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# **The Cincinnati Union Terminal Co.**

## **RULES OF THE OPERATING DEPARTMENT**

Revised April 1, 1937

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THE rules herein set forth govern the employes of The Cincinnati Union Terminal Company, and the employes of other railroads when on the tracks of The Cincinnati Union Terminal Company. Otherwise, the rules and instructions of the respective railroads remain in force. Special instructions may be issued by the authority of the Manager.

J. A. NICHOLS,  
Manager.

### **GENERAL NOTICE**

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

Obedience to the rules is essential to safety.

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

## **GENERAL RULES**

- A. Employees whose duties are prescribed by these rules must provide themselves with a copy.
  - B. Employees must be conversant with and obey the rules and special instructions. If in doubt as to their meaning, they must apply to proper authority for an explanation.
  - C. Employees must pass the required examinations.
  - G. The use of intoxicants or narcotics is prohibited.
  - H. The use of tobacco by employees while on duty in or about passenger stations, or on passenger cars, is prohibited.
  - K. To avoid annoyance to the public, employees and others authorized to transact business at stations and on or about trains, must be courteous, orderly and quiet.
  - M. Employees must exercise- care to avoid injury to themselves or others by observing the condition of equipment and the tools which they use in performing their duties and when found defective will, if practicable, put them in safe condition, reporting defects to the proper authority.
- They must inform themselves as to the location of structures or obstructions where clearances are close.
- They must expect trains to run at any time, on. any track, in either direction.
- They must not stand on the track in front of an approaching engine or car for the purpose of boarding the same.

N. All accidents, injuries or damage to company property or equipment shall be reported promptly in writing to the manager by employes in charge at point of occurrence, with names and addresses of witnesses.

## **DEFINITIONS**

RESTRICTED SPEED.-A speed not exceeding that which will enable a train to stop short of train ahead, obstruction, switch not properly lined, and look out for broken rail.

MEDIUM SPEED.-A speed not exceeding 15 miles per hour.

## **STANDARD CLOCKS**

Terminal station telegraph office. Enginehouse.

## **TRAIN REGISTER**

Terminal station telegraph office.

## **BULLETIN BOARDS AND BOOKS**

Terminal station telegraph office. Enginehouse.

## **TRAIN RULES**

**Eastern Standard Time** will be used in the operation of The Cincinnati Union Terminal.

3. Watches of conductors and enginemen must be compared before commencing each day's work, with a clock designated as a standard clock. The time when watches are compared must be registered on a prescribed form.

## SIGNALS

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.

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

Night signals must be displayed from sunset to sunrise.

11. A train finding a fusee burning on or near its track must stop and extinguish the fusee and then proceed prepared to stop short of a train ahead or obstruction.

11 (A). Fusees will not be placed on bridges, roadway crossings, sign boards, or at any place where fire can be communicated to structures or cars.

### 12. Hand, Flag and Lamp Signals.

(a) STOP	Swung across the track.
(b) REDUCE SPEED	Held horizontally at arm's length, when the train is moving.
(c) PROCEED	Raised and lowered vertically.
(d) BACK	Swung vertically in a circle at half arm's length across the track, when the train is standing.
(e) TRAIN HAS PARTED	Swung vertically in a circle at arm's length across the track, when the train is running
(f) APPLY AIR BRAKES	Swung horizontally above the head, when the train is standing.
(g) RELEASE AIR BRAKES	Held at arm's length above the head, when the train is standing.
(h)	Any object waved violently by anyone on or near the track is a signal to stop.

### 13. Emergency Signals Within Interlocking Limits (Whistle or Horn).

NOTE.-The signals prescribed are illustrated by "o" for short sounds; "--" for longer sounds.

SOUND	INDICATION
(a) ----- -----	All trains within interlocking limits stop immediately.
(b) o o	Resume normal movement after receiving the proper signal or per mission from the signalman.
(c) o o o	Whistle or horn test.

### 14. Engine Whistle Signals.

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

SOUND	INDICATION
(a) o	Apply brakes. Stop.
(b) --- ---	Release brakes. Proceed.
(c) --- o o o	Flagman protect rear of train.
(d) --- --- --- ---	Flagman may return from west or south.*
(e) --- --- --- --- --- ---	Flagman may return from east or north.*
(g) o o	Answer to any signal not otherwise provided for.
(h) o o o	When standing back. Answer to 12 (d)
(j) o o o o	Call for signals.
(p) Succession of short sounds	Alarm for persons on track.

\*As prescribed by Rule 99.

## TRAIN SIGNALS

17. The headlight will be displayed to the front of every train by night. It will be dimmed when:

- (a) Passing through yards where yard engines are employed;
- (b) When standing on Terminal station tracks.

When an engine is running backward, a white light must be displayed by night on the rear of the tender.

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

19. A trainman or yardman must ride on the rear of the last car of all trains or cuts.

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.

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

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

27. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as the most restrictive indication that can be given by that signal.

30. The engine bell must be rung when an engine is about to move and while approaching and passing crossings at grade or in an emergency in an effort to safeguard against accident.

31. The whistle must be sounded at all places where required by rule or by law or in an emergency in an effort to safeguard against accident.

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

34. The engineman and fireman must, and when practicable the trainmen will, communicate to each other the indication of all signals affecting the movement of their train.

### **MOVEMENT OF TRAINS**

Movement of trains will be governed by signal indication. (See Signal Aspects.)

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

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

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

The front of the train must be protected in the same way when necessary.

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

When day signals cannot be plainly seen, owing to weather or other conditions, night signals must also be used.

Conductors and enginemen are responsible for the protection of their trains.

103. When cars are pushed by an engine, a trainman must take a conspicuous position on the front of the leading car. The leading car, except when shifting or making up trains in the yard, must be equipped with a back-up hose and a trainman or yardman stationed in charge of the hose to give and receive signals. Men must be stationed so that hand signals may be communicated.

103c. When switching occupied passenger equipment, the air brakes must be used and cars must not be uncoupled while in motion. Air must be coupled up and in operation on all trains and cuts.

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

105. Trains or engines using a yard track must proceed expecting to find it occupied.

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

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

109. Great care must be used by enginemen to see that no fire or water falls from engines while passing over bridges or trestles.

### **SIGNAL AND INTERLOCKING RULES**

Within Terminal limits, the movement of trains and engines will be governed by signal indications, as shown by signal aspects and track diagram.

605. Interlocking signals govern the use of the routes of an interlocking plant, and as to movements within Home Signal limits, their indications do not dispense with the use or the observance of other signals whenever and wherever they may be required.

### **SIGNALMEN**

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

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

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

617. Operating levers must be blocked or marked and should not be used when a track, switch or signal is undergoing repairs, or when a track is obstructed.

618. During cold weather, the levers must be moved as often as may be necessary to keep connections from freezing.

619. During storms or while snow or sand is drifting, special care must be used in operating switches. If the force whose duty it is to keep the switches clear is not on hand promptly when required, the fact must be reported to the manager.

622. Signalman must not make or permit any unauthorized repairs, alterations or additions to the plant.

Any defects in the interlocking must be promptly reported.

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

625. When switches, movable frogs, derails or signals are undergoing repairs, signals must not be displayed for any movement which may be affected by such repairs, until it has been ascertained from the signal maintainer that the switches, movable frogs and derails are properly lined for such movement.

636. A signal must not be cleared for a route which is fouled by a train on a conflicting route.

### **ENGINEMEN AND TRAINMEN**

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

663. Trains or engines must not pass an interlocking Stop-indication without authority. Enginemen and trainmen must not proceed on hand signals until after their train or engine has been brought to a stop and they are fully informed of the situation; the movement must then be made at restricted speed.

667. Sand must not be used or cylinder cocks opened within interlocking limits or over switches.

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

### **SIGNAL MAINTAINERS**

683. When any part of an interlocking is to be repaired, a thorough understanding must first be had with the signalman, in order to secure the safe movement of trains. and engines during repairs. The signalman must be notified when the repairs are completed.

## **TERMINAL STATION TRAIN STARTING SYSTEM**

When ready to receive passengers the designated trainman will press the button indicating the track and the direction in which the train is to proceed, which will register a red indication on the platform and in the tower.

The train director will immediately acknowledge the red indication, which acknowledgment will display a lone yellow indication on the platform, in the tower, and red indication at the gate.

When all of the passengers are at the foot of the ramp, the station attendant will press the button, registering a green light with the yellow on the platform and in the tower, and a green with the red at the gate.

When the train is ready to move the designated trainman will press the button, putting out the yellow light on the platform and in the tower also the red light at the gate.

In an emergency the Train Director may hold a train by cancelling all signal indications or by changing the indication on the platform to lone yellow and red at the gate.

Conductors should call Tower phones 401, 201 or 202, when delayed after pressing the button.

After the train has cleared the station platform, the tower director will press restore button returning the system to normal.

## **LOCATION OF TELEPHONES**

Indicated on diagram of tracks and signals. After use, receiver must be hung on hook and telephone cabinet door closed.

SIGNAL ASPECTS  
INTERLOCKING AND AUTOMATIC BLOCK SIGNALS

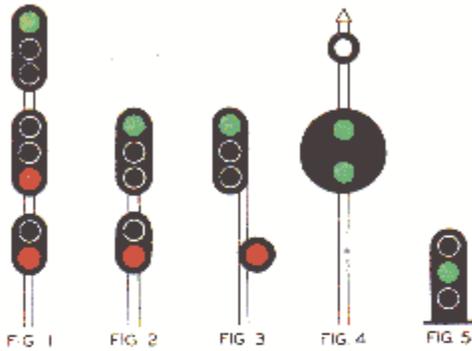


FIG. 1 FIG. 2 FIG. 3 FIG. 4 FIG. 5

RULE 281

INDICATION-PROCEED.

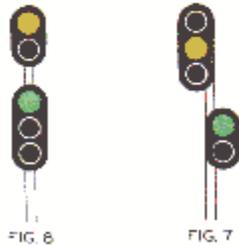


FIG. 6 FIG. 7

RULE 282

INDICATION-PROCEED, APPROACHING NEXT SIGNAL  
AT MEDIUM SPEED.

SIGNAL ASPECTS  
INTERLOCKING AND AUTOMATIC BLOCK SIGNALS



FIG. 8

RULE 283

INDICATION-PROCEED AT MEDIUM SPEED.

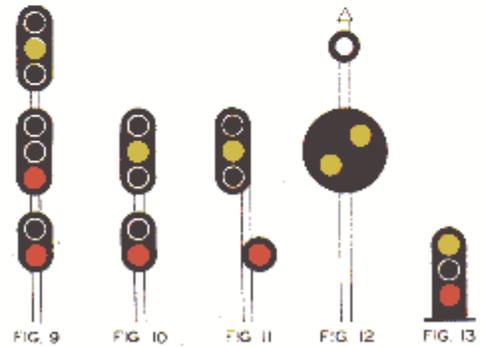


FIG. 9 FIG. 10 FIG. 11 FIG. 12 FIG. 13

RULE 285

INDICATION-PREPARE TO STOP AT NEXT SIGNAL.

SIGNAL ASPECTS  
INTERLOCKING AND AUTOMATIC BLOCK SIGNALS



FIG. 14

RULE 286

INDICATION-PROCEED AT MEDIUM SPEED  
PREPARED TO STOP AT NEXT SIGNAL.



FIG. 15



FIG. 16



FIG. 17



FIG. 18

RULE 290

INDICATION-PROCEED AT RESTRICTED SPEED.

SIGNAL ASPECTS  
INTERLOCKING AND AUTOMATIC BLOCK SIGNALS



FIG. 19



FIG. 20

RULE 291

INDICATION-STOP; THEN PROCEED AT RESTRICTED  
SPEED.



FIG. 21



FIG. 22



FIG. 23



FIG. 24

RULE 292

INDICATION-STOP.

SIGNAL ASPECTS  
 MAIN AND YARD TRACK SWITCH TARGETS



FIG. 25



FIG. 26



FIG. 27

LINED FOR MAIN TRACK OR LEAD

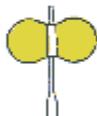


FIG. 28



FIG. 29



FIG. 30

LINED FOR DIVERGING ROUTE



FIG. 31

DERAILING POSITION

