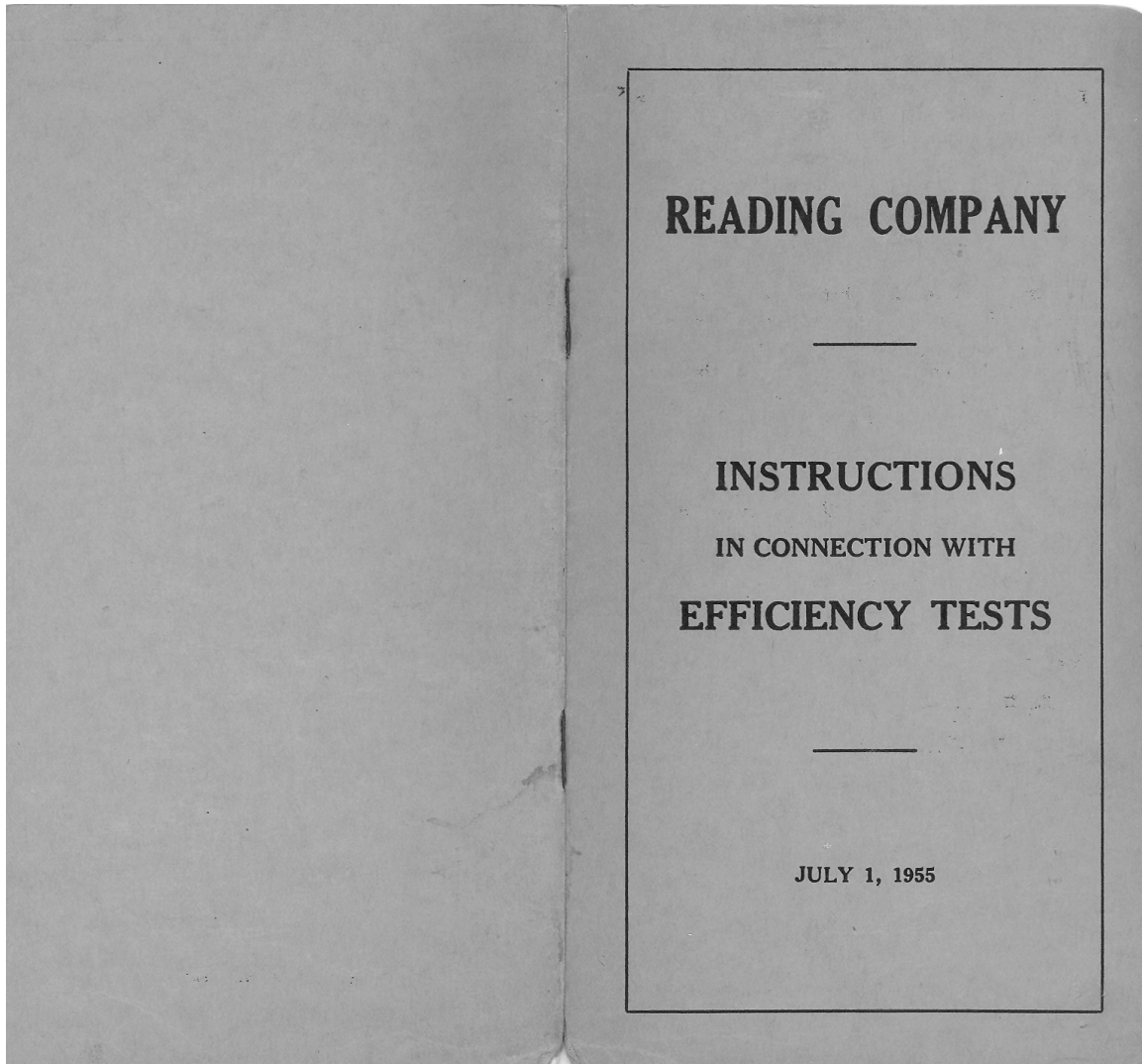




Reading Company
Instructions in Connection With Efficiency Tests
July 1, 1955






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Form 290B-Rev.

7-55-250B

Instructions contained herein are for the guidance of officers making efficiency tests in order to establish uniform practice. However, instructions are not to be construed as limiting the character of tests that may be deemed necessary and they should be consistent with the practice indicated herein.

Approved:


Vice-President


General Manager

Observation	Method of Making	What Constitutes a Failure	Employee's Occupation
1. Proper position on Engine or Car.	Observe if Safety Rules 171, 173, 174, 175, 176, S-178 and S-179 are complied with.	Failing to comply with provision of Rules. Placing hands, fingers, or any parts of body between end doors and lading. Jumping from top of engine or car to another, etc.	Engine and Train Service employees.
2. Walking or running ahead of Engines or Cars.	Observe if Safety Rule 181 is complied with.	Crossing tracks or running ahead of moving equipment.	Engine and Train Service employees. All employees whose duties place them in this area.
3. Coupling or moving cars to or from Industrial, Freight House, Sidings, Yards or Public Delivery Tracks.	Observe if Safety Rule 182 and Operating Rule W are complied with.	Placing, coupling or moving cars without making proper check as required. Coupling or impact made at high rate of speed.	Engine and Train Service employees.



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Observation	Method of Making	What Constitutes a Failure	Employee's Occupation
4. Coupling and Uncoupling Air Hoses.	Observe if Rule 907, Form 1118-Rev. is complied with.	Not parting air hoses by hand.	Engine and Train Service men. Car Inspectors.
5. Position of Placarded Cars in Trains and handling in yards or other locations.	Observe if instructions regarding these cars in Safety Rule 431 are complied with.	Improper position in train. Switching and placement in yards or other locations not as per instructions.	Engine and Train Service employees. Yard supervision.
6. Issuing of Form Notice 5089.	Check if Form 5089 is properly handled as required by Safety Rule 431.	Failure to show position of car in train; failure to deliver form or number same consecutively.	Engine and Train Service employees. Yard supervision.
7. Current Time Table.	Observe if Rule A is complied with.	Not having current time-table while on duty.	All employees affected by time-table.

Observation	Method of Making	What Constitutes a Failure	Employee's Occupation
8. Standing in front of engine or cars to board same.	Observe if fourth paragraph of Rule M is complied with.	Violation of fourth paragraph of Rule M.	Engine and Train Service men.
9. Sleeping, reading of newspapers, etc.	Observe if Rule P is complied with.	Violation of Rule P.	All employees.
10. Inspection of Passing Trains.	Observe if Rule S is complied with.	Failure to give signals, acknowledge or to act when defects are noted.	Engine and Train Service men, operators, signalmen, yard-masters and M. of W. employees.
11. Protecting switching at Grade Crossings and Grade Crossing Protection.	Observe if Rule T and M. of W. instructions are complied with.	Failure to provide required protection.	Engine and Train Service men and M. of W. employees.



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Observation	Method of Making	What Constitutes a Failure	Employee's Occupation
12. General Orders and General Notices.	Observe if Rule V is complied with.	Failure to read Bulletin Boards before going on duty. Failure of employees to sign for and carry General Orders as required.	Engine and Train Service men. All employees whose duties require.
13. Use of Standard Watch; Time Comparison.	Observe if Rules 2, 3, 3a and 3b are complied with.	Not having Standard Watch and Current Watch Card, and failure to comply with Rules 3, 3a and 3b.	All employees designated.
14. Night Signals and Fusees.	Observe if Rules 9, 11 and Safety Rule 19 are complied with.	Failure to comply.	Engine and Train Service men, operators, signalmen and crossing watchmen.

Observation	Method of Making	What Constitutes a Failure	Employee's Occupation
15. Hand, Flag and Lamp Signals.	Observe if signals are properly given.	Failure to give proper signal as prescribed by Rule 12.	All employees who are required to give hand, flag and lamp signals.
16. Engine Whistle Signals and Engine Bell.	Observe if whistle signals are given properly and bell rung where required.	Failure to comply with Rules 14, 30 and 32.	Enginemen and Firemen.
17. Torpedoes.	Observe if Rules 14g, 15, 99 and Safety Rule 19 are complied with.	Failure to comply.	Engine and Train Service men. Track Car Drivers and M. of W. Employees when required.
18. Electric Headlights.	Observe if Rules 17 and 18 are complied with.	Failure to comply.	Enginemen.
19. Markers.	Observe if Rules 19 and 80 are complied with.	Failure to comply.	Engine and Train Service men. Track Car Drivers.



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Observation	Method of Making	What Constitutes a Failure	Employee's Occupation
20. Display of Blue Signals.	Observe if Operating Rule 26 and Safety Rule 26 are complied with.	Failure to display. Unauthorized removal. Failure to comply.	Engine and Train Service men. Car Inspectors, Workmen.
*21. Fixed Signals.	Observe compliance with indication according to Rules 27, 221, 281 to 295 inc., 311 and 611.	Failure to comply.	Engine and Train Service men. All employees required to be governed by signal indications.
22. Observing and Calling Signal Indication.	Check if seen and called by name.	Failure to comply with Rule 34.	Engine and Train Service men.
23. Track Car Operation.	Observe if Rule 80 is complied with and particularly use of Form D-TC-1.	Non-compliance.	Signalmen, Operators, Train Dispatchers, Track Car Drivers, M. of W. employees.

*See page 11.

Observation	Method of Making	What Constitutes a Failure	Employee's Occupation
24. Registering and Checking Trains.	Observe if Rules S-83, S-83a, D-83 and D-83a and Time Table Instructions authorizing Clearance Form "A", line 4, are complied with.	Failure to register and check, or to obtain Clearance Form "A", where authorized.	Enginemen, Conductors, Track Car Drivers, Signalmen, Operators.
25. Clearing Superior Trains.	Observe if inferior train clears for superior trains.	Failure to clear according to Rules 86 to S-89 or time-table schedule.	Engine and Train Service men, Track Car Driver.
26. Speed Limit.	Observe if Rules 98, 106, 271, 308, 514, 518, 663, Time Table, Train Order and General Order are complied with.	Failure to comply.	Engine and Train Service men.



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Observation	Method of Making	What Constitutes a Failure	Employee's Occupation
27. Flagging Equipment and Flagging.	Observe if Rules 7, 35, 99 to 102 incl., 106, D-152, 336, 513, 515, 630, 671, 672, 1401 are complied with.	Lack of prescribed equipment and failure to comply with rules.	Engine and Train Service men and other employees required to use equipment, as well as protect.
28. Engine pushing cars.	Observe if Rule 103 is complied with.	Failure to comply.	Conductor and Trainmen.
29. Position of Switches.	Observe if Rules 104 and 512 have been complied with.	Failure to comply.	Engine and Train Service men. Maintenance of Way employees.
30. Approaching Stations with Caution.	Observe if Rule 107 is complied with.	Failure to comply.	Enginemen and Track Car Drivers.
31. Detouring Trains.	Observe if Rule D-160 is complied with.	Non-compliance.	Engine and Train Service men, Yardmaster, Train Dispatcher, Signalman, Operator.

Observation	Method of Making	What Constitutes a Failure	Employee's Occupation
32. Train Orders.	Observe if Rules 201 to 221, inc. are complied with.	Failure to comply.	Train Dispatchers, Operator, Signalmen, Engine and Train Service men. Track Car Drivers.
33. Train Records and Manual Block Operation.	Observe if Rules 222 and 312 to 344 inc. are complied with.	Failure to comply.	Train Dispatcher, Operator, Signalman, Engine and Train Service men, Track Car Drivers.
34. Three Minute Rule, movements to and from Main Tracks and Crossover Movements.	Observe if Rules 511, 512, 513 and Time Table Instructions are complied with.	Failure to comply.	Engine and Train Service men, Track Car Drivers and M. of W. employees.



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Observation	Method of Making	What Constitutes a Failure	Employee's Occupation
35. Performance of Passenger Train Employees.	Observe if Rules 1461 to 1476, inc., are complied with.	Non-compliance.	Passenger Conductors and Trainmen.
36. Air Brake Tests, Rules and Use of Retainers.	Observe if tests are properly made, Rules complied with and retainers used as required.	Non-compliance.	Engine and Train Service men, Car Inspector.

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Note: The term "Engine and Train Service men" includes Yard Employees on engines, cars or trains, or work incidental to switching or humping cars.

Additional Instructions

Sixty per cent of tests must be night tests. Not more than two tests are to be submitted for any calendar day. If observation indicates failure (F) a letter of explanation must accompany Form 290 A-Rev. when submitted, explaining same in detail, including final disposition of case.

SYSTEM "EFFICIENCY TESTS"
AT FIXED SIGNALS

*See Test 21. Page 6.

PROGRAM

Division Superintendents will prepare a program to assure that each engineman is tested at least once each calendar year for:

Proper observance of a "Stop" or a "Stop and Proceed" signal indication.

When practicable tests should also include the following observations:

1. Reduction in speed as required in connection with Approach indications. Rule 285.
2. Stop and Proceed at Restricted Speed. Rule 291.
3. Operate through entire block at restricted speed. Rules 290 and 509.

TESTS

Tests must be made by observing obedience

to signal aspects set up by trains in advance, or by establishing the desired signal aspect by control of circuits.

TO OBTAIN SIGNAL ASPECTS

In establishing the desired signal aspect, the following will govern:

- (a) Where tests are to be conducted at:
 1. Interlocking Plants.
 2. Automatic block signals where the shunting of track **will** interfere with automatic crossing protection; single track operation of block signals; approach indicators and locking for interlockings, etc.

Signal Supervisor or his representative shall be present and open necessary control circuits.

- (b) Where tests are to be conducted at:
 1. Automatic block signals where the shunting of track circuit will **not** interfere with automatic crossing



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protection; single track operation of block signals; approach indicators and locking for interlocking, etc.

These locations to be indicated by Signal Supervisor.

Officer authorized to make test may use approved type of shunt cable, effectively clamped to rails. Such cables must be clamped to rails at least two rail lengths from insulated joint.

- (c) The aspect of signals involved must be observed at time of test for each train.
- (d) At least 4 officers shall be present to complete tests and properly observe conditions and they will be located as follows:

One officer at and to confirm the approach indication.

Two officers to observe compliance with stop indication, one of these officers to be a signal officer.

One officer assigned to the run-off area to observe compliance with Rule 509.

**OFFICERS AUTHORIZED TO
MAKE TESTS**

The following is a list of officers who may be assigned by Superintendent, including himself:

Superintendent, Asst. Superintendent.
Division Engineer, Asst. Div. Engineer.
Supervisor of Track.
Trainmasters, Asst. Trainmasters.
Road Foremen of Engines.
Asst. Road Foremen of Engines.
Division Operators, Asst. Div. Operators.
Train Rules Examiners.
Supervisor of Signals, Asst. Sup. of Signals.
General Yardmasters.

Other Staff Officers may be assigned.

Chief Train Dispatcher and Signal Supervisor shall be confidentially advised in advance of every test.

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