

THE NEW YORK, NEW HAVEN AND
HARTFORD RAILROAD COMPANY

RULES
FOR THE GOVERNMENT
OF THE
OPERATING DEPARTMENT

EFFECTIVE JAN. 1, 1943

Howard S. Palmer, James Lee Loomis, Henry B. Sawyer,
Trustees

**THE NEW YORK, NEW HAVEN AND
HARTFORD RAILROAD
COMPANY**

RULES

FOR THE GOVERNMENT OF THE OPERATING DEPARTMENT

The rules herein set forth govern the railroads operated by The New York, New Haven & Hartford Railroad Company.

They take effect January 1, 1943, superseding all previous rules and instructions inconsistent therewith. Special instructions may be issued by proper authority.

R. L. PEARSON,

Vice President.

GENERAL NOTICE.

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

Obedience to the rules is essential to safety.

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

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

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

GENERAL RULES.

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

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

B. 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, and must report to the proper official any violations of the rules, misconduct or negligence affecting the interest of the Company.

F. Accidents, failure in the supply of water, fuel or electric power, defects in track, bridges, signals, highway crossing protective devices, catenary and transmission lines or any unusual conditions which may affect the movement of trains or engines, must be promptly reported by wire to the proper authority.

G. The use of intoxicants or narcotics is prohibited.

H. The use of tobacco by employes on duty in or about passenger stations, or on passenger cars and smoking in freight houses, cars containing freight and on docks and piers is prohibited.

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

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

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

N. Employes who are careless of the safety of themselves or of others; also those who are insubordinate, dishonest, immoral, quarrelsome or otherwise vicious, will not be retained in the service.

O. The reading of newspapers, books or periodicals or the playing of games by enginemen, trainmen, operators, watchmen and crossing watchmen, while on duty, is prohibited.

Employes must devote themselves exclusively to the Company's service during prescribed hours, residing wherever required and obey instructions from the proper authority. They must not absent themselves from duty, exchange duties with, or substitute others in their place, nor engage in other business without permission of proper authority.

P. Courtesy is required of all employes in their intercourse with the public, their subordinates and each other. Employes must not enter into altercations with any person,

regardless of the provocation, but will report the facts to their immediate superiors. Avoid unnecessary conversations. Be polite to all and prompt in furnishing proper information to those entitled to it.

Employees traveling on free transportation must be orderly, and whenever necessary, promptly surrender their seats to revenue passengers.

When passenger service is disarranged, the public shall be informed of the probable length of the interruption; and, when ascertained, the time at which the service will be restored.

Notice of such interruptions must be posted conspicuously at stations. Announcement must also be made in waiting rooms, on platforms, and to passengers when they purchase tickets. Conductors of delayed trains must also inform passengers.

Q. Employees are under the authority of the officers and subordinate supervisors of the division on which they are performing service.

S. Assignment of wages is prohibited, and shall be cause for dismissal. Employees failing or refusing to pay their just debts, or against whom bills are frequently presented to the Company for payment, or whose wages have been garnisheed shall, unless satisfactory reasons be given, be dismissed from the service.

Unless authorized, employees must not use the Company's credit, and must not receive or pay out money on the Company's account. Property of the Company must not be sold or in any way disposed of except by proper authority.

T. When an employe is served with a subpoena, summons or other legal process in which this Company is, or may be, interested, requiring such employe to report to any court or officer, he shall at once notify the head of the department in which employed, and be governed by instructions received.

Employees are forbidden to give any statements or information, either verbal or written, to attorneys or others about accidents or other matters pertaining thereto, excepting to attorneys or representatives of this Company, and then only when authorized by their superiors.

This rule shall not prohibit the furnishing of information to a person in interest as to the facts incident to the injury, or death of any employe; provided, however, that information contained in the files of the Company or other privileged or confidential reports, must not be divulged.

Employees entrusted with the books, waybills or the statistics of the Company, must not, under any circumstances, permit unauthorized persons to have access thereto, or verbally or otherwise divulge any of the Company's affairs.

U. The acceptance of gratuities or rewards from passengers or other patrons of the Company is forbidden.

V. Employes must keep the premises subject to their control in a neat and clean condition. Fire apparatus must be kept in good order and ready for immediate use.

Y. Employes observing poles or wires in broken or damaged condition must report same as soon as practicable to the proper authority, giving the location as nearly as possible.

Z. The several Federal and State Hours of Service Laws for employes connected with train operation contemplate that employes in this service shall have ample rest and be physically and mentally fit for the proper performance of their duties. Such employes are prohibited from using their time while off duty in a manner that may unfit them for the safe, prompt and efficient performance of their respective duties. They must use their time off duty primarily for obtaining ample and proper rest.

DEFINITIONS.

ENGINE.-- A unit propelled by any form of energy and used in train or yard service.

TRAIN. -- An engine or more than one engine coupled, with or without cars, displaying markers.

REGULAR TRAIN. -- A train authorized by a timetable 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 timetable 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.

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

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

DIVISION. -- That portion of a railroad assigned to the supervision of a superintendent.

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

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

TWO OR MORE TRACKS. -- Two or more main tracks, upon any of which the current of traffic may be in either specified direction.

CURRENT OF TRAFFIC. -- The movement of trains or engines on a main track, in one direction, specified by the rules.

STATION. -- A place designated on the timetable by name.

NOTE TO DEFINITION OF STATION. - When two station names are shown, the name in parentheses is for public use; the other for train and car movements.

SIDING. -- A track auxiliary to the main track for meeting or passing trains.

FIXED SIGNAL. -- A signal of fixed location indicating a condition affecting the movement of a train or engine.

NOTE TO DEFINITION OF FIXED SIGNAL. -- The definition of a "Fixed Signal" covers such signals as switch, train order, block, interlocking, semaphore, stop boards, yard limit boards, slow boards, or other means for displaying indications that govern the movement of a train or engine.

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

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

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

TRAIN REGISTER. -- A book or form which may be used at designated stations for registering signals displayed, time of arrival and departure of trains and such other information as may be prescribed.

REDUCED SPEED. -- Proceed prepared to stop short of train or obstruction.

YARD SPEED. -- A speed that will permit stopping within one-half the range of vision.

NOTE.-In the illustrations of signal aspects,

R = Red,

P = Purple

Y = Yellow

G = Green

OPERATING RULES.

STANDARD TIME.

1. Eastern standard time obtained from Washington D. C. observatory will be transmitted to all points from designated offices at 12.00 noon daily.

2. Watches that have been examined and certified to by a designated inspector must be used by trainmasters, assistant trainmasters, chief train dispatchers, assistant chief train dispatchers, train dispatchers, agents and operators handling train orders, stationmasters, yardmasters, assistant yardmasters, road and yard conductors, ticket collectors, train baggagemen, flagmen, road trainmen, road foremen of engines, assistant road foremen of engines, enginemen, firemen, track supervisors, gang foremen, motor hand car operators, supervisors of bridges and buildings, bridge and building foremen, signal supervisors, signal foremen, and such other employes as may from time to time be designated.

Employes subject to watch inspection must present their watch to a designated watch inspector, or the employe at a comparison point, designated by time-table, between the 10th and 20th of each calendar month, and have a record of its performance entered on watch card certificate.

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

3a. Conductors and enginemen not having access to a standard clock must compare watches with a conductor or an engineman who has standard time and has registered.

3b. Conductors and enginemen must compare watches with each other before commencing each day's work. Other train employes must compare watches with the conductor or engineman as soon as practicable.

TIME-TABLES.

4. Each time-table, from the moment it takes effect, supersedes the preceding time-table. A train of the preceding time-table thereupon loses both right and schedule and can thereafter proceed only as uthorized

(a) on single track: By train order; (b) on two or more tracks: (1) By train order; or (2) as prescribed by Rule 97; or (3) as instructed by the superintendent.

Schedules of the new time-table take effect on any division, at the leaving time at their initial station on such division.

Schedules on each division date from their initial station on such division. Not more than one schedule of the same number and day shall be in effect on any division.

NOTE TO RULE 4. - When schedules originate or terminate on other railroads at stations shown in italics, such stations will be the initial or terminating stations for such schedules.

Where inter-division limits are located between stations the time-table will designate the initial station for inter-division schedules.

5. Not more than two times are given for a Vain at any station; where one is given, it is, except at terminating stations, or as otherwise indicated, the leaving time; where two, they are the arriving and the leaving time.

The time applies to the place where traffic is received or discharged; where there is no place where traffic is received or discharged, it applies at the switch where an opposing train clears; where there is neither place where traffic is received or discharged nor switch where an opposing train clears, it applies to the place from which fixed signals are operated.

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.

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 train numbers in small type adjoining the full-faced type or by a reference letter thus:

140	12.30	or	12.35
141	1.05		1.00

NOTE TO RULE 5. - At stations shown in italics schedule time is for convenience only.

5a. At single track junctions, ends of single track and at single track initial and terminal stations, when the times of opposing schedules are within 5 minutes of each other they will appear in full-faced type.

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

s -- Regular stop;

f -- Flag stop to receive or discharge traffic;

A -- Arrive.

The following letters on the time-table indicate

D -- Day communicating office;

N -- Day. and night communicating office;

N -- Day.

SS -- Interlocking Station.

The time-table may provide additional letters or characters to indicate specific instructions.

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.

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

8a: Electric lanterns may be used for displaying white lights only. Their use for displaying colored lights. for signaling purposes is not permitted.

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

Night signals must be displayed from sunset to sunrise.

10. COLOR SIGNALS.

COLOR.	INDICATION.
(a) Red.	Stop.

(b) Yellow.	For uses as prescribed by the Rules.
(c) Green.	Proceed, and for other uses prescribed by the Rules.
(d) Green and white.	Flag stop. See Rule 28.
(e) Blue.	See Rule 26.
(f) Purple.	Stop.
(g) Lunar white.	Yard switch set for lead.

11. A lighted fusee on or near the track of an approaching train or engine is a stop signal and must be extinguished by a member of the crew. The train or engine may then proceed at reduced speed.

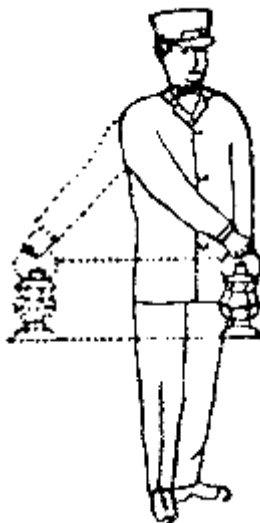
11a. Lighted fusees must not be placed on public crossings at grade or where fire can be communicated to equipment or structures.

Equipment containing inflammables or explosives must not be moved over a lighted fusee.

12. HAND, FLAG AND LAMP SIGNALS.

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

12a.



STOP.

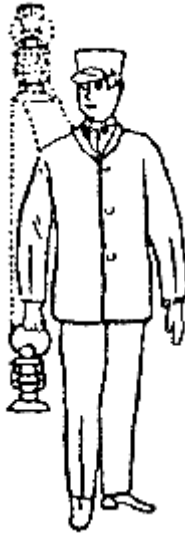
Swung across the track.

12b.



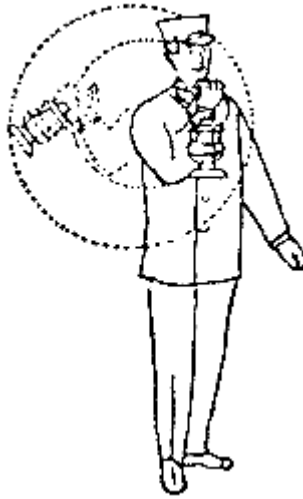
REDUCE SPEED.
Held horizontally at arm's length.

12c.



PROCEED.
Raised and lowered vertically.

12d.



BACK.

Swung vertically in a circle at half arm's length across the track.

12f.



APPLY AIR BRAKES.

Swung horizontally above the head, when standing.

12g.



RELEASE AIR BRAKES.

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

12h. Any object waved violently by anyone on or near the track is a signal to stop.

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) and 16 (c).
	When running answer to 16 (d).
(j) o o o o	Call for signals.
(k) - o o	To call the attention of engine and train crews of regular and extra trains, yard engines and operators at interlocking stations to signals displayed for a following section. On single track, if not acknowledged by engineman of the train or engine met or passed, the engineman of the train displaying

	signals must stop and ascertain the cause.
(j) --- o --	Approaching public crossings at grade. To be prolonged or repeated until crossing is reached.
(m) -----	Approaching mail cranes where catcher service is performed; on other than steam engines before passing the engine of trains operated by steam engines moving in the same direction on adjoining track.
(n) --- o	Approaching meeting or waiting points. See Rule 90.
(o) 0 --	Inspect train line for leak, brakes sticking and for dragging equipment.
(p) Succession of short sounds	Alarm for persons or live stock on the track.
(q) -- o	When running against the current of traffic: (1) Approaching curves or other points where view may be obscured. (2) Approaching trains. (3) On two tracks approaching stations.
(s) oo oo	On freight and passenger trains, when stopped, to call conductor forward. On trains of M.U. equipment, to call trainman, except flagman forward. On electric and diesel electric freight engines to call head trainman forward.
(t) -- o -- o	Passing open communicating office call for relief engine.
(u) -- o o o repeated	Fire alarm.

On two or more tracks, the following whistle signals will be used

SOUND.	INDICATION.
(aa) --- ---	Flagman for track No. 1 may return from the east or north *.
(ab) o --- ---	Flagman for track No. 1 may return from the west or south *.
(ac) --- ---	Flagman for track No. 2 may return from the west or south *.
(ad) o --- ---	Flagman for track No. 2 may return from the east or north *.
(ae) --- --- o	Flagman for track No. 3 may return from the east or north *.
(af) o --- --- o	Flagman for track No. 3 may return from the west or south *.
(ag) --- --- o	Flagman for track No. 4 may return from the west or south *.
(ah) o --- --- o	Flagman for track No. 4 may return from the east or north *.
(ai) --- o o o	Flagman for track No. 5 may return from the east or north *.
(aj) o --- o o o	Flagman for track No. 5 may return from the west or south *.
(ak) --- o o o o	Flagman for track No. 6 may return from the west or south *.
(al) o --- o o o o	Flagman for track No. 6 may return from the east or north *.

(am) -- -- o o o o o	Flagman for track No. 7 may return from the east or north* .
(an) o -- -- o o o o o	Flagman for track No. 7 may return from the west or south* .
(ao) -- -- o o o o o o	Flagman for track No. 8 may return from the west or south* .
(ap) o -- -- o o o o o o	Flagman for track No. 8 may return from the east or north* .

*As prescribed by, Rule 99.

15. The explosion of two torpedoes is a signal to proceed at reduced speed.

The explosion of one torpedo will indicate the same as two, but the use of two is required.

Torpedoes must not be placed at passenger stations, on public crossings at grade or on rail joints.

16. COMMUNICATING SIGNALS.

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

SOUND.	INDICATION.
(a) oo	When standing, start.
(b) oo	When running, stop at once.
(c) ooo	When standing, back.
(d) ooo	When running, stop at next passenger station.
(e) oooo	When standing, apply or release air brakes.
(f) oooo	When running, reduce speed.
(g) ooooo	When standing, recall flagman.
(h) ooooo	When running, increase speed.
(j) oooooo	Increase train heat.
(k) -----	When running, brakes sticking; look back for hand signals.
(l) o -- o	Shut off train heat.

TRAIN SIGNALS.

17. The headlight will be displayed to the front of every train by night. It must be extinguished when a train turns out to meet another and has stopped clear of main track, or is standing to meet a .train at end of two or more tracks or a junction.

It must be dimmed

- (a) While passing through yards where yard engines are employed;
- (b) Approaching stations at which stops are to be made or where trains are receiving or discharging passengers;
- (c) Approaching train order signals, junctions, terminals, meeting points, or while standing on main track at meeting points;
- (d) On two or more tracks when approaching trains in the opposite direction.

17a. When the headlight fails enroute, and repairs cannot be made by the engineman, a white light must be used in its place, the bell rung continuously, the whistle signal 14(1) sounded at frequent intervals, and the train dispatcher notified.

18. Yard engines will display the headlight to the front and rear by night.

18a. By night, a detached road engine when in yards under conditions not requiring display of markers, must display a red light to the rear.

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, on engines and cars not equipped with fixed electric marker lamps, marker lamps not lighted; on engines and cars equipped with fixed marker lamps, marker lamps lighted as at night.

By night, on engines and cars, marker lamps lighted showing red to the rear except in manual block system territory when clear of main track, marker lamps lighted showing yellow to the rear.

19a. A train not equipped to display the markers prescribed by Rule 19, will display a red flag by day and a red light by night to indicate the rear of the train, except in manual block system territory when clear of main track, a white light will be substituted for the red.

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, consisting in whole or in part of passenger equipment with or without caboose, 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. The display of white signals on other extra trains will be omitted.

21a. Only trains consisting in whole or in part of passenger equipment with or without caboose will be authorized to represent a schedule.

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

23. One flag; marker lamp or light 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. When an engine is running backward without cars or at the front of a train pulling cars, a white light must be displayed by night on the rear of the tender if not equipped with a headlight.

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

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

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

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

26a A yellow flag, and in addition a yellow light by night must be displayed at each end of parked occupied cars.

If cars are placed ahead of parked occupied cars the yellow signals must be placed so as to afford protection, and if cars so placed are removed, the signals must immediately be displayed at the end of the parked occupied cars.

The employe in charge must know that the yellow signals are displayed.

USE OF SIGNALS.

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

Employes observing a switch where the light is imperfectly displayed or absent, must, if practicable, correct or replace the light.

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

NOTE TO RULE 27.-- Reflectors illuminated by head lights may be substituted for switch lights.

28. A green and white signal will be used to stop a train only at the flag stations indicated on its schedule.

28a. Trains must not exceed 10 miles per hour passing flag stations on their schedule at night, and must stop for passengers indicating in any way that they wish to board the train. Trainmen as well as enginemen must be on the lookout for passengers at such stations. .

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

30. The engine bell must be rung when an engine is about to move; while approaching and passing public crossings at grade; while approaching and passing a train standing on an adjacent track and while approaching and passing passenger station platforms adjacent to the track upon which the train is running.

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

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

34. Immediately upon seeing a signal affecting the movement of their train or engine, the engineman and fireman must, and when practicable the trainmen will, call its indication to each other.

34a. The indication of fixed signals must be observed until they have been passed.

36. The following signals will be used by flagmen

Day signals	{ A red flag, { Torpedoes and fusees.
Night signals	{ A red light, a white light, { Torpedoes and fusees.

Flagman must have four torpedoes securely attached to his flagstaff by day and to his red light by night.

DESIGNATION AND USE OF TRACKS.

40. Where two or four main tracks are under the authority of the same superintendent, the track on the right adjacent to the center line facing west or south, in the direction in which trains are shown by time-table, is designated as No. 1; the next track, No. 3. The track to the right adjacent to the center line facing in the opposite direction is designated as No. 2 ; the next track No. 4.

Where more than four main tracks, the numbers of the additional tracks and the current of traffic will be specified by time-table.

41. Unless otherwise provided, west or southward trains and engines will use tracks 1 and 3 ; east or northward trains and engines, tracks 2 and 4.

On four or more tracks when trains are scheduled on other than tracks 1 and 2, the time will be shown in italics (12.45) ; when scheduled on tracks 1 and 2, the time will be shown in ordinary type (12.45), but trains may run on any track with the current of traffic when authorized by proper signal indication.

42. Sidings and other tracks to the right of main track, west or southward in the direction in which trains are shown by time-table, will be designated by odd numbers; the track next to the main track as No. 5, the next track as No. 7, and so on.

Sidings and other tracks on the opposite side will be designated by even numbers; the track next to the main track as No. 6, the next as No. 8, and so on.

43. On portions of the railroad specified by timetable, trains and engines will run with the current of traffic by block signal indications, which will supersede time-table superiority.

44. Unless otherwise provided, movements against the current of traffic, not authorized by Form R train orders, may be made by pilot arrangement. The movement will be supervised by a competent employe whose verbal instructions will supersede time-table superiority and take the place of train orders.

When communication is available, the train dispatcher must inform the employe in charge regarding approaching trains, and the trains to be given preference, and, when practicable, notify approaching trains of the pilot arrangement.

When communication is not available, trains should be moved in accordance with their relative importance.

A flagman must be placed in the direction of opposing traffic, a sufficient distance beyond the detour crossover to insure protection with instructions to hold all trains. In addition to displaying stop signals he must there place two torpedoes on each of the two opposite rails, and remain where stationed, holding the trains until personally instructed otherwise by the employe in charge.

A competent man with stop signals, properly instructed, must also be stationed at each detour crossover and at each inlet between detour cross-overs before trains are authorized to proceed. '

In automatic block system territory the switches of each detour crossover must be operated to hold the automatic block signals at Stop-indication.

When an engine or motor hand car is used it must follow the train or trains being piloted.

SUPERIORITY OF TRAINS.

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

Right is conferred by train order; class by timetable.

Right is superior to class.

73. Extra trains are inferior to regular trains.

MOVEMENT OF TRAINS.

82. Time-table schedules, unless fulfilled, are in effect for 12 hours after their time at each station.

Regular trains more than 12 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. On single track, trains must wait indefinitely at schedule meeting stations unless otherwise directed by train order, except that at such stations and at meeting points created by Form A train orders when a train is entering upon two or more tracks, or upon a route other than that upon which the opposing train is authorized, it will not wait at such points.

On single track, a regular train must not leave a station at which a train register is located, until it has been ascertained whether all opposing regular trains, which are due, at or before its schedule time of leaving have arrived.

83a. On single track, an extra train must not leave a station at which a train register is located, until it has been ascertained whether all regular trains due have arrived or left.

83b. Unless otherwise provided, on two or more tracks, an extra train must not leave its initial station on any division, or any other station where the schedule of a regular train originates, or a junction, until it has been ascertained whether all regular trains due have left.

83c. Stations at which train registers are located will be designated by time-table. Conductors must examine train registers and obtain information required by Rules 83, 83a and 83b, except that on receiving Register Form D authorized by the train dispatcher, they may omit examining train register at the station designated, and the conductor must register by Register Form E at such station.

Register Form E may also be used at stations designated by time-table.

83d. Unless otherwise provided, a train must not leave a register station until the conductor has registered his train, examined the train register and filled out Register Check Form C and deliver or have it delivered to each engineman of his train.

83e. At stations where no train register is located, the information required by Rules 83, 83a and 83b will be obtained by Register Form D, authorized by the train dispatcher.

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 in the same direction, it will proceed on its own schedule.

Trains of one schedule may pass trains of another schedule, and extra trains may pass and run ahead of extra trains.

On single and two tracks a section may pass and run ahead of another section of the same schedule, first exchanging train orders, signals and numbers with the section to be passed. The change in sections must be reported from the next available point of communication.

On three or more tracks, a section may pass another section of the same schedule, but must not enter upon single or two tracks except as provided for in the next preceding paragraph.

86. In automatic block system territory, unless otherwise provided, an extra train must clear a regular train in the same direction not less than 5 minutes before the regular train is due to leave the next station in the rear where time is shown.

86a. In manual block system territory, unless otherwise provided, an extra train must clear a regular train in the same direction not less than 5 minutes before the regular train is due to enter the block.

87. In manual block system territory, extra trains must, unless otherwise provided, clear opposing regular trains not less than 5 minutes before such trains are due to enter the block; and will be governed by train orders with respect to opposing extra trains.

88. At meeting points between regular trains, and meeting points between extra trains, the west or southward train must take the siding, unless otherwise provided.

At meeting points between regular and extra trains, the extra train 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. Trains must stop clear of the switch used by the train to be met in going on the siding, unless the train to be met is clear of the main track and switch is properly lined.

If the train which is to hold the main track arrives first, the switch to the siding must be lined, if practicable, for the opposing train. The employe who lines the switch must protect it, unless relieved by a competent employe.

90. The enginemen of each train consisting in whole or in part of passenger equipment with or without caboose will sound signal 14 (n) at least one mile before reaching a point where by schedule or by train order the train is to meet or wait for an opposing train. Should the engineman fail to sound signal 14 (n), the conductor must take immediate action to stop the train. On other trains, the engineman will give signal 14 (n) at least one mile before reaching a meeting or waiting point.

91. Unless some form of block system is used, the time space to be maintained between trains in the same direction will be regulated on each division by the superintendent.

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

93. The location of yard limits will be designated by timetable and indicated by yard limit boards. Unless otherwise provided, within yard limits the main track may be used, protecting against regular trains, not protecting against extra trains and engines. Extra trains and engines must move within yard limits at yard speed unless the main track is known to be clear by signal indication, in automatic block system territory.

93a. Unless otherwise provided, flagmen of trains carrying passengers, workmen, persons carried under contract or employes deadheading are not relieved from the observance of Rule 99 within yard limits. '

NOTE TO RULE 93a. - Persons carried under contract include Postal clerks, express messengers, Pullman conductors and porters, live stock tenders and others (not employes) in charge of freight.

93b. Unless otherwise provided, movements against they current of traffic within yard limits must be made at yard speed and under protection.

94. If an accident occurs to a train between stations, or at a station where an operator is not on duty, and assistance is required, a message, signed by the conductor and engineman, must be sent to the superintendent, giving the location and stating their train or engine will not be moved and will be protected in both directions until the requested

assistance arrives. The movement of assistance may then be authorized without complying with Rule 208.

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 train orders, except as prescribed by Rules 85 and 95a.

95a. On two or more tracks, on portions of the railroad and at stations designated by time-table, authority to display signals for a following section per Form F will not be required. A representative of the superintendent at the designated stations will verbally instruct conductors; who will notify enginemen. Conductors must know that signals are displayed as prescribed by Rule 20.

96. On single track, signals as prescribed by Rule 20 must not be ordered displayed to, nor taken down at, other than a station at which a train register is located. '

97. Extra trains must not be run without train orders, except that on two or more tracks they may be run without Form G orders from points designated by time-table and without example (10) Form H orders on portions of the railroad designated by time-table.

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

99. When a train stops or is delayed, under circumstances in which it may be overtaken by a following train, the flagman must go back immediately with stop signals, a sufficient distance to insure full protection, and will there place two torpedoes on the rail two rail-lengths apart on the engineman's side. He will remain at this point until recalled.

If a following train is within sight or hearing before the flagman has reached a point insuring full -protection, he must, at once, place two torpedoes on the rail, and at night or in foggy or stormy weather, or where the view is obscured, he will in addition, display a lighted fusee, and continue toward the following train, displaying stop signals, until it is met.

If recalled before reaching a point insuring full protection, and a following train is within sight or hearing, the flagman must, at once, place two torpedoes on the rail, and at night, or in foggy or stormy weather, or where the view is obscured, in addition, display a lighted fusee, and continue toward the following train displaying stop signals, until it is met. If no train is within sight or hearing he may return, first placing and leaving two torpedoes on the rail, two rail-lengths apart, and at night or in foggy or stormy weather, or where the view is obscured, he will, in addition, leave a lighted fusee on the track between the rails.

When recalled after reaching a point insuring full protection, if a following train is within sight or hearing, the flagman must display stop signals, and at night, or in foggy or stormy weather, or where the view is obscured, he will, in addition, display a lighted fusee, and remain until the following train arrives. If there is no following train within sight or hearing, the flagman may return, leaving the torpedoes as placed, and at night, or in foggy or stormy weather, or where the view is obscured, he will, in addition, leave a lighted fusee on the track between the rails.

The front of the train must be protected in the same way when necessary, by the head trainman, and, when he is not available, by the fireman.

Should the speed of a train be reduced under circumstances in which it may be overtaken, either day or night, a lighted fusee must be dropped off at intervals to warn following trains.

99a. When a flagman is sent out with specific instructions affecting the authority of a train to proceed, such instructions must be in writing and must be shown the enginemen of all trains stopped by him.

99b. When a train crosses over to, or obstructs a track on which the current of traffic is in the opposite direction, it must, unless otherwise provided, first be protected as prescribed by Rule 99 in both directions on that track.

100. When the flagman goes back to protect the rear of the train, and is left behind, another trainman must take his place on the train. 101. Trains must be fully protected against any known condition, not covered by the rules, which interferes with their safe passage.

101. If any defect or condition which might cause accident is discovered in track, bridges, culverts, or other structures, the use of the telephone must not be depended on to notify other trains; a flagman must be left. If any member of the train or engine crew has reason to believe that his train has passed over any dangerous defect, the train must be stopped at once and proper protection provided. A prompt report must be made.

101a. When overtaken by severe storms or indication of high water, or any condition which threatens damage, trains must proceed at restricted speed.

Conductors and enginemen must make careful inquiries at all stopping places, and when thought advisable, make extra stops to ascertain the extent and severity of storms; examine bridges and culverts or other places subject to damage by high water, and if they find any indication of danger, must promptly report to the superintendent.

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

102a. At night, or when weather conditions require, when a portion of a train is left on the main track under conditions which may make it difficult for the returning engineman to locate the standing portion, torpedoes must be left on the rail and in addition a white light placed at head of detached portion. If necessary for the front portion to return on the same track, all inlets between the two portions must be protected.

103. When cars are pushed by an engine, except when shifting or making up trains in yards, a trainman must take a conspicuous position on the leading car and when shifting over public crossings at grade not protected by a crossing watchman, or by gates, a member of the crew must protect the crossing.

103a. When pushing freight cars, or passenger equipment on which air brakes are not in service, or when air brakes are in service, but not controlled from leading car, the disappearance from view of the trainman's hand signals must be construed as stop signal.

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

A switch must not be left open for a following train or engine unless in charge of a trainman of such train or engine.

When practicable, the engineman must see that the switches near the engine are properly lined. A train or engine must not foul a track until switches connected with the movement are properly lined, and when waiting to cross from one-track to another and during the approach or passage of a train or engine on tracks involved, all switches connected with the movement must be secured in the normal position.

Switches must not be restored to normal position until a movement is completed or clear of the main track involved. Where trains are required to be reported clear of main track, at hand operated switches, such report must not be made until switch has been secured in its normal position.

104a. The normal position for all switches and siding derails is that which leaves the main track clear for the safe passage of trains or engines.

Switches must be latched; main track switches and siding derails when in normal position must be locked; after a switch is lined the points must be examined to know that they fit properly.

Employes must keep away from stands of facing point switches while trains are approaching and passing.

Ten miles per hour must not be exceeded when moving through main track hand operated turnouts or crossovers.

104b. Trains, engines or cars standing on sidings must clear the main track:

104c. Trailing movements against the normal position of a spring switch may be made without throwing the switch. Trains or engines which may stop on a spring switch, after starting a trailing movement through the switch, must not take slack or make reverse movement without first reversing hand thrown switch lever.

When shifting over a spring switch, the switch must be thrown by hand.

Sand must not be used nor water allowed to run over the movable parts of a spring switch.

The normal position of main track spring switches will be designated by time-table and indicated by a sign.

105. Unless otherwise provided, trains or engines using a siding or a yard track must proceed at yard speed. Sidings of an assigned direction must not be used in a reverse direction unless authorized by the superintendent or in an emergency under flag protection.

106. Both the conductor and the 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.

107. When a passenger, mail or express train is receiving or discharging traffic on the side toward a station, a train or engine must not pass between it and the station at which traffic is being received or discharged unless proper safeguards are provided, or the movement is otherwise protected.

When a passenger, mail or express train stops at other than a schedule stop to receive or discharge traffic, the crew must protect the traffic against other movements, and when practicable, train dispatchers must notify trains on adjacent tracks.

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

109. Cars must not be "kicked" or "dropped" into a track on which occupied passenger equipment is standing.

"When coupling to passenger equipment, any of which is occupied, a stop must be made between 10 and 30 feet from the standing equipment. Occupied passenger equipment must not be detached until stopped.

111. A train which collects United States mail from cranes, when running on other than its regular track, must stop and exchange mail. Conductor must notify mail clerks.

113. On portions of the railroad specified by time-table there are electrified zones with overhead energized wires where bridge warnings are, not maintained. In such zones employes must be governed by special instructions.

114. The points where oil or gas is used for melting snow and ice at switches will be designated by time-table; and equipment containing inflammables or explosives must not be moved over such switches while the oil or gas is burning, or where a fire is burning which may be communicated to equipment. Trains having equipment containing inflammables or explosives, must approach the designated points prepared to stop.

RULES FOR MOVEMENT BY TRAIN ORDERS.

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

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

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

201a. A superintendent may issue train orders for the inter-division display of green signals, over two or more tracks to the terminus of the engine displaying signals.

Train dispatchers must transmit copy of such orders to next affected train dispatcher, and receive acknowledgment.

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

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

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, also to any one who acts as its pilot. A copy for each employe addressed must be supplied by the operator.

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

204a. Enginemen must show train orders and other prescribed forms to firemen, and when practicable to forward trainmen. Conductors must show train orders and other prescribed forms when practicable, to trainmen. Firemen and trainmen must read and assist in fulfilling the orders and forms.

204b. When a train has more than one engine in service, each engineman must be provided with copies of all train orders and other prescribed forms.

206. 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. In train orders regular trains will be designated by number as "No 10 ;" and sections as "Second 10;" adding engine numbers if desired. Extra trains will be designated by engine numbers,, and the direction as "Extra 1400, `East' or `West'." For the movement of an engine of another company the initials as well as the engine number will be used.

Even hours (as 10 00 a m) must not be used in stating time in train orders or motor hand car forms.

In transmitting train orders, the numbers of trains and engines in the address may be pronounced and then spelled, letter by letter if so desired. All stations and numerals in the body of an order or motor hand car form must first be plainly pronounced and then spelled, letter by letter, thus

Putnam, P-u-t-n-a-m, and One Naught Five, O-n-a N-a-u-g-h-t F-i-v-e.

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

In transmitting train orders the train dispatcher must write the order as he transmits it and underscore each word and figure in the body of the order at the time it is repeated.

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

For M. U. equipment the number of the leading car will be used in train orders.

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 threethus : "31, West, copy 5," or "19, East, copy 2."

208. A train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable, and addressed first to the train or trains of which the right or schedule is to be restricted. When not sent simultaneously to all, the order must be addressed first to the train or trains' of which the right or schedule is to be restricted.

Each office will take its proper address, and, when practicable must include the operator at the meeting or waiting point.

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

Except when a meeting or waiting point is at an interlocking station or initial station for the train, train orders must not be sent to a train at the meeting or waiting point if it can be avoided. When an order is so sent, except at an interlocking station or initial station for the train, the fact will be stated in the order and special precautions must be taken to insure safety.

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

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

The conductor or engineman and others addressed must read it to the operator and then sign it, and the operator will send their signatures preceded by the number of the order to the train dispatcher. The response "complete," and the time, will then be given by the train dispatcher. Each operator receiving this response will then write on the order in manifold the word "complete", the time, and his last name, and then deliver a copy to each person addressed, except that when the order is signed by the conductor, he must personally deliver a copy of it to each engineman the engineman will then read the order to the conductor before proceeding.

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

A "19" train order must not be used for Form F orders on single track, nor to restrict the right or schedule of a train, except that it may be used for Form B orders, and (on two or more tracks only) for Forms E and F.

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

212. When so directed by the train dispatcher, a train order may be acknowledged before repeating, by the operator responding: "Number of Train order to Train Number X," with the operator's initials and office signal. The operator must then write on the order in manifold his initials and the time.

213. A train order restricting the right or schedule of a train must be repeated or the "X" response sent by the operator repeating the order for such train, before "complete" is given to other trains affected.

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

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

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 train order office, or at one at which the 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 at once transmit the signatures of the conductor and engineman to the train dispatcher and preserve the copy.

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

For train orders which are sent, in the manner herein provided, to a train of which the right or schedule is being restricted, "complete" must not be given to other trains affected until the signatures of the conductor and engineman of the train of which the right or schedule is being restricted, have been sent to the train dispatcher.

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. 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 order specifying a particular movement may be either superseded or annulled.

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

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

220a. The first and second paragraphs of Rule 220 must not be applied by, operators to the address of a train order. Each order must be delivered by the operator to those addressed as prescribed by Rules 210 and 211, unless the order is annulled.

221. In manual block system territory the normal indication of the fixed train order signal is "stop" when there is an operator on duty. It must not be changed to "proceed" while train orders are held for delivery. The signal must be returned to "stop" as soon as a train has passed. While stop is indicated trains must not pass the signal without Clearance Form A, except as prescribed by Rules 221d and 221f.

221a. In automatic block system territory, where fixed train order signals are provided, they govern trains moving only with the current of traffic; they shall indicate "stop" when trains are to be stopped for train orders. When there are no train orders the light will be extinguished. When an operator receives the signal "31" or "19" followed by the direction, he must immediately display the "Stop indication" for the direction indicated and then reply "stop displayed", adding the direction. While orders are held for delivery the signal must remain at "stop". While "stop" is indicated trains must not pass the signal without Clearance Form A, except as prescribed by Rules 221d and 221f.

221b. At interlocking stations an operator having train orders for delivery to a train will display the governing interlocking signal at "stop." After the train has stopped the operator will display, in the direction of the train, a red flag by day and a red light by night indicating "31" orders or "19" orders that restrict the right or schedule of the train, a yellow flag by day and a yellow light by night indicating other "19" orders. This combination of signals must be acknowledged by the engineman as prescribed by Rule 14 (g). After the signal has been acknowledged, if the order restricts the right or schedule of the train the interlocking signal must remain at "stop" until the orders have been delivered; if the order does not restrict the right or schedule of the train, and there are no orders for delivery to other trains, the operator will display the interlocking signal to

indicate "proceed", the train may then proceed to the interlocking station, but not beyond until released as prescribed by the rules.

221c. At a train order office .not equipped with a governing fixed train order signal or a governing interlocking signal and where trains are not required by time-table to obtain Clearance Form A, when an operator receives the signal "31" or "19" followed by the direction, he must immediately display a double staff red flag by day and in addition a red light by night to the right of and adjacent to the proper track to stop trains and then reply "stop displayed", adding the direction. While train orders are held for delivery the signal must not be removed. While "stop" is indicated, trains must not pass the signal without Clearance Form A, except as prescribed by Rules 221d and 221f.

In foggy or stormy weather, or where the view is obscured, in addition to the red signal displayed, two torpedoes must be placed and left on the rail not less than 500 feet from the signal in the direction of the train for which the orders are held.

221d. In delivering a "19" train order or Clearance Form A without stopping a train, the operator must leave the train order signal at Stopindication, go on the ground and give signal as prescribed by Rule 12 (b), using a yellow flag by day and a yellow light by night, and hand the orders or Clearance Form A to the engineman and conductor. This combination of signals must be acknowledged as prescribed by Rule 14 (g) and the speed of the train reduced sufficiently to enable the operator to deliver the order or Clearance Form A. If the engineman or conductor fails to catch the order or Clearance Form A, the train must be stopped and not proceed without Clearance Form A. When a block is occupied per Rules 317c, 318a or 327 the train must be brought to a stop before delivery of Clearance Form A.

221e. Clearance Form A must be delivered together with all train orders, showing the number of orders for the train and the number of each order and the direction of extra trains. Conductors and enginemen must, and when practicable the fireman and trainmen will, see that the information shown on the Clearance Form A corresponds with the Form 19 and Form 31 train orders received.

221f. The engineman of a train approaching a station at which the train order signal. is at Stopindication, must acknowledge the signal as prescribed by Rule 14 (g) and may then pass it to do station work, take water, or clear main track, provided other signals, right, schedule and rules permit. The train must not proceed without Clearance Form A.

222. Operators must promptly record and report to the train dispatcher the time of arrival and departure of all trains and the direction of extra trains. They must, when practicable, observe trains and report at once to the train dispatcher if the proper signals are not displayed.

223. The following 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 train order is made "complete."

No -- for Number.

Eng -- for Engine.

Jct -- for Junction.

Opr -- for Operator.

S D -- for "Stop Displayed."

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

224. The train dispatching telephone circuit is for the exclusive use of employes concerned in the movement of trains and must not be used for any other purpose unless authorized.

When called, operator must immediately respond by pronouncing clearly name of station, and await instructions. Communications, except train orders, must be acknowledged by the word "Right" followed by the personal signal of the operator: To communicate with the train dispatcher, first listen and if the line is clear, close the transmitter circuit and announce station. The train dispatcher will respond by saying "Right," or "Cut out.."

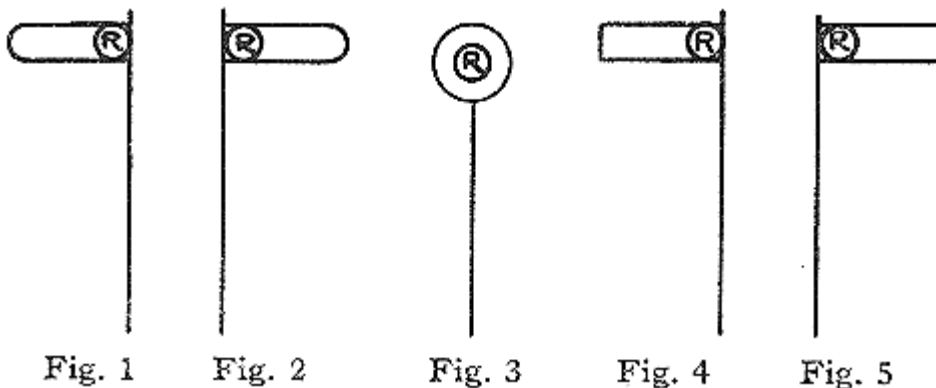
225. To relay a "31" train order, the train dispatcher must transmit it to the relaying operator, who will then transmit it to destination. The conductor or engineman receiving it at destination must repeat it to the relaying operator, who on the copy he retains must underscore each word and figure as it is repeated to him, and then repeat it to the train dispatcher, and if correct, the train dispatcher will reply "O.K." After it has been signed as prescribed by Rule 210 at destination, the signatures must be given to the relaying operator, who will then transmit them to the train dispatcher and "complete" will be given per Rule 210, and relayed to destination.

226. To relay a "19" train order, the train dispatcher must transmit it to the relaying operator who will then transmit it to destination. The conductor or engineman receiving it at destination, must repeat it to the relaying operator, who on the copy he retains must underscore each word and figure as it is repeated to him, and then repeat it to the train dispatcher, and if correct, "complete" will be given per Rule 211, and relayed to destination.

TRAIN ORDER SIGNALS.

Aspects may be shown by the position of semaphore arms or color of lights. Day and night aspects for color light signals shall have the same colors as the night aspects of the semaphore signals, except as prescribed by Rules 221a and 221c.

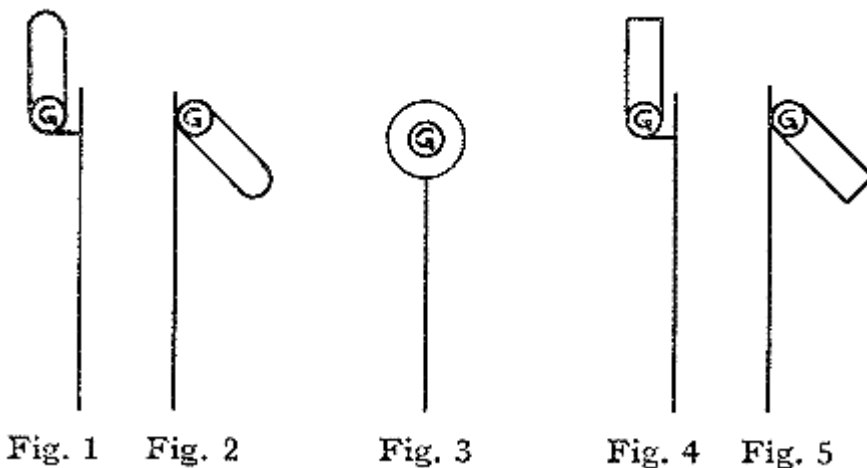
230.



INDICATION - Stop; train orders for train.

NAME - Stop train order signal.

231.



INDICATION - Proceed; no train orders.

NAME - Clear train order signal.

FORMS OF TRAIN ORDERS.

NOTE. - In the forms shown, the words and figures in italics are examples, indicating the manner in which orders are to be filled out.

A.
**FIXING MEETING POINTS FOR
OPPOSING TRAINS.**

- (1.) *No 1 meet No 2 at B.*
No 3 meet Second 4 at B.
No 5 meet Extra 1400 east at B.
Extra 1400 west meet Extra 1401 east at B.
- (2.) *No 2 and Second 4 meet No 1 at C*
Extra 1402 west at D (and so on).
No 1 meet No 2 at B Second 4 at C
and Extra 1403 east at D.

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

These orders may be modified by adding:

- No 1 take siding.*
No 2 take siding at B.

B.
**DIRECTING A TRAIN TO RUN AHEAD
OF ANOTHER TRAIN.**

- (1.) *Extra 1400 east run ahead of No 2 B to E.*

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

- (2.) *Extra 1401 west run ahead of No 3 B*
until overtaken. The first-named train will run ahead of the second-named train from the designated point until overtaken, and then arrange for the rear train to pass promptly.

C.
**GIVING RIGHT OVER AN OPPOSING
TRAIN.**

Omitted. (Not used.)

E.
TIME ORDERS.

NOTE. - This form of order must not be issued to opposing regular trains.

(1.) *No 1 run 20 minutes late A to G.*

(2.) *No 1 run 20 minutes late A to G and 15 minutes late G to K, etc.*

This makes the schedule time of the train named, between the stations designated, as much later as stated in the order, and extra trains receiving the order are 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.

(3.) *No 1 wait at B until 10 01 a m for Extra 1400 north.*

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.

(4.) *Nos 1 and 3 wait at N until 9 59 a m*

P until 10 30 a m

R until 10 55 a m etc.

The train, or trains, named must not pass the designated points before the times given. Extra 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.

F. FOR SECTIONS.

(1.) *Eng 1400 display signals and run as First 1 A to Z.*

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

(2.) *Eng 1401 run as Second 1 A to Z.*

The engine named will not display signals.

(3.) *Second 1 display signals H to K for Eng 1404.*

The engine named will not display signals.

(4.) *Engines 1400 1401 and 1402 run as First Second and Third 1 A to Z.*

The engine last named will not display signals.

To substitute one engine for another on a section, (5) will be used.

(5.) Eng 1401 instead of Eng 1402 display signals and run as Second 1 G to M.

The second-named engine will drop out at G and be replaced by the first-named engine; following sections need not be addressed.

If the second-named engine is the last section the words "display signals and " will be omitted.

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.

G. EXTRA TRAINS.

(1.) *Eng 1400 run extra A to F.*

(2.) *After Extra 1400 south arrives at G Eng 1401 run extra G to B.*

The second named train must not leave the firstnamed point until the arrival of the first-named train. When conditions require (2) may be amplified by (3).

(3.) *After Extra 1400 south which left B at 2 10 p m arrives at G Eng 1401 run extra G to B.*

(4.) *Eng 1400 run extra A to H this order is annulled at 7 05 p m.*

A train receiving this order must, at the time specified, clear the main track.

To authorize in advance, a later movement of an extra train from a point at which there is no means of communication, or at which the office is closed, (5) will be used.

(5.) *On July 24th after 6 45 a m Eng 1400 run extra A to C.*

The train must not leave the point first-named before the time specified in the order.

On single track, to authorize the movement of an extra train without protecting against following extra trains, (6) or (7) will be used.

(6.) Eng 1400 run extra A to E not protecting against southward extra trains.

Protection against southward extra trains is not required. Southward extra trains must not be authorized to leave the point first-named until the order has been fulfilled or annulled, except when it is known the train named has passed an intermediate station between the points designated, when the movement of a following extra train may then be authorized to that station.

(7.) Eng 1400 run extra A to E protecting against Extra 1401 south after 1 30 p m not protecting against other southward extra trains. Protection only against Extra 1401 south after 1 30 p' m is required.

Southward extra trains must not be authorized to leave the point first-named until the order to the first-named train has been fulfilled or annulled, except Extra 1401 south after 1 30 p m , or when it is known the first-named train has passed an intermediate station between the points designates, when the movement of a following extra train may then be authorized to that station.

Examples (1.), (2.), (3.), (4.), (5.), (6.) and (7.) give the extra no right to occupy the main track between the switches of the siding at the point last named. When it is desired that the extra shall continue to a point beyond the entrance switch to the siding at the point last-named, such as passenger station, freight house or wye track at the point last-named, such specific point may be designated

Example - Eng 1400 run extra A to freight house at E.

(8.) Eng 1400 run extra A to F and return to C.

The extra must go to F before returning to C.

This order gives the extra no right to occupy the main track between the switches of the siding at F on the going trip, and at C on the return trip.

H. WORK EXTRA. For Single Track.

(1.) Eng 1400 works extra 6 59 a m until 6 01 p m between D and E.

To authorize in advance a work extra from a point at which there is no means of communication or at which the office is closed, (2) will be used.

(2.) On Aug 30th Eng .1400 works extra 6 45 a m until 1101 a m between D and E.

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

These may be modified by adding:

(3.) Not protecting against eastward extra trains.

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

(4.) *Not protecting against extra trains.*

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

(5.) *Protecting against Extra 1401 west not protecting against other extra trains.*

Protection only against Extra 1401 west is required. The time of regular trains must be cleared.

(6.) *Protects against Extra 1402 east and after 10 15 a m against Extra 1403 west not protecting against other extra trains.*

Protection against Extra 1402 east, and after 10 15 a m against Extra 1403 west only required; Extra 1403 west must not enter the working limits before 10 15 a m. 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 for, or protect itself after a certain hour against a designated extra, (7) will be used.

(7.) Work Extra 1400 clears (or protects against) Extra 1401 east between D and E after 2 10 p m.

Extra 1401 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, (8) will be used.

(8.) Work Extra 1400 protects against No 55 (or regular trains) between D and E.

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

When a work extra is to be given exclusive right over all trains, (9) will be used.

(9.) Work Extra 1400 has right over all trains between D and E 1 05 p m until 1 15 a m.

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

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

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

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

Examples (1.) and (2.) confer no right to the work extra to occupy the main track between the switches of the siding at either of the points designated, unless the order names some other specific point at each end of the working limits.

When a train order is issued directing a work extra to clear or protect against another train between an intermediate station and either end of the working limits, the order must name a specific point at which such instructions will apply at the intermediate station.

For Two or More Tracks.

(10.) Eng 1400 works extra on No 2 track (or tracks) 6 45 a m until 5 01 p m between D and E.

The work extra must, whether standing or moving, protect itself within the working limits against extra trains moving with the current of traffic on the track or tracks named. The time of regular trains must be cleared.

To enable a work extra to work upon the time of a regular train, (11) will be used.

(11.) Work extra 1400 protects against No 55 (or regular trains) between D and E.

The work extra may work upon the time of the train or trains mentioned in the order and must protect against such train or trains.

The regular train or trains receiving the order will run expecting to find the work extra protecting itself.

When it is desired to move a train against the current of traffic over the working limits, provision must be made for the protection of such movement.

When a work extra is to be given exclusive right over all trains, (12) will be used.

(12.) Work extra 1400 has right over all trains on No 2 and No 1 tracks between G and H 6 30 p m until 1 01 a m.

This gives the work extra the exclusive right to the track or tracks mentioned in both directions between the points designated between the times named.

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

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

Example (10.) confers no right to the work extra to occupy the main track between the switches of the siding at either of the points designated, unless the order names some other specific point at each end of the working limits.

J. HOLDING ORDER.

(1.) Hold No 2.

(2.) Hold all (or eastward) *trains.

(3.) Hold all eastward trains on No 4 track:

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.

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

K. ANNULING A SCHEDULE OR A SECTION.

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

(2.) Second 5 due to leave E Feb 29th is annulled E to G.

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

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

**L.
ANNULLING AN ORDER.**

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

If an order which is to be annulled has not been delivered to a train, the annulling order 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 which has been annulled must not be reissued under its original number.

**M.
ANNULLING PART OF AN ORDER.**

(1.) That part of order No 10 reading No 1 meet No 2 at D is annulled.

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

**P.
SUPERSEDING AN ORDER OR PART OF AN
ORDER.**

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

(1.) No 1 meet No 2 at C instead of B.

An order which has been superseded must not be re-issued under its original number.

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

**R.
PROVIDING FOR MOVEMENT AGAINST
THE CURRENT OF TRAFFIC.**

(1.) No 1 Eng 1400 has right over opposing trains on No 2 track C to F.

(2.) Extra 1400 west has right over opposing. trains on No 2 track C to F.

(3.) Westward trains have right over opposing trains on No 2 track E to G.

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

These orders may be modified as follows;

(4.) After No 4 Eng 1400 arrives at C No 1 Eng 1401 has right over opposing trains on No 2 track C to F.

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

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

When moving trains against the current of traffic the train order will, when there is more than one crossover at either of the points named, designate the crossover or crossovers to be used.

FORMS OF BLANKS

**FORM
31**

**FORM
31**

The New York, New Haven and Hartford Railroad Company

TRAIN ORDER No.....10.....

March 21 19....

To..... At.....

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

.....Superintendent.

..... Train Dispatcher.

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

Repeated at..... M.

Signatures	Title	Train	Made	Time	Operator
Jones	Conductor	125	Complete	2 20 A M	Black
Brown	Engineman	Extra 1400	Complete	2 25 A M	Black

(To be printed on white paper)

The New York, New Haven and Hartford Railroad Company

TRAIN ORDER No.....11.....

March 27 19....

To.....

At.....

 Initials Opr.;

1 48 A M.

..... Superintendent.

..... Train Dispatcher.

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

Made	Time	Operator
Complete	2 16 P M	Black

(To be printed on green paper)

A

A

The New York, New Haven and Hartford Railroad Company

CLEARANCE FORM A

.....M.....19.....

To Conductor and Engineman.....

At.....

I have.....orders for your train.

No. No. No. No. No.

No. No. No. No. No.

have been delivered and there are no further orders for your train.

This form is authority to pass Stop-indication.

BLOCK.....

.....

.....

.....

.....

.....

.....Operator

Manifold copies will be made for each conductor, engineman and operator; the latter retaining a copy.

(To be printed on white paper)

The New York, New Haven and Hartford Railroad Company

REGISTER CHECK FORM C

.....19.....

To Engineman, train.....

At.....M.

All regular trains due, have arrived and left, except.....

.....

Conductor.....

(To be printed on white paper)

The New York, New Haven and Hartford Railroad Company

REGISTER FORM D

..... 19.....

To C and E..... At

(A) All regular trains due to arrive and leave.....

.....at or

before.....M.....19...

have arrived and left.

(B) Train.....need not register at

.....Superintendent.

.....Train Dispatcher.

This form will be issued only when authorized by the Train Dispatcher. Each employe addressed must have a copy.

(To be printed on white paper)

The New York, New Haven and Hartford Railroad Company

REGISTER FORM E

.....19...
Operator at.....

Copy the following on your "Train Register."

.....Conductor

Date.....

Train, Section.....Number.....

Engine.....

Cars.....L.....E.....

Arrival.....

Departure.....

Were green signals displayed?.....

From.....to.....

Conductor.....

Engineman.....

(To be printed on white paper)

The New York, New Haven and Hartford Railroad Company

CLEARANCE FORM K

..... Station..... 19.....

To Conductor and Engineman

Train..... on..... track,

Signal governing movement.....

..... cannot be cleared.

Proceed at restricted speed as prescribed by Rules 663 and 663a.

..... Operator

If the signal is used as a manual block signal, manual block system rules will also apply.

(To be printed on red card)

**BLOCK SIGNAL AND INTERLOCKING
RULES.
DEFINITIONS.**

BLOCK SYSTEM. -- A series of consecutive blocks.

MANUAL BLOCK SYSTEM. -- A series of consecutive blocks, governed by block signals operated manually, upon information by telephone or other means of communication.

AUTOMATIC BLOCK SYSTEM.-- A series of consecutive blocks governed by block signals, cab signals, or both, actuated by a train, or engine, or by certain conditions affecting the use of a block.

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

INTERLOCKING LIMITS. -- The tracks between the home signals of an interlocking.

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

INTERLOCKING STATION. -- A place from which an interlocking is operated.

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

FIXED SIGNAL. -- A signal of fixed location indicating a condition affecting the movement of a train or engine.

AUTOMATIC CAB SIGNAL SYSTEM. -- A system which provides for the automatic operation of: (a) signals located in engineman's compartment or cab, which when engine and roadway apparatus are in operative relation, displays indications of conditions in advance; (b) whistle located in engineman's compartment or cab, which indicates a condition or a change of condition of one or more elements of the system.

EQUIPPED ENGINE OR TRAIN. -- An engine or train equipped with cab signal apparatus including whistle and acknowledger in operative condition for the direction it is to move.

BLOCK SIGNAL. -- A fixed signal at the entrance of a block to govern trains or engines entering and using that block.

INTERLOCKING SIGNALS. -- The fixed signals of an interlocking.

HOME SIGNAL. -- A fixed signal at the entrance of a route or block to govern trains or engines entering and using that route or block.

APPROACH SIGNAL. -- A fixed signal used in connection with one or more signals to govern the approach thereto.

DWARF SIGNAL. -- A low home signal.

POT SIGNAL. -- A small signal used as a substitute for a dwarf signal.

IN REAR OF A SIGNAL. -- Before reaching the signal.

IN ADVANCE OF A SIGNAL. -- After passing the signal.

MEDIUM SPEED. -- A speed not exceeding 30 miles per hour.

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

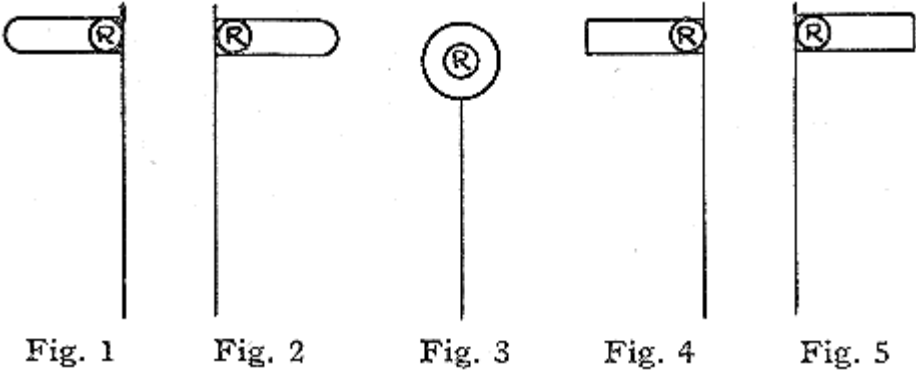
RESTRICTED SPEED. -- A speed not exceeding 15 miles per hour prepared to stop short of train, engine, obstruction, or switch not properly lined and to look out for broken rail.

MANUAL BLOCK SIGNALS.

Aspects may be shown by the position of semaphore arms or color lights.

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

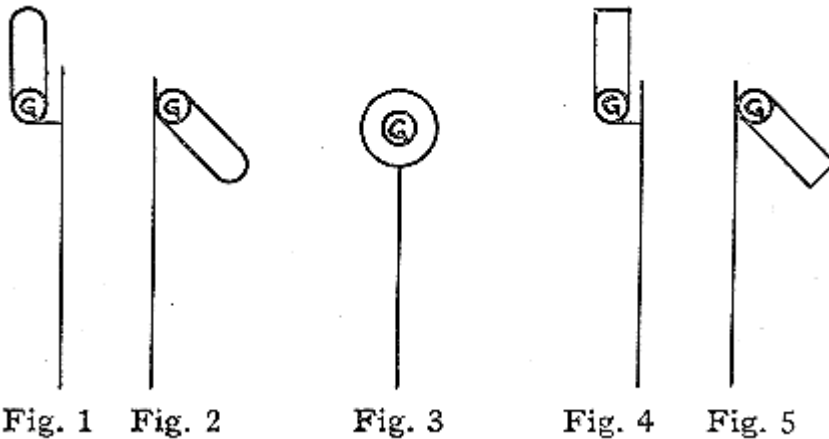
301a.



INDICATION -- Stop.

NAME -- Stop signal.

301b.



INDICATION -- Proceed.

NAME -- Clear Signal.

MANUAL BLOCK SYSTEM RULES.

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

305a. Fixed train order signals will be used as block signals where separate block signals are not provided. At an interlocking station, which is also a block station, where a separate block signal is not provided, the interlocking signals specified by timetable will be used also as block signals.

305b. At block stations not provided with a separate block signal or an interlocking signal or a fixed train order signal used for that purpose, Clearance Form A will be substituted.

305c. When fixed train order signals or interlocking signals are used as block signals, block signal rules will apply to them.

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

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

308. When Clearance Form A is used information will be shown as to condition of block, "clear" or "occupied", and when necessary, additional explanatory information, as prescribed by the rules. If Clearance Form A indicates the block is occupied by a preceding train or a work extra, or when verbal permission is received to enter an occupied block or a portion of an occupied block at a closed block station or a non-block station, train will proceed prepared to stop short of train ahead.

308a. On single track and with the current of traffic on two or more tracks a block indicated as clear as prescribed by the rules, does not indicate that the main track within yard limits is unoccupied. Unless otherwise provided, within yard limits Rule 93 applies.

OPERATORS.

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

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

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

314. Operators must not make nor permit any unauthorized repairs, alterations or additions to the apparatus.

Any defects in the appliances must be immediately reported to the superintendent and signal maintainer.

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

316. COMMUNICATING CODE.

1. -- Hold opposing trains.

16. -- Hold opposing trains for train to proceed after arrival of excepted train.

17. -- Hold opposing trains for train following.

3. -- Hold opposing trains for train moving against the current of traffic.

13. --I understand.

2. -- Block clear.

7. -- Portion of block clear.

5. -- Block is not clear of train other than passenger.

56. -- Block is not clear of passenger train.

8. -- Opening block station. Answer by 2, 5 or 56.

9. -- Closing block station. Answer by 13.

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

317. On single track, to admit a train to a block, or portion of a block, the operator must examine the block record, and, if the block or portion of the block is clear, give "1 for ____" to the operator at the next block station in advance. If it is proper for the train to be admitted., the operator in advance, will reply "2 or 7 for ____ 13". The operator at the entrance of the block must then display the proper signal indication, except as provided in Rules 305b and 326a.

A train must not be admitted to a block, or portion of a block, which is occupied, except as provided in Rules 317a, 317b, 317c, 317d and 333.

317a. To admit a train to a block or portion of a block, to meet opposing trains at a closed block station, a non-block station, or a siding located in advance of the block signal, by train order or by timetable, or when the block is occupied by a work extra, the operator must examine the block record, and, if the block or portion of. the, block, is clear of all

but the train or trains to be met, or the work extra, give "1 for _____ except _____" to the operator at the next block station in advance.

The operator receiving this signal, if there is no train in the block, or portion of the block, except the train or trains to be met, or the work extra, will reply "13 for _____ except _____". The approaching train will then be admitted to the block or portion of the block, with Clearance Form A reading: "Block occupied by _____ no other trains in block", or "Block occupied by _____ block clear of preceding trains to _____".

317b. To admit a train awaiting the arrival of an opposing train to a block, the operator must examine the block record, and, if the block is clear of all but the expected train, give "16 for --- except-- 22 to the operator at the next block station in advance.

The operator receiving this signal, if there is no train in the block, other than the excepted train, will reply "13 for _____ except _____".

The train may then be given Clearance Form A reading: "Block clear after arrival of _____". A train receiving such clearance must not leave until the designated train has arrived.

317c. To permit a train to follow a train, other than a passenger train into a block, or portion of a block, the operator must examine the block record, and, if the block, or portion of the block, is clear of all but the train to be followed, give "17 for _____" to the operator at the next block station in advance.

The operator receiving this signal, if there is no train in the block, or portion of the block, other than the train to be followed, will reply "5 of ____13 for _____".

When authorized by the train dispatcher the following train may then be admitted to the block with Clearance Form A reading: "Block occupied by _____ no other trains in block", and at a closed block station, or a non-block station, to the block ,or to the portion of the occupied block by verbal permission, when authorized by the train dispatcher.

317d. In case an extra train has left a block station expecting to clear an opposing regular train per Rule 87, and fails to do so, the train dispatcher may authorize the regular train to enter the occupied block by a train order addressed to the operator and the train in the following form: " _____ left _____ at _____ and has not reported clear proceed at reduced speed operator at _____ will release _____". Clearance Form A will then be issued reading: "Block occupied by no other trains in block".

318. On two or more tracks, to admit a train to a block, or portion of a block, the operator must examine the block record, and, if the block or portion of the block is clear, display proper signal indication except as provided by Rules 305b and 326a. A train must not be admitted to a block, or portion of a block, which is occupied, except as provided in Rules 318a and 333.

318a. To permit a train to follow a train, other than a passenger train into a block, or portion of a block, or when a block is occupied by a work extra, the operator may, when authorized by the train dispatcher, admit the following train to the block with Clearance Form A reading: "Block occupied by _____ no other trains in block", and at a closed block station, or a nonblock station, to the block, or to the portion of the occupied block by verbal permission, when authorized by the train dispatcher.

319. When a train enters a block, the operator must give train number and the time to the operator at the next block station in advance. When the rear of the train has passed 500 feet beyond the block signal, or in the absence of a block signal; beyond the block station, he must give the record of the train to the operator at the next block station in the rear.

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

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

322. Should a train pass a block station with any indication of conditions endangering the train, or a train on another track, the operator must immediately notify the operator at the next block station in advance, and each must display Stop-indications to all trains that may be affected, and must not permit any train to proceed until it is known that its track is not obstructed.

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

326. When a train takes a siding or otherwise clears a block, or portion of a block, the operator, when he knows that it is clear, must report the train and the time to the operator at the other end of that block.

The operator must obtain control of the block or portion of the block to be used before permitting a train to enter that block. He may accept information from conductor regarding the movements of other trains, and then apply the rules to the block, or portion of the block to be used.

When a train clears a block at a block station at a switch operated by the operator, the conductor is not required to report clear. When a train, other than a passenger train, is within yard limits it may be reported as clear, provided the operator has seen the markers or has been notified by the conductor. A following train, other than a passenger train, may then be admitted to the block by Proceed indication or Clearance Form A, reading "Block clear" or as prescribed by Rule 326a.

326a. At a closed block station or a non-block station, the operator in control of the block may give verbal permission for a train to enter a clear block, or a clear portion of a block, and at a block station to a clear portion of a block with Clearance Form A reading: "Block clear to ____".

327. To permit a train to cross from one main track to another, the operator must examine the block record, and if all the blocks affected are clear of approaching trains he must provide block protection before permission is given, and until the movement is complete and block clear, trains will not be admitted to the block except that an opposing train, other than a passenger train, may, when authorized by the train dispatcher, be admitted by Clearance Form A reading: "Block occupied by ____ crossed over on ____ track at ____ no other trains in block." All crossover movements must be entered on the block record.

328. When coupled trains are separated, as prescribed by Rule 364, the operator must regard each portion as an independent train.

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

333. When, from any cause, an operator is unable to communicate with the operator at the next block station in advance, or the train dispatcher, he must stop all trains approaching in that direction. Should no cause for detaining a train be known, it may then be permitted to proceed on its time-table or train order authority with Clearance Form A, per Rule 308, provided 10 minutes have elapsed since the passage of the last preceding train.

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

335. Block signals for a track apply only to trains moving with the current of traffic on that track. Movements against the current of traffic authorized by Form R train order must be blocked per Rule 335a. To indicate a clear block, operators must use: at interlocking stations, a proceed green hand signal given from the window facing the approaching train or Clearance Form A; at other block stations, Clearance Form A.

336a. On two or more tracks, to admit a train authorized by Form R train order to move against the current of traffic, to a block, or portion of a block, the operator must examine the block record, and, if the block, or portion of the block is clear of preceding trains, give "3 for ____" to the operator at the next block station in advance.

If it is proper for the train to be admitted, the operator in advance will reply "2 or 7 for _____ 13".

The train may then be admitted to the block as prescribed by Rule 335.

A train must not be admitted to a block which is occupied by a preceding train, except as prescribed by Rule 317c.

When trains are authorized by Form R train order to move against the current of traffic to a crossover located between block stations, the operator, may, when authorized by the train dispatcher, admit an opposing train to the block with Clearance Form A reading: "Block clear to ____ crossover at _____".

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

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

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

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

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

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

342. Unless otherwise provided, a block station must not be closed until the block in each direction is clear of all trains moving under a block indication that would not be proper for the extended block.

To close a block station, when the block is clear, the operator must give 9 followed by 2 to the operator at the next block station in each direction, or when the block is not clear, give 9 with a record of trains in the extended block, and when he receives 13 the block signals must then be secured in the clear position, all lights extinguished, and the block wires and, when necessary, circuits arranged to work through the closed block station.

343. When a block station is open at an irregular hour, operators must use hand signals, in addition to block signals, to give the required indications until all trains have passed which have not been notified that the block station is open.

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

ENGINEMEN AND TRAINMEN.

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

Enginemen of trains authorized by Form R train order to move against the current of traffic, must not pass a block station, except as provided in Rule 335.

362. Trains must not pass a Stop-indication without receiving Clearance Form A, except as prescribed by Rule 362a.

362a. The engineman of a train approaching a station at which the block signal (except an interlocking signal used as a block signal) is at Stop indication, must acknowledge the signal as prescribed by Rule 14(g) and may then pass it to do station work, take water, or clear main track, provided other signals, right, schedule and rules permit. The train must not proceed without Clearance Form A.

363. Trains must not proceed on hand signals as against block signals, except as provided in Rule 663.

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

366. When a train, other than a passenger train, is within yard limits, or when a train takes a siding or otherwise clears a block, or a portion of a block; unless the switch involved is operated by the operator, conductor must so report promptly to the operator. A train must not enter a block, or portion of a block, or foul the main track, or cross from one main track to another, or proceed beyond the point to which the block is clear as verbally instructed by the operator or as indicated by Clearance Form A, without permission of the operator, except as provided in Rule 365b.

A train having passed beyond the limits of a block, or a portion of a block that has been reported clear, must not back into that block, or portion of the block without permission of the operator.

When directed by the operator to clear a portion of a block, conductor must not so report until the rear of the train has passed 500 feet beyond the designated point.

365a. An extra train must not go to a closed block station, a non-block station, or a crossover, from which there is no means of communication with an operator, to clear regular trains.

365b. When, from any cause, a conductor is unable to communicate with an operator from a closed block station, a non-block station, or a crossover, the train may proceed on

its train order or time-table authority. When following a preceding train proceed at reduced speed, provided 10 minutes have elapsed since the passage of such train.

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

371. When a train is stopped by a block signal, or an interlocking signal used, as a block signal, the conductor or engineman must, when practicable, immediately ascertain the cause.

372. Conductors must report to the superintendent any unusual detention at block stations.

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

374. When a train receives Clearance Form A filled out as shown in Rule 317b, it must not leave that station until the designated train has arrived.

375. When a train passes a preceding extra or a work extra at a closed block station or a non-block station the train passed must not follow the preceding train into the block without permission of the operator, and then only as prescribed by the rules, except as provided in Rule 365b.

AUTOMATIC BLOCK SIGNALS.

501a.



Fig. 1

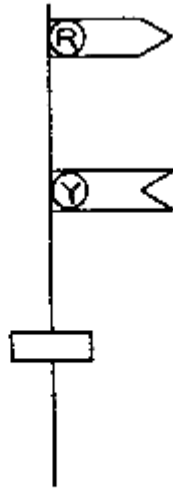


Fig. 2



Fig. 3

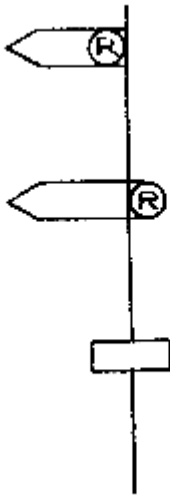


Fig. 4



Fig. 5

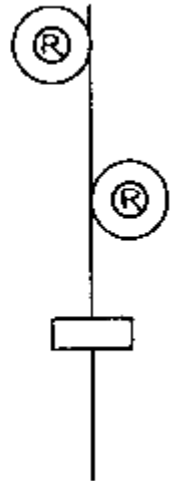


Fig. 6

INDICATION -- Stop; then proceed in accordance with Rule 509 or Rule 509a.

NAME -- Stop and proceed signal.

501b.



Fig. 1

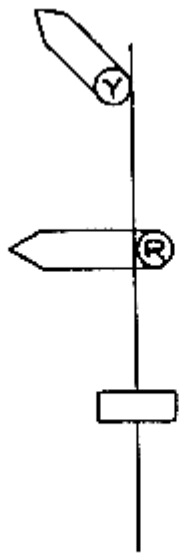


Fig. 2



Fig. 3

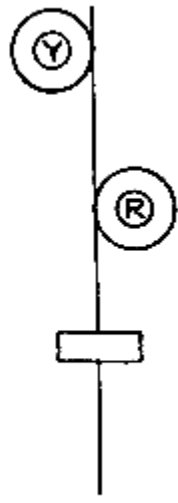


Fig. 4

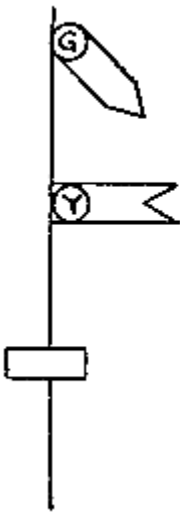


Fig. 5



Fig. 6

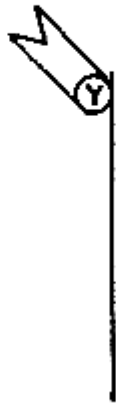


Fig. 7



Fig. 8

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

NAME -- Approach signal.

501c.

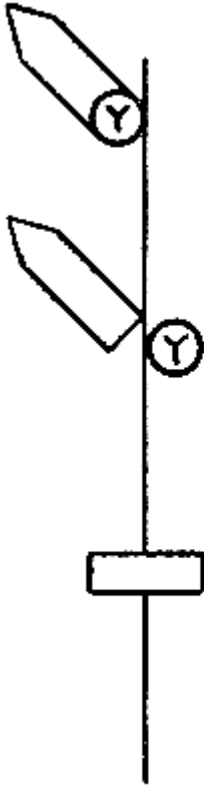


Fig. 1

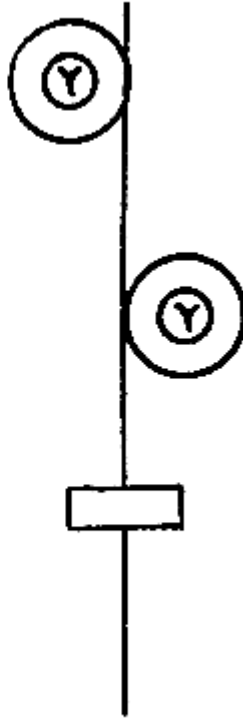


Fig. 2

INDICATION -- Proceed preparing to stop at second signal on same or diverging route.

NAME -- Advance approach signal.

501d.

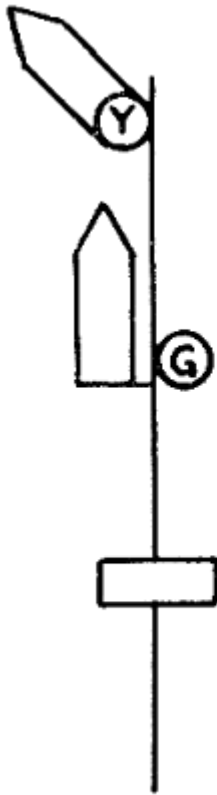


Fig. 1

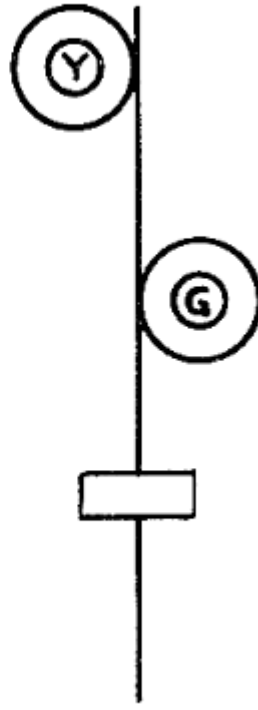


Fig. 2

INDICATION -- Proceed approaching next signal at medium speed.

NAME -- Approach medium signal.

501e.



Fig. 1

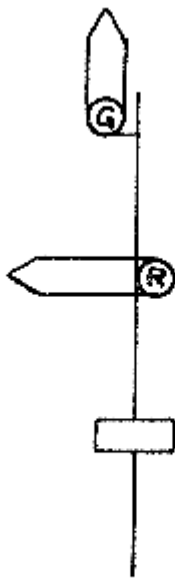


Fig. 2



Fig. 3

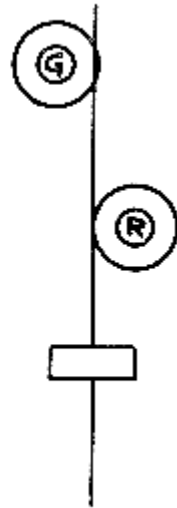


Fig. 4



Fig. 5



Fig. 6

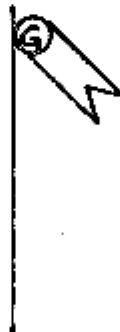


Fig. 7



Fig. 8

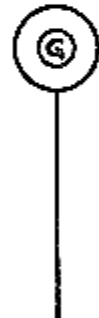


Fig. 9

INDICATION -- Proceed.

NAME -- Clear signal.

AUTOMATIC BLOCK SYSTEM RULES.

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

506. Unless otherwise provided, movements against the current of traffic authorized by Form R train order must be blocked per Rule 318. The train order shall designate the block stations. To indicate a clear block, operators must use: at interlocking stations, a proceed green hand signal given from the window facing the approaching train or Clearance Form A; at other block stations, Clearance Form A.

506a. When, from any cause, the automatic block signals become inoperative, Manual Block System Rules applicable to two tracks, may, upon train order authority, be substituted for the territory affected and during the period such rules are in effect will supersede automatic block system rules. The train order will specify the territory and designate the points which will be block stations, and length of time Manual Block System Rules will be in effect.

To indicate a clear block, operators must use at interlocking stations, a proceed green hand signal given from the window facing the approaching train or Clearance Form A; at other block stations, Clearance Form A.

506b. Equipment of a type, except motor hand cars, which may not operate signals or shunt track circuits must not be operated in automatic block system territory without manual block protection.

ENGINEMEN AND TRAINMEN.

507. Block signals, as far as practicable, are located to the right of and adjacent to or directly above the track which they govern.

507a. Block signals of the semaphore type which operate in the upper quadrant, display arm or arms to the left of the signal mast; those which operate in the lower quadrant, display arm or arms to the right of the signal mast, as viewed from an approaching train or engine, and in addition display lights of the prescribed color as required.

Center suspended signals are the equivalent of those displayed to the right of the signal mast.

507b. Block signals of the color light type display their indications by lights of prescribed color as viewed from an approaching train or engine.

508. On a track signaled for traffic in both directions, block signals apply to trains and engines in the direction of their movement.

508a. On a track signaled for traffic in one direction, block signals apply only to trains and engines moving with the current of traffic.

- 508b.** Automatic block signals which may display stop then proceed indication are designated by number plates. Grade signals are designated by yellow disc showing letter **G** in black, attached to automatic signal mast.
- 509.** On single track when a train or engine is stopped by a stop and proceed signal, unless a more favorable indication is immediately displayed, it may proceed preceded by a flagman to the next signal displaying a proceed indication.
- 509a.** On two or more tracks when a train or engine is stopped by a stop and proceed signal, unless a more favorable indication is immediately displayed, it may proceed at once at restricted speed.
- 509b.** On two or more tracks, when an automatic signal equipped with letter **G** indicates stop then proceed, freight trains having 50% or more of their rated tonnage, may proceed at restricted speed without stopping.
- 509c.** A train or engine having passed an automatic signal indicating stop then proceed, must, unless otherwise provided, continue to the next signal at restricted speed even though a preceding train or engine clears between block signals.
- 510.** When a train or engine is stopped by a block signal which is evidently out of order, unless otherwise provided, the fact must be reported to the superintendent.
- 511.** Both switches of a cross-over must be open before a train or engine starts to make a crossover movement, and the movement must be completed before either switch is restored to normal position.
- 613.** At hand operated switches, enginemen and trainmen of trains or engines before entering a main track, or crossing from one main track to another, must, when means of communication are immediately available, obtain permission from the operator or train dispatcher. This will not relieve employees from the duty of promptly and properly protecting the movement as required by the rules.
- At bolt-locked switches after operating the bolt-lock, trainmen must wait not less than three minutes before operating the switch.
- At non-bolt-locked switches trainmen will operate the switch and wait at the switch not less than three minutes before making train or engine movement, except that if it is immediately after a train or engine has passed the switch the movement may be made at once.
- Trainmen must not open the switch, nor give hand signal to move if there is a train or engine approaching within sight or hearing on the track or tracks involved.
- 514.** A train or engine entering a block between signals must be protected as required by the rules and must proceed at restricted speed.

514a. Engineman of a train or engine having accepted a clear indication and is delayed in the block, must proceed at restricted speed to the next signal.

514b. A train or engine having passed beyond the limits of a block must not back into that block, except under protection as prescribed by Rule 99 or train order.

515. A train, engine or cars on sidings or other tracks must stand clear of insulated joints placed in the track at the clearance point.

When a train or engine enters a siding or other track, the main track switch shall be kept open until the entire train or engine has passed the insulated joints at the clearance point.

Train or engines proceeding from sidings or other tracks, to the main track, must remain clear of the insulated joints at the clearance point on such tracks until the main track switch has been opened.

516. On portions of the railroad so specified on the timetable, lights will not be maintained on trailing point switched, nor on facing point switches which are located not more than 300 feet in advance of an automatic block signal.

517. When a train or engine is to enter a siding or yard track where the switch to be used is within 300 feet in advance of a signal indicating stop then proceed, it may pass such signal without stopping to enter siding or yard track at restricted speed and the way is known to be clear, provided the switch is lined for the siding or yard track.

518. When Rules 506 or 506a are in effect, enginemen of trains must not pass a block station without receiving the prescribed hand signal or Clearance Form A, and are not relieved from the observance of Interlocking Rules.

AUTOMATIC CAB SIGNAL SYSTEM RULES.

550. Aspects and indications of cab signals will be specified by timetable.

551. Cab signal system affecting trains moving with the current traffic is in service on portions of the railroad so specified on the timetable.

552. Unless otherwise provided, enginemen must make the required departure tests before leaving engine terminal. Engine shall not be dispatched from engine terminal for movement over cab signal territory when device is not proper operative condition.

553. When cab signal apparatus of a train fails or when cab signal indications conflict with fixed signal indications at two fixed signal locations in succession, thereby indicating a probable defect in the cab signal apparatus, such as train will proceed, governed by fixed signal indications but not exceeding one-half the maximum speed authorized on timetable for that train, to the next communicating office or interlocking station and report to the superintendent.

When the track ahead to the next communicating office or interlocking station is clear of preceding trains and the operators in charge of other communicating offices or interlocking stations have been notified by the superintendent that the track between such communicating offices or interlocking stations must be clear to preceding trains before the train is permitted to pass the communicating office or interlocking station in the rear, a train order will be issued reading: "Proceed at speed authorized for an equipped train and be governed by fixed signal indications _____ to _____".

Operators will use fixed train orders or interlocking signals to stop trains when the track ahead to the next communicating office or interlocking station is not clear or preceding trains.

Unless the train is authorized by train order to proceed at the speed of an equipped train, it will proceed at the speed of an equipped train, it will proceed on fixed signal indications, but not exceeding one-half the maximum speed authorized on the timetable for that train.

553. When there is a failure of the cab signal apparatus, engineman may cut out the warning whistle if it continues sounding after he has acknowledged.

554. Unless otherwise provided, should cab signal and fixed signal indications conflict, the more restrictive indication will govern.

555. Cab signal indications do not supersede fixed signal indications, except when cab signal changes to a more restrictive or a more favorable indication after passing a fixed signal, cab signal indication will govern.

556. When the cab signal changes to a more restrictive indication, engineman must acknowledge the change of indication.

557. Enginemen must not operate the acknowledging lever until after signal indication has been observed and is being obeyed.

558. In cab signal territory, if the warning whistle sounds longer than 6 seconds, the fireman must immediately go to the engineman.

559. If after passing a fixed signal, the cab signal indication changes from restricted speed to a more favorable indication, speed must not be increased until train has run its length.

INTERLOCKING SIGNALS.

601a.

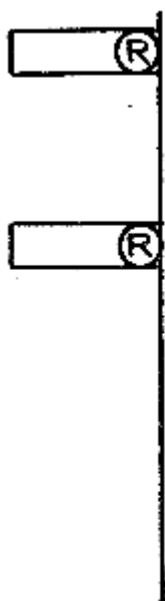


Fig. 1



Fig. 2



Fig. 3

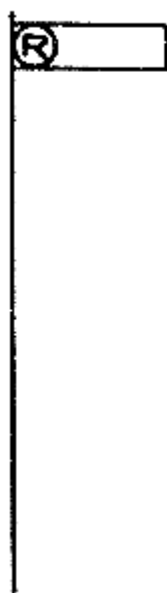


Fig. 4

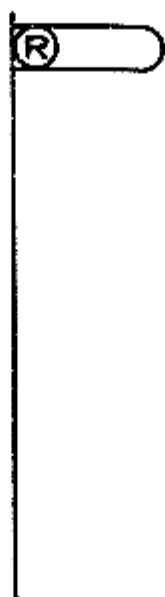


Fig. 5



Fig. 6

INDICATION -- Stop.

NAME -- Stop signal.

601b.

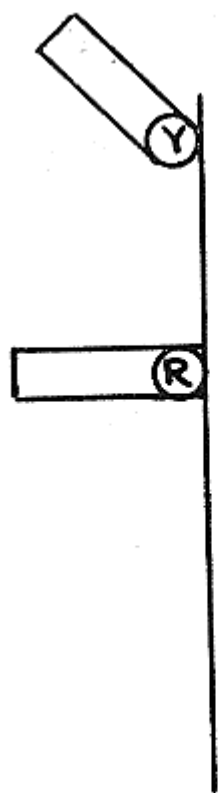


Fig. 1

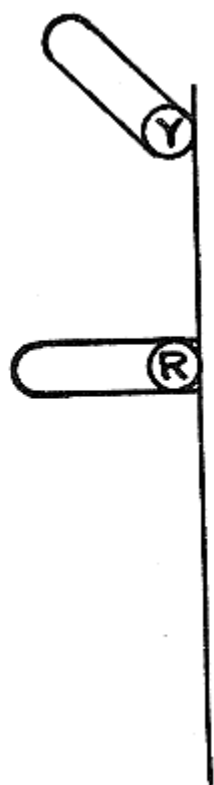


Fig. 2



Fig. 3



Fig. 4

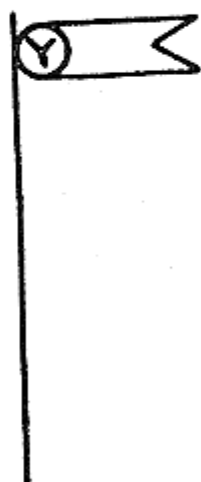


Fig. 5



Fig. 6

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

NAME -- Approach signal.

601c.

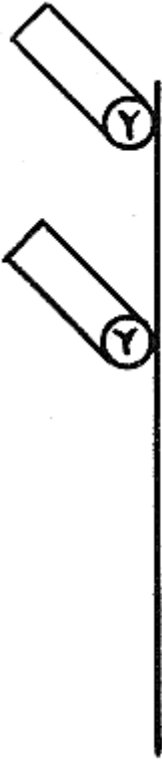


Fig. 1



Fig. 2



Fig. 3

INDICATION -- Proceed preparing to stop at second signal on same or diverging route.

NAME -- Advance approach signal.

601d.

..



Fig. 1



Fig. 2



Fig. 3

INDICATION -- Proceed through crossover or turn-out at medium speed preparing to stop at next signal.

NAME -- Medium approach signal.

601e.



Fig. 1



Fig. 2



Fig. 3

INDICATION -- Proceed approaching next Signal at medium speed.

NAME -- Approach medium signal.

601f.

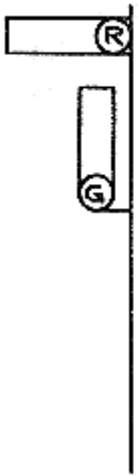


Fig. 1

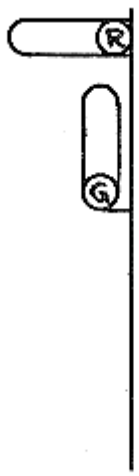


Fig. 2



Fig. 3



Fig. 4

INDICATION -- Proceed through crossover or turn-out at medium speed.

NAME -- Medium clear signal.

601g.

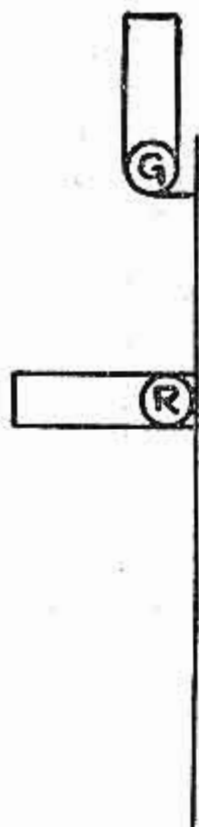


Fig. 1

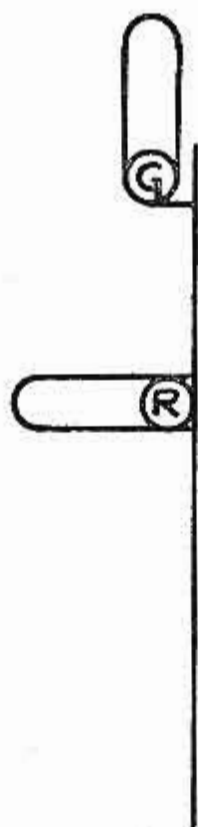
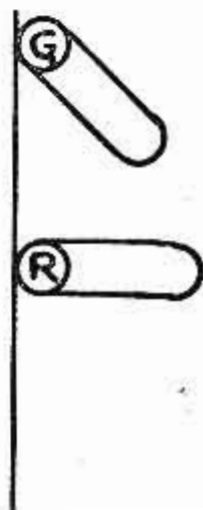


Fig. 2



Fig. 3



INDICATION -- Proceed.

NAME -- Clear signal.

601h.



Fig. 1

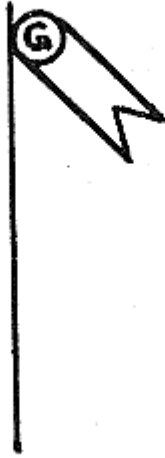


Fig. 2



Fig. 3

INDICATION -- Proceed.

NAME -- Clear signal.

601j.

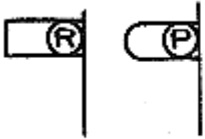


Fig. 1



Fig. 2

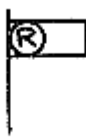


Fig. 3

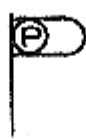


Fig. 4



Fig. 5



Fig. 6



Fig. 7

INDICATION -- Stop.

NAME -- Stop signal.

601k.



Fig. 1



Fig. 2



Fig. 3



Fig. 4



Fig. 5



Fig. 6

INDICATION -- Proceed at restricted speed within interlocking limits.

NAME -- Restricting signal.

601m.



Fig. 1



Fig. 2



Fig. 3



Fig. 4

INDICATION -- Proceed; slow speed within interlocking limits.

NAME -- Slow clear signal.

INTERLOCKING RULES.

605. Interlocking signals govern the use of the routes of an interlocking, and as to movements within home signal limits that are protected by home and approach signals, their indications supersede the superiority of trains, and engine and train crews are relieved from observing Rules 99 and 99b.

Movements against the current of traffic beyond home signal limits must not be made except under flag protection or by train order.

605a. Interlocking signals, as far as practicable, are located to the right of and adjacent to or directly above the track which they govern.

605b. Interlocking signals of the semaphore type which operate in the upper quadrant, display arm or arms to the left of the signal mast; those which operate in the lower quadrant, display arm or arms to the right of the signal mast, as viewed from an approaching train or engine, and in addition display lights of the prescribed color as required. Center suspended signals are the equivalent of those displayed to the right of the signal mast.

605c. Interlocking signals of the color light type display their indications by lights of prescribed color as viewed from an approaching train or engine.

606. EMERGENCY SIGNALS. (Whistle or Horn.)

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

SOUND.	INDICATION.
(a) -----	All trains and engines within interlocking limits stop immediately.
(b) oo	Resume normal movement after receiving the proper signal or permission from the operator.
(c) ooo	Whistle or horn test.
(d) oooo	Call signal maintainer.

607. Interlocking signals, except dwarf signals, located in automatic block signal territory, are a part of the automatic block signal system.

OPERATORS.

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 or engines to avoid delay.

614. Unless otherwise provided, a signal must be restored so as to display the most restrictive indication as soon as the train or engine for which it was cleared, has passed it.

615. When necessary to change any route for which the signals have been cleared for an approaching train or engine, switches, movable frogs or derails, must not be changed or signals cleared for any conflicting route until the train or engine for which the signals were first cleared has stopped.

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

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.

619. If the force whose duty it is to keep switches clear when snow is falling or drifting, or during sleet and ice storms, is not on hand when required, the fact must be reported to the superintendent.

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

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

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

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

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

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

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

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

628. Hand signals must not be used when the proper indication - can be displayed by the interlocking signals. When the proper indication cannot be displayed, hand signals may be used.

629. If necessary to authorize a train or engine to pass any interlocking signal indicating stop, the employe in immediate charge of such signal, or his representative, will give a

proceed yellow hand signal, or when not practicable to give such signal, Clearance Form K will be used.

When hand signals are necessary, they must be given from the center of the track on which the train or engine movement is to be made.

The employe in charge must, as far as practicable, know before authorizing the movement, that the switches are properly lined and that the route is safe for passage of the train or engine.

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

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

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

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

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

The interlocking station must be securely locked.

636. Equipment of a type which may not shunt track circuits must not be operated or allowed to stand within interlocking limits except upon permission of the operator who must be advised when the movement has been made. Operator before permitting such movement must block or mark all affected switch levers.

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 superintendent.

663. Unless otherwise provided, trains or engines must not pass an interlocking signal indicating stop, except as prescribed by Rule 629. Enginemen or trainmen must not proceed on hand signal or Clearance Form K until after their train or engine has been brought to a stop. The movement must then be made at restricted speed.

663a. Unless otherwise provided, in automatic block signal territory, when a train or engine has moved through the interlocking either on hand signal, Clearance Form K, or preceded by a flagman it must proceed as prescribed by Rule 509a.

667. Sand must not be used nor water allowed to run over movable parts of an interlocking.

668. When a train is detained at an interlocking station, the conductor must report promptly to the operator. Conductors must report to the superintendent any unusual detention at interlocking stations.

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

629. If necessary to authorize a train or engine to pass any interlocking signal indicating stop, the employe in immediate charge of such signal, or his representative, will give a proceed yellow hand signal, or when not practicable to give such signal, Clearance Form K will be used.

When hand signals are necessary, they must be given from the center of the track on which the train or engine movement is to be made.

The employe in charge must, as far as practicable, know before authorizing the movement, that the switches are properly lined and that the route is safe for passage of the train or engine.

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

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

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

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

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

The interlocking station must be securely locked.

636. Equipment of a type which may not shunt track circuits must not be operated or allowed to stand within interlocking limits except upon permission of the operator who must be advised when the movement has been made. Operator before permitting such movement must block or mark all affected switch levers.

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 superintendent.

663. Unless otherwise provided, trains or engines must not pass an interlocking signal indicating stop, except as prescribed by Rule 629. Engine men or trainmen must not proceed on hand signal or Clearance Form K until after their train or engine has been brought to a stop. The movement must then be made at restricted speed.

663a. Unless otherwise provided, in automatic block signal territory, when a train or engine has moved through the interlocking either on hand signal, Clearance Form K, or preceded by a flagman it must proceed as prescribed by Rule 509a.

667. Sand must not be used nor water allowed to run over movable parts of an interlocking.

668. When a train is detained at an interlocking station, the conductor must report promptly to the operator. Conductors must report to the superintendent any unusual detention at interlocking stations.

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

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

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

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

672. The proceed indication of a dwarf signal permits only one train or engine to pass that signal at a time, except when two or more trains or engines are coupled.

A following train or engine must not proceed until the signal indicates stop behind the preceding train or engine and again indicates proceed.

OUTLYING SWITCHES.

701. When a train or engine is to use an electrically -locked outlying switch, 5-3 must be given from the signal box at the switch.

If it is all right to use the switch, the operator must acknowledge by 2, and when the indicator shows clear the switch may be used; and the conductor must acknowledge by 2 from the signal box. If it is not all right the operator must answer by 5.

When the indicator shows clear, the conductor may turn the lever to the reverse position, which releases the lever to unlock and operate the switch. When through using, the conductor must line and lock the switch for the main track, turn the handle of the electric lock to normal position and shut and lock the cover of the electric lock box.

Should the lock fail to release, the operator must be advised. No attempt to force the apparatus must be made.

702. After a train or engine has taken an outlying switch, and is clear of the main track, and all switches are lined and locked for the main track, the conductor must give the signal 1-2-3 from signal box.

This signal must be answered by the same signal from the interlocking station.

SLOW AND RESUME SPEED BOARDS.

710. A permanent diamond shape slow board, with figures in black upon yellow background, designating the maximum speed of trains and engines at points specified by time-table will be placed to the right of the track as seen from an approaching train or engine, approximately 300 feet before reaching the point where the restriction is required, and will govern speed of trains and engines until location of restricted track or structure has been passed by entire train or engine.

711. A temporary "Reduce Speed Board", with figures-in black upon yellow background, indicating speed permitted, with yellow light at night, will be placed upon the right of and adjoining the track to which it refers, a sufficient distance from the point to be protected to insure proper reduction from maximum authorized speed to the reduced speed as shown on the board.

Enginemen of trains and engines must approach "Slow Speed Board" at not exceeding speed shown on "Reduce Speed Board".

711a. A temporary "Slow Speed Board", with the word "Slow" in black letters upon yellow background, with yellow light at night, will be placed upon the right of and adjoining the track to which it refers and approximately 100 feet before reaching the restricted section, where speed between "Slow Speed Board" and "Resume Speed Board" must not exceed speed shown on "Reduce Speed Board".

711b. A temporary "Resume Speed Board", with the word "Resume" in white letters upon green background, with green light at night, will be placed upon the right of and adjoining the track to which it refers and approximately 100 feet beyond the restricted section.

Normal speed may be resumed when rear of train or engine has passed this board.

711c. When standard "Reduce Speed Boards", "Slow Speed Boards" or "Resume Speed Boards" as prescribed by Rules 711, 711a and 711b are not available, a double staff yellow flag by day and in addition a yellow light by night and a double staff green flag by day and in addition a green light by night, may be substituted.

In such cases, or when the "Reduce Speed Board" does not designate the speed limit, speed must be reduced to not exceeding 10 miles per hour, unless a different speed is specified by train order or bulletin.

ADDITIONAL GENERAL RULES.

725. Employees must observe rules for other classes of employes that relate in any way to the proper discharge of their own duties or the safety of operation.

726. Employees affected must provide themselves with a copy and be conversant with and obey all rules and instructions applicable to their duties, contained in the following:

Safety Rules, Air brake rules and rules governing heating, lighting, ventilation and air-conditioning of cars; Rules and instructions for the maintenance of way and structures; ICC regulations for the safe transportation of explosives and other dangerous articles; Federal and State Laws governing the handling of live stock; U. S. safety appliances for cars and engines and A. A. R. rules governing loading, condition and interchange of cars.

727. Employees must so far as practicable, observe passing trains for defects. Should there be any indication of conditions endangering the train, they must give signals prescribed below and when possible notify next operator in advance and train dispatcher. Train and engine crews on moving freight trains must be on the lookout when passing open communicating offices, interlocking stations, drawbridges, manually protected public crossings and points where trackmen or bridgemen are working for hand signals indicating a condition that necessitates attention of train crew.

On passenger trains, engine crews must, and conductors and trainmen will, so far as practicable, comply with this rule.

If there are no apparent defects employes, except crossing watchmen, must give signal prescribed by Rule 12c.

The following signals will be used:

Hot journal.	{By Day -- Nose held with one hand and the other hand pointed toward track. {By Night -- Lamp swung vertically in a small circle; lamp to be held by guard wire around globe.
Brakings Sticking	{By Day -- Hands shoved in sliding motion out from

body.

{By Night -- Lamp raised and held stationary.

Broken wheels.

Defective truck.

Dragging brake connection.

Lading shifted over side or end of car. Stop signal

Swinging car door or any other dangerous condition.

728. Hand brakes must be used to hold cars on grades, or when left in yards, sidings or other tracks; when necessary, car wheels must be blocked.

Cars must not be left on sidings except in case of emergency, and the train dispatcher immediately notified.

729. Switches must be lined for the dead rails over track scales when scales are not in use.

Engines must not be operated over track scales, except on the dead rails.

730. In switching, when it is necessary to move cars that are being loaded or unloaded, or when such cars are liable to be struck by other cars, all persons working in or about such cars must first be notified and required to leave before the cars are moved; vehicles and other obstructions must be clear of cars, pipe connections to tank cars removed and the contents of cars properly trimmed to prevent damage.. When such cars are moved they must be returned to their original location unless otherwise instructed.

731. Employes must report for duty at the required time, and those in train service will assist in making up their trains when necessary.

732. The doors and hopper bottoms of empty cars in freight trains must be closed and secured. The doors of loaded cars must be closed, secured and sealed except when left open for proper ventilation'.

733. Train and engine crews must, so far as practicable, observe whether public crossings at grade are properly protected. If gates, where provided, are not lowered, or if crossing watchmen are not in sight, the fact must be promptly reported to the superintendent.

734. Train employes must not permit unauthorized persons to solicit business or distribute advertising matter, nor beggars to solicit on the train.

735. When switching rear ends of trains at stations or in yards, if the lighted markers intercept the view of hand signals given to the engineman and fireman of the switching engine, the markers may be removed or extinguished.

736. While passengers are boarding trains frequent announcement necessary for their information and guidance must be made by trainmen. Before starting from initial station announcement must be made in each car, except Pullman, dining and grille cars, the destination of the train thus "This train is for _____ the next station stop is _____."

On departing from other stations, announce "The next station stop is _____," repeating the name of the station. When approaching a station at which the train is to stop, announce: "This station is _____", repeating the name of the station. If the next station is a junction point, add to the station announcement information for changing cars and the principal stations on the connecting routes.

When a train carrying passengers makes a stop other than a station stop trainmen must announce "This is not the station stop."

If cars do not match up with station platform, vestibule door and traps and platform gates should remain closed, and passengers directed to walk through cars to where they can alight on station platform.

Announcements in Pullman, dining and grille cars will be made by the attendants in charge of such cars.

737. Public crossings at grade must not be obstructed unnecessarily, and in no case over 5 minutes or when it will prevent passengers from boarding or leaving trains. When necessary to separate a train to open a crossing the cars should be kept at least 15 feet from either side of the crossing when practicable. Before a movement is made to recouple, the crossing must be protected. When placing cars on sidings or yard tracks adjacent to main tracks where there is a public crossing at grade, such cars should be placed as far from the crossing as conditions will permit.

738. At public crossings at grade protected by automatic warning devices, when track circuits are occupied by shifting movements and for more than 5 minutes by other trains, engines or cars, a member of the crew must at once protect such crossing for other movements, and if no other movements, authorize highway traffic to use the crossings while the warning device is operating.

Movements on tracks (other than main tracks) over public and private crossings at grade protected by automatic crossing signals or from such tracks to main track where switch in main track is in close proximity to such crossing, must first be protected as prescribed by the rules.

Main track switch must be lined for the siding before passing post marked "C.C." which indicates beginning of track circuit which operates highway warning device.

On single track after a train or engine has passed over a public or private crossing at grade protected by automatic warning device, reverse movement over the crossing must not be made within the limits ,of track circuits governing the automatic warning device,

until protection is first provided as prescribed by the rules, unless warning device is known to be operating for crossing involved.

739. Flying switches should be avoided if possible. Such movement must not be made with cars containing live stock, explosives, inflammable liquids or solids, corrosive liquids, poisons, or compressed gases, or cars occupied by persons, except employes on duty, or to tracks occupied by such cars, or to short tracks leading to trestle or buildings. Cars occupied by persons, except employes on duty, and cars placed on tracks occupied by such cars, must be handled with air brakes in service.

740. When trains are ready for the reception of passengers, trainmen must take positions where they can best direct and assist them.

741. Train and engine employes must inspect their trains for possible defects of the running gear, brake and draft rigging, giving special attention to hot journals, sticking brakes and sliding wheels as often and as closely as practicable while moving or standing.

742. Fire must be promptly and carefully extinguished at points where ash pans are cleaned and every precaution must be taken to prevent setting fires. Dampers of ash pans must be closed, and grates must not be shaken while passing over bridges, trestles or around oil refining plants. Ash pans must not be cleaned over switches, frogs, in front of stations, on crossings or around oil refining plants; as far as practicable, they should be cleaned only at designated locations. When dumping cinders where there are no pits, the cinders must be leveled to the height of the rail. Anything that may cause fire must not be thrown from an engine.

743. Care must be used to prevent water being thrown from smoke stack. Cylinder cocks must not be open nor overflow from injector permitted at station platforms, nor while standing on or passing over public crossings at grade.

744. Firing should be done in such a manner as to prevent dense smoke, and the blower used with discretion to prevent smoke trailing when at stations.

745. The only persons allowed to ride on engines or rear platforms of cars without permits issued by, the proper authority are the general officers of the operating department, division officers and trainmen in the discharge of their duties; also employes learning the road, holding written authority by the superintendent. Not more than two persons holding engine permits will be allowed to ride on an engine at one time. No one whose duties do not require it will be permitted to ride on the engineman's side. Enginemen must not permit trainmen to remain on engines when duty requires them elsewhere.

746. On two or more tracks, the spout of water cranes must be left pointing in the direction of current of traffic; on single track where two cranes are provided at a point;

the crane for east or northward trains must be left pointing east or north and the one for west or southward trains left pointing west or south,

SPECIAL RULES. TRAIN DISPATCHERS.

760. Train dispatchers will issue train orders and will transmit and record them as prescribed by the rules. They will make the various records required and comply with the special rules and instructions.

761. Train dispatchers must report immediately to the chief train dispatcher any irregularity relating to the movement of trains or the handling and execution of train orders.

762. Before being relieved, they must write, in ink in the train order book, a transfer of all orders not executed. They must see that such orders and all information pertaining thereto are understood by the relieving dispatcher, who must acquaint himself with instructions, the position of trains and contents of the train order book, and acknowledge same by signing his name in the train order book.

YARDMASTERS.

770. They will have charge of their yards, of the men employed and movement of trains and engines therein and the proper distribution, placing and prompt movement of cars within assigned limits.

They must be familiar with instructions relative to refrigeration, ventilation, live stock and protection of perishable freight.

STATION MASTERS.

775. They have charge of the passenger station where located and, unless otherwise provided of the persons employed therein.

776. They must see that the station and various apartments are kept in proper and sanitary condition; preserve order in and about the station and around sleeping cars; attend courteously to the comfort and wants of passengers; that passengers are directed to the proper trains and that proper information regarding time of arrival and departure of trains is shown upon bulletin boards provided for the purpose.

GENERAL RULES FOR CONDUCTORS.

780. They will have general charge of the trains to which they are assigned, and all persons employed thereon.

Where authorized and as directed by the conductor, ticket collectors may be assigned joint supervision.

781. They will be responsible for the movement, safety and proper care of their respective trains in strict accordance with the rules, special instructions and train orders, and for the faithful and prompt performance of duties by the trainmen.

782. They must see that their trains are provided with proper tools and equipment at all times; know that the cars in their trains have been inspected, and that the brakes are in proper working order and that the prescribed signals are displayed.

They must not start their trains from inspection points until the inspectors have given notice that their work is finished.

783. They must see that their trainmen remain with and protect their trains at terminals until cars are clear of the main track or taken in charge by the relieving train crew or yardmen. Markers must not be removed until cars are placed on storage tracks or taken in charge by the relieving train crew or yardmen.

784. When repairs are made to foreign cars, a report on prescribed form must be made.

PASSENGER CONDUCTORS.

790. Conductors must not permit intoxicated or disorderly persons to get on their trains, nor persons mentally incompetent unless accompanied by an attendant. They must not permit obscene or profane language, nor interference or annoyance of other passengers or other misconduct.

791. When duly appointed and sworn as railroad police officers, and authorized to arrest, without a warrant, passengers who persist in being noisy, disorderly or otherwise offensive, or who are intoxicated, they will see to it that the statutes and instructions for such cases are fully complied with.

792. If necessary to protect passengers from any person who is noisy, disorderly, intoxicated or otherwise offensive, a conductor who is not authorized to act as a railroad police officer must be careful to use no more force than is absolutely necessary. He must maintain a dignified self-control, and if the comfort and safety of passengers require, remove the offending person to the baggage car or other suitable place of detention, understanding that this does not constitute an arrest, and that the person may be allowed to depart from the train or may be arrested by a railroad or regular police officer.

He must eject only at a station where an agent or police officer is on duty, and where the ejected person will not be exposed to inclement weather.

A conductor must never eject a child of tender years or a person in a feeble or helpless condition. The names of witnesses having information regarding incidents subject to this

rule should be obtained and sent to the superintendent with a special report giving all particulars. ,

793. They must keep themselves thoroughly posted as to connections and the time of trains of connecting roads, and have in their possession when on duty a copy of the latest public folder and be prepared to inform passengers as to routes, connections and through coach, parlor and sleeping, car arrangements.

794. When examining tickets they must notify passengers destined to points on branch or connecting lines where to change cars. When late they must wire agents at junctions the number of passengers for connecting roads and divisions.

796. At terminal stations, they must report to the car inspector or repairer any defects of the cars in their trains, and any imperfect action of the air brakes or other appliances noticed during the trip. They must also notify the inspectors or repairers at intermediate stations of such defects or imperfect action, and if necessary give them an opportunity to repair.

796. They must know that at all times a trainman is in position in the train with signals ready for use, that he goes back promptly when safety or the rules require it, and that the next trainman or baggageman takes his place on the train promptly.

797. Their duties are of the most delicate and responsible character, and require unusual tact and courtesy. The safety of their trains and passengers and the reputation of the railroad are dependent upon their discretion and care.

TICKET COLLECTORS.

800. They will assist the conductor in the collection of transportation, and when necessary must perform the duties of trainmen.

TRAIN BAGGAGEMEN.

805. They must give proper attention to the custody and delivery of United States and train mail, reporting any irregularities promptly to the superintendent. When mail is delivered from moving trains it must be thrown off at designated place.

Before putting off any packages from moving trains they must be sure that such packages will clear the train, and that there are no persons or objects in the way that might be struck.

806. They must remain in the baggage car during the entire trip, except when duties require them elsewhere, and will not leave car at the end of trip until all baggage and other matter is properly disposed of or transferred to relieving train baggageman.

If necessary to leave the baggage car temporarily they must close and lock all doors or know that it is properly protected.

807. They must, when necessary, perform the duties of passenger trainmen. They must not allow passengers to ride in the baggage car unless authorized.

808. They must not accept anything for transportation, except company business.

PASSENGER TRAINMEN.

815. They must keep car seats turned, facing them toward the head of the train, except when proper to allow passengers the use of double seats.

816. They must lock the doors of toilets in coaches when approaching or standing at important stations or terminals. They must promptly unlock them after leaving such points.

Proper judgment must be used in cases of emergency.

817. When cars are left at points where no provisions are made for their care, they must see that windows are closed, doors locked and heating, lighting, ventilating and air conditioning apparatus is properly cared for.

818. They must see that proper illumination is provided in each occupied coach as conditions warrant.

FREIGHT CONDUCTORS.

825. They must have the proper authority for movement of each car in the train.

826. They must not handle a car which is found to be overloaded or improperly loaded or not in condition to run safely and report cars in such condition to the superintendent promptly.

827. They must, when bad order cars are set out of the train, report the fact to the superintendent promptly, advising nature of defect, where waybill or manifest was left and note on waybill or manifest the point at which car was left.

828. They must carefully check with the waybills (in conjunction with station agents if possible) all freight loaded and unloaded, and make a record of freight over, short or in bad order.

When necessary to transfer freight from one car to another they must record the transfer and number and initials of the car to which it is transferred on face of waybill.

SWITCH TENDERS.

830. It is their duty to operate the switches under their charge for trains and engines using them; to know the switches are in good condition and clear of snow or other obstructions, and promptly report defects.

831. A switch tender to be relieved by another must not leave his post until relieved, and the one going off duty must inform the one coming on, of trains due which have not passed and any other information necessary for his guidance.

ENGINEMEN.

835. They are responsible for the proper management of the engines in their charge, and must see that the engine is furnished with the necessary signals and supplies.

836. When there is no conductor, or when the conductor is incapacitated, the engineman will, unless otherwise directed, have charge of the train and will be governed by the rules prescribed for conductors.

837. They are responsible for the performance of duty by firemen, and will when necessary, instruct them in such duties.

The fireman, when competent, may handle the engine under the supervision of the engineman, the engineman being responsible.

838. They must not leave their engine while on duty except in case of necessity, and then the fireman must be left in charge. When the engine is unattended, and standing under steam, whether on the road, siding, other track or at the engine house, the throttle lever of a steam engine must be closed and the throttle safety pin inserted through hole in throttle lever guide, the reverse lever in center, cylinder cocks open, and brakes applied; on an electric engine the main oil circuit breaker or main D. C. knife switch must be opened, master controller handle in the "off" position and hand brake applied and in addition, the wheels must be blocked where conditions require.

839. They must exercise care in starting and stopping the train, and in moving and coupling cars, so as to avoid disturbance to passengers and damage to property.

840. The whistle must not be sounded while passing or being passed by a passenger train, except in case of emergency or as prescribed by the rules.

841. They must, at the end of each trip, make written report on prescribed form of repairs necessary to the engine.

842. When a train has more than one engine the requirements of the rules apply alike to the engineman of each engine, but the use of the engine bell, whistle and the air brake, except in emergency, will be limited to the leading engine.

843. An engineman must not perform service on territory over which he has qualified on the physical characteristics

(a) If no service has been performed thereon within 30 days after qualifying; or -

(b) If after performing service, a period of 6 months has elapsed during which no service has been performed thereon.

The period of renewal may be extended or restricted by the superintendent.

FIREMEN.

850. They must take charge of the engine in the absence of the engineman, and not leave it until he returns, nor allow unauthorized persons thereon; and must not move it, unless in emergency they are so instructed by the conductor or other authority. If the engineman is incapacitated, the fireman must stop the engine and report to the conductor.

851. While engine is moving they must keep a constant lookout when not necessarily engaged in other duties, and give immediate notice to engineman of any signals or other conditions affecting the safety of the train.

OPERATORS.

860. Operators handling commercial business must conform to the rules and regulations of the Western Union Telegraph Company as issued and instructed by the General Superintendent of Electric Transmission and Communication.

861. When relieved, operators must make written transfer on prescribed form of all train orders in effect and any other information required on the form. The relieving operator must compare the train order numbers with those shown on the transfer and note the time and sign the transfer.

The office copies of train orders, Clearance Form A and block records must be forwarded to the superintendent daily.

862. They must make such wire connections on switchboards and wire tests as directed by the railroad wire chief and obey his instructions promptly. They must not, except in emergency, make any wire connections unless directed, and must, when called in on the circuit by a wire chief, remain cut in until released by him.

At offices where Western Union wires enter for testing, they must make such wire connections on switchboards and wire tests as requested by Western Union wire chiefs or maintenance forces.

863. They must observe all interruptions to circuits and make frequent examinations of switchboards, relays, keys, lightning arrestors and other devices, reporting promptly any trouble or abnormal conditions to the wire chief or train dispatcher.

864. They must report the weather as required, and in case of sudden change, heavy storm, or fog, promptly advise the train dispatcher.

STATION AGENTS.

876. They will have charge of the railroad's business, property and station employes at their respective stations; see that order is preserved, that the buildings and grounds are kept in proper condition, and give necessary attention to fire protection. They must see that no unauthorized person has access to the ticket and freight offices, baggage and freight rooms.

876. They must see that all freight which requires shelter is promptly placed in freight house or in cars. Freight houses must be locked, and cars containing freight, which can be closed, must be sealed or locked at all times, except when the agent or other authorized person is in immediate charge thereof. Seals must be kept in a secure place and the required seal records made. Freight, baggage or express must not be left between main tracks, nor within 6 feet of the edge of main track platform.

877. They will attend to the sale of tickets and to the receiving, delivering and forwarding of baggage and freight and collections for the same; see that cars are promptly loaded or unloaded and forwarded; keep the accounts, and make reports and remittances, in the manner prescribed.

878. L.C.L. freight unloaded must be checked by the agent or his representative. They must have waybills in proper order so that conductors can check therefrom, freight to be loaded; the apparent condition noted, and any over, short or in bad order reported in the manner prescribed.

879. They must not permit advertisements to be posted on the Company's premises except those duly authorized.

They will post in a conspicuous place, the public timetables, tariffs and other matter issued by the traffic department.

They must see that the Company's advertising matter is properly displayed and of the issue in effect.

880. They must see that ticket and freight offices and baggage rooms are open at the prescribed time.

881. They must attend to the handling of United States mail between mail cars and post-offices when within the legal limit, and at junctions, to the transfer of mail, unless

otherwise provided for. Mail pouches and parcel post packages must be protected. They will notify postmasters of time-table changes and advise the superintendent of changes in postoffice locations.

882. They must, unless otherwise provided, designate the places where vehicles shall be allowed to stand at the station, and where the persons in charge thereof, hotel porters and other authorized solicitors shall remain while engaged in their duties on railroad property.

883. Skids, trucks and portable scales, when not in use, should be placed in baggage room or warehouse; if necessary to leave them on platforms, they should be lined up at the end or in the rear of station building, and must be locked or otherwise secured, with the handles fastened in a nearly vertical position.

FOREMEN CAR INSPECTORS.

885. They are responsible for the performance of duty by car inspectors and of others assigned to their jurisdiction, and will when necessary instruct them in such duties.

CAR INSPECTORS.

890. They must be familiar with all clearances, and not allow to go forward a car which exceeds the clearance dimensions or is in an unsafe condition.

CROSSING WATCHMEN.

895. The following signals will be used by crossing watchmen

Day signals { A stop sign.
{ A red flag.
{ Torpedoes and fuses.

Night signals { A four lens lamp.
{ One four lens lamp for each gate.
{ A red light.
{ Torpedoes and fuses.

896. When crossing watchmen go off duty lighted lamps must be left on gates that are to be operated by trainmen.

897. Where crossing gates are provided, unless otherwise provided, crossing gate lamp will be attached to each gate arm at night showing red toward the highway. and white toward the track. The gates must be completely lowered on both sides of track in ample time before approaching train, engine or motor hand car reaches the crossing and kept lowered until such train, engine or motor hand car has passed the crossing and until the crossing watchman is sure that no other train, engine or motor hand car is approaching.

898. At public crossings not protected by gates, when a train, engine or motor hand car is approaching, crossing watchmen must place themselves in the middle of the highway near the track, and remain there until it is safe for vehicles and pedestrians to cross the track. By day they will display a stop sign, holding it in upright position so that the word **"STOP"** will plainly appear to any person approaching on the highway. By night, or when stop sign cannot be plainly seen, they will display a red light, swinging it horizontally across the - highway in the direction of traffic. When protecting crossings employes must not give hand, flag or lamp signal governing train, engine or motor hand car movements, except to prevent accident.

899. When crossing gates or other crossing warning devices, are out of order, the crossing watchman must, until repairs have been made, protect the crossing as prescribed by Rule 898.

PASSENGER SERVICE.

900. Wood coaches, combination or mail cars in passenger service must not be placed between steel cars or between steel cars and the engine, but may be hauled in the same train behind steel cars, except that wood cars must not, unless to meet some unforeseen traffic emergency, be substituted for steel cars or placed in trains of which the normal make up is entirely of steel equipment.

901. Wood express, baggage or other cars (except mail cars) not occupied by passengers may be handled in passenger service between steel cars or between steel cars and the engine, except in trains of which the normal make up is entirely of steel equipment.

902. Shipments of dangerous articles which, under the Interstate Commerce Commission Regulations for the Transportation of Explosives and Other Dangerous Articles by Express Service, and which, under individual carriers regulations, may be transported as baggage on passenger trains, must be packed, marked and labeled as prescribed for express shipments. Such shipments must not be transported or carried in that part of any car used for the transportation of passengers.

903. Only one news agent will be allowed on a train and he must wear the uniform adopted by the news company, approved by the proper authority. News agents must be clean, neat and polite, and while on duty must comply with the instructions of the conductor.

News agents must not be permitted to deposit articles for sale on the car seats, or in the laps of, or importune or annoy passengers, but may announce four times in a low tone, while passing through each car, the articles for sale, and will not pass through or work a train more than once in every thirty minutes except to meet special requests of passengers.

They shall carry with them only one trunk, which must be placed in the baggage car, or in other location designated by the conductor.

They must not be permitted to use toilets, wash basins, or other facilities in Pullman cars.

904. Persons authorized to sell articles on trains must leave the train one minute or more before its departing time, unless accompanying the train.

905. Extra equipment, or cars reserved for special parties, must be locked until arrival of special parties. No change in arrangement for extra or special equipment must be made unless authorized by proper authority.

906. When necessary to make sections of a train enroute, or when coaches are cut off enroute, notice must be given to passengers in all cars to transfer their belongings. Trainmen in charge of cars cut off enroute will see that articles left by passengers are transferred to cars going through, and protected until taken by owner.

907. A mail train must not leave mail which is in the process of being loaded on the car, or which the conductor or trainman has information is being trucked from vehicles or some part of the station to cars.

Articles forwarded by parcel post labeled "fragile" should be handled with care. When enclosed in sacks, pouches, or packages, there will be attached to the label holder or cord fastener a shipping tag reading "Fragile, Handle with Care." Mail bearing these red tags must not be placed beneath other mail.

When U. S. mail pouches are delivered to baggage car in a damaged condition by employes of the railway mail service, so that the contents will not be properly protected, train baggagemen will decline to accept.

Train baggagemen should handle parcel post packages in pouches, sacks or loose.

908. Train employes must not occupy seats with passengers, nor enter into conversation with them or other employes further than is required in the discharge of their duty, but will contribute as far as possible, to the convenience and comfort of passengers, passing through their trains at frequent intervals, and give particular assistance to children who are unattended, and to persons who are ill, infirm, inexperienced, or otherwise unable to care for themselves.

Sorting of tickets and compiling of reports must not be permitted to interfere with other prescribed duties.

909. Passengers must be provided with seats when practicable, and no one allowed to occupy more than a single seat to the exclusion of others. When not seats enough in coaches, and there are vacant seats in any parlor or sleeping car in regular service, revenue passengers who cannot be otherwise seated may be seated therein, and train conductors will arrange with parlor or sleeping car conductors accordingly. Such seats must be surrendered as soon as there is room in the coaches, or whenever wanted for

regular use. Seats in sleeping cars must not be assigned or occupied at night by coach passengers after the regular passengers have retired.

Hand baggage or bundles must not be allowed in aisles of cars; nor in racks if of such weight or bulk as to be liable to fall. If passengers insist on taking such articles into cars, same must be placed on the floor between the seats, or at the end of the car when space is available.

910. Passengers must not be allowed to ride on the car steps, or in express or mail cars unless authorized.

When a train is in motion, vestibule doors and traps, and platform gates, must be closed except when approaching or leaving stations or when necessary to meet service requirements.

911. Unnecessary noises in or about sleeping cars at night should be prevented so far as possible, and careless switching or coupling of cars avoided.

912. Articles found in trains should be labeled with train number, car number, date and name of finder and left at designated points.

913. Conductors must not permit their train to be moved, while passengers are getting on or off. Train employes must, so far as possible, prevent passengers from getting on or off while train is in motion and in starting from a station they must not leave car platform until train has cleared the station platform and should be in a position to observe and prevent, if possible, passengers boarding or leaving the train while it is in motion.

914. Gambling on trains is forbidden.

915. Train employes should not pass through dining, grille, sleeping or private cars except when necessary in the performance of duty, and when passing through dining and grille cars occupied by passengers, or through occupied private cars they must remove their caps, except conductors and ticket collectors when collecting transportation.

916. Train employes will note the condition of the cars in their trains and report to the superintendent any omission as to cleaning, ventilating, heating, and providing the cars with water and ice.

917. Conductors must not give the signal to start at any station until they receive an "all right" signal from the trainman. This signal is given by holding the hand or lamp at arm's length as high as the shoulder, and must not be given if passengers are getting on or off the train.

FREIGHT SERVICE.

920. Passengers or others are not allowed to ride on a freight train without proper authority; persons in charge of freight requiring personal care in transit, must be authorized on the way-bill.

921. Cars must be inspected before loading to know they are in proper condition to receive the class of freight to be loaded.

922. Defective cars must not be handled in revenue trains by means of chains instead of couplers, or in association with other cars that are used in commercial service, unless such defective cars contain live stock or perishable freight.

If such car contains live stock or perishable freight, it may be taken to the first point where repairs can be made.

A damaged car which requires chaining for movement, and which does not contain live stock or perishable freight, may be taken to the nearest point where it can be set off, and report sent by wire from first open office.

923. Passenger equipment and wood flat cars must be placed on rear of train.

Cars occupied by workmen, also scale test cars, must be handled next to caboose.

Helping engines must be placed ahead of passenger cars, wood flat cars, occupied workmen's cars and scale test cars.

When a car is handled at the rear of caboose in emergency, unless its air brakes are operative and connected through to the leading engine it must be coupled and chained to the caboose.

Cars of live stock should be hauled near the head end; four or five cars must be placed between engine and cars loaded with horses.

Trains handling cars with loads resting on more than one car must be placed next ahead of caboose.

924. Work trains working within yard limits must allow an arbitrary mileage of 6 miles an hour for each car on freight wheel report, for the time so engaged.

Work car miles on wheel report, for work extras when run to a certain point to work or when working within specified limits, actual mileage made while under train orders, and in addition an arbitrary mileage of 6 miles per hour for the time working at the point; or within the working limits named, should be allowed.

In computing arbitrary mileage, fractions representing less than one-half hour shall be disregarded and other fractions considered as one hour.

BULLETIN AND CIRCULAR BOARDS.

930. Bulletin and circular boards are located at stations designated by time-table. Separate boards are provided for each.

931. Red bulletins and wire bulletins show only information affecting safety, or operation of trains; circulars show other information.

932. One red bulletin only shall be in effect and appear on bulletin boards; each issue will cancel the previous issue.

933. Wire bulletins are issued in emergencies only and placed upon red bulletin boards. Each wire bulletin shows the numbers of the previous wire bulletins in effect; all other wire bulletins must be removed from bulletin boards.

934. Circular notices remain on circular boards until notice for removal is received from the office issuing such notices. Removal notices are issued the first week day of each month.

935. Conductors, ticket collectors, train baggagemen, flagmen, trainmen, yard brakemen, enginemen, firemen and other employes interested must, before starting each day's work, examine bulletin and circular boards at initial stations, also those at all stations on each trip when practicable.

PERSONAL INJURIES.

940. All cases of personal injury no matter how slight must be reported by wire, on prescribed form, giving full name and address of the party injured, and the nature of the injury described in detail. The names and full addresses of all persons who witnessed the accident, or have any knowledge of same, whether passengers, employes or others, must be obtained.

In case of accident to employes, arrange, if possible, to obtain name of person injured, full address (town, street and number), the name of machine, tool or appliance involved, and part of body injured, (as in case of arms, legs, etc.), whether right or left, and the estimated length of time the injury will incapacitate the employe from duty.

941. Personal injury occurring on or around trains should also be covered by confirming report on the prescribed form from both the conductor and engineman; the other members of the crew to send in written statements. Conductor and engineman to instruct them accordingly, and if they have no knowledge of the accident, should so advise in a statement to superintendent.

942. Cars, engines or other property involved in personal injury must be inspected by an authorized inspector in the department controlling same, and report of inspection

immediately made to the superintendent. All concerned must see that the proper inspector is notified.

Employees must thoroughly inspect appliances involved, and a special inspection must be made by car inspector in every case where there is the slightest possibility that equipment contributed in any way to the accident.

943. Cars involved in accidents causing personal injuries must be held until released by the superintendent. The superintendent must be advised promptly number and initials of cars.

If loaded with perishable freight or live stock, inspection and report will be made, but cars need not be held enroute. If destined to a point on this line, card manifest must be endorsed "Hold empty at destination. Account of personal injury at and advise superintendent." If destined to a foreign line, and inspection has not been made by car inspectors, request for such inspection at the junction point with the foreign line must be made by conductor upon arrival.

944. In case of accident, conductors may command the service of engines and employees of other trains in emergency. Information required on accident report form must be promptly reported by wire, and followed by a more detailed written report on prescribed forms: In reporting accidents by wire, particulars enough must be given to enable the superintendent to fully understand the situation, particularly when assistance or material is required.

945. In case of accident involving injury to persons, damage to property, or obstruction of track, or if the track is found impassable or unsafe from any cause, or if there is any unusual delay, report must be made to the superintendent by wire as soon as possible, giving information necessary for a clear understanding, as to assistance required. Prompt and efficient measures must be taken to prevent excitement and needless alarm, to repair damages, and to forward passengers and mail to destinations with the least possible delay. In the absence of a supervising officer, the conductor must take entire charge of all work necessary and of all employees who can be spared to render assistance. The train must first be protected and every precaution taken to prevent further accident.

946. In case of a fatality, the medical examiner for the town or district (or in New York State the coroner) must be notified. In the absence of the medical examiner, or of his inability to act, notice should be sent to the medical examiner, for the next town. In a populous neighborhood, or near the home of the deceased, the body should be left with an employe at the place where the fatality occurred, and care taken not to unnecessarily touch or disturb the body, or any article on or near it, or disturb its surroundings. In a desolate place where there is no one to take charge of the body, it should be removed to the next station and notice sent to the medical examiner for the town or district in which the death occurred. A description sufficient to guide the medical examiner to the place where, the fatality occurred, should be left at such station. If the body is carried out of the

town or district where the fatality occurred, it should be returned to a station in such town or district upon request of the medical examiner.

947. In case of accident to a train involving injuries to passengers, the conductor must endeavor to obtain a full list of the names and addresses of all passengers inquiring of each whether injured or not, writing down the answers. When it is not practicable to get the names of all passengers, he must at least get the names of those who were in the damaged cars.

MOTOR HAND CAR OPERATION.

DEFINITION.

MOTOR HAND CAR.-A motor driven railway "work or inspection car, numbered for identification, with or without trailer cars.

NOTE. - Where the word "car" appears in Rules 950 to 982 inc., it applies to motor hand cars.

RULES.

950. Motor hand cars must be in charge of an authorized employe, designated in these rules as a motor hand car operator. They must not be run beyond their assigned limits, unless otherwise directed; nor in territory where the motor hand car operator is not qualified on the physical characteristics, unless authorized by the superintendent, and then only at restricted speed. Only employes in the discharge of their duties shall be permitted to ride upon these cars, unless otherwise directed.

951. When motor hand cars, other than those assigned to employes are operated, they shall, unless otherwise arranged, be provided with a conductor and then operated only when approved by the superintendent.

952. Before commencing each day's work the motor hand car operator must ascertain from the train dispatcher directly or through the operator the correct time.

953. For movements of motor hand cars on a main track, except as provided by Rule 954, prescribed form will be issued by authority and over the signature of the superintendent. Before this form is issued the train dispatcher must, when necessary, first provide protection by train order for the movement against extra trains authorized to move in the territory affected. After this form has been transmitted, the employe receiving it must repeat it at once from the manifold copy to the train dispatcher. When the form has been repeated correctly, the response "O.K." and the time will be given by the train dispatcher. The employe receiving this response will then write "O. K." and the time on the form. When received by an operator, this form must be read by the motor hand car operator to the operator and in all cases to the occupants of the car before it is acted upon. The motor hand car must be clear of the main track at the time specified on the form; but must be

clear not less than 5 minutes before an opposing regular train is due to leave the next station in advance where time is shown or a following regular train is due to leave the next station in the rear where time is shown, and failing to clear the main track by the time required, must be protected as prescribed by Rule 99. When practicable, the motor hand car operator must report promptly to the operator or train dispatcher when the motor hand car is clear of the main track. At points where prescribed authority to occupy the main track cannot be obtained the motor hand car may proceed at restricted speed and on single or two or more tracks first be protected as prescribed by Rule 99 in both directions to the first point of communication and until prescribed authority to occupy the main track has been obtained. Unless otherwise directed, motor hand car movements on other than main tracks, must proceed expecting to find such tracks occupied.

954. Unless authorized to occupy the main track as prescribed by Rule 953, the motor hand car operator must, before making movements within home and dwarf signal limits of interlocking, have a definite understanding with the operator in writing, when practicable, as to what moves are to be made and under his authorization and protection, cars may be moved as directed, being governed by fixed signal indications. When practicable, the motor hand car operator must report promptly to the operator when the motor hand car is clear of the track or the movement for which permission was granted has been completed.

955. Operators will promptly record and report to the train dispatcher the time of arrival and departure and direction of motor hand cars. Train dispatchers must enter this, information on the train sheet:

956. Unless otherwise arranged, a stop must be made at each open office enroute and permission received from the operator to proceed. The operator must confer with the train dispatcher before giving information to the motor hand car operator.

957. Motor hand cars must be operated with the current of traffic, except as provided by Rule 954, and on single track must not make a reverse movement between the points designated in the prescribed form unless authorized by the train dispatcher or under protection as prescribed by Rule 99.

958. Motor hand cars must not be put in motion without the, motor hand car operator in position to control its movement. Before starting, an inspection must be made to see that running gear and brake appliance are in good operating condition; that a sufficient supply of gas is in the tank and that car is properly lubricated. Brakes must be tested immediately after starting.

959. Motor hand cars must not exceed maximum speed indicated by metal plate attached to car, but in no case over 30 miles per hour, and when towing cars, 20 miles per hour.

960. Motor hand cars must proceed at restricted speed, not exceeding 10 miles per hour;

(a) When passing workmen on or near tracks.

- (b) When passing station platforms or standing trains. (See Rule 961.)
- (c) When moving through interlocking or within yard limits, and over switches and rigid frogs.
- (d) When approaching railroad crossings at grade, drawbridges and derails.
- (e) When moving over public or private crossings at grade protected by crossing watchmen or gates, and must not proceed until gates are lowered or protection provided.
- (f) When moving over private crossings at grade not protected by crossing watchmen or gates, except as provided by Rules 965 and 966.

961. When a passenger, mail or express train is receiving or discharging traffic on the side toward a station", a motor hand car must not pass between it and the station at which traffic is being received or discharged unless proper safeguards are provided, or the movement is otherwise protected.

962. Motor hand cars must be stopped when a train movement is passing on an adjoining parallel track, and when practicable the occupants of car dismount and stand clear of tracks. The motor hand car operator must remain at side of car away from moving train.

963. Motor hand cars must not be run through the spring rail side of frogs or through self guarded frogs. Occupants must dismount and push through or lift car over the frog.

964. Motor hand cars must not be attached to an engine or train; nor shall they be run closer than 1000 feet behind a moving train or engine or another motor hand car. They must not be stopped within 300 feet from a standing train or engine on the same track, unless otherwise arranged.

965. Motor hand cars must be stopped before reaching a public crossing at grade not protected by crossing watchman or gates, or a private crossing at grade where the view is obscured. A man must be sent ahead with stop signals to protect the movement of the motor hand car over the crossing. Highway traffic to be given preference, and vehicular traffic moving on the highway a reasonable distance from the crossing allowed to pass before car proceeds.

966. Motor hand cars occupied and operated by one employe must be stopped before reaching a public crossing at grade not protected by crossing watchman or gates, or a private crossing at grade where the view is obscured. After ascertaining that there is no moving highway traffic within a reasonable distance from the crossing, the car must be pushed by hand over the crossing. Stop signals must be used to warn moving highway traffic which may have come into view after the movement of the car over the crossing has started.

967. All crossings protected by audible or flashing light signals will be considered unprotected for motor hand car movements.

968. Motor hand cars, unless insulated, must not be operated on tracks that are bonded. If insulation is defective, cars must not be used until repaired. To prevent interference with track circuits governing signal and cab signal systems, care must be exercised when cars are placed on, or removed from, the track, not to allow a front and rear wheel on the same side of the car to come in contact with opposite rails at the same time.

969. When motor hand cars are removed from the track, they must be placed not less than 7 feet from the nearest rail and properly secured and locked. They must not be placed upon public or private crossings at grade, except when necessary to allow trains to pass. Highway traffic must be protected while cars are so located. When clear of tracks lights and hand signals must be extinguished or obscured so that they cannot be seen from approaching trains. When an unattended car is left standing on a main track, power must be shut off and car secured so as to prevent moving.

When an unattended car is left standing on a siding or other track, one pair of wheels must be removed from the track; in automatic block system territory when left between derail and main track switch the wheels must be placed upon a tie in such a way the axle or framework of the car will not come in contact with a rail.

970. To prevent bending axles when removing a motor hand car at a planked crossing or one equipped with flangway guards, one pair of wheels must be set clear of rails before attempting to swing car around to clear the track.

971. When placing motor hand cars on the track, the employees must take positions facing the car, lifting one end at a time, placing the heavy end on track first. When removing car from track, reverse the above operations. Employees must not walk backwards when handling cars.

972. Unless otherwise arranged, motor hand cars must not be operated without a sufficient number of employees to remove it from the track, if an emergency necessitating prompt action should arise.

973. A constant lookout must be maintained by the occupants of motor hand cars for trains, men working on or near the track or any obstruction liable to cause derailment. When occupied by two or more men, one must be assigned to keep a lookout ahead and another to the rear, one of whom will act as flagman.

974. At night or during stormy or foggy weather, a white light must be displayed to the front and a red light to the rear of motor hand cars. Occupants or material must not be permitted to intercept the view of these signals.

975. When a motor hand car stops or is delayed under circumstances in which it may be overtaken by a following movement, Rule 99 must be observed. Torpedoes exploded or

fuses displaced by passage of motor hand cars must be promptly replaced. Torpedoes must not be run over if it can be avoided.

976. Hand thrown switches operated from switch stands must not be thrown for trainmen. When necessary to throw such switches for motor hand cars it must be done under the supervision of the motor hand car operator, and when movement is completed the switch must immediately be restored to its proper position, locked and the points examined. (See Rule 513.)

977. While motor hand cars are in motion, occupants must remain seated and not permit their legs to hang over ends of car; nor get on or off, except when necessary to push car to start motor, which must be done from the rear, and only those pushing may get on after starting. Scuffling, changing positions or unnecessary conversations are prohibited.

978. Motor hand cars must not be operated unless equipped with safety railings and front, side and rear tool guards. The motor hand car operator must arrange for the proper placing of occupants, tools and material. Tools or material must be so placed as to avoid falling off or interfering with the occupants or operation of the car. Track jacks, tools or material must not be carried on the end in the direction in which car is moving.

979. The motor hand car operator must provide himself with a regulation mouth whistle to warn trespassers and employees of approach; it must not be used as a warning device at public or private crossings at grade or for any other purpose. Unauthorized equipment must not be used or applied or change made in mechanism of car without the approval of the chief engineer.

980. To stop a motor hand car brakes should be applied gradually. Emergency application to be made only when absolutely necessary and after occupants of the car have been warned. In wet weather or when rails are slippery greater distance is required to stop. This must be considered when applying brakes.

981. Pushing hand, trailer or push cars ahead of motor hand cars or towing cars with propelling handles is prohibited, except that tower trailer cars may be pushed at a speed not to exceed 5 miles per hour for short distances when actually engaged in the performance of work. When necessary to tow cars, except those with propelling handles, they must be coupled to trail behind with an approved type of coupler and the towing car must be equipped with a free running motor. Towed cars must not be loaded so as to intercept the view of the rear lookout man on the motor hand car. Except for tower trailer cars, one employee must be assigned to each towed car to operate brakes, when so equipped, and a system of visible or audible signals for applying or releasing brakes on towed cars must be had with the motor hand car operator. When two or more motor hand cars are coupled, power for movement must be supplied only by the leading car.

982. Motors of cars must not be started or permitted to run within any building. Filling gasoline tanks while motor is running is prohibited. Smoking or the use of matches, torches, lanterns or other open lights while inspecting motor hand cars or when gasoline

tank is being filled or drained is prohibited. Gasoline in excess of the supply in fuel tank must not be carried, except in approved safety cans. When necessary to ship motor hand cars, gasoline tank and carburetor must be drained.

USE OF PORTABLE TELEPHONES.

990. Portable telephones must not be used in the electrified zones. Pole box telephones are permanently located along the line for telephone service in this territory.

991. Two different types are furnished, one a small set without a hand generator, the other a larger set with hand generator and crank.

992. The small set without hand generator is principally for use on train dispatching circuits where ringing is not necessary. To use this set on a message circuit, it is first necessary to connect with train dispatching circuit, ask train dispatcher, who is always on the circuit, to request switchboard operator to answer on the message circuit, and then transfer line pole to message circuit.

993. The larger set with hand generator and crank is for use on train dispatching or message circuits. On message circuits, ring one long to signal switchboard operator.

994. Connect either set to line wires by means of line pole. Such connections to be made not more than 3 feet on either side from crossarms that are marked D and M to indicate train dispatching and message circuits. To connect with train dispatching circuit attach to the two wires, one each side of letter D. To connect with message circuit, attach to the two wires, one each side of the letter M. Do not attach line pole to any line wires except those where crossarms are marked D or M as desired results may not be obtained and damage to property and injury to persons may result.

Do not leave line pole connected when set is not in use.

995. To avoid interruption to conversations, first listen before speaking to train dispatcher or ringing switchboard operator. If parties are talking, except in emergency, wait until conversation is finished. In emergency, notify the parties talking and ask them to release the circuit. Speak directly into the transmitter.

996. Do not handle or place line pole where the pole or wires fastened to it which lead to the telephone set will come in contact with insulated (black covered) power wires which are in service on some sections of the railroad and located on the end pin and pin next to the end pin of signal crossarms. These power wires may be distinguished from other insulated signal wires by the special type of insulators to which they are attached. These insulators are of a different shape and color than any other insulators on the pole line.

HOURS OF SERVICE LAW INSTRUCTIONS.

Enginemen and Trainmen.

(1). A conductor, engineman, fireman or trainman shall not remain on duty longer than 16 hours in any 24-hour period.

(2). When such employe has been continuously on duty for 16 hours, he must be relieved and not required or permitted to again go on duty until he has had not less than 10 consecutive hours off duty.

(3). Such employe who has been on duty 16 hours in the aggregate (total) in any 24-hour period, must not be required or permitted to continue or again go on duty without having had at least 8 consecutive hours off duty.

Note: An employe goes "on duty" at the time he begins to perform service or at which he is required to be in readiness to perform service, and goes "off duty" at the time he is relieved from service and from responsibility for performance of service.

Provided

(4). "That the provisions of this Act shall not apply in any case of casualty, or unavoidable accident, or the act of God; nor where the delay was the result of a cause not known to the carrier or its officer or agent in charge of such employe at the time said employe left a terminal, and could not have been foreseen; Provided Further, that the provisions of this Act shall not apply to the crews of wrecking or relief trains."

(5). The following causes and others of like nature must not be regarded as "casualties, unavoidable accidents," "acts of God," or "causes which could not have been foreseen :"

- Engine not steaming.
- Cleaning fires or ash pans.
- Injectors failing.
- Engines slipping on sand.
- Hot boxes.
- Drawheads pulled out.
- Broken draft gear.
- Burst air hose.
- Broken couplers or knuckles.
- Broken train line.

(6). Delays to trains due to causes or conditions known to exist before such trains leave a terminal or relay point will not be accepted as excuses for extending the hours of service beyond the prescribed time. The following will not be accepted as excuses

Side-tracking to give superior trains the right of way.

When trains are delayed by trains ahead, which in turn have been delayed by any of the causes given.

- (7). In computing the hours of service, no delay caused by casualty, unforeseen or unavoidable accident occurring within the first 14 hours of service, will be considered as a reason for exceeding the limit of hours of service, unless such delay exceeds one hour.
- (8). A casualty, or unforeseen or unavoidable accident, occurring after 14 hours on duty shall be considered as a reason for exceeding the hours of service for the time, and the time only, of the delay as prescribed by the law.
- (9). The above shall, in addition, apply to trains directly affected by accidents to other trains; but in such cases only the actual delay due solely to the period of actual obstruction shall be considered.
- (10). Train dispatchers must tie up or relieve a crew after the expiration of 14 hours on duty, at a convenient place where the train and engine may be properly taken care of before the sixteen (16) hours have expired.
- (11). Due allowance must be made for the time the crew have been on duty before starting from their initial point, and the time ordinarily consumed in securing release after arrival at a terminal.
- If an employe subject to the Hours of Service Laws, should receive instructions that would cause him to exceed the legal number of hours on duty, or to report for duty before having been off duty the time required by law, he must immediately call attention of the proper officer to the fact.
- (12). Train dispatchers must, in directing the movement of a train, at all times consider the efficiency of the engine or cars in train, characteristics of the road, weather conditions, tonnage of the train or run made in the earlier part of the trip, and all things which might retard train movement.
- (13). When the 16 hours of duty are not continuous, the period off duty must not be deducted, unless the employes have been notified in advance that they are given a definite period off duty with opportunity to get at least 2 hours rest.
- (14). When any member of a crew has been on duty 14 hours, the conductor and engineman must notify the superintendent by wire.
- (15). When apparent that a trip cannot be completed within the sixteen hours, and no instructions are received, the conductor and engineman must sidetrack their train and relieve the entire crew from duty before their 16 hours have expired, making the necessary arrangements for the protection of their train, and care of the engine.
- (16). They are authorized to call upon any employe who may be qualified to care for the engine until other arrangements can be made. If no such other qualified employe can be found, either the engineman or the fireman must remain in charge of the engine.

(17). Agents, yardmasters, baggage-masters, pumpmen and other employes must cooperate with train crews to insure their being relieved within the 16 hours, and to avoid violations of the Hours of Service Law.

(18). Agents, yardmasters and engine house foremen will be held responsible for carrying out instructions to relieving crews inside the time limit, and when trainmen and enginemen find themselves on short time on arrival at any station or yard, they must immediately take action to obtain proper relief to avoid violation of the law.

(19). If for any reason instructions cannot be obtained, conductors and enginemen must reduce trainload, or take such action necessary to insure reaching a terminal or relay point and obtaining relief before having been on duty 16 hours.

(20). Employes, deadheading on trains and not required to perform any service in connection with the movement of the train upon which they are deadheading, are not "on duty" under the law.

(21). Should a crew be on duty more than sixteen hours in a twenty-four hour period, the conductor and engineman must make out a special delay report on prescribed form, and forward same to the superintendent with time slips.

TRAIN DISPATCHERS AND OPERATORS.

(22). No operator, train dispatcher, or other employe who, by the use of the telegraph or telephone, dispatches, reports, transmits, receives, or delivers, orders pertaining to or affecting train movements, shall be required or permitted to be or remain on duty for a longer period than 9 hours in any 24-hour period in all towers, offices, places and stations, continuously operated day and night; nor for a longer period than 13 hours in all towers, offices, places and stations operated only during the daytime, except in case of emergency, when the employes named in this proviso may be permitted to be and remain on duty for 4 additional hours in a 24- hour period on not exceeding 3 days in any week.

(23). These provisions apply to employes in towers, offices, places and stations, and do not include train employes who, by the terms of the law, are permitted to be or remain on duty 16 hours consecutively or 16 hours in the aggregate in any 24- hour period and who may occasionally use telegraph or telephone instruments for the receipt or transmission of orders affecting the movement of trains.

(24). No operator employed in any office operated continuously night and day, must be allowed to do any work for the railroad in any capacity after 9 hours on duty have expired; and no operator employed in other offices must be allowed to do any work for the railroad in any capacity after 13 hours on duty have expired, until after the required hours of rest.

(25). The phrase, "towers, offices, places and stations," is interpreted to mean particular and definite locations. The purpose of the law and of the proviso for 9 hours of service

may not be avoided by erecting offices, stations, depots, or buildings in close proximity to each other and operation from one a part of the day while the other is closed, and vice versa.

(26). The operator's duty need not be continuous but he must not be considered off duty unless there has been an interruption of at least one hour.

(27). Operators employed at night and day stations or at daytime stations, may, in case of emergency, be required to work 4 additional hours on not exceeding three days in any week. Manifestly the emergency must be real.

(28). The service of operators is limited to an aggregate of nine (9) hours or thirteen (13) hours, as the case may be, in any 24-hour period. Therefore, an operator who has performed the full duty permitted by the law must not return to any work for the railroad until the balance of the 24-hour period has expired.

(29). If an employe receives instructions which will require him to exceed the hours of service, or to report for duty without the period of rest required, he must immediately notify the person who has given the instructions.

REGISTERING IN HOURS OF SERVICE BOOK.

The person making the first entry on a page should head and date the page.

Entry should be made at completion of day's work. It is not required to register when commencing a day's work after required rest period.

Trainmen whose run is not with same conductor, such as swing men, middlemen and ticket collectors, should register personally. This will apply to firemen called to cover part of a run, or with two or more enginemen.

On runs allowing a lay-off of two hours or more, separate entries should be made for each period on duty.

This book is for record of time on duty under the law and does not affect the pay of any employe.

A crew relieved on account of the 16-hour law must indicate on time slips, the time relieved, where and by whom.

A crew when put on rest at other than home terminal, must indicate on time slip the time relieved for rest and the time it reports back for duty.
