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RE-ISSUE OF
SPECIAL NOTICES
LOS ANGELES DIVISION
1959

SOUTHERN PACIFIC COMPANY

LOS ANGELES DIVISION

NOTICE NO. 1

JANUARY 1, 1959

AGENTS
TELEGRAPHERS
TOWERMEN
TRAINMEN
TRAIN BAGGAGEMEN
ENGINEMEN
SWITCHMEN
CHAIR CAR PORTERS
CAR INSPECTORS
SECTION AND EXTRA GANG FOREMEN
B&B FOREMEN
SIGNALMEN
OTHERS CONCERNED

I N D E X

<u>SECTION</u>	<u>PAGE</u>	<u>SUBJECT</u>
1	2-5	Accidents, Safety
2	5-11	Passenger Train Operation
3	11-14	Ticket and Pass Regulations
4	14-15	Mail, Baggage, Express, and Company Shipments
5	15-20	Miscellaneous Passenger and Freight Train Operation
6	20-23	Mechanical Instructions, Defective Equipment
7	23-28	Explosives—Fire Prevention
8	28-41	Preparatory Time and Agreement Notices
9	41-44	Miscellaneous Reports and Instructions
10	44	Agencies and Local Conductors

P. D. ROBINSON
Superintendent

NOTICE No. 1

SECTION 1 - ACCIDENTS, SAFETY

1 - TELEGRAPHIC REPORTS, Form 2957, must be made on all accidents immediately after accident occurs, regardless of how trivial accident may seem.

Form 2957 will be addressed to Superintendent, and to Assistant Superintendent, Chief Dispatcher, and Trainmaster having jurisdiction, to Division Engineer covering M of W accidents, and to Master Mechanic covering Mechanical Department accidents; also, copy to immediate supervisor. Accidents occurring in yards where yardmaster is on duty will be reported to yardmaster immediately, who will file necessary telegraphic report. Supplemental report by wire must be made from first open telegraph office when not possible to give all necessary information in first report.

Agents will report all accidents in and around station, Section Foremen will report all accidents or fires occurring on their section regardless of whether reported by others.

Where property of outside person is damaged, estimated amount of damage will be given.

Accurate and complete information must be given.

Question No. 4: Show direction of train, as well as number.

Question No. 7: Show cause of accident; as, "broken wheel," "split switch," etc.

Question No. 8: Show information following order: name, occupation, address, extent of injuries, estimated number of days person will be off duty account injury. In case serious injury, name and address of nearest relative or friend. In reporting personal injuries of passengers or outsiders, give full name, age (if possible), destination, residence address, etc.

Question No. 10: Give account of medical attention given injured person and disposition, whether sent home, to hospital, etc.

Question No. 24: In addition to full details of accident show the following:

If an accident occurred on or about caboose, show caboose number.

Injuries due to stepping on rock or objects should show exact location of the occurrence. For example: "On toe path, north side of main track, 150 feet west of east switch, Garnet," or, if within the yard, designate the location east or west of nearest switch, switch shanty, or other fixed object.

Include advice of action taken by State or local police with driver of vehicle who fails to comply with provisions of the law or local ordinance and becomes involved in accident resulting in damage to our property or retarding of our operations.

In grade crossing accident advise what warning signals given by engineer, condition of crossing, driver's view of approaching train, etc.

Accident report covering break-in-two should show car number, class of car, type of coupler, and location of car in train.

2 - Drivers of company-owned automotive or other vehicular equipment must report any accident, no matter how trivial, to his immediate supervisor, make written report on prescribed form, and promptly mail to Superintendent's Office.

- In connection with grade crossing and other accidents in which you might be questioned by civil authorities, it is not desired that members of engine or train crews furnish signed statements to highway patrol officers or other law enforcement officers. Your reports covering accidents should be made to Superintendent's Office for subsequent handling in usual manner.

While the law authorizes such officers to investigate accidents and interrogate witnesses, any oral statements given to such officers should not include any reference to speed at which train or other vehicle in collision was traveling, visibility of either engine crew or driver of vehicle, when and at what point vehicle first seen by engineer or fireman. These are matters of detail which should be covered in your reports to the Superintendent's Office.

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

- Form 2611, "Employee's Report of Accident," is to be used in reporting other than crossing accidents, and will be prepared in triplicate by all members of crew during their tour of duty or before registering off duty on any accident of which they have knowledge, which occurred during their tour of duty, or by Section Foreman, B&B Foreman, etc., and forwarded to Trainmaster, Roadmaster, B&B Supervisor, or other officer concerned, promptly. This form must be prepared in full and each question answered to the best of the ability of the employee.

"Casualties to Persons" - If passenger, trespasser, or non-trespasser, so state. State what injuries consisted of, such as "index finger right hand bruised," etc. State how many days injured person will probably lose, attending physician to furnish when possible. When estimated disability is reported, as 2 or 3 days, and it later develops disability will exceed that period, injured person should notify Superintendent's Office at once.

Give estimated damage to equipment and track.

"Details of, cause, and circumstances" - Give complete description and details leading up to accident. Also contents of and location of cars in train in case of derailment, and whether on curve or tangent, ascending, descending, or level grade. Show names and positions of crew members on back of report.

- Revised Form CS-2611-A, "Grade Crossing Accident Report," is to be executed only by the conductor of a train, engine foreman of a yard movement, or engineer in charge of a light engine, respectively, involved in a grade crossing accident. Only two copies are to be prepared, and both the original and duplicate are to be forwarded direct to Superintendent. All questions must be answered.

- Form 7402. To be used by conductors in all cases of extraordinary accidents, such as collision, derailments, and severe rough handling involving injury to passengers, obtaining one Form 7402 from every passenger in car, or cars, of train affected. These forms are not to be distributed in cars for passengers to sign or destroy, but conductor should

delegate brakemen, Pullman conductor, or other employees riding on passes, to assist in securing information, and should representative of Claims Department board train, conductor may hand him filled-out forms. When Claims Agent does not board train, forms should be handed over to succeeding conductor. If Claims Agent does not meet train prior to termination of run, forms will be turned in to Superintendent's Office for delivery to Claims Department.

7 - Form 3504. Purpose of this form is to secure expression from all parties who are in any way connected with personal injury accidents, other than those occurring in train, engine or yard service, as to whether or not they witnessed accident or know anything of circumstances. Statement is to be secured as soon after accident as possible, signed by person making it, dated and witnessed. Secure from all persons present when accident occurs; if did not witness accident, so certify. These statements to be sent to the Superintendent's Office, in duplicate, with Forms 2611.

8 - Form 5666. Employees incapacitated as result of injury will, on return to work, furnish Southern Pacific Hospital Department release. This release, Form 5666, will be delivered to Foreman, Agent, Trainmaster, or other person in charge of work, and forwarded to Superintendent's Office with advice as to actual date injured employee resumed duty.

9 - FIRES. Telegraphic report, Form 2957, will be rendered immediately, the same as for any other accident. Wire report will be followed by Form 2677, when applicable, instead of Form 2611, to be made out by Section Foreman, signed by Roadmaster, and sent to Superintendent's Office.

10 - STOCK KILLED. Do not make telegraphic report of stock killed except when damage to equipment or injury to person occurs. When stock is struck by train, engineer will render Form 5561 and send two copies to Superintendent's Office. Form 2770 is to be filled out in duplicate by Section Foreman and sent to Superintendent's Office, after signed by Roadmaster.

11 - BREAK-IN-TWO. Will be promptly reported by wire to Trainmaster, Road Foreman of Engines, and Chief Train Dispatcher, giving information as to cause. If due to defective equipment, state whether old or new break. If damage appears to be in excess of \$750.00, report on Form 2957, followed by Form 2611, etc.

12 - When passengers, patrons or others having business relationship to the Company require treatment for injuries received upon our property, first aid treatment should be arranged for through services of Company surgeon if one is available, irrespective of the circumstances of the accident. Telegraphic accident report should be immediately rendered and Claims Agent will advise Chief Surgeon whether or not such injured person should receive further free attention.

13 - When trespassers or occupants of vehicles are injured on our property or by reason of our operations, and their condition is such by reason of their injuries that they are unable to arrange for any necessary medical or hospital care, city or county authorities should be promptly notified so they may arrange for medical, ambulance or hospital service. When ar

arrangements cannot be made with public authorities to move such persons by public conveyances to public hospitals, arrange for movement by private conveyance to public hospitals. Only in such cases where public hospitals are not accessible, or where such persons are refused admittance to public hospitals, should arrangements be made to have them moved to private hospitals, and then for emergency treatment only. In every such case, Superintendent's Office should be furnished prompt advice by wire so that further handling can be arranged.

4 - In case of fatal injury to trespassers and others on our right of way, employe should remain with body until nearest undertaker notified within the county where death occurred takes charge.

5 - In event of striking any vehicle where wreckage is dragged over switches or frogs, make very careful inspection to determine if switches or frogs have been damaged, switch-stand loosened, bonding or bridle rods broken or bent, or damage to guard rail, noting if wreckage has lodged between switch points and stock rail or in frogs, pulling train over frogs or switches in order to make close inspection. If there is any question as to whether track, switches, or frogs have been damaged, track must be fully protected and Section Foreman notified.

6 - If wigwag or other automatic warning device is rendered inoperative as result of grade crossing accident, Chief Train Dispatcher should be notified in order that crossing may be protected until the automatic warning device is repaired.

7 - Conductors in work train service engaged in handling track or other material, before permitting movement of train from one point to another, must closely check lading to see movement can be made with safety.

8 - Passing through tunnels, train personnel or others should not be permitted to ride in the engine room of diesel locomotives. Employes must not ride on the side or top of engines or cars while such engines or cars are moving on tracks entering or within engine houses and shops where close side and/or overhead clearances exist.

9 - Trainmen riding on top of trains, and yardmen riding out on drags at night, moving from one part of yard to another, must keep their electric hand lanterns lighted.

10 - When necessary for yard clerks to check vents or perform any other work necessitating their being on cars, they must first contact the yardmaster in charge to arrange for their protection. Yardmaster will provide protection by notifying yard crews and/or herders that clerks are so engaged and that cars must not be coupled into or moved until authorized by him after yard clerks have informed him that their work has been completed.

SECTION 2 - PASSENGER TRAIN OPERATION

1 - In event passenger train delayed as result of defective car, and holding of train to complete repairs would cause train to reach terminal in excess of one hour late, be governed by following:

DEFECTIVE BAGGAGE, POSTAL OR MAIL STORAGE CAR CONTAINING HEAD-
END TRAFFIC:

(a) If necessary to cut car out, contents should be transferred to other head-end cars in train or to spare car when available, provided train will not be materially delayed. If not possible to transfer entire load, preference must be given to remains, pets, hand and sample baggage, theatrical, football and baseball paraphernalia moving by baggage; perishable express matter, and U. S. Mail as provided in Section 69 of Southern Pacific Company Mail Book.

(b) If defective car can be repaired in time for movement in a following train that will provide substantially the same connections and deliveries, it will be forwarded in that train or, otherwise, the contents transferred to a car in such train, subject to instructions from Chief Train Dispatcher.

(c) When a postal car is transferred from one train to the following train, agents at all points en route should be notified accordingly.

(d) Full information regarding movement of car, transfer of contents and other data in connection with defective car cut out of train should be sent by wire to Chief Train Dispatcher.

(e) Proper protection must be given contents of any defective cars cut out.

DEFECTIVE PASSENGER CAR

(a) Occupants should be transferred to space in other cars in train if that can be accomplished without undue inconvenience to passengers. When such transfer is made, Chief Train Dispatcher must be notified by telephone.

(b) At initial terminals if reasonably adequate substitute space or suitable car is not available, local Passenger Traffic-Public Relations Department representative shall be called upon to notify passengers that they have choice of riding in remaining space or transferring to some later train.

Transfers mentioned above are not to be undertaken unless in this manner the net delay will be substantially less than would be incurred by waiting for repair work to be done. In the case of sleeping car passengers, train and Pullman conductors must exercise judgment as to whether the amount of time required to complete repairs justifies transfer, depending upon (a) hour of the day, especially if after dark or passengers have retired; (b) local conditions at point where transfer would have to be accomplished; (c) opportunity for loss of baggage and personal effects; and (d) necessity of disturbing passengers who may be ill or physically unable to move into another car without great difficulty.

2 - Where mail is dispatched by mail crane and train is run through siding, it will be necessary for train to slow down sufficiently to permit dispatch by station employe or mail messenger. If necessary, train will be stopped.

3 - In event train is so far behind schedule that passengers will miss special connections at junction points, the prob-

Plans of such passengers should be wired ahead to Passenger Department Representative, and Chief Train Dispatcher.

Unusual problems of passengers which cannot be handled on the ground should be wired ahead for attention of Passenger Department Representative.

4 - When a passenger train is unable to continue beyond a certain point for an indefinite period because of accident, washout, or other line interruption, conductor shall arrange to obtain information at the earliest practicable moment, and progress reports at frequent intervals thereafter from Chief Train Dispatcher or other reliable source concerning the difficulty and probable duration of delay. With the assistance of other railroad and Pullman Company employes on train, as well as any Passenger Traffic Department representatives present, passengers shall be kept currently and suitably informed to extent of interruption, location, cause, probable duration of delay, and steps being taken to restore normal operation, so that passengers' apprehension may be relieved and they may be assured that everything possible is being done to restore service promptly.

During daylight hours announcements shall be made in each car, and during night hours, after majority of passengers have retired, information shall be imparted to individual passengers as inquiries are made by them.

Good judgment must be used in the form and type of announcements regarding cause of service interruptions so that undue alarm will not be created among passengers.

When arrangements are made for detour movement or for bus or other substitute service, this information should be given to passengers as promptly as possible.

All assistance possible should also be extended to passengers in sending messages. When passengers are kept currently and fully informed, they will be afforded opportunity to notify their families or others who are expecting them at their destinations and may change their plans or itineraries and possibly take advantage of other forms of transportation in order to keep important business or other engagements.

Conductor should assure himself that when, because of delay, passengers are required to eat more meals on train than under normal operation, the dining car steward has made or will make arrangements to furnish free meals to revenue passengers in accordance with instructions issued by Dining Car Department.

5 - Passengers who have been inconvenienced and obliged to transfer from one sleeping car to another due to mechanical defects, shall be served the next meal without charge and with compliments of the Company.

6 - Train Conductors will detrain to supervise work during station stops. Porters should promptly load passengers, and when loading completed, promptly board train and close vestibule. When Conductor calls "All Aboard", brakemen and porters should repeat the call along the train.

When last step box is taken up, or blue flag removed, and rear brakeman is ready, he should pass proceed signal to head end.

Proceed signal should not be given engineer while step boxes or porters are still on platform, as that should be evidence that all passengers are not yet loaded.

When trains having assigned chair car porters make station stops, sufficient number of traps should be opened to permit

prompt detrainning and entraining of passengers.

7 - Chair car porters will accompany conductors through their assigned cars while conductors lift or check transportation in order to obtain information as to destination, checking of hand luggage, etc.

If chair car passenger is in diner, or some place other than his assigned car, chair car porter must make note and obtain information later in order to insure proper handling of luggage and that passenger detrains at his destination. Conductor will see this is accomplished.

8 - Overflow coach passengers should be seated in either the Lounge Car or Pullman space. Wire ahead, with copy to Chief Dispatcher, to arrange for a pick-up chair car at the first convenient point.

9 - Visitors will not be permitted to board trains at stations where there is no dead time shown in train schedule. Should visitors board trains at Los Angeles Union Passenger Terminal and do not get off prior to departure, detrain at Glendale or Alhambra. At other stations, the next regular stop.

10 - At stations with platforms of restricted length, except when second stop is authorized, arrange to handle Pullman passengers at coach vestibule on platform. Chair car porters must assist Pullman passengers to their Pullman cars.

Chair car porters must not move passengers from one car to another or change seat assignments without conductor's permission.

11 - Cases where passengers, after boarding train, have lost or misplaced transportation, should be wired to Passenger Traffic Manager at Los Angeles, with copy to Chief Train Dispatcher.

12 - When #99 has in excess of 30 passengers for Monterey Peninsula or Santa Cruz, conductor will advise Agent, Salinas, from Santa Barbara.

Conductors of Train #1 will file message at Niland to Station Passenger Agents, SP and AT&SF at LAUPT, with copy to Mr. J. H. Pruett, Jr., at Los Angeles, of number of revenue passengers who will transfer to AT&SF #76.

Conductors of Train #3 will file message at Niland to Station Passenger Agent, LAUPT, indicating number of revenue passengers who will transfer to Train #99.

13 - Upon arrival Bakersfield, Conductors of Trains #57 and #59 will file wire daily addressed to Mr. C. E. Peterson, San Francisco, giving total number of chair car passengers handled into Bakersfield.

14 - Handicapped passengers who are unable to go to the diner, should be advised that meal service can be furnished in their seats. Passenger's seat and car number should be given to the steward, who will send a waiter with the menu and provide the required service.

15 - Where passenger dies en route, body should be carried either in room space (if passenger was so traveling), or in baggage car to first station at which agent or operator is on duty, and there removed from train to be held until disposi-

tion can be arranged. Conductor should furnish agent with full report of circumstances; also, make prompt report by wire to Superintendent's Office, giving name, ticket destination, accommodations occupied, apparent cause of death, name of relative or friend traveling with deceased, if any, and, if not, name of nearest relative or friend ascertainable.

Personal effects, including hand baggage, will be left with Company representative where body removed from train.

If death occurs under suspicious circumstances, agent or operator should at once notify county coroner or other local officer. If disposition of body is not arranged for promptly by relative or friend of deceased, a local officer should be notified and requested to take charge of remains.

16 - Articles found on train, at stations, dining rooms, club rooms, restaurants, newsstands, passenger or baggage cars, will be turned over promptly to Station Baggage Agent.

17 - Conductor or head brakeman must patrol train at least once every thirty miles. Rear brakeman must be on rear platform or have vestibule doors open, and acknowledge signals from employes making rolling inspection of train.

18 - During period May 15 to October 1 when it is permissible for passenger trainmen to wear Alpaca coats, it will not be necessary for trainmen to wear vests. Coat must be worn when on duty.

19 - Chair car porters will take position at opposite end of car from news agent's store. Only employes authorized by the Company may solicit or make sales to passengers.

20 - Train crews will refrain from entering or riding in Army Hospital cars or Dormitory cars except when necessary in performance of their duties.

21 - On Trains #75 and #76 gate at rear of Snack Lounge car for chair car passengers must be kept closed at all times with the following exception: When extra Pullmans are added to accommodate military personnel these Pullmans will be placed directly behind the Snack Lounge car and gate will be closed at rear of the last of these extra Pullmans so as to allow military personnel the use of Snack Lounge car. When coach passengers use the Pullman lounge, conductors should request them to have their tickets upgraded or return to chair car section.

22 - Radio on passenger trains, except in cases of national broadcasts of general interest, is to be turned down softly and tuned to high type musical programs.

23 - Toilet doors, passenger equipment, must be kept locked between Newhall Tunnel and San Fernando, over Colorado River bridge or other water sheds, at LAUPT, at large stations, and when moving on Front Street, Ventura, or through cities. Pullman porters will lock toilet doors in Pullman cars.

24 - Men's toilet in coach next ahead of diner, between 4:30 AM and 7:00 AM, will be locked for exclusive use of dining car crews, except when Dormitory car provided. Toilet facilities must be thoroughly cleaned by chair car porter before re-opening to public.

25 - Trainmen and porters must see that luggage and parcels are placed in racks in a manner that will prevent falling.

26 - Trainmen and/or chair car porters must close doors to electric lockers in passenger trains when found open.

27 - In all cases where escorts accompanying individual military remains are unable to complete their mission because of sickness, misconduct, or other reasons, immediate report must be made to Superintendent's Office or Chief Dispatcher's Office so that distribution centers involved, or the nearest Army headquarters, can be notified. In such cases we are required to remove the remains if possible at point where escort detrains, or otherwise at first available unloading point, and store the remains from public view pending the furnishing of another escort. In no case should remains be delivered at destination by any one other than an escort officially assigned for that purpose by the War Department.

When train guards are unable to complete their mission because of sickness, misconduct, or other reasons, the car of remains which the guards are accompanying must be set out at the first available point, which precludes public view of the car, and similar report made.

28 - If lights fail or AC blower fan fails to operate, instructions given below should be followed to trainline passenger cars:

(a) Trainline car to nearest car with like voltage. This is very important. Stenciled voltage at T. L. switch.

(b) Open trainline switches on both cars; that is, car from which you are receiving power and car which has low batteries.

(c) Apply trainline connector (located in electric locker) in trainline receptacle tightening wing nuts or thumb screws firmly.

(d) Open or pull down lighting switch and AC switch in car having low power trouble. Turn off blower fan and AC switch.

(e) Close trainline switch in car from which you are receiving power. Close trainline switch in car which has low power. Wait approximately three minutes, then close lighting switch, AC switch, and AC blower fan.

(f) In event adjacent car does not have same voltage as car which has low power it will be necessary to trainline through one or several cars to obtain power. In doing this be positive that all trainline switches are pulled down in cars through which you are trainlining.

29 - The folding steps on streamlined cars project beyond side of car when in partially open position. Care should be taken in raising or lowering while train or car is in motion to prevent hazard of accident.

30 - Retractable windshields on streamlined cars must not be tied or wired in an extended position.

31 - Flagmen are instructed to carry the canvas container when they go flagging and that fusees and torpedoes shall be removed therefrom only when they are to be used.

When removing markers on train arriving LAUPT, trainmen will place them in vestibule and leave flagging equipment on train. Under no circumstances should markers or equipment be placed behind vestibule diaphragm. If marker lamps or equip-

ent need attention, trainmen will leave note attached indicating defective condition.

Flagging equipment and markers will be on rear of train when delivered to LAUPT. Rear brakeman must make immediate inspection to see necessary equipment is available. Emergency equipment may be obtained at terminal storeroom opposite track 17. Spare electric bulbs for electric markers will be carried in the electric locker of rear car.

2 - Any defects noted on equipment must be reported on Form 8-2809 and copy placed on clip in electrical locker in head passenger-carrying car of passenger trains, to be picked up by representative of Car Department upon arrival at Mission Road Coach Yard, Los Angeles.

In event of major repair work or defects requiring immediate correction before equipment can again be used, wire report must be filed to Chief Train Dispatcher and Car Foreman, Mission Road Coach Yard, Los Angeles, from first open telegraph office, and Form 8-2809 rendered as above.

Such trains departing Los Angeles develop defects en route, every effort must be made to notify dispatcher in advance of train's arrival at next terminal, who in turn will arrange for car forces to be on hand.

3 - Following information is furnished for your guidance governing the operation, purpose, and physical characteristics of journal alarm indicators:

The chemical heat indicator type is used on all roller bearing equipped passenger cars. This indicator is located in the front of each roller bearing box near the top and consists of a small metal tube filled with Ethyl Mercaptan sealed with a fusible plug.

If for any reason the temperature inside the journal box exceeds 220° F., the plug melts releasing an extremely pungent and penetrating odor to the atmosphere to warn the train crew of a hot box.

When the odor is detected by the engine crew or train crew, the train should be stopped at once and the overheated bearing located. Examination should be made and if roller bearing unit is damaged, car should be cut out of train.

4 - When extra sleepers or other cars are placed behind regular rear end car which operate with Portable Red Warning Light or Portable Rear End Sign, the portable red warning light and/or rear end tail sign will be installed on rear end of last car and when such cars are set out en route, the above devices must be removed and replaced on last car of train.

SECTION 3 - TICKET AND PASS REGULATIONS

- When passenger trains stop at non-scheduled points, passengers may board train, providing they are destined to a scheduled stop.

- Southern Pacific tickets are good on Santa Fe trains and Santa Fe tickets are good on Southern Pacific trains between San Francisco, Oakland, Stockton, and Bakersfield and intermediate common points served by both railroads. Stations Empire, located on the Santa Fe, and Modesto, located on our line, are considered common points under this arrangement. This will apply to all tickets regardless of class, origin, or destination.

Record of tickets honored but not lifted must be taken to

insure our being reimbursed for service performed.

3 - Station forces when selling transportation, or others issuing transportation, will inform escort to advise train conductors that they are accompanying remains.

Conductors will determine if remains are on train and advise escort accordingly. If remains are not on train, conductor will inform Chief Train Dispatcher so that action may be taken to locate.

4 - In connection with charges, rules, and regulations applicable to movement and occupancy of:

- (a) Common carrier owned Official or Office cars,
- (b) Cars loaded by Common Carriers for office or business purposes,
- (c) Passenger cars owned by individuals entitled to use (and using) free transportation,

following additional arrangements will apply:

If passenger holds ticket for sleeping or parlor car space in regular equipment, he may be invited into official car for seat service during daytime without additional collection.

If accommodations in sleeping car equal or exceed charge provided for in tariffs for space in official cars, no additional collection will be made if official car occupied during night.

If sleeping car ticket for space in regular cars is for lesser accommodations than rate provided for space in business car, difference between amount originally paid and single occupancy section rate will be collected if passenger travels in official car at night.

5 - Care must be exercised in ticketing of demented persons. Be governed by the following:

When demented person or persons are in charge of nurse or attendant, and you are reasonably certain regular passengers will not be discommoded, you may arrange to ticket such passengers, provided they purchase drawing room or compartment accommodations.

Where transportation requested for demented persons between points where Pullman cars do not operate and you are reasonably certain that such persons should be carried, you may arrange to carry them in baggage car, provided they are securely strapped and in charge of nurse or attendant.

When this latter procedure followed, proper statement of fact must be made on Form 7341. It is not necessary for demented person to sign release. Release, however, can be signed by attendant by striking out words "and to" in second line of second paragraph and inserting word "as" in blank, and by striking out words in third line of second paragraph "and said" and "each and both."

After Form 7341 has been properly executed, it is to be sent to General Claims Agent at San Francisco.

No person who, because of mental, physical, or other disability, is incapable of caring properly for himself or herself will be received as passenger unless accompanied by competent attendant, and no contract for transportation or ticket purchase by or for such person in contravention of this rule shall be valid.

If in doubt as to procedure to be followed, wire General Passenger Agent or District Passenger Agent in charge of the territory.

6 - Prospective passengers who are non-ambulatory and have to

entrained and detrained on stretchers shall not be sold tickets for transportation on passenger trains without first making arrangements as outlined in "Stretcher Patient" section of Passenger Traffic Department circular entitled "General Arrangements Covering Transportation for Out of the Ordinary Classes of Passenger Traffic."

Conductors, ticket clerks, and others concerned must thoroughly familiarize themselves with instructions in that circular pertaining to their individual responsibilities in the handling of stretcher patient passengers.

A few of the important requirements which must be borne in mind follow:

(a) Tickets are not to be sold to or for transportation of stretcher patient passengers unless accompanied by an attendant or nurse competent to afford them the care and assistance their condition requires. Patient and attendant or nurse must be assigned room space in Pullman sleeping car, except when authorized, as outlined in Passenger Traffic Department circular, they may be handled in baggage car. Where bedrooms are to be used by stretcher patients, only "crosswise" rooms shall be assigned.

(b) When requesting space in sleeping car clearly state what space is required for stretcher patient passenger and attendant, and specify side of train on which station platform is located so that, if possible, room will be made available on that side of train to facilitate loading. All concerned should be impressed with the necessity for completing all arrangements at least 24 hours in advance when possible.

(c) Some Pullman cars are not adapted to loading and unloading of stretcher patients except by removing window entirely. Stretcher patients will be handled only on trains carrying cars where removal of window is not required, unless advance authority is secured from General Passenger Office, San Francisco, for handling in car requiring removal of window.

(d) Where practicable, train should be routed into station or terminal over track which will place room occupied by stretcher patient passenger on platform side for convenient unloading; likewise, precaution should be taken at initial point to see that train is spotted at terminal or is routed into station so that room is on side of train convenient for loading.

(e) Due to train delays that would otherwise ensue if stretcher patient passengers were entrained or detrained at stations near certain terminals, they will not be handled at such stations. Following are some examples of how such patient passengers should be handled:

En route to or from:	Should be entrained or detrained at:
Berkeley.	Oakland Pier
Oakland, 16th Street. . .	Oakland Pier
Richmond.	Oakland Pier
Glendale.	Los Angeles
Thamra.	Los Angeles
Regon City.	Portland

Stretcher patient passengers en route to or from stations between San Francisco, Oakland Pier, and San Jose, where train is regularly scheduled to stop, may be entrained and detrained at such stations whenever special circumstances require; however, as such handling will result in train delays, it should be discouraged. Usually these cases can be handled satisfactorily at San Francisco, Oakland Pier, or San Jose.

(f) Stretcher patient passengers must make their own arrangements at their own expense for ambulance service at en-

training and detraining points as well as at transfer stations.

(g) Upon receipt of advice of prospective movement, Superintendents on divisions where stretcher patient passengers are to be entrained, detrained, or transferred, will follow up to insure that patient is handled properly and that every thing possible is done for his or her comfort, delaying switching operations, if any, until it is known that those in charge of loading and unloading operation have completed their work.

(h) When stretcher patient passengers are to be entrained, detrained, or transferred, there should be a definite understanding between engine and train crews as to the operation involved and member of train crew should take position at the head end of train, as well as at rear end, to insure that it is not moved until the operation has been completed.

(i) Instructions in Item (h) shall not relieve employees from the responsibility of providing required inspection of equipment at station stops.

7 - Permit Patrol Inspectors of the United States Immigration and Naturalization Service to ride passenger, freight, or mixed trains while in the performance of their official duties. Patrol Inspectors should in every case be required to present satisfactory credentials showing their official position.

SECTION 4 - MAIL, BAGGAGE, EXPRESS, AND COMPANY SHIPMENTS

1 - Baggage elevators in trains are controlled by switches from inside of cars, and these switches must be left in "Off" position except when train is to make station stop and there is baggage to be loaded or unloaded, and then switch on station side only will be placed in "On" position. After departure from terminal or station make sure that outside elevator doors are in closed position.

2 - Mail, baggage, express, etc., must not be piled against the partition of mail apartment cars equipped with creep door and pathway must be left open between creep door and side door in that section of car.

3 - Mail loaded in the Los Angeles-Dallas working car on Train #40 destined Tombstone, Fairbanks, Ft. Huachuca, Sierra Vista, Hereford, Naco, Bisbee, Lowell, Warren, and Douglas, Arizona, will be piled together to be taken off at Tucson and handled by FMT to those points.

4 - Mail, baggage, and express must in no instance be stacked or placed above safety rods inside cars or within a radius of 18 inches of light fixtures.

Mail, baggage, and express must not be stacked or placed near fire extinguishers which must be left free so as to be readily and easily accessible at all times.

Sealed storage cars must have all lights extinguished after car is loaded and before leaving terminal.

In other than sealed storage cars, when lading not to be worked is stacked on one end of car, the light or lights over such stacked lading must be extinguished.

Lights must be frequently examined and carefully maintained to see that they are in first-class condition and properly secured.

As soon as practicable after train departs from initial

terminal of his assignment, train baggageman must examine all unsealed head end and baggage cars in his charge which he can enter while train is moving and, if these instructions have not been complied with, he must, if possible, make necessary changes and report to Superintendent any improper condition.

5 - Instructions provide that when both sender and addressee shown on RRB mail are foreign line railroad, such mail will not be accepted for movement over our lines on passenger trains, but instead must be turned over to local representative of foreign line railroad for disposition. If no foreign line local representative is available, such mail should then be sent by U. S. Mail with required amount of postage and report furnished to Superintendent with complete description thereof.

Instructions have been issued for check to be made at gateways to avoid any mail of this nature moving through, but there have been cases where such mail has been handled.

Train Baggage-men are instructed that, whenever any such RRB mail is found on their trains, they are to turn it over to baggage room forces at the first passenger terminal with a report stating at what station it was picked up and among what mail it was found. The station forces should then place postage on said mail and make a full report to Superintendent, including therewith the Train Baggage-man's report.

In the event a large amount of postage would be required for any one shipment, you should contact Superintendent's Office to obtain authority before applying the postage required.

6 - When an unlocked pouch is offered, it should be accepted and a joint wire forwarded to Superintendent of Mail Service, San Francisco, and Superintendent's Office, with full particulars, including where received and with whom pouch was left.

In the event pouch was received on train in which an RPO car is operated, then the pouch should be turned over to the clerk in the RPO.

7 - When uncrated animals are moved in baggage cars they must be tethered away from baggage car door to avoid any chances of animal jumping out of door when opened.

SECTION 5 - MISCELLANEOUS PASSENGER AND FREIGHT TRAIN OPERATION

1 - Delay Report portion of Form S-2370, Columns 46 to 50, must be prepared immediately after completion of trip and mailed or placed in designated box installed at various tie-up points, original to the District Timekeeping Bureau, one copy to Chief Train Dispatcher, and one copy to Terminal Superintendent or Trainmaster of district on which trip made.

Conductor taking charge of passenger train at outside terminal will indicate time of arrival and departure, with explanation as to delay.

Freight conductors will account for delay from on-duty time to time train departs, showing cause. All delays on arrival to be segregated same as departure. Where yard crews not on duty and switching performed by road crew, time of arrival of connection should be shown, as well as time of departure, and time properly accounted for.

Delays must be properly segregated, for example: Switching 10 minutes, lunch 30 minutes, water 5 minutes, No. 3 - 15 minutes, etc.

When taking siding, delay commences at time stop made to enter siding and continues until entire train again moving on

main track.

When taking siding without stopping and subsequently delayed or stopped, delay commences at time stop is made in siding.

Conductors assigned to conductors' extra boards, passenger and/or freight, and brakemen working from the extra boards, passenger and/or freight, are entitled to a guarantee and in order to properly credit all service performed by extra conductors and/or brakemen, conductors will show an X in Column 20, Occupation, on their trip reports opposite the name of each member of his crew who is assigned to an extra board (conductor) or is working from an extra board (brakemen).

Brakemen working from an extra board should advise the conductor thereof so he may properly place an X on his trip report.

Unless an X is shown opposite the name of member of crew who is assigned to or working from an extra board, proper credit will not be given to those entitled to a guarantee; therefore, this should be watched very closely.

Under Column 24, freight conductors will show the highest number of cars handled between two stations, such as, Oxnard-Santa Barbara 99 cars, and on back of time return show the total number of loads, empties, and tonnage handled on trip, and on turnarounds such information to be shown separately for each direction.

Under Column 24, show name of helper conductor and between what points in service as such.

When conductors in through freight service make claim for local pay, information must be shown on delay report on reverse side of time slip, opposite station at which work performed, just what switching moves were made.

Conductors operating between El Centro and Holtville, El Centro and Calipatria via Sandia Branch, and Calipatria and Westmorland, will file message addressed to Chief Dispatcher, showing departure time, loads and empties, and arrival time, loads and empties. Same information to be filed by message to Chief Dispatcher for operation between Pomona and Chino. Also show this information on back of Form 2370, Conductor's Delay Report.

2 - On all regular westward passenger trains and sections thereof failing to make schedule Yuma to Los Angeles, conductors will file delay report with Operator at LAUPT instead of placing in mail box at LAUPT.

3 - Conductors in charge of westward trains will only close out on Form 1216-D, Conductor's Car and Tonnage Report, such cars destined to or set out at stations between Los Angeles and to but not including Santa Barbara.

4 - When it is apparent that Freight Conductors will be relieved between terminals account of the 16-hour limit, they will, up to the time they are relieved, see that all delays are recorded for relieving conductor who must file a complete delay report to Chief Train Dispatcher.

5 - The following will govern the placing of train orders in train order delivery post brackets:

(a) Freight trains without helper engine: Place train orders for engine crew in top bracket; place train orders for conductor in lower bracket.

(b) Freight trains with helper engine: Place train or-

ders for first engine crew in top bracket; place train orders for second engine crew in second bracket; and place train orders for conductor in lower bracket.

(c) Passenger trains without helper engine: Place train orders for engine crew in top bracket; place train orders for conductor in middle bracket; except for Trains #90 and #91, in which case orders to be delivered to conductors of these trains should be placed in lower bracket.

(d) Passenger trains with helper engine: Place train orders for first engine crew in top bracket; place train orders for second engine crew in second bracket; and place train orders for conductor in lower bracket.

6 - In backing passenger equipment to the yard of the Ventura County Railroad at Oxnard, back up tail hose will be used. Two such hoses are located on the outside of section tool house adjacent to switch leading to Ventura County yard. Two additional hoses are stored in baggage room at Oxnard.

7 - All switching service for both the Union Pacific and Southern Pacific will be performed at Armstrong Cork Company, Patata, by Southern Pacific, and all switching service for both railroads at Hazel-Atlas Glass Company, Patata, will be performed by Union Pacific.

8 - Following governs movements on Alameda Street, between College and East 15th Streets:

(1) Through movements of light engines or of cuts or strings of cars (not including through or local trains) may be made on Alameda Street between College and East 15th Streets, Los Angeles, provided:

- a. No such movements of light engines or cars shall be made between the hours of 6:30 AM and 9:00 AM, between the hours of 11:00 AM and 2:00 PM, or between the hours of 4:00 PM and 6:45 PM, provided that deviation from this provision, as it pertains to the movement of light engines, is authorized by the Superintendent and except as provided in paragraph (1) d.
- b. Not more than 4 such movements, of not to exceed 20 cars, shall be made between the hours of 9:00 AM and 11:00 AM, and not more than 1 such movement of not to exceed 30 cars, and not more than 1 such movement, of not to exceed 20 cars, shall be made between the hours of 2:00 PM and 4:00 PM, provided that no 2 such movements shall be made within 10 minutes of each other except as provided in paragraph (1) d.
- c. Such movements may be made as necessary between the hours of 6:45 PM and 6:30 AM, provided that no cuts or strings of cars shall exceed 40 in number, including the caboose.
- d. In addition to the hours specified in paragraph (1) c., on Saturdays, Sundays, and holidays, such movements may be made as necessary between the hours of 6:30 AM and 4:00 PM, provided that no 2 such movements shall be made within 10 minutes of each other and that not more than 30 cars including the caboose shall be moved in any one cut or string of cars. For the purposes of this paragraph and paragraph (2) b., holidays shall be: New Year's Day, Washington's Birthday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas.

(2) In the performance of industrial switching service in the district on Alameda Street between College and East 15th Streets may be performed as follows:

- a. Switching operations may be conducted as necessary between the hours of 6:45 PM and 6:30 AM, provided that no switching operations shall be conducted between the hours of 6:30 AM and 6:45 PM except as provided in paragraph (2) b.
- b. In addition to the hours specified in (2) a., on Saturdays, Sundays, and holidays, as defined in paragraph (1) d., industrial switching may be conducted as necessary between the hours of 6:30 AM and 3:00 PM, provided that no switching shall be conducted between the hours of 3:00 PM and 6:45 PM.

(3) When especially urgent movements are involved, the Board of Public Utilities and Transportation may grant special permission upon request (which request shall be made by the Superintendent).

(4) No cut in excess of five cars shall be operated along Alameda Street unless air is connected and operative throughout the entire length of the cut.

(5) Except when shunting cars incident to switching operations, cars shall not be pushed ahead of locomotives.

(6) Time specified herein shall be Standard Time or Daylight Saving Time, whichever may be in effect.

9 - Following are designated tracks on which "EMPLOYES WORKING" sign must be displayed in accordance with provisions of Rule 826 of Rules and Regulations of the Transportation Department:

SANTA BARBARA
House Track

VENTURA
House Track

OXNARD
House Track

BURBANK
Team Track

GLENDALE
House Track

LOS ANGELES
Alhambra Avenue Team Track
River Team Tracks
8th Street Team Tracks
Auto Dock Tracks
50th Street Station, Tracks
780, 781, and 782

LOS ANGELES FREIGHT STATION
House Tracks 1, 2, 4, and 5
west of Shed 'A'
Tracks 1 to 8, inc., between
Sheds 'B' and 'C'

TAYLOR STORE
Repair Track 4
Track 35, Old Wheel Spur
Cab Track 3, "A" Yard
Cab Track 4, "A" Yard

TAYLOR ROUNDHOUSE
Oil Separator Spur
Sand and Salt Spur
Diesel Supply Track
Sand Spur

ALHAMBRA
House Track
Team Track

PASADENA
House Track

KAISER
Repair Track 3
Wash Track 4

DECLIZVILLE
Cleaning Track

COLTON
House Tracks
Roundhouse Tracks 1 and 2
Long Turntable Track
Repair Track 14

LOS ANGELES SHOPS

Roundhouse Lead
TFC Loading Tracks 1 to 9 inc.
Store 1 Track
Store 1 Pocket
Balloon Spur
Outside Steel Shed
Track 10, Store 2
Track 11
Ice House Spur
No. 11 Right Wing
No. 11 Left Wing
Repair Track 12
Sand Blast
Repair Track 21 Lead
Track 24, Spur
Locomotive Sand House
Warehouse 4
Warehouse 5
Cleanout Track
Lumber Yard 8
Lumber Yard 9
Riley Spur
M of W 4
Wood Yard 1
Wood Yard 2
Wood Yard 3
Wood Yard 3 Spur
Wood Yard 1 Spur
Corral 1
Rail Yard 1
Rail Yard 2
Rail Yard 3
Rail Yard 4
Rail Yard 4 Spur

MISSION ROAD COACH YARD

Coal House Spur
Service Track

RIVERSIDE

Hunter Douglas Spur

INDIO

House Track
Caboose Track
Repair Track

NILAND

House Track

YUMA

House Track
Ramp
Repair Track
No. 1 Track
Store Room Track
Old San Diego Spur
Old Government Turnout
Caboose Track
Melon Track

FIRESTONE PARK

Team Tracks

SANTA ANA

House Tracks

BRAWLEY

House Track

EL CENTRO

House Tracks

CALIPATRIA

House Track

CALEXICO

House Track

10 - To permit access by trainmen, baggage cars moving dead-head in freight trains will have end doors locked with coach key, and not barred.

11 - Red light will be displayed on rear car of all cuts while occupying main track between Burbank Junction, Firestone Park and Alhambra.

When cars are left standing on Alameda Street between 25th Street and River Station Tower, two red lights will be displayed on each end of cars.

12 - Conductors and engineers assigned to or filling vacancies in runs operating between Los Angeles and Wilmington that have shorts to be set out at Thenard will, prior to arrival at the yard limit board at Thenard, bring their train to rest and then take the cars to be set out at Thenard into Thenard where yard crew will dispose of the set-outs. Engine will then be returned to the portion of the train previously left outside the yard limit board at Thenard, coupled to such cars and proceed to Wilmington.

13 - When engineers are called for runs and are not familiar with physical characteristics of district over which they are

to operate, they will make such fact known at time of call so that they can be relieved or arrangements made for a Division officer to accompany them over the unfamiliar territory.

Engineers will be required to be on Board ready for service not less than 610 days following promotion before will be considered eligible for passenger service.

14 - Rear Brakemen (flagmen) in freight and passenger service must have had at least one year's experience as brakeman on road or roads operating under standard rules.

SECTION 6 - MECHANICAL INSTRUCTIONS, DEFECTIVE EQUIPMENT

1 - Following instructions govern use of Form S-2809, Defective Equipment Report:

At points where carmen are not on duty, report will be delivered to Yard Office or Agent's Office. If cars are held for repairs, report will be given to carmen who repair them. If cars depart without having been repaired, report will be given conductor who picked up car, for delivery at end of his run.

Original Form S-2809 for all freight trains arriving Los Angeles Yard will be placed with waybills, copy of Form S-2809 to be placed on caboose clip.

Report of flat wheels out of initial station shall, in case of equipment in passenger trains, be wired ahead and in case of equipment in freight trains, report shall be forwarded by train mail to Master Mechanic from first open train-order office after leaving initial station; office from which report is telegraphed or mailed to impress office stamp on same to indicate date and point from which forwarded.

2 - Where necessary to cut out air brakes on car, message should be filed at first open telegraph office, addressed jointly to Master Mechanic, the Car Foreman, and/or Roundhouse Foreman, and Yardmaster at next terminal, giving car number, location in train, and reason for cutting car out.

3 - Conductors will wire Superintendent's Office, copy to Road Foreman of Engines and Chief Train Dispatcher, Master Mechanic or Roundhouse Foreman, in each instance where undesired emergency action takes place, giving train, date, time, and location--this information to be sent whether or not damage occurs as result of undesired emergency application of brakes.

4 - Passing trains must be observed closely and if hot bearing, brakes sticking, wheels sliding, dragging equipment, or any other dangerous condition is detected, stop signal must be given to trainmen and engineers. If nothing irregular noted, give proceed signal as rear of train passes, as an indication that you have observed running gear and noted nothing dangerous.

5 - When hot boxes develop on passenger trains all brasses, wedges, spring pad lubricators, or other journal box lubricating devices which are removed must be delivered to the nearest Mechanical Department repair point with tag or memorandum to show identity of car from which removed, date and place of failure, and train number on which failure occurred. Show disposition or location where failed parts left on Form S-2809.

6 - When hot box develops and car remains in train to terminal, conductor will advise Mechanical Department the train number and date, car initial and number, position of car in train, and whether on engineer's or fireman's side. If car set out, notify Chief Train Dispatcher and in addition to above, give size of brass, etc. Every precaution must be taken to prevent fire to car or structures from burning waste. As conditions permit, set out for convenient access by car repairmen.

7 - In event of knuckle or air hose failure, when practical, failed parts must be delivered to nearest Mechanical Department repair point, with tag or memorandum to show identity of equipment from which removed, date and place of failure, and train number on which failure occurred. Show disposition or location where failed parts left on Form S-2809.

8 - In order to obtain reimbursement for cost of material applied to foreign cars when repairs or attention given en route, all material used must be reported on Form S-2809. Car initial and number must be reported, system and foreign, on Form 2370, Delay Report.

9 - Form CS-7028 is to be used in reporting defects on passenger cars, such as broken seats, defective water cooler, inoperative end door operator, rattle under car at brake end when running 50 MPH, etc.

10 - Boxes secured with switch locks at each portal of Tunnels 25 and 26 contain 2 knuckles, 2 air hoses, and wrench. Box containing different types of freight and passenger car knuckles, air hoses, and steam hoses, located at Dayton Avenue Tower and Alhambra Freight Station.

When necessary to use any of this emergency equipment, telegraphic report must be made to Superintendent's Office.

11 - When equipment of air-conditioned cars fails en route, Form L-2301 is to be properly filled out and handled in accordance with instructions thereon, addressing same to Chief Train Dispatcher and Operator, Santa Barbara or Yuma.

12 - Trainmen, enginemen, switchmen, and others should check wheels under diesel locomotives at every opportunity to note whether all wheels are turning. In the event any locked wheels are noted, trainmen and enginemen of units involved should be notified by signals.

13 - Washing down cab deck or use of water in cabs of diesel electric locomotives, where it might drain onto electrical equipment, is prohibited.

14 - Except during service operations at terminals, doors and windows of trailing units on diesel locomotives must be kept closed.

15 - Freight and passenger diesel locomotives are wired so that sanders will operate automatically when brakes are applied in emergency.

It has been noted that when these locomotives are being coupled to or uncoupled from trains brakes are applied in emergency. This causes an unnecessary waste of sand which is deposited adjacent to rail in yards and other locations.

In most cases emergency application of brakes can be

avoided if angle cock is opened slowly when locomotive is being coupled to train. When it is desired to have brake pipe depleted before uncoupling, this can be accomplished by applying brakes at the service rate instead of reverting to emergency.

16 - To prevent damage to motors, frames, etc., of diesel locomotives following a derailment, following rules will govern the rerailling or picking up of this type of power:

(1) When diesel locomotive is derailed, Superintendent or Assistant Superintendent and Master Mechanic or Assistant Master Mechanic must be notified at once. Master Mechanic or Assistant Master Mechanic will proceed to scene of accident if considered necessary or arrange for other qualified representative to do so.

(2) It is recommended that wherever practical derailed diesel locomotives be lifted back on the track by use of a relief crane or air operated jacks. However, in event traffic is being unduly delayed and in event neither of these two methods is immediately available, locomotive may be rerailed by the use of rerailling frogs if it is considered practical to do so. Hardwood blocks, wedges or other hard materials must be placed under wheels ahead of rerailling frogs so traction motors and gear cases will not strike rerailler or rail.

(3) When picking up diesel locomotive with relief crane, cable spreader should be used and cables attached to castings provided for that purpose at ends of body bolsters, except that when boom of relief crane is too short to permit this to be done, lift may be made by hooking under coupler after securely blocking, or under end sill, providing construction of locomotive is such that this can be done.

Hooking cable under coupler must be avoided as much as possible as this places severe stresses on underframe and engine bed.

Some diesel locomotives are equipped with lifting lugs on each end to readily permit securing cables or hooks.

(4) After locomotive has been rerailed, a thorough inspection will be made, checking in particular for damaged gear pans, traction motors, traction motor brush holders, and bent or damaged truck parts. All concerned should be advised whether locomotive may be continued in service, may be moved light to roundhouse or shop under its own power, or must be taken out of service and towed to roundhouse or shop.

17 - When dead diesel units are handled in trains into terminals where yard crews are employed and such units are to be left at the terminal, upon arrival at terminal they will be handled as follows:

- (a) If dead diesel unit is coupled in multiple, the dead unit must be left attached to other units when engine is detached from train.
- (b) If dead diesel unit is not coupled in multiple, the dead unit must not be left attached to the other units when engine is detached from train.

18 - Whenever a diesel locomotive is left unattended for any reason:

(1) Place throttle in idle position, reverse lever in neutral and remove handle from control stand. Place generator field switch in off position.

(2) Automatic brake valve must be in running position and independent valve must be in full application position. Check must then be made to be assured brake cylinder cutout

cock is open and brake shoes are in contact with wheels.

(3) Hand brakes must be set up on all units and if engines are shut down, chain or other suitable blocking is to be wedged between wheel and rail in front of and rear of one wheel on each unit.

(4) In addition to the above requirements, cab windows must be closed and secured and cab doors locked if equipped with locks unless locomotive is left in charge of mechanical forces or a watchman is provided.

SECTION 7 - EXPLOSIVES—FIRE PREVENTION

1 - Transportation of explosives and other dangerous articles must be handled in accordance with Interstate Commerce Commission Regulations.

2 - When a car seal is changed on a car of explosives, a record must be made showing the following information:

(Railroad)	(Place)	(Date)
Number or description of seal broken_____		
Number or description of seal used to reseal car_____		
Reason for opening car_____		
Condition of load_____		
Name and occupation of person opening car_____		

This record shall be shown on waybill or other form or memorandum which shall accompany car to destination.

3 - When defects, including hot boxes, develop to running gear or bodies of cars containing explosives, cars should be set out at first safe and convenient opportunity, clear of buildings or structures, so that thorough inspection and complete repairs can be made, unless it is entirely practical for train crew to handle in manner that will insure further movement with safety.

4 - Following rules govern the loading of acetylene and oxygen cylinders in carload lots for rail shipments consigned to Southern Pacific Company:

(a) Loading must be restricted to box cars with single sheeted walls, reinforced with structural steel frames. Box cars with all wooden superstructures must not be used for these commodities.

(b) When oxygen and acetylene cylinders are loaded in same car, they must be separated from each other by wooden bulkhead not less than two inches thick and three feet high, securely cleated to side walls of car.

(c) Acetylene cylinders must be loaded on end in all cases, staggered and nested in close contact. Bulkhead must be installed tight against cylinders in such manner as to prevent shift.

(d) Oxygen cylinders may be loaded on end or on sides lengthwise of car. If loaded on end, they must be braced with bulkheads at least four feet high. If loaded on sides, cylinders must be stowed bottom to bottom and protection cap to protection cap. When acetylene cylinders are loaded in same car, the bottom of oxygen cylinders must be loaded in contact with the separating bulkhead. Oxygen cylinders must not be loaded more than four layers high.

(e) In no case shall load of either oxygen or acetylene cylinders extend past door posts and sufficient room must be

left to allow for securely cleating bulkhead to car wall. In addition to cleating to the wall, the bulkheads across car at each side of doorway must be securely reinforced with knock braces.

5 - In loading LCL shipments of oxygen and acetylene cylinders, the two gases must be separated as far as practicable to prevent contact from rough handling. Where it is necessary to load oxygen and acetylene in direct contact, cylinders must be so placed as to protect soft plugs in bottom and soft plugs and valves on top of cylinders from contact with other cylinders or other metal objects.

Cylinders may be loaded either in vertical or horizontal position as best suits condition of load. When loaded horizontally, they shall be placed lengthwise of car and braced against possible shift by use of other suitable commercial freight or by wooden blocking if adjacent freight is subject to damage or does not afford protection against movement of cylinders. Where desirable to load cylinders in vertical position, they shall be securely braced at top and bottom to prevent falling or movement.

At locations where load is broken and commodities originally used for bracing around cylinders are removed, lading must be so rearranged as to prevent movement of cylinders, or cylinders must be braced with wooden blocking.

Agency forces have instructions to closely check to see cylinders are loaded in accordance with above. Local freight conductors should be governed accordingly in connection with shipments from non-agency stations, and car forces in connection with any inspections which may be necessary.

6 - Account fire hazard, stock and open top car equipment will not be furnished for bean straw, alfalfa straw, dry fertilizer, and other light commodities.

7 - No gasoline stoves or lamps may be used in Company buildings or outfit cars. Propane or butane stoves, heaters, etc., must not be installed in Company buildings or outfit cars without authority of Superintendent. Oil supply must be kept in metal or metal-lined trays or sand box. Lamps with other than metal founts must not be used.

Never use journal packing or fuses in starting fires.

All electric wiring must be in accordance with the "National Electric Code." Extension cords are not to be secured with nails, hooks, or other metal fastenings. No changes in amperage or fuses, alterations, extensions to circuits, or use of heaters or appliances likely to overload line, are to be made without authority from Superintendent.

Matches must be kept in metal or earthenware containers, and fuses and torpedoes in metal boxes or cases.

Special provisions must be made for storage of explosives, and in no case will such storage be permitted in stations.

Avoid use of open lights around cars containing oils or other combustible materials, and around gas tanks of passenger equipment, particularly in case of derailments.

All necessary measures must be taken to prevent trespassers occupying cars or buildings, as fires originate from this source.

Dry sand in barrels or pails must be conveniently located at all points where oils, grease, or paints are stored.

Fire extinguishers, hose, and other fire apparatus, must be kept in good condition at all times and in readiness for immediate use.

All chemical extinguishers must be tested and recharged annually.

Stoves and stove pipes used in Company buildings or out-
fit cars must be regularly inspected, and where found defective, use must be discontinued at once.

- Air conditioning, or equipment of that type, must not be
installed in Southern Pacific buildings without written approval from Superintendent's Office.

- Wet water concentrate 5-gallon extinguishers for cotton
fires at the following locations:

Aurant Yard
Glendale
L. A. General Shops (fire truck)
Taylor Repair Track
Taylor Yard (fire truck)
Colton
Indio
Thermal
Niland (fire truck)
Calipatria
Brawley
El Centro
Holtville
Calxico
Yuma (fire truck)

10 - Following will govern with respect to loading and handling of cotton:

(a) Smoking must not be allowed on or near cotton platforms, or in cars loaded or being loaded with cotton.

(b) Use only box cars for loading cotton.

(c) Floor, sides, and ends of cars to be loaded with cotton must be examined to make sure there are no openings near trucks that will admit sparks from brakes.

(d) If cars have end doors, they must be securely fastened inside.

(e) Conductors must not move cars loaded with cotton until they have examined them and ascertained that side doors have been closed and sealed, and end doors closed and secured inside or sealed on outside.

(f) Hot bearings on cars loaded with cotton must not be permitted to blaze.

(g) Trainmen must be constantly on alert for fire or odor of burning cotton. On discovery of fire, car must be set out at first siding clear of all other cars or buildings. Doors are not to be opened under any circumstances until all evidence of fire has been eliminated. Trainmen must make contents of car known to Chief Dispatcher, Section Foreman, Signal Maintainer, or some other responsible individual in the vicinity of siding where car is set out so that those equipped with necessary material can extinguish the fire by use of our standard wetting agent "Fire Water" which is available at the points above listed. Telegraphic report of all facts must be made to Superintendent.

(h) Cotton which has been on fire must not be loaded and forwarded until the "Regulations for the Transportation of Explosives and Other Dangerous Articles by Freight" have been complied with.

At cotton loading and unloading stations, check must be made at other than private industry tracks to see that adequate

quate protection against fire hazard is provided and, where it is not, such protection must be afforded.

11 - To eliminate cause of fires along right of way in dry seasons, attributed to deposits being ejected from exhaust stacks of diesel locomotives shortly after departure from terminal, engineers will run engines near or at full throttle for a short period of time just prior to departure from train yard. Engine and train crews are to be alert to detect evidence of excessive spark emission from diesel units and should indicate on their work report Form 2326 specific unit numbers involved so corrections can be made at maintenance terminals.

12 - Following are instructions on use of caboose fire protection installed for use on hot boxes and hot box fires:

The problem of providing train crews with a means of quickly extinguishing a hot box fire, (either in the journal or in the car itself), when first observed, has resulted in the installation of two separate types of fire extinguishing equipment in certain Main Line cabooses. Each extinguisher is specific in its action and should be used separately, but in extreme conditions, may be used jointly to combat a hot box, or a hot box fire.

(1) For Hot Boxes

A one pound shaker tube of dry chemical compound has been provided for use inside the journal box, on blazing, or incipient fires. This material is non-conducting, non-corrosive, non-abrasive, non-freezing and non-toxic and will remain stable and useful for years under normal circumstances.

Instructions for operation of this unit will be found on face of shaker tube; however, since instruction label may become obliterated, the procedure is as follows:

"Remove cover and extinguish fire by applying powder with wrist action - Remove journal packing and make sure all fire has been extinguished."

The powder will smother all flame in the oil and packing and will permit safe removal of the packing from the journal. Where powder touches flame it decomposes into Carbon Dioxide gas, but where powder does not touch flame, it will remain in its natural state and prevent further spread of fire. It is desirable to re-apply the powder to areas where flame was extinguished, to prevent flash-back from the hot oil.

It must be realized that all that has been accomplished is the elimination of flame and the further heating of the oil. The powder does not cool and there remains the possibility that the very hot oil will provide sufficient radiant heat to ignite woodwork and insulation, several feet away. To offset this possibility the following will govern:

(2) For Fires Resulting from Hot Box

An Indian Fire Pump has been provided which will give crews a quick, easy means of applying water on the outside of the journal, to flooring under the car and to deck of flat cars, including lumber, or other lading, to extinguish, or prevent fire from spreading to car and lading due to radiant heat.

This extinguisher holds five gallons of water, to which a wetting agent has been added, thus increasing the efficiency of the water to penetrate and cool. This feature, where the surface tension on the water has been lowered, is especially useful on decking of flat cars, or in lumber, or insulation. The advantage of the wetting agent is to nearly double the amount of fire that can be extinguished with a given amount of water.

The extinguisher is easily refilled from any water supply; however, additional wetting agent must be added at rate of two ounces, per five gallons of water, at time of refilling, to obtain equal benefits of original filling. Wetting agent is packaged in 6-oz. bottles; therefore, one-third bottle should be added to each 5-gallons of water. Maximum benefits are obtained at this ratio and stronger dilutions are a waste of material.

The nozzle on the end of the pump is adjustable and will provide a powerful 35-foot pressure stream of water, or a large fog mist, by merely turning the nozzle to the desired position.

The extinguisher is easily carried to the scene by hand, or strapped to user's back. Operation of the unit is more practical when the tank is strapped to the user's back. It may be placed on the ground, but the hose is short and operation requires use of both hands.

Pump is operated by gripping the pump grip with the right, or left hand and holding the pump barrel with the other hand.

Gently push or pull the pump grip forward for water intake. At end of first stroke sufficient pressure has been built to produce 20 to 40 foot stream of water.

Back stroke forces stream from nozzle and builds reverse pressure for additional flow.

If it is necessary to use water inside journal as result of extreme emergency, the fog application should be used.

The fire protection equipment provided will give crews advantages heretofore non-existent. Fires, which are promptly discovered, may be extinguished before they become a major issue.

When cars are set out, due to hot box, dry chemical should be applied to interior of hot journal box, regardless of whether flames exist or not. This will

preclude flashing, or ignition, when packing is removed.

Underside of decking (on cars so constructed) shall be thoroughly soaked with water to prevent possibility of fire in car after train has departed.

The journal box exterior should be cooled by use of the water to drop temperature of the metal and some extent the oil, before it can ignite something nearby.

SECTION 8 - PREPARATORY TIME AND AGREEMENT NOTICES

1 - All locomotive engineers who have reached age of 60, except those assigned to yard service, are required to undergo periodic physical re-examination in accordance with following schedule:

Ages 60 to 65 Years - Annually
Ages 65 to 70 Years - Semi-annually

When a yard engineer in these two age groups elects to exercise his seniority in road service, he must then take physical examination before assuming road service, and thereafter be governed as above.

Engineers will arrange to take their examinations without loss of time from their assignments and will obtain their forms S-2947 "Order for Physical Re-examination" in following manner:

Los Angeles	- Office of Engine Crew Dispatcher
Indio	- Office of Engine Crew Dispatcher
Colton	- Office of Crew Dispatcher
Santa Ana	- Office of Station Agent
City of Industry	- Office of Station Agent

2 - For employes to obtain proper authority to absent themselves from their employment, the following will govern:

(a) To be off duty for seven (7) days or less permission may be granted by crew dispatchers or immediate supervisor.

(b) To be off duty in excess of seven (7) days to and including thirty (30) days permission may be granted only on written authority from the Terminal Superintendent, Master Mechanic, Division Engineer, Trainmaster, Road Foreman of Engines, General Yardmaster, or Chief Clerk to Superintendent.

(c) To be off duty in excess of thirty (30) days permission may be granted only on written authority from the Superintendent.

3 - Trainmen, enginemen, and switchmen desiring to lay off must handle with Crew Dispatcher. Practice of marking "off" or "off sick", or other similar remarks on the register is prohibited.

Unless permission is given in writing to be absent from duty in excess of seven (7) days, trainmen, enginemen, and employes granted permission to be absent from duty shall report back for work before expiration of the seventh day.

Employes absent from duty account relieved because of mileage limitations, shall report back for work as of 12:01 AM of day following end of mileage checking period, unless arrangements are made through proper authority to extend lay-off period.

4 - Engineers, firemen, conductors, and brakemen working off

the Indio extra list, relieved on outside assignment and desiring to lay off before reporting for duty at Indio, must first secure permission from Crew Dispatcher at Indio.

Engineers, firemen, conductors, and brakemen working off the Los Angeles extra list, relieved on outside assignments and desiring to lay off before reporting for duty at Los Angeles, must first secure permission from Crew Dispatcher at Los Angeles.

Engineers and firemen leaving Indio or Colton during their lay-over period will not be permitted to lay off or report for duty at the Crew Dispatcher's Office, Los Angeles. Such lay-offs and reporting for duty must be arranged direct with Crew Dispatcher at Indio and/or Colton.

Engineers and firemen leaving outside points between Los Angeles and Santa Barbara during their lay-over period may lay off or report for duty through the Crew Dispatcher's Office, Los Angeles. Such lay-offs and reporting for duty must be arranged direct with Crew Dispatcher at Los Angeles.

Conductors, brakemen, and switchmen leaving Indio, Colton, or Imperial Valley assignments during their lay-over period, will not be permitted to lay off or report for duty at Crew Dispatcher's Office, Los Angeles. Such lay-offs and reporting for duty must be arranged direct with Crew Dispatcher at Indio and/or Colton.

5 - Helper passenger conductors will not be permitted to work beyond Santa Barbara unless authorized by Chief Train Dispatcher.

6 - Enginemen, trainmen, and switchmen, who are required to be off duty during their vacation period, must report to their respective crew dispatchers. They will not be marked up until they have reported to the Crew Dispatcher.

7 - Times shown on Form 2370-A Time Return must be actual time, for example, 9:37 AM and not approximate time in 5-minute intervals such as 9:35 AM or 9:40 AM.

8 - The following locations are designated as the points from which final terminal delay shall be computed for enginemen and trainmen:

Locations shown in column (1) are designated points from which final terminal delay in freight and helper service is computed, and locations shown in column (2) constitute points from which final terminal delay is computed.

Freight trains arriving:

(1)

(2)

Los Angeles

1 From the west (for trains coming to rest in all units)	Switch leading to yard just east of Glendale Tower MP 477.4	Broadway, West Glendale MP 475.4
2 From the east (for trains coming to rest in A and/or B Units)	First crossover west of signal 4797. MP 479.7	1st interlocking signal of Mission Tower opposite Antonio St. MP 483.0

	(1)	(2)	
	From the South Branches via East Bank (for trains coming to rest in A and/or B Units)	First crossover west of signal 4797. MP 479.7	1st interlocking signal opposite entrance to Mission Road Coach Yard. MP 482.2
3	From the east (for trains coming to rest in C Unit or on old freight main opposite C Unit)	Signal Bridge 6. MP 480.93	1st interlocking signal of Mission Tower opposite Antonio St. MP 483.
	South Branches via East Bank (for trains coming to rest in C Unit or on old freight main opposite C Unit)	Signal Bridge 6. MP 480.93	1st interlocking signal opposite entrance to Mission Road Coach Yard. MP 482.2
4	From the east via Midway Unit (for trains arriving C Unit or on old freight main opposite C Unit)	Signal 47 just east of Figueroa St. Bridge MP 480.89	1st interlocking signal of Mission Tower opposite Antonio St. MP 483.
	From the South Branches via Midway Unit (for trains arriving C Unit or on old freight main opposite C Unit)	Signal 47 just east of Figueroa St. Bridge MP 480.89	1st interlocking signal opposite entrance to Mission Road Coach Yard. MP 482.2 (East Bank Line)
		Signal 47 just east of Figueroa St. Bridge MP 480.89	Alameda & Commercial Sts. MP 482.88 (San Pedro & Santa Ana Branches)
5	From the east (for trains coming to rest and/or setting out cars in Bull Ring or Midway Units)	Two arm signal opposite west end Shed B. MP 482.0	1st interlocking signal of Mission Tower opposite Antonio St. MP 483.0
	From the South Branches (for trains coming to rest and/or setting out cars in Bull Ring or Midway Units)	Two arm signal opposite west end Shed B. MP 482.0	6th St. crossover on Alameda St. MP 484 (San Pedro Branch)
	From the South Branches (for trains coming to rest and/or setting out cars in Bull Ring or Midway Units)	Two arm signal opposite end Shed B. MP 482.0	1st interlocking signal opposite entrance to Mission Road Coach Yard. MP 482.2 (East Bank Line)

(1)

(2)

From the South Branches (for trains coming to rest in Butte St. Unit and/or Firestone Park)	Water column at beginning of double track at Firestone Park. MP 489.0	San Pedro Branch Y.L.B. MP 489.90 Santa Ana Branch Y.L.B. MP 489.99
From the east (for trains coming to rest in Aurant Unit)	The east switch of crossover between westward main track and drill track Aurant	Main line yard limit board. MP 488.69 Pasadena Branch Y.L.B. MP 488.24
From South Branches (for trains coming to rest in Aurant Unit)	Switch leading from main line just west of Valley Blvd. crossing west end of Aurant Unit	Mission Road crossing. MP 483.7

Santa Barbara

From the east	Main line freight lead switch. MP 372.11	Yard Limit Board. MP 373.71
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Yuma

From the west	New yard crossover switch opposite caboose track. MP 732.9	West Yard Limit Board. MP 731.51
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Callexico

From the west	Lead switch near Birch St. MP 707.8	West Yard Limit Board. MP 706.4
From the east	Opposite Passenger Station. MP 708.8	Yard Limit Board international boundary line. MP 708.88

Indio

From the west when trains are yarded south of main track (State Highway side) or north of main track	Main track switch at Monroe St. MP 609.05	West Yard Limit Board. MP 607.85
From the west - light engines that do not leave main track at MP 609.05	Main track switch to roundhouse lead at oil column in vicinity of MP 611	Main track switch Monroe St. MP 609.05

	(1)	(2)
14 From the east (for trains that are yarded south of the main track (State Highway side) or north of the main track, also helper engines)	First crossover switch entering east yard	East Yard Limit Board. MP 613.12
<u>Colton</u>		
15 From the east (for trains that are yarded in the P-side of yard, also helper engines)	Switch at MP 540.31	East Yard Limit Board. MP 541.14
16 From the east (for trains that are yarded in the yard (north side) of yard)	First lead switch west of Santa Ana River Bridge. MP 539.8	East Yard Limit Board. MP 541.14
17 From the west (for trains that are yarded in the P-side of yard)	No. 2 track switch just east of Santa Fe Tower for trains entering P-side of main track. MP 538.72	West Yard Limit Board. MP 536.51
18 From the west (for trains that are yarded in the yard side (north side) of yard)	First crossover switch opposite freight house for trains entering yard side. MP 539.00	West Yard Limit Board. MP 536.51
19 From Riverside Branch (for trains arriving Colton) from Riverside Branch	Switch at stem of wye just south (compass) of 9th & L Sts. MP 539.1	Yard Limit Board on Riverside Branch. MP 640.7

Wilmington

20	First switch just east of Fries Ave. MP 503.53	Switch to west leg of wye at Wilmington (Anaheim Blvd. MP 501.42
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Enginemen and trainmen in freight service are entitled to final terminal delay from time train is stopped after entering yard limits if stopped for one of the following reasons:

- (1) By a preceding train standing between said connection and the train stopped;
- (2) To meet or permit a superior train to pass;
- (3) Pending availability of a yard track to receive the train;
- (4) For the purpose of permitting a yard engine to make a

change in the consist of the train.

Claims for final terminal delay must be shown in Column 29, Terminal Delay and Other Claims, on Form 2370-A, Time Return and Delay Report, etc., (commonly called trip report).

Engineers will show in Column 30 and Conductors in Column 32 of their Time Return and Delay Report the actual time their engine reaches designated point from which final terminal delay is computed, such points at various terminals being shown in Column (1) above. If train is stopped after entering yard limits for one of the four reasons listed above, or if train is stopped between locations shown in Column (2) above and locations shown in Column (1) above and terminal delay is claimed from a time other than time shown in Column 30 or 32 of Time Return and Delay Report, notation will be made in Column 24, Remarks, of Time Return and Delay Report, giving time and location train was stopped and reason therefor, for example:

Stopped at Clover Street at 10:00 AM by X 6257 W
stopped ahead

9 - Conductors and/or trainmen (including train baggagemen) departing Santa Barbara, Los Angeles, Indio, and/or Yuma in passenger service must register on-duty time in register.

Conductors and/or trainmen (including train baggagemen) arriving Santa Barbara, Los Angeles, Indio, and/or Yuma in passenger service must register off-duty time in register.

Time shown by conductors in Column 37, Time Train Departed, on Form 2370, Time Return and Delay Report, must be the actual time train starts on its road trip from the yard track on which it was first made up. If train moves from one location on track on which made up to another location on that track (and is stopped) in order to be in position to receive instructions (orders or signal from herder) to proceed, conductor must show in Column 37 the time train actually started on its road trip from the first location and must show in Column 24, Remarks, the time train actually started on its road trip from the second location and give reason therefor.

To insure correct rate of pay being allowed conductors and brakemen in road freight service, conductors in that class of service must show in Column 24, Remarks, of Form 2370 (Time Return) the maximum number of cars (including cabooses) hauled in train during the trip and the points between which maximum number of cars were handled. The following illustrates what is desired: HH 106 Oxnard-Santa Barbara.

10 - Article 4, Section (c), and Article 16, Section (e), Conductors' Agreement; and Article 2 and Article 14, Section (d), Trainmen's Agreement, both effective July 16, 1955, provide that one designated point will be established in all terminals at which passenger and/or freight conductors and/or trainmen will report for duty and at which they will go off duty.

Designated points for following stations are as shown below:

<u>Station</u>	<u>Passenger Service</u>	<u>Freight Service</u>
Santa Barbara	Passenger Station	Yard Office
Oxnard	Freight Station	Freight Station
Los Angeles	LAUPT	Taylor Yard Office
City of Industry	Freight Station	Freight Station

<u>Station</u>	<u>Passenger Service</u>	<u>Freight Service</u>
Pomona	Passenger Station	Passenger Station
Colton	Yard Office	Yard Office
Indio	Passenger Station	Yard Office
Niland	Freight Station	Freight Station
Yuma	Yard Office	Yard Office
Brawley	Freight Station	Freight Station
El Centro	Freight Station	Freight Station
Calexico	Freight Station	Freight Station
Santa Ana	Freight Station	Freight Station
Norwalk	Freight Station	Freight Station

Conductors and/or trainmen (including train baggagemen) called to deadhead will not be required to register on-duty time in register at above points.

Designated points for going on and off duty for engineers and firemen in pooled freight and passenger service are as follows:

<u>Location</u>	<u>Pooled Freight</u>	<u>Passenger</u>
Los Angeles	Taylor Roundhouse	Taylor Roundhouse
Santa Barbara	State Street	State Street
Indio	Roundhouse	Roundhouse
Yuma	Yard Office	Yard Office

Extra engineers and firemen called to fill vacancies in local freight runs at Los Angeles, the on- and off-duty point of which is at a location within yard limits, other than Taylor Roundhouse, will be allowed the actual mileage travelled in each direction between those points in addition to allowance payable for the day or trip on the assignment, as follows:

Taylor Roundhouse to Burbank Station	- 8.4 miles
" " " Butte Street	- 10.1 "
" " " Firestone Park	- 13.6 "
" " " Old Coach Yard	- 8.7 "

When proper to claim miles as shown above they should be added to miles claimed in Column 15 and explanation made in Column 24 on time return.

The following will govern:

SERVICE

1. Pooled freight crews, made-up pooled freight crews, and/or made-up freight crews.

Report at point shown under caption "Freight Service."

Go off duty at point shown under caption "Freight Service."

When service ends at a point within terminal that is not the same as shown under caption "Freight Service," such as when tied up within terminal under Hours of Service Act, train is brought to rest in a removed portion of terminal, etc., contact crew dispatcher for instructions on how you are to be transported to point shown under caption "Freight Service."

2. Assigned freight crews advertised to go on duty at a point within terminal which is not point shown under caption "Freight Service."

Report at on-duty point shown in vacancy and/or assignment notice. Example, if vacancy and/or assignment notices

show "On and off duty Los Angeles (Firestone Park)," assigned members of crew, also those on hold-down, report at Firestone Park.

When service ends at a point within terminal that is not the advertised off-duty point, such as when tied up within terminal under Hours of Service Act, train is brought to rest in a removed portion of terminal, etc., contact crew dispatcher for instructions on how to be transported to advertised off-duty point.

3. Extra conductors and/or brakemen called for vacancy on crews advertised to go on duty at a point within terminal which is not point shown under caption "Freight Service."

Report at point shown under caption "Freight Service" for transporting to advertised on-duty point.

When service ends at a point within terminal that is not the same as shown under caption "Freight Service," such as at Firestone Park, Butte St., tied up within terminal under Hours of Service Act, train is brought to rest in a removed part of terminal, etc., contact crew dispatcher for instructions on how to be transported to point shown under caption "Freight Service."

Extra conductors and/or brakemen called for vacancy on crews advertised to go on duty at a point within terminal which is not point shown under caption "Freight Service" will not be permitted to report direct to the advertised on-duty point but must report to point shown under caption "Freight Service" and register on duty before being transported from that point to advertised on-duty point of run on which called to work.

4. Assigned passenger crews, extra passenger crews, and/or extra conductors and/or trainmen called to fill vacancy on assigned passenger crews.

Report at point shown under caption "Passenger Service."

Go off duty at point shown under caption "Passenger Service."

When service ends at a point within terminal that is not the same as shown under caption "Passenger Service," such as when tied up within terminal under Hours of Service Act, train is brought to rest in a removed portion of terminal, etc., contact crew dispatcher for instructions on how you are to be transported to point shown under caption "Passenger Service."

DEADHEADING

5. Freight crews and/or individual deadheading between Los Angeles and a point between Los Angeles and Santa Barbara and/or Bakersfield.

Report for duty at point shown under caption "Freight Service" for transporting to Glendale and/or Sixth and Los Angeles Streets. If ordered to deadhead on a passenger train, you will be transported to Glendale, and if ordered to deadhead on a bus, you will be transported to Sixth and Los Angeles Streets.

When deadheading from Bakersfield or Santa Barbara and/or intermediate point to Los Angeles, if deadheaded on a passenger train, detrain at Glendale for transporting to Taylor Yard Office, and if deadheaded by bus, detrain at bus depot at Sixth and Los Angeles Streets for transporting to Taylor Yard Office.

If conveyance is not available upon arrival at Glendale and/or bus depot at Sixth and Los Angeles Streets, contact crew dispatcher for instructions on how you are to be transported to Taylor Yard Office.

ASSIGNED

6. Passenger crews, extra passenger crews, and/or extra conductors and/or trainmen called to fill vacancy on assigned passenger crews.

Report at point shown under caption "Passenger Service."
Go off duty at point shown under caption "Passenger Service."

When service ends at a point within terminal that is not the same as shown under caption "Passenger Service," such as when tied up within terminal under Hours of Service Act, train is brought to rest in a removed portion of terminal, etc., contact crew dispatcher for instructions on how you are to be transported to point shown under caption "Passenger Service."

REGISTERING ON AND OFF DUTY

7. Extra conductors and/or trainmen, who are filling vacancy on an assigned crew but not on a hold-down, must register time they reported at point shown under caption "Passenger Service" and/or "Freight Service." For instance, if called to fill vacancy on 6:00 AM Firestone Park run and reports at Taylor Yard Office at 5:30 AM for transporting to Firestone Park, must register as going on duty at 5:30 AM. Actual time must be shown; if it be 5:31 AM or 5:32 AM, actual time must be shown on register.

Conductor of crew on which an extra trainman is filling vacancy (not on a hold-down) will not fill in Column 8 on Form 2370, Time Return, for that individual and timekeeper will fill in that column from register. Conductor will show actual on-duty time in Column 8 on Form 2370, Time Return, for balance of crew.

8. Extra conductors and/or trainmen, who are filling vacancy on an assigned crew, not on a hold-down, must register time they arrive at point shown under caption "Passenger Service" or "Freight Service." For example, if crew, except extra man, completes its work at Firestone Park at 4:00 PM, conductor will show 4:00 PM in Column 11 of Form 2370, Time Return, for all regular men and leave that column blank for extra men, and timekeeper will fill in that column from register. Extra men must show actual time they go off duty at point shown under caption "Passenger Service," or "Freight Service." If it be 4:31 PM or 4:32 PM, actual time must be shown on register.

9. Time as shown on register by conductor in charge of crew will govern time trainmen are released from duty; trainmen in swing service, pilot service, flagging service, or deadhead service, when unattached to crew, on arrival terminal will register the time they are released, as set forth herein, in book or place provided for that purpose, and will be called for next service in accordance with time as shown by register.

11 - Train Baggage men must register their arrival and departure on register provided at Los Angeles (Mail Room), Yuma (Yard Office), and Santa Barbara (Passenger Station). Their address and telephone number, where they can be reached while at these points, also must be shown on register.

12 - Enginemen, trainmen, and switchmen will not include claims for which no service is performed, such as runarounds, call and release, yard days, etc., on the same trip report on which claim is made for service performed.

Such claims, commonly called "Penalty Claims," must be

made on separate trip report.

13 - Those operating on diesel-powered trains will show the diesel engine number in column 33 for enginemen and column 34 for trainmen of Form 2370, Time Return and Delay Report of Engine and Train Employees. If the diesel is used over only a portion of assignment, columns 34 and 37 for enginemen and columns 35 and 38 for trainmen shall be filled in showing names of the stations between which diesel engine is used. Columns 35, 36, and 38 for enginemen, and columns 36, 37, and 39 for trainmen, should be filled in showing appropriate times.

14 - Time to be shown in column 30 for engineers and column 32 for conductors, Form 2370, Time Return and Delay Report of Train and Engine Employees, except for trains from the east that are to come to rest in "A" and/or "B" Units, shall be the time that the engine arrives at the designated point at which terminal delay begins. Time to be shown in this column only by engineers and conductors in road service other than passenger service. Time shown in column 38 for engineers and column 39 for conductors governs terminal delay, if any, to be allowed in passenger service. Time to be shown in column 38 for enginemen and column 39 for trainmen is the time the train is brought to rest at terminal.

For trains from the east that come to rest in "A" and/or "B" Units, time to be shown in column 30 for engineers and column 32 for conductors is the actual time engine passes Dayton Avenue Tower plus 5 minutes.

15 - Switchmen and yard enginemen must not work more than 15 hours and 55 minutes in any 24-hour period, either continuously or in the aggregate, unless unforeseen circumstances prevent release prior to expiration of 16 hours on duty. Yardmasters and Engine Foremen must see that work is arranged and assignment released to comply with the foregoing.

Actual time released must be shown in columns 12 and 30 on Yardmen's Daily Time Return, Form S-2370-G. Actual time engine arrives on designated relieving track or tie-up track must be shown in column 31 on Enginemen's Daily Time Return, Form S-2370-A.

When registering time commenced and time stopped work on Form CS-254, Yardmen's Daily Register, in columns captioned "First Half Shift" and "Second Half Shift" actual time must be shown. Each switchman must personally sign his own name on Form CS-254. Engine Foreman must show on Yardmen's Daily Register, Form CS-254, when they go beyond the old yard limit boards.

Yard Engine Foremen will show time watch comparison is made as required by Rule 3 of the Rules and Regulations of the Transportation Department, on appropriate line in column headed "Foreman" on Form CS-254.

16 - Following is the distance traveled and light miles allowed enginemen when handling locomotives from roundhouse to train; and from designated yard track switch where terminal delay begins to the roundhouse; also, in passenger service from roundhouse to train or passenger station, and from passenger station or train to roundhouse. Light miles are not allowed at initial terminal when absorbed by the payment of initial terminal delay in through freight service or the payment of initial switching or overtime, also, at final terminal, when light miles traveled are absorbed by the payment of

30 minutes or more final terminal delay or the payment of overtime.

Route numbers of route used must be shown in column 24 on time returns in all instances when light miles are claimed on time returns.

When distance traveled is less than one mile, no light miles are allowed.

Route Number *89 page 14* R O U T E Miles Run Miles Allowed

LOS ANGELES

1	Taylor Roundhouse to east end "C" Yard through "C" Yard	1.19	1
2	Initial switch west of Yard Office, into "A" Yard and back through "B" Yard, via East Engine Lead to old relieving track at Taylor Roundhouse	2.80	3
3	Initial switch west of Yard Office through "A" Yard via West Engine Lead to new relieving track at Taylor Roundhouse	2.22	2
4	Initial switch west of Yard Office via main line to Kerr Street cross-over to new relieving track via West Engine Lead	2.46	2
10	Initial switch at Glendale Tower via "A" and "B" Yards and East Lead to OLD relieving track at Taylor Roundhouse	2.62	3
11	Initial switch at Glendale Tower via "C" Yard and Dayton Avenue Tower back through "C" Yard and East Lead to OLD relieving track	4.39	4
12	Initial switch at Glendale Tower into "A" Yard, back through "A" Yard, thence west lead to NEW relieving track (West Engine Lead)	3.66	4
13	Initial switch at Glendale Tower via "A" Yard to West Engine Lead and NEW relieving track	1.88	2
14	Taylor Roundhouse to west end "C" Yard	.35	None
15	Taylor Roundhouse to west end Bull Ring Yard via Midway Yard	2.01	2
16	Taylor Roundhouse to east end Bull Ring Yard via Midway Yard	2.46	2
17	Taylor Roundhouse to west end Shed "B" Los Angeles Freight Station via River Station Tower	2.79	3
18	Taylor Roundhouse to head end train Aurant Unit via East Bank Line (Eastward)	6.9	7
18-A	Taylor Roundhouse to head end train Aurant Unit via East Bank Line (Westward)	5.82	6
19	Initial switch Aurant Unit to Taylor Roundhouse via East Bank Line	6.8	7
22	Taylor Roundhouse to train at LAUPT via East Bank Line	3.22	3
23	Taylor Roundhouse to train at LAUPT via River Station	3.82	4

Route Number	R O U T E	Miles Run	Miles Allowed
24	Taylor Roundhouse to west end Mission Road Coach Yard via East Bank Junction	3.15	3
25	Taylor Roundhouse to west end Mission Road Coach Yard via River Station	4.30	4
26	Taylor Roundhouse via Glendale lead to top end of "A" Unit, thence to head end of train (Eastbound) in lower end of "A" Unit	1.82	2
27	Taylor Roundhouse to top end of "A" Unit, thence to head end of train (Eastbound) in lower end of "C" Unit	3.35	3
28	Taylor Roundhouse to top end of "A" Unit, thence to head end of train (Eastbound) in Bull Ring Unit via Midway Unit	4.53	5
29	Taylor Roundhouse to top end of "A" Unit, thence to head end of train (Eastbound) at River Station via Dayton Avenue and East Bank Line to Mission Tower and Old Yuma Main Line to River Station via Rondout Street	5.51	6
29-A	Top end of "A" Unit and return to Dayton Avenue Tower via Track 101 or Main Line, thence to relieving track at Taylor Roundhouse via Track 17	3.67	4

SANTA BARBARA

30	Initial switch to roundhouse via train yard to freight station and back to relieving track	1.625	2
31	Roundhouse to head end of train in train yard via East Lead	Less than 1 mile	None

COLTON (Westward)

32	Designated switch at MP 540.31 to roundhouse through P-side of yard (south side of main track)	1.50	2
33	First lead switch west of Santa Ana River Bridge at MP 539.8 to roundhouse via train yard (north side of main track)	1.57	2
33-A	Roundhouse track westward via Track No. 2 to vicinity of the Santa Fe Tower, thence eastward on main track to head end of train in yard north of main track	1.165	1

COLTON (Eastward)

34	No. 2 Track switch just east of Santa Fe Tower to P-side of Yard (south side of main track), thence back to receiving track at roundhouse	1.67	2
34-A	First crossover switch opposite freight house through train yard (north side of main track), thence back to receiving track at roundhouse	1.49	1

Route Number	R O U T E	Miles Run	Miles Allowe
34-B	Roundhouse track to rear of eastward train on eastward siding	Less than 1 mile	0
34-C	Roundhouse track to rear of eastward train on ice deck track	Less than 1 mile	0
<u>INDIO (Eastward)</u>			
35	Roundhouse track west to turnout switch, thence east on main line to head end of train in East Yard	1.605	2
36	Roundhouse track west to turnout switch, thence east to lead switch and east end of East Yard to head end of train on Track 2 or 3 via main line	1.394	1
37	Designated switch (CTC turnout switch MP 610.27) through East Yard; back main line to Roundhouse Lead, thence to receiving track at roundhouse	3.540	4
<u>INDIO (Westward)</u>			
39	Roundhouse track west to turnout switch, thence east to head end train in West Yard	less than 1 mile	None
40	Roundhouse track west to turnout switch, thence east on main line or through West Yard to rear end of train at east end of West Yard	1.895	2
42	Lead switch at east end of West Yard to receiving track at roundhouse	1.570	2
<u>CALEXICO</u>			
45	Roundhouse track via lead to passenger station	2.00	2
46	Initial switch opposite freight station to receiving track at roundhouse on trains arriving from Yuma	1.77	2
47	Birch Street to roundhouse via switch opposite freight station and roundhouse lead on trains arriving from Niland	2.63	3
<u>YUMA</u>			
50	Initial switch to roundhouse receiving track	2.05	2
51	Roundhouse track to passenger station	2.26	2
52	Roundhouse track to head end westward train in East Yard	2.559	3
53	Roundhouse track to head end westward train in East Yard via Balloon Track	4.122	4

Route Number	ROUTE	Miles Run	Miles Allowed
54	Roundhouse track to rear end westward train in East Yard	4.164	4
55	Roundhouse track to rear end of westward train in East Yard via Balloon Track	5.727	6
56	Roundhouse track to Yard Office via Balloon Track	1.28	1
56-A	Diesel servicing facilities track eastward to head end of westward train in East Yard	1.03	1
57	Diesel servicing facilities track westward to turnout switch to Drill track, thence eastward via Drill track to head end of westward train in East Yard	1.46	1
58	Head end of eastward train Yuma Yard to Diesel facilities track	1.08	1

17 - Engineers in preparing Form CS-2408 be governed by the following:

ROAD SERVICE

Show arrival time at designated main track signal, or passenger station, in column opposite "A" in column "TIME OF ARRIVAL AT." Also show arrival time at designated relieving track in same column opposite "B". Separate registrations are to be shown for each engineer and fireman in columns following column "TIME OF ARRIVAL AT."

SECTION 9 - MISCELLANEOUS REPORTS AND INSTRUCTIONS

1 - Employees called to deadhead on a particular train, bus, or taxi, must deadhead as instructed unless permission to the contrary is obtained from Chief Train Dispatcher.

2 - Employees deadheading on passenger trains or buses will conduct themselves to avoid inconvenience or annoyance to passengers.

3 - To avoid waste of electric energy, lights in offices, stations, shops, living quarters, etc., when not actually needed, must be turned off.

4 - Employees must keep their immediate supervisor or crew dispatcher currently informed of any change in home address or telephone number.

5 - Chair Car Porter Dispatchers are authorized to grant the privilege for passenger conductors, brakemen, train baggage-men, and chair car porters to occupy lockers at LAUPT. On receiving locker assignment Chair Car Porter Dispatcher must be furnished with duplicate key or combination to private padlock placed on locker. He will then issue sticker bearing occupant's name to be attached to face of locker.

Chair Car Porter Dispatchers are the only authorized persons to remove car seals or company padlocks from spare lockers.

Any case in change of status of occupants must be promptly reported to Chair Car Porter Dispatcher who will return duplicate key.

Unauthorized use of lockers will result in locks being forced and contents removed.

6 - All of our agents and employees dealing with complaints, written or oral, received from our patrons, prospective patrons, public authorities, or the general public, should appreciate importance of handling them promptly, thoroughly, and with understanding. Proper handling of complaints is necessary for maintenance of public goodwill, and report should be made to Superintendent.

7 - When legal papers are served on Station Agents or other representatives of Southern Pacific Company, as well as situations where employees are served as individual defendants or witnesses in company matters, notify Superintendent's Office.

8 - Account confusion of colors which constitutes decided hazard, use of sun glasses or goggles with colored lenses while on duty is prohibited unless authorized by Company oculist.

Such authorization from Company oculist must be furnished Superintendent's Office so that proper record may be made thereof.

9 - Semi-monthly pay days for employees will be on the 10th and 25th of each month, subject to the following exceptions:

(a) When 25th pay day falls on Sunday or a holiday, employees will be paid on the next succeeding business day, except that pay checks for the first period December will be released prior to the Christmas holiday.

(b) When 25th pay day falls on Saturday, employees will be paid on the preceding day.

(c) When 10th pay day falls on Saturday, Sunday, or a holiday, employees will be paid on the preceding business day.

(d) Payroll vouchers may also be delivered to employees, IF AND WHEN AVAILABLE, the day before pay day, under the following circumstances:

1. When an employee, in line of duty, will be away from point of delivery on pay day;
2. When pay day falls on an employee's regularly assigned rest day; or
3. When an employee will be on scheduled vacation or on leave of absence on regular pay day.

10 - Semi-monthly pay checks for switchmen and yard enginemen in Los Angeles area are available for delivery at locations and dates shown:

LOCATION	TIME PAY CHECKS AVAILABLE FOR DELIVERY			
	DATE		TIME	
Terminal Supt's Office	10th and 25th	12:01	AM	to Midnight
	11th and 26th	12:01	AM	to Midnight
	12th and 27th	12:01	AM	to Midnight
	13th and 28th	12:01	AM	to Midnight
	Balance of month	8:00	AM	to 5:00 PM
Cashier's Office, LAUPT	9th and 24th	5:00	PM	to Midnight
	Balance of month	6:00	AM	to Midnight
Passgr. Car Foreman's Office, Mission Road				
Coach Yard	Daily	12:01	AM	to Midnight

<u>LOCATION</u>	<u>TIME PAY CHECKS AVAILABLE FOR DELIVERY</u>	
	<u>DATE</u>	<u>TIME</u>
Freight Office Room 399 P. E. Bldg.	Daily	8:00 AM to 4:00 PM
Freight Office Room 299 P. E. Bldg.	Daily	4:00 PM to 8:00 AM
Pay Check Bureau Room 597 P. E. Bldg.	Daily, except Sat., Sun. and holidays	8:00 AM to 4:00 PM
50th Street Station	Daily, except Sat., Sun. and holidays	8:00 AM to 5:00 PM
Auto Dock	10th and 25th	7:00 AM to 5:00 PM
	Balance of month	8:00 AM to 5:00 PM
	(Except Sat., Sun. and holidays)	
Firestone Park	Daily	7:00 AM to 5:00 PM

Pay roll vouchers must be delivered only to the persons in whose favor they are drawn, except that when from sickness or other good cause it is impossible for payee to apply in person for his pay roll voucher, it may be delivered to another person upon written order of payee (which must be known to be genuine), provided such order bears the personal approval of head of department under whom payee is employed. Persons obtaining pay roll vouchers on orders shall sign for them in their own name with the words "per order" added. Such cases must be exceptional and if the same employee gives frequent orders when urgent necessity does not appear to exist, such orders will not be honored.

In the event change in destination of check is desired, notification must be furnished District Timekeeping Bureau prior to 3:00 PM second day preceding regular pay day.

11 - Group Life Insurance plan permits employees to carry insurance while on leave of absence for reasons other than sickness or injury for a period not to exceed 90 days, provided they do not accept other employment while on such leave, premium to be paid at Room 715, Pacific Electric Building, Los-Angeles, on or before the first of each month.

All matters involving group life insurance with Metropolitan Life Insurance Company, such as payment of contributions, changes in beneficiaries, etc., should be handled directly with your immediate supervisor rather than with the insurance company.

The only item you should handle direct with the insurance company is when conversion of group policy to an individual policy is desired. Address of the Metropolitan Life Insurance Company, Group Accounts, is 600 Stockton Street, San Francisco 20, California.

12 - Current Rules and Regulations of Southern Pacific Company Hospital Department provide that employees who are granted leave of absence, and those who are furloughed (laid off account reduction in force) shall be entitled to the treatment and services furnished by the Department under the conditions and for the periods specified below, respectively, provided they inform their employing officer, in writing, on or before the effective date of such leave or furlough, of their intention to avail themselves of the privilege and make their con-

tributions to the Fund through their employing officer on or before the last day of each month, except that contributors who obtain leave of absence may make their contributions for the entire period of their leave on or before its effective date:

	<u>While on Leave of Absence</u>	<u>While on Furlough (Laid off)</u>
(a) Employees who have maintained an employment relation to the Company for a period of three years but less than ten years. A period of.....	3 mos.	1 year
(b) Employees who have maintained an employment relation to the Company for a period of ten years but less than fifteen years. A period of.....	6 mos.	1½ years
(c) Employees who have maintained an employment relation to the Company for a period of fifteen years or over. A period of.....	1 year	2 years

13 - To avoid unauthorized persons entering caboose, conductors will see that it is locked when unattended.

SECTION 10 - AGENCIES AND LOCAL CONDUCTORS

1 - To avoid complaints received because of difficulty experienced in securing information as to arrival and departure of passenger trains when station is closed, before going off duty Agent or Telegrapher must get report from Train Dispatcher and mark bulletin board accordingly.

2 - It is our policy to prohibit use of Company facilities, such as ramps, freight platforms, scales, trucks, or cranes, when commodity handled is neither received nor forwarded over our lines. Premises should be policed to prevent any unauthorized use.

3 - No arrangement or agreement should be entered into with shippers or receivers of freight to the effect that shipments will be delivered on or at a certain date or hour. Such promises cannot always be fulfilled and therefore will not only place us in position of violating law but will cause dissatisfaction and criticism.

4 - Local freight conductors, when stopping at blind sidings for any purpose, will render on-hand report of all cars, indicating whether cars are loading or unloading or are empty, leaving report with first agent beyond blind siding checked.

Agents will show this information on their daily PCDB Form 28.

5 - In order that Traffic Department may have an opportunity to solicit routing via our lines whenever car order is received from an industry wherein shipment is adversely routed, arrange to get in touch with Traffic Department, either by wire or telephone.

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