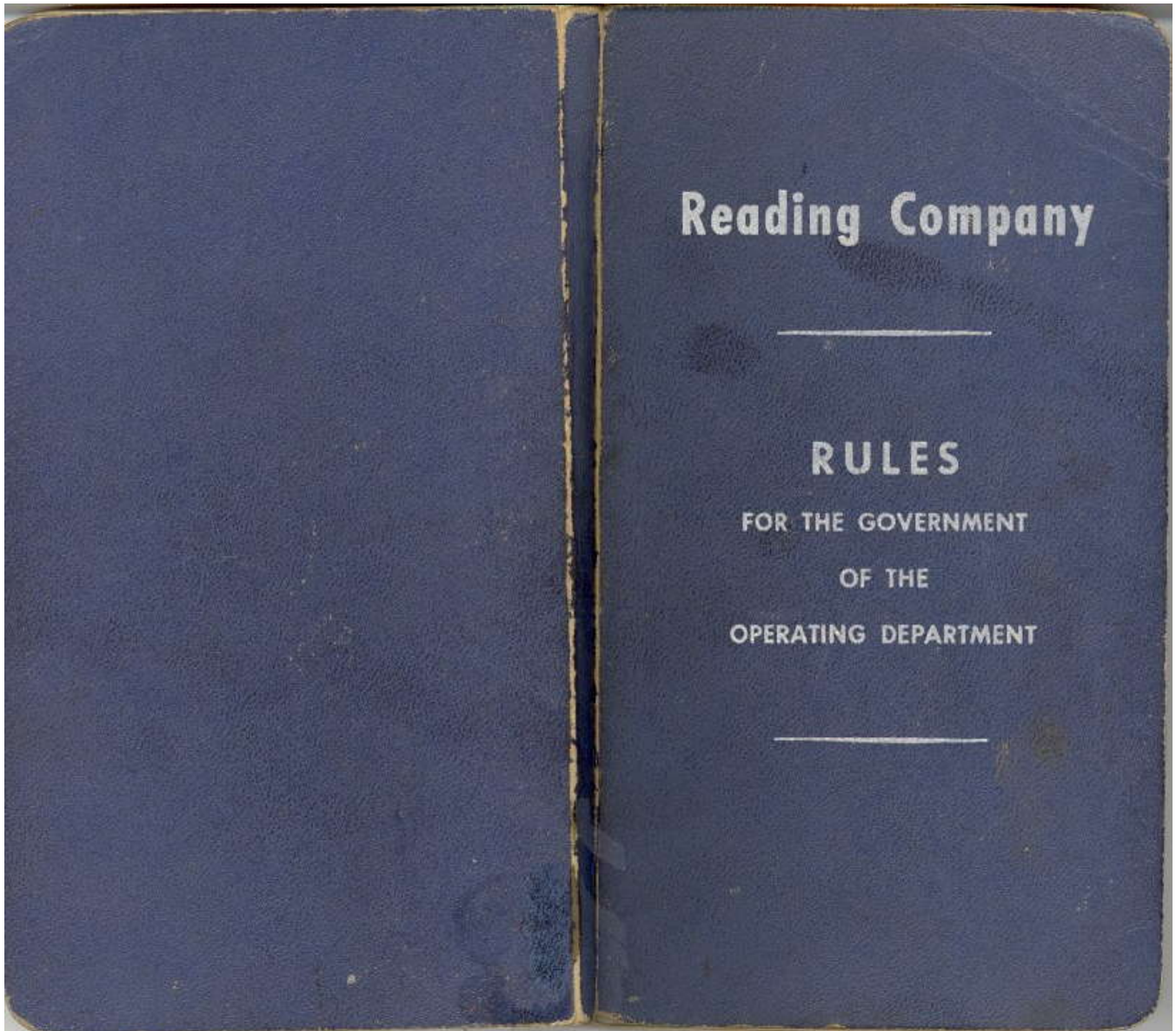




Reading Company
Rules for the Government of the Operating Department
Effective January 1, 1954





Reading Company
Rules for the Government of the Operating Department
Effective January 1, 1954

Nº 3138

Form 372

THIS BOOK IS LOANED TO:

Name	Occupation
<i>John J. Amos</i>	<i>Flagman</i>

who hereby agrees to return it to the proper officer
when called for, or upon leaving the service.

READING COMPANY

RULES
FOR THE GOVERNMENT
OF THE
OPERATING DEPARTMENT

Effective January 1, 1954

*Issued in accordance with the Standard Code
adopted by the
Association of American Railroads.*

*Effective March, 1949
and Revised July, 1951*



Reading Company
Rules for the Government of the Operating Department
Effective January 1, 1954

READING COMPANY

OPERATING,
BLOCK SIGNAL AND INTERLOCKING
RULES

The rules herein set forth govern the railroads operated by the Reading Company and must be observed by all employees whose duties are in any way affected thereby. They take effect January 1, 1954, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

A. K. Jewell

General Manager.

Approved:

C. H. Hanger

Vice-President.



Reading Company
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Effective January 1, 1954

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GENERAL NOTICE.

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

Obedience to the rules is essential to safety.

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

The service demands the faithful, intelligent and courteous discharge of duty.

To obtain promotion, ability must be shown for greater responsibility.



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GENERAL RULES.

A. Employees whose duties are prescribed by these rules must provide themselves with a copy.

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

B. Employees must be conversant with and obey the rules and special instructions. If in doubt as to their meaning they must apply to proper authority for an explanation.

C. Employees must pass the required examinations.

Employees whose duties require them to be familiar with the Book of Rules must pass a satisfactory examination one year after entering service and be re-examined at least once every two years or at more frequent intervals when directed. When reporting for examination they must present their copy of the Book of Rules for checking.

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

E. Employees must devote themselves exclusively to the Company's service while on duty, render every assistance in their power in carrying out the Rules and Special Instructions and report promptly to the proper official any violation thereof.

F. Accidents, failure in the supply of water or fuel, defects in tracks, bridges, signals, catenary system, or any unusual conditions which may affect the movement of trains, must be promptly reported by wire to the superintendent.

G. The use of intoxicants or narcotics by employees, while on duty, or on Company property, or, the reporting for duty by an employee

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who is under the influence of intoxicants or narcotics, is prohibited and is sufficient cause for dismissal.

H. The use of tobacco by employees on duty in or about passenger stations or on passenger cars, is prohibited. Smoking in engine rooms of diesel locomotives is prohibited.

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

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

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

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

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

They must expect the movement of trains, engines or cars at any time, on any track, in either direction.

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

N. In case of accident, conductors of trains involved will, in the absence of the superintendent or other official, take charge of the work necessary to be done, commanding the services of engines and men on other trains, should the emergency so require.

In event of injury to persons occurring on



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the railroad, first aid and medical care must be provided immediately.

Injuries to persons must be reported immediately to the superintendent by wire and full report made promptly to the head of the department.

O. Employees whose hours of service are restricted by law must take action through the proper officer to avoid excess periods of service.

Train service employees must report to the superintendent at least two hours in advance of the expiration of the time on duty permitted by the Hours of Service Law.

P. Undivided attention to duty is essential to safety and efficiency.

Sleeping, reading of newspapers, periodicals, or any other reading matter not pertaining to railroad operation, playing cards or other games while on duty is prohibited. Employees who are dishonest or otherwise undesirable will not be continued in service.

R. Dead engines moved in a train shall be placed near head end and separated from each other and from other engines by not less than four cars. Effective Jan. 3, 1955.

A dead engine may consist of the following: Steam engine and tender; one unit diesel switcher (Class O.E.); one unit diesel road switcher (Class R.S.); one or two units diesel road passenger (Class D.P.); or one, two, three or four units diesel road freight (Class D.F.).

Dead steam engines moved in a train shall be headed in the direction of the train movement and trains handling such engines are not to exceed a speed of twenty-five miles per hour.

Dead diesel engines equipped with roller journal bearings including classes R.S., D.P. and D.F., may be moved in a train that does not exceed a speed of fifty miles per hour. All other dead diesel engines may be moved in a train that does not exceed a speed of twenty-five miles per hour.

Attached sticker modifying third paragraph, Operating Rule R, to be inserted top of page 11, Form 372, Rules for The Government of the Operating Department.

Effective July 19, 1954.

When practicable, cranes or other pivoted machinery with or without boom attached will be placed in trains with boom end trailing; when loaded on cars and having prescribed card forms attached, cars may be forwarded in freight trains on rear end next to or near caboose, except that shipments traveling on their own wheels, or under restricted movement account exceeding clearance or other cause, must not be forwarded in symbol trains unless authorized by division superintendent. When set out for repairs, conductor must notify the division superintendent by wire that it is pivoted machinery.

Cars bearing Interstate Commerce Commission placards must be placed in trains and handled in accordance with regulations of the Interstate Commerce Commission currently in effect as published by the Bureau of Explosives.

Cars containing live stock must, unless otherwise provided, be hauled on head end of train. Cars containing horses must be spaced not less than four cars from engine when train length permits.

S. Train and engine crews on moving trains must be on the lookout for signals, when passing other trains, interlocking, block, water, coaling and other stations, sidings and points where trackmen are working, and when practicable, exchange signals.

Conductor or trainman must ride on the leading steam engine and the leading unit of diesel engine on freight trains at all times, except when necessary to drop back because of sticking brakes, defects or other causes, or to handle retainers, and must return to the engine as soon as possible.

Train and engine crews must make frequent observation of their train rounding curves and



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at other points to detect hot journals or other defects.

They must observe passing trains for defects, and should there be any indications of conditions endangering the train, take such measures for its protection as may be practicable. When equipment is set off due to hot journal it must be known that fire in journal box is extinguished before proceeding.

Enginemen and conductors are responsible for seeing that these instructions are carried out.

When defects are noted, the following signals must be used:

Hot Journal... Rules 12h and 12h(a)

Brakes Sticking... Rules 12i and 12i(a)

Broken wheels, defective truck, dragging brake rigging, lading shifted over side or end of cars, swinging car door, or any other dangerous condition. Rule 12a.

Employees on moving trains receiving signal must acknowledge by repeating signal given, except in case of signals exchanged between moving trains: these signals shall be acknowledged with "Proceed" signal. (See Rule 12c). Enginemen at night may acknowledge with two short blasts of engine whistle. (See Rule 14g).

T. Train or engine switching over public road crossing not protected by a watchman or gates, must have a member of the crew with a red flag by day and a red light by night stationed on the crossing to protect all highway traffic.

In general, automatic warning signals at road crossings do not operate when:

- (a) A train or engine recrosses the road crossing after a reversal in the direction of movement.

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- (b) Operating against the current of traffic on a main track.

- (c) Moving from siding to or on the main tracks when switches are located within approach circuits, such as meet and pass or similar movements.

- (d) Operating on a side track or siding extending over the crossing.

When such movement is made, a train must approach the crossing equipped with automatic warning signals carefully and at reduced speed, expecting to find unwarned highway traffic on or approaching the crossing.

Where special instructions require train crews to flag movement over public road crossings, a member of crew shall precede engine or train to protect highway traffic.

U. Employees must report for duty at the prescribed time and will not be allowed to absent themselves from duty nor engage a substitute to perform their duties without proper authority.

V. General Orders and General Notices are instructions issued by superintendent.

General Orders and General Notices will be posted at bulletin board locations designated by time-table.

All train service employees before going on duty, must read General Orders and General Notices.

General Orders must be signed for on prescribed form, showing date and time of signature.

All road enginemen and conductors will be required to have with them, while on duty, copies of all current General Orders for a period of not less than two weeks after the effective date of the order, covering any divi-



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sion or portion of a division over which they operate.

Yard conductors and enginemen are to be familiar with and understand General Orders that affect the territory over which they operate.

Road conductors and enginemen must sign, before commencing any trip or tour of duty, and insert in the space provided on the time-return Forms 475 and 477, the number of the latest General Order for each division over which they are to operate. This signature shall be certification that they have not only read and signed for all General Orders as shown, but that they have in their possession and understand the provisions of the current General Orders.

Before starting on a trip or tour of duty, the conductor and engineman must know that the other is qualified and has current General Orders for such trip or tour of duty. In addition, the conductor must know, with respect to the trainmen, and the engineer, with respect to the firemen, that they have seen and are familiar with General Orders.

W. Cars in freight service which are or may be in process of loading or unloading, must not be coupled to or moved until it is known that there are no persons except members of the crew in or about them. Such cars may not be moved until all obstructions under or about the cars and attachments, such as pipe connections to tank cars, are removed. When cars are moved, they must be returned to original location unless otherwise instructed.

When coupling to standing drafts or switching in yards, speed at time of coupling or impact must be such as to avoid damage to lading or equipment.

Employees must avoid damage to property

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by observing position and clearance of doors, gates or obstructions encountered while engaged in switching service.

Y. When cars are placed or left on any track, sufficient hand brakes must be applied to prevent cars from moving and in addition, when necessary the wheels must be blocked.

DEFINITIONS.

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

Train.—An engine or more than one engine coupled, with or without cars, displaying markers.

Regular Train.—A train authorized by a time-table schedule.

Passenger Train.—A regular or extra train carrying passengers in passenger car equipment.

Extra Train.—A train not authorized by a time-table schedule. It may be designated as—

Extra—for any extra train except work extra.

Work extra—for work train extra.

Superior Train.—A train having precedence over another train.

Train of Superior Right.—A train given precedence by train order.

Train of Superior Class.—A train given precedence by time-table.

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



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Time-Table.—The authority for the movement of regular trains subject to the rules. It contains classified schedules with special instructions relating to the movement of trains.

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

Division.—That portion of a railroad assigned to the supervision of a superintendent.

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

Single Track.—A main track upon which trains are operated in both directions.

Two or More Tracks.—Two or more main tracks upon any of which the current of traffic may be in either specified direction.

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

Station.—A place designated on the time-table by name.

Siding.—A track auxiliary to the main track for meeting or passing trains.

Fixed Signal.—A signal of fixed location indicating a condition affecting the movement of a train or engine.

Note to Definition of Fixed Signal.—The definition of a "Fixed Signal" covers such signals as switch, train order, block, interlocking, semaphore, disc, ball, stop signs, yard limit signs, slow signs, block limit signs, or other means for displaying indications that govern the movement of a train or engine.

Yard.—A system of tracks within defined limits provided for the making up of trains, storing of cars and other purposes, over which

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movements not authorized by time-table, or by train order, may be made, subject to prescribed signals and rules, or special instructions.

Yard Engine.—An engine assigned to yard service and working within yard limits.

Track Car.—A hand car or a self-propelled car or truck, which may be manually moved to or from the track. The term "Track Car" shall include other self-propelled units, such as track cranes, weed burners, etc.

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

Train Register.—A book or form which may be used at designated stations for registering the time of arrival and departure of trains and such other information as may be prescribed.

Reduced Speed.—Proceed prepared to stop short of train or obstruction.

Yard Speed.—A speed that will permit stopping within one-half the range of vision.

Spring Switch.—A switch equipped with a spring mechanism arranged to restore the switch points to normal position after having been trailed through.



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OPERATING RULES.

Note.—Rules with a prefix “S” are for single track; those with a prefix “D” are for two or more tracks. Rules without a prefix are for single and two or more tracks.

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STANDARD TIME.

1. Standard Time obtained from Washington observatory will be transmitted to all points from designated offices at 12:00 noon daily except Sunday.

2. Watches that have been examined and certified to by a designated inspector must be used by conductors, enginemen, firemen, trainmen, yardmasters, track car operators, and others who may be designated. These watches must be presented to designated watch inspectors for inspection at prescribed intervals.

3. Watches of conductors, enginemen, firemen, trainmen and others who may be designated must be compared with a standard clock before commencing each day's work. The time when watches are compared must be registered on a prescribed form. The location of standard clocks will be shown in the time-table.

3(a). Conductors and enginemen, not having access to a standard clock, must compare watches with conductors or enginemen who have standard time and have registered, or must receive standard time by wire before commencing each day's work.

3(b). The conductor and engineman of a crew must compare watches with each other before starting on their initial trip.

TIME-TABLES.

4. Each time-table, from the moment it takes effect, supersedes the preceding time-table, and its schedules take effect on any division at the leaving time at their initial stations on such division. But when a schedule of the preceding time-table corresponds in number, class, day of leaving, direction, and initial and terminal stations with a schedule of the new



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time-table, a train authorized by the preceding time-table will retain its train orders and assume the schedule of the corresponding number of the new time-table.

Schedules on each division date from their initial stations on such division.

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

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

Unless otherwise specified, the time applies:

On single track, at the switch where an opposing train clears; where there is no switch it applies at the station.

On two or more tracks, at the station.

Schedule meeting or passing stations are indicated by figures in **full-faced type**, with the numbers of the trains to be met or passed in small figures adjoining.

6. The following letters when placed before the figures of the schedule indicate:

L—leave;

A—arrive;

S—regular stop;

F—flag stop to receive or discharge traffic.

SIGNALS AND THEIR USE.

7. Employees whose duties may require them to give signals, must provide themselves with the proper appliances, keep them in good order and ready for immediate use.

8. Flags of the prescribed color must be used by day, and lights of the prescribed color and type by night.

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

Night signals must be displayed from sunset to sunrise.

10. COLOR SIGNALS.

Color	Indication
(a) Red.	Stop.
(b) Yellow.	Proceed at reduced speed, and for other uses prescribed by the Rules.
(c) Green.	Proceed, and for other uses prescribed by the Rules.
(d) Yellow and green.	Flag stop. See Rule 28.
(e) Blue.	See Rule 26.
(f) Purple.	Stop. (Indication for hand operated derails).

11. A train or engine finding a fusee burning on or near its track must stop and extinguish the fusee and then proceed at reduced speed.

Fusees must not be used on wooden bridges or structures liable to be damaged by fire.



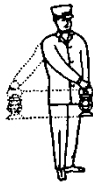
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12. HAND, FLAG AND LAMP SIGNALS.

Note.—The hand or a flag, moved the same as the lamp, as illustrated in the following diagrams, gives the same indication, except in the observance of Rule 12(a) the hand or flag movement may be above the shoulder.

12a.



STOP.

Swung across the track.

12b.

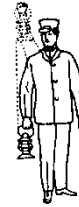


REDUCE SPEED.

Held horizontally at arm's length.

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12c.



PROCEED.

Raised and lowered vertically.

12d.



BACK.

Swung vertically in a circle across the track.



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12f.



APPLY AIR BRAKES.

Swung horizontally above the head,
when standing.

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12h.



HOT JOURNAL—BY DAY.

Nose held with one hand, and other hand
pointed toward track.

12g.



RELEASE AIR BRAKES.

Held at arm's length above the head,
when standing.

12h(a).



HOT JOURNAL—BY NIGHT.

Swung vertically in a small circle.



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12i.



BRAKE STICKING—BY DAY.
Palms of hands held together in horizontal position.

12i(a).



BRAKE STICKING—BY NIGHT.

Held at arm's length above the head.

13. Any object waved violently by any one on or near the track is a signal to stop.

13(a). Hand, flag or lamp signals must be given from a point where they may be plainly seen and in such a way that they cannot be misunderstood. If there is doubt as to the meaning of a signal, or for whom it is intended, it must be regarded as a stop signal. If signals disappear from view, the movement must be stopped immediately.

When the view of hand, flag or lamp signals is obscured due to physical characteristics or weather conditions, movements may be made only after there is a definite understanding between crew members making move.

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14. ENGINE WHISTLE SIGNALS.

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

Sound.	Indication.
(a) o	Apply brakes. Stop.
(b) — —	Release brakes. Proceed.
(c) — ooo	Flagman protect rear of train.
(ca) ooo —	Protect front of train.
(d) — — — —	Single and two main tracks—Flagman may return from west.*
(e) — — — — —	Single and two main tracks—Flagman may return from east.*
(g) oo	Answer to any signal not otherwise provided for.
(h) ooo	When standing, back. Answer to 12(d) and 16(c). When running, answer to 16(d).
(i) o — —	Answer to combination of signals indicating train orders at Interlocking and Manual Block Stations. See Rules 221 and 221(a).
(j) oooo	Call for signals.
(l) — — o —	Approaching public crossings at grade. To be prolonged or repeated until crossing is reached. When passing trackman's portable whistle sign.
(m) — — — — —	Approaching stations where required for the guidance of mail clerks on trains which collect U. S. mail from cranes.
(n) — — o	Approaching meeting or waiting points, or a point where, by train order or general order, a reduction of speed is required. See Rule 90.



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Sound.	Indication.
(o) o —	Inspect train line for leak or for brakes sticking.
(p) Succession of short sounds.	Alarm for persons or live stock on the track.
(q) — o	Where there are two main tracks on which movements are made in either direction by signal indications, trains on left track will sound this signal preceding signals 14(d) or 14(e). When running against the current of traffic: (1) Approaching stations, curves or other points where view may be obscured; (2) Approaching passenger or freight trains and when passing freight trains; (3) Preceding the prescribed whistle signal for flagman to return.
(r) oo —	Answer to flagman's stop signal.
(s) oooooo	To enter shop or repair track during working hours of repair force. *As prescribed by Rule 99.

For three or more main tracks the following signals must be used.

Sound.	Indication.
(dd) — — — — —	Flagman may return on No. 1 track.*
(ee) — — — — —	Flagman may return on No. 2 track.*
(t) — — — — — o	Flagman may return on No. 3 track.*
(u) — — — — — o	Flagman may return on No. 4 track.* *As prescribed by Rule 99.

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15. The explosion of torpedoes is a warning signal to be on the alert for flagman, obstruction or train ahead. The explosion of one torpedo will indicate the same as two but the use of two is required.

The explosion of torpedoes must be acknowledged as prescribed by Rule 14(g).

Torpedoes must not be placed at stations or on public crossings.

Torpedoes exploded by Track Cars must be replaced.

16. COMMUNICATING SIGNALS.

Note.—The signals prescribed are illustrated by "o" for short sounds; "—" for longer sounds.

Sound.	Indication.
(a) oo	When standing—start.
(b) oo	When running—stop at once.
(c) ooo	When standing—back.
(d) ooo	When running—stop at next passenger station.
(e) oooo	When standing—apply or release air brakes.
(f) oooo	When running—reduce speed.
(g) ooooo	When standing—recall flagman.
(h) ooooo	When running—increase speed.
(j) oooooo	When running—increase train heat.
(k) o — o	Shut off train heat.
(l) — — — — —	When running—brakes sticking; look back for hand signals.
(m) o	Answer to 14(n).
(n) — o	Answer to running test of air brakes.

17. The headlight will be displayed to the front of every train by night and day. It must be concealed or extinguished when a train turns out to meet another and has stopped clear of main track.



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It must be dimmed:

(a) While passing through yards where yard engines are employed;

(b) Approaching stations at which stops are to be made or where trains are receiving or discharging passengers;

(c) Approaching train order signals, junctions, terminals, meeting points, or while standing on main track;

(d) On two or more tracks when approaching train in the opposite direction.

When an engine is running backward, unless equipped with a rear headlight, a white light must be displayed by night on the leading end.

18. Yard engines will display the headlight to the front and rear by night. When not provided with a headlight at the rear, a white light must be displayed. Headlight on end coupled to cars may be extinguished.

Engines, except in yard service, will display red light at night on rear when detached from train.

19. The following signals will be displayed, one on each side of the rear of every train, as markers, to indicate the rear of the train:

By Day: Marker lamps not lighted, except that fixed electrical markers must be lighted continuously displaying red to rear.

By Night: Red lights to rear and yellow lights to front and side except when train is clear of main track, when yellow lights must be displayed to the front, side and rear. Front and side display will be omitted when markers are not equipped for such display.

A train not equipped to display the prescribed signals will display a red flag by day

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and a red light by night to indicate the rear of the train.

Yard engines must not display markers.

25. Each car of a passenger train must be connected with the engine by a communicating signal appliance.

26. A blue signal, displayed at one or both ends of an engine, car or train, indicates that workmen are under or about it; when thus protected it must not be coupled to or moved. Each class of workmen will display the blue signals and the same workmen are alone authorized to remove them. Other equipment must not be placed on the same track so as to intercept the view of the blue signals, without first notifying the workmen.

When a blue signal is placed at one or both ends of an engine or cars to which an engine is attached, the engineman and fireman must be notified; they must also be notified when the blue signal is removed.

When emergency repair work is to be done under or about cars in a train and a blue signal is not available, the engineman and fireman will be notified and protection must be given those engaged in making the repairs.

USE OF SIGNALS.

27. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as the most restrictive indication that can be given by that signal, except that when the day indication is plainly seen, or when sufficient lights in a color light signal are displayed to determine indication of the signal, it will govern.

Engine and train crews using a switch where the switch light or reflector is imperfectly displayed or absent, must, if practicable, correct or replace the light.



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A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be promptly reported to the superintendent.

28. A yellow and green signal by day, yellow light or reflector at night, will be used to stop a train only at the flag stations indicated on its schedule.

29. When a signal, except a fixed signal, is given to stop a train, it must, unless otherwise provided, be acknowledged as prescribed by Rule 14(g), (h) or (r).

30. The engine bell must be rung when an engine is about to move, when running through tunnels, while approaching and passing public crossings at grade, passenger stations and when passing trains standing on adjacent tracks, including yard tracks.

32. The unnecessary use of either the whistle or the bell is prohibited.

33. Watchmen stationed at public crossings at grade must use stop signals when necessary to stop trains. They will use prescribed signals to stop highway traffic.

34. Immediately upon seeing a signal all members of engine and train crews must, when practicable, communicate to each other by its name the indication of each signal affecting the movement of their train or engine.

35. The following signals will be used by flagmen:

Day signals—A red flag, torpedoes and fuses.

Night signals—A red light, a white light, torpedoes and fuses.

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SUPERIORITY OF TRAINS.

S-71. A train is superior to another train by right, class or direction.

Right is conferred by train order; class and direction by time-table.

Right is superior to class or direction.

Direction is superior as between trains of the same class.

D-71. A train is superior to another train by right or class.

Right is conferred by train order; class by time-table.

Right is superior to class.

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

S-72. Trains in the direction specified by the time-table are superior to trains of the same class in the opposite direction.

73. Extra trains are inferior to regular trains.

MOVEMENT OF TRACK CARS.

80. Only employees who have qualified in operating rules are permitted to operate track cars.

Employees must, before main track is occupied or obstructed by the track car, obtain permission from signalman or operator on Form D-TC-1 or train order.

Signalman or operator receiving request for track car movement must obtain permission from train dispatcher. When requesting permission, number of track car, name of track car operator, points between which it is desired to move and length of time required to make movement must be stated.



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Signalman, operator and track car operator must repeat information or instructions given them and the employe giving the instructions must check as to the correctness of same.

Train dispatchers, signalmen, and operators will record all track car movements on prescribed forms.

Track car operators must not pass an open telegraph office, interlocking or block station without obtaining permission to proceed on Form D-TC-1.

On two or more main tracks, track cars may be operated with the current of traffic without train orders and must not be crossed over from one main track to another without permission, and then only as prescribed by the Operating Rules and Time-Table Instructions.

When operating on two or more main tracks, permission in writing authorizing such movement must be secured from train dispatcher through signalman or operator. Permission will be given on Form D-TC-1 and must designate the points between which such movements may be made, track to be used, and time that track car must be clear of main track, and reported clear.

Following trains or engines will not be permitted to enter the territory occupied by the track car until the expiration of time limit given on Form D-TC-1, and in the event track car is not reported clear at time indicated any train entering the territory must be notified by train order of the presence of the track car.

Track cars must obtain train order authority for all movements, as follows:

- (a) On single track, except as otherwise prescribed for Manual Block territory.
- (b) For movements against the current of traffic.

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On single track in Manual Block territory, during hours of service, permission must be obtained from block operator on Form D-TC-1 by track car operator to move track cars within the limit of their own sections. For all other movements, train order authority must be obtained. All track car movements in Manual Block territory must be handled as prescribed by Manual Block Rules.

Track cars must be clear of the main track and reported clear by the time indicated on Form D-TC-1.

WITHIN YARD LIMITS.

(a) When a track car movement is to be made on other than main track, track car operator must obtain authority from yardmaster.

(b) When a track car movement is to be made on main track in automatic block signal territory track car operator must obtain permission on Form D-TC-1 from yardmaster, but in his absence from the train dispatcher. Track cars must be clear of the main track and reported clear by the time indicated on Form D-TC-1.

Track cars must not be operated in excess of 20 miles per hour.

On track cars operated at night, a white light must be displayed to the front and a red light to the rear.

This rule does not relieve track car operators of the responsibility of protecting track cars in accordance with Rule 99.

MOVEMENT OF TRAINS.

82. Time-table schedules, unless fulfilled, are in effect for twelve hours after their time at each station.



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Regular trains more than twelve hours behind either their schedule arriving or leaving time at any station lose both right and schedule, and unless otherwise provided can thereafter proceed only as authorized by train order.

S-83. A train must not leave its initial station on any division, or a junction, or pass from one of two or more tracks to single track, until it has been ascertained whether all trains due, which are superior have arrived or left.

Stations at which train registers are located will be designated by time-table.

S-83a. Conductors must register their trains at designated register stations, unless otherwise provided.

D-83. A train must not leave its initial station on any division, or a junction, until it has been ascertained whether all superior trains due have left.

Stations at which train registers are located will be designated by time-table.

D-83a. Conductors must register their trains at designated register stations, unless otherwise provided.

84. A train must not start until the proper signal is given.

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

86. Unless otherwise provided, an inferior train must be clear at the time a superior train in the same direction is due to leave the next station in the rear where time is shown.

S-87. An inferior train must keep out of the way of opposing superior trains and failing to clear the main track by the time required by rule must be protected as prescribed by Rule 99.

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Extra trains must clear the time of opposing regular trains not less than five minutes unless otherwise provided, and will be governed by train orders with respect to opposing extra trains.

S-88. At meeting points between extra trains, the train in the inferior time-table direction must take the siding unless otherwise provided.

Trains must pull into the siding when practicable; if necessary to back in, the train must first be protected as prescribed by Rule 99, unless otherwise provided.

S-89. At meeting points the inferior train must take the siding and clear the time of the superior train not less than five minutes, except at schedule meeting points between trains of the same class, where the inferior train must clear the main track before leaving time of the superior train.

The superior train must stop at schedule meeting points with trains of the same class unless switch is properly lined and track clear. The inferior train must pull into the siding when practicable. If necessary to back in, unless otherwise provided it must be protected as prescribed by Rule 99.

90. The engineman of each train will give signal 14(n) at least one mile before reaching a meeting or waiting point, or a point where by train order or General Order a reduction of speed is required.

Should the engineman fail to give signal 14(n) other members of crew must take immediate action to stop the train.

91. Unless some form of block system is used, trains in the same direction must keep not less than ten minutes apart, except in closing up at stations.



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92. A train must not leave a station in advance of its schedule leaving time.

93. Within yard limits main tracks may be used, clearing first class trains as per rule and protecting against all other trains.

All other trains must move through yards prepared to stop, unless main track is seen or known to be clear.

On other than main tracks, trains and engines must not exceed yard speed.

Yard limits must be indicated by yard limit signs.

94. A train which overtakes another train so disabled that it cannot proceed will pass it, if practicable, and if necessary will assume the schedule and take the train orders of the disabled train, proceed to the next available point of communication, and there report to the superintendent. The disabled train will assume the right or schedule and take the train orders of the last train with which it has exchanged, and will, when able, proceed to and report from the next available point of communication.

95. Regular trains must be designated by both schedule and engine number. They will be identified by engine number.

S-96. A train must be informed by train order as to the number of the engine on an opposing regular train; however, if the engine number is not received by train order, the identification will be made by a personal conference between the conductors and enginemen of trains involved.

A train will obtain from the train dispatcher or the operator the number of the engine on a superior regular train in the same direction it is moving.

S-97. Unless otherwise provided, extra trains must not be run without train orders.

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D-97. Extra trains may be run without train orders.

Conductors of work extras will report to train dispatcher before commencing work, giving information as to working limits, and report when through for the day.

98. Trains and engines must approach the end of two or more tracks, junctions, railroad crossings at grade, and drawbridges, prepared to stop, unless the switches are properly lined, signals indicate proceed, and track is clear. Where required by law, trains must stop.

99. When a train stops under circumstances in which it may be overtaken by another train, the flagman must go back immediately with flagman's signals a sufficient distance to insure full protection, placing two torpedoes, and when necessary, in addition, displaying lighted fusees. When recalled and safety to the train will permit, he may return.

When the conditions require, he will leave the torpedoes and a lighted fusee.

The front of the train must be protected in the same way when necessary by the front trainman or fireman.

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

When day signals cannot be plainly seen, owing to weather or other conditions, night signals must also be used. Conductors and enginemen are responsible for the protection of their trains.

100. When the flagman goes back to protect the rear of the train and is left behind, another member of crew must take his place on the train.



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When track cars are stopped by train ahead, the train flagman will continue to protect the train. This does not relieve flagman of track car from properly protecting his car.

101. Trains must be fully protected against any known condition, not covered by the rules, which interferes with their safe operation.

When a train encounters a severe storm or indications of high water, which threaten damage, such train will only proceed at reduced speed, looking out for washouts, slides or other obstructions on the track.

When a portion of a train is left on the main track, it must be protected against the return movement. When conditions require, torpedoes must be used, and, in addition, on single track, a red light, and on two or more tracks, a white light must be displayed on the front of the head car. This does not relieve the engineman from using necessary caution to avoid accident in returning.

102. When a train is disabled or stopped suddenly by an emergency application of the air brakes or other causes, adjacent tracks as well as tracks of other railroads that are liable to be obstructed must at once be protected until it is ascertained they are safe and clear for the movement of trains.

103. When cars are pushed by an engine a trainman must take a conspicuous position at the head end of the draft, leading car when practicable, where he can observe conditions in advance of and protect the movement.

104. Conductors are responsible for the position of switches used by them and their trainmen, except where switch tenders are stationed. Switches must be properly lined after having been used.

A switch must not be left open for a follow-

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ing train or engine unless in charge of a trainman of such train or engine.

When practicable the engineman must see that the switches near the engine are properly lined.

Employees handling switches will examine switch points to see that they are in proper position.

A train or engine must not foul a track until switches connected with the movement are properly lined, or in the case of spring switches the normal route is seen to be clear. When waiting to cross from one track to another and during the approach or passage of a train or engine on tracks involved, all switches connected with the movement must be secured in the normal position. Switches must not be restored to normal position until a movement is completed or clear of the main track involved.

Where trains or engines are required to be reported clear of main track, such reports must not be made until switches have been secured in their normal positions.

Employees will keep away from stands of main track switches while trains are approaching and passing, and when practicable and safe, will stand on the side of the track opposite the switch stand.

When a train or engine enters a siding or other track, the switch used in entering must not be changed until the train or engine is clear of the fouling point.

Trains or cars standing on sidings must clear the main track. Adjoining tracks must not be fouled until it is known that switches are properly lined and route is clear.

Note to Rule 104. Rule 104 applies only to hand operated switches and derails. When spring or remotely controlled switches are operated by hand, they are hand operated switches and Rule 104 applies.



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105. Unless otherwise provided, trains and engines using other than a main track must proceed at yard speed.

Sidings of an assigned direction must not be used in a reverse direction unless authorized by the superintendent or in an emergency under flag protection.

106. Both the conductor and the engine-man are responsible for the safety of the train and the observance of the rules, and, under conditions not provided for by the rules, must take every precaution for protection.

This does not relieve other employees of their responsibility under the rules.

107. When a passenger train is receiving or discharging traffic on the side toward a station, a train or engine must not pass between it and the station unless proper safeguards are provided.

108. In case of doubt or uncertainty, the safe course must be taken.

Where two or more main tracks are in service they shall be designated by numbers and their use indicated by special instructions. Effective April 25, 1954.

Where two or more main tracks are in service they shall be designated by numbers and their use indicated by special instructions.

D-152. When a train or engine crosses over to, or obstructs another track, unless otherwise provided, it must first be protected as prescribed by Rule 99.

DETOURING TRAINS.

D-160. Except where Rule 261 is in effect;—When a train is detoured against the current of traffic a positive block to the next interlocking, train order office or manual block station must be established for passenger trains.

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When a train other than a passenger train is authorized by train order to follow a train other than a passenger train the train order shall state "Extra.....ahead."

When detour movement against the current of traffic involves territory both within and outside yard limits, a train order may be used by the train dispatcher for such movement, after first having secured the track within yard limits with the yardmaster or other designated employee. The yardmaster or designated employee must then be included in the address of the train order.

WITHIN YARD LIMITS.

When necessary to make detour movements against the current of traffic, permission authorizing such movements must be secured from yardmaster or other employees designated by "Special Instructions."

Permission will be given on Form TD-116 and must designate the points between which such movements may be made.

Form TD-116 must be written in manifold, delivering a copy to each employee addressed. A copy must be retained by each yardmaster and employee involved.

When yardmaster or other employees designated by "Special Instructions" are not on duty, a train order may be used by the train dispatcher for such movement, when he can provide full protection.

OUTSIDE YARD LIMITS.

When necessary to make detour movements against the current of traffic under the jurisdiction of the train dispatcher, it shall be covered by train order.

In case the train dispatcher cannot secure the track, the detour may be made upon instructions of the train dispatcher in writing



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to all concerned, by use of a pilot engine or under flag protection as per Rule 99.

GENERAL.

When a train is authorized to run against the current of traffic by train order or Form TD-116, engineman must keep a sharp lookout for stop or reduce speed signals and for trackmen, bridgemen, line repairmen, signal maintainers and other persons authorized to operate track cars, and unless otherwise provided must approach public crossings at grade carefully.

**RULES FOR MOVEMENT BY
TRAIN ORDERS.**

201. For movements not provided for by time-table, train orders will be issued by authority and over the signature of the superintendent and only contain information or instructions essential to such movements.

They must be brief and clear; in the prescribed forms when applicable; and without erasure, alteration or interlineation.

Figures in train orders must not be surrounded by brackets, circles or other characters.

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

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

The same number shall not be issued on more than one dispatching district within one superintendent's jurisdiction.

204. Train orders must be addressed to those who are to execute them, naming the place at which each is to receive his copy. Those for a train must be addressed to the conductor and engineman, and also to anyone who acts

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as its pilot. A copy for each employe addressed; for the engineman of each helping engine and for the flagman must be supplied by the operator. The operator will deliver the copy for flagman to the rear of the train.

Orders addressed to operators restricting the movement of trains must be respected by conductors and enginemen the same as if addressed to them.

Enginemen must show train orders to firemen and when practicable to forward trainmen. Conductors must show train orders when practicable to trainmen. Firemen and trainmen are required to read them and if necessary remind engineman and conductor of their contents.

205. Each train order must be written in full in a book provided for the purpose at the office of the chief train dispatcher; and with it recorded the names of those who have signed for the order; the time and the signals which show when and from what offices the order was repeated and the responses transmitted; and the train dispatcher's initials. These records must be made at once and never from memory or memorandum.

Additions to train orders must not be made after they have been repeated.

206. In train orders, regular trains will be designated by train and engine numbers as "No. 10 Eng. 798." Extra trains will be designated by engine number and direction, as "Extra 798 'East' or 'West'." For the movement of an engine of another company the initials as well as the engine number must be used.

Even hours as "10:00 A.M." must not be used in stating time in body of train orders.

In transmitting train orders by telegraph, time will be stated in figures.



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In transmitting train orders by telephone, the numbers of trains and engines in the address must be pronounced and then spelled, letter by letter. All stations, directions and numerals in the body of an order must first be plainly pronounced and then spelled, letter by letter thus: Aurora, A-u-r-o-r-a, East, E-a-s-t, and One Naught Five, O-n-e N-a-u-g-h-t F-i-v-e.

The letters duplicating names of stations, directions and numerals will not be written in the order book nor upon train orders.

When train orders are transmitted by telegraph, the train dispatcher must underscore each word and figure at the time it is repeated. When transmitted by telephone, he must write the order as he transmits it and underscore as prescribed above.

When engine numbers are used in train orders, they must be specified as follows:

C & E Eng for steam, electric and diesel electric engines.

C & E M U Eng for electric M U engines.

Train orders issued to track cars must be addressed to Driver T C.

When two or more engines are coupled and a designation is made by engine number, the number of the leading engine will be used in train orders.

207. To transmit a train order, the signal "31" or "19" followed by the direction must be given to each office addressed, stating the number of copies—thus: "31, West, copy 5" or "19, East, copy 2."

208. A train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable. When not sent simultaneously to all, the order must be sent first to the superior train.

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The several addresses must be in the order of superiority of trains, each office taking its proper address, and, when practicable, must include the operator at the meeting or waiting point.

Copies of the order addressed to the operator at the meeting or waiting point must be delivered to the trains affected until all have arrived from one direction.

A train order restricting the movement of a train must not be issued for it at the point where such movement is restricted if it can be avoided. When so sent, the fact will be stated in the order, the train will be brought to a stop before delivery is made, and special precautions must be taken to insure safety.

209. Operators receiving train orders must write or typewrite them in manifold during transmission. If the requisite number of copies cannot be made at one writing, they must make others from the original copy and repeat to the train dispatcher from the new copies each time additional copies are made. They must retain a copy of each original train order, and a copy of each additional writing made. The time, complete, and the signature of the operator must be in his handwriting.

210. When a "31" train order has been transmitted, operators must, unless otherwise directed, repeat it at once from the manifold copy in the succession in which the several offices have been addressed, and then write the time of repetition on the order. Each operator receiving the order should observe whether the others repeat correctly.

The conductor or engineman and others addressed must read it to the operator and then sign it, and the operator will send their signatures preceded by the number of the order to the train dispatcher. The response



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"complete," and the time, with the initials of the superintendent, will then be given by the train dispatcher. Each operator receiving this response will then write on each copy the word "complete," the time, and his last name in full, and then deliver a copy to each person addressed, except that when the order is signed by the conductor, the conductor must personally deliver a copy of it to each engineman; the engineman will then read the order to the conductor before proceeding.

211. When a "19" train order has been transmitted, operators must, unless otherwise directed, repeat it at once from the manifold copy, in the succession in which the several offices have been addressed. Each operator receiving the order should observe whether the others repeat correctly. When the order has been repeated correctly by an operator, the response "complete," and the time, with initials of the superintendent, will be given by the train dispatcher. The operator receiving this response will then write on each copy the word "complete," the time and his last name in full and personally deliver a copy to each person addressed without taking his signature. But when delivery to engineman will take the operator from the immediate vicinity of his office, the engineman's copy will be delivered by conductor.

When a "19" train order restricting the superiority of a train is issued for it at the point where such superiority is restricted, the train must be brought to a stop before delivery of the order.

Form "19" train orders must not be used to restrict the superiority of a train except where block signals are in use.

212. When so directed by the train dispatcher, a train order may be acknowledged before repeating, by the operator responding:

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"Number of Train Order to Train Number X,"
with the operator's initials and office signal. The operator must then write on the order his initials and the time.

213. "Complete" must not be given to a train order for delivery to an inferior train until the order has been repeated or the "X" response sent by the operator who receives the order for the superior train.

214. When a train order has been repeated or "X" response sent, and before "complete" has been given, the order must be treated as a holding order for the train addressed, but must not be otherwise acted on until "complete" has been given.

If the means of communication fails before an office has repeated an order or has sent the "X" response, the order at that office is of no effect and must be there treated as if it had not been sent.

216. When the train dispatcher issues a train order that is to be delivered to a train by the dispatcher, a carbon impression must be made in the train order book at the time the order is written. If later the order is to be sent to another office, it will be transmitted from the copy in the book. The requirements for delivery are the same as at other offices.

217. A train order to be delivered to a train at a point not a train order office, or at which the office is closed, must be addressed to "C & E.....at (or between)....., care of.....," and forwarded and delivered by the conductor or other person in whose care it is addressed, and who is responsible for its delivery. The numbers of such train orders must be shown in the usual manner on Clearance Form A of the train making delivery.

For orders which are sent in the manner herein provided, to a train, the superiority of



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which is thereby restricted, the operator will be directed to make an extra copy of the order, which he will deliver to the person who is to make delivery of the order. On this copy, the person delivering the order must secure the signature of the conductor and engineman addressed. This copy he must deliver to the first operator accessible, who must at once transmit the signatures of the conductor and engineman to the train dispatcher, and preserve the copy. Under such circumstances "Complete" must not be given to the order for an inferior train until the train dispatcher has received the signatures of the conductor and engineman of the superior train.

When form "31" is used, "Complete" will be given upon the signature of the person by whom the order is to be delivered.

To effect delivery of a train order by telephone to a train, the operator must give to the conductor, engineman or other employe addressed, the complete train order including his own last name. The employe so receiving the order must read it to the operator, sign it as "received by.....," and then deliver a copy to each person addressed.

The operator will show on his office copy of the train order the name of the person to whom delivered by telephone and the time.

219. An operator must not repeat or give the "X" response to a train order restricting the movement of a train which has been cleared, or of which the engine has passed his train order signal in proceed position, until he has obtained the signatures of the conductor and engineman to the order.

If necessary to issue a second Clearance Form A, the original Clearance Form A must be destroyed, and the second Clearance Form A must show the numbers of all train orders addressed to the train.

220. Train orders once in effect continue so

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until fulfilled, superseded or annulled. Any part of an order specifying a particular movement may be either superseded or annulled.

Orders held by or issued for or any part of an order relating to a regular train become void when such train loses both right and schedule as prescribed by Rules 4 and 82, or its schedule is annulled.

When a conductor or engineman, or both, is relieved before the completion of a trip, all train orders and instructions held must be delivered to the relieving conductor or engineman. Such orders or instructions must be compared by the conductor and engineman before proceeding.

221. **General.** Unless otherwise provided a fixed train order signal must be used at each train order office, which must indicate "stop" when trains are to receive train orders. When there are no train orders the fixed train order signal must indicate "proceed."

In delivering orders without stopping a train the operator must continue the display of the fixed train order signal, go on the ground, give a proceed signal to engineman which must be acknowledged as prescribed by Rule 14(g), and deliver the orders.

When an operator receives the signal "31" or "19," followed by the direction, he must immediately display the "stop signal" for the direction indicated and then reply "stop displayed," adding the direction; and until the orders have been delivered or annulled the signal must not be restored to "proceed." While "stop" is indicated trains must not proceed without a Clearance Form A.



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Operators must have the proper appliances for hand signalling ready for immediate use if the fixed train order signal should fail to work properly. If a train order signal is not displayed at a night office, trains which have not been notified must stop and ascertain the cause and report the facts to the superintendent.

Operators must observe that the fixed train order signal displays the proper indication.

Clearance Form A must be delivered together with all train orders, showing the number of each order for the train. Conductors and enginemen must, and when practicable the firemen and trainmen will, see that the information shown on Clearance Form A corresponds with the forms "31" and "19" orders received.

Fixed train order signals apply to the direction in which trains are moving.

A passenger train approaching a station at which the fixed train order signal indicates "stop" may, after acknowledging same by one short and two long sounds of engine whistle, pass fixed train order signal to do station work. Train having passed the signals in this manner must not proceed without Clearance Form A.

**(a) INTERLOCKING HOME OR MANUAL
BLOCK SIGNALS ONLY.**

When a train order is to be delivered to a train at an interlocking or a manual block station, where the fixed home or block signals are used as train order signals:

Signalman receiving signal "31" or "19" followed by the direction, must immediately display the home or block signal at "stop" for the track and in the direction of the train to which the orders are addressed, then reply "stop displayed," adding the direction, and in addition, place reminders on machine levers that control

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movements into the block. Before permitting the train to which train orders are addressed to proceed beyond the fixed home or block signal, the signalman must display a red flag by day—red flag and red light by night—in the place provided for that purpose at the station to indicate there are train orders to be delivered. This combination of signals must be acknowledged by one short and two long sounds of engine whistle. While the red flag by day—red flag and red light by night—are displayed trains must not proceed without Clearance Form A.

In delivering orders that restrict the superiority of trains, addressed at that point, the home or block signal must remain at "stop" until such orders have been delivered.

In delivering orders without stopping a train the signalman must, after the signal has been acknowledged, continue the display of the red flag by day—red flag and red light by night—place the home or block signal in the proper position, go on the ground and deliver the order to the engineman and conductor.

(b) NO FORM OF FIXED SIGNALS.

At stations not equipped with train order, interlocking or manual block signal, a red flag by day—red flag and red light by night—displayed where plainly seen by an approaching train will indicate "stop" for train orders or other instructions.

222. Operators must promptly record and report to the train dispatcher the time of arrival and departure of all trains and the direction of extra trains.

They must observe and record the engine number of regular trains and when reporting them will give the engine number in addition to the train number.

223. The following signals and abbreviations may be used:



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Initials for signature of the Superintendent.

Such office and other signals as are arranged by the Superintendent.

C & E—for Conductor and Engineman.
X —Train will be held until train order is made "complete."

Com —for Complete.

OK —Correct.

O S —Train Report.

No —for Number.

Eng —for Engine.

Psg'r —for Passenger.

Frt —for Freight.

Mins —for Minutes.

Jct —for Junction.

MPH —Miles Per Hour.

Dispr —for Train Dispatcher.

Opr —for Operator.

T C —Track Car.

31 or 19—to clear the line for Train Orders, and for Operators to ask for Train Orders.

S D —for "Stop Displayed."

4 —Where shall I go ahead?

13 —I understand; or, do you understand?

23 —The following is for you and others.

27 —This telegram must have preference over all other business (except Train Orders, "Wire" and Signal 29) and will be used only by the President, Vice President and General Manager.

29 —Reporting accidents and requests for relief train — has preference over all other business except Train Orders.

The usual abbreviations for the names of the months and stations.

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FORMS OF TRAIN ORDERS.

Note.—Forms with the prefix "S" are for single track, those with a prefix "D" are for two or more tracks; those without prefixes "S" or "D" are for single or two or more tracks. The words and figures in italics in the forms are examples, indicating the manner in which the orders are to be filled out.



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S — A.

FIXING MEETING POINTS FOR OPPOSING TRAINS.

- (1.) *No 1 Eng 25 meet No 2 Eng 26 at B.
No 5 Eng 29 meet Extra 95 east at B.
Extra 652 west meet Extra 231 east at B.*
- (2.) *No 2 Eng 26 and No 4 Eng 28 meet No 1
Eng 25 and No 3 Eng 27 at C and Extra
95 west at D (and so on).
No 1 Eng 25 meet No 2 Eng 26 at B, No 4
Eng 28 at C and Extra 95 east at D.*

Trains receiving these orders will run with respect to each other to the designated points and there meet in the manner prescribed by the rules.

B.

**DIRECTING A TRAIN TO PASS OR RUN
AHEAD OF ANOTHER TRAIN.**

- (1.) *Extra 594 west pass No 1 Eng 25 at J.*
Both trains will run according to rule to the designated point and there arrange for the rear train to pass promptly. Unless otherwise provided, the train to be passed will take siding.
When an inferior train receives an order to pass a superior train, authority is conferred to run ahead of the train passed from the designated point.

- (2.) *Extra 594 east run ahead of No 6 Eng 27
M to B.*

The first-named train will run ahead of the second-named train between the designated points.

S—C.

GIVING RIGHT OVER AN OPPOSING TRAIN.

- (1.) *No 1 Eng 25 has right over No 2 Eng 26
G to X.*

57

If the second-named train reaches the point last named before the other arrives, it may proceed, keeping clear of the schedule of opposing train as required by rule.

- (2.) *Extra 37 east has right over No 3 Eng 27
F to A.*

The regular train must not go beyond the point last named until the extra train has arrived, unless authorized by train order to do so.

These orders give right to the train first-named over the other train between the points named. If the trains meet at either of the designated points, the first-named train must take the siding unless the order otherwise prescribes.

E.

TIME ORDERS.

- (1.) *No 1 Eng 25 run 50 mins late A to G.*
- (2.) *No 1 Eng 25 run 50 mins late A to G and
20 mins late G to K, etc.*

This makes the schedule time of the train named, between the stations designated, as much later as stated in the order, and any other train receiving the order is required to run with respect to this later time as before required to run with respect to the regular schedule time. The time in the order should be such as can be easily added to the schedule time.

G.

EXTRA TRAINS.

- (1.) *Eng 99 run extra A to F.*
- (2.) *Eng 99 run extra A to F and return to C.*

The extra must go to F before returning to C.



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S—H.

WORK EXTRA.

- (1.) *Eng 292 works extra 6 45 a m until 5 45 p m between D and E.*

The work extra must, whether standing or moving, protect itself against extra trains within the working limits in both directions as prescribed by the rules. The time of regular trains must be cleared.

This may be modified by adding:

- (2.) *Not protecting against eastward extra trains.*

The work extra will protect only against westward extra trains. The time of regular trains must be cleared.

- (3.) *Not protecting against extra trains.*

Protection against extra trains is not required. The time of regular trains must be cleared.

When a work extra has been instructed by order to not protect against extra trains, and, afterward, it is desired to have it clear the track for a designated extra, an order may be given in the following form:

- (4.) *Work Extra 292 clears (or protects against) Extra 76 east between D and E after 2 10 p m.*

Extra 76 east must not enter the working limits before 2:10 p. m., and will then run expecting to find the work extra clear of the main track, or protecting itself, as the order may require.

To enable a work extra to work upon the time of a regular train, the following form will be used:

- (5.) *Work Extra 292 protects against No 55 Eng 154 between D and E.*

59

The work extra may work upon the time of the train or trains mentioned in the order, and must protect itself against such train or trains. The regular train or trains receiving the order will run expecting to find the work extra protecting itself.

When a work extra is to be given exclusive right over all trains, the following form will be used:

- (6.) *Work Extra 292 has right over all trains between D and E 7 15 p m until 1 15 a m.*

This gives the work extra the exclusive right between the points designated between the times named.

The working limits should be as short as practicable to be changed as the progress of the work may require.

Work extras must give way to all trains as promptly as practicable.

Unless otherwise provided, whenever extra trains are run over working limits they must be given a copy of the order sent to the work extra. Should the working order instruct a work extra to not protect against extra trains in one or both directions, extra trains must protect against the work extra; if the order indicates that the work extra is protecting itself against other trains, they will run expecting to find the work extra protecting itself.

J.

HOLDING ORDER.

- (1.) Hold *No 2 Eng 26.*
(2.) Hold *all trains.*
(3.) Hold.....*ward trains.*
(4.) Hold.....*ward trains on*
No.....track.



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When a train has been so held it must not proceed until the order to hold is annulled, or an order given to the operator in the form:*may go*.

These orders will be addressed to the operator and acknowledged in the usual manner, and must be delivered to conductors and enginemen of all trains affected.

Form J will be used only when necessary to hold trains until orders can be given, or in case of emergency.

K.

ANNULLING A SCHEDULE.

- (1.) *No 1* due to leave *A Feb 29th* is annulled *A* to *Z*.

The schedule annulled becomes void between the points designated and cannot be restored.

Form K will not be combined with other forms of train orders.

L.

ANNULLING AN ORDER.

- (1.) *Order No 10* is annulled.

If an order which is to be annulled has not been delivered to a train, the annulling order must be addressed to the operator, who must destroy all copies of the order annulled but his own, and write on that:

Annulled by Order No.

An order which has been annulled must not be reissued under its original number.

M.

ANNULLING PART OF AN ORDER.

- (1.) That part of *Order No 10* reading *Extra 263 west pass No 1 Eng 25 at S* is annulled.

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- (2.) That part of *Order No 12* reading *No 3 Eng 27 pass No 1 Eng 25 at S* is annulled.

Form M will be used only when that part of the order not annulled is clear in its wording.

S—P.

SUPERSEDING AN ORDER OR A PART OF AN ORDER.

This order will be given by adding to prescribed forms the words "instead of....."

- (1.) *No 1 Eng 25* meet *No 2 Eng 26 at C* instead of *B*.

An order which has been superseded must not be reissued under its original number.

When a train is directed by train order to take siding for another train, such instructions apply only at the point designated in that order, and do not apply to the superseding order unless so specified.

P.

SUPERSEDING AN ORDER OR A PART OF AN ORDER.

This order will be given by adding to prescribed forms, the words "instead of....."

- (1.) *No 1 Eng 26 pass No 3 Eng 27 at C* instead of *B*.

An order which has been superseded must not be reissued under its original number.

D—R.

PROVIDING FOR A MOVEMENT AGAINST THE CURRENT OF TRAFFIC.

- (1.) *No 1 Eng 25* has right over opposing trains on.....track *C* to *F*.

The designated train must use the track specified between the points named and has right over opposing trains on that track between those points. Opposing trains must not leave the point last named until the designated train arrives.



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All trains between the points named moving with the current of traffic in the same direction as designated train must receive a copy of the order, and may then proceed on their schedules, or rights.

This order may be modified as follows:

- (2.) After *No 4 Eng 28* arrives at *C*, *No 1 Eng 25* has right over opposing trains on..... track *C* to *F*.

The train to be moved against the current of traffic must not leave the first-named point until the arrival of the first-named train.

A train must not be moved against the current of traffic until the track on which it is to run has been cleared of opposing trains.

63

FORMS OF BLANKS.

For Single and Two or More Tracks



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Standard Train Order Blank for 31 Order.

FORM
31

FORM
31

Reading Company

Train Order No. 10

January 1 19 54

To.....
.....
.....	At
X.....Initials.....Opr.; 1 45 A M.	

.....
Each employe addressed must have a copy of this order.

Repeated at..2 20 A..M.

Conductor or Engineman	Train	Made	Time	Operator
Jones Brown	45	Complete	2 25 a m	Black
.....
.....
.....
.....

65

Standard Train Order Blank for 19 Order.

FORM
19

FORM
19

READING COMPANY

Train Order No. 10

January 1 19 54

To.....
.....
.....	At
X.....Initials.....Opr.; 1 45 A M.	

.....
Each employe addressed must have a copy of this order.

Made..Complete..time..2 16 P M..Black.Opr.



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READING COMPANY

Clearance Form "A"

.....Station19.....
C & E.....

1. I have no orders for.....

2. Train Orders Nos.

 Have been delivered
and there are no
further orders.

3. Proceed. Block is.....

4. All trains due at.....M. have arrived and
departed except

5. Signal is at stop for.....
.....

Time.....M.....Signalman
or
.....Operator

EXPLANATION OF USE

1. To clear a train for which there are no train orders.
 2. To clear a train for which there are train orders.
 3. If block is clear insert word "clear"; if not clear insert word "occupied"; when occupied, proceed prepared to stop short of a train or obstruction but not to exceed 15 miles per hour.*
 4. Notification of the arrival and departure of trains.
 5. If means of communication have failed insert "unable to communicate, proceed at restricted speed."
If signal fails insert "signal inoperative."
- Manifold copies of this form must be written for each employee addressed and signalman or operator. The signalman or operator must mark "X" across each unused numbered part.
This form does not supersede or annul any train order.
- * Line 3 will be used when condition of block cannot be shown by signal indication.

67

READING COMPANY

TD 116

C. & E.Date.....19.....M.
Time

Run Track

From..... To.....

Under Yard Protection

Track secured with.....M.

Track secured with.....M.

Copied by

Copied by

Yardmaster

Each employee addressed must have a copy, and see that their train is
correctly designated.



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D-TC-1
READING COMPANY

Date.....19.....
Driver Track Car.....At.....M.
You may proceed.....to.....
on.....track and must be clear and report clear at
.....M.

INSTRUCTIONS

Superintendent

Signalman or Yardmaster

69

**BLOCK SIGNAL
AND
INTERLOCKING RULES.**



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DEFINITIONS.
BLOCK SIGNAL RULES.
INTERLOCKING RULES.

Signal Aspect.—The appearance of a fixed signal conveying an indication as viewed from the direction of an approaching train; the appearance of a cab signal conveying an indication as viewed by an observer in the cab.

Signal Indication.—The information conveyed by the aspect of a signal.

Manual Block Signal System.—A block or a series of consecutive blocks, governed by block signals operated manually, upon information by telegraph, telephone or other means of communication.

Automatic Block Signal System.—A series of consecutive blocks governed by block signals, cab signals, or both, actuated by a train, or engine, or by certain conditions affecting the use of a block.

Interlocking.—An arrangement of signals and signal appliances so interconnected that their movements must succeed each other in proper sequence and for which interlocking rules are in effect. It may be operated manually or automatically.

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

Block Station.—A place at which manual block signals are displayed.

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

Block.—A length of track of defined limits, the use of which by trains and engines is governed by block signals, cab signals, or both.

Block Limit Sign.—A sign of fixed location indicating the limit of block.

Fixed Signal.—A signal of fixed location indicating a condition affecting the movement of a train or engine.

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Cab Signal.—A signal located in engineman's compartment or cab, indicating a condition affecting the movement of a train or engine and used in conjunction with interlocking signals and in conjunction with or in lieu of block signals.

Block Signal.—A fixed signal at the entrance of a block to govern trains entering and using that block.

Interlocking Signals.—The fixed signals of an interlocking.

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

Approach Signal.—A fixed signal used in connection with one or more signals to govern the approach thereto.

Dwarf Signal.—A low home signal.

Normal Speed.—The maximum authorized speed prescribed by time-table for main track movements.

Limited Speed.—A speed less than normal speed as prescribed for individual locations by time-table.

Medium Speed.—A speed not exceeding one-half authorized speed, but not exceeding 35 miles per hour.

Slow Speed.—A speed not exceeding 15 miles per hour.

Restricted Speed.—A speed that will permit stopping short of another train, or an obstruction, or switch not properly lined, and to look out for broken rail, but not exceeding 15 miles per hour. Speed of train must not be increased until entire train has passed signal indicating a more favorable indication.



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REMOTE TRAFFIC CONTROL.

271. On portions of the railroad so specified in the time-table or by General Order trains are operated under a system of remotely controlled interlocking, automatic and semi-automatic block signals and power actuated switches, Operating Rules 251 to 254, and/or 261 to 264, and Rules 505 to 518 and 605 to 672 shall govern.

When a train is stopped by a signal displaying stop (Rule 292) governing movement over a track operated under Rules 261 to 264, it may proceed only after receiving a train order that the block is clear of opposing trains.

Note: Following form of train order required by Rule 271 shall be used:

"C & E.....at.....
Run..... track
to..... Track is clear of opposing
trains."

Before passing the signal authority must be received from the operator in accordance with Rule 663.

When a train is stopped by a stop and proceed signal (Rule 291) governing movement over a track operated under Rules 261 to 264, it may proceed at restricted speed.

When a train is stopped by a stop signal (Rule 292) governing movement over a track operated under Rules 251 to 254, it may proceed at restricted speed after receiving permission from the operator controlling the signal in accordance with Rule 663. If unable to receive such permission account failure of communication it may proceed at restricted speed with the current of traffic but may not pass over any interlocking switches governed by the signal without securing switches by blocking or spiking.

75

When a train is stopped by a block signal displaying stop and proceed (Rule 291) governing movement over a track operated under Rules 251 to 254 it may proceed at restricted speed.

FIXED SIGNALS.

Rules 281 to 295, inclusive.

Aspects may be shown by the position of semaphore arm, color of lights, position of lights, flashing of lights, or a combination of color, position, and flashing of lights.

Day and night aspects for color light signals shall have the same colors as the night aspects of the semaphore signals.

Aspects shown are typical.

Note:—In the following illustrations of typical signal aspects, Rules 281 to 295, inclusive,

R=Red

Y=Yellow

G=Green

FY=Flashing Yellow

□=Number plate



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75

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R=Red

Y=Yellow

G=Green

FY=Flashing Yellow

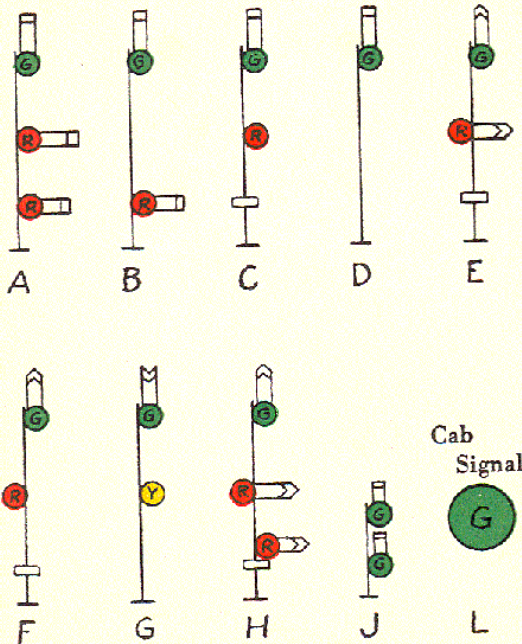
□=Number plate



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RULE 281

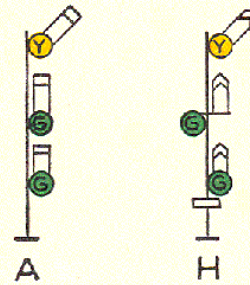


Indication—Proceed.

Name: Clear.

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RULE 281B



Indication—Proceed approaching next
signal at limited speed.

Name: Approach limited.



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RULE 281C

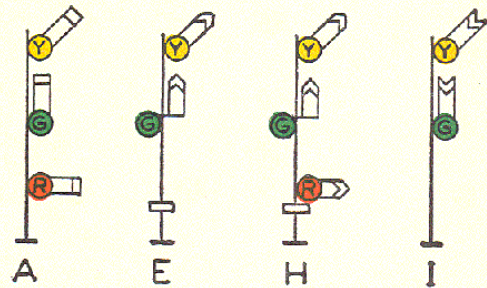


Indication—Proceed; limited speed
within interlocking limits.

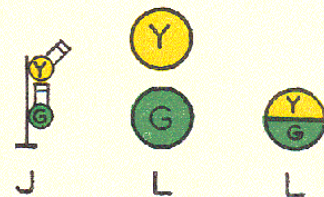
Name: Limited-clear.

79

RULE 282



CAB SIGNALS



Indication—Proceed approaching next
signal or block marker at medium
speed.

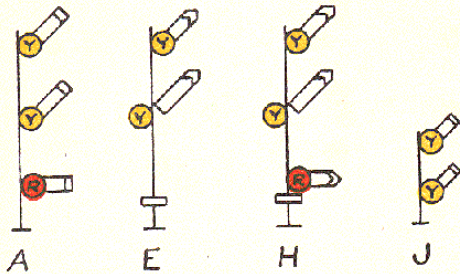
Name: Approach medium.



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RULE 282A

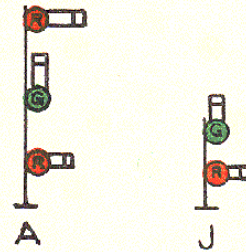


Indication—Proceed preparing to stop
at second signal.

Name: Advance approach.

81

RULE 283



Indication—Proceed; medium speed
within interlocking limits.

Name: Medium-clear.



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RULE 283B

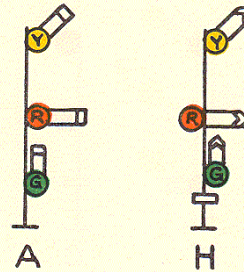


Indication—Proceed at medium speed
approaching next signal at slow
speed.

Name: Medium-approach slow.

83

RULE 284



Indication—Proceed approaching next
signal at slow speed. Train ex-
ceeding medium speed must at
once reduce to that speed.

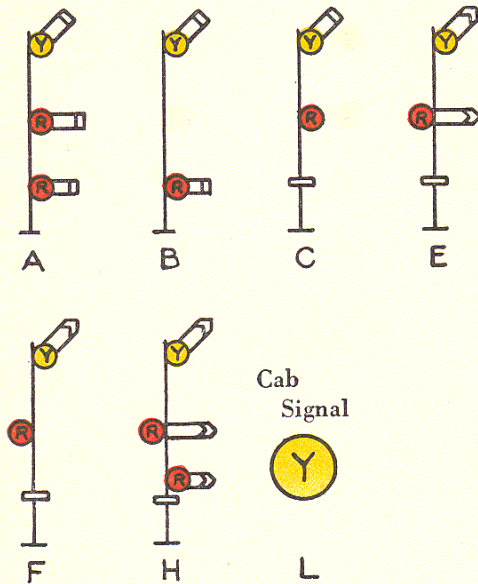
Name: Approach slow.



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RULE 285

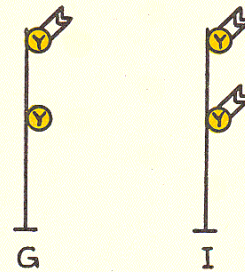


Indication—Proceed preparing to stop at next signal. Train exceeding medium speed must at once reduce to that speed.

Name: Approach.

85

RULE 285A



Indication—Train exceeding restricted speed must at once reduce to that speed. Approach next signal prepared to stop.

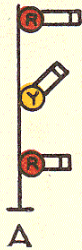
Name: Caution.



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RULE 286

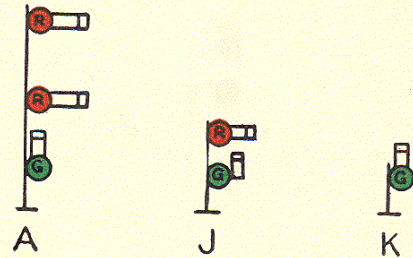


Indication—Proceed at medium speed
preparing to stop at next signal.

Name: Medium-approach.

87

RULE 287



Indication—Proceed; slow speed within
interlocking limits.

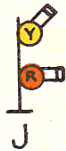
Name: Slow-clear.



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RULE 288



Indication—Proceed preparing to stop
at next signal; slow speed with-
in interlocking limits.

Name: Slow-approach.

89

RULE 289



Indication — Block occupied; proceed
prepared to stop short of a train
or obstruction, but not to exceed
15 miles per hour.

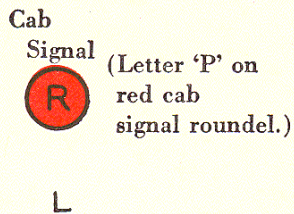
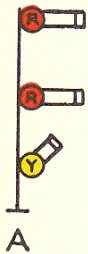
Name: Permissive.



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RULE 290

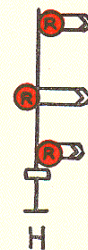
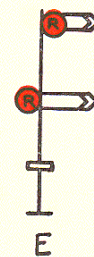


Indication—Proceed at restricted speed.

Name: Restricting.

91

RULE 291



Indication—Stop; then proceed at restricted speed.

See Rule 509.

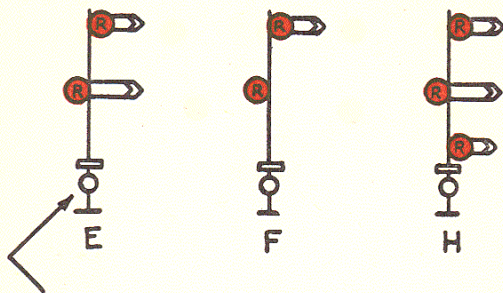
Name: Stop and proceed.



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RULE 291A



Disc displaying letter 'G' on above aspects.



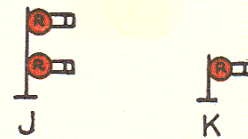
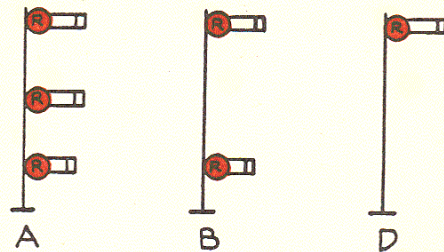
Indication—Tonnage Freight train proceed at restricted speed. Other trains—stop then proceed at restricted speed.

Name: Grade Signal.

NOTE: See time-table Special Instructions for definition of tonnage train.

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RULE 292



Indication—Stop.

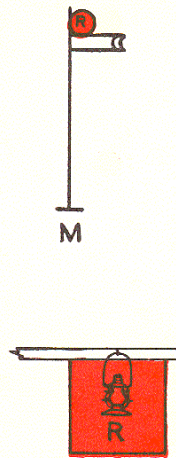
Name: Stop.



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RULE 293

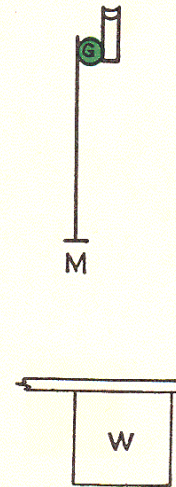


Indication—Orders.

Name: Train Order Signal.

95

RULE 293A



Indication—No Orders.

Name: Train Order Signal.



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RULE 294



Indication—Passengers.

Name: Station Signal.

97

RULE 294A



Indication—No Passengers.

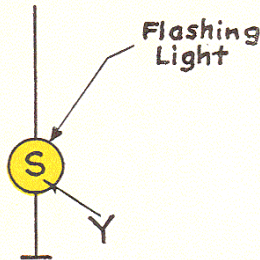
Name: Station Signal.



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RULE 295



Indication—Take siding.

Name: Take siding indicator.

99

MANUAL BLOCK SIGNAL SYSTEM.

Note:—Rules 305 to 373 inclusive will not be effective except on portions of the railroad so specified in time-table or by train order.

305. Block signals govern the use of the blocks, but, unless otherwise provided, do not supersede the superiority of trains; nor dispense with the use or the observance of other signals whenever and wherever they may be required.

306. When a block station is open at an irregular hour, trains must be notified when possible by train order.

307. A train having entered a block on other than a proceed indication must not accept a proceed indication at any intermediate block station which was closed when such train entered the block, without receiving Clearance Form A.

308. When Clearance Form A is used to indicate condition of the block, line 3 of form will so state.

SIGNALMEN.

311. Signals must be kept in the position displaying the most restrictive indication, except when displayed for an immediate movement.

312. Appliances must be operated carefully and only by those charged with that duty. If any irregularity affecting their operation is detected the signals must be displayed to give their most restrictive indication until repairs are made.

313. Signalmen must observe, as far as practicable, whether the indications of the signals correspond with the position of the levers.

314. Signalmen must not make nor permit



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any authorized repairs, alterations or additions to the apparatus.

Any defects in the appliances must be promptly reported to the superintendent.

315. A block record must be kept at each block station.

316. COMMUNICATING CODE.

- 1.—Keep block signal in stop position for opposing train.
- 13.—I understand.
- 2.—Block clear.
- 5.—Block not clear of train other than passenger.
- 56.—Block not clear of passenger train.
- 8.—Opening block station. Answer by 2, 5 or 56.
- 9.—Closing block station, followed by 2. If the block is clear, to be answered by 13, followed by 2. If the block is not clear, to be answered by 5 or 56.

When two or more tracks are used in the same direction, signalmen in using the communicating code must also specify the track.

317. On single track, to admit a train to a block the signalman must examine the block record and if the block is clear of opposing trains and preceding passenger trains, give "1 for.....", to the next block station in advance. If it is proper for the train to be admitted, the signalman in advance will reply "2 for....." or "5 of.....". The signalman at the entrance of the block must then display the proper signal indication.

A passenger train will not be admitted to the block when occupied by another train, except under flag protection; no train will be

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admitted to the block when occupied by an opposing train or by a preceding passenger train, except under flag protection; and a train other than a passenger train will not be permitted to follow a train other than a passenger train into the block except when authorized by a train order, permissive signal or prescribed form.

318. On two or more tracks, to admit a train to a block, the signalman must examine the block record and display proper signal indication.

A train must not be admitted to a block which is occupied by a passenger train except as provided in Rule D-333 or by train order. A train may be permitted to follow a train other than a passenger train into a block under permissive indication or Clearance Form A.

319. When a train enters a block, the signalman must give train and engine number and time to the next block station in advance. When the rear of the train has passed 300 feet beyond the Block Signal, he must give the record of the train to the next block station in the rear.

This information must be entered on the block records.

320. Unless otherwise provided, signalmen must not ask for the block until they have received a report of the train from the next block station in the rear.

321. Signalmen must, as far as practicable, observe all passing trains and note whether they are complete and in order, and the markers properly displayed.

322. Should a train pass a block station with any indication of conditions endangering the train, or a train on another track, the signalman must immediately notify the signalman



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at the next block station in advance, and each must display Stop-indications to all trains that may be affected, and must not permit any train to proceed until it is known that its track is not obstructed.

323. Should a train pass a block station without markers, the signalman must notify the signalman at the next block station in each direction, and must not report that train clear of the block until he has ascertained that the train is complete.

325. A signalman informed of any obstruction in a block must immediately notify the signalman at the other end of the block and each must display Stop-indications to all trains that may be affected and must not permit any train to proceed until it is known that its track is not obstructed.

326. When a train or engine takes a siding or otherwise clears the main track the signalman must know that it is clear of the block before giving 2 or displaying a clear indication for that block.

The signalman must obtain control of the block before permitting a train or engine to re-enter the block.

327. To permit a train or engine to enter a block or foul the main track, or to cross from one main track to another, the signalman must examine the block record and if all the blocks affected are clear of approaching trains he must provide or arrange for block protection before permission is given, and until movement is complete and block clear, trains will not be admitted to the block except as prescribed by Rule 289 or Clearance Form A.

All crossover movements must be entered on the block record.

328. When coupled trains are separated, as

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prescribed by Rule 364, the signalman must regard each portion as an independent train.

329. When necessary to stop a train for which other than a Stop-indication has been displayed and accepted, the signalman must give hand signals in addition to displaying the Stop-indication.

330. A signalman having train orders for a train must display the block signal at Stop. He may permit trains so stopped to proceed under Block Signal Rules after complying with Rules for Movement by Train Orders.

331. If from the failure of block signal apparatus the block signal cannot be changed from its most restrictive indication, a signalman may admit a train to a block by use of Clearance Form A as thereon provided.

D-333. When, from any cause, a signalman is unable to communicate with the next block station in advance, he must stop all trains approaching in that direction. Should no cause for detaining a train be known, it may then be permitted to proceed with Clearance Form A, provided ten minutes have elapsed since the passage of the last preceding train.

334. Hand signals must not be used when the proper indication can be displayed by the block signals, except as prescribed by Rules 329 or 343. When hand signals are necessary they must be given from such a place and in such a way that there can be no misunderstanding on the part of enginemen or trainmen as to the signals, or as to the train or engine for which they are intended.

335. Block signals for a track apply only to trains moving with the current of traffic on that track. Signalmen will use hand signals for blocking trains moving against the current of traffic.



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336. Signalmen are responsible for the care of the block station, lamps, and supplies, and, unless otherwise provided, of the signal apparatus.

337. Lights in block stations must be so placed that they cannot be seen from approaching trains.

339. If a Stop-indication is disregarded, the fact must be reported to the next block station in advance and then to the superintendent.

340. To open a block station the signalman must give 8 to the next block station in each direction and record the trains that are in the extended block.

When trains, which were in the extended block when the block station was opened and which had passed his block station before it was opened, clear the block in advance he must repeat the record to the block station in the rear.

341. A block station must not be closed except upon authority of the superintendent.

342. Unless otherwise provided, a block station must not be closed until the block in each direction is clear of all trains.

To close a block station, the signalman must give 9 followed by 2 to the next block station in each direction and when he receives 13 followed by 2 enter it on his block record, with the time it is received from each block station.

The block signals must then be secured in the clear position, and the block wires and, when necessary, circuits arranged to work through the closed block station.

343. When a block station is open at an irregular hour, signalmen must use hand signals, in addition to block signals, to give the required indications until all trains have passed

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which have not been notified by train order that the block station is open.

344. Signalmen must not permit unauthorized persons to enter the block station.

ENGINE AND TRAIN CREWS.

361. Block signals for a track apply only to trains moving with the current of traffic on that track.

Hand signals will be used for blocking trains moving against the current of traffic.

362. Trains must not pass a Stop-indication without receiving Clearance Form A, or a train order authorizing them to do so.

363. Trains must not proceed on hand signals as against block signals.

364. Unless otherwise directed, when two or more trains have been coupled and so move past any block station, they must be separated only at a block station and the signalman notified.

365. When a train or engine takes a siding or otherwise clears the main track, conductor or engineman, or member of their crew when authorized by the conductor or engineman, must so report to the signalman, unless the switch involved is operated by the signalman. A train or engine must not enter a block or foul the main track or cross over from one main track to another, without permission of the signalman.

A train or engine having passed beyond the limits of a block must not back into that block without permission of the signalman.

370. When there is an obstruction between block stations, notice must be given to the nearest signalman.



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371. When a train is stopped by a home or block signal the conductor or engineman must immediately ascertain the cause.

373. A block station must not be considered as closed, except as provided for by time-table or train order.

AUTOMATIC BLOCK SIGNAL SYSTEM.

Note:—Rules 505 to 518 inclusive, will not be effective except on portions of the railroad so specified in the time-table or by general order.

505. Block signals, cab signals, or both, govern the use of the blocks, but, unless otherwise provided, do not supersede the superiority of trains; nor dispense with the use or the observance of other signals whenever and wherever they may be required.

ENGINE AND TRAIN CREWS.

508. Unless otherwise provided, block signals for a track apply only to trains or engines moving with the current of traffic on that track.

509. When a train is stopped by a block signal, it may proceed:

(a) On single track, when authorized by train dispatcher, and will then proceed at restricted speed; or, when communication is lost or not provided, preceded by a flagman until he can see the block signal in advance in the approach or proceed indication, when flagman may be taken up and the train proceed to that signal at restricted speed.

(b) On two or more tracks at restricted speed.

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510. When a train is stopped by a block signal which is evidently out of order, unless otherwise provided, the fact must be reported to the superintendent.

511. Except as provided by Rule 251, where there are three or more main tracks, trains shall not cross to another main track and run with the current of traffic without permission from the train dispatcher.

512. Both switches of a crossover must be open before a train or engine starts to make a cross-over movement, and the movement must be completed before either switch is restored to normal position.

513. Except as otherwise provided, trains or engines passing from side tracks to main tracks or crossing over from one main track to another will, as a protection against following trains, open main track switches three minutes before fouling the main track.

At bolt-locked switches, after operating the bolt-lock, the trainmen must wait three minutes before operating the switch, after which movement may proceed.

Main track switch must not be closed before the rear of a train entering a siding has passed beyond the fouling point or derail. Main track switch must be opened before train leaving siding passes beyond fouling point or derail.

These special precautions do not relieve crews from protecting their trains in accordance with Rule 99, which must include the placing by day, as well as by night, of two torpedoes and lighted fusee on track to be obstructed.

514. A train or engine entering a block between signals must be protected as required by the rules and must proceed at restricted speed to the next signal.



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When a train or engine has passed a signal permitting it to proceed and is delayed in the block, it must proceed at restricted speed to the next signal.

515. A train or engine having passed beyond the limits of a block must not back into that block except under protection as prescribed by Rule 99 or train order.

516. Should cab signal and fixed signal indications conflict, the more restrictive indication will govern.

517. Cab signal indications do not supersede fixed signal indications, except when cab signal changes to a more restrictive indication after passing a fixed signal.

518. If after passing a fixed signal, the cab signal indication changes from restricted speed to a more favorable indication, the train must continue at restricted speed and must not increase speed until entire train has passed next signal showing a more favorable indication.

INTERLOCKING RULES.

605. Interlocking signals govern the use of the routes of an interlocking, and as to movements within interlocking limits, their indications supersede the superiority of trains, but do not dispense with the use or the observance of other signals whenever and wherever they may be required, except that engine and train crews are relieved from observing Rule D-152 within interlocking limits.

606. EMERGENCY SIGNALS.

(Whistle or Horn)

Note:—The signals prescribed are illustrated by “o” for the short sounds; “—” for the longer sounds.

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Sound.	Indication.
(a) —————	All movements within interlocking limits stop immediately.
(b) oo	Resume normal movement after receiving the proper signal or permission from the signalman.
(c) ooo	Whistle or horn test.
(d) oooo	Call signal maintainer or repairman.
(e) ooooo	Call section foreman or trackmen.
(f) oooooo	Call yardmaster or other designated employee.
(g) ooooooo	Call catenary maintenance repairman.

Note:—The use of these horns or whistles to give audible signals for purposes other than those prescribed is prohibited.

SIGNALMEN.

611. Signals must be kept in the position displaying the most restrictive indication, except when displayed for an immediate movement.

612. Appliances must be operated carefully and only by those charged with that duty. If any irregularity affecting their operation is detected the signals must be displayed to give their most restrictive indication until repairs are made.

613. When the route is set the signals must be operated sufficiently in advance of approaching trains to avoid delay.

615. When necessary to change any route for which the signals have been cleared for an approaching train or engine, switches, mov-



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able point frogs or derails must not be changed or signals cleared for any conflicting route until the train or engine for which the signals were first cleared has stopped.

616. The lever operating a switch, derail, movable point frog, detector bar or lock must not be moved when any portion of a train or engine is standing on or closely approaching the switch, derail or movable point frog.

617. Reminder, in the form of a lever blocking device, must be used when a LEVER IS NOT TO BE OPERATED, as when:

(a) Switch, signal or other function is out of service due to failure of apparatus or to permit of making repairs.

(b) The use of track or tracks is restricted for movement of all or certain types of trains.

(c) Train dispatcher directs that stop signal be displayed.

(d) Rusty or sanded rails interfere with proper operation of track circuit.

619. If the force whose duty it is to keep switches clear when snow or sand is drifting, is not on hand when required, the fact must be reported to the superintendent.

620. If a signal fails to work properly its operation must be discontinued and until repaired the signal secured so as to display its most restrictive indication.

621. Signalmen must observe, as far as practicable, whether the indications of the signals correspond with the positions of the levers.

622. Signalmen must not make nor permit any unauthorized repairs, alterations or additions to the interlocking.

Any defects in the interlocking must be promptly reported to the superintendent.

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623. If there is a derailment or if a switch, movable point frog or derail is run through, or if any damage occurs to the track or interlocking, the signals must be restored so as to display their most restrictive indication, and no movement permitted until all parts of the interlocking and track liable to consequent damage have been examined and are known to be in safe condition.

624. When necessary to disconnect a switch, movable point frog, derail, facing point lock, detector bar or electric locking circuits, all switches, movable point frogs and derails affected must be securely spiked or fastened in the required position and the levers blocked or marked in such a manner that they cannot be operated, before any train or engine is permitted to pass over them.

625. When switches, movable point frogs, derails or signals are undergoing repairs, Stop-indication must be displayed for any movement which may be affected by such repairs, until it has been ascertained from the repairman that the switches, movable point frogs and derails are properly lined for such movement.

626. Signalmen must, as far as practicable, observe all passing trains and note whether they are complete and in order; should there be any indication of conditions endangering the train, or any other train, the signalman must take such measures for the protection of trains as may be practicable.

628. Hand signals must not be used when the proper indication can be displayed by the interlocking signals.

When the proper indication cannot be displayed, hand signals may be used.

629. If necessary to authorize a train or engine to pass an interlocking signal indicating



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stop, hand signal or permission may be given by the signalman. Such occurrence must be reported to the superintendent.

630. Signalmen are responsible for the care of the interlocking station, lamps and supplies.

631. Lights in interlocking stations must be so placed that they cannot be seen from approaching trains.

633. If a train or engine overruns a Stop-indication, the fact must be reported to the superintendent.

634. Signalmen must not permit unauthorized persons to enter the interlocking station.

635. During a stated period an interlocking station may be closed upon authority of superintendent. When so closed, switches and switch levers must be secured for routes that do not conflict and signal levers placed in position so that signals will display the proper indication.

The interlocking station must be securely locked.

ENGINE AND TRAIN CREWS.

661. If a signal indication, permitting a train or engine to proceed, after being accepted, is changed to a Stop-indication before it is reached, the stop must be made at once. Such occurrence must be reported to the superintendent.

663. Trains or engines must not pass an interlocking signal indicating stop without receiving hand signals or permission by telephone from proper authority. They must not proceed on hand signals until a member of the train or engine crew is fully informed of the situation. They must not proceed on telephone authority until a member of the train or engine crew has examined all switches over

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which the movement is to be made to know that they are properly lined. Movements under such conditions must then be made at restricted speed.

667. Sand must not be used nor water allowed to run over movable parts of an interlocking or spring switch. Excessive use of sand at any point is prohibited.

669. Trains or engines stopped by the signalman in making a movement through an interlocking, must not move in either direction until they have received the proper signal from him.

670. A reverse movement within the limits of an interlocking or a forward movement after making a reverse movement, must not be made without the proper interlocking signal indication or permission from the signalman.

Within interlocking limits when engine or operating unit of a train extends beyond the interlocking signal in such a position that signal indication cannot be seen by the engine crew, reverse movements or a forward movement after making a reverse movement must not be made until either the engineman or fireman has observed signal indication; or until a member of train crew has notified them verbally; or by the use of hand signal after having a definite understanding with member of train crew stationed at signal, that interlocking signal is displaying proper indication for movement.

671. While an interlocking station is closed, should a signal for an open route indicate "Stop", movements through the interlocking must be preceded by a flagman. Before proceeding, the engineman and trainmen must know the route is properly lined.



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The facts must be reported to the superintendent from the first available point of communication.

AUTOMATIC INTERLOCKING.

672. When a train or engine is stopped by a Stop-indication of an automatic interlocking signal and no immediate conflicting movement is evident, a member of the crew must operate the time release. If signal does not change its indication at expiration of time release interval, train or engine may then proceed on hand signal from a member of the crew if there is no train or engine on conflicting route and signals on conflicting route indicate Stop.

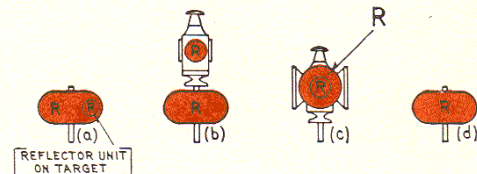
If a train or engine is on conflicting route, hand proceed signal must not be given until such movement is stopped, and if signals on conflicting route do not indicate Stop, proper flag protection must be provided.

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The following SWITCH TARGETS, LAMPS, SIGNS AND MARKERS will appear where conditions require their use.

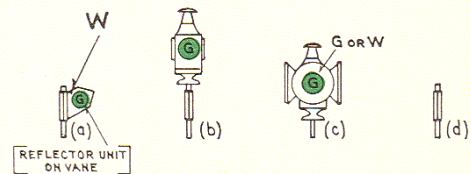
R=Red Y=Yellow G=Green
P=Purple W=White

RULE 700A



Indication—Main track switch reverse.

RULE 700B



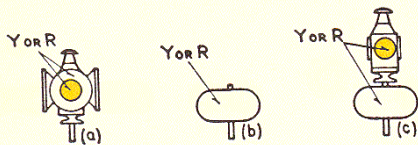
Indication—Main track switch normal.



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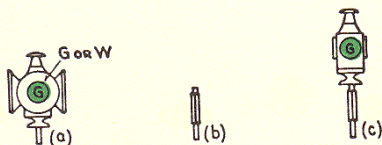
RULE 701A



When displayed on yard or side track switches.

Indication—Position of switch.

RULE 701B

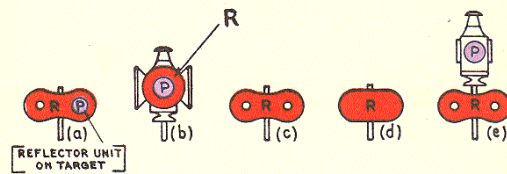


When displayed on yard or side track switches.

Indication—Position of switch.

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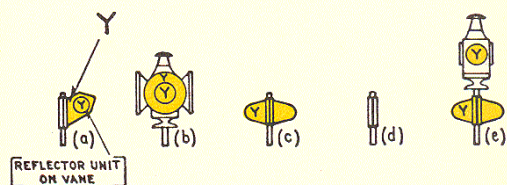
RULE 702A



When displayed on derails.

Indication—Derail is in derailing position.

RULE 702B



When displayed on derails.

Indication—Derail is in non-derailing position.



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RULE 703



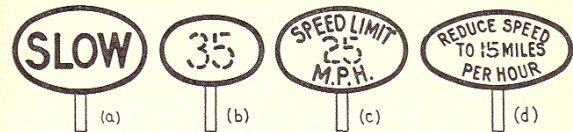
Indication—Stop, then flag movement over highway grade crossing.

Name—Stop sign.

Location—To the right of and adjacent to tracks to which it refers.

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RULE 704A

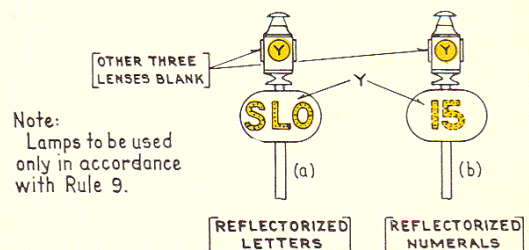


Indication—Reduce speed as prescribed by time-table, or as indicated on sign.

Name—Reduce speed signs, for permanent restrictions.

Location—To the right of and adjacent to tracks to which it refers.

RULE 704B



Indication—Reduce speed as prescribed by general order, or train order.

Name—Reduce speed signs, for temporary restrictions.

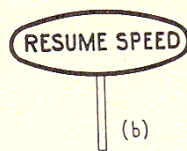
Location—To the right of and adjacent to tracks to which it refers.



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RULE 705A



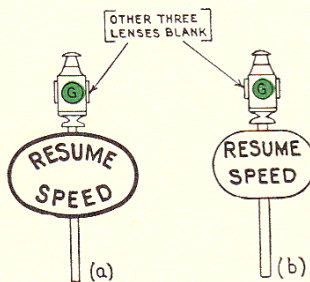
Indication—Resume normal speed when rear of train has passed.

Name—Resume speed signs for permanent restrictions.

Location—To the right of and adjacent to tracks to which it refers.

RULE 705B

Note:
Lamps to be used
only in accordance
with Rule 9.



Indication—Resume normal speed when rear of train has passed.

Name—Resume speed signs for temporary restrictions.

Location—To the right of and adjacent to tracks to which it refers.

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RULE 707



Indication—Sound whistle as prescribed by Rule 14 (1).

Name—Whistle sign.

Location—Upon the right of and adjacent to tracks to which it refers.

RULE 708



Indication—Sound whistle as prescribed by Rule 14 (1).

Name—Trackman's portable whistle sign.

Location—Upon the right of and adjacent to tracks to which it refers.



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RULE 709



Indication—Flanger path obstructed.

Name—Flanger sign.

Location—Upon the right of and adjacent to tracks to which it refers.

RULE 710



Indication—Spring switch.

Name—Spring switch marker.

Location—Adjacent to spring switch to which it refers.

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RULE 711

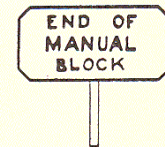
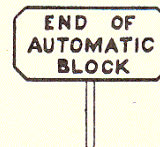


Indication—Yard limit.

Name—Yard limit sign.

Location—At the point designated in the time-table.

RULE 712



Indication—End of block.

Name—Block-Limit signs.

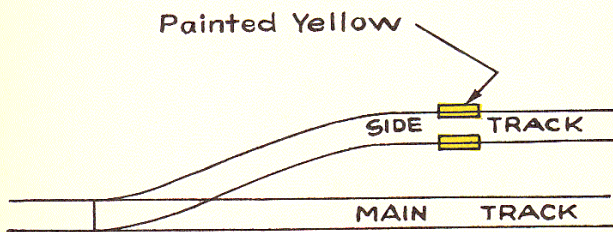
Location—To the right of and adjacent to track to which it refers.



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RULE 713



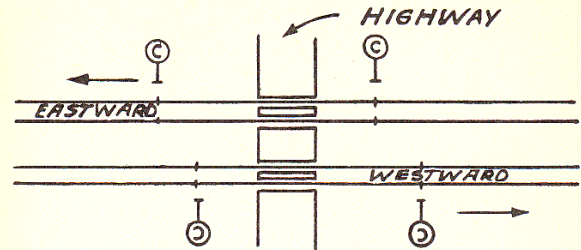
Indication—Clearance point.

Name—Clearance point stripe.

Location—On both rails of side track, where clearance point is not defined by a derail or clearance point sign.

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RULE 714A

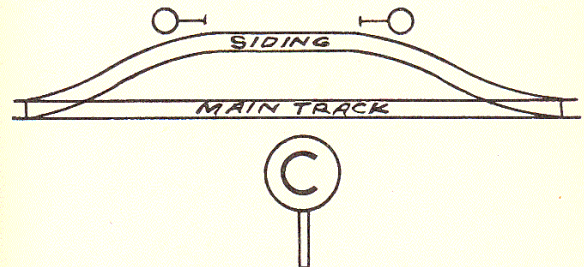


Indication—Clearance point.

Name—Clearance point sign.

Location—To the right of and adjacent to tracks to which it refers.

RULE 714B



Indication—Clearance point.

Name—Clearance point sign.

Location—On sidings where clearance point is not defined by derail or clearance point stripe.



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TEMPORARY SPEED RESTRICTIONS.

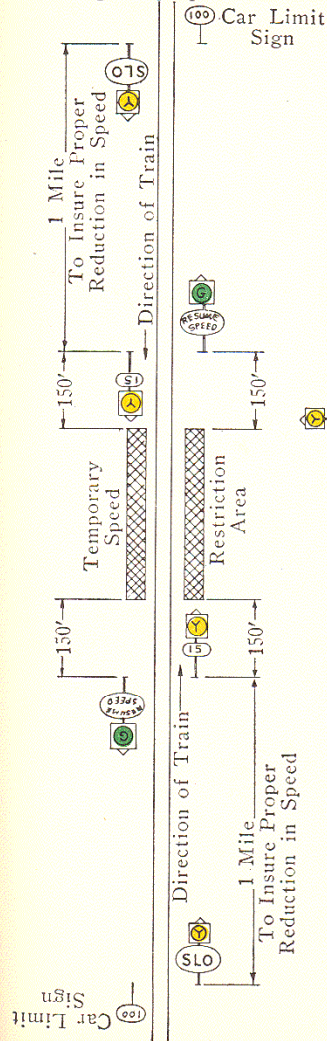
715A. Whenever for any cause it is necessary to temporarily require trains or engines to reduce speed over any structure or portion of track, General Order or Train Order will be issued indicating location and speed restriction.

This will be supplemented on the line of road as soon as possible with signs as shown on page 119, Rule 704B, page 120, Rule 705B and page 127, Rule 715B.

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RULE 715B

Temporary speed restriction. (See Rule 715A).



Where practicable, a reduce speed sign reading (SLO) Rule 704B, Figure (a) shall be placed one mile in advance of the point at which the restriction is to take effect.

A reduce speed sign showing the speed in miles per hour (15) Rule 704B, Fig. (b), permitted over the restricted territory, shall be placed 150 feet in advance of the point where the restriction takes effect.

A resume speed sign (SLO) Rule 705B, shall be placed 150 feet beyond the point where the restriction ceases to be effective. Rear end of train must pass this point before speed is resumed. Car limit signs will be placed at appropriate distances beyond the resume speed sign.



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SPRING SWITCHES.

800. Trains may trail through spring switches when in normal position without operating switch stand and switch will automatically return to normal position.

Trains trailing through and stopping on a spring switch must not take slack or move in reverse direction until the switch has been set by hand.

A spring switch that has been set by hand must be restored to normal position by hand.

After train has trailed through a spring switch, a member of the crew will note if facing point signal changes, indicating switch has returned to normal position. Should signal fail to change, arrangements must be made to protect opposing movements.

USE OF ELECTRIC LOCKED HAND OPERATED SWITCHES.

801. Hand operated switches equipped with electric locks must be operated in accordance with instructions posted at individual locations.

USE OF HAND OPERATED CROSS-OVER EQUIPPED WITH CENTER LOCKING DEVICE.

802. Before attempting to line switches of a crossover equipped with center locking device, the ground lever located between rails at center of crossover must be operated to unlock the hand thrown switch stands at each end of the crossover.

When the crossover switches have been restored to normal position, ground lever at center of crossover must be operated to again lock the switch stands.

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USE OF DUAL CONTROLLED SWITCHES.

803. Permission to operate dual controlled switches manually must be obtained from train dispatcher or operator. When instructed to operate switches manually, crews must be governed by instructions posted at individual locations.

ADDITIONAL RULES AND REGULATIONS.

804. The following instructions are issued in separate books. All employees whose duties are therein prescribed must provide themselves with a copy and are required to have a thorough knowledge of and comply with the instructions.

- (1) Instructions governing the Operation of Air Brakes, Train Air Signal Equipment and Electric Lighting of Passenger Cars and Locomotives.
- (2) Safety Rules for the Guidance of Employees.
- (3) Instructions governing Signal Department.
- (4) Instructions governing Signalmen.
- (5) Alternating Current Multiple Unit Car Equipment. Instructions for Operation, Inspection and Maintenance.
- (6) Instructions Governing Track Forces.
- (7) Other instructions, as issued.



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SPECIAL RULES.

TRAIN DISPATCHERS.

1275. Train dispatchers report to and receive instructions from chief train dispatcher.

1276. They will issue orders governing the movement of trains and track cars in accordance with the rules, and record the movement of all trains and track cars and important incidents affecting the movement of traffic. They must report violations of rules and irregularities.

1277. They must keep fully informed of weather conditions, calling chief train dispatcher's attention to unusual changes.

When any unusual weather conditions are reported which might interfere with the safe operation of trains, they must ascertain if section men are on duty, and, if not, arrange to have them called to patrol their sections.

1278. They must not go off duty until relieved by another train dispatcher to whom they must furnish a transfer written in ink, of all train orders not fully executed, and must see that such orders and all business pertaining thereto are fully understood by the relieving train dispatcher.

**TELEGRAPH AND TELEPHONE
OPERATORS AND SIGNALMEN.**

**(EXCEPT PRIVATE BRANCH EXCHANGE
SWITCHBOARD OPERATORS)**

1300. Report to chief train dispatcher, unless otherwise provided, and will respect the authority of heads of departments and of station agents at their respective stations.

1302. They must observe passing trains, exchange signals as prescribed by rules and in addition advise the train dispatcher of all exceptions noted.

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1303. Where two or more operators are assigned to an office, the first trick operator will act as manager except where otherwise directed.

1305. They must not exchange work or tours of duty with each other without permission from the proper authority.

1306. They will, when relieved, transfer in writing to the relieving operator or signalman, all train orders undelivered and in force and other unfinished business, making record of same on form provided for that purpose. The relieving operator or signalman must compare the train orders and unfinished business with the transfer and, after a full understanding of the situation has been obtained, both must then sign the transfer and record the time.

1307. They must not leave their office while a train is at the station, unless required to do so by business connected with the train.

1308. At a station where the service is not continuous, the names and resident addresses of the operators at that station must be displayed in a window of the office where it can be plainly seen from the outside.

1309. The wires must not be used for the transmission of communications which may, without detriment to the Company's interests, be sent by train mail. If the writers of such communications insist upon wire transmission, copies of the messages (after sending) together with a statement of facts in connection therewith, must be forwarded to the superintendent of telegraph by train mail.

1310. They must give immediate attention to the delivery of messages affecting in any way the safety of trains or the property of the Company. When unable to personally deliver them promptly to the persons addressed, they



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will call on any available employe to make delivery.

1311. They must not permit private lines or instruments on the Company's premises, except as authorized by the superintendent of telegraph.

1314. Messages must be correctly dated, show the time filed, the time sent or received, the office calls and private signals of the sending and receiving operators, and be filed and preserved for reference.

1315. Messages for delivery on trains (unless for crew members) should be enclosed in sealed envelopes.

1318. They must note on delayed messages the cause of delay and the time of each call. They will report frequent, unusual and unnecessary delays, to the proper authority.

1319. Original messages must not be removed from files except upon receipt of authority. When so removed copies must be substituted, showing disposition of originals.

1320. They must not make known the contents of messages and must consider wire communications a confidential service.

1321. They must keep the office in a neat and orderly condition, instruments clean, properly adjusted and in proper working order. They must not change the arrangement of wires, tables or instruments without permission of the superintendent of telegraph. They will notify him when instruments need repairs.

1322. They must obtain permission from train dispatcher before closing office and, when closing office, must cut out instruments.

1323. They must observe all interruptions to circuits and make frequent examinations of switchboards, relays, keys, lightning arresters

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and other devices, reporting promptly any trouble or abnormal condition to the train dispatcher. If a telegraph or telephone circuit remains open more than two minutes they must determine the direction in which circuit is open, reporting same to the division headquarters. A circuit must not be grounded except for testing or when authorized.

1324. They must not permit unauthorized persons in office.

1325. They must give personal attention to the care of the clock in the office, and have a regular time for winding it. They will report weekly on the prescribed form any daily variation from standard time.

1327. By an agreement with the Western Union Telegraph Company operators of this Company are required to transmit commercial business for the telegraph company, and in doing so they will conform to the regulations of the telegraph company, in accordance with instructions of the superintendent of telegraph. If delivery of telegram is delayed, they shall note time and cause on office copy.

ENGINEMEN.

1400. Enginemen report to and receive instructions from the train master. They will comply with instructions of road foremen of engines pertaining to engine operation and with instructions of master mechanic and enginehouse foreman on mechanical matters. They will comply with instructions of stationmasters and yardmasters within their respective jurisdictions and instructions of conductors in the general management of their train, consistent with the rules and safety.

In the absence of conductor they will have charge of the train and must be governed by rules prescribed for conductors.



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1401. They are responsible for the performance of duty by firemen, will instruct them in their duties when necessary and will report incompetence or neglect of duty to the road foreman of engines.

Unless otherwise provided, they must know by personal inspection that the engine is in good working order and equipped with necessary supplies, tools and signals.

They must report any defect or improper condition of the engine and enter on the prescribed form at the end of each trip the repairs required.

They are responsible for the proper care and handling of the engine and must not permit unauthorized persons to move or run it except in an emergency. A fireman who has passed proper examination and been promoted as an engineman may operate the engine under the supervision of the engineman who will assume the responsibility.

They will not leave their engines while on duty except when necessary in the discharge of their duties. When practicable, the fireman or some competent person will be left in charge.

1403. No person other than employees in the discharge of their duties will be permitted on an engine without written order from proper authority.

Maximum number of persons, including engineman and officials permitted to ride on the leading steam engine, leading or control compartment of Diesel engine and MU train:

Passenger train engines	4
Head end MU trains	3
Freight train engines	5
Road engines without train	5

1404. They must, as far as possible, avoid the unnecessary escape of steam or emission

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of dense smoke and water from the stack, especially when passing through residential or restricted sections of towns or cities, or when standing at or passing passenger stations, at highway crossings, or where signals may be obscured.

1405. When train is doubleheaded, or helper engine is attached to leading end of train, engineman will be governed by following instructions:

Passenger Service—When doubleheading, the regularly assigned engineman must be in charge of the leading engine.

When an engine on a passenger train is disabled, unless otherwise instructed, the assigned engine crew on such runs will take train through to destination with relief engine.

Freight Service—When helper engine is used on head end, engine crews will remain with their engine unless the engineman on the helper engine is not qualified to handle that class of train. In such cases the qualified engineman will take charge of the leading engine.

When acting as pilots, they will operate the engine of the train they are piloting unless otherwise instructed. Assigned engineman must remain on the engine.

FIREMEN.

1425. Firemen report to and receive instructions from the train master. They will comply with instructions of road foremen of engines pertaining to proper method of firing and caring for engines, and with instructions of master mechanics and enginehouse foremen on mechanical matters. They will comply with instructions of enginemen in the performance of their duties consistent with the rules and safety.



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1427. When placed in charge of an engine, in the absence of engineman, they must not leave it or move it until his return. If the engineman becomes disabled, the fireman will stop the engine and report to the conductor and not permit any unauthorized person to be upon it.

1428. A fireman who has passed proper examination and been promoted as engineman, may operate an engine under the supervision of the engineman.

1429. When their other duties permit they must look out in the direction the engine is moving and immediately warn engineman of any obstruction or danger and while switching, must observe hand signals from train crew, communicating them to engineman. When practicable they must see that the switches near the engine are properly lined.

They must be on the alert for close clearances or obstructions on left side of engine. They must immediately warn engineman of any unusual or dangerous conditions.

CONDUCTORS AND TRAINMEN.

1450. Conductors and trainmen report to and receive instructions from the train master. They will comply with instructions of stationmasters, yardmasters, and agents within their respective jurisdictions. Conductors must comply with instructions pertaining to conductors' duties issued by heads of departments. Trainmen must comply with the instructions of conductors.

**SPECIAL INSTRUCTIONS TO
PASSENGER TRAIN EMPLOYES.**

1461. In the collection of transportation, passenger conductors and trainmen will be governed by applicable tariffs and instructions issued by the passenger traffic department.

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They will require each passenger to present a proper ticket or pass, or pay the prescribed fare.

They must observe what transpires while train is stopping at and leaving stations, particularly in connection with the possibility of a person falling while getting off or on train, announcing at frequent intervals "Please watch your step."

Particular attention must be given to safety of passengers getting off trains beyond limits of station platform, and when practicable, vestibule doors beyond station platform must be kept closed and passengers directed to walk through cars to where they can alight on station platform.

They must prevent passengers from attempting to get off or on train while in motion.

They must know that all passengers are off train at stations before giving signal to start.

Before moving a train from terminal to yard, they must see that all passengers are out of cars with the exception of sleeping car equipment which is to be parked for occupancy.

Rear vestibule doors and traps on through trains will be kept closed at all times, except that they may be opened by flagman for purpose of leaving train to perform flagging duty.

On local and commuter trains, vestibule doors, except head vestibule on first car, may be kept open until local stops have been completed. Head vestibule door may be opened at final terminal.

1462. They must look after the safety and comfort of passengers and see that the lighting and ventilation of cars receive intelligent attention, reporting to the superintendent any cars found to be defective or not properly cleaned and fully equipped.



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1463. While passing through tunnels there must be at least one light in each car carrying passengers, and the flagman must be stationed on the rear car to which he has access, with night signals as prescribed in Rule 35.

1464. In case of serious accident to a train carrying passengers conductor will arrange to procure the names and addresses of all persons on the train, and extent of injuries if any.

1465. They must not permit persons to enter the train who are not in condition to take care of themselves (unless accompanied by others who are competent to take care of them), or whose conduct might endanger their own lives or jeopardize the safety or comfort of other passengers on the train.

1466. They must not permit disorderly conduct, profane or improper language or gambling on the train.

1467. They must not permit passengers to ride on the car platforms, or in the express or mail cars, or in the baggage cars unless so authorized, to put feet upon the car seats, to occupy with their baggage seats needed by other passengers, or to in any way damage property of the Company.

1468. They must see that toilet doors in coaches are locked while the train is at terminals or other designated places.

1469. They must see that all passengers are provided with seats when practicable, preferring paid passengers to those traveling on free transportation.

1470. When leaving a station the announcement must be made in each coach, "The next station stop is.....," adding when necessary, "Change for"

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Approaching stations at which the train will stop, announce the name of the station, adding where necessary, "Change for.....".

At terminal stations, where there is no train caller, they must announce distinctly in the waiting rooms when the train is ready to leave, giving destination, etc.; at other stations they must call from the station platform, "Train for; all aboard."

1471. Suit cases, valises or large packages may be placed in overhead racks when racks are wide enough to safely accommodate them; otherwise they must be kept between seats. Conductors and trainmen must call attention of passengers to conditions that might result in injury to patrons.

1472. They must be at their posts at terminals and on the station platform to assist passengers on and off the train and give all possible information.

They must not occupy seats with passengers, or enter into conversation with them further than their duties require. The solicitation of business by unauthorized persons will not be permitted on trains.

At terminal stations they must remain, in full uniform, with the train until all passengers have left it.

1473. Before leaving the train they must, where required, see that the hand brakes are set, windows and ventilators closed, doors locked, lights out and the heating and air-conditioning apparatus properly cared for.

1474. Conductors are responsible for the conduct of news agents on their trains, who must be polite, and clothed in approved uniform, clean and neat in appearance. They shall not be permitted to deposit their merchandise on seats of cars or laps of passengers or in any way annoy passengers. They may announce



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the articles offered for sale in a low tone of voice, at intervals not exceeding four times while passing through each car.

News agents must not carry with them more than two trunks, which must be placed in the baggage car, or such other location as may be designated by the conductor. At a station trunks may not be removed from assigned position until after all passengers have alighted from the cars.

1475. Trains which collect United States mail from mail cranes, will, when running on any other than scheduled track, stop to exchange mails.

When a postal car is off its regular run, the train handling the car will, in addition to its scheduled stops, make the stops of the train on which the car is regularly moved.

When necessary to transfer United States mail, employes must promptly render assistance and see that all possible facilities are furnished R. P. O. clerks for working mail.

1476. Members of train crew should be prepared to handle telegrams so that passengers need not leave train for that purpose. Messengers with telegrams are permitted to pass through trains to make delivery if time permits, otherwise conductor should make a reasonable effort to effect delivery, advising operator at next station stop if not delivered.

**FREIGHT CONDUCTORS AND
TRAINMEN.**

1477. Conductors are responsible for tickets agreeing with cars handled in their train except at points where the duty is performed by other designated employes.

They must carefully check with the waybills (in conjunction with the station agent if possible) all freight loaded and unloaded and make

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a record of freight over, short, or in bad order. When necessary to transfer freight from one car to another they must record the transfer and the number of the car to which it is transferred, on face of waybill.

1479. They must not permit unauthorized persons to ride on caboose and so far as practicable prevent them from riding on train.

1480. When conductors are instructed to pick up cars on line of road, and such cars are found to be overloaded, improperly loaded or not in condition to run safely, they must not be moved in trains and a report must be made of such cars to Superintendent by wire.

YARDMASTERS.

1510. Report to and receive instructions from train master.

They must comply with instructions of stationmaster and agents pertaining to station work.

1511. They will have charge of the yards, of the men employed, the movement of trains and distribution of cars therein.

1512. They are responsible for the proper classification and prompt movement of cars, proper makeup and prompt dispatch of trains from yards in accordance with established schedules.

1516. They must be familiar with rules governing the movement of trains and the duties of employes connected therewith, and must require the efficient discharge of duty by all employes under their charge.

STATION AGENTS.

1520. Report to the superintendent. They must obey instructions issued by heads of departments.



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1521. If appointed agent of express or other companies, operating on their Company's lines, they must give preference to the business of the Railroad Company.

1522. They are responsible for the Company's property, including station buildings, tracks and grounds, and for the care and safety of all property entrusted to the Company in the transaction of its business, and the prompt and efficient discharge of duty by all employees subject to their direction.

1523. They must preserve order in and about the stations, keeping the buildings and grounds connected therewith neat and clean and in proper condition for the accommodation of passengers and for the reception and delivery of freight.

1524. They must use all proper means to secure traffic and promote the best interests of the Company, notifying the superintendent or head of department interested, of anything prejudicial thereto, or conducive to its good, present or prospective.

1526. They must not permit the sale of any articles nor the posting of advertisements on the Company's property without the proper authority.

1527. They must, as far as practicable, know that switches are in proper position, cars on side tracks within station limits are secured, and if any condition exists which may endanger traffic, take prompt action to insure safety.

1529. They must not permit cars to be moved by unauthorized persons.

1530. They will post in a conspicuous place the time-tables, tariffs and other matters issued by the passenger and freight departments for information of the public.

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1531. They must see that cars for loading are properly placed.

All old placards, except as otherwise specified, must be removed from cars before permitting them to leave their stations.

1532. They must know that cars are in fit condition to receive the class of freight to be loaded or to apply on orders for loading at other stations. They must not permit the overloading of cars.

1533. They must make every effort to obtain cars for shippers at the time desired and avoid detention to cars.

1534. They must not permit the loading, unloading or storing of freight in a manner which will endanger passing trains. In no case shall material be placed in a position closer than 10 feet from a main track or 8 feet from any other track.

1536. They must see that freight loaded is properly secured and that shipments loaded on open cars do not exceed the standard clearances which will be furnished by the superintendent upon application.

They must not permit the movement of loaded or empty cars with insecure side stakes, blocking or bracing.

1537. Way freight to be loaded or unloaded must be checked jointly by the conductor and agent if possible and any irregularity noted on the way-bill.

1539. They will report by wire to the superintendent numbers and conditions of bad order cars left at their station, and also any cars set out, consigned to other destinations.

1541. They will attend to the carrying of United States mail between mail cars and post offices when within the legal limit, and at junctions attend to the transfer of mail, unless



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these services are otherwise provided for. Mail pouches must not be left unprotected. They will notify postmaster of all time-table changes, and advise the superintendent of all changes of post office locations.

1542. They must take all possible precautions against fires and see that stoves, pipes and flues are safe, guarding against fires from loose matches, waste or other inflammable materials mentioned in fire protection card, a copy of which must be displayed at all stations.

1543. They will notify the superintendent in case of any unusual delay in unloading Company's freight.

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