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**THE
CHICAGO & ALTON
RAILROAD CO.**

**RULES
OF THE
OPERATING DEPARTMENT**

RULES
OR
THE OPERATING DEPARTMENT
THE
CHICAGO & ALTON RAILROAD CO.

The rules herein set forth, effective February 1st, 1909, supersede all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

A. P. TITUS,
Vice-President.

REPRINT FEBRUARY, 1926

GENERAL NOTICE

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

Obedience to the rules is essential to the safety of passengers and employes, and to the protection of property.

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

To obtain promotion capacity must be shown for greater responsibility.

Employes, in accepting employment, assume its risks.

GENERAL RULES

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

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

C. Employes must pass the required examinations.

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

E. Employes must render every assistance in their power in carrying out the rules and special instructions.

F. Any violation of the rules or special instructions must be reported.

G. The use of intoxicants by employes while on duty is prohibited. Their use, or the frequenting of places where they are sold, is sufficient cause for dismissal.

H. The use of tobacco by employes while on duty in or about passenger stations or on passenger cars, is prohibited.

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

K. Persons authorized to transact business at stations or on trains must be orderly and avoid annoyance to patrons.

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

DEFINITIONS

ENGINE.—A locomotive propelled by any form of energy.

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.

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

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 in the Time-table as between trains of the same class.

Note.—Superiority by direction is limited to single track.

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

SCHEDULE.—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.

SUBDIVISION.—A part of a Division so designated on the Time-table.

MAIN TRACK.—A track extending through yards and between stations, upon which trains are operated by Time-table or train order, or the use of which is controlled by block signals.

SINGLE TRACK.—A main track upon which trains are operated in both directions.

DOUBLE TRACK.—Two main tracks, upon one of which the current of traffic is in a specified direction, and upon the other in the opposite 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, at which a train may stop for traffic; or to enter or leave the main track; or from which fixed signals are operated.

SIDING.—A track auxiliary to the main track for meeting or passing trains, limited to the distance between two adjoining telegraph stations.

FIXED SIGNAL.—A signal of fixed location indicating a condition affecting the movement of a train.

(The definition of a fixed signal covers such signals as slow boards, stop boards, yard limits, switch, train order, block, interlocking, semaphore, disc, ball or other means for indicating stop, caution or proceed.)

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

YARD ENGINE.—An engine assigned to yard service and working within yard limits.

PILOT.—A person assigned to a train when the engineman or conductor, or both, are not fully acquainted with the physical characteristics, or running rules of the road, or portion of the road over which the train is to be moved.

STANDARD TIME

1. Standard Time obtained from Columbus and Washington observatories will be telegraphed to all points from designated offices at 11 a. m., Central time daily.

2. Watches that have been examined and certified to by a designated inspector must be used by conductors, enginemen, firemen, brakemen, hostlers, yard masters and yard foremen. The certificate in prescribed form must be renewed and filed with the Superintendent every six months.

(Form of Certificate.)

CERTIFICATE OF WATCH INSPECTOR.

This is to certify that on.....19...
the watch of.....

employed as
on the R.....

was examined by me. It is correct and reliable, and in my judgment will, with proper care, run within a variation of thirty seconds per week.

Name of Maker
Brand
Number of movement
Open or hunting case
Metal in case
Dial—Plain or Marginal
Old or New movement
If rejected, state reasons.....
Signed.....

Watch Inspector.

Address

3. Watches of conductors, enginemen, firemen, brakemen, hostlers, yard masters and yard foremen must be compared, before starting on each trip, or going on duty, with a clock designated as a Standard clock. The time when watches are compared must be registered on a prescribed form.

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 (or subdivision) at the leaving time at their initial sta-

tions on such division (or sub-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 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 (or sub-division) date from their initial stations on such division (or sub-division).

Not more than one schedule of the same number and day shall be in effect on any division (or sub-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 time.

Unless otherwise indicated, the time applies to the switch where an inferior train enters the siding; where there is no siding it applies to the place from which fixed signals are operated; where there is neither siding nor fixed signal, it applies to the place where traffic is received or discharged.

Schedule meeting or passing stations are indicated by figures in **full-faced type**.

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

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

Where there are one or more trains to meet or pass a train between two times, or more than one train to meet a train at any station, attention is called to it by the numbers of the trains to be met or passed inserted in the column with the schedule of the train.

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

"s"—Regular stop.

"f"—Flag stop to receive or discharge passengers or freight.

"M"—Stop for meals.

"L"—Leave.

"A"—Arrive.

6 (a). The following letters in the prescribed column indicate:

"D"—Day telegraph office.

"N"—Night telegraph office.

"DN"—Day and night telegraph office.

"W"—Water station.

"C"—Coaling station.

"R"—Train register.

"Y"—Wye.

"T"—Turn table.

Other reference letters will be explained when they occur.

SIGNAL RULES

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

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

9. Night signals are to be displayed from sunset to sunrise. When weather or other conditions obscure day signals, night signals must be used in addition.

VISIBLE SIGNALS

Color Signals.




10.—

COLOR.	INDICATION.
(a) Red.	Stop.
(b) Green.	Proceed, and for other uses prescribed by the Rules.
(c) Yellow.	Proceed with caution, and for other uses prescribed by the Rules.
(d) Green and White.	Flag, Stop. See Rule 28.
(e) Blue.	See Rule 26.

11. A fusee on or near the track burning red must not be passed until burned out.

Hand, Flag and Lamp Signals

12.—

MANNER OF USING.	INDICATION.
(a) Swung across the track.	Stop. 
(b) Raised and lowered vertically.	Proceed. 
(c) Swung vertically in a circle at half-arm's length across the track, when the train is standing.	Back. 

MANNER OF USING.	INDICATION.
(d) Swung vertically in a circle at arm's length across the track, when the train is running.	Train has parted.
(e) Swung horizontally above the head when the train is standing.	Apply air brakes.
(f) Held at arm's length above the head, when train is standing.	Release air brakes.

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

AUDIBLE SIGNALS

Engine Whistle Signals.

14.—

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	Stop. Apply brakes.
(b) —	Release brakes.
(c) — o o o	Flagman go back and protect rear of train.
(d) — — — —	Flagman return from west or south.
(e) — — — —	Flagman return from east or north.
(f) — — —	When running, train parted; to be repeated until answered by the signal prescribed by Rule 12(d). Answer to 12(d).
(g) o o	Answer to any signal not otherwise provided for.
(h) o o o	When train is standing, back. Answer to 12(e). and 16(e).
(j) o o o o	Call for signals.
(k) — o o	To call the attention of yard engines, extra trains or trains of the same or inferior class or inferior right to signals displayed for a following section. On single track: If not answered, stop, ascertain the cause and report to the Superintendent.
(l) — — o o	On double track. This signal will be given only when passing trains running in the same direction.
(m) — — — —	Approaching public crossings at grade.
	Approaching stations, junctions, and railroad crossings at grade.

A succession of short sounds of the whistle is an alarm for persons or cattle on the track.

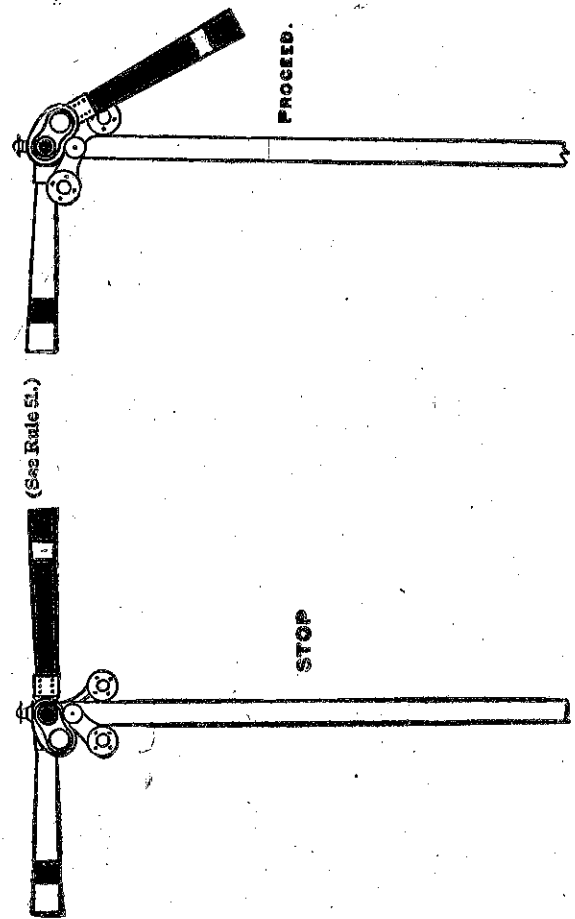
15. The explosion of one torpedo is a signal to stop; the explosion of two not more than two hundred feet apart is a signal to reduce speed, and look out for a stop signal.

Communicating Signals

16.—

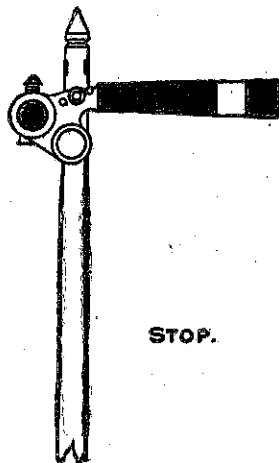
SOUND.	INDICATION.
(a) Two.	When train is standing, start.
(b) Two.	When train is running, stop at once.
(c) Three.	When train is standing, back the train.
(d) Three.	When train is running, stop at next station.
(e) Four.	When train is standing, apply or release air brakes.
(f) Four.	When train is running, reduce speed.
(g) Five.	When train is standing, call in flagman.
(h) Five.	When train is running, increase speed.
(j) Two long, one short.	When train is running, approaching a meeting point, to be answered as provided by rule 14(g).
(k) One long.	When train is approaching terminal, shut off steam heat.

TRAIN ORDER SEMAPHORE.

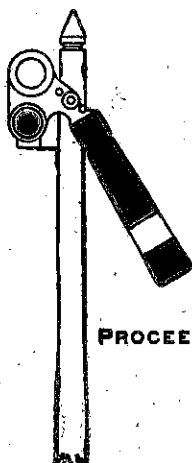


SQUARE END SEMAPHORE ARMS.

[See Rule 52.]



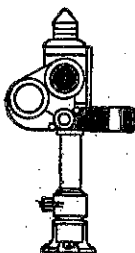
STOP.



PROCEED

DWARF SIGNALS.

[See Rule 55.]



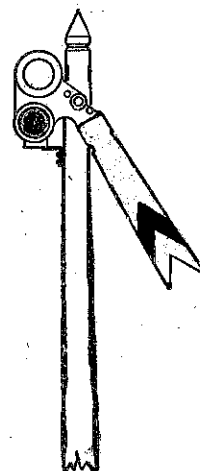
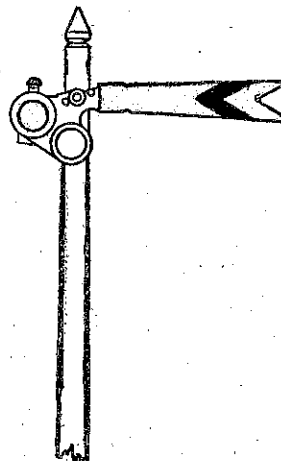
STOP.



PROCEED

FORKED END SEMAPHORE ARMS.

[See Rule 53.]



POT SIGNALS.

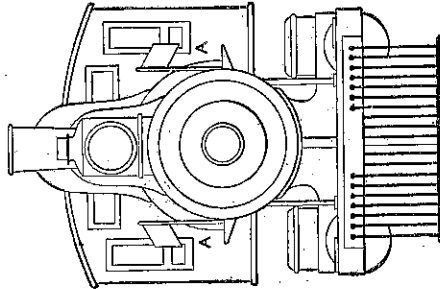
[See Rule 56.]



STOP.

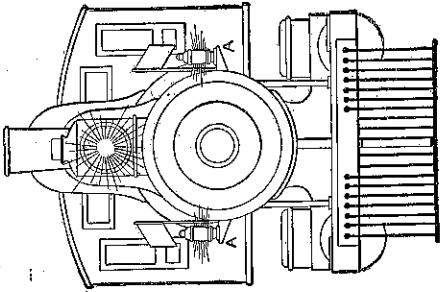


PROCEED.



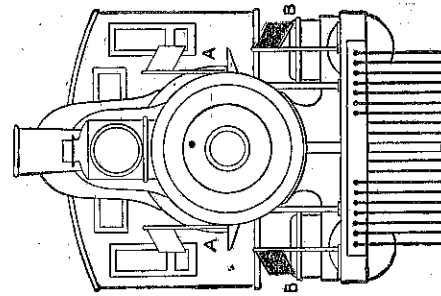
Engine Running Forward by Day as an Extra Train.

White flags at A. A.
See Rule 21.



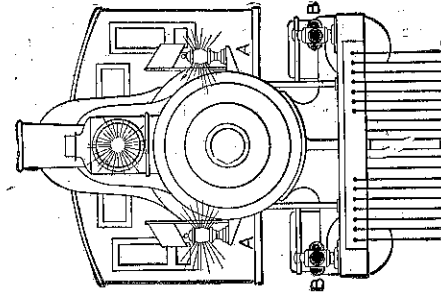
Engine Running Forward by Night as an Extra Train.

White lights and white flags at A. A.
See Rule 21.



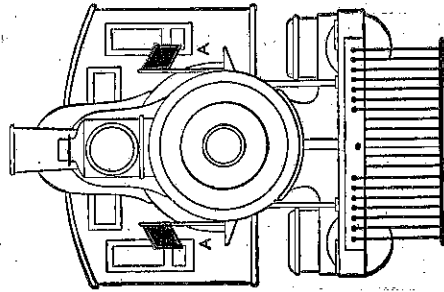
Engine Running Backward by Day as an Extra Train, Without Cars, or at the Rear of a Train Pushing Cars.

White flags at A. A. See Rule 21.
Green flags at B, as markers. See Rule 13.

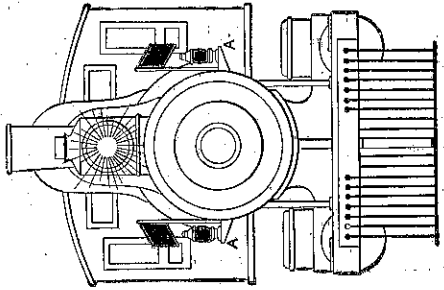


Engine Running Backward by Night as an Extra Train, Without Cars, or at the Rear of a Train Pushing Cars.

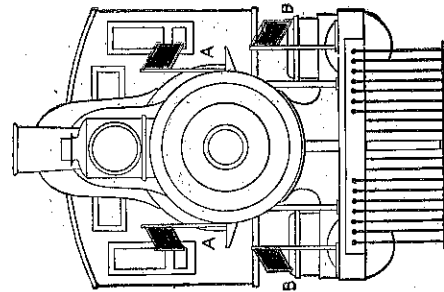
White lights and white flags at A. A. See Rule 21.
Lights at B, as markers, showing green at side and in direction engine is moving and red in opposite direction. See Rule 19.



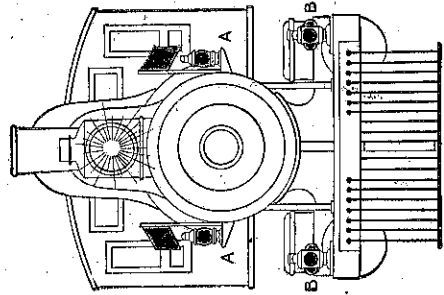
Engine Running Forward by Day Displaying Signals
for a Following Section.
Green flags at A. A.
See Rule 20.



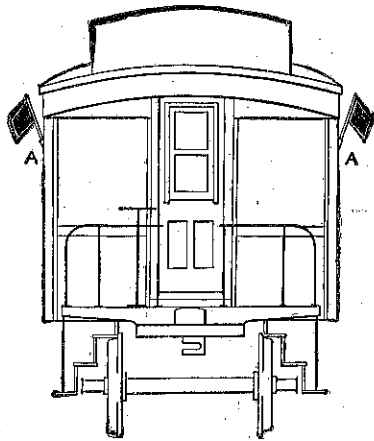
Engine Running Forward at Night Displaying Signals
for a Following Section.
Green lights and green flags at A. A.
See Rule 20.



Engine Running Backward by Day, Without Cars,
or at the Rear of a Train Pushing Cars,
and Displaying Signals for a
Following Section.
Green flags at B B, as markers. See Rule 19.

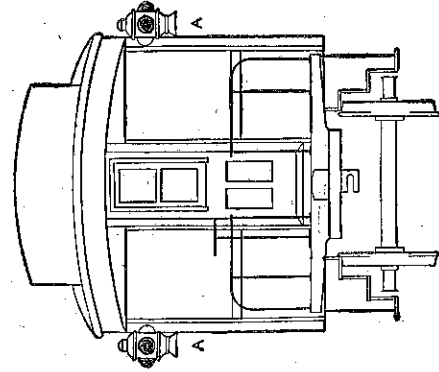


Engine Running Backward by Night, Without Cars, or at the Rear of a
Train Pushing Cars, and Displaying Signals for a Following Section.
Green lights and green flags at A. A. See Rule 20.
Lights at B B, as markers, showing green at side and
in direction engine is moving and red in opposite direction.
See Rule 19.



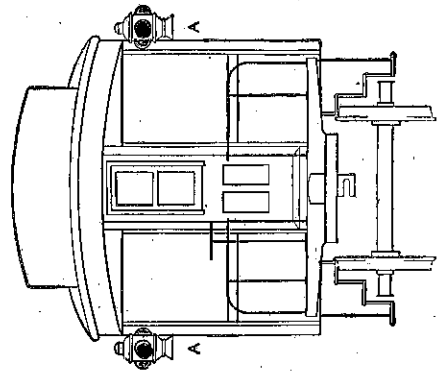
Rear of Train by Day.

Green flags at A A, as markers. See Rule 13.



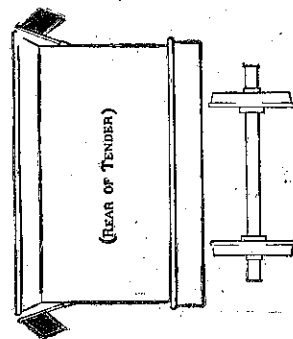
Rear of Train by Night when on Siding to be Passed by Another Train.

Lights at A A, as markers, showing green toward engine, side and to rear. See Rule 19.

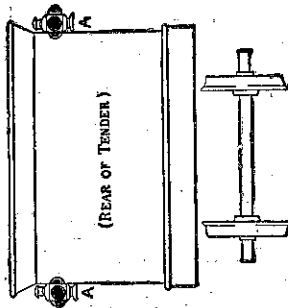


Rear of Train by Night while Running.

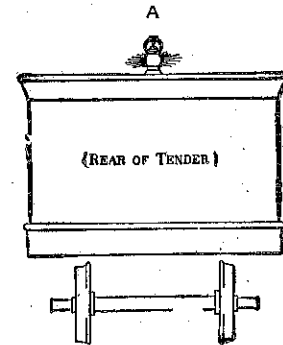
Lights at A A, as markers, showing green toward engine and side and red to rear. See Rule 19.



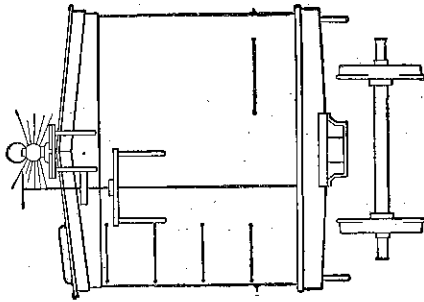
Engine Running Forward by Day, Without Cars, or at the Rear of a Train Pushing Cars.
Green flags, as markers. See Rule 19.



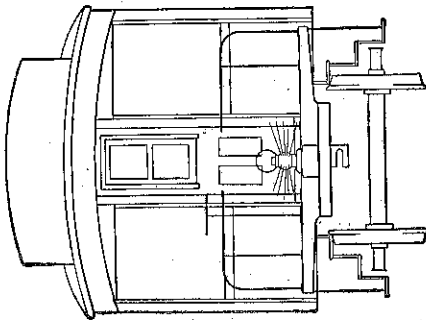
Engine Running Forward by Night, Without Cars, or at the Rear of a Train Pushing Cars.
Lights at A, as markers, showing green to the front and side and red to rear. See Rule 19.



Engine Running Backward by Night, Without Cars, or at the Front of a Train Pulling Cars.
White light at A.



Freight Cars being Pushed by an Engine by Night.
White light on front of leading car.
See Rule 24.



Passenger Cars being Pushed by an Engine by Night.
White light on front of leading car.
See Rule 24.

TRAIN SIGNALS.

17. The headlight will be displayed to the front of every train by night, but must be concealed when a train turns out to meet another and has stopped clear of main track, or is standing to meet trains at the end of double track or at junctions.

18. Yard engines will display the headlight to the front and rear by night. When not provided with a headlight at the rear, two white lights must be displayed. Yard engines will not display markers.

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, green flags; by night, green lights to the front and side and red lights to the rear, except when the train is clear of the main track, when green lights must be displayed to the front, side and rear.

20. All sections, except the last, will display two green flags and, in addition, two green lights by night, in the places provided for that purpose on the front of the engine.

21. Extra trains will display two white flags and, in addition, two white lights by night in the places provided for that purpose on the front of the engine.

22. When two or more engines are coupled, the leading engine only shall display the signals as prescribed by Rules 20 and 21.

23. One flag or light displayed where in Rules 19, 20 and 21 two are prescribed will indicate the same as two; but the proper display of all train signals is required.

24. When cars are pushed by an engine (except when shifting or making up trains in yards) a white light must be displayed on the front of the leading car by night.

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

26. A blue flag by day and a blue light by night, 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. Workmen will display the blue signals and the same workmen are alone authorized to remove them. Other cars must not be placed on the same track so as to intercept the view of the blue signals, without first notifying the workmen.

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 a stop signal, and the fact reported to the Superintendent.

28. A combined green and white signal is to be used to stop a train only at the flag stations indicated on its schedule. When it is necessary

to stop a train at a point that is not a flag station on its schedule, a red signal must be used.

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).

30. The engine bell must be rung when an engine is about to move.

31. The engine bell must be rung on approaching every public road crossing at grade, and until it is passed; and the whistle must be sounded at all whistling-posts.

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

33. Watchmen stationed at public road and street crossings must use red signals only when necessary to stop trains.

FIXED SIGNALS.

50. Fixed signals are placed at drawbridges, junctions, railroad crossings, stations and other points, as required. General indications of Semaphore signals as below, but special instructions applying to particular localities, and other signals may be given upon Division Time-table.

51. Semaphore signals, except train order signals, will be supported on a separate post for each track. So far as practicable they will be

placed either over or upon the right of and adjoining the track which they govern and in the same order, whether supported by a signal bridge over the tracks, by putting two or more posts on one mast with brackets or by using separate masts from the ground. If there is more than one arm on a post, the upper will govern the fast running route. The lower arms will govern the slow route or diverging movements.

Train order signals will have one arm on each side of the post. Signals to be located at train order offices.

Arms located as described above will always be displayed to the right of the post, as seen from an approaching train on the track and in the direction which they govern.

INDICATIONS.

52. STOP is indicated by a square end semaphore arm displayed in a horizontal position.

PROCEED is indicated by a semaphore arm lowered at least half way to the post.

53. CAUTION or SLOW is indicated by a forked end semaphore arm in a horizontal position.

54. At night a red light will indicate horizontal position of a square end arm, and yellow light horizontal position of a forked end arm; a green light will indicate a lowered position of either a square end or forked end arm.

55. Dwarf semaphore signals govern slow movements only. Stop and proceed as described above.

56. Indication of pot signals: red, stop; green, proceed.

SUPERIORITY OF TRAINS

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.

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.

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 TRAINS

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

Regular trains twelve hours behind either their schedule arriving or leaving time at any

station lose both right and schedule, and can thereafter proceed only as authorized by train order.

83. A train must not leave its initial station on any division (or sub-division), or a junction, or pass from double to single track, until it has been ascertained whether all trains due, which are superior, or of the same class, have arrived or left.

83 (a). A train must not leave its initial station on a division (or sub-division), without a clearance card, on the prescribed form.

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

85. When a train of one schedule is on the time of another schedule of the same class in the same direction, it will proceed on its own schedule.

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

86. An inferior train must clear the time of a superior train, in the same direction, not less than ten minutes; but it must be clear at the time a first class train, in the same direction, is due to leave the next station in the rear where time is shown.

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.

Extra trains must clear the time of regular

trains as prescribed by Rules 86 and 89, unless otherwise provided, and will be governed by train orders with respect to opposing extra trains.

88. At meeting points between trains of the same class, the inferior train must clear the main track before the leaving time of the superior train.

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.

89. At meeting points between trains of different classes the inferior train must take the siding and clear the superior train at least five minutes, and 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.

90. Trains must stop at schedule meeting stations, if the train to be met is of the same class, unless the switch is right and the track clear.

When the expected train of the same class is not found at the schedule meeting station, the superior train must approach all sidings prepared to stop, until the expected train is met.

Trains must stop clear of the switch used by the train to be met in going on the siding.

90 (a). Conductors of passenger trains when approaching meeting points, with trains of the

same class, or meeting points by train order, must in all cases give two long and one short blasts of the air whistle; thus —————, as notice to the engineman that the train is approaching a meeting point, and the engineman must promptly acknowledge his understanding of the same as provided in Rule 14 (g).

91. Unless some form of block signals is used, trains in the same direction must keep at least ten minutes apart, except in closing up at stations.

92. A train must not arrive at a station in advance of its schedule arriving time.

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

93. Within yard limits, the time of first class trains must be cleared as prescribed by the rules. The main track may be used, protected against second class trains.

When at stations, trains carrying passengers must be protected against approaching trains at all times and under all circumstances, even if they are inside yard limits.

All trains will reduce speed in passing through yard limits, and proceed only after the way is seen or known to be clear.

Yard limits extend to the outside switches of station, unless otherwise designated 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, to proceed to the next open telegraph office, 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 open telegraph office.

When a train, unable to proceed against the right or schedule of an opposing train, is overtaken between telegraph stations by an inferior train or a train of the same class having right or schedule which permits it to proceed, the delayed train may, after proper consultation with the following train, precede it to the next telegraph station, where it must report to the Superintendent. When opposing trains are met under these circumstances, it must be fully explained to them by the leading train that the expected train is following.

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

Each section has equal Time-table authority.

A train must not display signals for a following section without orders from the Superintendent.

96. When signals displayed for a section are taken down at any point before that section arrives, the conductor will, if there be no other provision, arrange in writing, with the operator, or if there be no operator, with the switchtender,

or in the absence of both, with a flagman left there for that purpose, to notify all opposing inferior trains or trains of the same class leaving such point, that the section for which signals were displayed has not arrived.

97. Extra trains must not be run without orders from the Superintendent.

98. Trains must approach the end of double track, junctions, railroad crossings at grade, and drawbridges, prepared to stop, unless the switches and signals are right and the track is clear. Where required by law, trains must stop.

99. When a train stops or is delayed, under circumstances in which it may be overtaken by another train, the flagman must go back immediately with stop signals a sufficient distance to insure full protection. When recalled he may return to his train, first placing two torpedoes on the rail when the conditions require it.

The front of the train must be protected in the same way, when necessary, by the front brakeman, or in his absence by the fireman.

100. When the flagman goes back to protect the rear of the train, the baggageman must, in the case of passenger trains, and the next brakeman in the case of other trains, take his place on the train.

101. If a train should part while in motion, trainmen must, if possible, prevent damage to the detached portions. The signals prescribed by Rules 12 (*d*) and 14 (*f*) must be given.

The detached portion must not be moved or passed until the front portion comes back.

If on double track, the engineman and trainmen of the front portion must give the train-parted signal to trains running on the opposite track. A train receiving this signal or being otherwise notified that a train on the opposite track has parted, must immediately reduce speed and proceed with caution until the separated train is passed.

When a train is disabled so it may obstruct the opposite track, trains on that track must be stopped.

102. When cars are pushed by an engine (except when shifting and making up trains in yards) a flagman must take a conspicuous position on the front of the leading car.

103. Messages or orders respecting the movement of trains or the condition of track or bridges must be in writing.

104. Switches must be left in proper position after having been used. Conductors are responsible for the position of the switches used by them and their trainmen, except where switchtenders are stationed. A switch must not be left open for a following train unless in charge of a trainman of such train.

105. Both conductors and enginemen are responsible for the safety of their trains and, under conditions not provided for by the rules, must taken every precaution for their protection.

106. In all cases of doubt or uncertainty the safe course must be taken and no risks run.

151. On double track, trains must keep to the right unless otherwise provided.

152. When a train crosses over to, or obstructs the other track, unless otherwise provided it must first be protected as prescribed by Rule 99 in both directions on that track.

153. Trains must use caution in passing a train receiving or discharging passengers at a station, and must not pass between it and the platform at which the passengers are being received or discharged.

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. They must contain neither information nor instructions not essential to such movements.

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

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

203. Train orders will be numbered consecutively each day, beginning with No. 1 at midnight.

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 any one who acts as its pilot. A copy for each person addressed must be supplied by the operator.

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

205. Each train order must be written in full in a book provided for the purpose at the office of the Superintendent; 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 memoranda.

206. Regular trains will be designated in train orders by their numbers, as "No. 10," or "2d No. 10," adding engine numbers. Extra trains will be designated by engine numbers and the direction, as "Extra 978," "North" or "South," "East" or "West." Time must be stated in words as well as figures.

207. To transmit a train order, the signal "31" or the signal "19," followed by the direction, must be given to each office addressed, the number of copies being stated, if more or less

than three — thus, “31 South or West copy 5,” or “19 North or 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.

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

When not sent simultaneously to all, the order must be sent first to the superior train.

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

209. Operators receiving train orders must write them in manifold during transmission and if they cannot at one writing make the requisite number of copies, must trace others from one of the copies first made.

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.

Those to whom the order is addressed, except enginemen, must then sign it, with their train number and the operator will send their signa-

tures preceded by the number of the order to the Superintendent. The response “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 enginemen. The copy for each engineman must be delivered to him personally by the conductor.

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 the 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 enginemen will take the operator from the immediate vicinity of his office, the engineman’s copy will be delivered by the conductor or brakeman.

212. A train order may, when so directed by the train dispatcher, be acknowledge without

repeating, by the operator responding: "X (Number of Train Order) to (Train Number)" 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.

Meeting points must, whenever practicable, be made at telegraph stations. Orders should be placed one or two telegraph stations in advance of the station at which they are to be executed. If orders are sent to the superior train at the meeting point, the signature of the conductor and engineman must be received and "complete" given to the superior train before the order is made complete to the inferior 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 line 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.

215. The operator who receives and delivers a train order must preserve the lowest copy.

216. For train orders delivered by the train dispatcher the requirements as to the record and delivery are the same as at other offices.

217. A train order to be delivered to a train at a point not a telegraph station, or at one at which the telegraph office is closed, must be addressed to

"C. and E. — (at —), care of —,"

and forwarded and delivered by the conductor or other person in whose care it is addressed. When form 31 is used "complete" will be given upon the signature of the person by whom the order is to be delivered, who must be supplied with copies for the conductor and engineman addressed, and a copy upon which he shall take their signatures. This copy he must deliver to the first operator accessible, who must preserve it, and at once transmit the signatures of the conductor and engineman to the Superintendent.

Orders so delivered must be acted on as if "complete" had been given in the usual way.

For orders which are sent, in the manner herein provided, to a train, the superiority of which is thereby restricted, "complete" must not be given to an inferior train until the signatures of the conductor and engineman of the superior train have been sent to the Superintendent.

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

219. Unless otherwise directed; an operator must not repeat or give the "X" response to a train order for a train which has been cleared or of which the engine has passed his train order signal until he has obtained the signatures of the conductor and engineman to the order.

220. Train orders once in effect continue so until fulfilled, superseded or annulled. Any part of any order specifying a particular movement may be either superseded or annulled.

Orders held by or issued for 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 is annulled.

220 (a). Effective March 15th, 1921, train orders restricting the rights of trains within manual and automatic block territory may be given to the superior or ruling train on Form 19, when given to the superior or ruling train at a station in advance of where the restriction becomes effective, and under the following regulations and except that:

1. A "31" order must be used when orders are to be delivered to a train at a point not a train order station, restricting its superiority, and Rules 210 and 217 will govern.
2. A "31" order must be used when necessary to restrict the rights of a train which has been cleared, and Rules 210 and 219 will govern.

3. A "31" order must be used when orders are to be delivered to a superior train at meeting points, and Rules 210 and 219 will govern.

4. A "31" order must be used to take receipt for new time table and Rule 210 will govern.

5. A "31" order must be used to notify trains of obstructions or other unsafe condition of tracks or bridges, and Rule 210 will govern.

6. A "31" order must be used when issuing a schedule Form "G," Example 3.

Or when running trains against current of traffic on double track.

Or when giving any train right over all trains.

Or when reducing a time order where it is necessary that the dispatcher have the signature of trains holding the original time order before giving "complete" to the reducing order to the train restricted by it.

Or when restricting a work extra after it has once been authorized to work.

Before delivering orders to a train within manual or automatic block signal limits, operators must fill out Clearance Card Form 205-A, designating number of train, kind of Order (19 or 31) and numbers of all orders for such train, and repeat to dispatcher train and order numbers as they appear on clearance card and obtain O. K. with time and Superintendent's initials and enter same on clearance card in blank

space provided therefor. Operators must retain carbon copy of clearance cards issued. Clearance Card Form 205-A will be used in place of Standard Forms 205 and 169.

Conductors and Engineers must check train number and order number of all orders received with clearance card to see that orders and clearance card agree.

In case of wire trouble when the dispatcher cannot be reached, operator will stop the train, confer with conductor and engineer, and then endorse the O.K., time and Superintendent's initials on the clearance card, also completing any repeated "31" orders for such train after obtaining conductor's signature, giving the dispatcher the record as soon as wires are restored to service.

Dispatchers must write train and order numbers in train order book as repeated from the clearance card by operator, and if the order numbers correspond with all orders to be delivered to the train at that station, will give O.K., time and Superintendent's initials.

For example: If the operator has orders 1, 2 and 3 for No. 86 he must show on the clearance card the train number and order numbers and say to the dispatcher "Clear No. 86 with orders 1, 2 and 3." If these are the only orders for No. 86 at that station the dispatcher will reply "Orders 1, 2 and 3 O.K. to No. 86 at 4:30 P.M."

221 (a). A fixed signal must be used at each train-order office, which shall indicate "stop" when there is an operator on duty, except when changed to "proceed" to allow a train to pass after getting train orders, or for which there are no orders.

A proceed signal will only be displayed between the time a train whistles for a station, and the time the rear car of the train has passed the signal. It must be fastened at "proceed" only when no operator is on duty, or at train order offices where the station's agent acts as operator, it may be fastened at "proceed" while he performs the necessary duty at a train stopping at a station, provided there is no order at the office for a train.

When the signal as first seen shows either "stop" or "proceed," and is not seen from the train to change, or when no signal can be seen, the engineman will at once bring the train to a stop. If there are no orders for it, the conductor will receive from the operator clearance cards, after which it may proceed upon schedule or right, reporting the fact to the Superintendent from the next open telegraph office.

When an operator receives an order for a train the signal must not be changed from stop to proceed until the object for which the stop signal is displayed has been accomplished. While stop is displayed all trains must stop before passing the stop signal (except trains scheduled to stop at a

train order office may pass the signal sufficiently far to do the station work, or a train entering a siding may pass the signal sufficiently far to clear the switches, but must not leave without an order addressed to such train or a clearance card on a specified form, stating, over the operator's signature, that he has no orders for it). Any train thus stopped may pass the stop signal after receiving an order addressed to such train, or a clearance card on a specified form, stating, over the operator's signature, that he has no orders for it.

Operators must have the proper appliances for hand signaling ready for immediate use if the fixed signal should fail to work properly. If a 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 from the next open telegraph office.

Where the semaphore is used, the arm indicates "stop" when horizontal, and "proceed" when in an inclined position.

221 (b). A fixed signal must be used at each train-order office, which shall indicate "stop" when trains are to be stopped for train orders. When there are no orders the signal must indicate "proceed."

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 card (Form 205 or 169).

Operators must have the proper appliances for hand signaling ready for immediate use if the fixed signal should fail to work properly. If a 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 from the next open telegraph office.

Where the semaphore is used, the arm indicates "stop" when horizontal, and "proceed" when in an inclined position.

NOTE.—Rule 221 (b) applies only where the normal position of the train order signal indicates "proceed," as shown by special rule in the Time-table.

Regular night and day train order offices are designated upon the Time-table.

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

223. The following signs and abbreviations may be used:

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 order is made "complete."

Com.—For complete.

O S—Train report.

No—For Number.

Eng.—For Engine.

Sec—For Section.

Psgr—For Passenger.

Frt—For Freight.

Mins—For Minutes.

Jet—For Junction.

Dispr—For Train Dispatcher.

Opr—For Operator.

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

S D—For "Stop Displayed."

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

FORMS OF TRAIN ORDERS

Form A. Fixing Meeting Points for Opposing Trains.

- (1). — meet — at —.
(2). — meet — at — — at —
(and so on).

EXAMPLES.

(1). *No 2 Eng 500 meet No 1 Eng 501 at "B."*

2d No 4 Eng 35 meet No 3 Eng 31 at "B."

No 5 Eng 502 meet Extra 95 north at "B."

*Extra 652 north meet Extra 231 south at
"B."*

(2.) *No 2 and 2d No 4 Engs 503 and 505 meet
Nos 1 and 3 Engs 600 and 601 at "C" and Extra
95 West at "D."*

*No 2 Eng 600 meet No 1 Eng 503 at "B,"
2d No 3 Eng 511 at "C" and Extra 95 east at
"D."*

Trains receiving these orders will run with re-
spect to each other to the designated points and
there meet in the manner provided by the Rules.

Form B. Directing a Train to Pass or Run Ahead of Another Train.

- (1). — pass — at —.
(3). — run ahead of — — to —.
(5). — pass — at — and run ahead of
— — to —.

EXAMPLES.

- (1.) *No 1 Eng 501 pass No 3 Eng 600 at "K."*
 (3.) *Extra 594 North run ahead of No 6 Eng 129 "M" to "B."*
 (5.) *No 1 Eng 30 Pass No 3 Eng 109 at "K" and run ahead of No 9 Eng 205 "M" to "Z."*

When under (1), a train is to pass another, both trains will run according to rule to the designated point and there arrange for the rear train to pass promptly.

Under (3), the second named train must not exceed the speed of the first named train between the points designated.

When an inferior train receives an order to pass a superior train, right is conferred to run ahead of the train passed from the designated point.

Form C. Giving Right to a Train Over an Opposing Train.

— has right over — to —.

EXAMPLES.

- (1.) *No 1 Eng 20 has right over No 2 Eng 50 "G" to "X."*
 (2.) *Extra 37 East has right over No 3 Eng 109 "F" to "A."*

This order gives 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.

Under (1), if the second named train reaches the point last named before the other arrives, it may proceed, keeping clear of the opposing train as many minutes as such train was before required to clear it under the rules.

Under (2), the regular train must not go beyond the point last named until the extra train has arrived, unless directed by train order to do so.

Form D. Providing for a Movement on Double Track Against the Current of Traffic, or the Use of a Section of Double Track as a Single Track.

- (1.) — has right over opposing trains on — track — to —.
 (2.) After — arrives at — — has right over opposing trains on — track — to —.
 (3.) — track will be used as single track between — and —.

If desired to limit the time for such use add:
 From — until —.

EXAMPLES.

- (1.) *No 1 Eng 50 has right over opposing trains on northward track "C" to "F."*
 (2.) *After No 24 Eng 500 arrives at "C" No 1 Eng 50 has right over opposing trains on northward track "C" to "F."*
 (3.) *Northward track will be used as single track between "F" and "G."*

Add if desired:

From One 1 P.M. to Three 3 P.M.

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.

Under (1), the designated train must use the track specified between the points named and has right over opposing trains on the track between those points. Opposing trains must not leave the point last named until the designated train arrives.

An inferior train between the points named moving with the current of traffic in the same direction as the designated train must receive a copy of the order, and may then proceed on its schedule or right.

Under (2), 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.

Under (3), all trains must use the track specified between the stations named and will be governed by rules for single track.

Trains running against the current of traffic on the track named must be clear of the track at the expiration of the time named, or protected as prescribed by Rule 99.

Form E. Time Orders.

- (1). — run — late — to —.
- (2). — run — late — to — and —
late — to —, etc.
- (3). — wait at — until — for —.
- (4). — wait at — until —.
— until —.
— until —.

EXAMPLES.

(1.) No 1 Eng 50 run Twenty 20 mins late "A" to "G."

(2.) No 1 Eng 50 run Twenty 20 mins late "A" to "G" and Fifteen 15 mins late "G" to "K," etc.

(3.) No 86 Eng 361 wait at "H" until 3:00 P. M. for No 117 Eng 35.

(4.) Nos. 1 and 3 Engs 50 and 51 wait at

"N" until 10:00 A. M.

"P" until 10:30 A. M.

"R" until 10:55 A. M., etc.

(1) and (2) make the schedule time of the train named, between the stations mentioned, 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.

Under (3), the train first named must not pass the designated point before the time given, unless the other train has arrived. The train last named is required to run with respect to the time specified, at the designated point or any intermediate station where schedule time is earlier than the time specified in the order, as before required to run with respect to the schedule time of the train first named.

Under (4), the train (or trains) named must not pass the designated points before the times given.

Other trains receiving the order are required to run with respect to the time specified at the designated points or any intermediate station where schedule time is earlier than the time specified in the order as before required to run with respect to the schedule time of the train (or trains) named.

All of these examples may be used in connection with an extra train created by example (3) of Form G and the times at each point stated in that example have the same meaning as schedule times in the foregoing examples.

Form F. For Sections.

- (1.) — display signals and run as — to —.
- (2.) — run as — to —.
- (3.) — display signals — to — for —.
- (6.) — is withdrawn as — at —.
- (7.) — instead of — display signals and run as — to —.
- (8.) — take down signals at —.
- (9.) — and — reverse positions as — and — to —.

EXAMPLES.

- (1.) Eng 20 display signals and run as 1st No 1 "A" to "Z."
- (2.) Eng 25 run as 2d No 1 "A" to "Z."
- (3.) No 1 Eng 20 display signals "A" to "G" for Eng 65. 2d No 1 display signals "B" to "E" for Eng 90.

These examples may be modified as follows:

(4.) Engs 20, 25 and 99 runs as 1st, 2d and 3d No 1 "A" to "Z."

Example (1) is to be used when the number of the engine for which signals are displayed is unknown and is to be followed by example (2), both being single order examples.

Under example (2) the engine named will not display signals.

Under examples (3) and (4) the engine last named will not display signals.

For changing sections:

To add an intermediate section, the following modification of example (1) will be used:

(5.) Eng 85 display signals and run as 2d No 1 "N" to "Z." Following sections change numbers accordingly.

Under (5), Engine 85 will display signals and run as directed and following sections will take the next higher number.

To drop an intermediate section, the following example will be used:

(6.) Engine 85 is withdrawn as 2d No 1 at "H." Following sections change numbers accordingly.

Under (6), Engine 85 will drop out at H and following sections will take the next lower number.

To substitute one engine for another on a section, the following will be used:

(7.) Eng 18 instead of Eng 85 display signals and run as 2d No 1 "R" to "Z."

Under (7), Engine 85 will drop out at R and Engine 18 will run as directed.

If Engine 85 is last section, the words "display signals and" will be omitted. Following sections need not be addressed.

To discontinue the display of signals, the following example will be used:

(8.) *2d No 1 Eng 511 take down signals at "D."*

Under example (8), 2d No 1 will take down signals as directed and a following section must not proceed beyond the point named.

To pass one section by another, the following will be used:

(9.) *Engs 99 and 25 reverse positions as 2d and 3d No 1 "H" to "Z."*

Under (9), Engine 99 will run ahead of Engine 25, H to Z, and, if necessary, both engines will arrange signals accordingly. Following sections, if any, need not be addressed.

The character of a train for which signals are displayed may be stated. Each section affected by the order must have copies, and must arrange signals accordingly.

To annul a section for which signals have been displayed over a division or any part thereof, when no train is to follow the signals, Form K must be used.

Form G. Extra Trains.

- (1.) Eng — run extra — to —.
- (2.) Eng — run extra — to — and re-
turn to —.

EXAMPLES.

(1.) *Eng 99 run extra "A" to "F."*

(2.) *Eng 99 run extra "A" to "F" and re-
turn turning to C.*

Under (2), the extra must go to F before re-
turning to C.

(3.) Eng — run extra leaving — on —
as follows with right over all trains.

Leave —

Leave —

Arrive —

EXAMPLES.

(3.) *Eng 77 run extra leaving "A" on Thurs-
day Feb 17 as follows with right over all trains:*

Leave "A" 11:30 p m

" "C" 12:25 a m

" "E" 1:47 a m

Arrive "F" 2:42 a m

This order may be varied by specifying the
kind of extra and the particular trains over
which the extra shall or shall not have right.
Trains over which the extra is thus given right
must clear the time of the extra as provided in
Rules 86 and 89.

Form H. Work Extra.

- (1.) — works — until — between —
and —.

EXAMPLES.

(1.) *Eng 292 works Seven 7 a m to Six 6 p m
between "D" and "E."*

Under (1), the work extra must, whether standing or moving, protect itself against extras within the working limits in both directions as prescribed by rule. The time of regular trains must be cleared.

This may be modified by adding.

(2.) *Not protecting against (eastward) extras.*

(3.) *Not protecting against extras.*

Under (2), the work extra will protect only against (westward) extras. The time of regular trains must be cleared.

Under (3), protection against extras 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 (or protect itself after a certain hour against) 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 Two Ten 2:10 p. m.*

Under (4), 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 (or — class trains) between "D" and "E."*

Under (5), 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, as prescribed by Rule 99. 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" Seven 7 p. m. to Twelve 12 night.*

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

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

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, as prescribed by Rule 99, 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.

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

Form J. Holding Order.

Hold —

EXAMPLES.*Hold No. 2.**Hold all (or —ward) trains.*

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 will be delivered to conductors and enginemen of all trains affected.

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

Form K. Annulling a Schedule or a Section.

(1.) — of — is annulled — to —.

EXAMPLES.

(1.) *No 1 of Feb 29th is annulled “A” to “Z.”*

(2.) *2d No 9 of Feb 29 is annulled “E” to “G.”*

The schedule or section annulled becomes void between the points named and cannot be restored.

Form L. Annulling an Order.

“Order No — is annulled.”

EXAMPLE.

Order No. Ten 10 is annulled.

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

“*Annulled by Order No. —.*”

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

Form M. Annulling Part of an Order.

That part of Order No — reading — is annulled.

EXAMPLE.

That part of Order No 10 reading No 2 Eng 25 meet No 1 Eng 50 at “S” is annulled.

Form P. Superseding an Order, or a Part of an Order.

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

(1.) — meet — at — instead of —.

EXAMPLE.

(1.) *No 2 Eng 20 meet No 1 Eng 50 at “C” instead of “B.”*

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

BLOCKS

Definitions.

BLOCK.—A length of track of defined limits the use of which by trains is governed by block signals.

BLOCK STATION.—A place from which block signals are operated.

BLOCK SIGNAL.—A fixed signal governing the use of a block.

HOME BLOCK SIGNAL.—A fixed signal at the entrance of a block to govern trains in entering and using said block.

DISTANT BLOCK SIGNAL.—A fixed signal used in connection with a home block signal to regulate the approach thereto.

BLOCK SYSTEM.—A series of consecutive blocks.

TELEGRAPH BLOCK SYSTEM.—A block system in which the signals are operated manually upon information by telegraph.

CONTROLLED MANUAL BLOCK SYSTEM.—A block system in which the signals are operated manually and so constructed as to require the co-operation of the signalmen at both ends of the block to display a clear signal.

AUTOMATIC BLOCK SYSTEM.—A block system in which the signals are operated by electric, pneumatic, or other agencies controlled by a train or by certain conditions affecting the use of the block.

ELECTRIC STAFF BLOCK SYSTEM.—A block system in which the signals are operated manually in conjunction with and controlled by the Electric Train Staff.

AUTOMATIC BLOCK SYSTEM

224. The limits of a block are indicated by block posts.

225. Trains will be governed by signals to the right of tracks as seen from approaching trains.

226. Where the normal position of signal is at "proceed," if the home signal indicates "proceed" before, and changes to "stop" after, a train enters the block, but before it reaches the signal, the train may proceed.

227. On single track, if the home signal indicates "stop" before the train enters the block, or indicates "proceed" and does not change to "stop" before the train reaches the signal the train must stop, send a flagman in advance immediately, wait five minutes after the flagman has started, and then "proceed" under control until the obstruction is reached or the train passes out of the block.

228. When the normal position of signal is at stop, if the home signal indicates "stop" before, and changes to "proceed" after, a train enters the block, but before it reaches the signal, the train may proceed.

229. On single track, if the home signal indicates "stop" before the train enters the block, and does not change to "proceed" before passing the signal, or if the signal indicates "proceed" before the train enters the block the train must stop, send a flagman in advance immediately, wait five minutes after flagman has started, then proceed under control until the obstruction is reached or the train passes out of the block.

230. On double track, passenger and special trains, finding an Automatic Signal at stop, will wait one minute and proceed through the block at a speed not exceeding ten miles per hour where the view is clear for a distance for at least one mile, and at curves where the view is obstructed, will reduce to a speed of five miles per hour. All other trains, finding a signal at stop, will wait one minute and proceed through the block at a speed not exceeding five miles per hour.

231. Where trains are governed by the Telegraph Block Signal System, a train which has received a proceed signal at the last open telegraph office, finding an automatic signal at stop, must come to a stop before passing the signal, and will wait one minute and then proceed cautiously through the block at a speed not exceeding ten miles per hour.

232. In case the train has been given a permissive card at the last open telegraph office on finding an automatic signal at stop, it will come to a stop before passing the signal, wait one min-

ute and proceed through the block at a speed not exceeding five miles per hour, expecting to find the preceding train.

233. When trains meet within the limits of a block, the inferior train may pass the stop signal and proceed to the siding under control.

234. As soon as the engineman knows that it will be necessary to make the stop, he must give signal to the flagman as per Rule 14 (c.) and the rear of the train must be protected in accordance with Rule 99.

235. The block signal circuit extends to the clearance posts in sidings and where any part of a train on the siding fouls the circuit, the flagman should at once proceed to the limits of the block to inform approaching trains.

236. An automatic signal at stop may indicate another train in the block, a broken or removed rail, a misplaced or broken switch, a car which does not clear the main track, or some obstruction, such as a landslide, and the train should be handled accordingly; when under these rules a flagman is sent ahead, he must watch carefully and use all necessary precautions to prevent accident to the train from any of these causes.

237. Conductors and enginemen must report to the Superintendent from the first open telegraph station any signal not working properly. The signal must be observed by the enginemen when the train enters, and by the flagman when the train passes out of the block.

INTERLOCKING

Definitions.

INTERLOCKING.—An arrangement of switch, lock and signal appliances so inter-connected that their movements must succeed each other in a pre-determined order.

INTERLOCKING PLANT.—An assemblage of switch, lock and signal appliances, interlocked.

INTERLOCKING STATION.—A place from which an interlocking plant is operated.

INTERLOCKING SIGNALS.—The fixed signals of an interlocking plant.

HOME SIGNAL.—A fixed signal at the point at which trains are required to stop when the route is not clear.

DISTANT SIGNAL.—A fixed signal used in connection with a home signal to regulate the approach thereto.

DWARF SIGNAL.—A low fixed signal.

ELECTRIC STAFF BLOCK SYSTEM

238. The possession of an absolute staff confers the right of track through the staff block only in the direction in which the train was moving when it entered the staff block and no reverse movement will be made without flag protection.

239. The possession of a permissive tablet confers the right through the block only in the

direction of the train's destination, and the train must run the entire length of the block.

240. A train must not enter the staff block until the "proceed" signal is displayed and the train has been placed in possession of the staff or tablet.

241. The permissive tablet will be used only when necessary to move more than one train in the same direction through the block at one time and only by authority of the Superintendent.

242. **THE PERMISSIVE TABLETS WILL NOT BE USED TO MOVE PASSENGER TRAINS.**

243. The staff, or tablet, will be delivered to the operator when the train leaves the block.

244. The complete staff will be received by and delivered from engines by the engineer or fireman.

245. The tablets will be received and delivered the same as the staff. One tablet will be received on the front end of each train, except the last, and the last train will receive on the front end all the remaining tablets chained together, and on the rear end will receive the staff. If the last train is a light engine, it will receive all the remaining tablets and the staff chained together.

246. A pushing engine will be considered as the rear end of a train running through the block, and must run the entire length of the block, unless otherwise provided.

247. If a train parts in a block, the staff, or tablet, must be retained by the trainmen until all of the train is clear of the block.

248. The staff, or tablet when received by the operator, must be inserted into the instrument and never transferred from one train to another.

249. In case of failure of the staff apparatus, the train dispatcher will authorize the movement of trains by THE STAFF TELEGRAPHIC TRAIN ORDER on Form 27. These orders will be delivered to the operator on leaving the block.

250. When Form 27 is used, the operators at each end of the block must know that all the staffs are in the instruments, and so report to the Chief Train Dispatcher before complete is given.

251. Copies of 27 orders that have been used by conductors and enginemen will be delivered to the operator in the same manner as the staff, and he will forward them to the superintendent.

TRAIN MASTERS

252. The Train Master reports to and receives his instructions from the Superintendent.

It is his duty to take charge of the movement of the traffic; exercise supervision over the men employed on the trains, see that they understand and observe the rules, and suspend them, when necessary, for neglect of duty; in case of detention of trains by accident or obstruction, go to the place if necessary, take general charge of clearing the road, and see that proper precautions are taken to insure the safety of trains and property.

Assistant Train Masters, in the particular duties or districts assigned them, have the same authority as the Train Master, and will act for him in his absence, as may be directed.

STATION MASTERS

253. The Station Master reports to and receives his instructions from the Superintendent.

He has charge of the passenger station where he is located, and of the persons employed therein.

It is his duty to see that the station and various apartments are kept in proper condition; preserve order about the station, and prevent confusion and delay in seating passengers and receiving and delivering baggage; and attend courteously to the comfort and wants of passengers, and see that the employees do the same. He must see that the cars in trains starting from his station are inspected, cleaned and properly equipped; that the Trainmen are ready for duty at the appointed time, with the necessary signals and other appliances, and that the trains are properly made up and leave on time.

PASSENGER CONDUCTORS

254. The Passenger Conductor reports to and receives his instructions from the Train Master. He must obey the orders of Station Masters and of the Ticket Receivers, and conform to instructions issued by the Accounting, Passenger and Treasury Departments.

He must report for duty at the appointed time, with his trainmen; assist in making up his train when necessary; see that the engine and train are supplied with full sets of signals; and ascertain that the cars have been cleaned, inspected and properly equipped, and that the brakes and other appliances are in proper order.

He must have a copy of the Time-table; examine the Bulletin Book before each trip; compare time with the Engineman before starting and see that he has a copy of the Time-table.

He must show his train orders to his Flagman.

The Conductor is responsible for the movement, safety and proper care of his train, and for the vigilance and conduct of the men employed thereon, and must report any misconduct or neglect of duty.

It is his duty to ascertain that passengers are provided with tickets, collect fare from those who are not, and put off, at a convenient station, any who refuse to pay fare; attend courteously to the comfort and wants of passengers, and see that his trainmen do the same; see that passengers are properly seated, and not allow them to ride on the platforms or in the baggage, express or mail cars, or violate in any respect, the regulations provided for their safety; and maintain good order, and not allow drunken or disorderly persons to get on the train.

PASSENGER BRAKEMEN

255. The Passenger Brakeman reports to and receives his instructions from the Train Master. While on duty he is under the direction of the Conductor. At stations he must obey the orders of Station Masters.

It is the duty of the Brakeman to attend to the brakes; be provided with, take care of, and properly display train signals; attend to the lighting, heating and ventilation of the cars; open and close the car doors, and assist the Conductor in the proper disposition of passengers, and in preventing them from riding on the platforms, or in any way violating the regulations provided for their safety; in preserving order; and in all things requisite for the prompt and safe movement of the train and the comfort of passengers.

He must report for duty at the appointed time; assist in making up his train if necessary; give polite attention to the wants of passengers, avoiding unnecessary conversations. When necessary to pass through the sleeping cars, do so quietly, so as not to disturb passengers; announce at each stopping place the name of the station and the length of the stop if more than two minutes.

The post of the rear Brakeman (or Flagman) is on the last car of the train. He must immediately go back to protect the train in cases where the rules require it, without waiting for signal or instructions to do so. The front Brakeman must in like manner protect the front of the train when the Fireman cannot leave the engine; and if the train should part, the Flagman must immediately stop the rear portion and send forward the most reliable person he can secure to make stop signals until the front portion comes back, while he protects the rear.

BAGGAGEMEN

256. The Baggage man reports to and receives his instructions from the Train Master. While on duty he is under the direction of the Conductor. At stations he must obey the orders of Station Masters. He must conform to the instructions issued by the Accounting and Passenger Departments.

It is his duty to receive, take care of and correctly deliver baggage carried on the trains; check baggage at stations where there are no Baggage Agents; collect, report and remit the proper charge for excess over the amount of baggage allowed each passenger; take charge of and promptly deliver letters and packages forwarded on railroad business or addressed to Officers or Agents; and attend to the heat and light in the baggage cars while on duty.

He must report for duty at the appointed time; handle baggage carefully; be civil and obliging to passengers, and remain in the baggage car while on duty, except when required to take the place of a Brakeman.

He must not carry letters, packages, money or other valuables not authorized by the regulations nor receive any perquisite for the transportation of any article, except such as he may be authorized to take charge of, at fixed rates for special care; and he must not permit any one to ride in the baggage car except mail agents, express agents and news agents, in the discharge of their duties.

YARDMASTERS

257. The Yard Master reports to and receives his instructions from the Train Master.

He has charge of the yards, of the men employed, and the movement of trains and distribution of cars therein.

It is his duty to see that trainmen and engines are ready for duty at the appointed time; that trains are properly made up and leave on time; that Conductors are furnished with way-bills for cars leaving; that way-bills are received for cars arriving; that doors of loaded cars are properly secured; that cars are inspected, and those needing repairs sent to the shop; that cars are not unnecessarily delayed in the yard, and that records and reports are made in accordance with instructions.

He must be familiar with the rules of the freight service, and the duties of employes connected with freight trains; require the efficient discharge of those duties in his yard; and report all violations of the rules coming under his notice.

FREIGHT CONDUCTORS

258. The Freight Conductor reports to and receives his instructions from the Train Master, and must obey the orders of Yard Masters.

The Conductor is responsible for the movement, safety and proper care of his train, and for the vigilance and conduct of the men employed thereon, and must report any misconduct or neglect of duty.

He must have a copy of the Time-table; examine the Bulletin Board before each trip; compare time with the Engineman before starting, and see that he has a copy of the Time-table.

He must report for duty at the appointed time with his trainmen; assist in making up his train when necessary; see that he has the proper way-bills for the cars to be moved; see that the engine and train are provided with full sets of signals; see that the couplings and brakes are in good order before starting, and inspect them as frequently as opportunity permits; see that the Trainmen occupy their proper places on the train, handle freight with care, using every effort to prevent loss or damage; keep the car doors fastened, except when loading or unloading, and not permit unauthorized persons to enter the cars or handle freight or ride upon the train.

He must not move cars from stations without proper way-bills and must see that the cars are in safe condition to be moved. When necessary to move the cars on station or loading tracks, he must see that persons loading or unloading cars thereon are notified before the cars are moved.

He must show his train orders to his Flagman.

FREIGHT BRAKEMEN

259. The Freight Brakeman reports to and receives his instructions from the Train Master. He must obey the orders of Yard Masters. When on duty he is under the direction of the Conductor.

It is his duty to see that trainmen and engines the brakes; be provided with, take care of and properly display train signals; assist the Conductor in loading or unloading freight, in inspecting the cars, and in all things necessary for the safe and prompt movement of the train.

He must examine and know for himself that the brake shaft and attachments, ladders, running boards, steps, hand-holds and other parts and mechanical appliances which he is to use, are in proper condition; if not, put them so, or report them to the proper parties and have them put in order before using.

He must report for duty at the appointed time and assist in making up his train.

When not engaged in duty elsewhere, the Brakeman must occupy the post assigned to him. The post of the rear Brakeman (or Flagman) is on the last car. He must immediately go back to protect the train where the rules require without waiting for signal or instructions to do so. The front Brakeman must in like manner protect the front of the train, when the Fireman cannot leave the engine; and if the train should part the Flagman must immediately stop the rear portion and send forward the most reliable person he can secure to make stop signals until the front portion comes back, while he protects the rear. An assisting engine on the rear is a part of the train and the Flagman will be governed accordingly.

Brakemen must stop their trains at stations and control them in descending heavy grades, without waiting for signal from the Engineman, and must be careful to avoid the sliding or heating of the wheels.

SWITCH TENDERS

260. The Switch Tender reports to and receives his instructions from the Train Master. In yards he reports to and is under the direction of the Yard Master or Station Master.

It is the duty of the Switch Tender to operate the switches under his charge for trains using them; to keep the switches in good condition and clear of snow or other obstruction, and promptly report defects.

He must keep the switches secured for the main track, except when passing trains to or from another track, and must watch for approaching trains and give the Proceed-signal if all is right.

Where day and night Switch Tenders are employed, they must not leave their posts until relieved by each other, and the one going off duty must inform the one coming on, of trains due which have not passed.

LEVERMEN

261. The Leverman reports to and receives his instructions from the Train Master. In yards he reports to and is under the direction of the Yard Master or Station Master. He must conform to the instructions of the Signal Engineer and Signal Supervisor and, if an Operator, to the instructions of the Chief Dispatcher.

It is the duty of the Leverman to operate the levers under his charge and to keep them in good condition. He must see that the switches are in good condition and clear of snow or other obstructions and promptly report defects.

He must keep the switches secured for the main track, except when passing trains to or from another track, and must watch for approaching trains and give the Proceed-signal if all is right.

Where day and night Levermen are employed, they must not leave their posts until relieved by each other, and the one going off duty must inform the one coming on, of trains due which have not passed.

STATION AGENTS

262. The Station Agent reports to and receives his instructions from the Superintendent and must conform to the instructions issued by the Train Master and the Passenger, Freight, Accounting and Treasury Departments.

A Station Agent at an important station is required to devote his time exclusively to the business of the Company. At less important points the Agent may be permitted to engage in other business when it does not interfere with the proper discharge of his duties, by authority from the Superintendent.

The Station Agent has charge of the Company's books and papers, and of the buildings, siding and grounds at his station; and must preserve order in and about the station, and keep the buildings and grounds in proper condition.

It is his duty to attend to the sale of tickets and the receiving, delivering and forwarding of freight, and collections for the same; see that cars are properly loaded or unloaded and forwarded; keep the accounts, and make reports and remittances, in the manner prescribed.

He has charge of the employees at the station and must see that they perform their duties properly; promptly report to the Superintendent any misconduct or violation of the rules, and anything that is observed that is prejudicial to the Company's interests or may interfere with the safe and economical working of the road.

He must advise the Superintendent of all local matters which may affect the interests of the Company.

He must not sell tickets to persons who are not in a condition to take care of themselves, or whose conduct might endanger their lives or make them a source of annoyance to others on the train.

He must see that cars left at the station have the brakes applied and are not moved by unauthorized persons, or shifted so as to interfere with the safety of trains.

BAGGAGE AGENTS

263. The Baggage Agent reports to and receives his instructions from the Superintendent. He must obey the orders of the Train Master and of the Station Master or the Station Agent, and conform to the instructions issued by the Passenger and Accounting Departments.

It is the duty of the Baggage Agent to receive and check baggage, and deliver it to the Baggage men on the trains; take charge of baggage unloaded at his station; handle baggage carefully; be civil and obliging to passengers, and require them to show their tickets before checking their baggage, in order to avoid errors in route or destination.

He must keep a supply of the necessary checks, secure them from theft or loss, and promptly return those belonging to other stations.

CHIEF DISPATCHER

264. The Chief Dispatcher reports to and receives his instructions from the Superintendent. He must obey the instructions issued by the Superintendent of Telegraph.

He is responsible for the condition and proper working of the wire and instruments, the prompt transmission of messages, and the economical use of supplies.

He has charge of the Dispatchers, Telegraph Operators and Linemen on his division; will direct them with regard to their duties, and see that they understand and obey them, and are provided with the necessary signals and supplies.

DISPATCHERS

265. The Dispatcher reports to and receives his instructions from the Superintendent. He must obey the orders of the Chief Dispatcher.

It is his duty to issue orders for the movement of trains, in the name of the Superintendent; see that they are transmitted and recorded in the manner prescribed; and have a record kept showing the time each train passes each telegraph office, the time the Dispatcher and the Operators in his office go on and off duty, and important incidents which occur while he is on duty.

A Dispatcher to be relieved by another must not go off duty until so relieved, and he must explain, in writing, to the Dispatcher, relieving him, the train orders in force, and give other information necessary for his guidance.

In the absence of the Chief Dispatcher, the Dispatcher is responsible for the deportment and discipline of the Operators.

TELEGRAPH OPERATORS

266. The Telegraph Operator reports to and receives his instructions from Chief Dispatcher, and in his absence from the Dispatcher. An Operator at a station must obey the instructions of the Station Master or Station Agent. Operators are required to be constantly on duty during the hours assigned them, and must not leave the office without permission. The office is in charge of the day Operator in the absence of an agent. Operators going off duty must inform those taking their places, in writing, respecting unfinished business and the position of trains.

An operator must not leave his office when a train is at the station, unless required by business connected with the train.

Each Operator must keep a register of the times at which trains will pass his office, and such other offices as may be required; give particular attention to the adjustment of his instruments; and be ready at all times to receive train orders; in transmitting, receiving and delivering train orders, conform to the prescribed rules; keep a full set of signals, in good order and ready for use, and use them in accordance with the rules; and observe the rear of trains and report at once to the Superintendent and the next telegraph office, if the proper signals are not displayed. When orders are sent for delivery to trains at the meeting point he must take special precautions to insure safety.

The Operator must be courteous in his intercourse with other Operators, and with persons transacting business at his office, and must use no improper language over the wire. He must not take students or leave his office in charge of another Operator, without permission; and must not permit employes or others to frequent his office. He must not receive messages to be transmitted free, unless signed by, and addressed to, an officer, agent or employe, and on each message sent and received must appear the date, the time filed, time sent, the signal and call of the Operator who sent and received it. He must preserve messages sent, and promptly deliver those received; and must consider all messages confidential, and not permit them to be read by any person except those to whom they are addressed, nor make their contents the subject of conversation or remark.

If the telegraph line fails at an office for an unusual length of time, the Operator must test the wires and report, if possible, on which side of his office the failure is. If it is at a point which the Lineman cannot reach promptly, the Operator must immediately notify the Track Foreman.

The following signals will be used:

"98" for messages of the Vice-President, General Manager, General Superintendent and Superintendent of Transportation, indicating that

they have preference over all other business excepting Train Orders.

"97" for messages of Superintendents, indicating that they have preference over everything but "99" and "98" messages and Train Orders.

The Telegraph is not to be used for the transmission of communications which may be sent by train without detriment to the Company's interests, and the Operator must report any such cases observed to the Superintendent of Telegraph.

LINEMEN

267. The Lineman reports to and receives his instructions from the Chief Dispatcher. He must obey the orders of the Chief Lineman.

It is his duty to keep the poles in proper position, the wires connected, insulated and clear of all obstructions, and make all necessary repairs, calling on the Track Foreman for assistance when required. He must keep a diagram and record of the wires, and changes in wires, on his Division.

He must frequently pass over the road and observe the condition of the telegraph line and the connections at the offices, and promptly report anything observed that may interfere with the proper working of the line.

He must always be provided with a full set of tools and be ready to respond immediately to any orders he may receive, and must supply the Operators and Track Foremen with wire and insulators, and instruct them in regard to splicing the wire and making other repairs. He must report each morning the part of the road he will be on during the day.

ROAD FOREMEN OF ENGINES

268. The Road Foreman of Engines reports to and receives his instructions from the Superintendent.

It is his duty to frequently ride upon the engines; instruct Enginemen and Firemen in regard to the proper performance of their duties and the economical use of fuel and stores; see that engines are in good working order and properly equipped; know the proper tonnage rating for each class of engines, and report whether more or less than this tonnage is given them; familiarize himself with the qualifications of Enginemen and Firemen, and report any violation of rules or neglect of duty which may come to his knowledge.

The Road Foreman of Engines must consult and advise with the Master Mechanic and Engine House Foremen, respecting the condition and requirements of the engines, and with the Superintendent upon all matters relating to their economical and efficient operation.

ENGINEMEN

269. The Engineman reports to and receives his instructions from the Road Foreman of Engines. He must obey the orders of the Train Master. He must obey the orders of Station Masters and Yard Masters as to shifting and making up trains, and those of Conductors as to starting, stopping and general management of trains, unless they endanger the safety of the train or require violation of rules. When at the engine house he is under the direction of the Engine House Foreman.

The Engineman must have a copy of the Timetable and a full set of signals, examine the Bulletin Board before each trip and compare time with the Conductor of his train before starting.

He must report for duty at the appointed time; see that the engine is in good working order and furnished with the necessary supplies; give checks for fuel and stores received, and assist in shifting and making up the train.

He must exercise caution and good judgment in starting and stopping the train, and in moving, and coupling cars, so as to avoid disturbance to passengers and injury to persons or property; keep a constant lookout on the track for signals and obstructions; acknowledge all signals except fixed signals; stop and inquire respecting any signal not understood; and report any neglect of duty observed; see that the front of the train

is protected, when necessary; use every precaution against fire, and not permit burning waste, hot cinders or any other thing to be thrown or dropped from the engine; clean the ash pan or front end when necessary; report the condition of the engine at the end of each trip, and assist in making repairs when called upon.

He must call the indication of the signals to his Fireman.

He must show his train orders to his Fireman and also when practicable to the front brakeman.

He must permit no unauthorized person to ride on the engine.

He must not leave the engine during the trip except in case of necessity, and must then leave the Fireman in charge, unless otherwise instructed.

FIREMEN

270. The Fireman reports to and receives his instructions from the Road Foreman of Engines. He must obey the orders of the Train Master, and when at the engine house he is under the direction of the Engine House Foreman. When with the engine the Fireman must obey the orders of the Engineman respecting the proper use of fuel and performance of his duties.

The Fireman must report for duty at the appointed time; assist in shifting and making up the train when required; assist the Engineman in keeping a lookout on the track for signals and obstructions; call the indication of signals to the Engineman; take charge of the engine during the absence of the Engineman and assist in cleaning the engine and the fire and in making repairs when required. He must not run an engine in the absence of the Engineman unless in some emergency he is directed to do so by the Conductor, or some one in authority. He must be familiar with the rules that apply to the protection of trains and the use of signals, which he must be prepared to use promptly.

He must protect the front of the train when necessary.

MASTER MECHANICS

271. The Master Mechanic reports to and receives his instructions from the Superintendent. He must conform to the instructions of the Superintendent of Motive Power.

He is responsible for the proper and economical management of the shops, and for the discipline, and proper discharge of the duties of the persons employed therein; for the economical use of fuel and stores, and for keeping the proper account of those supplied to engines and cars; and for engines and cars being in proper condition for service.

He must adhere to the authorized standards in construction or repairs, unless otherwise instructed; and must keep a daily record of the time made and rate of pay and earnings of workmen; and of the time employed, and quantity and cost of material used on each piece of work.

He must not permit work to be done in the shops at night or on Sunday, unless absolutely necessary; nor permit lights in the shops after working hours, except those required by the watchmen on duty; he must not permit smoking in or about the shop buildings; and must not allow visitors in the shops without permits, nor allow them to converse or interfere with the workmen.

He must advise with the Road Foreman of Engines respecting the performance of engines while on the road, and see that they are maintained in condition to give the most efficient service.

ENGINE HOUSE FOREMEN

272. The Engine House Foreman reports to and receives his instructions from the Master Mechanic. He must obey the orders of the Road Foreman of Engines with regard to the assignment of engines and the disposition of Enginemen and Firemen.

The Engine House Foreman has charge of the engine house and the workmen employed therein. It is his duty to see that the engine house is kept clean and in good order; that the workmen perform their duties properly; that the supplies are economically used; that the engines are prepared for service promptly and are in good working order and properly equipped, and that they are inspected and cleaned at the end of each trip, and reported for repairs when necessary; and that Enginemen and Firemen are ready for duty at the required time.

CAR INSPECTORS

273. The Car Inspector reports to and receives his instructions from the Master Mechanic and must obey the orders of the Station Master or Yard Master.

It is his duty to inspect all cars passing his station; make needed repairs, and send to the shops cars not fit for service.

He must see that cars in passenger trains are properly washed, equipped and warmed; that all the fixtures are clean and in good order and ready for use; and that the load on freight cars is properly placed, and does not exceed the safe capacity nor the authorized quantity or dimensions.

When inspecting cars he must protect himself by placing a blue signal at the end of each car or train in accordance with the rules.

MASTER CARPENTERS

274. The Master Carpenter reports to and receives his instructions from the Superintendent and Engineer Maintenance of Way.

He has charge of the repairs of bridges, buildings and other structures, and of the men employed in the maintenance thereof. He is in charge of the water stations and will be responsible for their operation.

He must be familiar with the use and meaning of signals, and see that they are understood and properly used by the persons employed under him.

When repairing bridges or other structures, he must keep the main track safe for the passage of trains, and, when necessary to obstruct it, see that full protection is provided in both directions.

He will arrange with the Road Master for the distribution of material and for assistance he may require.

SIGNAL SUPERVISORS

275. The Signal Supervisor reports to and receives his instructions from the Signal Engineer, Superintendent and Engineer Maintenance of Way.

He is responsible for the proper working of all interlocking apparatus and fixed signals.

He must make all repairs, but must not make any alterations without proper authority, nor permit any changes in interlocking apparatus or signals maintained by foreign companies without proper authority.

When, from any cause, an interlocking machine will be out of service for more than twenty-four hours, he must see that the semaphore arms are taken off and that no lights are displayed on the signals. He must see that all towers are provided with proper hand signals.

ROAD MASTERS

276. The Road Master reports to and receives his instructions from the Superintendent and Engineer Maintenance of Way.

He has charge of the track forces employed on his sub-division, and must see that they perform their duties properly; discipline them for neglect of duty; and keep account of and report their time in the manner prescribed. He is responsible for keeping the track, fences, roadbed, bridges, culverts, telegraph line and everything pertaining to the roadway in repair.

He must frequently pass over his sub-division; observe the condition of the track and bridges; see that the proper slopes and ditches are preserved, and that culverts and drains are kept open; note anything liable to obstruct the track, and have it removed; and do everything necessary to secure the safety of the road.

He must know that the persons under his charge understand and obey the rules and understand the use and meaning of signals; see that materials are safely kept and economically used; attend in person to the removal of slides, snow or other obstructions; in case of accident take the necessary force to the place, and use every effort to clear the road; have the standard time, and compare with each Foreman once a week or oftener; give attention to the water supply, and report any defect or deficiency; observe closely work performed by contractors or mechanics, and see that they do not endanger trains and make careful inquiry and report fully in writing, respecting any accident on his sub-division.

He must be familiar with the instructions issued for the government of trains and trainmen, and report any neglect of duty or violation of the rules that come under his notice.

TRACK FOREMEN

277. The Track Foreman reports to and receives his instructions from the Road Master.

He has charge of the repairs on his section, and is responsible for the safety of the track, bridges and culverts.

He must see that the track is in good line and surface, and properly spiked; that it is in true gauge; that the cross-ties are properly spaced, lined and tamped; that the road-bed is in good order; that the proper slopes and ditches are preserved, and that there be no interference with the drainage.

He must engage in work personally, and see that watchmen and other workmen faithfully perform their duties; suspend them for neglect or misconduct, and report the same to the Road Master.

He must compare time each day with the clock at the nearest telegraph office, or with the Conductor of a train; and must carefully observe signals displayed by trains.

He must watch points where obstructions are likely to occur; examine the slopes of cuts, and remove anything liable to fall or slide; remove combustible material from the vicinity of the track, bridges and buildings; extinguish fires that may occur along the road; watch the telegraph line and keep the poles and wires in proper position; report promptly any derangement of the wire, and assist the Lineman when necessary; see

that water stations are kept in order and report any failure in the water supply; see that fences are kept in repair; prevent encroachment on the right of way and other grounds of the Company; render prompt assistance in cases of accident, or delay to trains; and see that old material is gathered up, and that his section is kept in neat and proper condition.

He must not permit anything to be placed where it will endanger trains or employes, and during heavy storms he must detail all hands to watch the road and take every precaution to prevent accident.

Any work that interferes with the safe passage of trains at full speed is an obstruction and must not be attempted without a full protection in both directions. If merely a reduction in speed is necessary, he must have Caution (yellow) signals placed at a sufficient distance from the obstruction and must have Proceed (green) signals placed just beyond the obstruction on the Engineman's side of the track. Where it is necessary for trains to come to a stop before reaching the obstruction or where the Caution signals cannot be seen from the obstruction, he must send out Flagmen with Stop (red) signals a proper distance to insure full protection. He must report all failures of Enginemen to properly acknowledge these signals.

He must not permit his switch key to pass out of his possession, and must personally attend to the opening and closing of switches.

He must not run his hand car without at least one man facing in each direction, nor without full protection by signals when necessary. He must see that push cars, when used, are never so loaded as to prevent prompt removal on approach of a train, and that they are at all times properly protected by signals.

He must not permit hand or push cars to be attached to moving trains or to be run at night without a light, or at any time on other than Company business, or without his authority, or on other than sidings or outside main tracks in the direction of traffic where practicable. He must see that they are so secured when not in use that they cannot be moved to endanger trains.

TRACK AND BRIDGE WATCHMEN

278. Track and Bridge Watchmen report to and receive their instructions from the Track Foreman.

The Track Watchman must carefully examine the track, and see that it is in safe condition; that the switches are set and locked for the main track, that cars left on sidings fully clear the main track, and that the doors of loaded cars are secured. He must examine buildings and other property of the Company, and protect them from fire and other damage.

Should an obstruction to the track occur, the Watchman must at once display Stop signals in both directions and immediately send word, if possible, to the Track Foreman. Night Watchmen, before going off duty, must notify the Track Foreman of the trains due which have not passed, and of any other matters requiring attention.

The Bridge Watchman must keep a supply of water on the bridge and follow each train with a bucket of water to extinguish fire or hot cinders that may have fallen from the engine; keep the coping of the abutments and piers clean; remove combustible matter from near the bridge, frequently examine the timber and iron work of the bridge and report any decay or defect, and prevent all persons, except employees, from crossing the bridge.

The Watchman must observe the speed of passing trains and report any violation of the rules. When his time is not wholly occupied with watching he will attend to such other duties as may be assigned him.

CAPTAINS OF POLICE

279. The Captain of Police reports to and receives his instructions from the Superintendent.

He is responsible for the proper guarding against depredation, fire or trespass, of the Company's property or that entrusted to its care, and shall have supervision of the men thus employed.

He shall, at the request of the Conductor, assist in maintaining order on trains, and shall maintain order at stations and in yards, and so far as possible protect the Company's patrons from annoyance by disorderly persons.

CROSSING WATCHMEN

208. The Crossing Watchman reports to and receives his instructions from the Road Master.

He must exercise care to insure full protection at the crossing when trains are approaching.

He will use green signals at crossings to signal vehicles and pedestrians, and green signals at night on the crossing gates.

Red signals must be used only to stop trains.

He must keep his watch house clean and not permit unauthorized persons in or about the premises.

Where two or more Watchmen are employed during the day or night, there must always be one on duty. When both day and night Watchmen are employed they must not leave their posts until relieved by each other.