See Add'l Rule timetable P-1

Within yard limits by night, or by day during foggy or stormy weather or under conditions when the view is obscured, when a train stops or is delayed, burning red fusees shall be displayed to protect aganist the approach of other trains.

WITHIN YARD LIMITS RULE 99 WILL NOT APPLY.

Rule 412 is amended to read:

Handling of Clearance.

412. When conductor reports his train to dispatcher, the dispatcher shall issue such orders as may be required; and in giving clearance shall give numbers of orders issued to such train. If no orders to be issued, he must say "No Orders For," mentioning Train Number or Extra.

The conductor shall then enter on the clearance the number of all orders issued for the train at that station, or if no orders were issued, endorse "None" in the place provided for order numbers, and sign his name.

Conductor shall then repeat clearance as received to dispatcher, giving conductor's name, per following example: "Orders for Number 10 are 5-6-7," or "No orders for No. 10" or "No orders for Extra 1299" outbound or inbound, as the case may be.

The dispatcher must check the correctness thereof and if correct shall give time and his last name, which must then be written on the clearance by the conductor, after which clearance is in effect.

In case of line failure, when a clearance is required, except at initial station as provided in Rule 411, the conductor must enter the numbers of the

orders then in effect which were issued at that station or the word "None," as the case may be, on the clearance, showing time of line failure and dispatcher's name, and train shall be governed by authority in its possession. If unable to communicate with dispatcher, the following words must be written in the place provided for the order numbers, "Unable to get dispatcher." When necessary to issue additional orders after clearance has been OK'd, the dispatcher must instruct the conductor to destroy both copies of clearance and issue a new one showing thereon the numbers of all orders issued to the train at that station.

The direction of extras must be shown on clearance as inbound or outbound; clearance must be made out in duplicate, the original one for the motorman and carbon copy for conductor. Conductor shall, at the completion of the day's work, turn in clearances and train orders to Office of Train Service Instructor. On certain lines, when shown in time table, westward and eastward will be used instead of inbound and outbound, respectively.

Effective July 1, 1946, Rule 419 is amended to read:

How Addressed.

419. Train orders must be addressed to those who are to execute them, naming the place at which each is to receive the order. Those for a train must be addressed to the conductor and motorman (or engineer) and designated train, and also to anyone who acts as its pilot. A copy for each employe addressed must be supplied by the person receiving the order from the Dispatcher.

The conductor will deliver one copy of all train orders and clearances to the motorman (or engineer) who will read them back to the conductor.

On passenger trains of two or more cars, the conductor will deliver one copy of all train orders and clearances to the rear end conductor, who must read such orders and understand their contents.

The conductor of a train having helper motors or engines will deliver one copy of all train orders and clearances to the motorman (or engineer) of each helper motor or engine. If helper engine is not in train when orders are to be delivered, conductor will make necessary copies for delivery to helper motorman (or engineer) when helper motor or engine is added.

The rear brakeman must read all train orders and understand their contents.

The motorman (or engineer) will require the head brakeman, fireman or trolleyman to read such orders and understand their contents.

The motorman (or engineer) of a helper motor or engine will require the trolleyman or fireman to read such orders and understand their contents.

Rear-end passenger conductors, head, rear and swing brakemen, firemen or trolleymen, must read copies of all train orders and clearances and, if necessary, ask the conductor, motorman (or engineer) for them. Should there be occasion to do so, conductor and motorman must be reminded of their contents and attention called to any errors or omissions.

When train orders are to be delivered to a train unable to be reached by Dispatcher by another train, they will be delivered to the conductor of train addressed in care of train making delivery. Conductor receiving such orders will sign his name and time of receiving on back of copy to be returned to person making delivery and will also read the order aloud.

Any employe qualified on single track rules, receiving train orders from dispatcher, must, unless transferred, turn in his copy to the Train Service Instructor's Office, at the completion of each day's work. If transferred, the party to whom the orders were transferred must turn them in.

Orders must be addressed only to an employe qualified on single track rules and when restricting the movement of trains must be respected by conductors and motormen the same as if the order were addressed to them.

All passenger service trainmen working on lines governed by single track rules must be qualified and have passed single track rules examination.

All freight trainmen, including conductors, motormen (or engineers), brakemen, firemen or trolleymen working on lines governed by single track rules must be qualified and have passed single track rules examination.

Rule 421 is amended to read:

How to Obtain Train Orders.

421. (a) When reporting for train orders, the conductor in charge of train will call Dispatcher, giving train number and location. In case of extras the motor number and direction must be specified.

(b) At the time the Dispatcher issues orders, the conductor will write them on the blank provided for that purpose without unauthorized abbreviations, making required number of copies.

(c) After the order has been written the conductor will sign and repeat it to the Dispatcher as he has it written. If the order is correct, the Dispatcher will reply "Complete" giving the time and his last name, which will then be written on the order.

(d) After receiving the "Complete" from the Dispatcher, the conductor will reply "Complete Received", giving the time, his name and train number, after which the order is in effect.

(e) If the line fails before the conductor has acknowledged the complete, the order is not in effect and must then be treated as if it had not been sent. The Dispatcher will not complete the order to the inferior train until such acknowledgment has been received.

(f) In transmitting and repeating train orders, station named shall be pronounced and then spelled, thus: Kester, K-E-S-T-E-R, Mesmer, M-E-S-M-E-R; where figures are used the number must be given completely, as: TWELVE-TWENTY, followed by the words, ONE-TWO-TWO-O, or in case of single numbers, first pronounce, then spell, as: nine, N-I-N-E; or in designating sections: first, F-I-R-S-T, or second, S-E-C-O-N-D.

(g) When authorized, motorman may receive orders from Dispatcher. In such cases orders will be read back aloud to person from whom received.

(h) Great care must be exercised when writing train orders so that they may be correctly read and understood.

Forms of Train Orders for Movements of Trains on Single Track.

Form "G"—EXTRA TRAINS; EXAMPLE (6), second paragraph from bottom of page 143 of Rule Book is amended to read:

Example (6) must not be issued while Examples (2), (3), and (4) Form H are in effect.

Rule 651 is amended to read:

Duties of Dispatchers.

651. They shall issue train orders, transmit and record them in a book provided for that purpose in manner prescribed by the rules; keep such records as may be required and also record all important incidents which occur while they are on duty. When going off duty, they must make a record of all unfulfilled orders in the train order record book, for use of the relieving dispatcher, and must know that such orders and all business pertaining to them are fully understood. In case of accident they shall see that the proper officials are immediatly notified.

PACIFIC ELECTRIC RAILWAY COMPANY

RULES AND REGULATIONS

OF THE

TRANSPORTATION DEPARTMENT

Effective November 15, 1943

The rules herein set forth govern the operation of the Pacific Electric Railway Company. They take effect November 15, 1943, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

G. F. SQUIRES,
General Superintendent.

Approved:
O. A. SMITH,
President.

GENERAL NOTICE

Safety is of the first importance in the discharge of duty.

Obedience to the rules is essential to safety and is required.

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

The service demands the faithful, intelligent and courteous discharge of duty. Courtesy is the outward expression of an inward consideration for others.

To obtain promotion, ability must be shown for greater responsibility. One of the best recommendations for promotion is that an employe has so performed his duties as to win the good will and friendship of patrons for the railroad and for himself.

Suggestions from employes intended to promote safety, economy, or service, are solicited and will receive consideration.

The public judges a railroad by the appearance and conduct of its employes, quality of service, and condition of the property. Courteous, considerate treatment of patrons is of first importance in retaining and increasing our volume of business, and also governs the extent of opportunity for employment in the railroad's service.

THE RULES AND REGULATIONS OF THE TRANSPORTATION DEPARTMENT ARE DIVIDED INTO THE FOLLOWING SECTIONS:

Section
Number

I. General Rules.

II. Train Operating Rules.

III. Rules for Movement by Train Orders.

IV. Motor Coach Service.

V. General Regulations.

SECTION I

GENERAL RULES

A. All persons authorized to transact business or engaged in performing service at stations, on trains or motor coaches, are subject to the rules governing the employes of the Company.

Employes whose duties are prescribed by these rules must provide themselves with a copy and be conversant with all rules and instructions applicable to or affecting their duties.

B. Special instructions will be issued by proper authority.

Employes must be conversant with and obey the rules and special instructions. If in doubt as to their meaning, they must apply to proper authority for an explanation. **Ignorance is no excuse for neglect of duty.**

Employes whose duties are in any way affected by the time-table must have a copy of the current time-table with them while on duty.

Special instructions relating to changes in main track affecting the operation of trains must be issued by time-table or bulletin. Special instructions affecting the superiority of trains on single track (exclusive of train orders) must be covered by reissue of time-table of line involved.

C. Employes must pass required examinations.

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

E. Employes must render every assistance in their power in carrying out the rules and special instructions and must report to the proper official any violation thereof.

F. Accidents, defects in track, bridges, signals, or any unusual condition which may affect the movement of trains or motor coaches must promptly be reported to the proper authority.

G. The use of intoxicants while on duty, or reporting for duty or being on Company property under their influence, or with the odor of intoxicants about the person under like conditions, is prohibited. Employes addicted to the use of narcotics or habit-forming drugs, or the excessive use of alcoholic beverages or liquors will not be retained in the service of the Company and violation of this rule is sufficient cause for dismissal.

H. The use of tobacco by employes in uniform while on active duty, in or about passenger stations, on passenger trains or motor coaches, or by those serving patrons, is forbidden.

J. Employes on duty must wear the prescribed badge and uniform and be neat in appearance.

K. To avoid annoyance to the public, employes and others authorized to transact business at stations, and on or about trains or motor coaches, must be courteous, orderly and quiet.

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

M. Employes must exercise care to avoid injury to themselves or others by observing the condition of equipment and the tools which they use in performing their duties, and when found defective will put them in safe condition, if practicable, reporting defects to the proper authority.

They must inform themselves as to the location of structures or obstructions where clearances are impaired.

They must expect trains or cars to move or be moved at any time, on any track, in either direction.

They must not stand on the track in front of an approaching motor or car for the purpose of boarding the same.

Employes must stay a safe distance from main tracks while trains are immediately approaching or passing to avoid injury from protruding objects or articles thrown or falling from trains. All employes are warned that they must not rely on others to notify them of the approach of a train.

N. Employes must keep the premises subject to their control neat and clean, and must take every precaution to guard against loss or damage from any cause.

O. Employes must obey instructions from the proper authority in matters pertaining to their respective branches of the service. They must not absent themselves from duty, exchange duties or substitute others in their places without proper authority.

P. Employes entrusted with the records of the Company must not permit unauthorized persons to have access thereto, or verbally or otherwise divulge information contained therein.

WARNING

1. Notice is hereby given that there are overhead and side obstructions which may be dangerous. Also there are high voltage wires installed on or near the right-of-way. Employes will inform themselves as to the location of such obstructions and wires, and use due care to avoid injury therefrom.

2. Attention is directed to the fact that at various locations there are structures which do not afford clearance for man on side of car or on roof of box cars. Trainmen are cautioned not to ride on side or top of cars unless they know there is no obstruction which will interfere with them in such position.

3. When obedience to signals on part of Trainmen is essential to the safety of an employe in the performance of his duty, he must know that the signals have been seen, understood and obeyed, before placing himself in a dangerous position.

4. Stepping upon the front of approaching motors, jumping on or off trains or motors moving at high speed, going between cars in motion to uncouple them, or, in making couplings, the adjustment of couplers or knuckles with hands or feet, and all similar imprudences, are dangerous and in violation of duty.

5. On cars equipped with double trolleys attention is directed to the fact that the two trolley poles are connected through the base, so that when one is on the wire, the other is energized.

SECTION II

TRAIN OPERATING RULES

FOR

SINGLE, DOUBLE AND THREE

OR MORE TRACKS

APPLY AS FOLLOWS:

WITHOUT LETTER PREFIX

RULE APPLIES

TO SINGLE, DOUBLE, THREE OR

MORE TRACKS.

PREFIX "S"

RULE APPLIES

TO SINGLE TRACK ONLY.

PREFIX "D"

RULE APPLIES

TO DOUBLE TRACK ONLY.

SECTION II

TRAIN OPERATING RULES

DEFINITIONS

***Motor-Engine.**

1. A unit propelled by any form of energy and used in train or yard service.

* Where the term "motor" appears in these rules it applies to either "motor" or "engine".

Train.

2. A motor or engine or more than one motor or engine, coupled with or without cars, displaying markers.

Regular Train.

3. A train authorized by a time-table schedule.

Section.

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

Extra Train.

5. A train not authorized by a time-table schedule. It may be designated:

Extra—For any extra train, except work extra;
Work Extra—For work train extra.

Superior Train.

6. A train having precedence over another train.

Train of Superior Right.

7. A train given precedence by train order.

Train of Superior Class.

8. A train given precedence by time-table.

Train of Superior Direction.

9. A train given precedence in the direction specified by time-table as between opposing trains of the same class.

Time-Table.

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

Schedule.

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

District.

12. That portion of the railroad or system assigned as a separate operating district and comprising a group of lines as designated or described by special instructions contained in time-table.

Line.

13. That portion of a district designated by time-table.

Main Track.

14. A track extending through yards and between stations, upon which trains are operated by time-table or train order, or both, or the use of which is governed by block signals.

Single Track.

15. A main track on which trains are operated in both directions.

Double Track.

16. Two main tracks upon one of which the current of traffic is in a specified direction, and upon the other in the opposite direction.

Three or More Tracks.

17. Three or more main tracks, upon any of which the current of traffic may be in either specified direction.

Siding or Spur.

18. A track auxiliary to the main track used for meeting or passing trains, storage of cars and other designated purposes.

Yard.

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

Yard Motor.

20. A motor assigned to yard service and working within yard limits.

Pilot.

21. An employe assigned to a train when the motorman or conductor, or both, are not fully acquainted with the physical characteristics or rules of the district, or portion of the district, over which the train is to be moved.

Train Register.

22. A book or form used at designated stations for registering signals displayed, the time of arrival and departure of trains and such other information as may be prescribed.

Station.

23. A place designated in the time-table by name, or at which a train may stop for traffic, or to enter or leave the main track.

Initial Station.

24. A station at which a schedule originates, or at which an extra train starts.

Terminal Station.

25. A station at which a schedule ends, or at which an extra train terminates.

Station Landing.

26. A place at which a train may stop for traffic.

Fixed Signal.

27. A signal of fixed location indicating a condition affecting the movement of a train, such as switch, block, interlocking, stop boards, yard limit boards and slow boards.

Current of Traffic.

28. The movement of trains on a main track, in one direction, specified by the rules.

Under Control.

29. To run at reduced speed, according to conditions, prepared to stop short of a train, car, misplaced switch, derail, or other obstruction or before reaching a stop signal. Where conditions require, train must be preceded by a flagman.

STANDARD SIGNS

Crossing and Station Signs.

30. The letter "X" on line poles indicates the approach to public crossings for which whistle must be sounded.

The letter "S" on line poles indicates the approach to station or station landing.

Speed Restriction Signs.

31. Speed Restriction signs located to the right or directly over the track affected; on city streets three hundred feet, and on private right of way one thousand feet from structure, track, or crossing indicate approach to locations where speed of trains must be restricted, the lower number indicating the maximum for freight trains, and the higher number the maximum for all other trains. Where but one number is shown, it indicates the maximum for all trains.

Stop Signs.

32. (a) A white rectangular sign with the word "STOP" in black letters on a post to the right of the track in direction of approach, or a white metal rectangular sign with the word "STOP" in black letters suspended from an overhead span

wire, directly over the track affected, indicates where trains must STOP.

(b) A yellow rectangular metal sign with the word "STOP" in black letters indicates where trains must stop only when traffic signals are not in operation, and at which locations movements are otherwise governed by traffic signals or special instructions in time-table.

(c) Where more than one company is using the same track and the stop does not apply to both companies, the initials of the company to which it does apply will be placed on the sign.

Yard Limit Signs.

33. Two arms mounted on a post in the form of a "Y" with the words YARD on one arm and LIMIT on the other in black letters, indicates the points where a yard begins and ends.

STANDARD TIME

Standard Clocks.

34. (a) Standard time obtained from an authorized observatory will be transmitted to all accessible points from dispatchers office daily except Sundays and Legal Holidays, over Company telephone circuits, commencing at 8:57 am and ending at 9:00 am, Pacific Standard Time.

(b) Standard clocks are maintained at locations designated by time-tables or special instructions, and such clocks will bear designation "STANDARD CLOCK."

(c) Employes charged with the duty of receiving time signals must record and display, when required, the correct information on prescribed form, as to variation of standard clocks.

Standard Watches.

35. (a) Watches that have been examined and certified to by an authorized watch inspector must be used by dispatchers, terminal foremen, conductors, motormen, motor coach operators, brake-

men, engineers, firemen, flagmen, yardmasters and such other employes as may be designated by special instructions.

(b) Watches subject to inspection must be presented at monthly intervals to an authorized inspector for comparisons and registration on prescribed form. Employes standard watch certificates must be renewed annually during the month of October, at which time old certificates will be taken up and new ones issued by Watch Inspectors providing watches conform to time service requirements.

Comparing Time.

36. Standard watches must be compared with a standard clock daily before employe leaves initial terminal. At locations where there is no standard clock, correct time must be obtained from dispatcher, when possible. If this cannot be done time must be compared with conductor, motorman or other employe who has standard time. Conductors, Motormen (Engineers) and Brakemen must compare time with each other before commencing an assignment on a single track line.

TIME-TABLES

Receipt of Time-Tables.

37. Employes whose duties are in any way affected by the time-table must have copies of the current district time-tables and bulletin with them while on duty.

When a new time-table or bulletin takes effect, issues superseded must be destroyed.

When absent one or more days from duty, trainmen must inquire for, and know that they have the current bulletin and time-tables and when new bulletin is issued at any time, must check time-table numbers and page numbers with those shown on effective bulletin.

Terminal Foremen, Yardmasters and others whose duty it is to distribute new time-tables and bulletins, must know that trainmen have them in their possession at least twelve hours before they become effective.

Proposed changes of time-tables and bulletins will be issued at least forty-eight (48) hours before they take effect and trainmen must obtain copies and place signature on prescribed form in receipt thereof.

Supersedure of Time-Tables.

38. Each time-table from the moment it takes effect, supersedes the preceding time-table.

The new time-table does not authorize a train to assume a schedule of the corresponding number on the new time-table unless the leaving time at the initial station is later than the effective time of the new time-table.

Not more than one schedule of the same number and day shall be in effect.

When stating time of day on time-table, the even hour must not be used.

Arriving and Leaving Time.

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

Where Time Applies.

40. D– The time applies to the place where traffic is received or discharged.

S– The time applies clear of the switch where an inferior train enters the siding; where there is no siding, it applies to the place where traffic is received or discharged.

Trains on Road When Time-Table Changes.

41. D– A train of the preceding time-table on the road at the time of change may proceed to its terminal station.

S– Regular Trains (including Sections) authorized by the preceding time-table, which have departed from the initial station at the time a new time-table becomes effective, lose both right and schedule and can thereafter proceed only as authorized by train order.

Indication of Meeting Points.

S-42. Schedule meeting or passing stations are indicated by figures in **FULL FACED TYPE.**

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

Where there are one or more trains to meet or pass a train between two times, or more than one train to meet or pass a train at any station, it will be indicated by a heavy dash under figures, thus:

5:45 or 7:10
7:30

When trains are to be met or passed at a siding extending between two adjoining stations, the time at each end of the siding will be shown in full faced type.

Trains scheduled within five minutes of each other at the end of double track or on single track at junctions and terminals will be shown in **full faced type.**

Delayed Trains.

S-43. Time-table schedules, unless fulfilled, superseded or annulled, are in effect for two (2) hours after their time at each station.

Regular trains and sections more than two (2) hours behind either their arriving or leaving time at any station, lose both right and schedule, and can thereafter proceed only as authorized by train order.

Special Instructions.

44. Special instructions in a time-table supersede any rule or regulation of the book of rules with which they conflict.

Time-table Bulletins.

45. Time-table bulletins will be issued by authority and over the signature of the General Superintendent. Bulletins will contain only information relating to the index of time-tables and special instructions in effect, or to the rules or movement of trains, and supersede special instructions of the time-table or any rule or regulation of the book of rules with which they conflict.

Superiority of trains over single track lines will not be restricted by time-table bulletins.

Location of Facilities.

46. Footnotes on time-tables show location of telephones, train registers and such other special instructions as may be necessary. Single track and block signals will be indicated within brackets at the side of station column or by special instructions.

Interlocking plants and signal rules pertaining thereto, will be shown in Special Rules of Time-Tables.

Notice Books.

47. Information and additional special instructions not covered by rules, time-tables, or bulletins, will be issued in the form of notices. Books containing notices will be maintained at important terminals and where notice books are available at initial terminals, trainmen must review same before commencing each day's work, otherwise notice books must be reviewed at earliest opportunity at the most convenient location where notice book is available.

SIGNALS

Signals Must Be Available.

48. (a) Employes whose duties may require them to give signals, must provide themselves with the proper appliances, keep them in good order and ready for immediate use.

(b) Flags of the prescribed color must be used by day, and lights of the prescribed color by night.

(c) Day signals must be displayed from sunrise to sunset, but when day signals cannot be plainly seen, night signals must be used in addition.

Night signals must be displayed from sunset to sunrise.

49. COLOR SIGNALS

COLOR	INDICATION
(a) Red	Stop, and other uses prescribed by the rules.
(b) Yellow	Caution, proceed under control and for other uses prescribed by the rules.
(c) Green	Proceed, and for other uses prescribed by the rules.
(d) Blue	Workmen's signal, and other uses prescribed by the rules. (See Rule 70).

Fusees.

50. (a) A burning fusee on or near the track indicates STOP. When an unattended burning fusee is displayed on or near the track train must stop, then may proceed under control for a distance of 3000 feet. When a freight or work train

is stopped by a fusee, before proceeding, fusee will be extinguished.

(b) A fusee will not apply to the track on which a train is running if displayed beyond the first rail of an adjoining main track.

(c) Fusees must not be placed on bridges, station landings, cattle guards, sign boards, line poles, or at places where fire can be communicated to structures or cars.

(d) At night or during foggy or stormy weather when a train is moving at such a reduced speed that it may be overtaken by a following train, or when a freight train is approaching a junction or safety stop not protected by block signals, a fusee will be dropped from the moving train.

(e) In freight train operation, fusees may also be used for purposes covered by special instructions and under conditions where their use is proper to increase the safety of the operations and may be used in freight operations for passing of signals during rain or fog where lanterns are not effective.

Stop and Caution Signals.

51. (a) A yellow flag by day, and in addition a yellow light by night placed opposite the track and to the right, indicates reduce speed and be prepared to stop 1,000 feet beyond. If no stop signal is given or displayed, train may proceed under control and not exceeding 15 miles per hour until rear end of train has passed a green flag by day and in addition a green light by night on the same side of track.

(b) If a stop signal is seen, train must be brought to a stop, and not proceed until such signal is removed by the proper person. If stop signal is unattended, be governed by Rule 52.

Unattended Stop Signals.

52. When an unattended red flag or light is displayed on or near the track, train must be brought to a stop at such signal. Motorman will immediately whistle out rear flagman and after flagman has left train, motorman will make proper investigation before recalling flagman. If there is no apparent explanation, remove it, and proceed under control not exceeding six miles per hour for a distance of not less than 1500 feet, noting condition of track, trolley wire, and structures. Such occurrence must be reported at first point of communication with Dispatcher. A signal so displayed will not apply to the track on which the train is running if displayed beyond the first rail of an adjoining track.

53. HAND, FLAG AND LAMP SIGNALS

Note: The hand, or a flag, moved the same as the lamp, as illustrated in the following diagrams, gives the same indication.

MANNER OF USING	INDICATION	
(a) Swung across the track.	STOP	
(b) Held horizontally at arm's length.	REDUCE SPEED	
(c) Raised and lowered vertically.	PROCEED	
(d) Swung vertically in a circle at half arm's length across the track.	BACK	

MANNER OF USING	INDICATION
(e) Swung vertically in a circle at arm's length across the track when the train is running.	TRAIN HAS PARTED 
(f) Swung horizontally above the head, when standing.	APPLY AIR BRAKES 
(g) Held at arm's length above the head, when standing.	RELEASE AIR BRAKES 

(h) On double end equipment, the end from which motor is being operated will be designated the head end. On center cab freight equipment the general direction in which motor is moving will be designated the head end and the prescribed signals will apply accordingly.

(i) Any object waved violently by anyone on or near the tracks is a signal to stop.

54. WHISTLE AND ELECTRIC HORN SIGNALS

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

When the blowing of the whistle is forbidden by law, ordinance or special instructions, the sounding of the gong will be substituted. While operating over city streets, whistles should not be used except in cases of extreme emergency to avoid accidents or accident hazards. Whistle signals must always be given at places and under circumstances indicated.

SOUND	INDICATION
(a) o	Apply brakes. STOP.
(b) — —	Release brakes. Proceed. Must be given after stopping at a railroad crossing not protected by an interlocking plant.
(c) — o o o	Flagman protect rear of train.
(d) o o o —	Flagman go ahead and protect front of train.
(e) — — — —	Flagman may return from inbound direction as prescribed by Rule 99.
(f) — — — — —	Flagman may return from outbound direction as prescribed by Rule 99. On three or more track lines, signals (e) and (f) when given on outside tracks, will be followed by one short.
(g) — — —	Train parted. To be repeated until answered by signal 53(e).

SOUND	INDICATION
(h) o o	Answer to any signal not otherwise provided for, and before starting train.
(i) o o o	When standing, back. Answer to signal 53(d).
(j) o o o o	Call for signals.
(k) — o o	To call attention to yard motors, extra trains or trains of the same or inferior right, to signals displayed for a following section.
(l) o o —	Answer to signal 54(k).
(m) — — o —	Approaching grade crossings. To be prolonged or repeated until crossing is reached.
(n) ————	Approaching junctions or railroad crossings not protected by interlocking plant, and curves where the view is obscured.
(o) — — o	Approaching meeting or waiting points. (See Rule 417).
(p) Succession of short sounds.	Alarm for persons or live stock on the track.

55. WHISTLE OR HORN EMERGENCY SIGNALS AT INTERLOCKING STATIONS

SOUND	INDICATION
(a)————	All trains within interlocking limits stop immediately. Resume normal movement after receiving the proper signal or permission from the signalman.

Torpedoes.

56. The explosion of one torpedo is a signal to stop. When an unattended torpedo is exploded, train, after stopping, may proceed under control for a distance of 3000 feet.

The explosion of two torpedoes not more than sixty feet apart is a signal to immediately bring train under control for a distance of 3000 feet.

Torpedoes must not be placed on road crossings, and must not be placed less than one hundred feet from stations and landings except in an emergency.

Torpedoes exploded by hand velocipede and gasoline cars must be at once replaced by the person whose car caused explosion.

Communicating Signal Appliances.

57. All cars in a passenger train must be connected with a communicating signal. All bell slides must be disconnected except on front end of trailer cars. Only in case of signal mechanism trouble necessitating the use of other slides, may they be used. The use of bell slides for single car train operation is prohibited, unless bell signal is defective.

In case of equipment trouble while train is in service that will prevent the use of communicating signal, great care must be used to provide for the proper hand or light signals.

On cars equipped with pilot lights, the train may start on the pilot light. The placing of controller in the "on" position when hearing air exhaust from center doors of 600-700-5000-class cars, instead of waiting for pilot light, or signal 58(c) when pilot light is inoperative, is strictly prohibited.

In case of pilot light failure while train is in service the prescribed communicating signals will be used.

Communicating Signals.

58. **Conductor to Motorman**

SOUND	INDICATION
(a) One	When running, stop at next passenger landing.
(b) One	When standing or immediately after starting, stop or remain standing.
(c) Two	When standing, start.
(d) Two	When running, after 58(a) has been given, recall the signal; proceed.
(e) Three	When running, stop immediately with a service brake application.
(f) Four	When standing, back.
(g) Five	When running, reduce speed.
(h) Six	When standing, recall flagman.
(i) One long and one short.	Make brake test (See Rule 106).
(j) Two long and one short.	Answer to 54(o).

59. **Motorman to Conductor**

SOUND	INDICATION
(a) Two	One or more passengers have boarded front end.
(b) Three	When standing, necessary to back.
(c) Four	Watch or pull down trolley.
(d) One	After 59(c) has been given, pull trolley down.
(e) Five	Come forward.

Starting and Stop Signals.

60. (a) Except when governed by pilot light indication motorman must not start train without receiving proper signal from all conductors, and such signals will begin at the rear car. Head conductor will not give proceed signal to motorman until he has received proceed signal from all trailer conductors.

(b) If starting signal has been recalled by any conductor except the head conductor, all conductors must repeat starting signal.

(c) Motorman will comply with stop signal given by any conductor.

(d) All signals originated by the conductor, and directed to the motorman, must be answered by the motorman, either by using the gong or whistle in answering the signal.

Headlights.

61. (a) The headlight will be displayed to the front of every train by night.

(b) In case of headlight failure and another cannot be procured, a white light must be substituted.

(c) When portable headlight is not in use motorman will be responsible for placing it in the storage place provided on equipment. When necessary to carry headlights on platform, see that wires are around light and placed in corner where it will not create an obstruction to passengers.

(d) When the rules require headlights, they will be dimmed as follows:

When standing to wait for a train at the end of a double, three or more main tracks.

When standing or running in yards where yard or road motors are on duty except while on the main track.

When standing at initial station waiting for time or a train.

When standing on main track waiting for an opposing train, clear of the switch to be used by such train after the switch has been set for the siding.

Such other places as may be designated by special instructions.

S (e) Headlight must be extinguished when a train turns out to meet another and has stopped clear of main track and switches have been properly lined for main track.

(f) Trainmen will make a miscellaneous report (Form S-1557-OC), covering all cases where headlight lenses are damaged, whether involved in accident or otherwise, and forward same to Superintendent.

(g) Motormen should test out headlights, a sufficient length of time before it becomes necessary to use them to enable repairs or change off to be made before scheduled departure time.

Yard Motor Lights.

62. Yard motors will display the headlight on the front and rear by night. When not provided with a headlight at either end a white light must be displayed. Yard motors will not display markers.

Markers.

63. The following signals will be displayed to the rear of every train, as markers, to indicate the rear of the train:

(a) On single track lines where operation is governed by superiority of trains or train orders, markers must be properly displayed day and night to indicate the rear of the train.

On cars equipped with oil marker lamps, marker lamps not lighted will be displayed by day, and by night green lights will be displayed to the front

and side and red lights to the rear, except when the train is on a siding clear of main track to be passed by another train and switches are properly set, green light will be displayed to the front, side and rear.

On cars equipped with electric marker lights, showing only one indication, red light will be displayed at night on each side of the rear of train. When train is on a siding clear of main track to be passed by another train and switches are properly set, electric marker lights will continue to be displayed.

(b) On double track lines, marker lights will be displayed to the rear of every train at night only. On cars equipped with oil marker lamps, such marker lamps when not in use or when weather or other conditions require the use of night signals must be removed and stored on equipment.

(c) Trains not provided with markers, or in case of marker failure at night, a lighted red lantern will be substituted. In the movement of cars by motors over main tracks, two red lights will be displayed, one on each side at the rear end of the last car. When on a siding to be passed by another train, such marker lights will continue to be displayed.

(d) When the markers display red to the rear, it is an indication that the main track may be obstructed. A following train will approach under control, and if rear of train is clear of main track and switches properly set, it may proceed under control to the point where the main track may be obstructed; and if main track is clear it may proceed. This does not relieve trainmen of complying with Rule 99.

Signals for Sections.

64. All sections except the last will display a green flag by day and in addition a green light by night on the front of the train in places provided for that purpose.

Signals for Extra Trains.

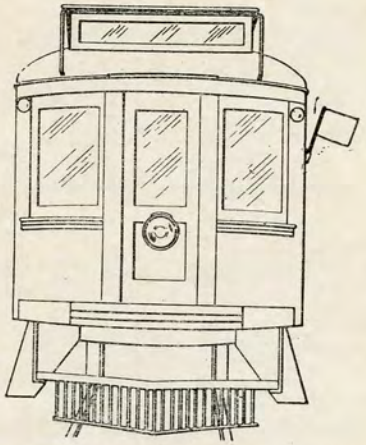
65. On lines consisting of single track, also those consisting of double and single track, where operation over single track is governed by superiority of trains or train orders, extra trains will display from initial terminal a white flag by day and in addition a white light by night on the front end of the train in places provided for that purpose.

Signals for Relay Trains.

66. When a red signal is displayed on the front of a train, it indicates it is a relay train, or one being relayed.

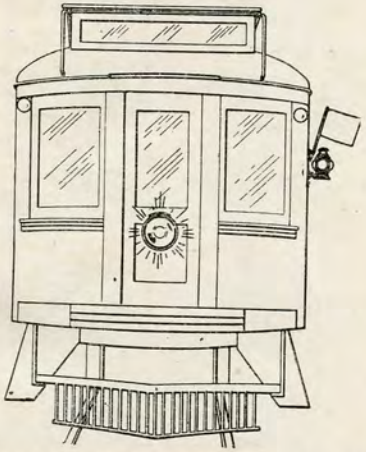
ILLUSTRATIONS OF TRAIN SIGNALS

Fig. 1



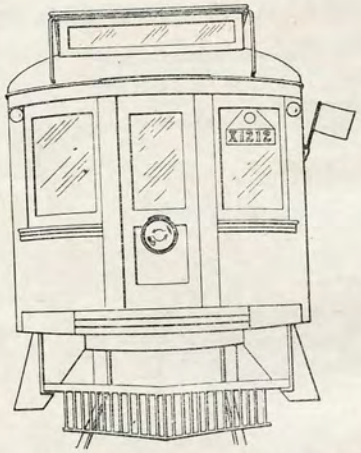
Motor running forward by day as an extra train.
White flag on front of train.

Fig. 2



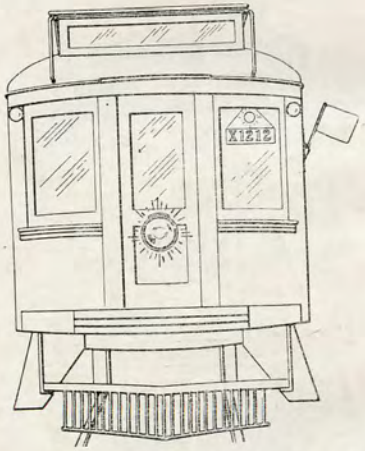
Motor running forward by night as an extra train.
White flag and white light on front of train.

Fig. 3



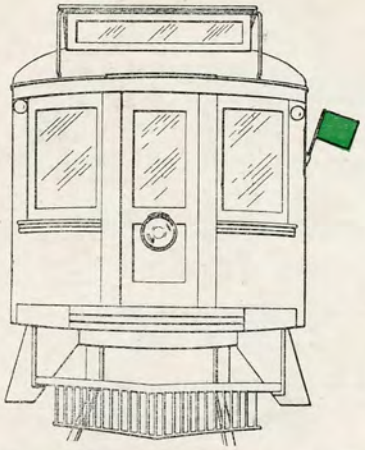
Motor running forward by day as an extra train.
White flag on front of train.
Train indicator displaying identification as Extra 1212.

Fig. 4



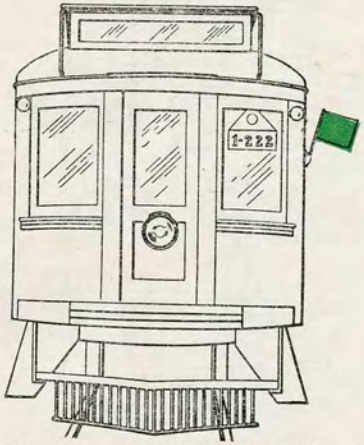
Motor running forward by night as an extra train.
White flag on front of train.
White light in train indicator displaying identification as Extra 1212.

Fig. 5



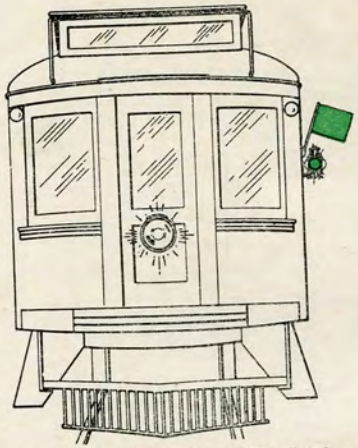
Motor running forward by day displaying signals for a following section.

Fig. 6



Motor running forward by day displaying signals for a following section.
Green flag on the front of the train.
Train indicator displaying identification as First No. 222.

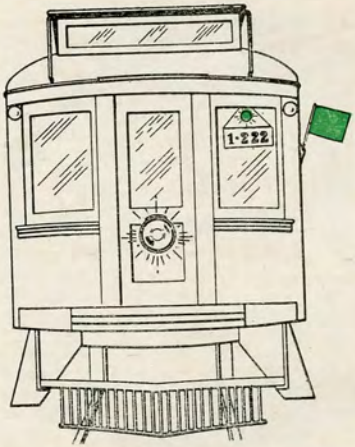
Fig. 7



Motor running forward by night displaying signals for a following section.

Green flag and green light on front of train.

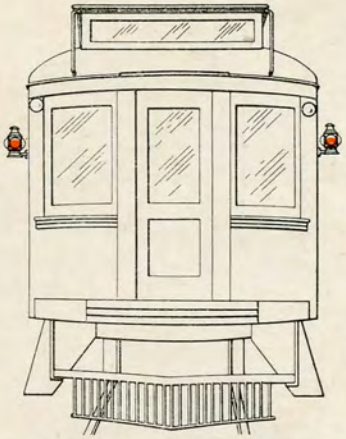
Fig. 8



Motor running forward by night displaying signals for a following section.

Green flag on front of train.
Green light displayed in train indicator.

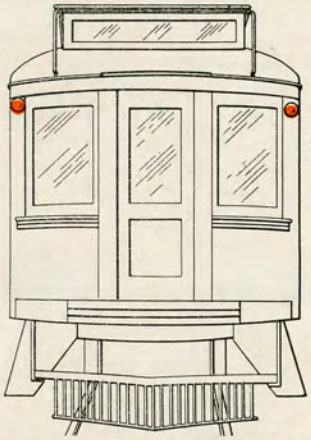
Fig. 9



Rear of train by night while running.

Lights displayed as markers showing green to the front and side, and red to the rear.

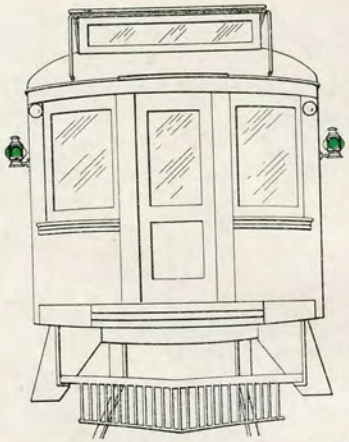
Fig. 10



Rear of train by night while running.

Red (electric) marker lights displayed to the rear.

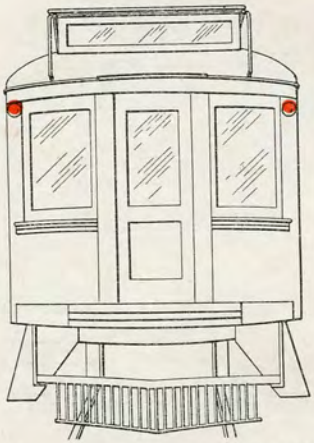
Fig. 11



Rear of train by night when on siding to be passed by another train.

Lights displayed as markers, showing green toward front, side and rear.

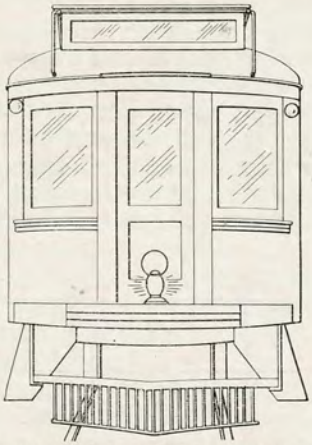
Fig. 12



Rear of train by night when on siding to be passed by another train.

Red electric marker lights displayed to the rear.

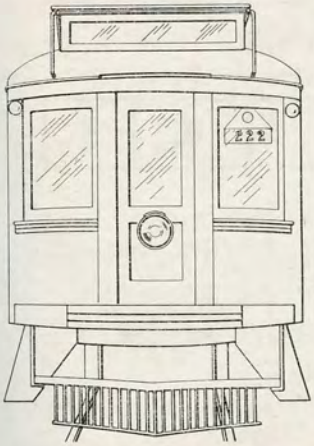
Fig. 13



Passenger cars being pushed by motor by night.

White light on front of leading car.

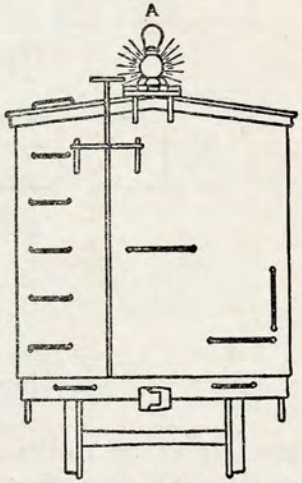
Fig. 14



Motor running forward by day as a regular train.

Train indicator displaying identification as No. 222.

Fig. 15

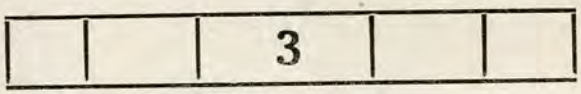


Freight cars being pushed by a motor by night.

White light on front of leading car.

Train Indicator.

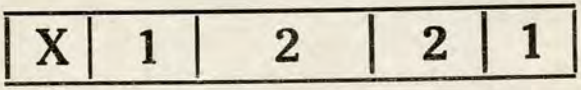
67. On lines consisting of single track, also those consisting of double and single track, where operation over single track is governed by superiority of trains, and when cars are equipped with train indicators, the indication must be as per following examples, and such indication must not be displayed until train is authorized and must be removed on all cars that may be set out short of destination.



NO. 3



FIRST 3



EXTRA 1221

The indication will be displayed on the front of every train, all other indicators in the train will be blank.

Before making change in indicators, such action as may be necessary must be taken to protect other trains.

Leading Motor to Display Signals.

68. When two or more motors are in the same train, the leading motor only will display the prescribed signals and train indicator.

Cars Being Pushed.

69. When cars are being pushed by a motor, except when switching or making up trains in yards, a trainman must take a conspicuous position on the front of the leading car; and by night, a white light must be kept in plain view.

In all switching movements over public or private crossings not protected by gates or flagman where motor is not on the lead, a member of the crew must protect the crossing.

Within operating limits of wig-wags or crossing bells, switches must not be left open nor cars left standing on main track, causing excessive operation of crossing signals.

Line cars, freight and work trains, when moving against current of traffic and in movements setting up a condition causing excessive wig-wag operation, will remove trolley from wire when passing under cut-in-brush.

Car Repairmen's Signals.

70. A blue signal displayed at one or both ends of a Motor Coach, Motor Car or Train, indicates that workmen are under or about it; when thus protected it must not be coupled or moved.

Each class of workmen must be protected by its own blue signal and workmen of the same class are alone authorized to remove them. Other equipment must not be placed on the same track so as to intercept the view of the blue signals without first notifying the workmen who placed the signal.

When emergency repair work is to be done under or about cars in a train and a blue signal is not available, the motorman or engineer handling the train must be notified by a member of the crew and protection must be given those engaged in making the repairs. The same employe must notify motorman or engineer when work has been completed.

USE OF SIGNALS

Imperfect Signals.

71. (a) A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as the most restrictive indication that can be given by that signal, and the fact reported to the dispatcher.

(b) When a switch light or reflector is absent where one should be displayed, speed must be reduced sufficiently to permit a stop to be made in case switch is not properly set.

Answer Stop Signals.

72. Fixed signals, unless otherwise provided, will not be acknowledged.

When a signal, except a fixed signal, is given to stop a train, it must, unless otherwise provided, be acknowledged as provided in Rule 54 (h).

Yellow and Green signals as prescribed by Rule 51 and the explosion of two torpedoes will be acknowledged.

Proper Signal Required.

73. Where a signal is required, a train or motor must not be moved without the proper signal. Those whose duty it is to give the signal must know that the condition for which the signal is to be given is right.

Warning Signal.

74. Two taps of the gong must be given, or motor bell rung when a motor is about to move.

Cause of Stop Signal Explained.

75. When the cause for a flagman's signal is fully explained to the motorman, and circumstances do not require the train to stop, it may proceed, being governed by the instructions of the flagman.

Flagmen's Signals.

76. The following signals must be used by flagmen:

Day Signals— A red flag,
torpedoes and fusees.

Night Signals—A red light,
a white light,
torpedoes and fusees.

Watchman at Road Crossings.

77. Watchmen stationed at highway crossings must use stop signals when necessary to stop trains. When no special signal device is authorized, they must use a red signal to stop highway traffic.

Improper Use of Signals.

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

Employes will also refrain from calling out signals in a loud and boisterous manner.

Use of Telephones.

79. When reporting to dispatcher, conductor shall remove the receiver from the hook, and if the line is busy he must be careful not to interrupt the conversation providing it relates to train movements. But if the conversation is not relative to train movements, the conductor will announce in clear distinct tone, "CLEAR THE LINE FOR ORDERS."

Any employes who are using the Dispatching lines hearing the announcement "CLEAR THE LINE FOR ORDERS," will immediately return the receivers to the hooks until the orders are completed. The movement of trains is of first importance.

Careful Handling of Telephones.

80. All telephone booths and boxes, after being used, must be locked securely. Care must be taken to see that receiver is placed on hook properly and carefully, as any rough handling of the telephone will cause damage to the mechanism as well as causing noise and disturbance on the line.

SWITCHES AND DERAILS

Responsibility for Switches and Derails.

81. (a) Conductors in charge of trains are responsible for the position of switches and derails used by them and their trainmen, except where switch tenders are stationed. Switches and derails must be left properly lined after having been used.

(b) A switch or derail must not be left open for a following train unless in charge of a trainman of such train.

(c) When practicable, the motorman must see that the switches or derail near the motor are properly lined. Motormen must know that switches and derails are properly set before they pull in or out of sidings or other tracks. When a train backs in on a siding to be met or passed by another train, motorman when in the clear must see that the switch is properly set for the main track. This does not relieve the conductor from responsibility as to the proper position of the switch.

(d) Conductors in charge of trains will not perform work of motormen but will supervise the work of motormen and trailer conductors in making switching movements for tie-ons and cut-offs, assuring themselves that switches and derails are left in proper position on completion of switching movements.

(e) Unless otherwise provided, neither switch to a crossover between main tracks must be opened or unlocked during the passage of a train on either

track, nor a car or motor be allowed to stand on the crossover track. Both switches of a crossover must be kept closed and secured when there is a car or motor on or immediately approaching either switch, except for a direct crossover movement.

(f) Main track switches and those required by rule or special instructions to be locked, must be left in that condition. All derails must be left locked and set to derail except while cars are being moved in or out. If a lock is missing or defective, employes must secure the switch or derail and report the facts to the Dispatcher.

(g) When a switch is thrown, the employe using it must see that switch points fit properly and have moved to proper position after switch is lined. A switch must be fastened as soon as thrown either way, and when locked, the lock chain pulled to insure that lock is securely fastened.

Handling Switches at Meeting or Passing Points.

S-82. At meeting or passing points, the employe attending the switch will, after locking it, take position on opposite side of track from switch stand unless there is danger in doing so, in which case he must station himself at least TWENTY FEET from the switch stand and remain there until the expected train has passed, keeping lantern in plain view at night.

Crews of trains which are clear of main track must not give "proceed" signals to approaching trains.

Trainmen and other employes must not unlock derails or main track switches to enter main track until the trains which are to be met or to pass have cleared the switch, and must not place themselves in the vicinity of a main track switch or between the fouling point and main track switch until expected trains have been met or have passed.

Trains entering a siding or other track, when practicable must not stop until clear of the main track, and in using siding must proceed with caution.

Where trains are to be met or passed, trains taking siding after clearing main track will provide adequate clearance to fouling points, consistent with operating conditions.

Splitting Switches.

83. If a rigid switch is run through it is thereafter unsafe and must be protected and reported to Dispatcher at first point of communication.

If a car, motor, engine or train is run partially through a rigid switch that is not properly set, the entire movement must be made; to reverse would result in derailment.

Great care must be exercised to avoid splitting chain switches by holding switch chain slack or prematurely dropping it.

Spring switches, when equipped with targets or lights, will show yellow when the switch is in normal position and red when the switch is not in normal position; spring switches, except those equipped with an oil buffer, may be trailed when in either position.

Spring switches equipped with oil buffer must not be trailed unless they are in normal position. When making trailing point movement and train is stopped on switch, a reverse movement must not be made until the switch has been thrown by hand. When movement has been completed through switch, reverse movement must not be made until point closes. Running switches or making a drop over oil buffer spring switches is prohibited.

Spring derails when equipped with targets or lights will show red when in derail position on the side from which a train would be derailed and yellow on all other sides.

When a switch or derail is found not in normal position, it must be properly set and the Dispatcher notified.

In switching movements over spring switches and derails they will be set for intended movements the same as if they were rigid.

MOVEMENT OF TRAINS

Current of Traffic.

84. Where two main tracks are in service, trains must keep to the right unless otherwise provided.

Where three or more main tracks are in service their use shall be indicated by special instructions.

Movements Against Current of Traffic.

85. Except on city streets and crossings protected by an authorized flagman, traffic officer, gates, or an automatic device when it is in operation, where there are two or more main tracks and trains are moving against the current of traffic under proper authority, a stop must be made at near side of public crossing; if the motorman from his position has an unobstructed view in both directions, train may proceed when safe to do so. If motorman does not have an unobstructed view, a member of the crew must take a position where he does have an unobstructed view before giving proceed signal. One-man cars, after stopping, if the view is obstructed, must not exceed 4 miles per hour until reaching a point where the view is unobstructed and it is safe to proceed.

Unless otherwise authorized, work trains will operate only with the current of traffic on two or more tracks.

Right of Way Rules.

86. Unless otherwise controlled, the first car ready to move will have first right. When two cars are ready to move at the same time, if their line

of movement would interfere, the car on the right will have the first right. At points where an approaching car is descending a heavy grade, no car must be moved onto an intersection or crossing until the approaching car has come to a stop; then the waiting car has the first right.

There must be no contention about rights of way. If at any time there is an interference the way must be cleared at once, the car that can move with the least delay should do so. In rounding curves, cars on outside curve will have right of way at all times going in either direction.

Operation Over Designated Portions of Single Track.

87. Certain limits may be established by timetable or bulletin to provide that trains may operate under control over portions of single track between designated points. The operation of trains under such conditions will be governed as follows:

Before entering single track motorman must look, and if opposing train has entered single track, he must not proceed until such train has cleared.

When opposing trains approach single track at the same time, inbound train will have first right of way.

Trains must enter and pass over single track under control as defined in Rule 29. Where circumstances require, train must be preceded by a flagman.

Reporting Trains.

88. Where special instructions require reporting of trains to Dispatcher, before leaving a terminal or initial station, Conductor will report his train to Dispatcher giving run number, names of crew, car numbers, location and leaving time; in case of extras the word "extra" and motor number will be given.

At each end of line or turning point, the run number or motor number in case of extras, location, arriving and leaving time, and passenger count will be given to Train Dispatcher.

On single track regular trains will report to Train Dispatcher by train number instead of run number.

Extra Trains Not Required to Have Train Orders.

D-89. On double and three or more main tracks, or upon single track over which the use of Staff System or signal indication supersedes the superiority of schedules, Extra Trains or Work Extra Trains may be run without train order authority providing such trains move with the current of traffic and communicate with the Train Dispatcher at the first point of communication.

Train on the Time of Another.

D-90. (a) When a train of one schedule is on the time of another schedule, it will proceed on its own schedule.

(b) Passenger extra trains may run on the time of regular trains, other extra trains will clear the main track in time to prevent delay to regular trains when practicable, when regular trains are late such extra trains may proceed clearing main track for regular trains that are late as soon as practicable after they are in sight.

(c) Freight and work trains must clear main track as soon as practicable for extra passenger trains.

(d) A train having equipment trouble impairing its speed, will clear the main track to avoid delays to other trains when practicable.

Spacing of Trains.

91. (a) Unless some form of block signal is used, two trains running in the same direction in high-speed territory will keep not less than twenty-five hundred (2500) feet apart, except in clos-

ing up at stations or meeting points. When the view is obscured by curves, fog, storms, or other causes, motormen will reduce speed and operate with extreme caution. The motorman of the second train must assure himself of this distance except as he has his train under control as defined in Rule 29. This does not relieve trainmen of preceding train from responsibility of protecting their train as per Rule 99.

(b) On city streets trains will keep not less than five hundred feet apart, except when closing up at stops.

In congested districts trains will keep not less than fifty feet apart, and be operated at such speed as will allow them to stop in one-half this distance.

In closing up at stops on city streets, a space of twenty feet will be left behind every third car.

When closing up behind a standing freight train stop will be made not less than 300 feet from rear of train to prevent any possibility of an interference when air brakes are released on the train due to slack running out.

Places to Approach Under Control.

92. (a) Trains will approach facing point rigid switches, the end of two or more main tracks, junctions, railroad crossings at grade and drawbridges under control, unless the signals indicate the position of switches. The switch points must be seen to be properly lined before passing over them. Where required by rule or law, trains will stop.

(b) Except on city streets, trains will approach and pass through facing-point spring switches under control not exceeding 15 miles per hour during the last 100 feet and switch points will be seen to be properly lined.

(c) On city streets trains will reduce speed to 10 miles per hour not less than 100 feet before reaching facing-point spring or rigid switches not having fixed signals, except those over which the movement is governed by interlocking-plant signals; and motorman will assure himself that switch points are properly lined for intended movement.

(d) Trains will not exceed 10 miles per hour when taking crossover or turnout.

(e) Trains entering a siding or other track, when practicable, will not stop until clear of main track, and in using siding will proceed under control, expecting to find it occupied, and observe the position of switches and derails, to see they are properly lined for intended movement.

Train Parted.

93. If a train should part while in motion, trainmen must, if possible, prevent damage to the detached portions. The prescribed signals must be given, and the front portion of the train kept in motion until the detached portion is stopped.

The detached portion must not be moved or passed until the front portion has returned.

Obstructing Crossings.

94. (a) Trains must not be permitted to stand across another railroad at grade.

(b) Freight trains must be opened to clear all public crossings while standing at stations, and in no case block a crossing longer than five minutes. When passenger trains are at stations, freight trains must be opened to allow passageway.

Cars Left on Sidings.

95. (a) Cars must be left clear of main track, street, highway, or private crossing, and at least 100 feet from crossing, when practicable. A sufficient number of hand brakes must be set to hold cars; on passenger cars, make a service application of air brakes, apply hand brakes and then

release air brakes and see if hand brakes are holding; on freight cars, air brakes cylinders must be bled after hand brakes are set. If brakes are inoperative, cars must be properly secured. When the side track is on a grade, if practicable, couple the cars together, and, in addition to setting brakes, block the wheels.

(b) When changing locomotives or doing work at a point where the grade is such that cars will start when brakes are released, a sufficient number of hand brakes must be set, before the locomotive is cut off, to hold the train, and in addition, a trainman must also be left in charge of train.

(c) When a train with a locomotive coupled, stands on a heavy grade for such a length of time as to allow air brakes to release, a sufficient number of hand brakes must be set to hold train.

(d) When picking up cars at a place where the grade is such that they cannot be controlled with the locomotive brake, the air must be cut into the cars and auxiliary reservoir allowed to become fully charged before hand brakes are released.

Crossing Other Railroads at Grade.

96. (a) Unless protected by interlocking or other system of signals, or unless otherwise specified by special instructions, trains must be brought to a stop not less than 30 feet from near rail of railroad crossing, and train must not proceed until the conductor or brakeman has gone ahead to the opposite side of all tracks to be flagged, looked both ways, and if safe to proceed, will give proceed signal. Before starting, motorman will look back to see that no passengers are getting on or off, and in no case proceed, even after conductor or brakeman has given proceed signal, until he has also observed the conditions and satisfied himself that it is safe to proceed.

(b) When flagging crossings by night, conductors or brakemen must carry and give necessary signals with white light. Unless protected by a safety stop, signal appliance, or flagman, freight trains consisting of motor and seven or more cars including caboose, before crossing a steam railroad at night, will place a fusee each side of crossing.

(c) Motormen when approaching railroad crossings where flagmen are stationed and stop is not required, will bring car or train under control, even though a clear signal has been given by flagman, and under no circumstances will signal be called for a greater distance than 400 feet from the crossing, and then only at a speed of not more than 15 miles per hour. Under no circumstances will train proceed on a signal that is not clear and distinct. The flagman will use a green flag by day and a green light by night to give proceed signal.

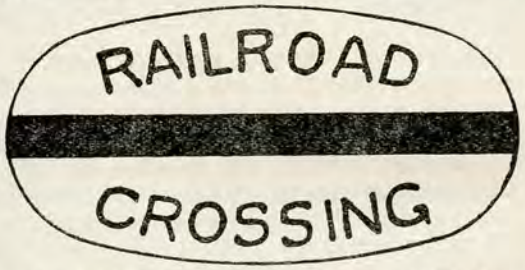
(d) At railroad and street car crossings where flagmen are stationed, motormen must use great care to avoid misunderstanding of signals, or of the train for which they are given. The flagman in giving the signal will use a green flag by day and a green light by night and will not give signal until called for by one tap of gong. Under no circumstances will train proceed on a signal that is not clear, nor when a condition can be observed which might develop into a hazard.

(e) At steam railroad crossings or other track intersections where the following crossing exempt signs are displayed, trains need not stop except for conflicting movements and must approach these crossings under control in order that, if necessary, stop can be made before reaching the crossing.

If train is approaching on conflicting route, bring your train to a full stop at a safe distance and remain standing until opposing train has been

brought to a full stop or has cleared the crossing. Whenever in doubt stop your train in clear of crossing and flag crossing in accordance with this rule.

ILLUSTRATION OF CROSSING EXEMPT SIGN:



Passing and Meeting Other Trains at Stations and Intersections.

97. Every care must be taken by trainmen in passing a station where a train is discharging or receiving passengers, and trains must not pass between the standing train and the station platform or landing, except where proper safeguards are provided or the movement is otherwise protected.

Motormen will protect against hazards of accident and interferences with vehicles under conditions where trains may meet or pass at street or highway crossings, caused by vehicles attempting to cross tracks directly behind one train and running directly in path of a train moving in the same or opposite direction. Under such conditions where motormen observe that a train in the opposite direction will pass over the crossing at the time they would reach the crossing, speed will be reduced sufficient to give ample time for the first mentioned train to clear the crossing a sufficient distance to allow vehicles to observe the approach of trains from the opposite direction. Under such

conditions motormen will operate in manner as in their judgment may be safe and prudent, due consideration always being given to all conditions and circumstances.

Backing Train.

98. When a train runs by a station where a stop should have been made, the train must be backed to the station. Motorman must not back train until he has received the proper signal to do so. Conductor must not give back-up signal until he has satisfied himself track is clear and must remain in position to give stop signal. Where conditions warrant, reverse movements must not be made until train has been protected as per Rule 99.

On public streets, or at any time when conditions warrant, motorman must change operating position to rear end of train before making reverse movement.

PROTECTION OF TRAINS

Rear End Protection.

99. (a) When a train stops or is delayed under circumstances in which it may be overtaken by another train, the conductor or flagman will go back immediately and quickly, with flagman's signals a sufficient distance to insure full protection. One thousand (1000) feet from rear of train he will place one torpedo on the rail, continuing back two thousand (2000) feet from the rear of train he will place two torpedoes on the rail, sixty feet apart. He may then return to the single torpedo, where he will remain until relieved by another flagman, or recalled by the proper signal. When recalled, if he does not see or hear an approaching train, the single torpedo may be removed, and not before. In case of darkness or when weather or other conditions obscure day signals, a fusee will

be left in its place to protect train, while flagman is returning. During foggy or stormy weather, or in the vicinity of obscure curves or descending grades, or if other conditions require it, the distance will be increased.

(b) Should a train be seen or heard approaching before flagman has reached the required distance, he will at once place one torpedo on the rail, and continuing toward the approaching train, by day under normal conditions display a red flag, and at night or when weather or other conditions obscure day signals, display a fusee in addition to red and white signals.

(c) If the flagman is recalled before reaching the required distance, he will by day, under normal conditions, place two torpedoes on the rail, 60 feet apart, and at night he will place the two torpedoes and leave the fusee in addition before returning to his train.

(d) When in the vicinity of obscure curves or descending grades, or when the view is obstructed by weather or other conditions, full protection will be placed before returning to train.

(e) When necessary to protect the head end of a train, signal appliances will be used in the same manner as prescribed for the protection of the rear of train.

(f) The conductor and motorman in charge of a train are equally responsible for the protection of their train. This does not relieve the conductor or flagman on the rear of a train of two or more cars of responsibility for protecting the rear end of train under conditions referred to in this rule.

(g) When a train is moving under circumstances in which it may be overtaken by another train, the flagman must take such action as may be necessary to insure protection. By night, or by day when the view is obscured, lighted fusees must be thrown off at proper intervals.

(h) Trainmen are responsible for the safety of the train and the observance of the rules, and, under conditions not provided for by the rules, must take every precaution for protection.

(i) Torpedoes will be placed on the right hand rail in the direction in which the train is moving.

(j) The use of block signals, Interlocking Signals, or other fixed signals except Yard Limit Boards do not dispense with the strict compliance with the provisions of Rule 99 in its entirety.

Trains Not to Stop at Obscured Points.

100. If possible to avoid it, a train must not be stopped between stations where the view is obscured by a curve, but should be moved out of the obscured territory, unless to continue train movement, would result in damage to overhead construction, equipment or roadway.

Protection of Work Trains.

101. Flagmen when protecting work trains, will take position 2000 feet or more from the points to be protected, placing one torpedo, remaining at such points with flagmen's signals. When a train has been stopped and it is to proceed after receiving instructions, the torpedo will be removed and again replaced after train has passed. When certain trains are not to be stopped and the main track has been cleared, the torpedo will be removed before the passage of such trains.

If flagman is recalled, he may return as prescribed by Rule 99. If flagman is recalled and main track has been cleared, torpedoes will be removed.

Crossover Protection.

102. (a) Before using a crossover, where there are two or more main tracks with a train crew consisting of four or more trainmen, a flag-

man will take a position 2000 feet on each side of crossover, placing one torpedo on all tracks affected and remain until recalled or relieved. When recalled from the track that has been cleared, the torpedo will be removed. When recalled from the track which train is occupying, he may return as prescribed by Rule 99.

(b) When train crew consist of three trainmen or less, 2000 feet before reaching crossover, two torpedoes will be placed 60 feet apart. A member of the crew will remain at the crossover while the train advances 2000 feet beyond crossover and place two torpedoes 60 feet apart on opposite track or tracks affected; when train starts to return to the crossover, if night signals are required, the trainman who remained at the crossover will place a fusee on the track train is occupying. Before crossing over, a fusee will be placed on opposite tracks.

Such fusees will be placed not less than one hundred (100) feet from crossover in each direction.

The crossover switches will not be lined until the train has returned to the crossover and stopped, and the trainman stationed at crossover has taken a position on the opposite track and assured himself that no train is approaching.

In event the two torpedoes which were placed on the opposite track 2000 feet beyond the crossover are exploded before the crossover movement is made, they must be replaced before making crossover movement.

(c) When using crossover on city streets, take such precaution as may be necessary for safety. When practicable, a member of crew will take a position on opposite track for the purpose of stopping trains, and in no case cross over without first seeing that it is safe to do so.

Motorman will at all times operate the car from the forward end in the direction car is moving.

Before crossing over a member of the crew will step over on to the opposite track and ascertain if there are any approaching cars on that track which would interfere with the intended movement. If there are none, crossover movement may be completed; if a car is approaching which would interfere, the movement will not be made until such car has passed or has been brought to a stop clear of the crossover.

Crossover movements will not be made in one-man car operation except when within Yard Limits, on paved city streets, or when assisted by another trainman, and then the operator must assure himself that there are no cars on the opposite track which will interfere with the movement.

When any part of a crossover is occupied, all approaching cars will stop clear of the crossover unless they receive a proceed signal from a member of the crew occupying the crossover.

When entering a main track from an auxiliary track or diverging route such protection must be placed as is necessary to insure full safety.

Protection of Trains Making Turns on City Streets.

103. (a) On other than 600-700-5000-class cars, when making left turns on city streets, conductor will station himself at the right rear corner of car with red flag or red lantern to flag vehicular traffic. If swing of car is going to interfere with vehicle or pedestrians, conductor will immediately stop train.

(b) On other than 600-700-5000-class cars, when making right turns, conductor will station himself at left rear entrance of car and display a red flag or red lantern as a warning to vehicle drivers, and in addition, stop the train to avoid an interference with traffic or pedestrians.

(c) When making right or left turns with 600-700-5000-class cars, conductor will stand at his position in center of car while rounding curves and pay sharp attention to traffic conditions, and will stop train to avoid interference with vehicles or pedestrians on either side or rear due to overhang of car in curve.

(d) Conductor desiring to stop train under these circumstances will give motorman three bell signal and motorman will put brakes in emergency without hesitation. Motormen will operate around curves at such reduced speed that when this emergency stop signal is given by conductor, car or train may be brought to immediate stop.

Procedure Where Restricted.

104. (a) In communities where the use of torpedoes is restricted certain limits may be established by time-table or bulletin stating between designated points, the protection of trains will be as follows:

(b) When protecting train, flagman will take a position 1000 feet from rear of train, or such additional distance necessary to insure proper protection where he will place a torpedo and remain until recalled by proper signal, or relieved by another flagman. If recalled and safety to train will permit, he will remove the torpedo and a fusee will be left in its place.

(c) If recalled before reaching the required distance, and safety to train will permit, he may return. A fusee will be placed before returning.

(d) When a train is seen or heard approaching closely before reaching required distance, the flagman will continue until the train has been stopped, and if the motorman of the approaching train does not answer flagman's signal and reduce the speed of train, a torpedo will be placed.

(e) Trains must approach and pass through such limits prepared to stop in range of vision.

Temporary Operation of a Section of Track as Single Track Governed by Use of Flagmen.

105. (a) As emergencies or conditions require, single track may be established and movement of trains in either direction will be governed by flagman stationed at each end of such limits.

(b) Main track will first be cleared of trains and necessary action taken to prevent trains from entering the main track at a point between flagmen.

(c) Flagmen will use "Clearance" (Form B) and "Train Record" (Form D) to authorize and record such train movements.

(d) Before permitting a train to enter the limits, flagman will check "Train Record" (Form D) and if conditions permit a train to enter, he will by a telephone bell signal authorized by dispatcher call flagman at opposite end, giving him the motor number, clearance number and time of train entering. Both flagmen will make record of same on "Train Record" (Form D). The "Clearance" (Form B) will be in possession of motorman and will be delivered to flagman stationed at point where train leaves the limits, who will compare it with "Train Record" (Form D) and complete record of such train movement and call flagman at opposite end, giving him such information, who will also make record thereof.

(e) "Clearance" (Form B) will take the place of manually operated and automatic block signals and current of traffic rules. Possession of clearance will be authority for train to proceed only in the direction indicated thereon and rear-end protection as prescribed by Rule 99 will be required.

When it is desired to authorize return movements without going through the entire flagging limits, the clearance will so indicate by reading

"proceed to_____" or "return to_____." Under such movements the application of Rule 99 will not be required, and flagmen will not authorize another movement in either direction until the train authorized has cleared.

When the flagging limits are within single track territory, that portion of the clearance designating what track to use will be left blank.

(f) Clearances will be numbered consecutively, beginning at midnight of each day, using odd numbers for outbound trains and even numbers for inbound trains.

(g) All fulfilled Forms B and D will be mailed to office of Train Service Instructor at the completion of the day's work.

(h) At the time flagman is relieved, he will explain all unfulfilled train movements, the track and the territory being used, and the relieving flagman will not take charge until he clearly understands the entire procedure and conditions.

(i) In case of emergency and until Forms B and D may be available, flagmen will make written record of trains entering and leaving the single track territory, sending same to office of Train Service Instructor as above provided. During such time motormen will comply with verbal instructions given by flagmen relative to the movement of trains and the flagmen will give each train detailed instructions as to the track and territory to be used.

(j) In these movements motormen are cautioned that great care is required and in movements against the current of traffic trailing point switches become facing point switches and may not be equipped with switch lights, and safety stops and speed regulations will apply the same as when running with the current of traffic.

Passenger Equipment Air Brake Tests.

106. **Single Car**

(a) When taking charge of single car and when changing cabs or ends, before starting motorman will test brakes from operating brake valve and note by observing gauges if brakes apply, hold, release, and that pressures are correct. Immediately after starting, running test at speed not exceeding ten miles per hour without power applied, will be made by service application of brakes and noting effect on movement of car.

Two or More Cars

(b) When initially taking charge of train of two or more cars after make-up of train is completed,

When adding car or cars to train at any point,

After car or cars are cut off at terminals, leaving train of two or more cars, and,

Except as otherwise provided in Paragraph (d), when make-up of train has been changed, or brake pipe has been separated:

Before starting, conductor of last car in train will notify motorman that train is made up and ready for brake test by giving one long and one short sound of conductor's communicating signal, and motorman will then make full service application and note by gauges if brakes apply, hold, release, and that pressures are correct. Conductors on all cars except head car will observe brake cylinder gauge and if less than 35 pounds is indicated, or brakes fail to release, they will immediately notify motorman. When conductors are not assigned to all cars of train, head conductor will make required air brake test observations on cars to which trainmen are not so assigned.

(c) Immediately after train has started, and at speed not exceeding ten miles per hour without

power applied, a running test will be made by service application of brakes and noting effect on movement of train.

(d) When cars are cut off train enroute at outside points, a running test at speed not exceeding ten miles per hour without power applied, will be made after cars are cut off, by service application of brakes and noting effect on movement of train.

(e) Motormen, when otherwise changing cabs or ends of trains of two or more cars, before starting train will test brakes from operating valve and note by observing gauges if brakes apply, hold, release, and that pressures are correct.

(f) When trains of two or more cars lay over at locations where mechanical work may be performed on cars, brake test shall be made as provided in Paragraph (b).

(g) Full co-operation will be given to make brake test required and avoid delay, and when time will permit, test will be made five minutes before train is due to depart. Conductors and motormen are equally responsible for knowing that brake test under requirements of Paragraph (b) is made and the conductor in charge of train will know that all members of the crew are in their proper places while test is being made.

(h) On 5000-class cars, before starting train brake test will be made as provided herein, and in addition to observing if brakes apply and release, motorman will place reverser handle in neutral position and observe straight air application pipe gauge to see that air does not leak off and that brakes remain applied.

Before changing ends motorman will also place reverse handle in neutral position and observe straight air application pipe gauge to see that air does not leak off and that brakes remain applied.

Doors must be closed while making initial brake tests.

Freight and Work Train Air Brake Tests.

107. Crews of freight and work trains will make air brake test before leaving initial station as follows:

INITIAL TEST

The brake pipe must be properly lined up, all bleeder cocks closed, all retainers in release position, and no excessive leaks in connecting hose gaskets and as soon as the brake pipe and auxiliary reservoirs are fully charged, the motorman will give one long sound of whistle, which will indicate he is ready for air brake test; rear brakeman will then give signal to apply air brakes, which must be repeated to motorman by head brakeman.

Motorman will then make a seven pound brake pipe reduction and as soon as brake pipe exhaust ceases he will again place brake valve in service position until twenty pound brake pipe reduction has been made.

Head and rear brakemen will then start toward center of train to see whether or not all brakes have applied and note condition of same. As soon as this inspection has been completed the head brakeman will give the signal to release air brakes. Then after the proper consultation relative to condition of brakes, they will return to their respective positions, inspecting all brakes to see if they have released. Any defective condition must be reported to conductor and motorman.

Trains will not be operated with brake pipe leakage in excess of seven pounds in one minute, immediately after motorman has made a twenty pound brake pipe reduction.

INTERMEDIATE TEST

If, for any reason, after leaving initial station, angle cocks have been closed, or brake pipe disconnected, a plug test must be made.

Before starting train, motorman must give one long sound of whistle to indicate that he is ready for plug test.

Rear brakeman after hearing one long sound of whistle will open angle cock on rear end of train slowly and continue until answered by two short sounds of whistle.

Before descending grades and at a point which will give reasonable opportunity to stop train with hand brakes and such air brakes as can be operated, a running brake test will be made for the purpose of determining if any brake pipe angle cocks have been closed.

Where helper motors are used, the motorman will carefully and frequently observe the brake pipe gauge, and if in his judgment brake pipe angle cocks have been closed he will apply the brakes from the helper motor, using care to prevent a break-in-two.

Where no helper motor is used, the rear brakeman in descending grades will frequently observe the brake pipe gauge, and if in his opinion brake pipe angle cocks are closed he will apply the brakes by the use of the emergency valve, using reasonable care to prevent a break-in-two.

With cars equipped with the A. B. Brake Equipment, considerable **unnecessary emergency** brake application has been caused by improper handling of angle cock and/or brake valve.

In making the plug test, if the locomotive is equipped with the E. L. Brake equipment, the motorman will first make a seven pound brake pipe reduction and place brake valve handle on lap position; if the locomotive is equipped with the

G-6 brake equipment, the brake valve handle will be left in running position during the test.

Brakemen **must** use great care in making plug test and open angle cock **slowly.**

When brakes on a moving train apply in emergency from any cause, brake valve will be set in emergency position until train comes to a complete stop.

Laws, Ordinances and Other Regulations.

108. (a) The operation of the Company's trains and motor coaches is largely governed by laws (Federal and State) ordinances and regulations of the State, Counties and Cities which are hereby made a part of these rules and employes will be held responsible for compliance therewith. Trainmen and operators are responsible for the strict observance of traffic regulations in the various locations where operating which are applicable to or affecting their duties.

(b) Motormen must obey the indications of traffic signals and will approach all traffic signals prepared to stop at the signal in event it should change to stop position. The jumping of traffic signals or passing over crossings after the traffic signals have changed to stop indication is prohibited.

Yard Limits.

D-109. Yard Limits may be established, marked by Yard Limit Signs and covered by special instructions in time-table.

Within such limits main tracks may be used with current of traffic and scheduled trains must not be delayed and extra trains will give way as soon as possible upon approach of other trains.

All trains, motors, engines, and self-propelled equipment must move under control as per Rule 29 with Yard Limits.

WITHIN YARD LIMITS RULE 99 WILL NOT APPLY.

AUTOMATIC BLOCK SIGNAL RULES

(Additional Special Instructions
Will Be Shown in Time-Tables)

COLOR LIGHT TYPE AUTOMATIC BLOCK SIGNALS

Rule 200

ASPECTS AS ILLUSTRATED OR REFERRED TO IN THESE RULES ARE SHOWN BY THE COLOR OF LIGHTS AS SEEN FROM AN APPROACHING TRAIN.

Fig. 1



Proceed

Fig. 2



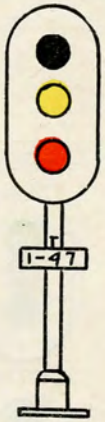
Caution—Proceed prepared to stop at next signal.

Fig. 3



Stop

Fig. 4



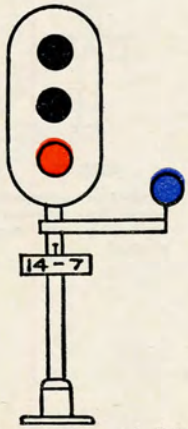
Proceed not exceeding 10 M.P.H. passing signal.
See Rule 227

Fig. 5



All Lights Dark —Stop

Fig. 6



The number of blue lights indicates the number of tracks between signal and track the signal governs.

Fig. 7



Caution —Proceed under control to next signal.

Rule 200—Cont'd

ASPECTS AS ILLUSTRATED OR REFERRED TO IN THESE RULES ARE SHOWN BY THE COLOR OF LIGHTS AS SEEN FROM AN APPROACHING TRAIN.

Fig. 8



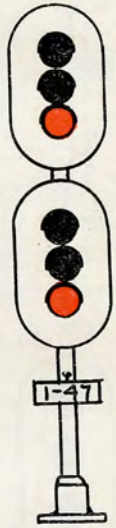
Proceed main line

Fig. 9



Caution—Proceed main line prepared to stop at next signal.

Fig. 10



Stop

Rule 200—Cont'd

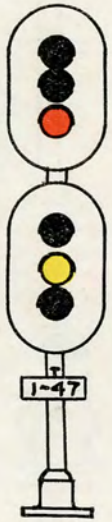
ASPECTS AS ILLUSTRATED OR REFERRED TO IN THESE RULES ARE SHOWN BY THE COLOR OF LIGHTS AS SEEN FROM AN APPROACHING TRAIN.

Fig. 11



Proceed diverging line

Fig. 12



Caution—Proceed diverging line prepared to stop at next signal.

COLOR LIGHT TYPE AUTOMATIC BLOCK SIGNALS

Rule 200—Cont'd

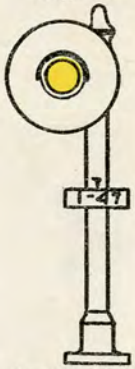
ASPECTS AS ILLUSTRATED OR REFERRED TO IN THESE RULES ARE SHOWN BY THE COLOR OF LIGHTS AS SEEN FROM AN APPROACHING TRAIN.

Fig. 13



Proceed

Fig. 14



Caution—Proceed prepared to stop at next signal.

Fig. 15



Stop

Fig. 16



Proceed

Fig. 17



Caution—Proceed prepared to stop at next signal.

Fig. 18



Stop

Fig. 19



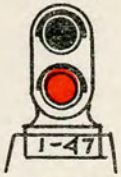
Proceed

Fig. 20



Caution—Proceed prepared to stop at next signal.

Fig. 21



Stop

Rule 200—Concluded

FIG. (22), (23), (24), AND (25) COLOR LIGHT TYPE AUTOMATIC DISTANT BLOCK SIGNALS

FIG. (26) COLOR LIGHT TYPE NON-OPERATIVE DISTANT BLOCK SIGNAL

ASPECTS AS ILLUSTRATED OR REFERRED TO IN THESE RULES ARE SHOWN BY THE COLOR OF LIGHTS AS SEEN FROM AN APPROACHING TRAIN.

Fig. 22



Home Signal at Proceed

Fig. 23



Caution Expecting to Find Home Signal at Stop

Fig. 24



Stop See Rule 216

Fig. 25



Stop — See Rule 217(B) Approach to Home Signal.

Fig. 26



Non-Operative Distant Signal

AUTOMATIC LIGHT TYPE SWITCH INDICATORS

Rule 201

ASPECTS AS ILLUSTRATED OR REFERRED TO IN THESE RULES ARE SHOWN BY LIGHT BURNING SHOWING "GREEN," OR LIGHT OUT SHOWING "DARK."

Fig. 1



Lighted—Proceed

Fig. 2



Dark—Stop

Fig. 3



Lighted—Proceed

Fig. 4



Dark—Stop

See Rules 219-221-222-223 and 260

AUTOMATIC LIGHT TYPE SWITCH INDICATOR AND ELECTRIC SWITCH LOCK, COMBINED

Rule 201—Concluded

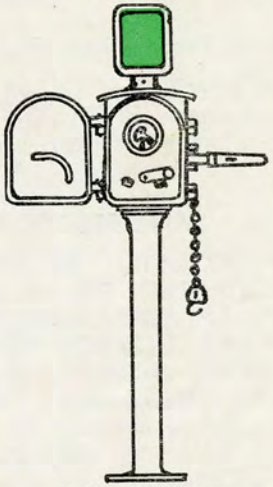
ASPECT OF SWITCH INDICATOR AS ILLUSTRATED OR REFERRED TO IN THESE RULES OR SPECIAL INSTRUCTIONS GOVERN THE OPERATION OF ELECTRIC SWITCH LOCK.

Fig. 5



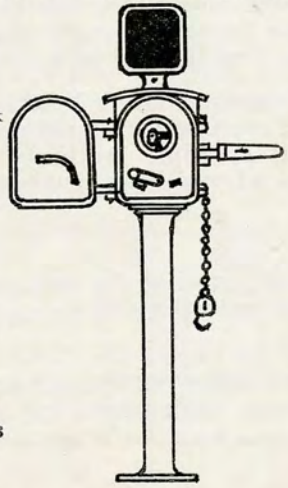
Indicator Clear
Unlock and open door

Fig. 6



Indicator Clear
Move handle to left and line switch

Fig. 7
Indicator dark with switch lined



See Rule 226

AUTOMATIC BLOCK SIGNAL RULES GOVERNING THE MOVEMENT OF TRAINS IN THE SAME DIRECTION BY BLOCK SIGNALS ON OTHER THAN SINGLE TRACK.

Special Instructions Shown in Time-Tables.

On portions of the railroad, and on designated tracks so specified in the time-table, trains will run with reference to other trains in the same direction by block signals.

AUTOMATIC BLOCK SYSTEM

AUTOMATIC BLOCK SIGNALS ARE DISTINGUISHED FROM INTERLOCKING HOME SIGNALS AND ABSOLUTE SIGNALS BY THE NUMBER PLATES WHICH ARE DISPLAYED ON THE SIGNAL MAST OF AUTOMATIC BLOCK SIGNALS.

DEFINITIONS

Automatic Block System.

202. A series of consecutive blocks governed by block signals actuated by a train, or by certain conditions affecting the use of a block.

Block.—A length of track between consecutive block signals governing in one direction; or from a block signal to sign reading "Block Signal Limit"; the use of which by trains is governed by block signals.

Block Signal.

203. A fixed signal at the entrance of a block, to govern trains entering and using that block.

Home Signal.

204. A fixed signal at the entrance of a route or block to govern trains entering and using that route or block.

Distant or Approach Signal.

205. A fixed signal in approach of a home block signal to govern the approach thereto, and for other caution purposes.

Light Signal.

206. A fixed signal displaying indications by means of colored lights only.

Dwarf Signal.

207. A low fixed block signal.

Signal Mast.

208. A mast on which one or more signal arms or lights are displayed.

209. **Dummy Mast**—A short mast placed on top of a bracket post or bracketed to the side of a signal mast, to indicate one or more tracks between the bracket post or signal mast and the track or tracks for which signals are provided.

Block Limit Post.

210. A post or sign marking the limit of control of a block signal, or a block signal system.

Light Indications.

211. Automatic block signals are of the light type, colored lights being displayed for both day and night indication as follows:

GREEN - - - - -	Proceed.
YELLOW - - - -	Proceed prepared to stop at next block signal.
RED - - - - - -	Stop.
YELLOW AND RED - - - - -	Proceed not exceeding 10 miles per hour passing signal, then proceed prepared to stop at next block signal.

AUTOMATIC BLOCK SIGNALS DISTINGUISHED FROM INTERLOCKING AND ABSOLUTE SIGNALS.

212. AUTOMATIC BLOCK SIGNALS WILL BEAR NUMBER PLATES, DISPLAYING NUMBERS ATTACHED TO SIGNAL MASTS.

Light Type Distant Block Signals.

213. (a) "Operative light type distant or approach signal" indicating approach to "Home signal" will be identified by prefix letter "D" being shown on block signal number plate preceding the number.

(b) When of the "Non-operative light type" will be identified by the letter "D" without number.

Use of Blocks.

214. Home block signals control the use of the blocks, but, unless otherwise provided, do not affect the movements of trains under the time-table or train rules, nor dispense with the use or the observance of other signals whenever they may be required.

Normal Indication.

215. The normal indication of automatic block signals is proceed.

Train Stopped by Block Signal.

216. On two or more tracks when a train is stopped by a block signal it may proceed if the track is seen to be clear, running under control, expecting to find the block occupied, a broken rail or a switch improperly set.

Number Plate Reversed or Signal Imperfectly Displayed.

217. (a) When an automatic block signal number plate is reversed, showing yellow, and signal indicates "Stop," train, without stopping, may proceed under control through the block.

(b) When a block signal is out of order and not so indicated or is improperly displayed or working improperly, light is out, or the absence of a signal at a place where a signal is usually shown, or a white light is displayed where a light of the prescribed color should be, must be regarded as the most restrictive indication that can be given by that signal, and reported to Dispatcher from the first available point of communication.

Switches Within Block Signal Limits.

218. Switches and derails within block signal limits, set signals at stop when moved from their normal position.

Indicators.

219. (a) When an indicator is placed near a switch or derail, it is so controlled that where there is a train or an open switch or derail within the block in which the switch or derail is located or in the block in the rear of that block it will indicate stop.

(b) When an indicator is placed opposite or near a crossover switch between two main tracks, it is so controlled that when there is a train or an open switch within the block or the block in the rear of that block on the opposite track, it will indicate stop.

(c) The track circuit includes derails when installed and indicators are located at the derail or the switch.

Cars to Be Left Clear of Insulated Joints.

220. Trainmen must be careful to set trains or cars on sidings beyond the insulated joints which are placed in the track at the fouling points; otherwise, if set upon or over the fouling point toward the main track, the signal protecting the block will remain at "stop" and cause detention to trains. Under no circumstances are cars to be spotted so they straddle insulated joints.

Trains Entering Main or Diverging Route.

221. (a) Trains entering main route from diverging route, or entering diverging route from main route will be governed by the block signal or indicator governing such movement and may proceed if the indication is proceed; if the indication is block occupied, after stopping, train may proceed as follows:

(b) If the governing signal is not an absolute signal and the motorman from his position has an unobstructed view of the conflicting routes and no train approaching which may interfere with the movement train may proceed.

(c) If the governing signal is an absolute signal or if the motorman from his position does not have an unobstructed view, the conductor or a member of the crew must take a position which will permit observing the conflicting routes before proceeding.

(d) If the governing signal is an indicator the person who is to operate the switch or derail must first observe the conflicting routes.

(e) Great care must be used in making these movements and not cause a block signal to take the stop indication when a train is approaching it.

Trains Entering Main Track From Spur or Siding.

222. (a) Trains entering main track from siding or spur track, in block signal territory will be governed by the indicator governing such move-

ment and may proceed if the indication is proceed; if the indication is block occupied, train may proceed only under protection as per Rule 99.

(b) Before moving a train from a main track on to a spur or siding, or from a spur or siding on to a main track in automatic block signal territory, and where a derail is maintained, both the switch and the derail will be properly lined before the movement is started.

(c) Cars will not make circuit contact between the switch and derail when rails are covered with rust and may not actuate signals either the derail or the switch will remain lined for the movement until it has been completed.

(d) Great care must be used in making these movements and not cause a block signal to take the stop indication when a train is approaching it.

(e) When moving against the current of traffic, train must first be protected.

Before Operating Crossover Switch.

223. A train on double track before crossing over from one track to another must be governed by the indicator at the switch of the crossover in the track upon which the train stands.

Both Switches to Be Opened.

224. Both switches of a crossover between main tracks must be opened before a movement is started through the crossover, unless trailing switch is a spring switch, and one or both of the switches must be kept open until the movement is completed.

Entering Block When Signal Indicates Stop.

225. The motorman of a train entering a block, when the block signal indicates stop as prescribed by the rules, will be held responsible for an accident caused by encountering a train, open switch or obstruction in the block.

Electric Switch Locks.

226. Switches that are equipped with electric locks and operated in connection with block signals and switch indicators will be shown in special instructions giving locations and instructions governing their operation.

SPECIAL RULES GOVERNING OPERATION AND OBSERVANCE OF AUTOMATIC BLOCK SIGNALS AND TRAIN STOPS IN SUBWAY:

Normal Operation.

D-227. (a)

GREEN - - - - -	Proceed.
YELLOW - - - -	Proceed prepared to stop at next signal.
YELLOW AND RED - - - - -	Proceed not exceeding 10 miles per hour passing signal, then proceed prepared to stop at next signal.
RED - - - - - -	Stop. If signal indication does not change to proceed in one minute, be governed by procedure outlined under SIGNAL FAILURE.

INBOUND, the normal indication of signal No. 20 is yellow, and No. 18 is red. A time-element arrangement between these two signals requires trains to consume approximately 16 seconds in order for signal No. 18 to change from red to yellow indication, and the automatic train stop arm to proceed position.

Signal Failure.

(b) When signal indication is red or dark, and automatic train-stop arm down — STOP; if no train within one block ahead proceed under control to next signal. If automatic train-stop arm is up, wait one minute, and if no train within one block ahead, hold automatic train-stop arm down and proceed under control to next signal.

Except in case of train failure, or as specifically instructed by an operating official, not more than one train will occupy the block between two consecutive block signals at the same time.

Train Failure.

(c) When a train fails, a member of crew will go to next signal in rear at which a following train will be stopped, explain circumstances to the motorman, hold automatic train-stop arm down and proceed under control to the train which is to be coupled on to it. Except when specifically instructed to do so by proper authority automatic train-stop arms will not be fastened down but will be allowed to resume stop position immediately after train passes.

Power Failure.

(d) In case of line power failure all trains will stop and operation will not be resumed until the power is again in operation. Power line failure will be determined by the operation of the car as the automatic block signals may operate normally while the power that operates the cars is off.

Reverse Movements.

(e) Should a condition arise requiring reverse movements that are not within the interlocking plant limits, such movements will not be made except under the direct supervision of a transportation official.

AUTOMATIC

ABSOLUTE AND ABSOLUTE - PERMISSIVE BLOCK SIGNALS

(Additional Special Instructions will be shown in Time-Tables)

ABSOLUTE AND ABSOLUTE-PERMISSIVE AUTOMATIC BLOCK SIGNALS

Rule 250

FIG. (1), (2), (3), (4), AND (5) COLOR LIGHT TYPE ABSOLUTE AND ABSOLUTE-PERMISSIVE AUTOMATIC BLOCK SIGNALS

FIG. (6), (7), AND (8) SEARCH LIGHT TYPE ABSOLUTE AND ABSOLUTE-PERMISSIVE AUTOMATIC BLOCK SIGNALS

ASPECTS AS ILLUSTRATED OR REFERRED TO IN THESE RULES ARE SHOWN BY THE COLOR OF LIGHTS AS SEEN FROM AN APPPROACHING TRAIN.

Fig. 1



Proceed

Fig. 2



Caution–Proceed prepared to stop at next signal

Fig. 3



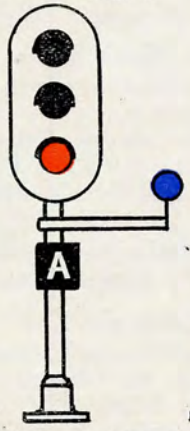
Stop
See Rule 260

Fig. 4



Stop
See Rule 217B

Fig. 6



The number of blue lights indicates the number of tracks between signal and track the signal governs.

Fig. 5



Proceed

Fig. 7



Caution - Proceed prepared to stop at next signal.

Fig. 8



Stop
See Rule 260

ON PORTIONS OF THE RAILROAD AND ON DESIGNATED TRACK OR TRACKS SO SPECIFIED IN THE TIME-TABLE (INCLUDING SPECIAL INSTRUCTIONS RELATING THERETO), MOVEMENT OF TRAINS WILL BE GOVERNED BY THE INDICATIONS OF ABSOLUTE BLOCK SIGNALS AND/OR ABSOLUTE - PERMISSIVE BLOCK SIGNALS.

251. ABSOLUTE SIGNALS ARE IDENTIFIED BY PLATES OR BASES BEARING A WHITE LETTER "A" ON BLACK BACKGROUND WITHOUT NUMBER PLATES BEING DISPLAYED ON THE SIGNAL MAST OR SIGNAL.

Absolute Block.

252. A block based on the fundamental principle that no train shall be permitted to enter the block while it is occupied by another train.

Absolute Block Signal.

253. A home signal governing the movements of trains within an absolute block without the use of train orders and without the superiority of trains and without the observance of Rule 99.

Absolute-Permissive Block Signal System.

254. (a) An automatic block signal system on single track in which signals indicating stop are used for opposing movements between fixed points, and also permits train to move in the same direction when spaced one block apart with proper signal indication.

(b) Absolute-permissive block signal system is governed by absolute block signals.

Light Type Distant Signals.

255. (a) "Operative light type distant signal" indicating approach to "Home signal" will be identified by prefix letter "D" being shown on block signal number plate preceding the number.

(b) When of the "Non-operative light type" will be identified by the letter "D" without number.

Reverse Movements in Absolute-Permissive Block Signal Systems.

256. Trains will not turn back or make a reverse movement in an absolute-permissive block signal system if it has passed next signal in advance of signal at entrance to single track or signal section, except under protection of a flagman as prescribed in Rule 99.

Absolute-Permissive Block System.

257. A system of operation by means of which the movement of trains over routes and through blocks on a designated section of track or tracks is directed by signals automatically controlled and without the use of train orders and without superiority of trains.

Authority to Occupy Block.

258. Block signal or indicator indicating proceed is authority for train to occupy the block and on single track supersedes the superiority of trains and the observance of Rule 99.

259. Train may leave block at either end, or at a spur track.

260. Block signal indicating stop, or indicator indicating block occupied, train must not proceed until signal clears, except under protection of a flagman as follows:

261. Where a flagman is stationed to flag trains through a block be governed by flagman's signals.

262. Where block limits are visible, no flagman on duty, if no train within the limits, send flagman ahead immediately, and follow flagman at a safe distance under control through entire block limits governed by block signal or indicator.

263. Where block limits are not visible, wait the maximum scheduled running time before sending flagman ahead; the flagman when preceding train will be careful to note condition of track and position of switches and derails. When finding switches or derails improperly set and unattended, they will be properly set and report to Dispatcher.

264. Under conditions where block signal indicates Stop, and the next signal in advance is in plain view indicating proceed and the intervening track is in plain view and not occupied, train will proceed under control to the next signal.

Entering Single Track Against the Current of Traffic.

265. At the end of double track where single track begins when moving against the current of traffic, and the movement of trains over the single track is governed by automatic block signals, a low dwarf signal will be located between the two main tracks to the right as seen from an approaching train when running against the current of traffic. Unless the signal is operative the indication will be stop. After stopping, before accepting the proceed indication of the high signal, the train or motor must be moved to a point in advance of a signal to the right of the track as seen from an approaching train when running with the current of traffic, unless an unobstructed view can be had of the entire single track and no train is approaching home signal from opposite direction, and no train about to enter main track from a siding.

When such low dwarf signal is operative, its indication will govern the use of the block.

Protection in Event of Derailment Clearing Signals.

266. In event of derailment under circumstances in which all wheels of a train are derailed, while operating on single track over which movements are governed by automatic block signals, immediate protection is required in both directions as prescribed by Rule 99.

Normal Indication.

267. The normal indication of absolute block signals and absolute-permissive block signals will be as shown in time-table.

Using an Absolute Block Under Flagman.

268. Within absolute, and/or absolute-permissive block limits when proceeding through block under protection of a flagman, and a train is overtaken which has right and authority governing the use of the block to proceed, after proper understanding, both trains may move out of the block, upon the authority held by the train overtaken. The leading train must not release possession of the block until the following train has arrived and is informed that the block will be released. At meeting points the outbound train will take the siding unless otherwise provided.

INTERLOCKING

(Note: Additional Special Instructions Pertaining to Individual Lines Will Be Shown in Time-Tables)

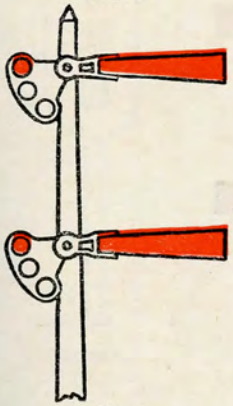
SEMAPHORE TYPE INTERLOCKING SIGNALS

Rule 300

ASPECTS AS ILLUSTRATED OR REFERRED TO IN THESE RULES ARE SHOWN BY THE POSITION OF SEMAPHORE ARMS OR COLOR OF LIGHTS OR BOTH AS SEEN FROM APPROACHING TRAINS.

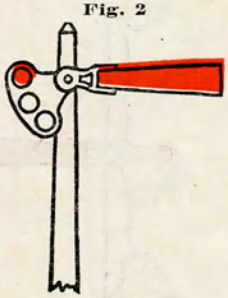
HOME SEMAPHORE SIGNAL—INTERLOCKING

Fig. 1



Stop

Fig. 2



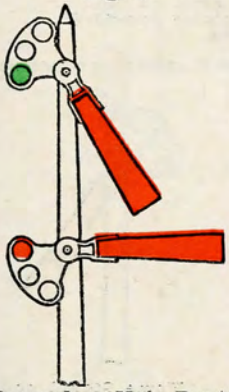
Stop

Fig. 3



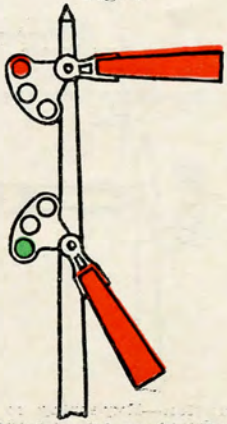
Proceed

Fig. 4



Proceed on Main Route

Fig. 5



Proceed on Diverging Route

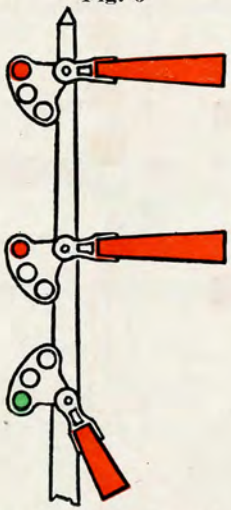
SEMAPHORE TYPE INTERLOCKING SIGNALS

Rule 300—Cont'd

ASPECTS AS ILLUSTRATED OR REFERRED TO IN THESE RULES ARE SHOWN BY THE POSITION OF SEMAPHORE ARMS OR COLOR OF LIGHTS OR BOTH AS SEEN FROM APPROACHING TRAINS.

HOME SEMAPHORE SIGNAL—INTERLOCKING

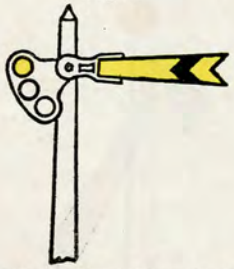
Fig. 6



Proceed Under Control on Any Route, Unless Otherwise Provided
See Rule 314

DISTANT SEMAPHORE SIGNAL—INTERLOCKING

Fig. 7



Caution—Expecting to find Home Signal at stop

Proceed Under Control
See Rule 316

Fig. 8



Home Signal at Proceed

See Rule 322

AUTOMATIC COLORED LIGHT TYPE HOME INTERLOCKING SIGNALS

Rule 300—Cont'd

ASPECTS AS ILLUSTRATED OR REFERRED TO IN THESE RULES ARE SHOWN BY THE COLOR OF LIGHTS AS SEEN FROM APPROACHING TRAINS.

THREE COLORED LIGHT TYPE HOME SIGNALS—INTERLOCKING

Fig. 9



Proceed
See Rule 318

Fig. 10



Stop

Fig. 11



Proceed

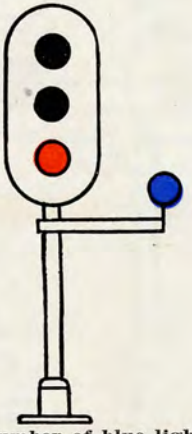
Fig. 12



Proceed Under Control

Route Occupied

Fig. 13



The number of blue lights indicates the number of tracks between signal and track the signal governs.

AUTOMATIC COLORED HIGH SEARCH LIGHT TYPE HOME INTERLOCKING SIGNALS

Rule 300—Cont'd

ASPECTS AS ILLUSTRATED OR REFERRED TO IN THESE RULES ARE SHOWN BY THE COLOR OF LIGHTS AS SEEN FROM AN APPPROACHING TRAIN.

Fig. 14



Stop

Fig. 15



Proceed
See Rule 318

Fig. 16



Proceed on main route

Fig. 17



Stop

Fig. 18



Proceed main route

Fig. 19



Proceed diverging route

Fig. 20



Proceed diverging route prepared to stop at next signal See Rule 318

SEMAPHORE TYPE AND LIGHT TYPE AUTOMATIC INTERLOCKING SIGNALS

Rule 300—Concluded

FIG. (21) AND (22)
DWARF SEMAPHORE TYPE INTERLOCKING SIGNALS
FIG. (23) AND (24)
DWARF COLOR LIGHT TYPE INTERLOCKING SIGNALS
FIG. (25), (26), (27), (28), (29), AND (30)
LOW SEARCH LIGHT TYPE HOME INTERLOCKING SIGNALS

ASPECTS AS ILLUSTRATED OR REFERRED TO IN THESE RULES ARE SHOWN BY THE POSITION OF SEMAPHORE ARMS OR COLOR OF LIGHTS OR BOTH AS SENN FROM APPROACHING TRAINS.

Fig. 21



Stop

Fig. 22



Proceed

Fig. 23



Stop

Fig. 24



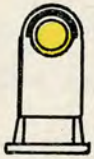
Proceed

Fig. 25



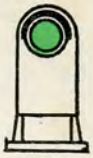
Stop

Fig. 26



See Rule 318

Fig. 27



Proceed on main route

Fig. 28



Stop

Fig. 29



Proceed main route

Fig. 30



Proceed diverging route

DEFINITIONS

301. **Interlocking**—An arrangement of switch, lock and signal appliances so interconnected that their movements must succeed each other in a predetermined order. It may be operated manually or automatically.

302. **Interlocking Limits**—The tracks between the home signals of an interlocking.

303. **Interlocking Station**—A place from which an interlocking is operated.

304. **Interlocking Signals**—The fixed signals of an interlocking.

305. **Home Signal**—A fixed signal at the entrance of a route or block to govern trains entering and using that route or block.

306. **Distant or Approach Signal**—A fixed signal in approach of a home signal to govern the approach thereto, and for other caution purposes.

307. **Dwarf Signal**—A low fixed signal.

308. **Signal Mast**—A mast on which one or more signal arms or lights are displayed.

309. **Dummy Mast**—A short mast placed on top of a bracket post or bracketed to the side of a signal mast, to indicate one or more tracks between the bracket post or signal mast and the track or tracks for which signals are provided.

INTERLOCKING RULES

HOME INTERLOCKING SIGNALS ARE IDENTIFIED BY NO NUMBER PLATES BEING DISPLAYED ON THE SIGNAL MAST OR SIGNAL.

Location of Semaphore Signals.

310. Signal mast will be located either directly over or to the right of the track which they govern.

311. Semaphore arms will be displayed either directly over or to the right of the signal mast as seen from an approaching train.

312. If there be two route signals on the same mast the upper one governs the main route, the lower one the diverging route.

313. If there be more than two route signals on the same mast, time-table instructions will indicate the routes to which the signals apply.

314. When a follow up signal is used the arm will be one-half the length of the regular route arm and will be the lower arm on the mast, unless otherwise provided. It may be accepted for any route, operating under control within the interlocking limits. Route switches must be observed.

Indications of Semaphore Signals.

315. Home semaphore signal is an arm with square end, and is red; when in the horizontal position it indicates stop. When at an angle of sixty degrees or more below the horizontal position, it indicates proceed. By night the indication will be shown in addition by red or green lights, respectively.

316. Distant semaphore signal is an arm with a forked end and is yellow; when in the horizontal position it indicates proceed under control until home signal indicates proceed and the track is

seen to be clear. When at an angle of sixty degrees or more below the horizontal position, it indicates home signal at proceed. By night the indication will be shown, in addition, by yellow or green lights, respectively.

Location of Light Signals.

317. The light type signals of an interlocking plant will be supported on a separate mast for each track; except where conditions will not permit of this installation, when they may be supported on a signal bridge or will be of low light type.

They will be located, as far as practicable, above or to the right of the track they govern.

Indication of Light Signals.

318. The light type home signal may have either two, three, or four indications.

Where the two indications are used, green indicates proceed, and red, stop.

When the three indications are used, green indicates proceed on main route; yellow indicates proceed under control, next signal at stop or diverging route set; red indicates stop.

Yellow and red in combination indicates proceed under control, route occupied.

Light Type Distant Signal.

319. When the distant signal is of the "Operative light type," it will be distinguished from the "Home signal" by a number plate bearing the prefix "D" preceding the number, and it may indicate "Green," proceed; "Yellow," proceed prepared to stop at home signal; "Red," stop, then proceed under control to home signal.

320. When it is of the "Non-operative light type," indicating "Yellow," at all times it will bear the letter "D" without a number.

Indication of Dwarf Signals.

321. The indication of dwarf signals are the same as other signals within interlocking, and are normally used to govern reverse movements and switching within interlocking limits.

Home and Distant Signals.

322. Home and distant signals apply only to trains running in the proper direction. Motormen are reminded that although the distant signal may indicate the position or indication of home signal, the home signal may assume the stop position or indication after the train has passed the distant signal indicating proceed.

Govern Use of Routes.

323. Interlocking signals govern the use of routes of an interlocking plant, and, as to movements within interlocking limits, and supersede the superiority of trains, but do not dispense with the use or the observance of other signals whenever and wherever they may be required.

Signal Changed to Stop.

324. If a signal authorizing a train to proceed, after being accepted, be changed to indicate "stop" before the signal is reached, stop must be made at once. Such occurrences must promptly be reported to Dispatcher.

Interlocking Switches Not to Be Used.

325. (a) Interlocking switches must not be used for the purpose of making a drop.

(b) Sand must not be used over interlocking switches and derails.

When Stopped by Signal Operator.

326. Trains or motors stopped by the signal operator in making a movement through an interlocking plant must not move in either direction until they have received the proper signal from him.

Trains Not to Be Left Standing.

327. Trains or cars must not be left standing on circuits at switches or derails, as they will prevent operation of the switches and signals.

Signals Not to Be Accepted.

328. (a) Unless otherwise provided, a train must not accept a signal given for a preceding train.

(b) When a train is approaching an interlocking plant and the home signal is at proceed for the desired route, and no train can be seen within the interlocking limits on the same route, the signal may be acknowledged and proceed.

(c) At certain interlocking stations where signal operator will not be on duty continuously, the hours that he is not on duty will be indicated by the time-table. When not on duty, the signals, unless otherwise provided, normally will indicate proceed, but their indications must be observed and obeyed.

When Interlocking Signals Are Inoperative.

329. (a) Unless otherwise provided, when interlocking signals become temporarily inoperative, trains may be moved by flag or lamp signals. In such cases motormen must use great care to avoid misunderstanding of signals, or of the train for which they are given. In giving flag or lamp signals for a train to move through interlocking limits against fixed signals, the signalman must be on the ground, and in the center of track over which the train affected by the signal is to move, using a yellow flag by day and a yellow light by night.

(b) Train must stop at each signal before accepting hand signal, or if signal in question is located beyond the person giving hand signal, the motorman must have a personal understanding with the party giving hand signals.

(c) The motorman before passing over switches and derails must observe their position, and know they are properly set, and operate through interlocking limits under control.

(d) When signals are to be put out of service, notice will be issued containing instructions for the movement of trains, and arms and lights removed from semaphore signals or covering applied to light signals.

Signal Operator Not on Duty.

330. Unless otherwise provided, when interlocking signals are at stop and no signal operator or other attendant on duty, train must be preceded by a flagman within the interlocking limits, and if switches and derails are set for desired route, he may give signal for his train to proceed, and protection must be provided on the intersecting tracks, unless interlocking signals or derails thereon be known to be in position to protect the movement; before passing over switches and derails, motormen must also note if they are properly set. Such occurrences must be reported to Dispatcher at first point of communication.

Failure of Signals.

331. (a) When the light fails in a semaphore signal, speed must be reduced sufficiently to permit obedience to the indication displayed by the signal arm.

(b) When the lights fail in a light signal, the signal must be regarded as displaying its most restrictive indication and be governed by Rules 329 and 330.

(c) Light failures must be reported to Signal Operator; when arriving at terminal report occurrence to Dispatcher.

Automatic Interlocking Plant.

332. (a) Train passing distant signal should cause the governing home signal to indicate proceed, provided there are no conflicting movements. Head end of train must not exceed 20 miles per hour between home signal and crossing.

(b) When train is stopped by home signal and no conflicting movement is evident, a trainman shall proceed to the crossing, and if no train between home signals on the intersecting tracks nor approaching, operate Pacific Electric time release located in box at crossing.

(c) To operate release turn knob to extreme right about one-quarter turn and let go, allowing release to operate, requiring three minutes. When release starts to operate, a red pilot light in the box should light, indicating that home signals on the intersecting tracks are at stop. When pilot light appears, the door of the box must be closed and locked.

(d) If operation of release does not change home signals to indicate proceed, when equipped, a red repeater light located on the home signal mast should light and train may proceed.

(e) Except, in case of one-man crew, trainman will remain at crossing for his train. If operation of release does not change the home signal to proceed or the pilot light does not light, train may proceed on hand signals in accordance with Rule 96.

(f) When necessary for one-man crew to operate the release, he will immediately return to his train; if the home signal does not indicate proceed, or the repeater light does not light, the train may proceed, but must stop not less than thirty feet from near rail of crossing and observe the crossing

by taking a position on opposite side, looking in both directions. If no conflicting movements are evident the train may proceed.

(g) To change dwarf signal from stop to proceed, if no conflicting movement is evident, press top button in box located at dwarf signal. If dwarf signal does not change to proceed, operate release and follow same procedure as for home signal. After operating dwarf signal and the movement is not required, change dwarf signal from proceed to stop by pressing the lower button.

(h) There must be no unnecessary train delay within the interlocking limits, which include the distant signals. On single track after passing through the home signal limits and a reverse move, which would include passing the home signal, is desired, the reverse move should not be started before the train has cleared the distant signal.

MANUALLY OPERATED LIGHT CIRCUIT SIGNALS

SINGLE LIGHT CIRCUIT TYPE AND DOUBLE LIGHT CIRCUIT TYPE

(Additional Special Instructions Will Be Shown in Time-Tables)

RULES GOVERNING OPPOSING AND FOLLOWING MOVEMENT OF TRAINS BY LIGHT CIRCUIT SYSTEMS OVER DESIGNATED SECTIONS OF SINGLE TRACK AS SHOWN BY TIME-TABLES.

Special Instructions Shown in Time-Tables.

On portions of the railroad, and on designated tracks so specified in the time-table, trains will be governed by light circuit systems over designated sections of single track, whose indications will supersede the superiority of trains for both opposing and following movements on the same track.

Additional special instructions pertaining to individual lines will be shown in time-tables.

LIGHT CIRCUIT SYSTEM

Light Switches.

350. At each end of a light circuit block a box is located in which the switches for operating the lights are located. A single circuit will have one box at each end, and each box will be stenciled on the door as to the cut-in or cut-out circuit relative to direction. Examples: For single circuit, lights between A and B. For double circuit, from B turn lights off, or to B turn lights on.

Colors of Lights Used and Block Authority.

351. (a) In a single light circuit the color of the lights will be white and there will be no intermediate signal. In a double light circuit the color of the lights will be red and green and there will be an intermediate signal.

(b) When arriving at a block, the conductor and motorman must be careful to note whether or not the signal lights are burning. If lights are burning, it indicates block is occupied.

(c) Before entering a block, the conductor, if the lights are not burning, must operate the light switch and both conductor and motorman are responsible for knowing that signal lights are burning; if there be no conductor the motorman will operate light switch. When Special Instructions in time-table so direct the motorman will operate light switch, otherwise the conductor will operate the switch in either event. The same person who turned lights on will turn them off.

(d) Possession of the lights obtained in the prescribed manner is authority for use of light block and within the limits of that block supersedes the superiority of trains and the observance of Rule 99. The lights may be turned off at either end of the block.

(e) Trains unable to obtain the lights in prescribed manner will proceed under protection of a flagman as follows:

(f) Where light block limits are visible, if no train in block, send flagman ahead immediately, wait five minutes and follow at a safe distance through the block. If light block limits are not visible, wait maximum schedule running time before sending flagman ahead.

(g) Improper action of lights, or improper operation of light circuits within limits of circuit must be reported to Dispatcher at first point of communication.

(h) Where conductor in charge of multiple unit train is required to work rear car, the conductor assigned to head car will operate the light circuit switches and motorman will be equally responsible for knowing that signal lights display proper indication. Under such circumstances conductor in charge of train must also assure himself that signal lights display proper indication.

Lights Must Not Be Turned Off.

352. (a) When train stops on main track at light box, the lights must not be turned off until train is ready to immediately proceed and when entering another light circuit block lights for block in advance have been obtained.

(b) When a freight train occupies or fouls a light circuit block, lights must not be turned off until entire train has cleared the block.

Delayed at Light Box.

353. (a) A train which will be delayed at a light box station doing station work or for any other cause, will, when necessary to avoid delay to other trains, protect in each direction as provided for by Rule 99.

(b) After the train has thus been protected, lights will be turned off.

Single Light Circuit.

354. (a) When the conductor of an inbound train operates light switch and the lights fail to burn, he must wait thirty (30) seconds and then return switch to original position; if signal lights burn when the light switch is returned to the original position, the train may proceed.

(b) When the conductor of the outbound train operates the light switch and light fails to burn, he must not change the position of the light switch, but will wait one minute watching to see if the lights burn in the meantime; if the lights do burn in the meantime, it indicates that an inbound train was at the opposite end of the block, and has secured the lights by returning the light switch to original position and is occupying the block.

Double Light Circuit.

355. (a) When the conductor of an inbound train operates the light switch, if both the red and green signal lights appear, it will indicate that the light switch at the opposite end of the block has

been operated at the same time, and should this condition arise, he will not change position of light switch but wait until the opposing signal lights are extinguished.

(b) When the conductor of an outbound train operates the light switch if both the red and green signal lights appear, it will indicate that the light switch at the opposite end of the block has been operated at the same time; should this condition arise he will immediately return light switch to original position which will allow the inbound train to proceed through the block with signals showing proper indication.

Intermediate Signal.

356. Motorman when approaching an intermediate signal must observe the indication, and if both the red and green signal lights are burning or in the absence of the green light in the signal, train must be stopped immediately and protected in both directions.

Train May Turn Back Within Light Circuit Block.

357. Where movement is only made part way through block, and conditions warrant, the train may return and leave block at same point where it entered, and when turning off lights the same switch must be used as when turning them on.

Using Light Circuit Block Under Flagman.

358. Within light circuit block, when proceeding through block under protection of flagman, and a train is overtaken which has possession of the lights governing the use of the block, after proper understanding, both trains under the authority held by the train overtaken may move out of the block. The leading train must not release possession of the lights until the following train has arrived and is informed that the signal will be released. At meeting points the outbound train will take the siding unless otherwise provided.

MANUALLY OPERATED

STAFF MACHINES CONTROLLING STAFF BLOCK

(Additional Special Instructions Will Be Shown in Time-Tables)

RULES GOVERNING OPPOSING AND FOLLOWING MOVEMENT OF TRAINS BY STAFF SYSTEMS OVER DESIGNATED SECTIONS OF SINGLE TRACK AS SHOWN BY TIME-TABLES.

STAFF SYSTEM

370. Within limits designated by special instructions in the time-table, the staff system will be used.

371. At each end of a staff block a staff machine is located, in which the train staffs of that block are contained.

372. The two machines are so electrically connected that when a staff is withdrawn from one machine another staff cannot be withdrawn from either until that staff is placed in the machine at the other end of the block or replaced in the machine from which withdrawn.

373. A staff block must not be entered or fouled without possession of the proper staff, except as provided in Rule 99.

374. The possession of the proper staff obtained in the prescribed manner is authority for the use of the block governed by that staff, and within the limits of that block supersedes the superiority of trains and the observance of Rule 99.

375. Staffs must be obtained only from the staff machine and then by a member of the crew of the train which is to occupy the block, and staff must be returned to staff machine by the same party who secured it.

376. Exchanging staff between train crews is strictly forbidden.

377. On receipt of a staff the motorman must ascertain that it is the proper one by reading the names stamped thereon.

378. In obtaining staffs and again in restoring them, the staff machine must be handled carefully, particularly avoiding rapid or rough movement of the staff through the machine.

379. When train holding staff stops on main track at staff station, staff must not be restored to staff machine until the train is ready to proceed, and (except when leaving staff limits) staff for block in advance has been obtained. When a freight train occupies or fouls a staff block, staff will not be restored until entire train has cleared the block, except as otherwise provided by special instructions in time-table.

380. Staff must not be taken from staff machine until the train is ready to proceed. If the train will be delayed at a staff station doing station work, or from any other cause, the block must be released for other trains by restoring the staff to staff machine, first protecting in each direction as prescribed by Rule 99.

381. If staff cannot be obtained from staff machine, train must send a flagman ahead, wait ten minutes after he has started, and then follow at safe distance through the block. Before sending flagman ahead train will wait five minutes to permit a preceding or opposing train to clear the block unless it can be seen that there is no train in the block.

382. When staff apparatus fails, the Train Dispatcher must be notified from the next available point of communication.

Using Staff Block Under Flagman.

383. Within staff block limits, when proceeding through block under protection of a flagman, and a train is overtaken which has possession of the staff governing the use of the block, after proper understanding, both trains under the authority of the staff may move out of the block. The leading train must not release possession of the staff until the following train has arrived and is informed that the staff will be released. At meeting points the outbound train will take the siding unless otherwise provided.

GENERAL RULES

AUTOMATIC BLOCK SIGNALS

AUTOMATIC ABSOLUTE,
ABSOLUTE-PERMISSIVE BLOCK SIGNALS

INTERLOCKING

MANUALLY OPERATED
LIGHT CIRCUIT SIGNALS

MANUALLY OPERATED STAFF MACHINES
CONTROLLING STAFF BLOCK

Signals Must Be Respected.

390. As soon as arms are placed on semaphore signals or covering removed from light signals, they must be regarded as in service.

391. When signals are to be put out of service, notice will be issued containing instructions for the movement of trains and arms and lights removed from semaphore signals or covering applied to light signals.

392. DOORS ON LIGHT CIRCUIT SWITCH, AND STAFF MACHINE BOXES, MUST BE CLOSED AND LOCKED WITH SWITCH LOCKS PROVIDED FOR THAT PURPOSE, WHEN NOT IN USE.

Use of Block by Extra Trains.

393. (a) Extra trains may use staff block, light circuit block, or automatic block signal limits on single track in accordance with the rules pertaining thereto.

(b) They will clear the limits in time to prevent delay to regular train.

(c) When regular trains are late extra trains will be governed by Dispatcher's instructions insofar as to whether or not to proceed on the time of such trains.

(d) When unable to communicate with Dispatcher they may proceed in accordance with the rules governing the use of the block.

Use of Block by Work Extra Trains.

394. (a) Work extra trains may occupy staff block, light circuit block, and automatic block signal limits on single track, in accordance with the rules pertaining thereto.

(b) Before entering such limits they will inform Dispatcher as to the work to be done and the approximate time to do it.

(c) Before entering such limits from a point at which they were unable to observe the arrival or departure of overdue trains, they will call Dispatcher for instructions relative thereto.

(d) They will clear the limits in time to prevent delay to regular trains.

(e) They will keep in touch with Dispatcher and obtain the expected time of extra trains and clear the limits in time to prevent delay to such trains.

(f) If unable to communicate with Dispatcher they may proceed in accordance with the rules governing the use of the block.

SECTION III

SINGLE TRACK RULES

RULES FOR MOVEMENT OF TRAINS ON SINGLE TRACK LINES GOVERNED BY SUPERIORITY OF TRAINS AND TRAIN ORDERS

SINGLE TRACK RULES

RULES FOR MOVEMENT OF TRAINS ON SINGLE TRACK LINES GOVERNED BY SUPERIORITY OF TRAINS AND TRAIN ORDERS.

Lines Subject to Single Track Rules.

400. Lines or portions of lines over which the movement of trains is governed by Single Track Rules will be as designated in special instructions shown in time-tables.

Additional special instructions pertaining to individual lines will be shown in time-tables.

Supersedure of Time-Tables.

401. Each time-table, from the moment it takes effect, supersedes the preceding time-table.

The new time-table does not authorize a train to assume a schedule of a corresponding number on the new time-table unless the leaving time at the initial station is later than the effective time of the new time-table.

Not more than one schedule of the same number and day shall be in effect.

When stating time of day on time-table, the even hour must not be used.

Time-tables for lines governed by single track rules must designate the effective run assignments which fulfill such schedules.

Only crews assigned to run numbers designated in time-tables to fill schedules on single track lines are permitted to fulfill such schedules, except as otherwise authorized.

Instructions affecting the superiority of trains must not be issued by Bulletin.

Verbal information or instructions affecting the movement of a train involving its right to proceed or to any extent amounting to a train order must be issued only in the form of a written train order transmitted as provided by the rules governing the issuance of train orders.

Life of Schedule.

402. Regular Trains (including Sections) authorized by the preceding time-table, which have departed from the initial station at the time a new time-table becomes effective, lose both right and schedule and can thereafter proceed only as authorized by train order.

Delayed Trains.

403. Time-table schedules, unless fulfilled, superseded or annulled, are in effect for two (2) hours after their time at each station.

Regular trains and sections more than two (2) hours behind either their arriving or leaving time at any station, lose both right and schedule, and can thereafter proceed only as authorized by train order.

Arriving and Leaving Time.

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

Where Time Applies.

405. The time applies clear of the switch where an inferior train enters the siding; where there is no siding, it applies to the place where traffic is received or discharged.

Indication of Meeting Points.

406. Schedule meeting or passing stations are indicated on time-tables by figures in FULL-FACED type.

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

Where there are one or more trains to meet or pass a train between two times, or more than one train to meet or pass a train at any station, it will be indicated by a heavy dash under the figures, thus:

5:45 or 7:10
7:30

Trains scheduled within five minutes of each other at the end of double track or single track at junctions and terminals will be shown in full-faced type.

Superiority of Trains.

407. A train is superior to another train by right, class or direction. Right is conferred by train order; class and direction by time-table.

Right is superior to class or direction.

Direction is superior as between opposing trains of the same class in the direction specified in time-table.

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

Inbound trains are superior to outbound trains of the same class unless otherwise provided by the time-table.

Extra trains are inferior to regular trains.

On single track lines, except in the territory specified in time-table, over which train movements are governed by block signals, light circuits, or staff systems or as governed by Rule No. 87, the operation of extra trains will be authorized only upon train order authority.

Superiority of Trains Does Not Govern.

408. Certain limits may be established by time-table or bulletin stating between designated points, the operation of trains will be as follows:

Superiority of trains does not govern right of tracks; within these limits the main track may be used operating under control.

Yard Limits.

409. Yard Limits may be established, marked by Yard Limit Signs and covered by special instructions in time-table.

All trains, motors, engines, and self-propelled equipment must move under control as per Rule 29 within Yard Limits.

WITHIN YARD LIMITS RULE 99 WILL NOT APPLY.

MOVEMENT OF TRAINS ON SINGLE TRACK

Sections.

410. Two or more sections may be run on the same schedule.

Each section has equal time-table authority.

A train must not display signals for a following section without train orders from the Dispatcher, except as prescribed by Rule 415.

When a train is named in a train order by its schedule number alone, all sections of the schedule are included.

Reporting Trains and Receiving Clearance.

411. (a) At the initial station on single track and at register stations, when required to register, conductor must report his train to the Dispatcher, giving train number and location; in case of extras, the motor number and direction must be specified.

(b) Conductor must make out clearance form L-2643-B, delivering original to motorman before giving proceed signal.

(c) At any other point when receiving train orders the conductor will be responsible for delivering same together with clearance form L-2643-B to motorman, and compare his copies while motorman reads orders aloud, before giving proceed signal.

(d) Motormen when receiving clearance card must, before starting train, receive, and read aloud to the conductor the information inscribed on the clearance card as well as train orders received with the clearance card.

(e) TRAINS MUST NOT UNDER ANY CIRCUMSTANCES DEPART FROM THEIR ITITIAL STATION ON SINGLE TRACK LINES WITHOUT FIRST OBTAINING A CLEARANCE FROM TRAIN DISPATCHER.

(f) THE TERM INITIAL STATION AS APPLIED IN THIS RULE, WILL APPLY ON A LINE AT A POINT AT WHICH TRAINS ENTER SINGLE TRACK OVER WHICH TRAIN MOVEMENTS ARE GOVERNED BY SUPERIORITY OF TRAINS OR TRAIN ORDERS.

(g) IN EVENT OF FAILURE OF COMPANY TELEPHONE LINES, CONDUCTOR WILL ENDEAVOR TO COMMUNICATE WITH DISPATCHER BY USING LONG DISTANCE TELEPHONE SERVICE.

Handling of Clearance.

412. When conductor reports his train to Dispatcher, the Dispatcher will issue such orders as may be required; if no orders to be issued, he will say, "No orders for," mentioning train number or extra.

The conductor will then enter on the clearance the number of all orders issued for the train at that station, or if no orders were issued endorse "None" in the place provided for order numbers and sign his name; he will then repeat from clearance to Dispatcher the numbers of the orders shown thereon, or the word "None" and train to which addressed as per following example: "Orders for Number 10 none", or "Orders for Number 10 are 5-6-10".

The Dispatcher will check the correctness thereof and if correct give time and last name, which will then be written on the clearance by the conductor.

In case of line failure when a clearance is required except at initial station as provided in Rule 411, the conductor will enter the numbers of the orders then in effect which were issued at that station or the word "none" as the case may be on the clearance and show time of line failure, and train will then be governed by the authority in its possession. If unable to communicate with Dispatcher, the following additional words must be written in the space provided for the order numbers, "Unable to get Dispatcher."

When necessary to issue additional orders after clearance has been O.K.'d the Dispatcher will instruct the conductor to destroy both copies of clearance and issue a new one showing thereon the numbers of all orders issued to the train at that station.

The direction of extras must be shown on clearance as inbound or outbound; clearance will be made out in duplicate, the original one for the motorman and carbon copy for conductor, who will, at the completion of the day's work, turn it in with train orders to Office of Train Service Instructor.

Trains to Register.

413. (a) Train registers will be provided at stations designated in time-table.

(b) Unless otherwise provided, at all register stations the conductor will register his train, check the register against opposing trains of the same class, superior class in both directions and regular trains having superior right and must note carefully the registration of signals, calling Dispatcher's attention to any irregularities of the registering of such trains, and in no case will a train enter single track without the proper authority.

(c) Before leaving a train-register station at which it is necessary for the conductor to check the register conductor must enter on check of train register, Form L-2643-B, the arrivals of all trains affecting his rights and personally deliver to the motorman. Motorman will not leave register station without having this check and must know that all overdue trains affecting his rights are shown thereon as having arrived or departed.

(d) When a superior train has failed to register correctly or when a train is created at a non-register station or at any point where identification has not been made, train order Form R must be obtained.

(e) When a train is restricted for an extra train, the restricted train must not leave unless the extra train has been identified, or a train order is received superseding or annulling the restriction, or a train order Form R is received.

(f) Trainmen will not be required to check register against schedules fulfilled by them, unless such schedules consist of sections.

(g) When registering at an initial station or the beginning of single track, the leaving time

only will be shown, or when registering at a terminal station or end of single track the arriving time only will be shown.

(h) When registering at an intermediate station, the arriving and leaving time will be shown, except when changing identification or conductors, in which case two lines will be used showing arriving time on first line and leaving time on second line.

Certain Trains to Register.

414. When certain trains only are to register, special instructions will read as per following examples:

5, 7, 9, 6, 8, 10, only register at B.
Second class and inbound extras only register at B.
Inbound regulars, only register at B.

Train on Time of Another.

415. When a train of one schedule is on the time of another schedule of the same class in the same direction it will proceed on its own schedule and extra trains may pass and run ahead of second class and extra trains.

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

If unable to communicate with Dispatcher a section may pass and run ahead of another section of same schedule, first exchanging train orders, signals if necessary, and numbers, with the section to be passed. The change in sections must be reported to the Dispatcher from the next available point of communication. When a section of a schedule displaying signals for a following section for any reason leaves the main track and is delayed, the conductor will stop all following trains and notify them of the circumstances.

Procedure at Meeting Points and Clearance of Trains.

416. (a) **Between trains of the same class the train moving in the inferior time-table direction must be clear of the main track before the leaving time of the superior train.**

(b) **Second class and extra trains must take siding and clear the time of first class trains not less than three minutes, except box motor, line cars, freight and work trains must clear first class trains five minutes.** When clearing such opposing trains, trains must have sufficient running and clearing time to reach the station and clear the main track at which they are clearing; when clearing such trains in the same direction they must not leave a station with less than clearing time and must clear such schedule at the next station where time is shown, the prescribed minutes.

(c) **Extra trains must take siding and clear the time of opposing second class trains not less than three minutes.**

(d) Extra trains will be governed by train orders with respect to opposing extra trains, and at meeting points the train in the inferior time-table direction must take the siding unless otherwise provided.

(e) Between extra and work extra trains, the work extra must take the siding, unless otherwise provided.

(f) Between work extras, when in the same direction the preceding work extra must take the siding, when in opposing direction the work extra moving in the inferior time-table direction will take siding, unless otherwise provided.

(g) Trains must head into siding when practicable. If necessary to back in, the train must first be protected as per Rule 99 unless otherwise directed. Trains failing to clear main track, as provided in this rule, must be protected as per Rule 99.

(h) Should there be occasion to do so, brakemen, firemen, trolleymen and other train employes must remind conductors and motormen of the time of superior train which must be cleared.

Procedure Approaching Meeting Points.

417. (a) At least 2,000 feet before reaching a schedule meeting or clearing point with a train of the same or superior class or a point where by train order the train is to meet or wait for an opposing train, or a point where a superior train must be cleared, the motorman must give signal 54 (o) which the conductor will answer by signal 58 (j) and approach under control; should the motorman fail to give signal 54 (o) and approach under control the conductor must take immediate action to stop the train before reaching the meeting or passing point.

(b) At meeting points trains must stop short of fouling point of switch to be used by the train entering the siding.

(c) Trains must stop at schedule meeting points if the train to be met is of the same class, unless the switch is right and the track is clear. When the expected inferior train of the same class is not found at the schedule meeting point, the superior train must approach all sidings and turn-outs prepared to stop, until the inferior expected train is met.

(d) At meeting points, if the superior train occupying the main track arrives first, if practicable a member of the crew must set the switch for the opposing train to enter the siding.

(e) Where the inferior train or a train restricted by train order arrives at a meeting point and finds that the train or trains to be met have not arrived, the conductor shall immediately call the Dispatcher.

RULES FOR MOVEMENT BY TRAIN ORDERS

Train Orders.

418. For movements not provided for by time-table, train orders will be issued by authority and over the signature of the Dispatcher. They must contain neither information nor instructions not essential to such movements.

Train orders must be brief and clear; in the prescribed forms when applicable; and without erasure, alterations or interlineation.

Combinations of authorized forms of orders are permissible, except that Form K—Annulling A Schedule Or Section, Form R—Train Order Check of Trains, and Example (6) of Form G will not be combined with other forms of train orders.

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

Train orders must be numbered consecutively each day beginning at midnight.

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

Orders must be sent to the superior train first. When trains, running in opposite directions, are to be moved toward each other by train orders, the train whose superiority is to be restricted must first receive the order, as provided in Rule 421, before the order is given to the train to be moved against it or toward it.

Meeting, passing or waiting orders should not be given to a train at the station where they are to be executed, if it can be avoided. When this cannot be avoided, great care must be exercised to insure safety.

Each train order must be written in full by the Dispatcher, in a book provided for the purpose, at the time of giving the order to the train crews. With it must be recorded the names of those who have signed for the order, the time, and from what station the order was repeated, and the train Dispatcher's name. These records must be made at once, and never from memory or memoranda.

Even hours must not be used in stating time of day in train orders, such as 10:00 am.

How Addressed.

419. Train orders must be addressed to those who are to execute them, naming the place at which each is to receive the order. Those for a train must be addressed to the conductor and motorman and designated train, and also to anyone who acts as its pilot. A copy for each employe addressed must be supplied by the person receiving the order from the Dispatcher.

When crews include brakemen, train orders and clearance must be shown by conductor to at least one brakeman. When practical other trainmen must familiarize themselvs therewith. They must be shown by motorman (or Engineers) to fireman, trolleyman and when practicable to head brakeman. Brakemen and others must read and return them, and should there be occasion to do so, remind conductor and motorman of their contents.

When train orders are to be delivered to a train unable to be reached by Dispatcher by another train, they will be delivered to the conductor of train addressed in care of train making delivery. Conductor receiving such orders will sign his name and time of receiving on back of copy to be returned to person making delivery and will also read the order aloud.

Any employe qualified on single track transportation rules receiving train orders from Dispacher

unless transferred and if transferred the party to whom they were transferred must turn in his copy to the Train Service Instructor's office at the completion of each day's work.

Orders must be addressed only to an employe qualified on single track transportation rules and when restricting the movement of trains must be respected by conductors and motormen the same as if the order were addressed to them.

Designation of Trains.

420. In train orders regular trains will be designated by their schedule numbers as "No. 10", and sections as "Second 10." Extra trains by motor number and direction, as "Extra 1610" with the direction as "Inbound" or "Outbound." In case a motor or engine of another railroad is used, the initials of that road must precede the motor or engine number.

"Inbound" or "Outbound" directions will be as specified by time-tables.

How to Obtain Train Orders.

421. (a) When reporting for train orders, the conductor in charge of train will call Dispatcher, giving train number and location. In case of extras the motor number and direction must be specified.

(b) At the time the Dispatcher issues orders, the conductor will write them on the blank provided for that purpose without unauthorized abbreviations, making required number of copies.

(c) After the order has been written the conductor will sign and repeat it to the Dispatcher as he has it written. If the order is correct, the Dispatcher will reply "Complete" giving the time and his last name, which will then be written on the order.

(d) After receiving the "Complete" from the Dispatcher, the conductor will reply "Complete Received", giving the time, his name and train number, after which the order is in effect.

(e) If the line fails before the conductor has acknowledged the complete, the order is not in effect and must then be treated as if it had not been sent. The Dispatcher will not complete the order to the inferior train until such acknowledgment has been received.

(f) In transmitting and repeating train orders station names will be pronounced and then spelled thus: Kester, K-E-S-T-E-R, Mesmer, M-E-S-M-E-R; sections, first, F-I-R-S-T, or second, S-E-C-O-N-D. Where figures are used in the body of the order, the number must be given completely as twelve twenty, followed by the words, one-two-two-o, or in case of single numbers, first pronounce then spell as nine, n-i-n-e.

(g) When authorized, motorman may receive orders from Dispatcher. In such cases orders will be read back aloud to person from whom received.

(h) Great care must be exercised when writing train orders so that they may be correctly read and understood.

When in Doubt, Ask Dispatcher.

422. If any member of the crew does not understand a train order or has any doubt concerning its meaning, the Dispatcher must be notified by conductor or motorman, and in no case will any trainman attempt to influence the decision of others as to the meaning of a train order.

Exchange Orders When Being Relieved.

423. When conductor or motorman is relieved, all unfulfilled train orders must be transferred to trainmen making such relief and record of trans-

fer, together with the number of overdue trains that have not been met, shown thereon in accordance with the following example:

Transferred—9:30 am
Number 8 not arrived
J. H. Smith to
A. J. Jones

The person transferring the order must write the word "Transferred", the time, his name, the word "to", and make notation of trains affecting their movements, and the person to whom the transfer is made will sign his name. Such orders must be compared by conductor and motorman before proceeding.

Unless regularly provided for in the assignment of the run, changes of this kind must not be made without permission from Dispatcher.

Telephone Failure.

424. (a) When a train, unable to proceed account of a superior train or trains and unable to communicate with Dispatcher, is overtaken by a train having right or schedule which permits **it** to proceed, the delayed train may, after proper understanding with the following train, and conductor and motorman have signed unfulfilled orders held by the following train, precede it to the next available point of communication, where it must report to the Dispatcher. When meeting or passing trains under these circumstances, it must be fully explained to them by the leading train that the expected train is following.

(b) While moving under this rule, the train preceded must not accept restricting orders affecting it within the limits in which the preceding train is using its authority, unless conductor and motorman of the preceding train are familiar with such orders.

(c) When applying this rule, trains will not under any circumstances pool their right and authority in combination.

(d) A train moving on the authority of a train holding right or schedule which permits **it** to proceed, must comply with **its** schedule and/or right.

Sections to Intermediate Point of Schedule.

425. A train order must not be issued creating a section to an intermediate point of the schedule, nor to take down signals at an intermediate point of the schedule. When it is desired to discontinue the last section Form K must be used.

When a following section is created at an intermediate point of a schedule, a copy of the order must be given to inferior trains and to trains of the same class in both directions, at or before reaching such point, until the following section has left.

Identifying Trains.

426. At meeting points trains will be identified by conductors and motormen observing train indicator. If there be no indicator motormen must stop their trains and will announce to each other the train number and signals displayed, if any; in case of extras, the word extra, motor number and direction. If there be no indicator, conductors must be in a position to hear the announcing of trains, and know that the train met is the one specified in the order or time-table. In the case of extra trains, the motor number must also be checked.

When an inferior train is in the clear for a superior train or when performing work on spurs away from main track the conductor, or a member of the crew appointed by the conductor, must take

a position at the main track where he can be plainly seen by motorman of superior train, having white light in plain view by night for the purpose of giving necessary signals to slow the superior train down or stop it if necessary, so as identification may be obtained either by train indicator or asking the motorman, and also note if signals are displayed.

When a train is clear of the main track, or when performing work on spurs away from main track at a point at which it may be passed by an inferior train, the conductor or a member of the crew, appointed by the conductor, must take a position at the main track for the purpose of flagging inferior trains and informing the motorman of the location of the superior train.

Train Indicator.

427. On lines consisting of single track, also those consisting of double and single track, where operation over single track is governed by superiority of trains, and when cars are equipped with train indicators, the indication must be in accordance with examples shown under Rule 67, and such indication must not be displayed until train is authorized and must be removed on all cars that may be set out short of destination.

The indication will be displayed on the front of every train; all other indicators in the train will be blank.

Before making change in indicators, such action as may be necessary must be taken to protect other trains.

Train Orders in Effect.

428. Train orders once in effect continue so until fulfilled, superseded, or annulled.

Any part of an order specifying a particular movement may be either superseded or annulled.

It will be necessary to obtain the annulment of a schedule or section but once per day, provided conductor and motorman have a copy in their possession on each trip.

All train orders, except as provided in preceding paragraph, held by an extra train, become void when the run extra or work extra order is fulfilled or annulled.

Orders held by or issued for a train which has proceeded beyond the point at which they were to be executed become void after proper identification of such train has been made; such occurrence must be reported at next point of communication to Dispatcher.

Orders held by, or issued for, or any part of an order relating to a regular train, become void when such train loses both right and schedule.

Signs and Abbreviations.

429. The following signs and abbreviations may be used:

C & M—for Conductor and Motorman

Com.—for Complete

Mins.—for Minutes

Jct.—for Junction

Frt.—for Freight

Psgr.—for Passenger

No.—for Number

Mtr.—for Motor

Sec.—for Section

Dispr.—for Dispatcher

Eng.—for Engine

Ex.—for Extra

The usual abbreviations for the name of the months.

7-39—100M L-2600-A

PACIFIC ELECTRIC RAILWAY COMPANY

TRAIN ORDER

No._____ Date_____ 19____

To Conductor and Motorman_____

Train_____ At_____

C_____

To At_____

M_____

Care of_____ At_____

Completed at_____ M. _____ Dispr.

Received by_____

9-42—300M

PACIFIC ELECTRIC RAILWAY COMPANY

CHECK OF TRAIN REGISTER

AT_____

OUTBOUND Train	OUTBOUND Signals	INBOUND Train	INBOUND Signals

L-2643-B

CLEARANCE

DATE_____, 194__

TO C. and M. TRAIN NO._____

ORDERS FOR YOUR TRAIN ARE { _____ _____

(If no orders endorse "NONE" in space provided for order numbers.)

Dispatcher_____M

Conductor_____

This does not interfere with or countermand any orders you may have received.

Conductor and motorman must each have a copy and see that their train is correctly designated in the above form, also see that the numbers of train orders received correspond with numbers inserted above.

S — SINGLE TRACK RULES

FORMS OF TRAIN ORDERS FOR MOVEMENT OF TRAINS ON SINGLE TRACK

Note: The words and figures in italics in the forms are examples, indicating the manner in which the orders are to be filled out. Except as to Forms K, R, and example (6) Form G two or more forms may be combined in one train order.

FORM "A"—FIXING MEETING POINTS FOR OPPOSING TRAINS

(1) *NO. 2 MEET NO. 1 AT B*
SECOND 4 MEET NO. 3 AT B
NO. 5 MEET EXTRA 1601 INBOUND AT C
EXTRA 1602 INBOUND MEET EXTRA 1603 OUTBOUND AT D

(2) *NO. 1 MEET FIRST 2 AT B SECOND 2 AT C AND EXTRA 1604 INBOUND AT D*
NO. 2 AND SECOND 4 MEET NO. 1 AND NO. 3 AT C AND EXTRA 1605 OUTBOUND AT D

(3) *NO. 10 TAKE SIDING MEET NO. 7 AT H AND NO. 9 AT G*

No. 10 must take siding at the points designated for the trains mentioned.

(4) *NO. 12 MEET NO. 11 AT D AND NO. 13 AT C. NO. 12 TAKING SIDING AT C*

No. 12 must take siding at C for the train mentioned.

(5) *EXTRA 1629 OUTBOUND HOLD MAIN TRACK AND MEET EXTRA 1631 INBOUND AT M AND EXTRA 1615 INBOUND AT R.*

Extra 1629 will hold main track at each of the designated points only for the trains named. Examples (4) and (5) must not be combined with other examples of Form A.

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

FORM "B"—DIRECTING A TRAIN TO PASS OR RUN AHEAD OF ANOTHER TRAIN

(1) *NO. 3 PASS NO. 1 AT G*

(2) *EXTRA 1200 INBOUND PASS NO. 4 AT H*

Trains will run according to rule to the designated points and there arrange for the rear train to pass promptly.

When an inferior train receives an order to pass a superior train, right is conferred to run ahead of the train passed from the designated points, but does not eliminate the application of Rule 99.

If a train be delayed after receiving authority to run ahead of a superior train, the first named train may allow the second named train to pass and the order will then become void.

(3) *EXTRA 1210 INBOUND RUN AHEAD OF NO. 16 C TO B*

Example (3) form of order will not be used except when an inferior train is overtaken by a superior train at a point where the superior train can not pass, and under such circumstances will be issued only to the first point where the superior train can pass.

The first-named train will run ahead of the second-named train between the designated points but does not eliminate the application of Rule 99.

FORM "C"—GIVING RIGHT OVER AN OPPOSING TRAIN

(1) *NO. 1 HAS RIGHT OVER NO. 2, G TO X*

If the second-named train reaches the point last named before the other arrives, it may proceed, keeping clear of the schedule of opposing train and clearing the time of the opposing train as many minutes as that train was before required to clear its time under the rules. If the first-named train be met between the designated points, the conductor of the second-named train must inform it of his arrival.

(2) *EXTRA 1444 OUTBOUND HAS RIGHT OVER NO. 3 F TO H*

The regular train must not go beyond the point last named until the extra train has arrived, unless authorized by train order to do so.

These orders give right to the train first named over the other train between the points named. If the trains meet at either of the designated points, the first-named train must take the siding unless the order otherwise prescribes.

FORM "E"—TIME ORDERS

(1) *NO. 2 RUN 25 MINUTES LATE K TO G*

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

This order applies on the leaving time at the first station named in the order, it applies on both the arriving and leaving time at intermediate stations, but only applies on the arriving time at the last station mentioned in the order.

(2) *NO. 2 RUN 20 MINUTES LATE ON ORDER NO. 17*

This makes the time mentioned at each station in an order issued under example (1) as much later as specified and trains receiving this order are required to run with respect to this later time, as before required to run with respect to the time specified in the order.

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(3) *NO. 2 WAIT AT G UNTIL 9:59 A.M. FOR NO. 1*

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

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(4) *NO. 2 WAIT AT H UNTIL 10:30 A.M.*

The train named must not pass the designated point before the time given.

This makes the schedule time of the train named, at the station mentioned and as far beyond as the schedule time is earlier than the time specified in the order, as much later as stated in the order. Other trains receiving the order are required to run with respect to the time specified at the designated point or any intermediate station where schedule time is earlier than the time specified in the order, as before required to run with respect to the schedule time of the train named.

FORM "F"—FOR SECTIONS

(1) *MTR. 1206 DISPLAY SIGNALS AND RUN AS FIRST 1 A TO Z*

To be used when the number of the motor for which signals are displayed is unknown, and is to be followed by (2), both being single order examples.

(2) *MTR. 1210 RUN AS SECOND 1 A TO Z*

(3) *SECOND 1 DISPLAY SIGNALS B TO Z FOR MTR. 1205*

(4) *MTRS. 1206, 1201 AND 1208 RUN AS FIRST, SECOND AND THIRD 1 A TO Z*

In examples (2) and (4) the motor last named will not display signals.

To substitute one motor for another on a section example (5) will be used.

(5) *MTR. 1240 INSTEAD OF MTR. 1206 DISPLAY SIGNALS AND RUN AS FIRST 1 C TO Z*

The second named motor will drop out at C and be replaced by the first named motor.

If the second named motor is the last section, the words "Display signals and" will be omitted. Following sections need not be addressed.

To pass one section by another (6) will be used.

(6) *MTRS. 1206 AND 1201 REVERSE POSITIONS AS FIRST AND SECOND 1 H TO Z*

Conductors and motormen of the trains addressed must exchange orders, and arrange signals accordingly.

Following sections, if any, need not be addressed.

To drop a section other than the last, when there are more than two sections (7) will be used.

(7) *MTR. 1206 IS WITHDRAWN AS SECOND 1 AT H. FOLLOWING SECTIONS CHANGE NUMBERS ACCORDINGLY.*

The motor named will drop out at H, and following sections will take the next lower number.

Second 1 will not take down signals until third 1 has arrived at H and changes section number.

It is the duty of the Train Dispatcher to know that each conductor and motorman has in his possession all train orders affecting his train in its new position and in each instance conductor will receive clearance from Dispatcher showing order numbers transferred, if any, in the manner prescribed in Rule 412.

All unfulfilled train orders held by each section affected will be transferred to the section assuming the corresponding section number as prescribed in Rule 423. In case of telephone failure and the conductor is unable to communicate with the Dispatcher when making such transfer the provisions of Rule 415 will govern.

This procedure will be followed by each section affected until the last section has arrived and changed section numbers.

Each section affected by these orders must have copies and must arrange signals accordingly.

A train order must not be issued creating a section to an intermediate point of schedule, nor to take down signals at an intermediate point of the schedule. When it is desired to discontinue the last section Form K must be used.

When a following section is created at an intermediate point of a schedule, a copy of the order

must be given to inferior trains and to trains of the same class in both directions, at or before reaching such point, until the following section has left.

FORM "G"—EXTRA TRAINS

(1) *MTR. 1204 RUN EXTRA C TO K*

(2) *MTR. 1015 RUN EXTRA D TO K AND RETURN TO D*

The extra must go to K before returning to D, and while enroute D to K will not protect against following extras, but will be required to protect against following extras while enroute K to D.

If K is a communication point conductor must report to Dispatcher.

(3) *AFTER ARRIVAL OF EXTRA 1629 INBOUND AT M, MTR. 1210 RUN EXTRA M TO Z.*

Upon arrival of and proper identification of Extra 1629 inbound at M, Extra 1210 may proceed on such right as order otherwise provides.

In this form of order, the train or trains specified in the order to be met at M must be met and properly identified after the order is made complete by the Dispatcher.

(4) *MOTOR 1012 RUN EXTRA K TO T AND RETURN TO K. EXTRA 1012 INBOUND MEET EXTRA 1010 OUTBOUND AT M.*

Extra 1012 must go to T before returning to K and will protect against following Extras except outbound between M and T. If T is a communication point conductor must report to Dispatcher. On trip T to K, Extra 1012 inbound will meet Extra 1010 outbound at M in manner prescribed by the rules.

To run two extra trains to a point where there are no facilities for conductors to communicate with the Dispatcher, and return, (5) will be used.

(5) *MTRS. 1629 AND 1427 RUN EXTRA M TO Z AND AFTER ARRIVAL OF EXTRAS 1629 AND 1427 OUTBOUND AT Z MTRS. 1629 AND 1427 RUN EXTRA Z TO M*

Extra 1629 and extra 1427 can neither one depart from Z inbound until after extras 1629 and 1427 outbound have both arrived at Z and each has been properly identified. Compliance with Rule 99 is required by each extra in both directions.

(6) *MTR. 1212 RUN EXTRA LEAVING A THURSDAY, FEBRUARY 17th AS FOLLOWS WITH RIGHT OVER ALL TRAINS*

LEAVE A ELEVEN TEN 1110 PM
C TWELVE FIVE 1205 AM
E ONE FORTY 140 AM
ARRIVE F TWO TWENTY 220 AM

This order may be varied by specifying the kind of extra and the particular trains over which the extra shall, or shall not, have right. Trains over which the extra is given right must clear the time of the extra as prescribed by Rule 416. Work extras, whether required to protect or not to protect against extras, must clear the time of this extra in the same manner.

Example (5) must not be issued while Examples (2), (3) and (4) Form H are in effect.

At the initial station the authority to use the main track begins where opposing inferior train enters siding; at the terminal station the authority ends where an inferior train in the same direction enters siding.

FORM "H"—WORK EXTRA

(1) *MTR. 1605 WORKS EXTRA 7:10 A.M. UNTIL 10:30 A.M., BETWEEN D AND E*

The work extra must, whether standing or moving, protect itself against extras within working limits in both directions, as prescribed by the rules.

This may be modified by adding:

(2) *NOT PROTECTING AGAINST INBOUND EXTRA TRAINS*

The work extra will protect only against outbound extra trains.

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(3) *NOT PROTECTING AGAINST EXTRA TRAINS*

Protection against extra trains is not required.

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(4) *NOT PROTECTING AGAINST EXTRA TRAINS UNTIL 4:10 A.M.*

Protection against extra trains before 4:10 a.m. is not required.

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(5) *WORK EXTRA 1615 CLEARS EXTRA 1000 OUTBOUND BETWEEN D AND E AFTER 2:20 P.M.*

The work extra must clear the main track between D and E before 2:20 p.m. Extra 1000 outbound must not enter the territory mentioned in the order until after 2:20 p.m.

Under examples (1), (2), (3), (4) and (5), the time of regular trains must be cleared.

(6) *MTR. 1617 WORKS EXTRA 10:30 A.M. UNTIL 2:45 P.M., BETWEEN C AND D PROTECTING AGAINST ALL TRAINS*

The work extra may work upon the time and until the arrival of regular trains, protecting against such trains and extra trains.

When orders are issued to a work extra, directing it not to protect against specified extra trains until after a specific time, an extra train specified will not enter the working limits until after the time specified in the order except under flag protection furnished by the extra train specified. It should be understood that the work extra will arrange to have its flag protection established at the specified time.

The working limits should be as short as practicable, to be changed as the progress of work may require. The conductor in charge of a work train must inform the Dispatcher of intended change of working territory sufficiently in advance to avoid delay.

FORM "K"—ANNULLING A SCHEDULE OR A SECTION

(1) *NO. 1 DUE TO LEAVE A MAR. 4th IS ANNULLED A, TO Z*

The schedule annulled becomes void over entire line, A to Z.

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(2) *NO. 2 DUE TO LEAVE Z MAR. 10th IS ANNULLED Z TO G*

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(3) *SECOND 4 DUE TO LEAVE A MAR. 14th IS ANNULLED G TO D*

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(4) *NO. 3 DUE TO LEAVE A AND NO. 4 DUE TO LEAVE H MAR. 7th ARE ANNULLED BETWEEN A AND H*

(5) *ALL REGULAR TRAINS OF MAR. 10th ARE ANNULLED BETWEEN H AND Z*

This may be modified by adding except No. 10, etc.

The schedule or section annulled becomes void between the points designated and cannot be restored. Form K will not be combined with other forms of train orders.

In annulling a schedule or section such train order must first be given crew authorized to fulfill the schedule or section being annulled.

When a section is annulled from an intermediate point, opposing inferior trains must not leave that point until it is ascertained that the schedule has been fulfilled to that point or an order is received authorizing train to proceed.

It will be necessary to obtain the annulment of a schedule or section but once, provided conductor and motorman have a copy in their possession on each trip.

FORM "L"—ANNULLING AN ORDER

(1) *ORDER NO. 10 IS ANNULLED*

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

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(2) *ANNULLED BY ORDER NO.* .....

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

When annulling an order which was issued on a different date than the date it is to be annulled, the date, in addition to the order number, must be mentioned.

FORM "M"—ANNULLING PART OF AN ORDER

(1) *THAT PART OF ORDER NO. 10 READING NO. 2 MEET NO. 1 AT E IS ANNULLED*

That part of an order which has been annulled must not be restored under its original number. Form "M" will be used only when that part of the order not annulled is clear in its wording.

FORM "P"—SUPERSEDING AN ORDER OR A PART OF AN ORDER

This order will be given by adding to prescribed forms the words "instead of....."

(1) *NO. 2 MEET NO. 1 AT E INSTEAD OF D*

---

(2) *NO. 1 HAS RIGHT OVER NO. 2 G TO R INSTEAD OF X*

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

When a train is directed by train order to take siding for another train, such instructions apply only at the point designated in that order, and do not apply to the superseding order unless so specified.

FORM "R"—TRAIN ORDER CHECK OF TRAINS

(1) *NO. 1 DUE G MAR. 21st HAS ARRIVED. (or left)*

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(2) *SECOND 3 DUE H MAR. 21st HAS ARRIVED (or left)*
SIGNALS NONE OR SIGNALS GREEN.

(3) *EXTRA 1627 INBOUND HAS ARRIVED (or left) AT G ON ORDER NO. 40 OF MAR. 10th.*

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(4) *REGULAR TRAINS DUE AT G MAR. 15th BEFORE 10:01 A.M. HAVE ARRIVED (or left)*

This may be modified by adding:

(5) *EXCEPT NO. 10 OR NOS. 7 AND 8*

Where not required the word "arrived" or "left" will be omitted.

FORM "R" WILL NOT BE COMBINED WITH OTHER FORMS OF ORDERS.

IDENTIFICATION OF EXTRA TRAINS AND WORK EXTRA TRAINS MUST NOT BE MADE FROM TRAIN REGISTERS.

SECTION IV.

MOTOR COACH OPERATION

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MOTOR COACH OPERATION

OPERATING RULES

Knowledge of Rules and Regulations.

500. (a) Employes whose duties are prescribed by these rules must provide themselves with a copy and be conversant with all rules, regulations and special instructions applicable to or affecting their duties.

(b) In addition to the rules and regulations herein provided, motor coach operators shall comply with and be conversant with the following regulations as currently in effect, applicable to or affecting their duties.

(1) **The Vehicle Code** of the State of California.

(2) General Order 93-A (including supplements or reissues) of the Railroad Commission of the State of California.

(3) Rules and Regulations of the Interstate Commerce Commission governing qualification of employes and safety of operation and equipment of common carriers by motor vehicle.

Laws, Ordinances and Other Regulations.

501. The operation of the Company's vehicles are largely governed by laws, ordinances and regulations of the county and cities, which are hereby made a part of these rules and employes will be held responsible for compliance therewith. Operators are responsible for the observance of traffic regulations in the various communities where operating.

Situations Not Covered by Rules.

502. Whenever a situation arises which is not covered by rules, operators must exercise their best judgment in deciding on the safest and wisest course to follow. Cases involving unusual complications or accident hazards should be reported promptly to Superintendent.

Operators' Licenses.

503. Operators are required to have State Chauffeur's license and such other licenses as may be required by law. Such licenses must be carried when on duty.

Minimum Qualifications of Drivers.

504. Before being permitted to qualify, motor coach operators shall possess the following minimum qualifications:

(a) **Mental and Physical Condition.**

1. No loss of foot, leg, hand or arm.

2. No mental, nervous, organic, or functional disease likely to interfere with safe driving.

3. No loss of fingers, impairment of use of foot, leg, fingers, hand or arm, or other structural defect or limitation, likely to interfere with safe driving.

(b) **Eyesight.** Shall have good eyesight in both eyes, (either without glasses or by correction with glasses), including adequate perception of colors as more fully set forth in I.C.C. Safety Regulations.

(c) **Hearing.** Adequate hearing.

(d) **Liquor, Narcotics and Drugs.** Shall not be addicted to the use of narcotics or habit forming drugs, or the excessive use of alcoholic beverages or liquors.

(e) **Driving Experience.** Experience in driving some type of motor vehicle (including private automobiles) for not less than one year, including experience throughout the four seasons.

(f) **Driving Skill.** Competency by reason of experience or training to operate safely the type of motor vehicle or motor vehicles over any of the routes to which he may be assigned.

(g) **Knowledge of Regulations.** Knowledge of rules, regulations, and other requirements pertaining to the driving of motor vehicles.

(h) **Age.** Shall not be less than 21 years of age.

(i) **Knowledge of English.** Shall be able to read and speak the English language.

Persons Allowed to Operate the Coach.

505. None but the following, apart from the Operator assigned, shall operate a coach while it is in regular service.

(a) All qualified Supervisors having proper credentials.

(b) Mechanics detailed to attend to mechanical repairs or adjustments, providing such mechanic holds both city and state license permitting him to drive a coach carrying passengers.

(c) Persons holding written permit signed by the Superintendent.

(d) Student operators riding on a coach for the purpose of breaking in will not be allowed to handle the coach unless the regular operator is at his side ready to take immediate charge, if necessary.

Use of Intoxicants.

506. No operator shall go on duty while under the influence of, or drink while on duty, any alcoholic liquor or beverage; **nor shall he knowingly be permitted to do so.**

Operators are prohibited from transferring coach to another operator who may be under the influence of intoxicants.

Responsibility of Motor Coach Operators.

507. Motor coach operators are held responsible for the safe operation of the coach; proper mechanical operation of the coach; operating according to schedules; proper display of all signs and lights; the safety and comfort of passengers in their charge and the collection of and proper accounting of fares and the making of required reports.

Precautions at Railroad Grade Crossings.

508. (a) Railroad Grade Crossings ARE POINTS OF KNOWN DANGER. The utmost care and vigilance must be exercised when approaching and crossing them.

(b) The driver of any motor coach or passenger stage or motor vehicle shall approach any railroad and street railway crossing and any drawbridge at a speed not exceeding twenty-five (25) miles per hour during the last one hundred (100) feet of approach, and before traversing such crossing shall satisfy himself that no train is approaching from either direction and shall not proceed until due caution has been taken to determine that no movements likely to cause an interference are approaching upon the conflicting route.

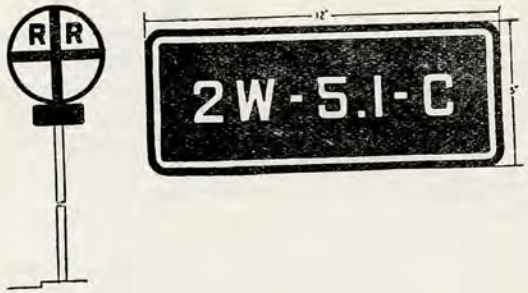
(c) The driver of every passenger stage, and motor vehicle transporting explosives or other dangerous articles, whether loaded or empty, shall, before crossing tracks of any railroad, bring such vehicle to a full and complete stop at a point where he can see the track clearly in both directions, but not less than ten (10) feet or more than fifty (50) feet from the nearest rail of such track, and while so stopped operator will open door and shall listen, and look in both directions along such track for any approaching railroad train, interurban car, or other vehicle using such rails.

(d) No stop need be made at any such crossing where an officer is on duty and directs traffic to proceed, nor where a "Stop and Go" signal is in operation and indicates that traffic may proceed.

(e) No stop need be made at street railway tracks within a business or residential district.

(f) The driver of any motor coach or passenger stage need not stop at railroad track grade crossings at which a distinctive or exempt sign as herein illustrated is displayed at locations approved by the California Railroad Commission. However, stops must be made when, for any reason, the driver or operator cannot read such sign from the driver's position.

DESIGN OF EXEMPT OR DISTINCTIVE SIGN



(g) The driver of every passenger stage shall approach all such grade crossings where distinctive or exempt signs are maintained at a speed not exceeding twenty-five (25) miles per hour during the last one hundred (100) feet of approach, and shall not cross the tracks at a speed in excess of twenty-five (25) miles per hour.

(h) After making a stop at any railroad grade crossing, no passenger stage shall be placed in a different gear than that in which start has been made until all the tracks have been crossed.

Coasting with gears in neutral or clutch disengaged on approach to any railroad grade crossing or any drawbridge is strictly prohibited.

(i) All electric street railway tracks, when operated longitudinally or wholly within the paved-in portion of the street, are considered street railway tracks, but not those operated on private right-of-way that cross streets at intersections.

(j) No operator will start coach after making a railroad crossing safety stop when wig-wag or other mechanical signal device is sounding or flashing a warning, **except** in cases where view of track is unobstructed in all directions and no trains are approaching, or when there is a flagman on duty who gives operator proceed signal.

(k) In cases where view is obstructed and where wig-wag or other mechanical device is sounding or flashing a warning, and no flagman is present, the operator will stop motor, set emergency brake, leave transmission in low gear, and walk to track and ascertain that no trains are approaching before crossing tracks.

(l) Should crossing be protected by flagman, operator will bring coach to a stop, and while standing will look in both directions and listen carefully. After satisfying himself that no train is approaching, he may then accept the flagman's signal to proceed but must be alert for any danger signal given by anyone before coach is on the tracks.

(m) Should coach become stalled fouling a track, operator will immediately request and assist passengers to alight to a place of safety, and then

exercise every precaution available under the existing conditions to stop trains approaching from either direction.

(n) Certain railroad crossings are protected by traffic signals actuated by approaching trains. Operators are cautioned to be alert to stop clear of tracks should approaching train cause signal to change to stop.

(o) Where crossings are protected by gates, stop coach clear of them. Such stops must be made at a location that will permit gateman being able to properly operate the crossing gates when trains are approaching.

(p) Nothing contained in this rule shall be so construed as to relieve the driver of the responsibility in any case of exercising due caution to ascertain that the course is clear before proceeding over such crossing.

Drawbridges.

509. Operators, upon approaching any drawbridge, known or marked as such, shall bring coach to a full stop, not less than 50 feet from lip of draw, and shall not proceed unless draw is closed; provided, however, that such full stop shall not be required at any drawbridge protected by a watchman or traffic officer on duty, or by a traffic control "Stop and Go" signal giving positive indication to approaching vehicles to proceed.

Street Railway Crossings.

510. When police officer is on duty and directing traffic, or where governed by traffic signals, operator will be governed by such signals. Street cars otherwise have the first right of way over coaches at intersections where street car and coach lines intersect or cross. There must be no contention about right of way. When street car and coach both stop at an intersection at about the

same time, and the coach is ready to proceed before the street car, coach operator will sound horn twice as a signal to motorman that he desires to cross ahead of street car. Upon receipt of "go-ahead" hand signal from motorman, he may proceed across intersection. If signal is not received, coach must not cross ahead of street car.

Speed.

511. (a) It is important that you carry your passengers on schedule time, but it is more important that you carry them safely. The speed of the coach must be one that is always perfectly safe considering driving conditions.

(b) Any speed is dangerous if faster than traffic conditions or road conditions warrant. Always drive so that you know you can stop within the distance that the road is known to be clear.

(c) In case of bad weather, traffic, or street conditions, THE SCHEDULE MUST BE SACRIFICED FOR SAFETY. The necessity for the maintenance of schedule will not be considered as an excuse for the violation of any rules or regulations pertaining to the safety of bus operation.

SERVICE REQUIREMENTS

Destination Signs.

512. Operators must see that proper destination signs are displayed on coaches in their charge.

Schedules.

513. Operators will endeavor to maintain the prescribed schedules, and will in no case leave a time point ahead of time.

OPERATION OF MOTOR

Use of Choke.

514. Excessive use of choke should be avoided to prevent washing lubricant from cylinder walls and causing undue wear.

Racing Motor.

515. The motor parts are not thoroughly lubricated until oil pressure is up, and racing motor causes excessive wear and damage to bearings, particularly when motor is cold. Avoid racing motor at any time.

Shutting Off Motor.

516. Motor will be shut off whenever practicable to allow it to cool and to economize on gasoline, and in no case, except in emergencies, will motor be kept running at terminals, depots, or lay-over points.

Brake Test.

517. In taking charge of coach at garage or storage point, before starting make brake test by applying both hand and foot brakes and note by observing gauges that pressures are correct. Immediately after starting, make a running test by applying each brake separately and noting effect on movement of coach.

Operator making relief shall make standing brake test, and also observe any defects which have been noted on Operators Daily Report form by operator being relieved.

At frequent intervals while coach is in operation, operator will observe gauge to see that proper pressure is maintained.

Operator shall, at a point one-quarter of a mile before reaching any railroad crossing, make a running brake test to see that foot brake is in order.

Workmen's Signals.

518. A blue flag on coach steering wheel indicates workmen on or about coach, and operators must not start motor or operate any control device.

Tags on coach steering wheel indicate that repairs to coach are required before coach is operated, and operators must not start motor or operate any control device.

Use of Signals.

519. Proper signals, as required by law, should be given when turning, stopping or reducing speed.

Punching Tickets, Making Change, Etc., While Coach Is in Motion.

520. While coach is in motion, operator's full attention must be given to the duty of driving, and under no circumstances will he punch transfers, make change, or do anything else which will divert his attention from the duty of driving. All fare transactions must be performed while coach is standing.

Unnecessary Conversation.

521. Unnecessary conversation is prohibited, and in answering inquiries while coach is in motion, operator must not permit his attention to be diverted from the duty of driving.

Coasting Down Grade.

522. Under no circumstances when descending a grade will coach be taken out of gear or allowed to coast with the clutch disengaged, and at no time except when shifting gears must the operator allow his foot to rest on the clutch pedal.

Leaving Operator's Seat.

523. When operator leaves the driver's seat, he must place ignition switch in "off" position, set hand brake and place transmission in low gear.

OPERATION OF COACH

Starting Coach.

525. In starting coach, great care must be exercised to prevent slipping of clutch or unnecessary jerking of coach. Proper gear should be used at all times to prevent racing or lugging of motor.

Stopping or Slowing Down.

526. In making a stop or slow-down, operators must exercise caution and good judgment and avoid unnecessary jerking, so as to prevent disturbance to passengers or injury to persons or property.

In making service stops, the brakes will be applied by one continuous gradual application until the desired pressure is obtained, and then graduated off as the coach is brought to a stop.

In making stop or slow-down from any speed above the idling speed of the engine, allow the engine to remain in gear with the throttle closed to get the full benefit of its retarding effect, disengaging clutch when the idling speed is reached.

Checking Tires.

527. When taking charge of coach operator must check all tires for inflation. Also check tires at various points enroute. When coaches are stored at garages or storage lot tires must be tested, and if any tire is found to be flat or underinflated notify the shop or the Dispatcher according to conditions that exist at the particular point.

In Garage.

528. Motor coaches must not be operated in garage over four miles per hour.

Leaving Garages or Storage Yards.

529. In leaving garages or storage yards, operators must make safety stop before crossing sidewalk.

Observance of Traffic Rules.

530. Operators will be held personally responsible for the strict observance of all traffic rules and regulations in various communities where operating.

Curbing Tires.

531. To avoid curbing tires when pulling in to the curb, extreme care must be used not to pull in too close. When tires are curbed, operators should so indicate on Operators Daily Report form.

Interference with Poles.

532. When the slope of the street causes the coach to stand at an angle, coach must be kept far enough away from the curb to prevent any interference between the top of the coach and light poles, posts or trees close to the curb.

MISCELLANEOUS

Loitering Around Garages.

533. Operators will not be permitted to loiter in or around garages or engage in unnecessary conversation with mechanics, or to smoke while in or near garages.

Reporting Obstructions.

534. When there are limbs of trees in the parking where passengers are picked up or discharged that are liable to interfere with the clearance at the tops of coaches, operators will make written report to Superintendent, giving location of such obstructions, so that immediate action may be taken in order to prevent damage to equipment.

Applying Hand Brake.

535. When applying hand brake, latching lever must be depressed to avoid dragging the pawl over the ratchet to prevent unnecessary wear.

Water in Radiator.

536. In case it is found necessary to add water to the radiator, water should be applied while

engine is running, and if motor is overheated, it should be allowed to cool down before water is applied, as there is danger of cracking cylinder block. In case of excessive use of water, notify terminal foreman or garage.

Leaving Coaches in Garages or Storage Yards.

537. When coaches are left in garages or storage yards, operators must see that hand brake is set, transmission left in low gear, all switches governing electrical equipment left in "off" position, and all windows closed.

Daily Reports.

538. Operators Daily Report form must be filled out by each operator and left in place provided therefor, giving full information requested, also notation of any damage to coach and cause of such damage.

Finding Fault.

539. Operators must refrain from discussing the mechanical condition of coaches within hearing of anyone except persons known to be employes of the Company.

C. R. C. Representatives.

540. Upon proper identification, operators will permit authorized representatives of the California Railroad Commission to make such observation or inspection of coaches as they may desire.

Smoking.

541. No operator shall smoke or use tobacco in any form while operating a motor coach.

Smoking or the carrying of lighted pipes, cigars, or cigarettes shall not be permitted in any motor coach, except in such seats or passenger compartments as the company may specially designate for smoking purposes.

Hours of Service.

542. No motor coach operator, except in case of an absolute emergency, shall be permitted to work as driver or operator for more than ten hours in any one working period; and provided further that every operator shall have at least eight hours rest from duty between every two working periods; and provided further that in urban service when said operator at the end of said ten hours is at some point other than a regularly established relief point, the time required for return to relief point, provided it does not exceed one hour, shall not be included in the ten-hour period.

Operators must keep check on their time, and when the completion of an assignment to which they have been assigned would involve a violation of the hours of service regulations set forth in this rule, they must so notify terminal foreman or Supervisory Official and obtain further instructions.

Transportation of Explosives, Etc.

543. The transportation of explosives, inflammable liquids or substances, or dangerous or injurious gases on motor coaches in service is prohibited, except such as are permitted by law.

Hunters, or any other persons with loaded firearms not properly sheathed, shall not be permitted to board motor coaches, except those permitted to do so by law.

Motion picture or photographic films may be transported on motor coaches when such films are encased in safety containers.

Driving While Ability Is Impaired.

544. No motor coach shall be driven by any operator while his ability or alertness is so impaired through fatigue, illness, or any other cause,

as to make it unsafe for him to drive or continue to drive a motor vehicle, except in case of grave emergency where the hazard to passengers would be increased by observing the foregoing provision.

Condition of Accessories.

545. No motor coach shall be driven unless the operator shall have satisfied himself that the following required parts and accessories are in good working order:

Lighting devices and reflectors.

Brakes, both service and hand.

Horn.

Windshield wiper.

Rear Vision Mirror.

Tires.

Steering mechanism.

Convoys.

546. Sufficient space shall be maintained, whenever conditions permit, between vehicles proceeding in the same direction so that an overtaking vehicle may enter and occupy such space without danger. Motor vehicles proceeding in convoy shall maintain, so far as possible, a distance of at least 300 feet between units of the convoy. This rule shall not be construed to prevent overtaking and passing another vehicle.

When Coach Is Disabled on Highway.

547. Whenever any motor coach is disabled upon the traveled portion of any highway or shoulder next thereto, except within the corporate limits of municipalities or upon streets or highways which are artificially lighted at night, the following requirements shall be complied with during the period of such disablement:

(a) On motor coaches so equipped, during the time lights are required, a lighted fusee shall be immediately placed on the roadway at the traffic side of the motor coach; as soon thereafter as possible and in any case within the burning period of the fusee, three lighted flares (pot torches) shall be placed on the roadway, as follows: One in the center of the lane of traffic occupied by the disabled coach and not less than 40 paces (approximately 100 feet) from the coach in the opposite direction, and one at the traffic side of the coach not closer than 10 feet from the front or rear thereof, provided, however, that if the coach is disabled within three hundred feet of a curve, crest of a hill, or other obstruction to view, the flare in that direction shall be so placed so as to afford ample warning to other users of the highway, but in no case less than 40 paces (approximately 100 feet) nor more than 120 paces (approximately 300 feet) from the disabled coach.

(b) During such time as lights are not required, red flags shall be used in place of flares as specified in (a), except that no flag shall be required to be placed at the side of the coach, provided, however, that if such disablement continues into the period when lights are required, flares shall be placed as above set forth.

Fueling.

548. No motor coach shall be fueled or be permitted to be fueled with engine running, or in the presence of an open flame. Care shall be taken to prevent the ignition of fuel by lighted cigars, cigarettes, pipes, or other sources of ignition. The nozzle of the fuel hose shall be in contact with the intake of the fuel tank throughout the fueling process. No motor coach shall be fueled in a closed building with passengers aboard. No reserve supply of gasoline shall be carried on any

motor coach except in the main fuel tank or in a properly constructed and mounted auxiliary tank.

Pedestrians in Street.

550. Pedestrians are always a source of danger. It is up to the operator to do the watching and thinking, not only for himself, but for the pedestrian.

Never enter a pedestrian crosswalk, whether marked or unmarked, when the same is occupied by a pedestrian, regardless of whether the occupant signals you to cross ahead of him. He has no authority to suspend the state law.

By city ordinance in Los Angeles, blind persons are required to carry a white cane with a red tip. This is used to signal traffic which must come to a stop while the holder is crossing the street. Be very careful in the strict observance of this rule.

Passing Interurban Electric or Street Cars.

551. (a) The driver of a vehicle shall not overtake and pass upon the left, nor shall any driver of any vehicle drive upon the left side of any interurban electric car or street car proceeding in the same direction whether such interurban electric or street car is actually in motion or temporarily at rest, except,

(1) When so directed by a police officer or traffic officer.

(2) When on a one way street.

(3) When upon a street where the tracks are so located as to prevent compliance with this rule.

(b) When overtaking any interurban, electric or street car stopped or about to stop for the purpose of receiving or discharging any passenger, the driver of any vehicle shall stop such vehicle

to the rear of the nearest running board or door of such interurban electric or street car and thereupon remain standing until all passengers have boarded such car or upon alighting have reached a place of safety, except that where a safety zone has been established or at an intersection where traffic is controlled by an officer or a traffic control signal device, a vehicle need not be brought to a stop before passing any such interurban electric or street car but may proceed past such car at a speed not greater than ten (10) miles per hour and with due caution for the safety of pedestrians.

Backing Coach.

552. (a) Exceptional care must be exercised when backing coaches in public streets, over crosswalks, or in garage and operators must take every precaution to determine that way is clear.

(b) If any vehicle or pedestrian approaches coach from the rear while backing, they should be allowed to pass before coach continues backing.

Passing Standing Coach.

553. Operator will reduce speed and if necessary sound horn when approaching points where coaches are pulling out after discharging passengers.

Churches, Hospitals and Schools.

554. When passing a church during the hours of service and at all times when passing a hospital, operator should run quietly and not sound horn unnecessarily.

Do not exceed fifteen (15) miles per hour when passing a school building, or the grounds thereof, contiguous to the highway during school recess or while children are going to or leaving such school during opening or closing hours or while the playgrounds of any such school are in use by school children.

Emergency Vehicles, Duties on Approach of Authorized.

555. Upon the immediate approach of an authorized emergency vehicle giving audible signal by siren, the driver of every other vehicle shall yield the right of way and shall immediately drive to a position parallel to, and as close as possible to the right hand edge or curb of the highway clear of any intersection and thereupon stop and remain in such position until such authorized emergency vehicle has passed, except when otherwise directed by a police or traffic officer.

Funeral Processions.

556. It is violation of city ordinance to cut or otherwise interrupt a funeral procession.

Mail Trucks.

557. Vehicles marked "U. S. MAIL" have the right-of-way over coaches.

Workmen in Street.

558. When men are at work in street, operator will sound horn and drive cautiously, stopping if necessary to avoid accident.

Street Excavations.

559. Drive slowly and sound horn repeatedly when approaching or passing any street excavation. When such excavations are at or near a stopping place, make stop clear of the excavation.

Fire Hose.

560. It is a violation of the law to run over fire hose laid in the street. These hose carry a very high water pressure and serious injury may result from running over them.

Close Clearance.

561. When clearance is doubtful, reduce speed, sound horn, and proceed only if it shall appear that the coach can pass without interference.

Overhead Clearances.

562. (a) Before passing under any overhead obstructions with impaired clearance, Operator must satisfy himself that the coach will clear obstruction.

(b) Use extreme care to avoid low overhanging obstructions, trees, etc., when diverted from regular route. Report dangerous overhead obstructions to Dispatcher immediately.

Slippery Streets.

563. Slippery pavement is a great source of danger particularly at the beginning of a rain before the oil has been washed off the surface. Run slowly and keep a safe distance behind other vehicles. If coach slides, do not disengage clutch nor apply brakes suddenly. Instead, apply them lightly at the same time turning the front wheels in the same direction as the skid occurs.

Approach all points of known danger with bus under full control. Disregard schedule, if necessary. Above all things, operate bus safely.

During fog or heavy rain, operate at all times under full control so you will be able to stop within the distance road is known to be clear.

Drive carefully over rough spots or holes in the street and report any such places.

Following Vehicles.

564. Allow sufficient clearance for vehicles ahead to permit of a service stop being made short of interference and be prepared to stop. There is never any excuse for one vehicle hitting another

from the rear. Insofar as possible, endeavor to maintain an equal distance between coaches in the same direction. Never run closer than one hundred (100) feet of the coach ahead outside the central business district, except when closing up at street intersections where the leading coach has stopped. In this case follower may then close up to not less than fifteen (15) feet using due caution in so doing.

Right of Way.

565. (a) Coaches approaching street intersections must always be under safe control.

(b) Bear in mind the provisions of the law that when two vehicles approach a street intersection at approximately the same time the vehicle coming from the right has the right of way.

(c) Coaches having right of way must not cross property or building line approaching street intersections until other coaches about to approach the intersection have come to a stop.

(d) When coaches arrive at an intersection or junction about the same time, and are both loading passengers or remaining stationary because of any other reason, the coach first ready to proceed will signal the other coach with blast of horn that it is to take right of way over the other coach. The first one proceeding must be clear of the intersection before the standing coach is started.

Headlamps, Clearance Lamps, Tail Lights and Interior Lights.

566. Headlamps, clearance lamps and tail lights must be lighted when on a highway at all times from a half hour after sunset to a half hour before sunrise and at any other time when there is not sufficient light to render clearly discernible any person or vehicle on the highway at a distance of two hundred feet.

If forced to operate without headlights, notify Dispatcher at once.

Interior lights must be on during hours of darkness. They must be on when laying over at terminals or at any other location when anyone else besides the crew is on the coach.

Turn off headlights and half of the dome lights while at terminals.

Whenever a coach is equipped with road lighting equipment so arranged that the operator may select at will between two or more distributions of light from head lamps or auxiliary road lighting lamps or combinations thereof, directed to different elevations, the following requirements shall apply while driving during the times when lights are required:

When there is no oncoming vehicle within 500 feet, the operator shall use an upper distribution of light; provided, however, that a lower distribution of light may be used when fog, dust, or other atmospheric conditions make it desirable for reasons of safety, and when within the confines of municipalities where there is sufficient light to render clearly discernible persons and vehicles on the highway at a distance of 500 feet, and when following another vehicle within 500 feet.

When within 500 feet of an oncoming vehicle, the operator shall use a distribution of light so aimed that the glaring rays therefrom are not directed into the eyes of the oncoming driver.

About one-half hour before darkness, try all lights so they will be in perfect working order when needed.

Should battery show evidence of having a low discharge rate, call Dispatcher for replacement before it is completely discharged. Save a road delay wherever possible.

Coach on Fire.

567. Should coach catch fire, the safety of passengers is the first consideration. **Shut off power,** bring coach to an immediate stop, discharge passengers immediately and use fire extinguisher. If fire is caused by short in wiring, disconnect cable from one battery terminal.

Fire Extinguishers.

568. Fire extinguishers are placed on all coaches. See that they are in place at all times.

Coaches using gasoline for fuel are equipped with extinguishers containing one quart of "Carbon Tetra Chloride" commonly called "Pyrene". If promptly used in the following manner, they should extinguish the fire immediately.

When exposed to the air, Carbon Tetra Chloride forms a gas which is heavier than air. This causes it to settle over the fire and smother the blaze. For this reason do not raise hood, but instead direct stream through the top of the radiator **with the engine running.** This causes fan to draw the gas in under the hood. If necessary to open hood, raise one side only and direct stream at base of fire, but not under the fire. Apply to an open fire on the ground or floor by directing stream at base of fire.

When any portion of the contents of an extinguisher has been used, it must be immediately replaced to prevent corrosion of the pump. In addition to making out a miscellaneous report, leave extinguisher on coach floor beside driver's seat.

If equipped with Carbon Dioxide extinguishers, they should be used in the same manner as the other type.

Report of Deviation from Schedule.

569. Written report must be made to Superintendent of all deviations from schedule, i.e., line cuts, emergency detours, trips or parts of trips lost.

Operator on a disabled coach will in all cases notify his follower to report to Dispatcher immediately upon arrival at terminal so that any necessary adjustment in service can be made.

Turning Back.

570. Coaches will be operated through to destination unless turned back by proper authority.

Change in Route.

571. A diversion from regular route caused by an accident, blockade, etc., where the change in route is directed by police officers, should be reported to first Supervisor met. Also to the Dispatcher, and covered by miscellaneous report.

Transfer Points.

572. Passengers transferring from another line must be given sufficient time to make the transfer. Especially does this apply to routes having long headways. At night, coaches will wait a reasonable time at junction points for connecting cars or coaches. When transferring passengers allow a reasonable time to make the change in safety.

Loading.

573. No motor coach shall be so loaded as to obscure the operator's view ahead or to either side, or to interfere with the free movement of his arms or legs, or to prevent his free and ready access to the accessories required for emergencies.

Under no circumstances will a passenger be allowed to board or leave the coach while it is in motion.

Passenger Stops.

574. (a) Stops to receive or discharge passengers at all points along routes are designated by the regulation "Bus Stop" signs or by rules. Stop signs are not posted on some routes, and stops thereon will be made at all intersections. Stop signs are not posted around terminal loops and passenger stops will be made at all intersections on the loops.

When taking on or discharging passengers, great care must be exercised to prevent coach from drifting; gear shift must be placed in neutral and brakes applied before doors are opened and doors must be closed before coach is started, and under no circumstances will passengers be allowed to leave coach while it is in motion. Also, proper precaution should be exercised to prevent coach from drifting at any time.

Doors, platforms and steps of all motor coaches must at all times be kept clear for the safe ingress and egress of passengers. Operators must not allow any persons to occupy any portion of motor coach forward of the driver's seat, neither shall passengers or other persons be permitted to ride on running-boards, fenders, or any part of the coach except in passenger compartment.

(b) Do not stop so as to block crosswalks or street intersections.

(c) When making a stop for passengers, coach must be operated (when opportunity occurs) so as to permit passengers to board and alight as near the curb as possible. One foot from the curb will be considered satisfactory.

(d) Do not fail to come to a full stop to let passengers board or alight. Even in cases where passenger jumps on or off before coach stops, make complete stop for your own protection.

(e) Do not allow wheels to come into contact with the curb. If they do, report to Dispatcher immediately so that wheel alignment can be checked.

(f) Keep a safe distance from awnings, trees, or other obstructions that may be close to curb line. Do not stop with doors opposite an obstruction on the curb or hole in the street.

(g) Operator must remain in driver's seat while rear door is open.

Avoid making stops to discharge passengers at points where dangerous conditions exist, such as rough or damaged streets at curbs, rough parkways, holes in pavements, sign posts along the curb and overhead signs.

Take every possible precaution to avoid discharging passengers at any point where there is possibility of injury, either before or after passengers may alight from coaches. Operators will report any unsafe landing to Superintendent's office immediately upon observing possible unsafe conditions in order that action may be taken with the least possible delay toward correcting such hazardous points.

Calling Streets.

575. Operators are required to call all passenger stops and transfer points, public buildings, and points of interest in a clear audible tone of voice.

Layover.

576. Shut engine off in every case at terminal where layover time exceeds two (2) minutes except where engine or battery condition makes it advisable to allow it to run. At this time allow it to idle at the lowest possible speed.

Relief.

577. If relief is not made on time, operator must remain on duty until it is made. Notify Dispatcher immediately.

Reporting Trouble.

578. Familiarize yourself with the sound made by the coach when running normally, and if any unusual sound is heard, endeavor to find the cause and report it. If you cannot find it, report the fact to the Dispatcher immediately. Observe whether coach takes its natural speed, and if it does not, report it. Watch temperature gauge for overheated engine. 180 degrees is considered normal. Any temperature over 200 degrees is dangerous as it will damage the engine. Let engine idle slowly while filling radiator to avoid cracking engine block.

If engine is dead, endeavor to find the cause, then call the Dispatcher. Try to tell exactly what is wrong or describe the trouble so it can be repaired without delay. This information should always be telephoned by the operator. Should passengers wish to transfer to the following coach, allow them to do so.

Recheck with the Dispatcher if relief coach is not sent or repairs made within a reasonable time, considering your location.

SECTION V.

GENERAL REGULATIONS

Promote Safety on Trains.

600. All employes should, as a first consideration, promote the safety of operations and passengers by all means in their power, reporting any defect in track, bridges or equipment to the proper official. **Speed must always be sacrificed for safety.**

In case of accident, all officers and employes are required to give their best efforts to clear the track, or to assist as may be required at the time, whether in the line of their usual duties or not.

Protect Company's Property.

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

Jurisdiction.

602. Employes whose duties require service on more than one district or class of service are under the jurisdiction of the officers of the district on which the service is being performed and according to class of service assigned their supervision.

Age Limit.

603. (a) No application for employment will be considered from persons over 35 years old, who have not had previous experience in train or motor coach operations. Exceptions to this rule will be made only on authority of the management.

(b) Minors will not be employed in yard, train, or motor coach service; when employed in any other service it must be with the written consent of parent or guardian, on prescribed form, which must be filed with application for employment.

Examinations.

604. All persons employed in any branch of the service involving the use of signals or the movement of cars, trains or motor coaches will be

required to pass an examination by one of the authorized examiners of the Company as to hearing, sight and ability to distinguish colors, and other physical examinations, and must also pass examinations as to knowledge and understanding of all rules which relate to their duties, and receive proper certificate of qualification.

Returning Company Property.

605. Employes, on leaving the service of the Company, or on demand by proper authority, must return all of the Company's property with which they have been entrusted. The right is reserved to withhold from wages the value of articles not surrendered.

Re-employment and Transfer.

606. When an employe is discharged from the Company's service he shall not be reinstated or re-employed without the approval of the management.

Absence Without Permission.

607. No employe will be allowed to absent himself from duty without special permission from proper authority, nor will any employe be allowed to engage a substitute to perform his duties, nor exchange duties without proper authority.

Engaging in Other Business.

608. Employes must not be identified with or engaged in any other business, except with the specific permission of the head of the department in which employed.

Assignment of Wages.

609. The unauthorized assignment of wages by an employe is not permitted and will not be honored. Attachment of wages by garnishment will be considered sufficient cause for discipline unless a satisfactory explanation is given.

Deportment.

610. Civil, gentlemanly deportment is required of all employes in their dealings with patrons, the public, their subordinates, and each other. Boisterous, profane or vulgar language is forbidden. Employes must not enter into an altercation, no matter what provocation may be given, but will report the facts to their immediate superior.

Gambling.

611. Every form of gambling is forbidden upon the Company's property.

Reading on Duty.

612. Reading newspapers, letters, or other matter when on active duty, except to consult orders, rules, instructions and time-tables, is prohibited.

Employes Occupying Seats.

613. Employes, when passengers on trains or motor coaches, must not occupy seats to the exclusion of pay passengers.

Trainmen, deadheading, must not occupy front seats adjacent to motormen or motor coach operators.

Uniforms.

614. Employes on duty must wear the prescribed badge and uniform, and must be neat in appearance.

Neatness.

615. Employes are required to keep the property in their charge in a neat and orderly condition.

Keys.

616. Employes whose duties require their use will be furnished switch keys and other equipment, receipt being taken therefor. Employes to whom keys or other equipment has been issued

will be held responsible for their use and must report at once any loss of same. All employes must report at once to their superior officer any misuses of a key, or any person having a key in his possession who is not entitled to it. Employes while on duty must have proper keys in their possession.

Hearing by Superintendent.

617. A hearing will be given by the Superintendent to every employe who desires it. Reports or suggestions for the betterment of the service will always receive consideration.

Giving Out Information.

618. Employes in giving information as to service shall be exact. Use careful judgment in answering inquiries as to delays and mishaps. Do not hazard guesses or speculate as to causes; if you do not know, say so pleasantly.

Do not make any statements as to the cause of an accident except to the proper officer of the Company; to a police officer only on request, and then when possible to do so, refer him to the proper officer of the Company.

Informing Passengers Cause and Duration of Delays.

619. (a) When service is delayed, particularly when cars or coaches are at a standstill, passengers become restless and impatient because they do not know what is causing the delay, nor how long it may last.

(b) Under such circumstances, if conductors or operators will inform their passengers as to the cause of the delay and, if possible, the approximate length of time they will be delayed, such information will be appreciated by the passengers and will do much to alleviate their impatience.

(c) Whenever delays of any duration occur, conductors or operators should inform their passengers as to the cause of the delay, and tell them approximately how long they will be delayed, if such information is available.

Lost Articles.

620. (a) Crews are required to go through car or coach at each end of the line. Articles found in the street, in the car or coach, or upon Company property, must be turned in to Lost and Found offices on the day they are found. They must be accompanied by a lost article tag.

(b) Information concerning lost articles should never be given to any unauthorized person, but all inquiries should be referred to the Lost and Found office.

(c) If an article is found by a passenger and turned over to employe, the name and address of the passenger should appear on the back of the tag.

(d) If a passenger finding an article refuses to give it up, procure his name and address if possible and make miscellaneous report to Superintendent. Give all available information, including a description of the article in question and the name of a witness, if possible.

(e) Lost articles are held for thirty days for claim by owner, with the exception of those of great value, which may be held for a longer time. All unclaimed articles are turned over to the finders.

(f) Under special circumstances where an article is claimed and returned direct to owner before having been turned in to Lost and Found office, satisfy yourself as to identity of owner and take receipt therefor showing name and address and if possible secure a witness to return of such property.

Cash Remittances and Securing Supplies.

621. Trainmen and operators whose duties include the collection of cash fares are expected to make turn-ins and draw supplies during tour of duty whenever possible to do so. Remittances, in any event, shall be made not later than twenty-four hours subsequent to end of tour of duty; and within thirty-six hours when regular day off intervenes.

Carrying of Packages by Passengers.

622. (a) Articles, bundles, or packages which because of their size and bulk, or the nature of their contents, may cause discomfort or be dangerous or offensive to passengers will not be carried at any time.

(b) Ordinary hand baggage and packages or articles which can be carried without inconvenience to other passengers may be taken inside the car or coach by their owners. Such articles must not be permitted to remain in the aisle or upon the platform or in any place where they will interfere with the entrance or exit or free use of the car or coach by passengers or where they will interfere with the mechanism of the car or coach.

(c) Should a passenger request permission to place hand baggage or packages upon the platform when such baggage will not interfere in any way with the free use of the platform by other passengers or the mechanism of the car or coach, crews are allowed to exercise discretion in granting this privilege, however, under no circumstances assume responsibility for such articles and so advise the passenger.

(d) Large size articles likely to fall from overhead parcel racks shall not be allowed on parcel racks where there is hazard of such articles falling

on passengers. Trainmen and operators shall observe these conditions and take necessary steps to avoid such accidents.

(e) Folding baby carriages or go-carts will be carried, but bicycles will not be carried under any circumstances.

(f) Crews are not permitted to transport packages, baggage, letters, or newspapers without proper authority.

Presents and Gratuities.

623. Employes are forbidden to offer presents to their superiors, either directly or indirectly, and those in authority will not accept such presents. The acceptance of gratuities or rewards from passengers or other patrons of the Company is forbidden.

Employes must not solicit gratuities or rewards nor conduct themselves in a manner which may so indicate in performing their duties.

Arrest of Employes.

624. All cases of arrest of employes, either on or off duty, must be promptly reported to Superintendent. Citations for traffic violations while on duty shall be promptly reported.

Suspensions and Dismissals.

625. Employes who are careless of the safety of themselves or others, indifferent in the performance of their duties, or who commit such acts as discourtesy, dishonesty, intemperance, insubordination, immorality, gross carelessness, violation of rules, not properly accounting for passengers, wilful neglect, making false reports or statements, or concealing facts concerning matters under investigation, failing to report accidents, or make proper effort to procure witnesses, are sufficient causes for dismissal.

Use of Company's Credit.

626. Unless authorized, employes must not use the Company's credit and must neither receive nor pay out money on the Company's account. Property of the Company must not be sold or in any way disposed of except by proper authority.

Access to Records Not Permitted.

627. The affairs of the Company must not be divulged nor access to the Company's records permitted without proper authorization.

Throwing Articles From Cars.

628. Careless throwing of articles from equipment is dangerous and forbidden.

Protecting Company Property From Fire.

629. Protection from fire of the Company's property and property in its custody is a duty of employes under all circumstances. The employe having direct supervision over the buildings, premises or equipment will be held responsible for the observance of safe practices and fire prevention rules and regulations.

Buildings, docks and wharves must be kept free from accumulation of dirt, rubbish or inflammable material, special attention being given to closets, lockers, fuel bins, attics, stationery cabinets, etc. Gasoline and oil must be kept in prescribed places and only authorized containers used. Stoves in buildings. outfit cars and cabooses must conform to prescribed standards, and must be kept free from accumulation of rubbish. Oils, fusees, torpedoes and matches must be kept in containers provided for that purpose. Fire extinguishers must be kept properly charged and must be located in accessible places ready for immediate use. Fire hose and nozzles must be kept in places provided therefor and in serviceable condition. Water barrels must be kept filled, and the necessary supply of buckets ready for use.

Responsibility in Case of Emergency.

630. In emergencies, or in case of obstruction by accident or other cause, suggestions based on observation of the actual situation are useful and required, and frequent report of progress must be made. Prompt action is imperative, and in the absence of designation, the available employe on whom the responsibility most naturally falls will assume authority.

Protecting Company Property From Pilferage.

631. In case of damage to trains or structures involving the security of freight or other Company property, it is the duty of all employes to see that arrangements are promptly made for its protection against loss through pilferage or other causes.

Hazard From Electric Wires.

632. Electric wires must be considered alive at all times. Employes must not depend for their safety on the insulation of wires. Employes noticing dangling wires or wires sagging over track must avoid coming in contact with them. They must provide, if possible, such protection as will insure the safety of themselves and others, and promptly notify the proper authority.

Leaving Cars on Sidings, Etc.

633. (a) Cars must not be left on sidings or tracks principally used for meeting or passing of trains, when there is room for them on other tracks; if left on such sidings or other tracks for any reason whatever, except when performing switching at that station, the conductor must promptly advise the Dispatcher. Crews are not relieved of compliance with Rule 92 (e) requiring that trains using a siding must proceed with caution even though they may not have been notified that there are cars on the siding.

(b) Cars must be left clear of any street, highway or private crossing, and at least one hundred feet from the crossing, when practicable.

(c) A sufficient number of hand brakes must be set to hold cars; if brakes be inoperative cars must be secured otherwise. When cars are set out on a grade they must be coupled, if practicable, and, in addition to brakes being set, wheels must be blocked. Baggage, Mail, Express, Freight or other articles must not be placed on front platform of trains in such manner that the ready use of the hand brakes is impaired or view of motorman restricted.

(d) When wooden freight cars, temporarily out of service, are stored on tracks without fire protection, an opening of at least forty feet must be made every five car-lengths.

In Case of Storm and High Water.

634. In case of extraordinary rain storm or high water, trains must be stopped, and bridges, trestles, culverts and other points liable to damage, examined by conductor or motorman before passing.

Careful inquiry must be made at all stopping places, extra stops being made if thought advisable, to ascertain the extent and severity of storms, and no risks taken. In case of doubt as to the wisdom of proceeding, train must be moved to the safest available place and there held until it can proceed with safety.

Trains must run with caution over portions of the track which may have been damaged, and if a defect which may cause an accident be discovered. place necessary protection and notify Dispatcher at first point of communication.

United States Mail.

635. The prompt and efficient handling of United States mail is one of the very important

duties devolving upon the railroad. Employes connected therewith must be familiar with and governed by special instructions in effect relating thereto. Penalties are imposed by the Government for any damage, neglect or mishandling. In case of doubt as to proper action, the question should at once be referred to the proper officer for decision.

DUTIES OF EMPLOYES

TRAIN DISPATCHERS

Report To.

650. Train Dispatchers report to and receive their instructions from the Superintendent, and will be governed by special instructions relating to their assignment.

Duties of Dispatchers.

651. They will issue train orders, transmit and record them in a book provided for that purpose, in the manner prescribed by the rules, keep such records as may be required and also record all important incidents which occur while they are on duty.

When going off duty, they must make a record of all unfulfilled orders in the train order record book, for the use of the relieving Dispatcher, and must know that such orders and all business pertaining to them are fully understood.

In case of accident they will see that the proper officials are immediately notified.

Train Dispatchers will record in train order book when issuing clearance to trains on single track, the place, date, identity of train receiving

clearance, numbers of the train orders or none as the case may be, name of conductor and the time.

Care in Sending Orders.

652. They must use great care in sending orders, and not transmit an order faster than the person receiving can take and plainly write it. They will anticipate the necessity for orders as far as possible and have them ready for trains; compel a prompt performance of duty on the part of the trainmen, with a view to preventing delay.

Report Defects.

653. They will report immediately to the proper department defects in telephones, overhead, track, or equipment and will make record of such defects on forms provided for the purpose.

Not Allow Unauthorized Persons in Office.

654. Unauthorized persons must not be permitted in the Train Dispatchers' Office.

TERMINAL FOREMEN AND SERVICE DIRECTORS

Report To.

655. Terminal Foremen and Service Directors report to and receive their instructions from the Superintendent and will be governed by special instructions relating to their assignment.

Duties of Terminal Foremen.

656. (a) Terminal Foremen are responsible for the proper and economic assignment of work to trainmen and other classes of employes assigned to their jurisdiction, being governed by outstanding instructions and other regulations relating to working conditions, hours of service restrictions, and qualifications of employes for the services assigned.

MOTORMEN, CONDUCTORS AND OTHER TRAINMEN

Report To.

657. Trainmen report to and receive their instructions from the General Superintendent or Transportation Department Officers acting for him under delegated authority.

To Be Fully Informed — Time-Tables, Bulletins, Etc.

658. Trainmen before going on duty must have the current time-tables and bulletins. They must be thoroughly familiar with time-tables, bulletins, notices and special instructions affecting their duties.

Report For Duty.

659. Trainmen must report for duty at the time designated by assignment. Dependable service cannot be maintained unless trainmen report for duty on time and miss-outs will subject offender to disciplinary measures.

Leaving Cars at End of Run.

660. On leaving cars at proper storage location at end of the run conductor must turn off lights and heaters, close doors and windows, pull down curtains on open section of cars, and extinguish marker lanterns. Conductor must also pull down trolley pole except at car storage yards where trolley poles are handled by yard force. When cars are stored at outside points crew will in addition lock up signal equipment and operating handles. Set hand brakes as provided in Rule 95.

When a train is run into the yard or carhouse, either day or night, it is the duty of the motorman and conductor to see that all lights are turned off, circuit breakers thrown to OFF, and all signals

including oil markers taken down and put in their proper places before leaving the train. When cars are to be stored outside of car house, trolley must be removed from the wire. Markers will remain displayed until the train is clear of the main track.

Motormen and conductors will, when necessary, assist in switching and making up their trains.

Avoid Unnecessary Delay to Service and Report Defects in Equipment and Roadway.

661. Trainmen will avoid any unnecessary delay to service. Trains must not be operated ahead of schedule time but must pass time points and leave terminals promptly on time, unless unavoidably delayed.

Before leaving initial station, conductor and motorman must examine their train and see that it is fully equipped and in good condition for safe operation. They must make further examinations while waiting on sidings and during lay over at terminals.

They will report to Dispatcher from first telephone station any defective switch or light, switch lock, defective wire or track, defective crossing protection signal, or wig-wag, etc., noticed by them; first, when dangerous conditions exist, protecting following trains by placing caution or stop signals or leaving flagman, as conditions may require. To protect against derailments, trainmen should stop and remove any obstructions found on track or in groove of girder rail which may cause derailment. If a car at any time runs over a bolt, nut or other hard substance on the rail, the car must be stopped and the obstruction removed.

On arrival at terminal station, or where there is an inspector or foreman of repairs, they must report to him any defects in the condition of the cars, or any imperfect action of the equipment during the trip.

Conductors and motormen will make a written report at end of each day's run of any defects in their car or train, so that repairs or alterations may be made before the car is again placed in service. In signing off bad order equipment, when known, the nature of defect should be shown and not merely reported as bad order.

Trains Not to Be Left Unprotected.

662. Trains must not be left unprotected, either conductor or motorman always remaining in charge, unless necessary to leave momentarily for orders or to carry out provisions of rules or for safety of trains.

Destination Signs, Fenders, Etc.

663. Conductors and motormen will be jointly responsible for the proper display of train indicator, destination signs, and the proper position of fenders and gates, etc. Dash signs removed from cars should be placed on racks where provided for such purposes. Equipment should be checked at each end of line for proper display of signs, markers and other appliances.

Fire in Car.

664. When there is evidence of car being on fire, motorman will immediately throw circuit breaker to OFF and remove trolley from wire, both conductor and motorman using every effort to prevent passengers becoming panic-stricken or leaving car before it is brought to a stop.

Causing Arrests.

665. Conductors or motormen must not, except in cases of extreme emergency, or for a violent or criminal act, cause the arrest of any passengers, or other persons, without authority.

Work Train Not to Be Left Without Permission.

666. Trainmen in charge of work train tied up temporarily at other than terminal stations, must report to Dispatcher and not leave the vicinity without his permission.

Joint Responsibility.

667. Conductors and motormen will be held equally responsible for the violation of any of the rules governing the safety of their trains, and must take every precaution for their protection, even if not provided for by the rules. IN CASE OF DOUBT OR UNCERTAINTY, TAKE THE SAFE COURSE AND RUN NO RISKS.

Instructing Student Trainmen or Operators.

668. Trainmen or Operators will not instruct any Student Trainman or Operator while on duty unless such student is in possession of proper authority signed by Terminal Foreman or District officers.

Operation Over Crossings When Automatic Flagman Wig-wag Signal Is Inoperative.

669. In operating over crossings when automatic flagmen (wig-wag) signals are inoperative, motormen must bring their trains under control approaching and passing over such crossings and promptly notify the Dispatcher of the condition.

Trolley Dewirements.

670. (a) When a trolley jumps from the wire, the motorman must bring his train to a stop except at dangerous places such as on curves and trestles where train may be allowed to coast out of the danger zone, provided trolley pole is not striking overhead lines. Motorman must in no case apply power after trolley has come off until proceed signal is given by the conductor. It is the con-

ductor's duty when a trolley comes off to promptly pull the pole down clear of any overhead. Conductor and motorman must see to it that the trolley signal on all cars is turned on while train is in service. Whenever trolley leaves the overhead wire, it is the duty of trainmen, after trolley is replaced, to observe carefully and ascertain what damage, if any, has been done to trolleywire. Should span wire be broken or any defect found which may endanger following trains, sufficient protection must be left to prevent accident and Dispatcher must be immediately notified of the damage.

(b) Trainmen must not in any case put both trolleys on the wire across any sectional insulator or with a circuit breaker between them.

(c) To prevent damage to trolleys and trolley poles, reverse movements must not be made with cars equipped with trolley shoes unless trolley pole is turned, or the air released and a trainman is holding the trolley rope.

Picking Up Broken Wires.

671. In the event of there being any obstruction to passing trains, trainmen must stop and remove same and in the case of any broken trolley wire or cross span wire hanging in such a way as to strike passing cars trainmen must stop and, by the use of the trolley, pick up device and rope furnished for that purpose, fasten any broken wires in such a way as to clear passing cars. Trainmen must, however, first satisfy themselves that this can be done safely and in no event should an attempt be made to pick up any high voltage wires which may have fallen on the tracks or the right-of-way. In such cases Dispatcher should be notified and high voltage wires should not be disturbed without special instructions to that effect. Also, where possible, trainmen must prevent public from coming in contact with such wires.

Handling Gasoline and Sulphur in Trains.

672. Cars containing gasoline, empty butane tank cars or sulphur loaded in open gondola cars must not be placed next to Electric Locomotive.

Use of Retainers.

673. When in the judgment of the motorman or engineer the use of retainers is necessary at any point, not required by special instructions, they will be used on his request.

Moving Cars Being Loaded or Unloaded.

674. When necessary to disturb cars that are being loaded, or unloaded, notice must first be given to all persons in or about the cars to be moved. Such cars must be returned to the location at which found. Care must be taken to avoid injury to persons, damage to trucks, automobiles or other property not clear.

Inspection of Equipment.

675. The running gear, brake and draft rigging of trains must be inspected by trainmen as often and as closely as practicable when on the road. If defects be discovered they should be corrected if possible; cars unsafe to run must be set out. Special attention must be given to hot bearings.

Handling Steam Shovels, Etc.

676. Steam shovels, pile drivers, derricks, ditchers, cranes and similar equipment, must not be handled in trains without condition of load having been inspected and approved by Car Inspector or handling directed by other proper authority.

Handling Rail, Pipe, Etc.

677. Open top cars loaded with rail, pipe, structural steel, poles or mounted wheels when such loading projects above sides and end walls of the car, must not be placed in trains next to

caboose, occupied outfit cars, cars loaded with high explosives or inflammables, locomotives or tenders of oil burning engines.

Conductor must advise motorman and Dispatcher when there is equipment in train requiring restricted speed.

Shoving Cars.

678. Cars must not be shoved ahead of motors between stations when it can be avoided. Where cars are shoved ahead of motors between stations, tail hose must be used on front end of leading car.

Switching.

679. Switching must be done in a careful manner to avoid severe shocks from sudden starting or stopping of cars, or from impact in making coupling.

Blocking Traffic.

680. A standing train must not block traffic on street or public road crossings longer than five minutes.

In no case shall a crossing be blocked in excess of five minutes, and crews must be particularly on the alert to see that proper fusee signals are displayed on each side of train during night hours when crossing is blocked.

Trains must not stand on railroad crossings at grade, on drawbridges or within the limits of an interlocking plant, when possible, to avoid so doing.

Observe and Report Defects.

681. When practicable, trainmen, stationmen, signal operators, signal maintainers, bridge and track foremen, track-walkers, and watchmen must observe passing trains closely and if anything dangerous be noted, such as defective wheel or coupling, brake rod or beam dragging, hot bearing, must notify trainmen of such trains by signal, or immediately report observation to Dispatcher.

Cutting Off Passenger Cars.

682. Before cutting off trailer cars on all classes of equipment, motorman will make a full service application of the brakes. The motorman will give one sound of the electric bell communicating signal to indicate that brakes have been applied and ready to uncouple.

CARS EQUIPPED WITH CONNECTING AIR HOSE AND ANGLE COCKS.

After the motorman has given the proper signal indication, the angle cocks will be turned, air hose uncoupled, and the cars uncoupled and parted.

Brake valves will not be cut in or handles placed on brake valves of trailer cars until the uncoupling has been completed.

CARS EQUIPPED WITH AUTOMATIC COUPLERS.

After the motorman has given the proper signal indication, the conductor on the car to be moved will operate uncoupling valve to uncoupling position and give proceed signal. After cars are uncoupled and parted replace uncoupling valve to neutral position. The uncoupling will always be made from the car to be moved as the brakes on the car cut off should apply into emergency. Motorman after receiving proceed signal will release brakes, and separate the cars at once; otherwise, cars permitted to stand uncoupled but not parted will cause brakes to apply in emergency on all cars, and cause unnecessary delay.

Brake valves will not be cut in or handles placed on brake valves of trailer cars until the uncoupling and parting of cars is completed.

CARS EQUIPPED WITH SEMI-AUTOMATIC COUPLERS.

After the motorman has given the proper signal indication, push in the uncoupling levers on each

car, located near the step at end of each car, then pull cut levers, one on each coupler head, until the couplers unlock. When cars are uncoupled and the uncoupling levers are not pushed in, the straight air will release and emergency brake will apply; and, when uncoupling levers are later pushed in, the emergency brake will release and car is free to roll. Under such circumstances the hand brake will be set or brake valve placed in emergency position before uncoupling levers are pushed in.

SEMI-AUTOMATIC COUPLER EQUIPMENT.

Brake valve handle will be placed on brake valve of trailer cars and set in service position before the cut levers are pulled.

Car Stops at Street Intersections.

683. When cars or trains are stopped by traffic before reaching regular loading zone, another stop must be made with entrance doors of at least one car within zone before leaving that point, if people are standing in the zone.

At intersections controlled by traffic signals, conductors on 600-700-5000-class cars will leave doors open until motorman is ready to proceed, at which time motorman will give two taps of the gong and conductor will then close doors, providing it is safe to do so, and no one is seen approaching car with evident intention of boarding.

Motorman will not give two taps of the gong until after the first traffic bell is sounded. If motorman should observe anyone approaching, who apparently desires to board the car, he will not give two taps of the gong until he has assured himself that the intending passenger has boarded the car.

One man car operators must be alert and look for intending passengers who may be approaching car entrance from the rear.

The door operating buttons or valves of 600-700-5000-class equipment will not be operated to open doors until the car has come to a complete stop. This applies to any and all pay-as-you-enter cars.

Avoid car stops at locations where entrances or exits are over safety zone buttons.

Conductors will be standing at all times when opening or closing center doors, and will make careful observation and assure themselves that all intending passengers have boarded or alighted, and that doors are clear. When closing doors, conductor will have one hand in position to operate the opening door valve in order to immediately reverse the movement of doors should some passenger suddenly rush forward to board car.

Responsibility for center door accidents will rest entirely with the conductor and they are expected to keep a sharp lookout for any intending passenger wanting to board the car.

Permitting Passengers to Alight From Trains at Unsafe Locations Prohibited.

684. Trainmen will not permit passengers to alight from cars at unsafe locations, when cars are stopped beyond passenger landings, or at other than regular designated stops.

When a train runs by a station where a stop should have been made, the provisions of Rule 98 will govern.

When it is not possible to back the train up to the landing, or when it becomes necessary for passengers to board or leave cars at other than regular stops or landings, trainmen should realize that passengers must be afforded the highest degree of care. Whenever it becomes necessary to transfer passengers from one car to another because of interruptions to service, care should be taken to select the safest possible place for the transfer, making transfer at a landing or cross-

walk if possible and a trainman must remain at the steps of each car to assist passengers in boarding and alighting.

It must be distinctly understood, no deviation from the above instructions will be permitted and that violations are sufficient cause for dismissal of those responsible.

Conductors should give particular attention to this matter in cases where trains are stopped short of regular passenger landings due to safety stops, interlocking signals at stop and similar conditions. Where conductor is preparing to leave car to protect rear of train, he will clearly announce to passengers: "THIS IS NOT A STATION STOP. PLEASE DO NOT LEAVE TRAIN."

MOTORMEN

Unnecessary Conversation Forbidden.

700. Motormen while operating cars are permitted to conduct such conversation with employes and patrons only as is necessary for operation of the train or to make reply to inquiries of passengers. Unnecessary conversation with motormen while cars are in motion is forbidden.

Do Not Allow Others to Operate Motor.

701. Motormen will not permit anyone to operate the machinery on the motor except for instruction purposes. When instructing students motorman must remain in the cab or vestibule at all times, and must carefully watch the operation of the car, taking sufficient action to protect against accident, or following vehicles so closely that a stop cannot be made should an emergency arise. Trainmen must not otherwise operate equipment unless duly qualified by Train Service Instruction Department. Supervisory forces duly qualified will be permitted to operate the motor for purposes of instruction.

Motormen's Vestibule Must Not Be Occupied.

702. Under no circumstances should any person be permitted to ride in motorman's vestibule without authority, nor shall the conductor remain in the motorman's vestibule longer than is necessary to properly receive or deliver train orders, or attend to any other business requiring his presence there.

Passing Cars and Vehicles.

703. When meeting or passing cars on double track in city streets the gong must be sounded and car brought under control as conditions may require. Motormen are cautioned to exercise great care when a vehicle is being driven ahead of car or when passing a vehicle alongside of the track. Sound gong and run cautiously until the vehicle is passed.

When any fire department vehicles, ambulances or police patrols are seen or heard approaching from any direction, cars must be stopped until such vehicles have passed. If conductor observes such vehicles approaching he will at once give motorman stop signal, as prescribed by Rule 58.

Passing Churches, Schools, Etc.

704. When passing a church during the hours of service, and at all times when passing a hospital, run quietly and do not ring the gong unless necessary.

Cars must be run slowly and with great care, and gong sounded, in the vicinity of schools when there are children on the street.

Striking Pedestrians, Trespassers on Private Right of Way, Live Stock or Other Obstructions.

705. Motormen must closely watch road and traffic conditions for possible obstructions or impaired clearances and must use great care to avoid accidents to pedestrians in streets or trespassers

on private right of way. Motorman must take every possible precaution to avoid such accidents, and upon observing children or trespassers on or near the tracks must reduce speed of train and bring same under control before reaching such trespassers. Where hazards of this nature may arise or under conditions where such hazards may be anticipated, motormen must control their train operation accordingly and approach such locations at reduced speed until tracks are seen to be clear.

Particular attention must be given to children playing on right of way who may not be responsible for their actions, particularly in the vicinity of schools, playgrounds, and along beaches. Pedestrian crossings, road crossings, bridge structures involve such possible hazards arising at any time and motormen must give close attention to conditions approaching such locations to avoid accident.

Use great care to avoid striking stock, stopping if necessary. Should any be killed or injured, make report on prescribed form. The presence of stock on right-of-way should be reported to Dispatcher.

Care in Handling and Coupling Cars.

706. Motormen must exercise caution and good judgment in moving and coupling cars, and in stopping and starting trains, and must avoid all unnecessary jerking, so as to prevent disturbances to passengers or injury to persons or property.

In switching, if the person giving the signals by which the motorman is governed, disappears from view, locomotive or train must be stopped immediately.

"Take Next Car" Sign.

707. Motorman must not fail to stop for passengers, unless otherwise instructed, and then before doing so the "Take Next Car" sign must be displayed.

Do Not Move Train at Night Without Lights.

708. A car, motor, engine or train must not be moved onto main track at night without the proper display of train signals.

Acceleration.

709. (a) Cars should be accelerated as fast as is consistent with safety and comfort to passengers. Slow acceleration wastes time and wastes electrical energy. On cars equipped for automatic acceleration, when starting under ordinary conditions where there are no speed restrictions, the handle of the master controller should be placed at once in the full parallel position allowing the car to accelerate automatically to full parallel speed. This is a general rule to which the following exception should be made:

(b) On cars equipped with hand-fed controllers, motorman should pause on each point of the controller long enough to give reasonably smooth acceleration and long enough to prevent blowing of the circuit breaker or line switch. On up-grades and around curves the time shoud be increased slightly and down-grades decreased. Controller handle should not be allowed to remain longer than necessary on resistance points—to do so wastes electrical energy and heats up the resistance unnecessarily.

The pause on the full series point of a hand-fed controller should be long enough to allow the speed of the car to come up to approximately the full series speed.

(c) When a car equipped with automatic control is to be run only a short distance before stopping. the controller handle should be moved to the first point and then to the second point and quickly back to the first point (hand feeding). When car is equipped with hand feed control, the

controller handle should be moved only far enough to secure the speed that will carry the car to the next stop and allow a reasonable amount of coasting.

(d) Freight motormen must avoid allowing locomotive wheels to spin while heavy trains are being started and will exercise necessary care when starting trains to avoid damage to track by spinning of locomotive wheels.

Normal Running.

710. (a) Under ordinary conditions of normal running with power applied, the controller handle should be in full parallel position.

(b) The controller handle should be in the half speed or series running position only when necessary to meet safety requirements, low speed restrictions or where stops are too close together to make parallel running practical.

(c) The cost of power is one of the most expensive items in railway operation, therefore, any wasteful use of electricity must be avoided. Power should be released by returning the controller handle to the "off" position and allowing the car to coast for at least brief intervals before brake application. This saves electrical energy as well as brakes and wheels. These intervals of coasting should never be made long enough to interfere with safety or with the maintenance of schedule, but should otherwise be as long as possible. As much time as possible should be saved on every run by proper acceleration, proper braking, and by making stops as short as practical. Then as much coasting should be done as the schedule will permit.

Electrical energy should be saved by coasting behind a leading car instead of using power until brakes have to be applied sharply for safety.

By coasting up to and around curves instead of using power until the last second with a succeeding hard application of brakes.

By coasting down grade.

By coasting for short intervals before brake applications for all stops and slow downs.

(d) Repeated throwing on and off of power and brakes in order to "nose" a car along a few feet at a time, wastes electrical energy, is injurious to equipment and should be avoided except to such an extent as may be necessary in order to hold a position in dense traffic.

Braking.

711. (a) Proper braking under normal conditions consists of stopping the train with one application of brakes. Whatever brake pressure is required to stop the train at the desired point should be used when the brakes are first applied and this pressure decreased as the speed of the train is decreased. The greatest brake pressure is thus used when the speed of the train is the greatest and the least pressure when the speed is least; in this way a rapid stop can be made as well as a smooth, comfortable one.

(b) Braking should be as rapid as possible without discomfort to passengers or sliding of wheels.

(c) Brakes should not be used unnecessarily.

Stops.

712. (a) No more time than necessary should be spent at stops. Motormen should be on the alert to start the car as soon as proceed signal is given. Conductors should cooperate with motormen and give proceed signals as promptly as is consistent with safety, and also stop signals should be given well in advance of stops.

Motormen and operators will not give any hand signals to pedestrians and vehicle drivers, indicating that they may cross in front of cars.

Overhead Circuit Breakers.

713. While passing under overhead circuit breakers in the trolley wire, motormen should return controller to the "off" position.

Power Trouble.

714 During times of power trouble there may be a temporary interruption to power supply and a number of trains "stalled" close together. When power comes back on the line motorman should in such cases avoid starting all trains at the same time and should instead start one train at a time, allowing the train ahead to proceed at least 100 feet before starting. This will avoid unnecessary overload on substations.

Operation of Passenger Equipment Through High Water Over Tracks.

715. In no case should cars be operated through water exceeding six inches above rail, and then only for a short distance not to exceed 60 to 75 feet. If the water is over the rails for a considerable distance, cars should not be operated through same if it exceeds four inches above rails. In either case the speed should be reduced to approximately six or eight miles per hour and cars allowed to coast through. Power should not be applied unless conditions make it necessary. After clearing the water cars should be allowed to coast an additional 60 to 75 feet in order to allow any water that may be in motors to drain out.

Multiple Unit Operations 600-700-5000-Class Cars.

716. Air brake equipment on 600-700-5000-class cars is so designed that more than three cars in a train will not properly function. This applies to all movements, whether yard or main track, and

multiple unit trains consisting of this class of equipment will not exceed three cars.

One-Man Car Operators.

717. While car is in motion, operators of one-man cars must give full attention to the duties pertaining to the handling of the car.

Unnecessary conversation is prohibited, and in answering inquiries, do not permit your attention being distracted from operating conditions.

The handling of all work incident to fare transactions must be performed while car is standing. Operators of one-man cars are prohibited from collecting fares, issuing transfers or making change while car is in motion.

Operators of one-man cars, when leaving front end of car to collect identification checks, or for any other purpose, must leave brake valve in service position and know that brakes are applied.

Observance of Traffic Signals and Regulations.

718. (a) City traffic ordinances and the Vehicle Code require motormen to obey the instructions of any official traffic control device in operation, barrier or sign applicable to their operations, unless otherwise directed by a police officer, or when necessary to stop for the purpose of avoiding an accident or in case of other emergency.

(b) Whenever traffic is controlled by traffic control signals exhibiting the words, "GO", "CAUTION" or "STOP", or exhibiting different colored lights successively, their indications are as follows:

GREEN alone or "GO": Traffic facing the signal shall proceed either straight through or turn right or left unless a sign at such place prohibits either such turn, except traffic shall yield the right of way to other vehicles and to pedestrians lawfully within the intersection or adjacent crosswalks at the time such signal is exhibited.

YELLOW or "CAUTION": Traffic facing the signal shall stop before entering the nearest crosswalk at the intersection, but if such stop cannot be made in safety vehicle may be driven cautiously through the intersection.

RED alone or "STOP": Traffic facing the signal shall stop before entering the nearest crosswalk at an intersection or as indicated by a clearly visible line, and shall remain standing until green or "GO" is shown alone.

(c) The ringing of a bell in connection with any official traffic signal indicates preparation for a change in the direction of traffic movement. When such bell is sounded no traffic shall enter an intersection until a green or "GO" signal is shown.

(d) When a red lens is illuminated with rapid intermittent flashes, motormen shall stop before entering the nearest crosswalk at an intersection.

(e) When a yellow lens is illuminated with rapid intermittent flashes, motormen may proceed through the intersection or past such signal only with caution.

(f) When stop signs are maintained at the entrance to any intersection where trains operate **longitudinally or wholly within paved city streets,** trains shall stop at every such stop sign before entering the intersection, except when directed to proceed by a police officer or traffic control signal.

(g) Under conditions where trains operate on private railroad rights of way located between paralleling roadways and traffic signals govern vehicular traffic at intersections of street crossings across such rights of way, motormen will be governed by indications of such traffic signals when in operation at such crossings and except as may be otherwise provided by special instructions, boulevard stop signs of paralleling roadways do not apply to train movements over such crossings.

Traffic Signals Synchronized With Rail Operations.

719. (a) Speed restriction signs with prefix letter "S" indicate approach to crossings where traffic signals are synchronized with rail operations during periods that traffic signals are in operation.

(b) At such crossings traffic signals are mechanically controlled by train movements involving the factor of time element for change of signals computed on basis of a certain speed of train approaching crossing.

(c) On approach of train to such crossings with traffic signal in "Stop" position, motormen will reduce speed and approach these crossings under control in order that, if necessary, stop can be made before reaching the crossing, and will not enter the crossing until the traffic signal cycle in each instance is completed and traffic signal indicates "Go".

(d) When approaching trains enter such circuits with traffic signal indication "Go", unless otherwise covered by special instructions, trains hold such signals in "Go" position until the train clears the crossing, under which conditions observe speed restriction as required under Rule 720.

Observe Speed Restrictions.

720. (a) Speed restrictions as published in time-tables or other special instructions must be observed. Regardless of speed restrictions, on approach to crossings where motorman's view is obstructed or at any location where conditions require, motormen will further reduce speed as may be safe and prudent, due consideration being always given to condition of track and all the circumstances.

(b) In complying with speed regulations at highway crossings, speed of train will be reduced

to speed applying a sufficient distance in advance so that train will be allowed to coast on approach to crossing, to enable full braking power being obtained in emergencies.

(c) After speed of train has been reduced to speed applying and there is no vehicle or other conveyance seen approaching that will conflict, brakes may then be released and train allowed to coast not to exceed speed applying at crossing, and except where the speed applies over the crossing when traffic conditions make it safe to do so power may be applied entering the crossing.

(d) The purpose of this procedure is to have train under such control that stop can be made before reaching crossing in case of possible obstruction and to have brake pipe and auxiliary reservoir fully charged so that the highest degree of brake efficiency can be obtained if an emergency arises.

(e) In observing conditions approaching crossings, be constantly on the alert for convoy movements of military vehicles. Where convoy movements are being made, crossings may or may not be protected by sentries or police officers. Where convoy movements are approaching, in progress or where sentries are posted at crossings, STOP, AND YIELD RIGHT OF WAY TO SUCH CONVOY MOVEMENTS.

Stopping Trains on Approach of Emergency Vehicles.

721. Upon the immediate approach of an emergency vehicle giving audible siren signal, motorman operating in city streets shall immediately stop train clear of any intersection and keep train in such position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer.

PASSENGER CONDUCTORS

Conductor in Charge of Train.

740. The general direction and government of a train is vested in the conductor, and all other persons employed on the train will obey his instructions. Should there be any doubt as to authority or safety of proceeding he will consult the motorman, who will be responsible with him for the safety and the proper handling of the train and such use of signals and other precautions as circumstances may require.

When any conductor is assigned to a train by a regular run number he will be in charge of the train. On extra trains the conductor in charge of the train will be designated in the assignment of the crew.

Familiarity With Duties.

741. Passenger and Accounting Departments will issue instructions with which conductors and trainmen will familiarize themselves and comply.

Conductors must assure themselves that their subordinates are competent, instruct them if necessary in the proper performance of their work, and caution them as to its risks. Incompetence and disobedience must be reported.

Two or More Cars in Train.

742. When one conductor works a two-car train, but one conductor's signal to motorman each time is necessary. In such cases conductor will, as far as possible, station himself on rear platform of front car, or front platform of rear car.

Render Aid and Information.

743. Conductors are expected to furnish all travelers such information as they may need, and give particular attention to persons who are ill,

infirm, inexperienced or otherwise unable to care for themselves. Insofar as duties will permit, at terminal stations, conductors must stand at car steps to assist passengers in boarding and alighting from cars.

Conductors will carry a sufficient supply of current public time-tables of the line on which they work, together with those of connecting services, to meet the demands of patrons who desire such time-tables.

Ventilation and Heating of Cars.

744. Conductors must give careful attention to the ventilation of closed cars. No set rules can be issued to cover, but good judgment must be employed to secure the comfort of passengers.

Car heaters must be used only when necessary.

Center and left front vestibule windows on 600-700-class cars may be lowered to the first notch only, when it is necessary for the proper ventilation of the car.

The right front side vestibule window must not be lowered.

Lighting of Cars.

745. It is the duty of the conductor to control the lights in the car so that it shall be properly lighted at all times when necessary. Conductors must extinguish the lights in the early morning hours when darkness has ceased, and not turn them on in the evening until necessary.

Disorderly Persons.

746. Conductors will not permit disorderly persons to get on the train; nor allow disorderly conduct on the part of any passenger; promptly repress all disturbances, threatened violence, profane or offensive language.

Signal to Start.

747. (a) Conductors must never give a signal to start unless they can see the steps and know that passengers leaving the train are clear of same, or that passengers boarding the train are safely on the car. They must be careful not to give a starting signal when passengers are approaching, or close to a train and about to board it.

(b) On rear vestibule cars, conductors must not give proceed signals from inside car but must take position on rear platform and know that passengers have safely alighted or boarded before giving proceed signal. Where front doors of trailer cars are open for passengers to board and alight, conductor on car immediately ahead of such trailer car is responsible for passengers boarding and alighting at head end of such trailer car before giving proceed signals. In giving proceed signals, conductors will remain on rear platform until after train has started.

Keep Venders Off Trains.

748. Conductors will not allow newsboys or venders to ply their trade on trains, or other unauthorized persons to solicit from or annoy passengers, nor unauthorized advertising matter to be distributed on trains.

Change.

749. Conductor must endeavor to make change for passengers when necessary.

When conductors do not have sufficient cash to change a coin or bill every reasonable effort should be made to obtain such change, either from other passengers, other conductors on train or at agency or terminal points enroute. When impossible to obtain change, card receipt Form L-1928 must be issued to passenger, showing date, name and

initials of passenger, amount of coin or bill tendered, points between which traveled, amount of fare, leaving time, station, reason for issuance and amount of change due passenger. Sign your name and badge number and show punch mark, also have passenger sign name on back, and request passenger to present card to Passenger Traffic Department, Room 623 P. E. Bldg., or to agency nearest to his destination. Agents must secure authority from Passenger Traffic Department to make refund.

In addition to above, call Dispatcher at first available company telephone and give full details; Dispatcher to notify Ticket Agent, Passenger Traffic Department.

Money collected in this manner should be remitted in the usual manner and notation made on trip sheet to cover.

Provide Seats for Passengers.

750. So far as possible, conductors must see that passengers are provided with seats, and that no one is allowed to occupy more than a single seat to the exclusion of others.

Call Stations and Streets.

751. (a) Conductors will announce the names of all stations slowly in clear, distinct tones. In announcing junction points they will add the names of the principal stations to which transfer is to be made. On limited trains, before departure from initial station, they will announce that train is a limited, and call the stations at which it is scheduled to stop.

(b) If through misunderstanding a passenger is carried by a station, the passenger should not be put off at any unlighted accommodation stopping point unless at the passenger's request but should be carried to a station which is lighted and in an inhabited locality and furnished with transfer back to proper station or transfer point.

(c) Conductors will announce distinctly the names of streets at which the cars will stop in the principal towns when approaching same.

(d) Passengers destined to points on converging lines must be notified where they are to change and where they will find the trains or coaches of such lines.

(e) Careful attention must be given connections and transfer of passengers, waiting the required amount of time for all passengers to board car with which the connection is made.

Handling of Trolley.

752. It is the duty of each conductor to change and handle his own trolley, except as otherwise instructed in special cases, and with the further exception that in all cases where, operating a single car, trolley leaves the wire and cannot be immediately replaced, the conductor will protect train as per Rule 99 and motorman will replace trolley and on trains of two or more cars, the trolley of rear car leaves the wire at a point or under conditions where it is possible for train to be overtaken by a following train before it can be replaced, the rear conductor will give attention to the protection of the train and conductor of the car ahead will attend to the restoring of trolley on the wire.

Trolley must not be removed from the wire at night until all passengers have safely boarded or left car, except in cases of emergency.

Fares.

753. (a) Collection of fares must be made promptly upon leaving initial station in the manner prescribed in special instructions. On Pay-as-you-enter cars, the fare must be collected as the passenger enters. On 600-700-5000-class cars conductors will handle fare transactions in standing position. While collecting fares, conductor will announce in a clear, distinct tone, "Fares Please."

(b) Should a conductor for any reason return a fare to a passenger, incorrectly register a fare, or by error register more fares than he collected, he must not attempt to make correction by improperly registering subsequent collections, but should make a report of such fact on trip sheet.

(c) Conductors must collect and register fares, tickets or proper evidence of free transportation from every person on the car or train in manner prescribed by special instructions.

(d) When it is uncertain whether passenger has paid or not, and should passenger insist that fare has been paid, conductors will not resort to ejectment, but give passengers the benefit of the doubt, reporting all such cases on trip sheet.

(e) All tickets collected must be cancelled in the presence of the passenger and at the time of collection by three punch marks. Care should be used in cancelling tickets so that cancellation marks will not be made in such parts of the ticket as to interfere with original punch marks. Cancelled tickets will not be accepted unless proper notation appears on the back explaining that ticket was cancelled in error. A conductor making notation on back of ticket must sign his name and badge number.

(f) When a passenger has been carried beyond destination through an error or misunderstanding, or in case of emergency which makes it necessary for passenger to leave car before reaching destination, conductor will furnish passenger with emergency transportation to destination. In such cases notation must be made on trip sheet.

(g) Conductors will be held responsible for supplying themselves with necessary tickets and stationery for the proper handling of the work to which assigned and will comply with and be governed by instructions issued by Passenger Traffic

Department and Accounting Department relating to tariffs, fares, transfers and accounting.

Transfers.

754. In accepting transfer tickets where the time limit has expired, conductors must use good judgment as to the action to take. If it is clear to the conductor that the person presenting same is endeavoring to secure transportation where not entitled to it, he or she should not be allowed to ride without payment of fare; but if there is any reason to believe that the error is on the part of the conductor who issued the ticket or that the time limit has expired on account of a blockade, the passenger should be allowed to ride, and the fact reported on trip sheet.

Conductors will wait at transfer points and give passengers time to board their cars.

Fare Registers.

755. (a) Registers must be turned back to "O" at terminal stations, also when crews make relief enroute, the conductor making relief must see that register is turned back to "O" before starting collection of fares. Additional places where register must be turned back will be covered by special instructions.

(b) When register becomes inoperative, conductor will make note of all fares collected on trip sheet, and report condition to the first inspector available, as well as to Dispatcher by telephone and Superintendent in writing, giving car and register numbers, also nature of trouble.

(c) Failure of trainmen to have register key to properly record the registration of fares on Ohmer fare registers causes excessive work for all concerned and it is important that carelessness in handling register keys be avoided. Both badge numbers and register key numbers should be shown on trip reports. Whenever trainmen make

use of emergency register keys, particular care should be exercised to show on trip sheets both the badge number and register key number being used.

(d) Where trainmen lose register keys and are unable to find same, or when not recovered within 30 days, such trainmen should call at Personnel Bureau and obtain issuance of replacement register key.

Obstructing Platforms.

756. (a) Persons must not be permitted to ride on steps, buffers, fenders or roof.

(b) The platform must be kept as clear as possible by asking passengers to step inside; and if there are no unoccupied seats, to pass to forward end of car, when there is room for them to do so. Conductors in carrying out this rule must address themselves courteously in a general way to passengers, and not to any particular individual. They must be persistent in repeating the request to "move forward, please" in a loud voice when necessary, but must never put hands on passengers or endeavor to push them in.

YARDMASTERS

Report To.

770. Yardmasters report to and receive their instructions from the General Superintendent or officers acting for him under authority and are under the immediate direction of the Terminal Trainmaster, and will carry out the instructions of the Agent as regards the movements of cars in rendering required services in handling of traffic. They will have charge of the yard at stations or territory to which assigned, the movement of trains therein and of the yard force. They are responsible for the prompt movement of cars and the expeditious dispatch of trains within the limits assigned their jurisdiction.

Jurisdiction.

771. At stations where yard force is employed, trains will be under control of the yardmaster, and all employes in train or yard service will be subject to his direction.

General Duties.

772. They will carry out the instructions of the proper authority in regard to the distribution of cars and making up of trains, and will give the necessary directions for switching and placing cars in proper positions in trains, and see that trains leave on time unless unavoidably prevented from so doing. They must see that cars loaded with explosives and inflammable material are placed in the train the prescribed distance from the motor and caboose and that motors, with their crews, also trainmen, are ready for duty at the required time.

They must see that the yard operations are properly conducted and special instructions complied with; that cars passing are properly inspected, and that all cars ordered there by car inspectors are sent promptly to repair tracks and must report all disobedience of rules coming under their notice, and all cars arriving in a damaged condition.

FREIGHT CONDUCTORS

Direction and Government of Train.

780. The general direction and government of a train is vested in the conductor, and all other persons employed on the train will obey his instructions. Should there be any doubt as to authority or safety of proceeding he will consult with the motorman, who will be responsible with him for

the safety and the proper handling of the train and such use of signals and other precautions as circumstances may require. He must obey the instructions of yardmasters within yard limits and be governed by the direction of agents in doing work at stations, and conform to the instructions issued by the Traffic and Accounting Departments.

Protection of Trains.

781. The protection of trains is of the first importance, and conductors must not allow other duties to interfere therewith. They must require their flagmen to act with the utmost promptness and in strict accordance with the rules. A trainman must be stationed, when practicable, on the rear of every train while in motion.

Way-bills.

782. They are required to take a complete tally of their trains before departing from terminal stations, and they must know that they have bills for all loaded cars in their trains. They must not take loaded cars of freight without the way-bills except on specific authority, or take way-bills without the freight or cars, except on specific instructions. If way-bills are not ready to go forward with the cars, they will decline to take them without proper authority. A conductor's way-bill must be made for each car, and for each lot of individual freight taken at a non-agency station except where special arrangement is in effect where billing work is performed at agency stations.

Responsible for Freight.

783. They will be held responsible for the security of freight while in their charge. In leaving loaded cars at stations they will leave them at the most convenient place for unloading, and in such cases act in harmony with the agent.

The doors of empty cars in trains must be kept closed. Conductor must provide himself with sealing iron and the doors of loaded cars must be closed and properly secured unless left open for ventilation. Way-bill instructions relative to ventilation of perishable commodities must be closely observed. When waiting upon sidings and at other times conductors must exercise necessary watchfulness to prevent cars from being broken open and the contents thereof stolen or damaged.

They must carefully examine all the seals and locks of cars when taken and left, and keep a record of the number and condition of same. If seals are found broken at an Agency Station, the attention of Agent on duty will be called to it so that car can be re-sealed. If there is no agent, conductor will inspect contents and re-seal cars. All irregularities of seals must be reported to Superintendent.

When handling way freight the seals must not be broken until the first station where freight is to be unloaded is reached and car must be re-sealed for transit between stations.

When picking up cars at non-agency stations, and at stations where the agent is not on duty, conductor must know that car is in condition as specified in shipping instructions.

When setting out cars for loading at non-agency stations they must see that car is in condition for the commodity to be loaded.

If a car is set out short of its destination, the Dispatcher must be notified, and the bill must be left with the car.

When freight is to be picked up at a non-agency station and is destined to a non-agency station, conductor must first get in touch with the Dispatcher and ascertain whether or not the consignor is bonded. If consignor is bonded, freight may be

handled to destination. If consignor is not bonded, the freight may be picked up and delivered to the next agency station.

Freight must not be unloaded at non-agency stations where there is no shelter during stormy weather.

Report To.

784. Freight conductors report to and receive their instructions from the General Superintendent, or officers acting for him under authority, but will also comply with instructions of supervisory forces, yardmasters and agents in placing cars and doing other yard and station work.

Before Leaving Initial Station.

785. Before leaving initial station, the conductor must be assured that all members of his crew are on hand, that the brakes are in proper working order and all hand brakes released, and that his train is provided with the proper tools, supplies and flagging equipment.

Supervision of Subordinates.

786. Conductors must assure themselves that their subordinates are competent, instruct them if necessary in the proper performance of their work, and caution them as to its risks. Incompetence and disobedience must be reported.

Duties.

787. They must familiarize themselves with all the rules pertaining to the loading, unloading and handling of freight. A car must not be taken from a station if it be unsafely loaded.

Prompt Service.

788. They will use every effort to prevent delay to empty as well as loaded cars at stations, and must promptly move the same as the necessi-

ties of the road require; they will pick up cars wherever they are found in readiness for movement by their trains until they have full trains, or as otherwise instructed.

Inspection of Train.

789. (a) Conductors must see that couplings, wheels, journals and brakes of the cars in the train are in good order by inspecting them, when their duties will permit during train stops or while waiting at meeting or passing points.

(b) Conductor will see that the words "Bad Order" are written with chalk on both sides of bad order cars left at stations and defective parts marked with a cross. They will also attach damaged car card and report damage to Dispatcher, giving car initial and number, and if loaded, contents and destination.

No penalty defect cars shall be handled, except on direction of proper authority and may then only be moved from outside points to the first available repair point.

Position of Crew on Train.

790. (a) Conductors must see that members of their crew are so distributed over the trains as to be able to pass signals from any part of it to the motorman.

(b) Conductors are responsible for and will require proper performance of their duties by their brakemen.

(c) The only member of a freight or work train crew permitted to ride the front end of electric freight locomotive cab on side opposite the motorman is the head brakeman, when duties do not require him elsewhere, and subject to instructions of the conductor.

(d) Trainmen must be so distributed over trains as to control it most effectually.

Cabooses.

791. Conductors must see that their cabooses are kept in a clean and orderly condition.

Shoving Cars.

792. When cars are pushed by motor except when switching or making up trains in yard, a member of the crew must take a conspicuous position on the front of the leading car.

Before shoving cars into spur tracks, any cars on the spur must be properly secured setting hand brakes, irrespective of grade conditions, before coupling or shove is attempted.

Cars must not be shoved or coupled without a definite knowledge that the lead or adjacent tracks will not be fouled.

On descending grades, cars to be shoved must not be coupled onto without knowing that forward cars in the direction of the movement are properly secured with hand brakes.

Before beginning to shove cars, they must be stretched to insure that all cars are properly coupled.

Shoving Cars Ahead of Motor Between Stations.

793. (a) Freight cars must not be shoved ahead of motors between stations when such practice can be avoided.

(b) When freight cars are pushed by motor between stations, the leading car must be equipped with back up hose with whistle attached, and a member of the crew must take a conspicuous position on the front of the leading car and operate tail hose if necessary to stop to avoid an accident.

Switching Over Crossings.

794. (a) In all freight switching movements over public crossings not protected by gates or flagman, a member of the crew must protect the crossing.

(b) When switching over crossings between sunset and sunrise, and when weather is foggy or view otherwise obscured, sufficient fusees must be used to provide continuous warning to vehicular traffic.

(c) Within operating limits of wig-wags, crossing bells, or other automatic warning devices, cars must not be left standing on the main track longer than necessary thereby causing excessive operation of the crossing signal.

Care in Switching at Team and Industry Tracks.

795. Precautions will be taken by freight conductors for proper care being exercised in performing switching operations at team and industry tracks to avoid damage and injury where cars are in process of loading or unloading and where men are working around such cars.

Freight Conductors Train Book.

796. Form CS - 2846 — "Freight Conductors Train Book" will be supplied for use of Freight Conductors to record cars handled in road haul movement, for reference in verifying or correcting wheel reports, and to record any information conductor may desire for future use, such as broken seals, train in accident, question of rough handling or other conditions where there is possibility conductors may be called upon in the future to furnish a report. This record will be in addition to wheel reports and when book is completed should be turned in to Freight Trainmaster for future reference.

Work Train Reports.

797. Conductors assigned to work train service or work car service will render Form L-8822-A, "Work Train Service Report" in duplicate. These reports should give all information called for by the column headings or other instructions con-

tained on the form. Particular attention is called to the necessity of filling in column headed, "Character of Work and Contents of Car" and column headed "Hours on Each Class of Work."

Poling and Dropping Cars.

798. When conditions permit, cars should not be poled or dropped in freight switching operations, when such practice can be avoided.

When it becomes absolutely necessary to pole cars, as quickly as pole is in position, member of crew placing pole will move into the clear a sufficient distance to insure his personal safety, being careful to place pole in such position that it will not slip, and use pole pockets when possible to do so.

Poling movements will be executed with great care and without cars coupled to motor, being careful to avoid damage to equipment or misunderstanding of signals. Use of non-standard push pole is prohibited.

Running switches will be made only when necessary, and when practicable the locomotive must be kept on straight track. Before making a running switch, stop must be made, brakes tested and switch tried.

Operation of Equipment Over Railroad Track Scales.

799. (a) Equipment shall not be allowed to stand on the scale, except when being weighed. Motors, steam locomotives or similar heavy equipment shall not be passed over the weigh rails. The unnecessary passing of cars over the weigh rails is prohibited. Weighed cars which have passed beyond the dead rail switch shall not be returned over the weigh rails. Cars shall not be suddenly stopped on the scale by impact or choking.

(b) The dead rail switches shall be set for the dead rail track except when cars are being weighed. When pushing off the scale, cars which have been stopped for weighing or other purpose, impact must not occur at a speed greater than four miles per hour.

(c) Cars on the weigh rails shall not be moved by cars or motors on the dead rails or vice versa. Cars shall not be moved over the scale with one truck on the weigh rails and another on the dead rails.

(d) When using steam locomotives, the injector shall not be used when an engine is over the scale. The slipping of the engine drivers on the weigh or dead rails is injurious to the structure, but only a sufficient amount of sand to provide the necessary traction should be applied.

STEAM LOCOMOTIVE ENGINEERS AND FIREMEN

Others Handling Engines.

820. Unless otherwise instructed, engineers shall permit no one to handle the engine, except the fireman when competent, and then only in the presence of and under the direction of the engineer; the responsibility remaining with the engineer.

Firemen Subordinate to Engineers.

821. Firemen are subordinate to engineers. Engineers must assure themselves that their firemen are competent, instruct them, if necessary, in the performance of their work and caution them as to its risks. Incompetence and disobedience must be reported.

Proper Equipment Must Be Provided.

822. Enginemen must know before starting each trip or day's work that their engine is equipped with prescribed signals, tools, supplies and flagging equipment and that they are in serviceable condition. They must also know that they have an ample supply of water, fuel and sand.

Care in Firing.

823. Care must be exercised to prevent water from being thrown from the smokestack when starting; at places where personal injury or damage may result, cylinder cocks must not be opened or injectors permitted to overflow. Firing must be done in such manner as to avoid dense smoke. Avoid damage to trolley wires; fire must be turned down when engines are allowed to stand under trolley wires.

Engineers Must Be Alert.

824. Enginemen must be alert in all matters pertaining to safety and while running must keep a constant and vigilant lookout, carefully note all signals, observe position of switches affecting their movement, and watch for obstructions and defects in track. They must frequently look back for signals and indications of defects in train, especially while rounding curves and approaching sidings.

Must Not Interfere With Safety Valves.

825. Enginemen must never interfere with the safety valves or allow the boiler pressure to be above the limit at which valves are set. Steam pressure must be regulated to avoid the escape of steam from safety valves.

Care in Switching.

826. While switching, the enginemen must remain on the engine, exercising great care in

handling engine while yardmen or others are making couplings and must give close attention to signals.

Engines Left Unattended.

827. When engines are left without a man in charge, enginemen must take necessary precaution to prevent them from moving. They must not be left on main track without flag protection, nor block movements on tracks adjoining that on which left.

Engine Not Left at Certain Places.

828. When possible to avoid it, engines must not be left standing within one hundred feet of a street or highway crossing, or under any bridge; nor in the vicinity of waiting rooms, or near cars occupied by passengers.

Observe Signals and Warning Devices.

829. So far as practicable enginemen must observe all wig-wag and other crossing warning devices and must report from the first available point of communication any that are out of order.

Use of Whistle.

830. When visibility is impaired by fog, storm, or otherwise, the engineer must sound the whistle frequently as a warning to trackmen and others.

Striking Stock.

831. When stock is found on right-of-way, sectionmen must be notified, when practicable, and report made to Dispatcher. Should stock be killed or injured, report on prescribed form must be made.

Avoid Setting Fires Along Line.

832. Enginemen must use every precaution to avoid setting fires to trestles or along the line.

BRAKEMEN

Report To.

840. Brakemen report to and receive their instructions from the General Superintendent or officers acting for him under authority. While on duty they are under the direction of the conductor.

Train Signals.

841. They will be furnished with a complete set of train signals, which they must keep in good condition and ready for immediate use.

Position on Train.

842. The post of the rear brakeman is on the last car in the train, which he must not leave except as may be required in the performance of his duties, without instructions from the conductor. Passing all stations he will note whether switch and other signal lights are burning and position of fixed signals.

Inspection of Train.

843. Brakemen should inspect frequently and carefully the condition of the journals, wheels, brakes, handholds, stirrups, ladders and coupling apparatus and if anything in connection therewith is out of order it must be immediately reported to the conductor. This rule will apply to cars in their trains as well as those handled at stations in switching.

Protection of Train.

844. Special attention is called to the rules for protecting trains and the necessity for prompt and strict compliance therewith. Do not wait for instructions from conductor, but act at once and in all cases where the rules require it.

Air Brake Test.

845. It will be the duty of brakemen to assist in making the air-brake test.

TROLLEYMEN

Duties of Trolleymen.

860. Trolleymen report to and receive their instructions from the General Superintendent or district officers acting for him under authority. While on duty they are under the direction of the Freight Conductor and are subordinate to motorman.

Trolleymen are responsible for the proper handling of trolley poles and shall assist motormen in passing signals, care of motor signal equipment and shall immediately report any irregularity in operation, equipment or facilities to conductor or motorman. Where the conditions require trolleyman will assist other members of the crew in performance of their work as may be directed by either the conductor or motorman. In emergencies act at once where the rules require and do not wait for instructions from conductor or motorman.

SWITCHTENDERS AND CROSSING FLAGMEN

Duties of Switchtenders and Crossing Flagmen.

870. Switchtenders, Crossing Officers and Crossing Flagmen report to and receive their instructions from the General Superintendent or officers acting for him under authority. Switchtenders while on duty are responsible for the proper handling of switches at location to which assigned and shall immediately report to Dispatcher any irregularities observed in operation, equipment or facilities.

At crossings protected by crossing flagmen, motorman will call for crossing flagman's signal by one tap of gong and will acknowledge such signal by two taps of gong.

STATION AGENTS

Report To.

880. Agents under jurisdiction of Transportation Department report to and receive instructions from the General Superintendent or district officers acting for him under authority and comply with instructions issued by other departments.

Absent.

881. Agents must not be absent from their stations, grant leave of absence to their subordinates or make any change in their forces without permission.

Station Employes.

882. Agents having charge of employes at stations must see that they properly perform their duties and are courteous and considerate in their intercourse with the public.

Secure Traffic.

883. Agents and subordinates must acquaint themselves with the business interests of the people among whom they are situated, use proper means to secure traffic and act with the view of accommodating the public, and promoting the best interests of the Company, notifying the Superintendent and heads of departments of anything affecting their departments, prejudicial thereto, or conducive to their good, present or prospective.

Report Robberies, Etc.

884. All cases of attempted robbery, theft of property belonging to or in charge of the Company, damage to property by fire or storm, personal injury and other extraordinary occurrences at or in the vicinity of station, must be promptly reported to Superintendent.

Posting Tariffs, Etc.

885. Agents must see that the freight and passenger tariff notices and all notices to the public are neatly posted in conspicuous places in the station; other advertising matter must not be posted on the premises, except when properly authorized, and then only at places designated for the purpose.

Preserve Order.

886. Agents must preserve order in and about the station, exclude from the station and platforms intoxicated and disorderly persons or loungers who interfere with the comfort or convenience of patrons or obstruct the station work.

Waiting Rooms.

887. Agents must see that waiting rooms and other apartments for the accommodation of passengers are thoroughly cleaned, ventilated and lighted. When stations are open for business after dark, see that the platforms are adequately lighted.

Clerical Work.

888. Give prompt attention to correspondence, keep the books and accounts promptly and neatly written up in the manner prescribed by the accounting and other departments to which they relate and submit them to the traveling auditor or other authorized officer for examination as may be required.

Station Grounds Clean.

889. Agents must keep stations clean and orderly.

Switches and Signals.

890. Agents must never throw a switch for a trainman, except where by special instructions, it is made their duty. Agents must see that stations are furnished with necessary signal equipment, and that same is at all times ready for use. Should anything endanger the safety of trains on main tracks, see that proper signals are immediately displayed.

Cars for Loading.

891. Agents must make every effort to obtain cars for shippers at the time desired, but must not promise to furnish them within specified time unless so advised. Order daily or oftener when necessary, stating the kind of freight, and destination, also the route when for points off the line, complying with all outstanding instructions relating to car service matters and tariff regulations.

All cars set out empty to load as well as cars received loaded, made empty and reloaded must be inspected and known to be in condition for the commodity to be loaded.

Permanent record must be kept of such inspection. See that all cars are loaded, unloaded and moved promptly. Furnish conductor with switch list to facilitate movement, and report all delays to Dispatcher. Also see that demurrage, storage and other rules are enforced in accordance with Tariff.

L. C. L. Freight.

892. Unless otherwise instructed, agent must not use cars on hand nor order cars for partial loads of freight that can be loaded in local freight trains.

Unloading Cars.

893. When unloading of cars is delayed by refusal of consignee to accept freight, or from any other cause, agents must report the matter to the proper officer and obtain disposition therefor. Immediately upon arrival of cars containing Company material, the party to whom the shipment is consigned should be notified, and if on hand over twenty-four hours, notify the Car Service Office.

Advertisements on Cars.

894. (a) Apply cards to cars as required by the special instructions relating thereto and remove all old cards except home route and M.C.B. defect or repair cards before forwarding cars.

(b) Agents must not allow advertisements to be placed on any freight car, and must remove all advertisements not provided for in M.C.B. rules and I.C.C. regulations for the transportation of explosives and other dangerous articles. Such notices must not be placed over car numbers, initials or other inscriptions relating to the service of the car.

Cars Set Out.

895. When cars are left short of destination, report by telephone to the Dispatcher, stating their contents, destination and why left. Also report the date and train upon which forwarded. Prompt notice must be sent to the Dispatcher of the completion of repairs to disabled cars.

Loading Cars.

896. Agents must see that all freight loaded is safely and properly stowed and when necessary, is securely fastened by braces, blocks, cleats, stakes, chains, or other means, as the nature of the freight may require, to prevent loss or damage by falling, shifting, chafing, breaking, or by contact with any contaminating substance. In loading way cars, stow freight in station order. Allow nothing to be loaded on the roof of a car.

The loading of all cars must be in conformity with Master Car Builders Rules.

Check Freight.

897. Local freight to be loaded or unloaded must be checked and anything irregular noted on the waybill and prompt report made to department interested.

Marking Freight.

898. Agents must see that all less-than-carload shipments of freight are plainly marked showing consignees and destination, and that all old marks are erased.

Protect Freight.

899. Agents must see that all freight which requires shelter is promptly placed in freight house or in cars.

Lock Houses and Cars.

900. Freight houses must be locked, and cars containing freight, which can be closed, must be sealed or locked at all times, except when the agents or other authorized persons are in immediate charge thereof.

Maintain Track Clearance.

901. Freight baggage or express must not be left between main tracks nor within six feet of main track.

Tracks, Scales, Etc.

902. Skids, trucks and scales when not in use should be placed in baggage room or warehouse; if necessary to leave them on platform, they should be lined up at the end or in the rear of station building and must be locked or otherwise secured.

Express Business.

903. They must, when authorized to act as agents of any express or other company, give preference to the business of the railroad.

Encroachments on Company Property.

904. Agents must familiarize themselves with the boundaries of the Company's property at their stations, and must not permit any encroachment thereon.

Storage on Station Grounds.

905. Unless provided for by authority of lease or permit they must not allow commodities to be placed on grounds or right of way at their stations for the purpose of storage without written permission from the Superintendent, and then only after release on prescribed form has been executed by the owner.

SIGNAL TEST RULES

No.	KIND	OBSERVANCE
1	Stop, red flag.	Acknowledge signal 54 (h) and bring train to stop before reaching signal.
2	Stop, red lantern.	If signal is not promptly cleared, be governed by Rule 99.
3	Stop, red fusee.	Acknowledge signal and bring train to stop before reaching signal, be governed by Rules 50 and 99.
4	Stop, one torpedo.	Acknowledge signal and be governed by Rules 56 and 99.
5	Caution, two torpedoes.	Acknowledge signal and be governed by Rule 56.
6	Stop, white lantern or any object waved violently on or near the track.	Acknowledge signal and bring train to stop before reaching signal. If signal is not promptly cleared, be governed by Rule 99.
7	Stop, block signal at red.	Acknowledge signal and bring train to stop before reaching signal and be governed by Rules 99 and 216.
8	Stop, interlocking home signal at red.	Whistle for semaphore, stop. Be governed by Rule 99 and when board clears, acknowledge signal, recall flagman and proceed. See Rules 330 and 332.
9	Caution, yellow flag, lantern.	Reduce speed at once and proceed under control (Rule 51).
10	Caution, distant signal, or block signal, at yellow.	Proceed, prepared to stop at next signal.
11	Light not burning in block or interlocking signal.	Be governed by Rules 71 and 99.

No.	KIND	OBSERVANCE
12	Headlight displayed of train on siding of single track, clear of main track and switches properly lined.	Stop as near as practicable to train displaying wrong or deficient signal, and ascertain the cause, reporting occurrence to Dispatcher.
13	Red Markers displayed at night on rear of train on siding.	Be governed by Rule 63.
14	Yard limits, hand signals.	Acknowledge and be governed by signals and Rules D109 and 409.
15	Switch light or target reversed.	Bring train to a stop before reaching switch and proceed as soon as switch is seen to be properly lined up. (See Rule 92).
16	Protection of rear of train by conductor or flagman.	Be governed by Rule 99. (See Rule 48).
17	Speed.	Be governed by time-table rules and by instructions contained in special bulletins.
18	Railroad crossings, and safety stops.	Be governed by Rule 96.
19	Brakes.	Respond to whistle signal to set brakes. (See Rule 54a).
20	Crossing flagmen.	Be governed by rules covering.
21	Special tests for Rules and Special Instructions.	Compliance with rules and Special Instructions. (Rail and Motor Coach Operations).

Officials making tests will remove or clear signals immediately after observance, so as to avoid unnecessary interruptions to traffic.