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# WESTERN MARYLAND RAILWAY COMPANY

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## RULES
### FOR THE GOVERNMENT OF THE
## OPERATING DEPARTMENT

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Issued in accordance with the Standard Code adopted by Association of American Railroads, November, 1938.

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EFFECTIVE
JULY 2, 1939

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The Rules herein set forth govern the railroads operated by the Western Maryland Railway Company. They take effect July 2, 1939, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

A. WILLIAMSON
General Superintendent

APPROVED:

CHAS. W. BROWN
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 violation thereof.

F. Accidents, failure in the supply of water or fuel, defects in tracks, bridges, signals, or any unusual conditions which may affect the movement of trains, 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, 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.

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

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

They must expect trains to run at any time, on any track, in either direction.

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



## 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 time-table schedule.

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

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

Extra—for any extra train except passenger extra or work extra;

Passenger extra—for passenger train extra;

Work extra—for work train extra.

SUPERIOR TRAIN.—A train having precedence over another train.

TRAIN OF SUPERIOR RIGHT.—A train given precedence by train order.

TRAIN OF SUPERIOR CLASS.—A train given precedence by time-table.

TRAIN OF SUPERIOR DIRECTION.—A train given precedence in the direction specified by time-table as between opposing trains of the same class.

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

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

DIVISION.—That portion of a railroad assigned to the supervision of a Superintendent.

SUBDIVISION.—A portion of a division designated by time-table.

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

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

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

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

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

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

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

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NOTE TO DEFINITION OF FIXED SIGNAL.—The definition of a "Fixed Signal" covers such signals as switch, train order, block, interlocking, semaphore, disc, ball, stop 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, the time of arrival and departure of trains and such other information as may be prescribed.

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

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

# OPERATING RULES

NOTE.—Rules with a prefix "S" are for single track; those with a prefix "D" are for two or more tracks. Rules without a prefix are for single and two or more tracks. The prefixes "S" and "D" to be printed in italics.

## STANDARD TIME.

1. Standard Time obtained from Washington, D. C. observatory will be transmitted to all points from designated offices at 12 Noon daily.

2. Watches that have been examined and certified to by a designated inspector must be used by conductors, engineers, firemen, brakemen, yardmen, train baggagemen, general yard masters, bridge, track and signal foremen, motor car operators and others who may be designated. The certificate in prescribed form must be renewed and filed with Superintendent every six months (April and October).

(Form of Certificate)

**Certificate of Watch Inspector.**

This is to certify that on....., 19...,
the watch of.....
employed as.....
on the Western Maryland Railway, was examined by me. It is correct and reliable, and, with proper care, should run within a variation of thirty seconds per week.

Name of maker.....

Grade.....

Number of movement.....

Open or hunting case.....

Metal of case.....

SIGNED,

.....
Inspector.

Address.....



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

## TIME-TABLES.

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

Schedules on each division, or subdivision, date from their initial stations on such division, or subdivision.

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

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

The time applies at the switch where an opposing train clears; where there is no switch, it applies at the station.

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 at any station, attention is called to it by the numbers of the trains to be met or passed in small figures adjoining.

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

L.—leave;
A.—arrive;
s.—regular stop;
f.—flag stop to receive or discharge traffic.

## SIGNALS.

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.

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

Night signals must be displayed from sunset to sunrise.



10. **Color Signals.**

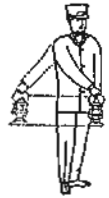
| Color. | Indication. |
|---|---|
| (a) Red. | Stop. |
| (b) Yellow. | Proceed at reduced speed, and for other uses prescribed by the Rules. |
| (c) Green. | Proceed, and for other uses prescribed by the Rules. |
| (d) Green and white. | Flag stop. See Rule 23. |
| (e) Blue. | See Rule 26. |
| (f) Purple. | Stop. |
| (g) Lunar white. | Yard switch. (inside). |

11. A fusee burning red on or near the track of an approaching train must be extinguished. The train may then proceed at reduced speed.

## 12. Hand, Flag and Lamp Signals.

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

12a.



**STOP.**

Swung across the track.

12b.

**REDUCE SPEED.**

Held horizontally at arm's length.



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 any one 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.§ |
| (e) — — — — — | Flagman may return from east.§ |
| (g) o o | Answer to 14 (k) or 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 | (SINGLE TRACK) To call attention of engine and train crews of trains of the same class, inferior trains and yard engines, and of trains at train order meeting points, to signals displayed for a following section. If not answered by a train, the train displaying signals must stop and ascertain the cause. |
| | (TWO OR MORE TRACKS) To call attention of engine and train crews of trains of the same class and to inferior trains moving in the same direction and to yard engines, to signals displayed for a following section. |

§—As prescribed by Rule 99.

| SOUND. | INDICATION. |
|---|---|
| (l) — — o — | Approaching public crossings at grade. To be prolonged or repeated until crossing is reached. |
| (m) ———— | Approaching stations, junctions, railroad crossings at grade and for the guidance of mail clerks on trains which collect U. S. mail from cranes. |
| (n) — — o | Approaching meeting or waiting points. See Rule S-90. |
| (o) o — | Inspect train line for leak or for brakes sticking. |
| (p) Succession of short sounds. | Alarm for persons or live stock on the track. |
| (q) — o | When running against the current of traffic: (1) Approaching stations, curves, or other points where view may be obscured. (2) Approaching passenger or freight trains and when passing freight trains. (3) Preceding the signals prescribed by (d) and (e). |

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 stations or on public crossings



16. **Communicating Signals.**

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

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

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

It must be dimmed:

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

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

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

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

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

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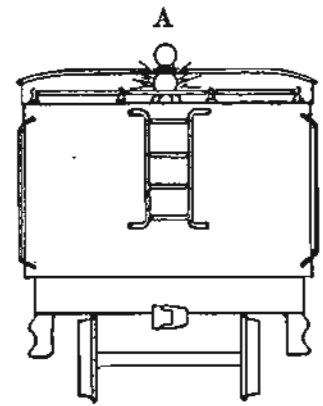
NOTE TO RULES 17, 19, 20 AND 21.—The diagrams are intended to illustrate the general location of the train signals, not the exact manner in which they are to be attached.



17. (Continued).

FIG. 1.



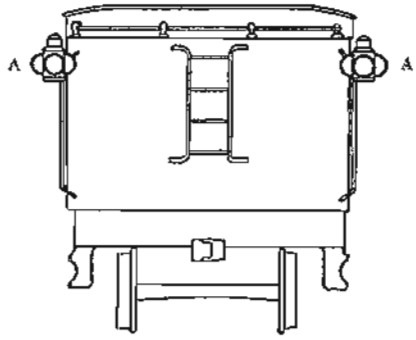

**Running backward by night, without cars or at the front of a train pulling cars.**

White light at A.

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

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

FIG. 2.



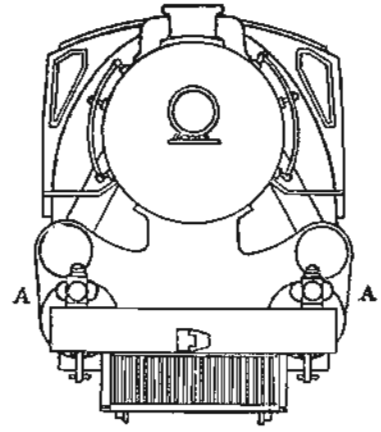

**Running forward by day, without cars or at the rear of a train pushing cars.**

Marker lamps not lighted, or yellow flags at A A as markers.



19. (Continued).

FIG. 3.

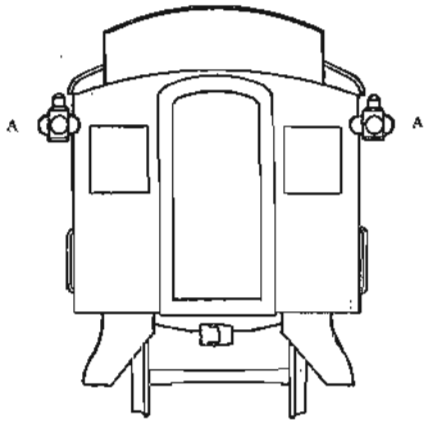



**Running backward by day, without cars or at the rear of a train pushing cars.**

Marker lamps not lighted, or yellow flags at A A as markers.

19. (Continued).

FIG. 4.



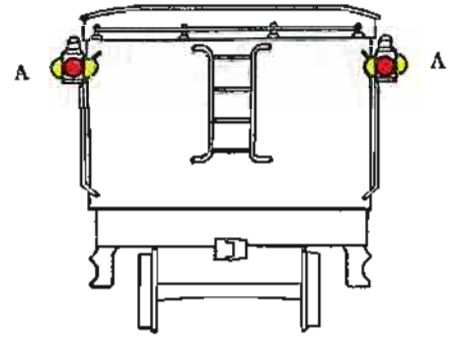

**Rear of train by day.**

Marker lamps not lighted, or yellow flags at A A as markers.



19. (Continued).

FIG. 5.

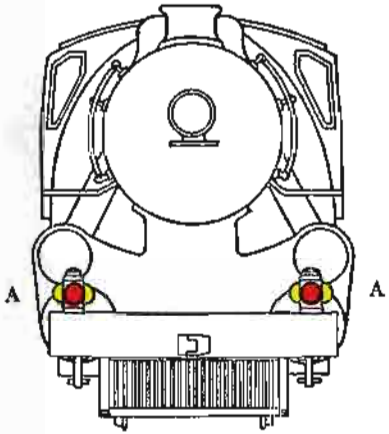



**Running forward by night, without cars or at the rear of a train pushing cars on single track, with the current of traffic on two tracks and with the current of traffic on passenger tracks where there are three or more tracks.**

Lights at A A as markers, showing yellow to the front and side and red to the rear.

19. (Continued).

FIG. 6.



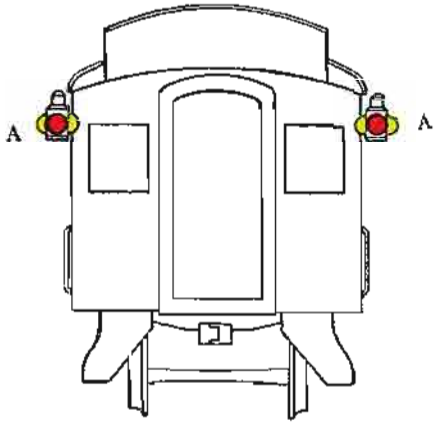

**Running backward by night, without cars, or at the rear of a train pushing cars on single track, with the current of traffic on two tracks and with the current of traffic on passenger tracks where there are three or more tracks.**

Lights at A A as markers, showing yellow to side and in direction engine is moving and red in opposite direction.



19. (Continued).

FIG. 7.

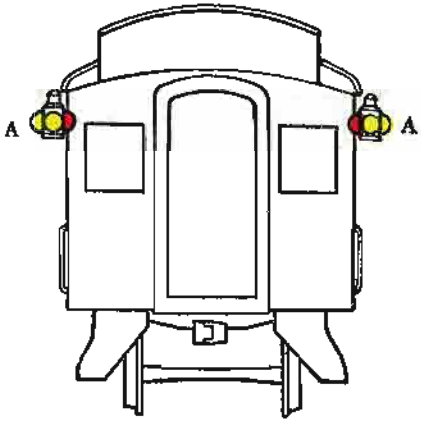



**Rear of train by night while running on single track, with the current of traffic on two tracks and with the current of traffic on passenger tracks where there are three or more tracks.**

Lights at A A as markers, showing yellow to the front and side and red to the rear.

19. (Continued).

FIG. 8.



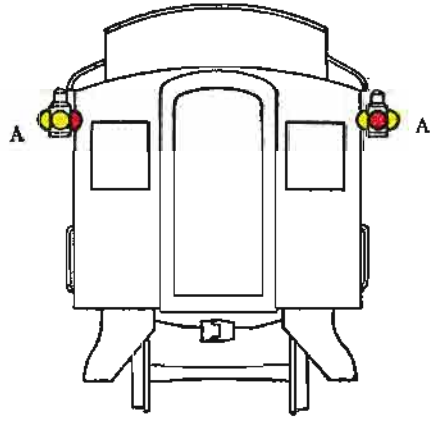

**Rear of train by night when clear of main track.**

Lights at A A as markers, showing yellow to the front, side and to rear.



19. (Continued).

FIG. 9.

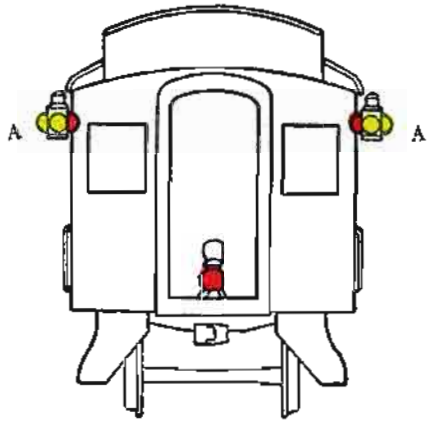



**Rear of train by night running with the current of traffic on——————track where there are three or more tracks.**

Lights at A A as markers, showing yellow to rear on the side next to the——————track in the direction of current of traffic and red on the opposite side.

19. (Continued).

FIG. 10.



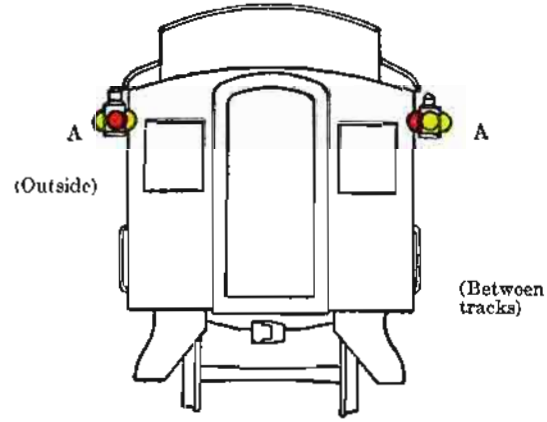

**Rear of train by night running on any track against the current of traffic where there are three or more tracks.**

Lights at A A as markers, showing yellow to the rear, with a red light on the platform or the cupola.



19. (Continued).

FIG. 11.



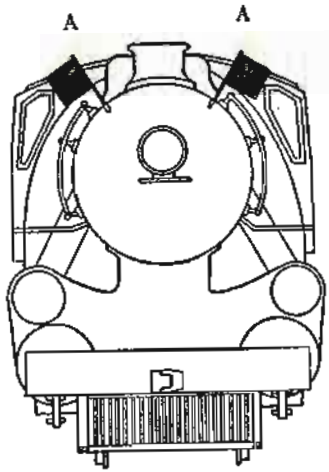

**Rear of train by night running against the current of traffic on two tracks.**

Lights at A A as markers, showing yellow to front and side and yellow to the rear on the side next to the main track on which the current of traffic is in the direction the train is moving and red to the rear on the opposite side.

A train not equipped to display the prescribed signals, will display a red flag by day and a red light by night, to indicate the rear of the train.

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.

FIG. 12.



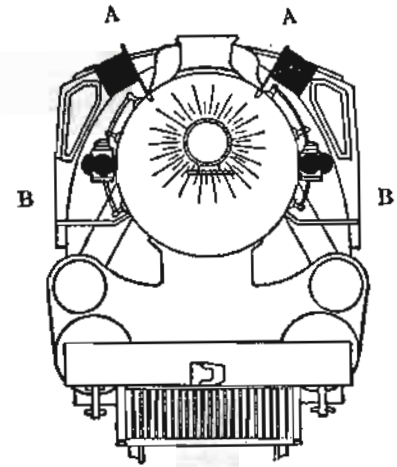

**Running forward by day displaying signals for a following section.**

**Green flags at A A.**



20. (Continued).

FIG. 13.

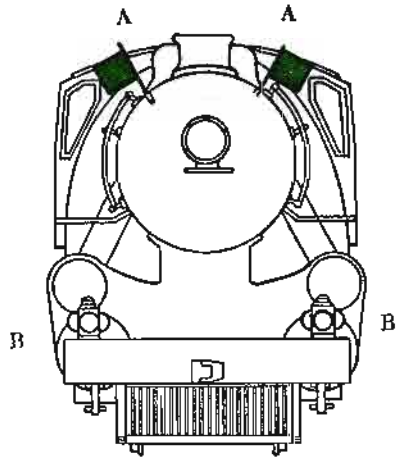



**Running forward by night displaying signals for a following section.**

**Green flags at A A and green lights at B B.**

20. (Continued).

FIG. 14.




**Running backward by day, without cars or at the rear of a train pushing cars, and displaying signals for a following section.**

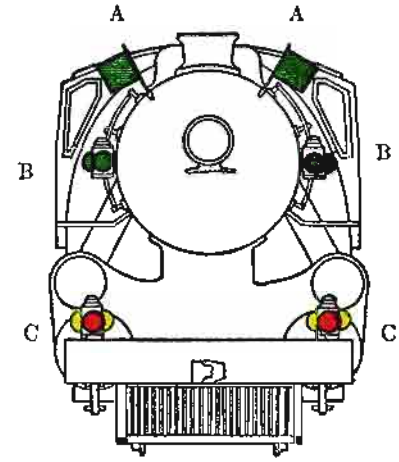
Green flags at A A.

Marker lamps not lighted, or yellow flags at B B as markers.



20. (Continued).

FIG. 15.




**Running backward by night, without cars or at the rear of a train pushing cars, and displaying signals for a following section.**

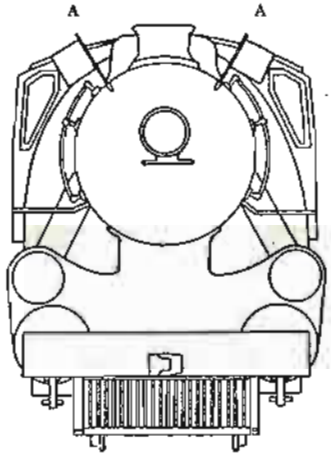
Green flags at A A.

Green lights at B B.

Lights at C C as markers, showing yellow to side and in direction engine is moving and red in opposite direction.

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

Fig. 16.



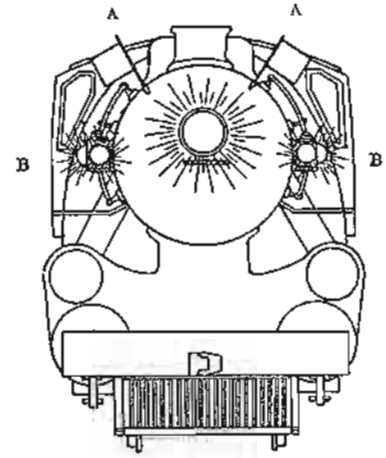

**Running forward by day as an extra train.**

White flags at A A.



21. (Continued).

Fig. 17.

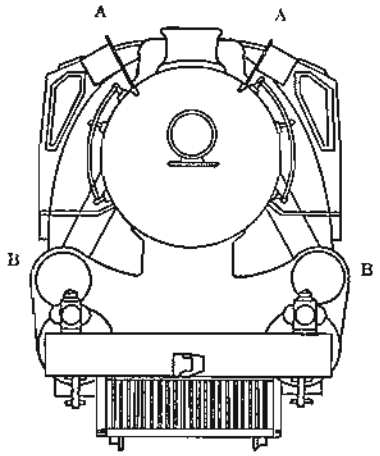



**Running forward by night as an extra train.**

White flags at A A and white lights at B B.

21. (Continued).

FIG. 18.




**Running backward by day as an extra train, without cars or at the rear of a train pushing cars.**

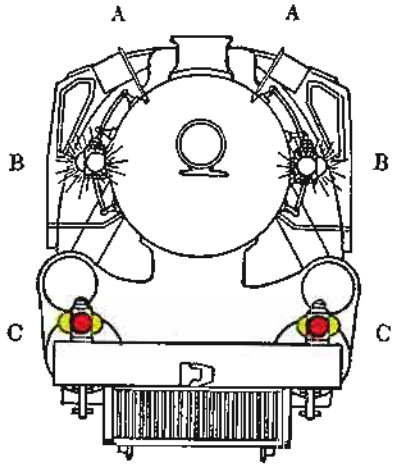
White flags at A A.

Marker lamps not lighted, or yellow flags at B B as markers.



21. (Continued).

FIG. 19.




**Running backward by night as an extra train, without cars or at the rear of a train pushing cars.**

White flags at A A.

White lights at B B.

Lights at C C as markers, showing yellow to side and in direction engine is moving and red in opposite direction.

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

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

## USE OF SIGNALS.

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

Engine and train crews using a switch where the switch 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.

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

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

30. The engine bell must be rung when an engine is about to move and while approaching and passing public crossings at grade and passenger stations.

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. All members of engine and train crews must, when practicable, communicate to each other by its name the indication of each signal affecting the movement of their train or engine.

35. The following signals will be used by flagmen:

Day signals —A red flag,
Torpedoes and
Fusees.

Night signals—A red light,
Torpedoes and
Fusees.

## SUPERIORITY OF TRAINS.

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

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

Right is superior to class or direction.

Direction is superior as between trains of the same class.

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

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

Right is superior to class.

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

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

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

73. Extra trains are inferior to regular trains.



## MOVEMENT OF TRAINS.

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

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

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

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

83(a). Where train registers are provided, trains must be registered by the conductor, unless otherwise specified by time-table.

83(b). Enginemen are relieved from examining train register, except when they are acting as pilot or have no conductor, but must not leave register stations until they have received Clearance Form A, register information of all trains due, which are superior.

83(c). Conductor and enginemen may be relieved from checking train register by train order. At train register stations, where there is an operator on duty, the operator will fill out Clearance Form A, register information of all trains due, which are superior, and deliver to the conductor and enginemen.

83(d). A regular train must not leave its initial station on any division, or subdivision, without Clearance Form A, which must be authorized by the train dispatcher, except when means of communication have failed it may be issued by the operator, provided he has no train orders for such train which have not been made "complete."

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

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

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.

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

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

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



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

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

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

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

*S*-90. The engineman of each train 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, trains in the same direction must keep not less than five minutes apart, except in closing up at stations. A train following a train carrying passengers must keep not less than ten minutes behind it.

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

93. Within yard limits the main track may be used without protecting against third class, extra trains and engines.

Third class, extra trains and engines must move within yard limits at yard speed unless the main track is known to be clear.

93(a). All trains and engines (except first class trains) will use yard speed on all tracks within yard limits.

NOTE TO RULE 93.—Where block signal rules are in effect, "known to be clear" includes when track is known to be clear by signal indication.

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

95. 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, except as prescribed by Rule 85, without orders from the Superintendent.

*S*-96. Unless otherwise provided, signals must not be ordered displayed to, nor taken down at, other than a register station for the train displaying the signals.

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



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

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

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

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

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

100. When the flagman goes back to protect the rear of the train and is left behind, another 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.

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

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

104. Conductors are responsible for the position of switches used by them and their trainmen, except where switchtenders 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 or engines are required to be reported clear of main track such report must not be made until switch has been secured in its normal position.

NOTE TO RULE 104.—Rule 104 applies only to hand-operated switches.

105. Unless otherwise provided trains using a siding must proceed at reduced 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 train is receiving or discharging traffic on the side toward a station, a train or engine must not pass between it and the station unless proper safeguards are provided.

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

*D*-151. Where two main tracks are in service trains must keep to the right unless otherwise provided.

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

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

# RULES FOR

# MOVMENT BY TRAIN ORDERS

## RULES FOR MOVEMENT BY TRAIN ORDERS.

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

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

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

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

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

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

Enginemen must show train orders to firemen and when practicable to forward trainmen. Conductors must show train orders when practicable to trainmen.

205. Each train order must be written in full in a book provided for the purpose at the office of the train dispatcher; and with it recorded the names of those who



have signed for the order; the time and the signals which show when and from what offices the order was repeated and the responses transmitted; and the train dispatcher's initials. These records must be made at once and never from memory or memoranda.

206. In train orders regular trains will be designated by number as "No 10," and sections as "Second 10," adding engine numbers. Extra trains will be designated by engine numbers, and the direction as "Extra 798, '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.

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

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

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

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

When 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.

207. To transmit a train order, the signal "31" or the signal "19" followed by the direction must be given to each office addressed, the number of copies being stated, if more or less than three — thus, "31, West, copy 5," or "19, East, copy 2."

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

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

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

A train order must not be sent to a superior train at the meeting or waiting point if it can be avoided. When an order is so sent, the fact will be stated in the order and special precautions must be taken to insure safety.

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

The several addresses must be in the order of superiority of trains, each office taking its proper address.



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, with the initials of the Superintendent, will then be given by the train dispatcher. Each operator receiving this response will then write on each copy the word "complete," the time, and his last name in full, and then deliver a copy to each person addressed, except that when the order is signed by the conductor, 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, with the initials of the Superintendent, will be given by the train dispatcher. The operator receiving this response will then write on each copy the word "complete," the time and his last name in full and personally deliver a copy to each person addressed without taking his signature. But when delivery to engineman will take the operator from the immediate vicinity of his office, the engineman's copy will be delivered by conductor.

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

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 his initial and the time.

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

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



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

216. 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.

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

For orders which are sent, in the manner herein provided, to a train, the superiority of which is thereby restricted, "complete" must not be given to an inferior train until the signatures of the conductor and engineman of the superior train have been sent to the 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 fulfilled, superseded or annulled. Any part of an order specifying a particular movement may be either superseded or annulled.

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

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

221. Unless otherwise provided, a fixed signal must be used at each train-order office, which shall indicate "stop" when there is an operator on duty, except when changed to "proceed" to allow a train to pass for which there are no train orders. While "stop" is indicated, trains must not proceed without Clearance Form A.

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. Conductors and enginemen must see that the information shown on the Clearance Form A corresponds with the Form 19 and Form 31 train orders received.

221(a). Form 19 train orders may be delivered without stopping the train except in complying with the last paragraph of Rule 211.

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

They must observe trains and report at once to the train dispatcher if the proper signals are not displayed.

223. The following signals and abbreviations may be used:

Initials for signature of the Superintendent.

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

C & E — for Conductor and Engineman.

C & M — for Conductor and Motorman.

X — Train will be held until train order is made "complete."

Com — for Complete.

O S — Train Report.

No — for Number.

Eng — for Engine.

Sec — for Section.

Psgr — for Passenger.

Frt — for Freight.

Mins — for Minutes.

Jct — for Junction.

Dispr — for Train Dispatcher.

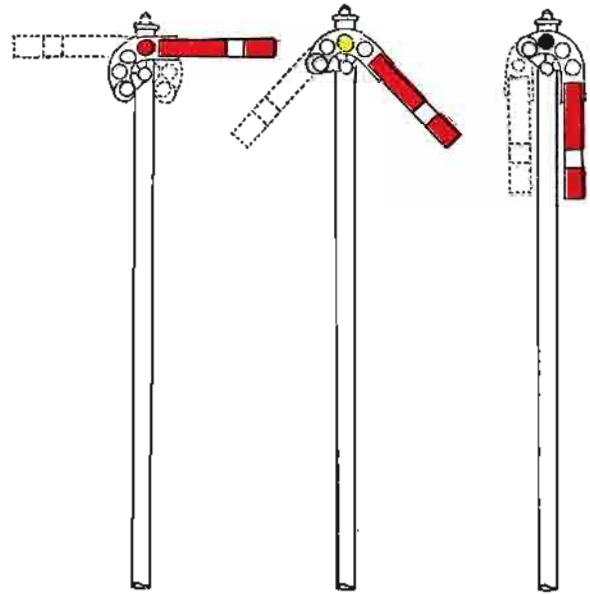
Opr — for Operator.

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

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



## TRAIN ORDER FIXED SIGNALS




1. INDICATION—Stop.

2. INDICATION—Proceed at Medium Speed to receive Clearance Form A, or Train Orders.

3. INDICATION—Proceed.

See Rules 221 and 221(a).

# FORMS OF

# TRAIN ORDERS

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

## FORMS OF TRAIN ORDERS.

### *S*-A.

**Fixing Meeting Points for Opposing Trains.**

(1.) *No 1 Eng 25* meet *No 2 Eng 26* at *B*.
*No 3 Eng 27* meet *Second 4 Eng 28* at *B*.
*No 5 Eng 29* meet *Extra 95 east* at *B*.
*Passenger Extra 652 east* meet *Extra 231 west* at *B*.

---

(2.) *No 2 Eng 26* and *Second 4 Eng 28* meet *No 1 Eng 25* and *No 3 Eng 27* at *C* and *Extra 95 west* at *D* (and so on).

*No 1 Eng 25* meet *No 2 Eng 26* at *B Second 4 Eng 28* at *C* and *Extra 95 east* at *D*.

---

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

---

### B.

**Directing a Train to Pass or Run Ahead of Another Train.**

(1.) *No 1 Eng 25* pass *No 3 Eng 26* at *K*.

Both trains will run according to rule to the designated point and there arrange for the rear train to pass promptly.

---

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

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



(3.) *No 1 Eng 25* pass *No 3 Eng 27* at *K* and run ahead of *No 7 Eng 28 M* to *Z*.

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

---

### *S*-C.

**Giving Right Over an Opposing Train.**

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

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

---

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

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

---

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

### D.

**Giving Regular Trains the Right Over a Given Train.**

Omitted. (Not used.)

## E.

### Time Orders.

(1.) *No 1 Eng 25* run *50 mins* late *A* to *G*.

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

---

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

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

---

(3.) *No 1 Eng 25* and *No 3 Eng 27* wait at

*N* until *9 59 a m*
*P* *10 30 a m*
*R* *10 55 a m*, etc.

The train, or trains, named must not pass the designated points before the times given. Other trains receiving the order are required to run with



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

## *S*-E.

(1.) *No 1 Eng 25* wait at *H* until *9 59 a m* for *No 2 Eng 26*.

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.

## F.

### For Sections.

(1.) *Eng 20* 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 is to be followed by (2), both being single-order examples.

---

(2.) *Eng 25* run as *Second 1 A* to *Z*.

---

(3.) *Second 1 Eng 25* display signals *B* to *E* for *Eng 99*.

(4.) *Engs 20 25* and *99* run as *First Second* and *Third 1 A* to *Z*.

---

To add an intermediate section, (5) will be used.

(5.) *Eng 85* display signals and run as *Second 1 A* to *Z*. Following sections change numbers accordingly.

The engine named will display signals and run as directed, and following sections will take the next higher number.

---

To drop an intermediate section, (6) will be used.

(6.) *Eng 85* is withdrawn as *Second 1* at *H*. Following sections change numbers accordingly.

The engine named will drop out at H, and following sections will take the next lower number.

---

To substitute one engine for another on a section, (7) will be used.

(7.) *Eng 18* instead of *Eng 85* display signals and run as *Second 1 R* to *Z*.

The second-named engine will drop out at R, 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 discontinue the display of signals, (8) will be used.

(8.) *Second 1* take down signals at *D*.

The train named will take down signals as directed, and a following section must not proceed beyond the designated point.

---

To pass one section by another, (9) will be used.

(9.) *Engs 99* and *25* reverse positions as *Second* and *Third 1 H* to *Z*.

Conductors and enginemen of the trains addressed will exchange orders and signals. Following sections, if any, need not be addressed.

---

Each section affected by these orders must have copies and must arrange signals accordingly.

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

When sections are run to an intermediate point of a schedule, the train orders must specify which section or sections shall assume the schedule beyond such point.

### G.

### Extra Trains.

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

---

(2.) *Eng 99* run *Passenger Extra A* to *F*.

(3.) *Eng 99* run extra *A* to *F* and return to *C*.

The extra must go to F before returning to C.

**S-H.**

**Work Extra.**

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

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

---

This may be modified by adding:

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

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

---

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

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

---

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

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



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

---

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

(5.) *Work Extra 292 protects against No 55 Eng 154, or ———— class 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, the following form will be used:

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

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

---

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

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

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.

### *D*-H.

### Work Extra.

(1.) *Eng 292* works extra on ———— track, or ———— tracks, *6 45 a m* until *5 45 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.

---

This form may be modified by adding:

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

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

---

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

(3.) *Work extra 292 protects against No 55 Eng 154 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, the following form will be used:

(4.) *Work extra 292 has right over all trains on* ———— *and* ———— *tracks between G and H 7 01 p m until 1 01 a m.*

This gives the work extra the exclusive right to the track, or tracks, mentioned 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.

### J.

### Holding Order.

(1.) Hold *No 2 Eng 25*.

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

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

———— *may go.*

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

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

### K.

### Annulling 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 designated and cannot be restored.

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

### L.

### Annulling an Order.

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

If an order which is to be annulled has not been delivered to a train, the annulling order 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.

### *S*-M.

### Annulling Part of an Order.

(1.) That part of Order *No 10* reading *No 1 Eng 27 meet No 2 Eng 28* at *S* is annulled.



(2.) That part of Order *No 12* reading *No 3 Eng 27 pass No 1 Eng 29* at *S* is annulled.

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

### *D*-M.

### Annulling Part of an Order.

(1.) That part of Order *No 10* reading *Extra 263* west pass *No 1 Eng 29* at *S* is annulled.

(2.) That part of Order *No 12* reading *No 3 Eng 27* pass *No 1 Eng 29* at *S* is annulled.

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

### *S*-P.

### Superseding an Order or a Part of an Order.

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

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

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

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

### P.

### Superseding an Order or a Part of an Order.

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

(1.) *No 1 Eng 29* pass *No 3 Eng 27* at *C* instead of *B*.

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

*D*-R.

**Providing for a Movement Against the Current of Traffic.**

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

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

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

———

This order may be modified as follows:

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

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

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



# FORMS OF BLANKS FOR SINGLE AND TWO OR MORE TRACKS

FORM 31 FORM 31

# WESTERN MARYLAND RAILWAY COMPANY

TRAIN ORDER No. 10

November 17 1938

To _____ At _____

X Initials Opr.; 1 45 A M.

Each employe addressed must have a copy of this order.

Repeated at 2 20 A M.

| Conductor or Engineman | | Train | Made | Time | Operator |
|---|---|---|---|---|---|
| Jones | Brown | 45 | Complete | 2.20 a.m. | Black |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |



FORM 19 FORM 19

# WESTERN MARYLAND RAILWAY COMPANY

TRAIN ORDER No. 10

November 17 1938

To _____ At _____

X _____ Opr.; 1 45 A M.

Each employe addressed must have a copy of this order.

Made Complete time 2 16 P M. Black Opr.

# WESTERN MARYLAND RAILWAY COMPANY

A A

CLEARANCE FORM A

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

To Conductor and Engineman.....at.....

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

Order No. ... Order No. ... Order No. ... Order No. ..

Order No. ... Order No. ... Order No. ... Order No. ..

have been delivered.

This form is authority to pass stop-indication.

Block.....

Preceding train departed.....

All superior trains due up to.....M have arrived or left except.....

.....
Signalman

**Manifold copies will be made for each Conductor, Engineman, and Signalman, the latter retaining a copy.**



# BLOCK SIGNAL RULES

## BLOCK SIGNAL 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 telegraph, 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 signal appliances so interconnected that their movements must succeed each other in a pre-determined order. 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 is governed by block signals.

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

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



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

INTERLOCKING SIGNALS.—The fixed signals of an interlocking.

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

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

DWARF SIGNAL.—A low home signal.

LIMITED SPEED.—A speed not exceeding 30 miles per hour.

MEDIUM SPEED.—A speed not exceeding 20 miles per hour.

SLOW SPEED.—A speed not exceeding 10 miles per hour.

RESTRICTED SPEED.—Proceed prepared to stop short of train, obstruction, or switch not properly lined and to look out for broken rail.

# RULES GOVERNING THE MOVEMENT OF TRAINS IN THE SAME DIRECTION BY BLOCK SIGNALS

## RULES GOVERNING THE MOVEMENT OF TRAINS IN THE SAME DIRECTION BY BLOCK SIGNALS.

251. On portions of the railroad, and on designated tracks so specified on the time-table, trains will run with reference to other trains in the same direction by block signals whose indications will supersede the superiority of trains.

253. The train dispatcher must be advised in advance, of any known condition that will delay the train or prevent it from making usual speed.

254. Except as affected by Rule 251 all Block Signal Rules and Operating Rules remain in force.



# RULES GOVERNING OPPOSING AND FOLLOWING MOVEMENT OF TRAINS BY BLOCK SIGNALS

## RULES GOVERNING OPPOSING AND FOLLOWING MOVEMENT OF TRAINS BY BLOCK SIGNALS.

261. On portions of the railroad, and on designated tracks so specified on the time-table, trains will be governed by block signals whose indications will supersede the superiority of trains for both opposing and following movements on the same track.

263. The train dispatcher must be advised in advance of any known condition that will delay the train or prevent it from making usual speed.

264. Except as affected by Rule 261 all Block Signal Rules and Operating Rules remain in force.

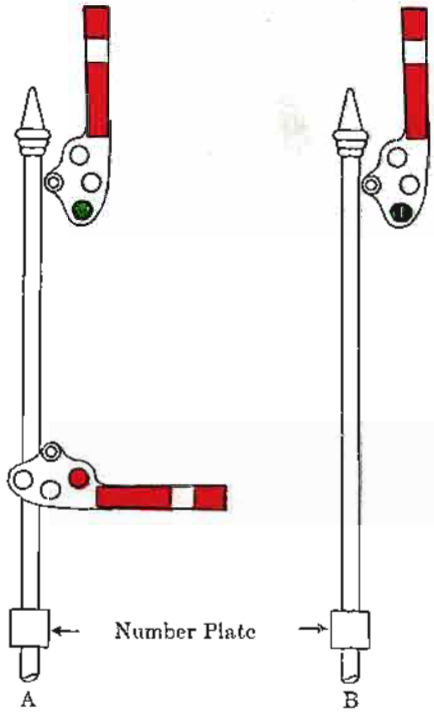


# ASPECTS

# AUTOMATIC BLOCK SIGNALS

## AUTOMATIC BLOCK SIGNALS

281




INDICATION —Proceed.

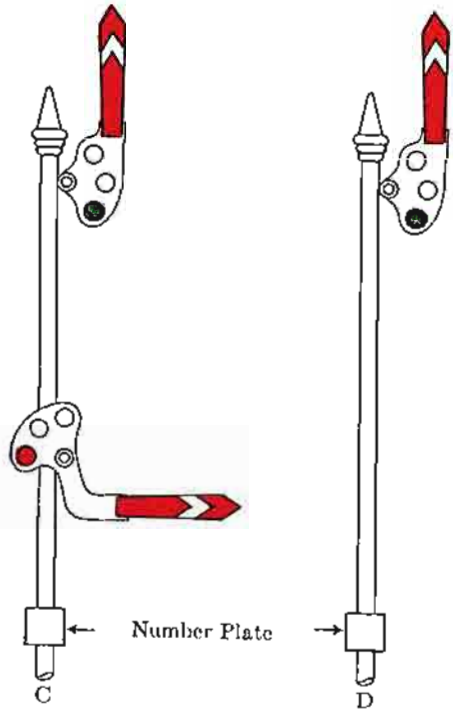
NAME —Clear.

APPLICATION—At entrance of normal speed block, to govern train movements at normal speed.



AUTOMATIC BLOCK SIGNALS

281



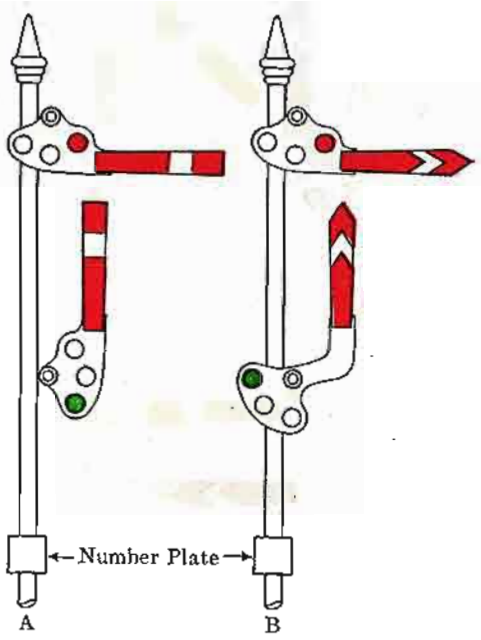

INDICATION —Proceed.

NAME —Clear.

APPLICATION—At entrance of normal speed block, to govern train movements at normal speed.

## AUTOMATIC BLOCK SIGNALS

283




INDICATION —Proceed; Medium Speed.

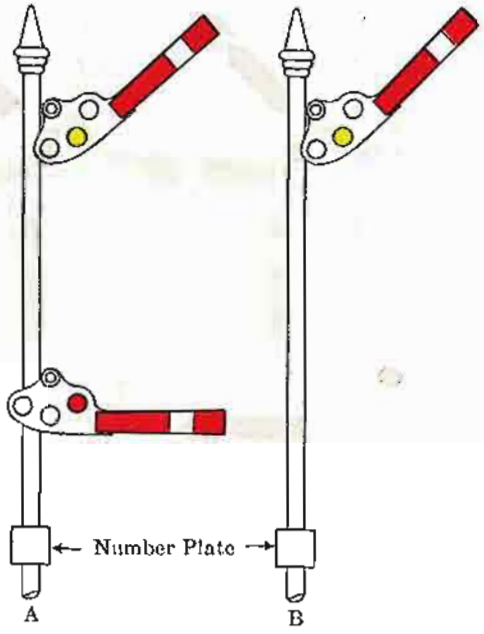
NAME —Medium-Clear.

APPLICATION—At entrance of medium speed block, to govern train movements at not exceeding Medium Speed.



## AUTOMATIC BLOCK SIGNALS

285



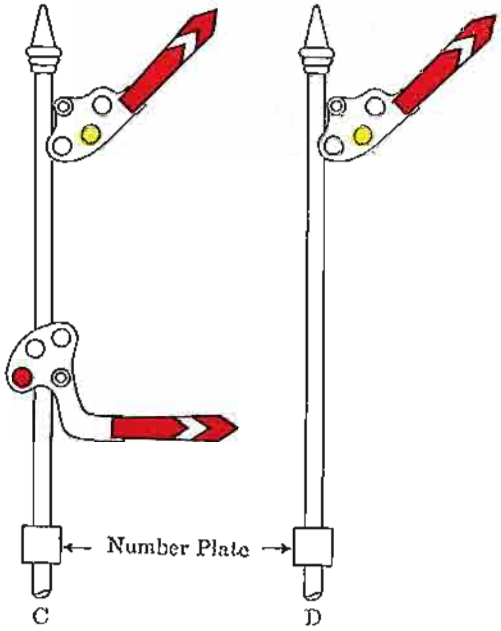

INDICATION —Proceed preparing to stop at next Signal. Train exceeding Medium Speed must at once reduce to that speed.

NAME —Approach.

APPLICATION—At entrance of a block, to govern the approach to Restricting, Stop and Proceed, Grade or Stop Signals.

## AUTOMATIC BLOCK SIGNALS

285




INDICATION —Proceed preparing to stop at next Signal. Train exceeding Medium Speed must at once reduce to that speed.

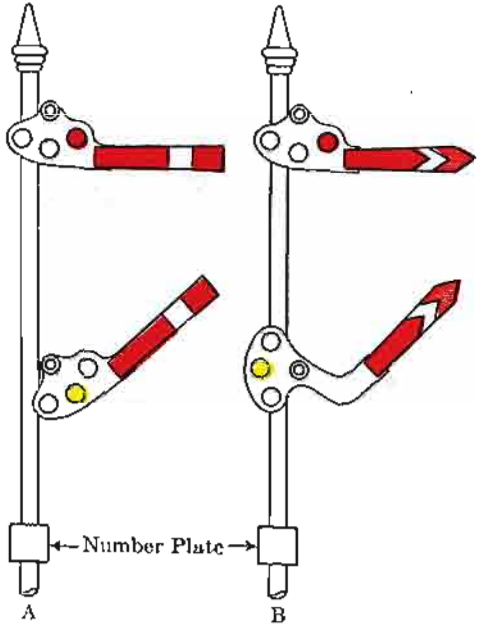
NAME —Approach.

APPLICATION—At entrance of a block, to govern the approach to Restricting, Stop and Proceed, Grade or Stop Signals.



## AUTOMATIC BLOCK SIGNALS

290

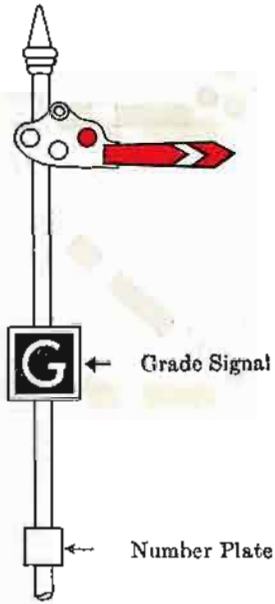



INDICATION —Proceed at Restricted Speed.

NAME —Restricting.

APPLICATION—At entrance of a block, to permit trains to proceed prepared to stop short of train, obstruction, or switch not properly lined and to look out for broken rail.

291




INDICATION —Proceed at Restricted Speed.

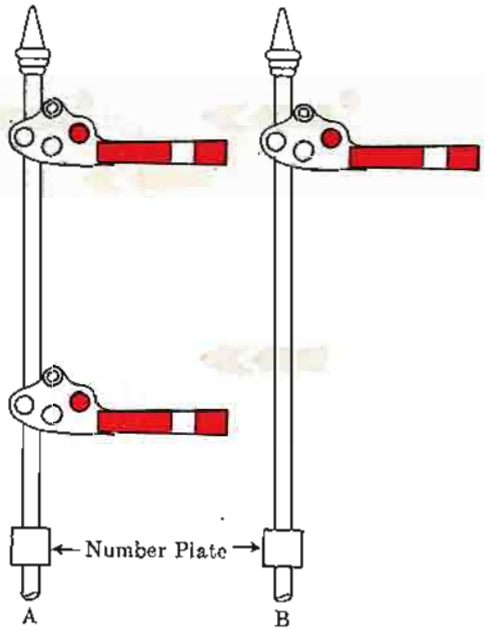
NAME —Grade Signal.

APPLICATION—Freight Trains may pass Grade Signal without stopping—Rule 509 is modified.





292



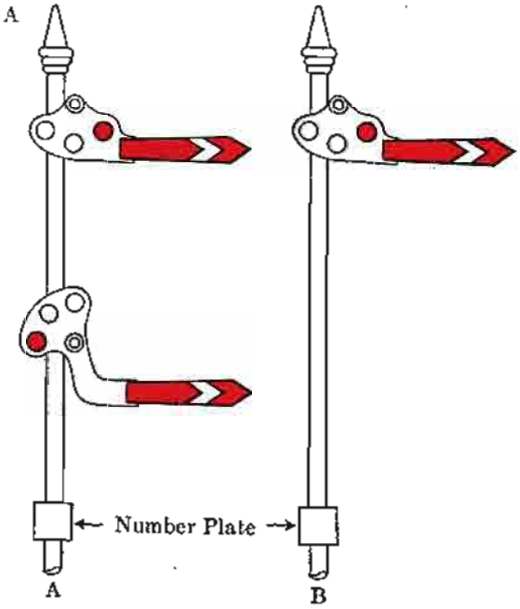

INDICATION —Stop.

NAME —Stop.

APPLICATION—At entrance of a Block requiring Trains to stop. Trains may proceed in accordance with Rule 509.

## AUTOMATIC BLOCK SIGNALS

292 A




INDICATION —Stop.

NAME —Stop.

APPLICATION—At entrance of a Block requiring Trains to stop. Trains may proceed as follows:

On Single Track —In accordance with Rule 509.

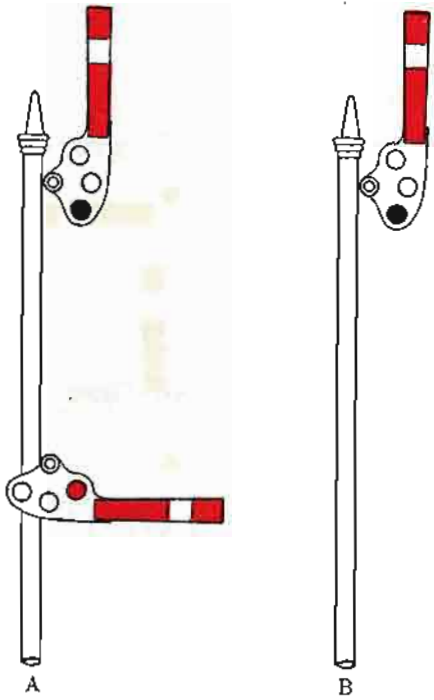
On Double Track—Stop and Proceed at Restricted Speed.



# ASPECTS

# INTERLOCKING SIGNALS

281




INDICATION —Proceed.

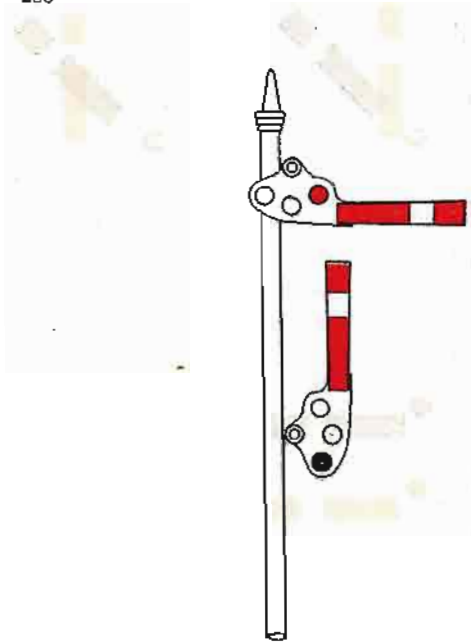
NAME —Clear.

APPLICATION—At entrance of normal speed block, to govern train movements at normal speed.





283



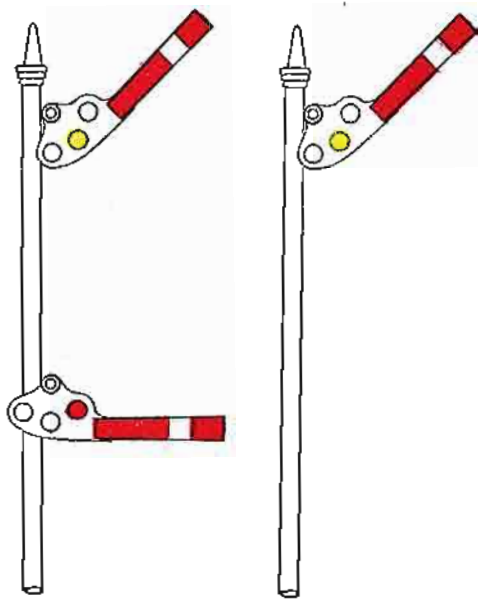
INDICATION —Proceed; Medium Speed within interlocking limits.

NAME —Medium-Clear.

APPLICATION—At entrance of medium speed block, to govern train movements at not exceeding Medium Speed.

## INTERLOCKING SIGNALS

285




INDICATION —Proceed preparing to stop at next signal. Train exceeding Medium Speed must at once reduce to that speed.

NAME —Approach.

APPLICATION—At entrance of a block, to govern the approach to Slow-Clear, Medium-Clear, Restricting, and Stop Signals.



## INTERLOCKING SIGNALS

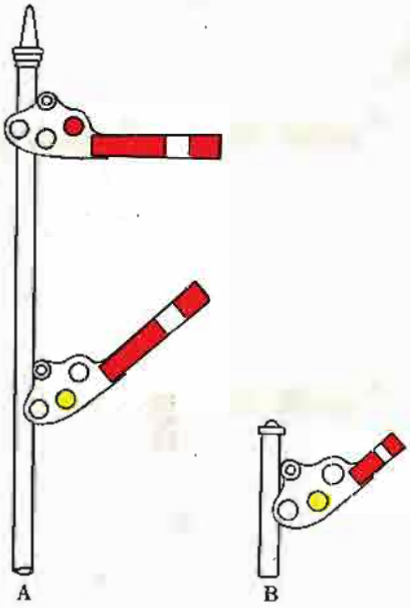
287

INDICATION —Proceed; Slow Speed within interlocking limits.

NAME —Slow-Clear.

APPLICATION—At entrance of slow speed block, to govern train movements at Slow Speed.

290




INDICATION —Proceed at Restricted Speed.

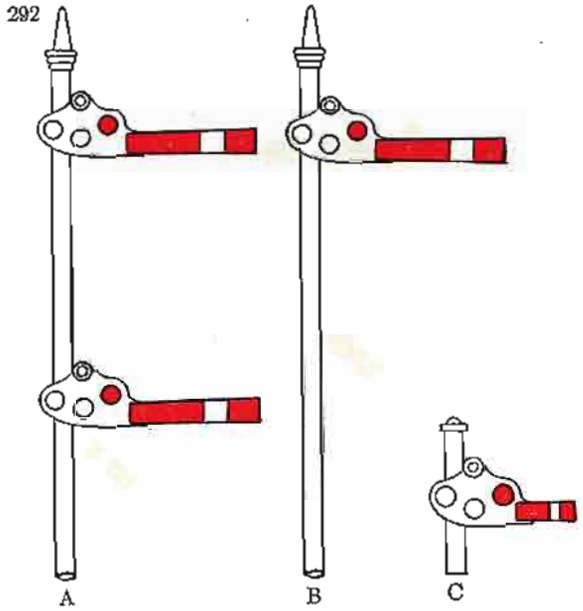
NAME —Restricting.

APPLICATION—At entrance of a block, to permit trains to proceed prepared to stop short of train, obstruction, or switch not properly lined and to look out for broken rail.





292




INDICATION —Stop.

NAME —Stop.

APPLICATION—At entrance of a block requiring trains to stop until authorized to proceed by Train Order, Clearance Form A, more favorable indication than Stop, or in accordance with the rules.

## USE OF SIGNALS.

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

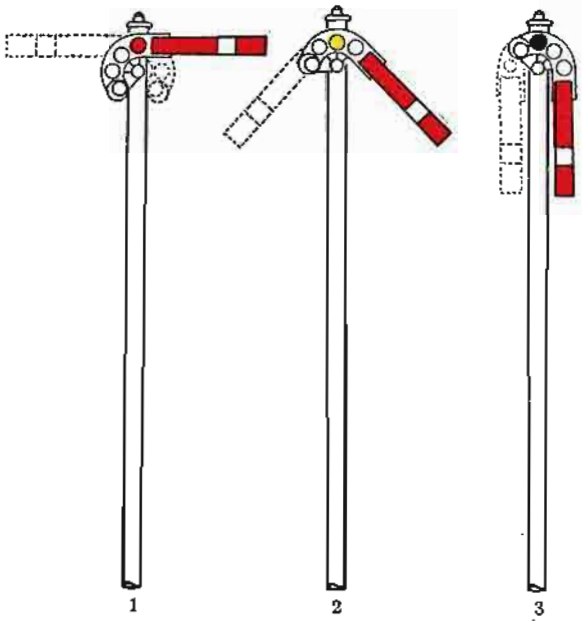
A signal imperfectly displayed or the absence of a signal at a place where a signal is usually shown, must be promptly reported to the Superintendent.

294. All members of engine and train crews must, when practicable, communicate to each other by its name the indication of each signal affecting the movement of their train or engine.



# MANUAL BLOCK SYSTEM

## MANUAL BLOCK FIXED SIGNALS




1. INDICATION—Stop.
2. INDICATION—Proceed at Medium Speed to receive Clearance Form A, or Train Orders.
3. INDICATION—Proceed.



## MANUAL BLOCK SYSTEM RULES.

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

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

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

308. When Clearance Form A is used information will be shown as to condition of block "clear" or "occupied." If block is occupied train will proceed prepared to stop short of train ahead.

### SIGNALMEN.

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

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

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

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

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

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

316. COMMUNICATING CODE.

1.—Keep block signal in stop position for opposing train.

13.—I understand.

2.—Block Clear.

5.—Block not clear of train other than passenger.

56.—Block not clear of passenger train.

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

9.—Closing block station, followed by 2. If the block is clear, to be answered by 13, followed by 2. If the block is not clear, to be answered by 5 or 56.

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

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

A train must not be admitted to a block which is occupied by an opposing train or by a passenger train



except as provided in Rule 333 or by train order. A train may be permitted to follow a train other than a passenger train into a block under permissive indication or Clearance Form A.

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

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

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

This information must be entered on the block records.

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

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

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

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

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

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

All crossover movements must be entered on the block record.

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

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



333. When, from any cause, a signalman is unable to communicate with the next block station in advance, he must stop all trains approaching in that direction. Should no cause for detaining a train be known, it may then be permitted to proceed with Clearance Form A, provided 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 Rule 329 or 343. When hand signals are necessary they must be given from such a place and in such a way that there can be no misunderstanding on the part of enginemen or trainmen as to the signals, or as to the train or engine for which they are intended.

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

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

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

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

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

When trains, which were in the extended block when the block station was opened and which had passed his

block station before it was opened, clear the block in advance he must repeat the record to the block station in the rear.

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

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

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

The block signals must then be secured in the clear position, 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, signalmen must use hand signals, in addition to block signals, to give the required indications until all trains have passed which have not been notified by train order that the block station is open.

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

## ENGINE AND TRAIN CREWS.

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

Clearance Form A will be used for blocking trains moving against the current of traffic.

362. Trains must not pass a "Stop"-indication without receiving Clearance Form A.



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

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

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

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

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

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

372. Conductors must report to 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.

# AUTOMATIC BLOCK SYSTEM RULES

**The Automatic Block System will be used only where so specified on the time-table or by special instructions.**

## 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.

## ENGINE AND TRAIN CREWS.

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

509. When a train is stopped by a Stop-indication it must stay until authorized to proceed, and will then proceed at restricted speed, or in case of failure of means of communication it may proceed when preceded by a flagman to the next signal displaying a proceed indication.

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

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

512. Where switch indicators are used, the indications displayed do not relieve enginemen and trainmen from protecting their train as required by the rules.

513. Before a train or engine enters on or fouls a main track, or crosses from one main track to another, at bolt-locked switches, after operating the bolt-lock, the trainmen must wait 3 minutes before operating the switch; at non-bolt-locked switches trainmen will operate



the switch and wait 2 minutes at the switch before making engine or train movement. This will not relieve employes from the duty of promptly and properly protecting the movement.

513(A). A train or engine having accepted a clear indication and is delayed in the block, must proceed at restricted speed to the next signal.

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

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

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

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

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

# INTERLOCKING RULES

## INTERLOCKING RULES.

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

606. **Emergency Signals.**

(Whistle or Horn)

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

| SOUND. | INDICATION. |
|---|---|
| (a) ——— | All trains and engines within interlocking limits stop immediately. |
| (b) o o | Resume normal movement after receiving the proper signal or permission from the signalman. |
| (c) o o o | Whistle or horn test. |
| (d) o o o o | Call signal maintainer or repairman. |

## SIGNALMEN.

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

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



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

615. When necessary to change any route for which the signals have been cleared for an approaching train or engine, switches, 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, detector bar or lock must not be moved when any portion of a train or engine is standing on or closely approaching the switch, derail or movable 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 or sand is drifting, is not on hand when required, the fact must be reported to the Superintendent.

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

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

622. Signalman 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 safe condition.

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

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

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

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

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

629. If necessary to pass any interlocking signal indicating stop, hand signals must be used and Superintendent notified.



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

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

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

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

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

The interlocking station must be securely locked.

636. At interlocking stations, where there is a train order or block signal operated by the same signalman, such signals must not be changed to display a proceed indication for a train until after the interlocking signal has been changed to permit the train to proceed.

## ENGINE AND TRAIN CREWS.

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

663. Trains or engines must not pass an interlocking signal indicating stop without receiving hand signals, and must not proceed on hand signals until a member of the train or engine crew is fully informed of the situation; the movement must then be made at restricted speed.

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

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

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

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.



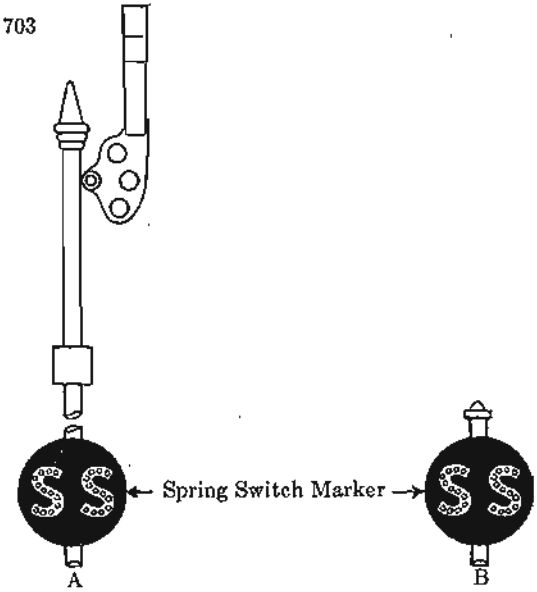
# AIR BRAKE, TRAIN AIR SIGNAL AND ELECTRICAL LIGHTING RULES

702. Rules and regulations governing the operation and maintenance of Air Brakes, Train Air Signals, Electric Headlights, Electrical Lighting of Passenger Cars, and Cabin Car and Locomotive equipment, are issued in a separate book (Form M. P. 128 Revised).

All employes whose duties are therein prescribed must provide themselves with a copy and are required to have a thorough knowledge and comply with the instructions.

## SPRING SWITCH MARKERS

703




INDICATION —Location of spring switches.

A.—In automatic signal territory when a signal is located at clearance.

B.—In automatic signal territory when signal is beyond clearance and in non-automatic signal territory.

NAME —Spring Switch Marker.

APPLICATION—When trailing through spring switch, proceed not exceeding Medium Speed; within yard limits Rules 93 and 93(a) govern.



## RULES GOVERNING MOVEMENT THROUGH SPRING SWITCHES.

704. Trains will run through trailing switch points without changing position of switches. If train is stopped before the movement is completed through the spring switch, trains must not be permitted to move back, slack run out, or train moved against switch points until the switch lever has been thrown by hand changing switch points to track from which train is moving. When movement has been made through spring switch it must be known that switch points have returned to normal position before reverse movement is made.

704(a.) In non-automatic signal territory when spring switch is out of adjustment or points not fitting properly, the fixed signal will show red light (stop-indication) for trains moving towards the switch point. In automatic signal territory, spring switches are connected with automatic signal circuit, and automatic signal indication will govern.

When stop-indication is shown train must be stopped clear of switch and a careful examination must be made of the switch to determine if it is safe before proceeding.

704(b.) When spring switches are not working properly a report must be made by wire to Superintendent from the first available point of communication.

# RULES
# GOVERNING THE
# MOVEMENT OF MOTOR CARS

## RULES GOVERNING THE MOVEMENT OF MOTOR CARS.

705. Train dispatchers must not issue train orders for the movement of a motor car unless the motor car operator, or an employe acting as pilot, has passed required examination on Book of Rules and Special Instructions.

706. When motor cars are making movements authorized by Train Orders, rules of the Book of Rules and Special Instructions of Division Time Tables govern.

## WHEN MOTOR CARS ARE NOT HANDLED ON TRAIN ORDERS THE FOLLOWING RULES APPLY.

707. When necessary to operate motor cars outside of Yard Limits, and there is no open telegraph office, motor car operators must obtain information for movement from the train dispatcher, and the instructions issued by the train dispatcher for such movements must be written on Form C. T. 92 by those receiving same, and promptly repeated to the train dispatcher, who will see that it is repeated correctly.

708. At open telegraph offices, the telegraph operator will secure the information from the train dispatcher and repeat it, as per Rule 707, and when delivering Form C. T. 92 to motor car operator, must require motor car operator to read the instructions and know they are properly understood.

709. On double track, the authority for movement of motor car is with the current of traffic only, unless otherwise stated in the instructions from train dispatcher.

710. Where communication with train dispatcher is not possible, or when lines of communication are inoperative,



movements of motor car must be made under the protection of flagman to point where instructions can be secured.

711. Motor cars outside of Yard Limits must not be operated in excess of twenty miles per hour and must use Reduced Speed at all times.

NOTE:—Definition of Reduced Speed.

Proceed prepared to stop short of train or obstruction.

It must be clearly understood that stopping short of train or obstruction includes possible obstruction approaching track from public or private road crossing and from other sources.

712. Unless otherwise instructed by train dispatcher, motor cars which are not being operated, must be protected by flagmen on either the main track or passing sidings. In the absence of instructions from train dispatcher or protection by flagmen, motor cars will be set clear of track and must be properly secured to prevent them from drifting and fouling tracks.

713. Employes in charge of motor cars, hand cars or push cars, must secure permission from signalman before entering interlocking plants.

714. Train dispatchers will keep a record on Form C. T. 93 of all movements of motor cars made by his authority, including instructions issued for such movements.

715. Motor car operators will retain their copy of Form C. T. 92 for reference.

## MOTOR CARS IN YARD LIMITS.

716. Within Yard Limits motor cars will clear time of first class trains and will use Yard Speed on all tracks.

NOTE:—Definition of Yard Speed.

A speed that will permit stopping within one-half the range of vision, which includes possible obstruction

approaching track from public or private road crossing and from other sources.

### RULES APPLICABLE TO ALL MOTOR CARS.

717. A supply of Form C. T. 92 will be kept on hand at all times by motor car operators and at telegraph offices.

718. Motor cars must be used only in the discharge of duty.

719. Motor car operators must be qualified to comply with the rules governing the movement of motor cars and must also know the physical characteristics of that portion of the railroad over which the motor car is to be operated, otherwise an employe who is qualified must act as pilot.

720. Motor car operators will not permit anyone to ride on motor cars except officers and employes of the Railway Company in the discharge of their duty.

(a). Other persons, having business with the Railway Company, will be permitted to ride on motor cars when accompanied by an officer of the Railway Company.

(b). Under special circumstances, when necessary to transport persons other than those referred to in Paragraph (a) of this Rule, permission must first be obtained from the Superintendent.

721. Motor cars which have not been set clear of tracks must display a white light on the front of the motor car and red light on rear of motor car from sunset to sunrise, or when day signals cannot be plainly seen owing to weather or other conditions.

722. Motor cars must be properly equipped with Flagman Signals as per Rule 35 and motor car operators must comply with Rule 99.

723. Motor cars must not be attached to trains.



# RULES GOVERNING PERSONAL INJURIES

## PERSONAL INJURY RULES.

725. All cases of injury to persons or damage to property must be promptly reported to Superintendent by wire on Form C. T. 67. Members of train and engine crews who witness or have knowledge of personal injuries, must fill out Form C. T. 11. In case of damage to property Form C. T. 21 must be used. These forms, when completed, should be mailed to proper officials.

726. Employes injured on duty should, if able, report to the nearest Resident Surgeon, or, if no Resident Surgeon is available, to the nearest Company Surgeon, or, if neither is available, should communicate with the Superintendent for instructions. In event of serious injury or emergency the employe or officer in charge shall immediately communicate with the Superintendent for instructions, or if that is not possible, will obtain the services of the nearest available surgeon and notify the Superintendent.

727. Employes injured on duty who select the services of physicians or surgeons, other than as provided by the company, must assume the expense thereof.

728. An employe injured on duty who has received medical treatment must obtain a return to duty slip (Form C. S. 13) from the surgeon rendering such treatment before returning to duty, unless otherwise instructed by his employing officer.

729. Employes off duty over thirty (30) days, when not under the supervision of a Resident or Company Surgeon, must secure an "Order for Physical Examination" (Form C. S. 19) from employing officer and present same to Resident Surgeon, who will make physical examination before employes will be permitted to resume duty.



730. When persons other than passengers or employes are injured, the employe in charge shall immediately communicate with the Superintendent for instructions.

731. Whenever passengers or employes are injured on or about cars or engines, the equipment involved must be immediately inspected by the employes in charge and regular inspectors, if available, to ascertain condition. In cases of injury to employes between equipment, there must be, in addition to the inspection required by the foregoing, an immediate coupling and uncoupling test and the employes handling the equipment in making the test must use and inspect the couplers, levers, etc., and be prepared to give statements showing condition of such equipment. A report must be made to train master by first train mail. A special inspection must be made by two inspectors at the first division terminal, unless otherwise directed. Inspectors must make report on Form C. T. 51 covering such special inspection.

732. When injury is caused by the breaking of machinery, tools or any appliance, the broken parts must be so marked as to be readily identified and promptly turned over to the Superintendent, or head of the department in which the accident occurred.

733. Employes who witness or have any knowledge of an accident, or of the facts involved, must not give information concerning it to anyone except duly authorized and identified representatives of this company.

734. When an accident occurs which results in the death of any person, the remains of the deceased must be conveyed to one side of track at point of accident, where it must remain until coroner is notified and remains

are released by him or upon instructions from the Superintendent. If unable to locate coroner, the State's Attorney must be immediately notified. Care should be taken not to remove the remains out of the county or state in which the accident occurred.



# ADDITIONAL GENERAL RULES

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# SPECIAL RULES

## ADDITIONAL GENERAL RULES.

735. Undivided attention to duty is essential to safety. All employes in the Transportation Department will secure copy of Safety Rules (C. T. 267) and observe the same.

(a) Employes of the company must devote themselves exclusively to its service, and must not engage in other occupations without permission from the Superintendent.

(b) Sleeping when on duty and gambling on company property are prohibited.

(c) Employes who are dishonest, immoral, or otherwise undesirable, will not be continued in the service.

736. The watch of each employe subject to inspection under Rule 2, must be presented to a designated watch inspector at least every two weeks so that its performance may be noted and record made on Watch Inspection Certificate (Form C. T. 168) by the inspector. Employe must sign Watch Inspection Register, and when on duty must have Watch Inspection Certificate on hand for examination, when called for by proper officer.

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

(b) Conductors and enginemen must compare watches with each other before commencing each day's work. Other members of crew must compare watches with the conductor or engineman as soon as practicable.

737. General Orders and General Notices are instructions issued by the Superintendent and must be complied with.



General Orders must be signed for on prescribed form.

General Notice books are located at points designated on time-table.

All promoted conductors, yard foremen, enginemen and motor car operators before going on duty must read General Notices and sign for same in prescribed book showing date of signature.

738. Assistant train masters, assistant road foremen of engines and traveling firemen, are vested with the same authority as train master and road foreman of engines.

739. Employes will obey the instructions of an assistant general yard master the same as if issued by a general yard master.

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

Time must not be shown on time card, or claimed, except when held for duty or for work actually performed by the person named.

741. Conductor, when practicable, must require engineers to read and have an understanding with them of all movements contained in train orders.

Engineers will require firemen to read and have an understanding with them of all movements contained in train orders.

Conductors and engineers, when practicable, must require trainmen to read and have an understanding with them of all movements contained in train orders.

742. Trap and side vestibule doors on passenger equipment and gates on rear of passenger trains must be closed promptly leaving stations, kept closed while train is running, and at stations opened only on side from which passengers are received and discharged; whether open or closed they must be latched.

Conductors must not permit passengers to get on or off while train is in motion, nor permit train to be moved while passengers are getting on or off. Immediately on starting from a station or other stop, trainmen must observe whether anyone is clinging to hand rails of vestibules.

When occupied passenger cars are separated, the gate and vestibule of each car must be closed before separation is made; or if gates are not provided the cars must not be separated until a trainman or other competent employe has been stationed in the vestibule of each car where separation is to be made.

Trainmen must see to the proper adjustment of vestibule curtains before leaving initial terminal and must know that curtains are unhooked before cars are separated. The adjustment of vestibule curtains on pullman cars is the duty of the pullman employe in charge, who must be notified when cars are to be separated.

743. When it is necessary to make a coupling to occupied passenger equipment, stop must be made about 10 feet distant before the coupling is made, then move slowly to make coupling.

744. Employes in train service will assist in making up their train when necessary.

Trainmen will examine train as prescribed by Rule AB-30 (a), when train is pulling out of terminal, and will



inspect train for defects as often as opportunity permits during the trip. If defects are found they will arrange to take such action as is necessary.

745. Enginemen, and trainmen on engines, must keep a constant lookout ahead. Firemen and trainmen must give immediate notice to engineer of any condition affecting the safety of the train. Enginemen and trainmen must look back frequently for signals or unsafe conditions.

746. Trainmen on rear of train must look back frequently to observe any unusual condition or damage to track caused by defective or dragging equipment. Should any damage be observed, they must take such action as necessary to stop the train.

747. Employes must observe all passing trains and note whether they are complete and in order; should there be any indication of conditions endangering the train, or other trains, they must take immediate action to have train brought to a stop if possible, or take such action as is necessary for the protection of trains. Trainmen must look for signal from trackmen and other employes as they pass.

748. When a condition of track is observed which is not safe for train movement, proper protection must be provided for all trains until report is made and instructions received from Superintendent; also when practicable section foreman must be notified.

749. When a yellow flag is displayed by trackmen it will indicate that they are renewing ties or raising track at a distance of 900 yards from point at which the flag is displayed. All trains, except first class trains, will use Reduced Speed until given hand signal by foreman in charge.

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

751. Fusees must not be placed on bridges or at places where fire can be communicated to structures, material or cars.

752. When running on other than their regular track, trains which collect United States mail from cranes, must stop to exchange mail unless otherwise provided.

753. Flying switches will not be permitted except in emergency cases, and the engine must use the straight track; and are permitted over public highway crossings only when full protection is provided.

754. When cars are left on side tracks, they must be entirely clear of any public or private crossing.

State and Municipal Laws pertaining to the obstruction of public crossings must be observed.

755. Cars which are, or may be in the process of loading or unloading, must not be moved until all persons in or about them have been notified and all obstructions under or about the cars, and attachments, such as pipe connections to tank cars, are removed. When such cars are moved, they must be returned to original location unless otherwise instructed.

756. Company material or property of any kind must not be sold or disposed of and all articles furnished for use of employes must be returned to proper official when leaving the service.

757. Conductors and engineers will not permit anyone except members of their crew to ride freight trains and



engines unless they have Form C. T. 97 properly signed, a card pass endorsed "Good on freight trains and engines," or authority from the Superintendent.

758. The business affairs of the Railway Company must not be divulged except to proper officials.

759. The assignment or attaching of an employe's wages by garnishee process or proceedings in aid of execution, will be considered sufficient cause for dismissal, unless a satisfactory explanation is given. Entering suit against the company by an employe is sufficient cause for dismissal.

760. Whenever any subpoena, replevin, attachment or other legal process is served upon any agent or official of the railway, he must note thereon the date, hour and by whom served, immediately send notice to the consignor and consignee of the property involved, forward the original papers by registered railway mail to the General Counsel at Baltimore, Md., and inform the Superintendent by wire. If freight is seized by process of law, charges collectible must be demanded and receipt taken for property before delivery is made to any officer of the law.

761. Whenever any notice is served upon any official or employe, or it shall come to his knowledge that any tax or assessment has been or is to be made against the railway or any of its property, he must at once send full information in reference to same to the Superintendent and such other officials as required.

762. It is unlawful for any official or employe knowingly to disclose to or permit to be acquired by any person or corporation other than the shipper or consignee, without the consent of such shipper or consignee,

any information concerning the nature, kind, quantity, destination, consignee, or routing of any property tendered or delivered to this company for transportation, which information may be used to the detriment or prejudice of such shipper or consignee, or which may improperly disclose his business transactions to a competitor.

763. Whenever an employe is served with a subpoena to report to any court or officer on any matter involving the company, he must at once notify his employing officer.



## SPECIAL RULES.

### CHIEF TRAIN DISPATCHERS.

764. Chief train dispatchers report to and receive instructions from the Superintendent.

765. They will have supervision of train dispatchers, and, unless otherwise provided, the first trick chief train dispatcher will have supervision of operators and signalmen.

766. They must see that only one train dispatcher issues train orders over the same territory at the same time, and that the prescribed forms are used in the issuance of train orders.

### TRAIN DISPATCHERS.

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

768. They will issue orders governing the movement of trains, in accordance with the rules; record the movement of all trains and important incidents affecting the movement of traffic, and report any violation of rules or irregularities.

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

770. Each train dispatcher going off duty will make transfer in ink in train order book of all outstanding and unfulfilled train orders and have a complete understanding with relieving train dispatcher of any unusual conditions affecting the movement of trains requiring his attention.

## GENERAL YARD MASTERS.

771. General yard masters report to and receive instructions from the train master.

772. They have supervision in the districts assigned them, will direct the movement of trains and engines therein, and respect the instructions of the station agent relative to switching cars at station or team tracks.

773. They must not permit any employe who is unfit for the proper discharge of duty to remain on duty.

774. They must see that trains are properly made up and ready to leave as directed; that each train has the prescribed number of employes, and that proper slips or waybills are furnished.

775. They must take an inventory of all cars in yards as often as necessary to insure prompt movement; keep a record of trains, note all irregularities, and make report to proper official. At interchange points they must take record of seals on cars received from and delivered to connecting lines.

776. They must be familiar with instructions relative to refrigeration, ventilation and protection of perishable freight, and unless otherwise provided, see that a complete record of seals on all doors and hatches is promptly taken upon arrival of cars in yard. If a loaded car is found not properly sealed, contents should be promptly examined and car sealed, making report to the Superintendent.

## STATION AGENTS.

777. In matters pertaining to agency work, station agents report to and receive their instructions from the Division Agent, unless otherwise provided, and will comply with instructions issued by the Accounting, Treasury, Passenger, and Freight Traffic Departments.



In matters pertaining to the handling of trains and train orders, they report to and receive their instructions from the chief train dispatcher.

778. They will have charge of the business of the company at the station, all property connected therewith, and all persons employed thereat, and enforce order.

779. They must see that the station and grounds are in proper condition for the safety, comfort, and convenience of patrons.

780. They must open the ticket window to the public at prescribed time before the departure of passenger trains, and, as far as possible, see that tickets are not sold to persons who are not in condition to care for themselves (unless accompanied by an attendant), or whose condition may be a source of annoyance or danger to other passengers.

781. They must, as far as practicable, personally observe the signals, lights, switches, security of cars on station tracks or other conditions at their station which may endanger trains, and take action that will insure safety.

782. They must see that all notices issued by proper officials for the information of the public are posted in conspicuous places in the station, and should bulletin the time passenger trains will arrive or depart; other advertising matter must not be posted on railway property except when properly authorized and then only at places designated for the purpose.

783. When lumber or other material is piled on company property, the agent must instruct patrons that such material must not be piled closer than eight feet six inches from center of track.

784. Agents must furnish conductors who arrive at their station to do switching work, a complete list of all switching required at that station, and the agent will report promptly any failure of the conductor to comply with the switching list.

785. Agents are responsible for all seals under their charge and will keep a record of the seals used.

They will make an inspection after applying seal to car to see that the door cannot be opened without breaking the seal and that seal number can be readily taken, and will report to the Superintendent all cars found improperly sealed.

786. They must see that proper billing is furnished for all cars or freight and make prompt report when cars are ready for movement.

787. When they receive a waybill for a carload shipment, or a number of waybills for various shipments in the same car, and car is not received in a reasonable time, or when waybill does not accompany a car, they must make report to the Superintendent immediately.

788. When agents are required to handle mail between post office and train, or vice versa, they will be held responsible for seeing that the mail is handled promptly. Mail pouches must not be left unprotected.

## STATION BAGGAGE AGENTS.

789. Station baggage agents report to and receive instructions from the agent, and will comply with instructions issued by the Passenger and Accounting Departments.

790. They will have charge of the baggage-room and persons employed therein.



791. They must not permit unauthorized persons access to the baggage-room.

792. They are responsible for United States mail and company train mail while in their charge, and for the security and proper use of baggage checks.

## TELEGRAPH AND TELEPHONE OPERATORS AND SIGNALMEN.

### (Except Switchboard Operators)

793. Telegraph and telephone operators and signalmen report to and receive instructions from chief train dispatcher and will comply with instructions of the train master and station agent.

794. Day telegraph and telephone operators and signalmen are managers of their respective offices unless otherwise directed.

795. They must be constantly on duty during the prescribed hours, and report by wire if not relieved at the prescribed time.

796. They must notify relieving telegraph and telephone operators and signalmen, in writing, of all orders to be delivered or any unfinished business.

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

798. They must not permit unauthorized persons in the office.

799. They must consider the telegraph and telephone a confidential service and treat the contents of messages accordingly.

800. They must make such wire connections on switchboards and wire tests as directed by the wire chief and obey his instructions promptly.

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

802. They must, should a telegraph circuit remain open more than two minutes, determine the direction in which the wire is open, reporting the same to the chief train dispatcher by any available means. A wire must not be grounded except in an emergency, or for testing.

803. They must know that their telegraph instruments are always in adjustment to receive calls, taking especial care in bad weather never to open key unless positive that the wire is not being used.

804. Offices must not be closed until permission has been obtained from the train dispatcher.

805. They must, on closing office, cut out all telegraph instruments and arrange block wires as prescribed by Rule 342.

## CONDUCTORS.

806. Conductors report to and receive instructions from the train master and at stations and yards will obey the orders of the agent and general yard master. They will comply with instructions of the several officials of the railroad relative to the business of their respective departments.

807. The general direction and government of a train is vested in the conductor, and all persons employed on the train must obey his instructions. Any misconduct or neglect of duty of men employed thereon must be reported.



808. They must see that the men employed on the train are familiar with their duties, and not entrust the duties of a flagman to a person not entirely familiar with them, except in emergency, in which case full instructions in such duties must be given.

809. They must know that the prescribed signals are displayed and that proper supplies are secured for the trip.

810. When a train is undergoing inspection by car inspectors, they must not permit train to start until proper notice is given that inspection is completed and conductors must secure the information as contained in Rule AB-11 (i) from car inspectors.

811. They must inspect the running gear, brake and draft rigging and observe the general condition of the train as often and as closely as practicable while moving or standing.

812. They must see that sufficient hand brakes are set on cars left on sidings or other tracks and, when necessary, the wheels blocked.

813. They must make memorandum of any occurrence connected with the trip that is important to remember, with date and a brief outline of the circumstances.

814. They must, at the end of each trip, make required reports.

815. All rules and special instructions governing conductors apply also to yard foremen.

## PASSENGER CONDUCTORS.

816. Passenger conductors will before leaving initial station announce in waiting room, train number, time train is to leave, and important stations at which train is scheduled to stop.

817. They must, when examining tickets, inform passengers destined to stations on branch or connecting lines at what station they will change cars and of the probable location and leaving time of the train to which they will change.

818. They must not allow any person to ride on any train without proper ticket or pass, or payment of fare.

819. They must not allow passengers to use seats in coaches to deposit baggage, when such seats are required for passengers, and when necessary, conductors will request owners in a polite manner to remove baggage or packages from seats or aisles and if they refuse, will remove them in a careful manner, placing them within easy reach of the owner in racks provided for same or on the floor but must not be placed or allowed to remain in aisles of cars. They must not allow a passenger to occupy more than one seat when required for other passengers and must see that all coach seats are properly turned for immediate use.

820. When a passenger refuses to produce proper transportation, apparently having a valid reason for the refusal, the conductor must ascertain the name and address of the passenger and report the facts to the train master. In case the refusal to pay fare is evidently an attempt to evade fare the conductor must wire ahead for an officer of the law, and, in the presence of the officer, make demand for the fare. If the passenger still refuses to pay he must be turned over to the officer for arrest for evading fare. No person shall be removed from a train between stations for any cause. When necessary for any reason to eject a passenger from the train, it must be at an open passenger station where the train stops.



821. They must protect the passengers from rudeness, threatened violence, abusive or obscene language. Any passenger acting in a disorderly manner may be removed from the train at the next open passenger station where the train stops, whether provided with ticket or not. They must exercise reasonable discretion in the performance of this duty and should be careful to use no more force than is reasonably necessary to eject such passenger from the train. Where possible, they must wire ahead for an officer of the law and turn such passenger over to such officer for arrest.

822. They must, when necessary to eject a person from a train, ascertain the name and address of such person, if possible, and the names and addresses of a number of passengers who witnessed the occurrence, and make report to the train master.

823. They must give particular attention to the comfort of passengers, reporting to the Superintendent any cars found to be defective, unclean, or not properly supplied.

824. They must not occupy seats with passengers, or enter into conversation with them further than is required in the discharge of their duties, nor will they permit any member of their crew to do likewise. The solicitation of business by unauthorized persons will not be permitted on trains.

825. All articles left by passengers should be marked to indicate on what date and train they were found and by whom, and left with the baggage agent at division terminal. Conductor will make report to the train master.

## FREIGHT CONDUCTORS.

826. They will compare bills with cars in train at first opportunity after leaving the terminal and any irregularities found must be reported promptly to the Superintendent. Train must not be stopped or held for the purpose of comparing bills.

827. They must set off and pick up cars as instructed, have the proper billing for loads picked up between terminals, and see that cars are not hauled beyond destination or out of route.

828. Unless otherwise instructed, "order" or "notify" shipments must not be delivered at a station where there is no agent. Such shipments and waybills must be left in care of last agent in the direction shipments are moving before reaching destination.

829. 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 the number of the car to which it is transferred, on face of waybill.

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

831. They must see that doors of loaded cars in train are closed and report to the train master all loaded cars discovered by them to be improperly sealed.

832. They will see that trainmen are in the proper position on top of trains on descending grades as specified



on the time-table; except when the rear trainman is acting as flagman, the conductor will take his position on top of the train.

833. When cars in train are found to be defective, or not in condition to run safely, they must be set out of train.

834. They must, when defective cars are set out of train, report on Form C. T. 38 to the Superintendent and where there are no communications, the waybills will be taken to first open station, making endorsement on waybill as to action taken. When equipment is repaired on line of road, they will fill out Form M. P. 75 in detail, showing all and kind of material used and mail to the office of car foreman, at the end of each trip.

## TRAIN BAGGAGEMEN.

835. Train baggagemen report to and receive instructions from the train master and will obey the orders of the conductor, and comply with the instructions of the Passenger and Accounting Departments.

836. They must not accept any baggage for movement unless checked or waybilled, or accept for movement in the baggage car any other property or company material unless authorized by Superintendent.

837. They must check baggage received at stations where there is no agent, take up checks for baggage delivered at such stations and protect checks in their possession.

838. They must not throw off any package unless it can be done safely.

839. They must keep end doors of baggage cars secured, and not allow any person to enter, except officials, mail

agents, express messengers, news agents and train employes in the discharge of their duties.

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

841. They must remain in their cars until relieved or baggage is discharged and receipted for. If necessary to leave their cars temporarily they must close and lock all doors.

### PASSENGER TRAINMEN.

842. Passenger trainmen report to and receive instructions from the train master and will obey the orders of the conductor.

843. They must give particular attention to the comfort of passengers in the heating, lighting and ventilation of cars, and the supply of ice and water in tanks.

844. They must make announcements as follows:

(a) Before starting from a terminal or junction station announce from the center of each car, the destination of the train, thus: "This train for ————————, the next station stop is ————————."

(b) On departing from other stations, announce: "The next station stop is ————————," repeating the name of the station. Just before arriving at a station at which the train stops, announce: "This station is ———— ————," repeating the name of the station, and add, when desired, "This way out."

(c) If the train stops before arriving at the station after the announcement has been made, they must announce "This is not the station stop," so that passengers will not be misled, and attempt to leave the train.



845. The proper place for the rear trainman, while the train is in motion, is at the rear of the train, except when the rear car is a private or business car, or occupied observation car, he will ordinarily ride in the next car forward.

### FREIGHT TRAINMEN.

846. Freight trainmen report to and receive instructions from the train master and will obey the orders of the conductor and general yard master.

847. They will be in proper position on top of trains on descending grades as specified on the time-table.

848. All rules and special instructions governing trainmen apply also to yard helpers.

### ENGINEMEN.

849. Enginemen are under the supervision of the road foreman of engines, who will instruct them in matters pertaining to the efficient operation, proper care of locomotives, and the proper method of train handling. They will report to and receive instructions from the train master in matters pertaining to transportation. They must obey the instructions of general yard master as to switching and making up trains in yards, and instructions of the conductor unless they endanger the safety of the train or require violation of rules.

850. When there is no conductor or he is disabled, the engineman will have charge of the train, and must be governed by the rules prescribed for conductors.

851. They must see that the engine is in good working order and furnished with necessary supplies, tools and signals.

They must, at end of trip, make written report on prescribed form of repairs necessary.

852. Ash-pan slides must be kept closed, except when necessary to clean fires at properly designated places as specified on time-table. They must not permit ash pans to be cleaned over switches or frogs, in front of stations, or on crossings. They must see that ashes are wet down and are leveled to the height of the rail.

853. They must not leave engines while on duty without permission, except in case of necessity, and then the fireman or some competent person must be left in charge. When engines are left under steam, the reverse lever must be placed in the center and cylinder cocks opened, and when on grades wheels must be blocked.

854. They must exercise care to prevent water being thrown from smokestacks when starting, and must not open cylinder cocks, nor permit overflow from injectors at station platforms. They must require the firing to be done in such manner as to avoid dense smoke and must use the blower gently to prevent smoke trailing when at stations.

855. They must not allow firemen to handle the engine except in their presence and under their direction.

## FIREMEN.

856. Firemen are under the supervision of the road foreman of engines, who will instruct them as to the proper method of firing and caring for locomotives. They will be under the instructions of the train master in matters pertaining to transportation and must obey the instructions of the engineman.

857. They must keep a constant lookout while switching, and must communicate signals to engineer immediately.



858. They must take charge of the engine in the absence of the engineman and not permit any unauthorized person to be upon it.

859. They must not move an engine or train in the absence of the engineman, without instructions from proper official or the conductor.

860. They must, in case the engineman becomes disabled, stop the engine or train and report to the conductor.