WM

BOOK OF RULES

WESTERN MARYLAND RAILWAY COMPANY

1959

NAME _____ OCCUPATION _____

No 3606

WESTERN MARYLAND RAILWAY COMPANY

No 3606

SUPERINTENDENT

_____ DIVISION

I have received a copy of the Book of Rules: Operating, Signal and Interlocking Rules, effective February 1, 1959.

I understand that I am required to have a thorough knowledge of and obey these rules.

Employee _____

Date _____ 19____ Occupation _____

WESTERN MARYLAND RAILWAY COMPANY

BOOK OF RULES

EFFECTIVE FEBRUARY 1, 1959

WESTERN MARYLAND RAILWAY COMPANY

OPERATING SIGNAL AND INTERLOCKING RULES

Effective February 1, 1959

The rules herein set forth govern the railroads operated by the Western Maryland Railway Company and must be observed by all employees whose duties are in any way affected thereby. They supersede all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority. When at variance with the rules, special instructions will govern.

Whenever and wherever the word "Railway" or the word "Company" is used in these rules, it is intended to cover any railroad operated by the Western Maryland Railway Company, or any subsidiary line, the management of which may, by proper order, make the rules effective thereon.

F. L. ETCHISON
Chief Engineer

G. M. LEILICH
Vice President—Operations

Approved:
W. ARTHUR GROTZ
President

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GENERAL NOTICE

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

Obedience to the rules is essential to safety.

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

The service demands the faithful, intelligent and courteous discharge of duty. Courtesy is the outward expression of an inward consideration for others.

To obtain promotion, ability must be shown for greater responsibility. One of the best recommendations for promotion is that an employee has so performed his duties as to win the good will and friendship of customers for the Railway and for himself.

Suggestions from employees intended to promote safety and economy, or to improve service, are solicited and will receive consideration.

The public judges the Railway by the appearance and conduct of its employees, quality of service, and condition of the property. The good will and friendship of the communities served are our most valuable assets. Courteous, considerate treatment of customers is of first importance in retaining and increasing the volume of business, and affects the extent of security and opportunity for employees in the Railway's service.

GENERAL RULES

A. Employees whose duties are prescribed by these rules are required to have a copy.

Employees whose duties are in any way affected by the timetable must have a copy of the current timetable, and supplements, if any, with them while on duty.

In special instructions, general orders, bulletin orders and all other instructions concerning operating, signal and interlocking rules, reference to rules by number shall be restricted to the rules contained in the Book of Rules, unless otherwise stated.

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

C. Employees must pass the required examinations.

Employees whose duties require them to be familiar with operating, signal and interlocking rules and special instructions must pass a satisfactory examination within the prescribed period after entering service and must attend examination, reexamination and instruction classes at stated intervals where required by law, or by proper authority.

When reporting for examination, reexamination or instruction classes they must present their copy of the Book of Rules for checking.

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

Persons employed in any service whose duties are in any way affected by these rules and instructions are subject thereto.

E. Employees must devote themselves exclusively to the Company's service while on duty, rendering every assistance in their power in carrying out the rules and special instructions. Cooperation between employees is required for proper functioning under the rules and instructions.

Employees must report to the proper official any violation of the rules or special instructions, any condition or practice which may imperil the safety of trains, passengers or employees, and any misconduct or negligence affecting the interests of the Railway.

Gambling, making bets, or participating in any illegal or immoral activity while on duty or while on Company property is forbidden.

Participating in any unauthorized activity while on duty or while on Company property which may interfere with the performance of the work of any employee is forbidden.

F. Employees must report to the superintendent by quickest available means of communication the details of: accidents, failures of motive power or failure in the supply of water or fuel; defects in the track, bridges or signals, and any unusual conditions which may affect the movement of trains. Required reports on proper form must follow promptly.

In cases of fire threatening a bridge or other structure, employees must stop and assist in extinguishing the fire.

G. The use or possession of intoxicants or narcotics by employees during their tour of duty or while on Company property, or the use of such intoxicants or narcotics at any time when their use subjects the Company to criticism or loss of good will, is sufficient cause for dismissal.

The use of intoxicants or narcotics when subject to call is forbidden. If there is evidence that an employee has been using intoxicants or narcotics when being called for duty, or when reporting for duty, or while on duty, he must be promptly removed from the service.

H. The use of tobacco by employees in uniform while on duty, in or about passenger stations, or on passenger cars, is forbidden. Smoking is forbidden in cars containing freight, in the immediate vicinity of loaded tank cars and cars placarded "inflammable" or "explosive," in freight stations, on transfer platforms, on piers and bulkheads and in storehouses, record rooms and any area posted with "No Smoking" signs.

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

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

L. When loss of, or damage to, Railway property is threatened by fire, theft, or other causes, employees must unite to protect it. They must use care in the use of Railway property and, when leaving the service, must return property entrusted to their care.

Property of the Railway and its customers, including freight and articles of value found in or on cars, or on the right-of-way, must be cared for and properly reported, and not in any way disposed of or removed from Company premises or right-of-way without first securing proper authority.

Employees are forbidden to make charge for services performed in line of duty, or to permit discrimination.

Unless specifically authorized, employees must not use the credit of the Railway and must neither receive nor pay out money on the Railway's account.

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

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

When employees are on or near tracks, they must expect the movement of trains, engines or cars at any time, on any track, in either direction, and must not rely on others to notify them of the approach of a train, engine or cars.

Every precaution must be taken to prevent injury to employees, and they are forbidden to do any work in a manner that might jeopardize their safety.

N. Courteous deportment is required of all employees in their dealings with the public, their subordinates and each other.

Employees who are careless regarding the safety of themselves and others, negligent, insubordinate, dishonest, immoral, quarrelsome or otherwise vicious, or who conduct themselves in such a way that the Railway will be subject to criticism or loss of good will, will not be retained in the service.

Employees must not enter into altercations, but will report the facts to their immediate superior. Playing of practical jokes, scuffling or wrestling; use of profane or vulgar language on Company property is forbidden.

O. Employees must not divulge to any person other than the shipper, consignee or duly authorized public officer any information concerning shipments of freight, which information could be used to the disadvantage of the customers of the Railway.

The affairs of the Company must not be divulged, nor access to the Company's records permitted, without proper authorization.

P. Employees whose duties are prescribed by these rules, if suspended or dismissed from one department or division, will not be re-employed in another without written consent of the head of the department or division from which they were suspended or dismissed.

Employees while on duty connected with trains on any division are under the authority and must

conform to the orders of the officials of that division in the same manner as though on duty on their home division.

Employees of other railroads while operating trains or engines on this Company's tracks are under the jurisdiction of the division on which the service is being performed.

Q. Employees whose legal hours of service are restricted by law must be conversant with and fully comply with the law and must make specified reports in connection therewith.

Q-1. The hours-of-service law requires that no conductor, trainman, engineman or fireman shall be permitted to be continuously on duty for more than 16 consecutive hours, nor permitted to be on duty more than 16 hours in the aggregate in any 24-hour period, except in case of casualty, unavoidable accident or act of God. After being on duty 16 consecutive hours, such employee must not be required or permitted to again resume duty without having been off duty 10 consecutive hours, and, after being on duty 16 hours in the aggregate in any 24-hour period, must not be required or permitted to again go on duty without having at least 8 consecutive hours off duty.

Any such employee who may be ordered to report for duty before his legal rest period has expired must report the fact to the superintendent before going on duty.

Unless otherwise provided in the timetable, any such employee when he has been on duty for 12 hours consecutively, or in the aggregate, must notify the superintendent as to the time when his hours on duty will amount to 14 hours.

The time of such employees performing more than one period of service within a 24-hour period will be considered consecutive unless given a complete release for a definite time of at least two consecutive hours off duty between any two periods of service.

For the purpose of determining hours of service under the law, an employee will be considered as being "on duty" from the time he is ordered to report and so reports until he is completely released from duty for a definite period of at least two consecutive hours.

Should such employee be on duty in excess of 16 hours in a 24-hour period, the conductor, engineman if no conductor, must submit a special detailed report of delays encountered to the superintendent.

Q-2. The hours-of-service law also requires that no operator, train dispatcher, or other employee who by the use of the telegraph or telephone dispatches, reports, transmits, receives or delivers orders pertaining to or affecting train

movements shall be required or permitted to be or remain on duty for a longer period than 9 hours in any 24-hour period in all towers, offices, places and stations continuously operated night and day, nor for a longer period than 13 hours in all towers, offices, places and stations operated only during the daytime, except in case of emergency when the employee named may be permitted to be and remain on duty for 4 additional hours in a 24-hour period, but not on more than 3 days in any week.

Any such employee who may be ordered to report for duty before having been off duty the lawful rest period will report the fact to the superintendent before going on duty.

Note: These provisions apply to employees in towers, offices, places and stations, and do not include train employees who, by the terms of the law, are permitted to be or remain on duty 16 hours consecutively or 16 hours in the aggregate in any 24-hour period and who may occasionally use telegraph or telephone instruments for the receipt or transmission of orders affecting the movement of trains.

R. Employees whose duties are connected with the movement of trains, engines or cars must familiarize themselves with the rules governing the duties of others as well as themselves and must be prepared, in case of emergency, to act in any capacity to insure safety.

While rules are subdivided for convenience, they apply equally to all and must be observed wherever they relate in any way to the proper discharge of the duties of any employee.

S. The designation "superintendent," unless otherwise specified, refers to division superintendent.

When applicable, the designation "trainman" in any rule will include conductors, yard-engine foremen, brakemen, flagmen and yard helpers; the designation "conductor" will include yard-engine foremen, and the designation "engineman" will include engineers, firemen, hostlers and hostler helpers.

The term "flagman" in any rule refers to any employee of whatever designation to whom the term flagman is applicable under the rules governing flag protection.

When applicable, the designation "operator" in these rules will include agents, assistant agents, agent-operators, clerk-operators, teletype operators, car distributor operators, towermen, levermen and signalmen, in addition to operators.

DEFINITIONS*

Blocks

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

ABSOLUTE BLOCK—A block in which a train or engine is not permitted to enter while it is occupied by another train or engine except under conditions prescribed by the rules.

CLEAR BLOCK—A block not occupied.

Block Signal Systems

ABSOLUTE PERMISSIVE BLOCK SIGNAL SYSTEM—A term used for an automatic block signal system on a track signaled in both directions. Train in either direction causes Stop indication to be displayed on opposing absolute signal and causes a Stop or Stop-and-Proceed indication on signal in rear of the train.

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

TRAFFIC CONTROL SYSTEM—A block signal system under which train movements are authorized by block signals whose indications supersede the superiority of trains for both opposing and following movements on the same track.

Division

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

SUBDIVISION—A portion of a division designated by timetable.

Drawbridge

DRAWBRIDGE—That section of a structure bridging a navigable waterway so designed that it may be displaced to permit passage of traffic on the waterway.

Engines

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

YARD ENGINE—An engine assigned to yard service.

Interlocking

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

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

*Definitions herein given are those applicable to rules, standards and instructions included in this book.

Pilot

PILOT—An employee assigned to a train when the engineer or conductor, or both, are not acquainted with the physical characteristics or rules of the railroad, or portion of the railroad, over which the train or engine is to be moved.

Remote Control

REMOTE CONTROL—A term applied to a system of operating outlying switches or signal appliances from a centralized point.

Route

ROUTE—The course or way which is being, or is to be, traveled.

CONFLICTING ROUTES—Two or more routes, opposing, converging or intersecting, over which movements cannot be made simultaneously without possibility of collision.

Signals

ASPECT—The appearance of a fixed signal displaying an indication as viewed in its governing direction from an approaching train or engine.

ABSOLUTE BLOCK SIGNAL—A block or interlocking signal distinguished by the absence of a number plate.

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

CONTROLLED SIGNAL—A fixed signal at the entrance of a route or block, controlled manually or otherwise, to govern trains or engines entering and using that route or block.

DWARF SIGNAL—A low home signal.

FIXED SIGNAL—A signal of fixed location, indicating a condition affecting the movement of a train or engine, and including such signals as switch, train-order, block, interlocking, semaphore, disk, stop signs, yard limit signs, R-93-A limit signs, speed signs or other means for displaying indications that govern the movement of a train or engine.

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

INDICATION—The information conveyed by the aspect of a signal.

INTERLOCKING SIGNALS—The fixed signals of an interlocking.

TRAIN-ORDER SIGNAL—A fixed signal used in connection with the movement of trains by train orders.

DUMMY MAST—A short upright, without signal, attached to the side of a signal mast, to indicate that there is a track between the signal and the track governed by the signal. Where more than one track intervenes, the number of dummy masts is increased accordingly.

SEMIAUTOMATIC SIGNAL—A signal having both manual and track circuit control.

SIGNS

(Boundary)

YARD LIMIT—Defines the limits of the system of tracks over which movements not authorized by timetable, or by train order, may be made subject to prescribed signals and rules, or by special instructions, and within which limits engines and certain trains are restricted in their movement on all tracks. See Rule 93.

R-93-A LIMIT—Defines the limits over which movements on single main track and, with the current of traffic, on two or more tracks may be made without timetable or train order authority, subject to prescribed signals and rules, or by special instructions. See Rule 93-A.

SPEEDS

MAXIMUM AUTHORIZED SPEED—The maximum speed authorized by timetable or by special instructions, for a subdivision or a portion of a subdivision, subject to designated speed restrictions.

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

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

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

RESTRICTED SPEED—Proceed prepared to stop short of train, obstruction, or switch not properly lined and to look out for broken rail, but not exceeding 15 miles per hour.

YARD SPEED—A speed that will permit stopping short of other yard movements, trains, obstructions, or switch not properly lined.

STATIONS

CONTROL STATION—A place from which traffic control or remote signal appliances and/or switches are operated.

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

STATION—A place designated in the timetable by name.

SWITCHES

POWER-OPERATED SWITCH—A power-operated track switch. Such switches may or may not be equipped for hand-throw operation.

DUAL CONTROL SWITCH—A power-operated track switch which is also equipped for hand-throw operation.

ELECTRIC SWITCH LOCK—An electrical locking device applied to a hand-operated track switch or derail.

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

TIMETABLE

TIMETABLE—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 timetable which prescribes class, direction, number and movement of a regular train.

TRACKS

MAIN TRACK—A designated track upon which trains are operated by timetable, train order, or both, or the use of which is governed by block signals.

SECONDARY TRACK—A designated track upon which trains and engines may be operated without timetable authority, train orders or block signals, subject to prescribed rules and special instructions.

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

CONTROLLED SIDING—A siding the use of which is governed by signals under the control of a train dispatcher or operator.

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 special instructions.

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 timetable, or by train order, may be made, subject to prescribed signals and rules, or special instructions.

Track Car

Track Car—A self-propelled car or truck. (The term "Track Car" includes pushcars, motorcars, weed burners and other workcars propelled manually or by other forms of energy.)

Trains

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

Extra Train—A train not authorized by a timetable schedule. It must 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.

Regular Train—A train authorized by a timetable schedule.

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 timetable.

Train Register

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

Note: Where in these rules, special instructions, general orders, bulletin orders, or train orders, the following terms appear, they will apply as follows:

Train or Trains—In connection with speed restrictions or the observance of signals and flagging rules, also applies to engines.

Outside of Block Signal System Limits—Territory where Automatic Block Signal or Traffic Control Systems are not provided or where such systems have been temporarily discontinued by train order or general order. Also applies to movement on any track which is provided with block signals for movement in one direction only, when movement is being made in the direction for which block signals are not provided.

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 *"S"* or *"D"* are for single and two or more tracks.

Standard Time

1. Eastern Standard Time will be transmitted daily to designated points at twelve o'clock noon from Washington, D. C., Observatory. Location of standard clocks will be shown in timetable special instructions. Where timetable special instructions indicate a standard clock and such clock is not self-adjusting, the employee in charge must, each day, obtain the correct time from the nearest point where a self-adjusting clock is maintained, or from the train dispatcher, and set the clock, if necessary. Clocks reflecting a variation of more than twenty seconds from correct time when comparison is made must be reported to the superintendent.

2. Employees designated by timetable special instructions must carry, while on duty, a standard railroad watch, and must carry a watch certificate in prescribed form, which must be presented to an authorized watch inspector for renewal during the month of May of each year. Location of authorized watch inspectors will be shown in timetable special instructions. Employees must show their watch and certificate to division officials upon request.

3. Unless otherwise provided, all employees in train and engine service, upon going on duty, must compare their watch with a clock designated by timetable special instructions as a standard clock where such standard clock is available. The time when watch is compared, and any variation of such watch, must be recorded on prescribed form where accessible. If watch is set to correct time the word "set" must also be recorded. Employees coming within the scope of this rule not having access to a standard clock must obtain correct time from train dispatcher, or compare their watch with that of a conductor or engineer or other responsible employee who has standard time and who has registered. Such employees will make a record of such comparison on the back of their time return form, showing place, time, variation, whether or not set, and with whom comparison was made. Unless otherwise provided, conductors and engineers must compare time with each other and, when practicable, with other members of the crew upon starting each trip or day's work.

Watches must be set to correct time if they reflect a variation of more than thirty seconds

from correct time when comparison is made as prescribed in this rule.

At train-order offices and interlocking stations where there is no standard clock, employee in charge must, during each tour of duty, compare time with train dispatcher.

TIMETABLES

4. Each timetable, from the moment it takes effect, supersedes the preceding timetable, 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 timetable corresponds in number, class, day of leaving, direction, and initial and terminal stations with a schedule of the new timetable, and is in effect as prescribed by Rule 82, a train authorized by the preceding timetable will retain its train orders and assume the schedule of the corresponding number of the new timetable.

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.

4-A. Notice of new timetable, or a supplement, must be issued by general order and posted at least seventy-two hours prior to its effective time. Conductors and engineers of trains or engines must not occupy the main track, after effective time of current timetable, unless they have signed receipt for and have a copy of the current timetable, and supplements, if any.

Before commencing a trip or tour of duty on any division, or subdivision, upon which they have not been working, or upon returning to duty after an absence from service, trainmen and enginemen must inquire for and know that they have the current timetable, and supplements, if any.

4-B. Special instructions appearing on a schedule page of a timetable apply only to the page on which they appear, unless otherwise stipulated.

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 leaving times, respectively.

Unless otherwise specified, the time applies:

At the clearance point of the switch where an opposing train enters the siding; where there is no siding, at the place from which train-order

signal is operated; where there is neither siding nor train-order signal, at the station. At end of two or more tracks time applies at the clearance point of the junction switch.

Schedule meeting or passing times are indicated by figures in boldface type with the numbers of the trains to be met or passed in small figures adjoining.

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

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

Other letters and characters may be shown and explained in the timetable.

SIGNALS

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

8. Signals of prescribed color and type (flags, or lights when so prescribed) must be used by day, and lights of prescribed color and type 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,* unless otherwise prescribed by the rules.
(b)	Yellow	*Proceed at speed not exceeding that specified in the applicable rule,* and for other uses prescribed by the rules.
(c)	Green	*Proceed,* and for other uses prescribed by the rules.
(d)	White	*Stop,* at a flag station indicated on train schedule, or for other uses prescribed by the rules.
(e)	Blue	*Stop,* men at work. See Rule 26.
(f)	Lunar	*Yard switch or inside switch* lined for straight track or lead by night, and for other uses prescribed by the rules.

FUSEES

11. When a fusee is burning on or near a track outside of block signal system limits, train must stop and not proceed until fusee has burned out.

11-A. When a fusee is burning on or near a track within block signal system limits, train or engine must stop and extinguish the fusee, then proceed at Restricted Speed for full flagging distance, if other conditions permit. Exception: On an ascending grade at or near a "Grade Signal" (Rule 291-A), freight trains authorized by Rule 291-A may proceed as prescribed by that rule without stopping and extinguishing the fusee. This will not relieve such trains from complying with Rule 509-F, when applicable.

11-B. An unattended fusee burning beyond the first rail of an adjacent main track will not apply to the track on which train is running. A fusee must not be extinguished if its location indicates it may be protecting another running track.

11-C. Ten-minute fusees will be used outside of block signal system limits; five-minute fusees will be used within block signal system limits.

11-D. Fusees must not be thrown off in timber-lined tunnels. If necessary to use in a tunnel, they must be held in the hand, or placed in such manner that it would be impossible for fire to be communicated to woodwork within the tunnel.

Fusees must not be placed where they may cause fire and never on railroad-highway grade crossings, bridges, telephone poles or signs.

HAND, FLAG AND LANTERN SIGNALS

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

(a) STOP

Swung at right angle to the track.

(b) REDUCE SPEED

Slight horizontal movement at arm's length at right angle to the track.

(c) PROCEED

Raised and lowered vertically.

(d) BACK

Swung vertically in a circle at right angle to the track.

(f) APPLY AIR BRAKES

Swung horizontally above the head, when train is standing.

(g) RELEASE AIR BRAKES

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

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

(k) Signals must be given from a point where they may be plainly seen and in such a way that they cannot be misunderstood. If there is any doubt as to the meaning of a signal, or for whom it is intended, it must be regarded as a stop signal.

When switching, backing or shoving a train, engine, car or cars, the disappearance from view of employee or light by which signals are given must be construed as a stop signal. Exception: The foregoing does not apply when the movement is made as prescribed in the last sentence of Rule 103, or when other means (radio, telephone, whistle, horn, etc.) of communicating and relaying hand signals are being used to control the movement.

(m) When a train has one engine, signals to the engineman must be given according to the way the engine is headed. When train has more than one engine and they are headed in opposite directions or placed in different parts of the train, the conductor must have a proper understanding with the train and engine crews to insure proper compliance with signals.

(n) When wreck train is being used at night, signals to the engineman for movements for the wrecking crew will be given with a green light. Engineman will disregard hand signals, other than stop signals, given by other than green light.

(o) Unless otherwise provided, a hand, flag or lantern signal to proceed does not modify compliance with other rules or signals which restrict the movement of a train or engine.

Emergency Signals At Interlocking Stations And Other Designated Points

(Whistle or Horn)

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

SOUND	INDICATION
(a) ——	All movements within interlocking limits stop immediately.
(b) o o	Resume normal movement after receiving the proper signal or permission from the operator.
(c) o o o	Whistle or horn test.
(d) o o o o	Call for maintainer.
(e) o o o o o	Call for trackmen.

Engine Whistle Signals

14. 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. See also Rules 31 and 32.

SOUND	INDICATION
(a) o	Apply brakes. Stop.
(b) — —	Release brakes. Proceed.
(c) — o o o	Flagman protect rear of train.
(ca) o o o —	Flagman protect front of train.
(cb) — o o o — (Repeat)	Flagman protect adjacent track(s) as prescribed by Rule 102.
(d) — — — —	Single track — Flagman may return from west.*
(da) — — — — o	Flagman may return from west on No. 1 track.*
(db) — — — — o o	Flagman may return from west on No. 2 track.*
(dc) o o — — — —	Flagman may return from west as prescribed by special instructions.
(e) — — — — —	Single track — Flagman may return from east.*
(ea) — — — — — o	Flagman may return from east on No. 1 track.*
(eb) — — — — — o o	Flagman may return from east on No. 2 track.*
(ec) o o — — — — —	Flagman may return from east as prescribed by special instructions.
(f) o — —	Acknowledging display of train-order signal.
(g) o o	Answer to any signal not otherwise provided for.

*As prescribed by Rule 99.

SOUND	INDICATION
(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.
(l) — — o —	Approaching railroad-highway crossings at grade and tunnels, to be prolonged or repeated until crossing is reached; at all whistle signs, also when view is obscured by weather and other conditions, approaching stations, yards, or other points where men may be at work.
(m) ————	Approaching stations, junctions, railroad crossings at grade and as may be required.
(n) — — o	Approaching meeting or waiting points. See Rule 90.
(o) o —	Inspect train for brake pipe leak or for brakes sticking.
(p) Succession of short sounds	Alarm for persons or livestock on the track.
(r) o o —	Answer to flagman's stop signal. See Rule 99.

TORPEDOES

15. The explosion of two torpedoes is a signal to be on the alert for flagman or obstruction. It requires the reduction of speed as may be necessary unless or until, by signal indication or otherwise, the way is seen or known to be clear.

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

The explosion of torpedoes must be acknowledged in accordance with Rule 14 (g).

Torpedoes exploded by other than trains and engines must be immediately replaced.

16. 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 o	Increase train heat.
(j) —— o	Running test of air brakes completed.
(k) ———	When standing—deplete brake pipe pressure.
(l) ———	When running—brakes sticking; look back for hand signals.
(m) — — o	Approaching meeting or waiting points. See Rule 90.
(n) o ——— o	Shut off train heat.

TRAIN AND ENGINE SIGNALS

17. The headlight will be displayed to the front of every train day and night in the direction in which train or engine is moving.

Headlight must be dimmed, except when nearing street or highway crossings, as follows:

(a) While standing or passing through yards where yard engines are working;

(b) Approaching stations where other trains are standing;

(c) Approaching train-order signals, junctions, terminals, meeting points and when stopped;

(d) Approaching and passing head end and rear end of trains on adjacent tracks;

(e) When closing up behind trains;

(f) At other points to permit passing of signals, delivery of train orders, or when safety of employees requires.

18. When an engine is running backward with or without cars, a white light, if no headlight, must be displayed by night on the leading end.

18-A. Engines in road service, standing or moving about yards, under conditions not requiring display of markers, must display a white light, if no headlight, to the rear by night, except when coupled to car(s).

18-B. Yard engines will display the headlight to the front and rear, day and night. Headlight on end coupled to cars may be extinguished.

18-C. When not provided with a headlight, or the headlight fails, a white light must be used in its place. At night, speed must be reduced, the bell rung continuously, the whistle sounded frequently and train dispatcher notified.

19. The rear of a train will be identified by marker lamps, one on each side, displayed as follows:

By day: Marker lamps not lighted, except as required through tunnels, on engines and cars not equipped with fixed electric marker lamps.

On engines and cars equipped with fixed electric marker lamps, marker lamps must be lighted as at night.

By night: On engines and cars, marker lamps lighted showing red to the rear and yellow to the front and sides. Front and side display will be omitted when markers are not equipped for such display.
In territory specified in timetable special instructions, trains will display yellow lights to the front, outside and rear when clear of the main track.

Night indications will be displayed through tunnels.

Unless otherwise provided, markers will not be removed, or lights extinguished on fixed markers, until the train has been delivered to connecting crew, yardmen or designated yard track, at which time markers will be removed or lights in fixed markers extinguished.

Engines and cabooses of other railroads used in train service on Western Maryland Railway tracks, including trains in detour movements, may display green lights in marker lamps instead of the specified yellow lights.

19-A. A train not equipped to display the markers as prescribed by Rule 19 will display on rear of train by day, a red flag; by night, a red light.

19-B. While train is being switched from rear or caboose is being handled by yard engine, marker lamps must be removed or lights in fixed markers extinguished to prevent obscuring view of other signals.

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

25. Each car of a passenger train must be connected with the engine by a communicating signal appliance. Should the communicating signal become inoperative at a point where repairs cannot be promptly made, the conductor and engineer must have an understanding as to how the train is to be operated before proceeding. (See also instructions in current issue of air brake rules.)

Other Signals

26. When necessary to work under or about an engine, train, car or draft of cars for inspection, repairing or servicing of any of them, a blue sign must be displayed at each end unless standing on a spur track, in which event the sign will be displayed only on the end to which coupling can be made. If engine is attached to train, car or draft of cars, sign on engine end must be displayed on engineer's side of cab of engine.

Each class of workmen will display blue signs and the same class workmen are alone authorized to remove them.

On tracks regularly assigned for repairing or servicing of cars, a similar sign must be placed on the track or between the rails of the track, or switches leading to the track may be locked with a special lock.

At night a blue light must be attached to each such sign as prescribed herein.

An engine, train, car or draft of cars when so protected must not be moved nor coupled to, nor other equipment placed so as to obstruct the view of the signs or lights.

Before engaging in the work of inspecting, repairing or servicing of any engine, train, car or draft of cars, each employee must see that he is protected as provided herein.

When repair work is to be done under or about an engine or car in a train where movement would endanger employees engaged in such work and blue signs are not available, the engineer must be orally notified by the employee in immediate charge of the work and complete understanding had to prevent movement while work is being done. The same employee is required to notify the engineer orally when the work has been completed.

26-A. When an unattended red flag or red light is displayed to the right of track in direction of approach, train after stopping must be preceded for full flagging distance, from point where signal is displayed, by a flagman who must carefully examine track and structures. Such signals must be left as found.

This method of flagging a train should not be used except in an emergency. Conductor will make report to superintendent when train is flagged in this manner.

An unattended red flag or red light displayed between the rails or over any house, pier or industrial track requires that engine stop and not proceed until it is safe to do so.

26-B. A Portable Whistle Sign (Rule 179), placed to the right of track in direction of approach, indicates that track or other maintenance gang working on the track approximately 3000 feet distant. On two or more tracks where trains keep to the left, sign will be placed to the left if proximity of adjacent main track prevents location to the right.

Enginemen must sound whistle as prescribed by Rule 14 (l).

26-C. When white "call light" is illuminated on relay house in traffic control territory, it indicates that any employee in the vicinity, except those on moving trains, must communicate immediately with the train dispatcher or operator.

26-D. Camp Car Sign (Rule 180) displayed at one or both ends of a car(s) indicates camp cars; a yellow tag displaying the words "Camp

Cars" attached to a switch stand indicates camp cars on that track. Employee in charge of camp cars must display camp car tag on switch leading to such track and camp car sign on one or both ends of car(s) as conditions require, and the same employee is alone authorized to remove them, except that when other equipment is placed ahead of camp cars, or when equipment so placed is removed, the conductor will be responsible for proper display of signs and must notify occupants before cars are moved.

When camp cars are placed on any track, the switches must, if practicable, be lined and locked for a track other than the track on which camp cars are standing.

Camp cars must, as far as practicable, be parked on tracks on which there will be no train and engine movements and located well away from main tracks or other tracks upon which movements are frequent.

When no track is available such as described in the preceding paragraph, the camp cars should, if conditions justify, be set off upon a temporary or skeleton track. When such tracks are disconnected from the main track or other track, the protection required by this rule will not be necessary.

26-E. When a sign reading "STOP—TANK CAR CONNECTED" (white lettering on blue background) is displayed on a track or car, the car or cars must not be coupled to, or moved, until it is known that connections have been detached.

26-F. When a sign reading "SERVICE CONNECTIONS" (black lettering on white background) is displayed on a car or engine, the car or engine must not be coupled to or moved, until it is known that connections have been detached.

26-G. Where required, posts painted white (Rule 176), or a white stripe (Rule 177) about ten inches wide painted on the inside and outside of head, web and base of both rails in a track indicates the fouling point of the track on which it is located and the adjacent track.

Use of Signals

27. A signal imperfectly displayed, or the absence of a fixed 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 and must be promptly reported to the superintendent. Exception: When the day indication of a semaphore signal is plainly seen, such indication will govern.

When light is not displayed on train-order signal at an open office at night, trains which have not been notified must receive Clearance Form A.

Employees using a switch, where switch lamp is maintained, will, when switch light is imperfectly displayed or absent, correct or replace the light when practicable. Reflector-type disks, when used, will indicate the same as lighted switch lamps. See also Rule 105-G.

28. A white signal will be used to stop a train at the flag stations indicated on its schedule or in special instructions.

At stations where trains are scheduled to stop on signal to receive passengers, and flag stop signals are not in use, conductors and enginemen of such trains must assure themselves there are no passengers to board train before passing station.

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

30. Except where the momentary stop and start, forward and backward, are a continuous switching movement, the engine bell must be rung when an engine is about to move. It must also be rung while passing through tunnels, while approaching and passing railroad-highway crossings at grade, when passing a train or cars on an adjacent track, and elsewhere when required as a warning signal.

31. The whistle must be sounded at all places where required by rule or law and elsewhere when necessary as a warning signal.

In case of whistle failure, speed must be reduced and bell rung continuously when approaching and passing through stations, yards, over railroad-highway crossings at grade and around curves.

32. The unnecessary use of either whistle or bell is forbidden. Whistle signals must be sounded, and bell rung, by leading engine.

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

34. Each member of engine crew must (and each member of train crew must, when practicable) identify by name each signal affecting the movement of his train or engine as soon as it becomes visible or audible to him and, in addition, communicate the indication of each automatic block, interlocking and train-order signal. Other members of the crew within hearing distance must acknowledge at once and repeat the name and indication of the signal as soon as it can be verified.

The indications must be watched by engineer if practicable until signals are passed; otherwise by another member of crew on engine, and engineer will remind other members of crew to watch such signals until passed.

If, before such signal is passed, it displays an indication other than that called, the changed indication must be called as soon as it comes into view.

35. The following signals will be used by flagmen:

Day Signals —A red flag, torpedoes and fusees.

Night Signals—A ~~red~~ white light, torpedoes and fusees.

~~Note: When a white light is carried by flagmen, it must be extinguished while stop signals are being given.~~

35-A. Trainmen must know that they have available at all times proper flagging signals, including the minimum supply of fusees and torpedoes specified by timetable special instructions, when leaving terminals.

Enginemen must know that they have available at all times proper flagging signals on the engine, including the minimum supply of fusees and torpedoes specified by timetable special instructions.

36. Switchtenders will use a yellow flag by day and a yellow light by night to give signals, unless otherwise provided.

37. A yellow Reduce Speed Sign (Rule 168), equipped to display a yellow light by night, will be placed to the right of track in direction of approach, the distance in feet to be the product of 100 multiplied by the miles per hour maximum speed shown in timetable for the location, and

farther, if necessary, from the structure or track over which a temporary speed restriction has been placed by train order or general order. (See Chart, page 75.)

A yellow Speed Limit Sign (Rule 169), equipped to display a yellow light by night, placed to the right of track in direction of approach, approximately 150 feet in advance of the restricted area, will indicate the beginning of the restriction.

A green Resume Speed Sign (Rule 170), equipped to display a green light by night, placed to the right of track in direction of approach, within 150 feet beyond the point where the restriction ends, will indicate the end of the restricted territory. Trains must not resume speed until rear of train has passed the temporary Resume Speed Sign. Trainmen on rear of trains will give signal as prescribed by Rule 12 (c), when rear of train has passed the temporary Resume Speed Sign.

Where two or more tracks are affected, the temporary Reduce Speed, Speed Limit and Resume Speed Signs will be displayed for each track the same as if it were single track.

When a speed restriction has been placed on a track and temporary Reduce Speed, Speed Limit and Resume Speed Signs cannot be installed immediately, the train order making the speed restriction effective must so state.

Trains must not exceed the speed specified by train order or general order, or 15 miles per hour if no different speed is specified, while passing over the track or structure affected, until the rear of train clears the restricted limit.

Note: Yellow flags and yellow lights in lieu of temporary Reduce Speed and Speed Limit Signs; and green flags and green lights in lieu of temporary Resume Speed Signs may be used when such signs are not immediately available.

The absence of the signals referred to in this rule will not relieve engine and train crews from complying with the instructions of any form of slow order in their possession.

38. Permanent Speed Restriction Sign (Rule 171) will be located to the right of the track in direction of approach, where practicable. On two or more tracks where trains keep to the left, sign will be located to the left if proximity of adjacent main track prevents location to the right. Such sign will apply to trains and engines moving into the restricted speed territory on any track.

The numeral shown on the Permanent Speed Restriction Sign at each location indicates the speed which must not be exceeded through the restricted territory.

The Resume Speed Sign (Rule 172) will be located to the right of the track in the direction of approach, where practicable, and govern the movement of trains and engines out of the territory of reduced speed. Such sign will be located at the point where the restriction ends and, unless otherwise provided, the speed specified must not be exceeded until rear end of train has passed the resume speed sign.

Permanent speed restrictions will also be shown in timetable special instructions and such instructions only, unless otherwise provided, will govern at locations where it is not practicable to install permanent speed signs.

Permanent speed restriction signs will not be marked by any night indication, but may be reflectorized. Such signs do not abrogate or modify special instructions, train orders, or instructions further restricting the speed of any or all trains.

Movement of Track Cars

On Train Order Authority

40. Train orders must not be issued for the movement of a track car unless the employee in charge is qualified in accordance with the requirements of Rule C and Rule 41.

Track cars when operating on train order authority will run as track car extras, governed by rules and special instructions applying to track cars and by the same rules and special instructions which apply to trains other than passenger trains, except as herein provided. Track car extras will be designated by the numerals of the track car. Rules 17 and 19 will not apply, but a white light to the front and a red light to the rear of each track car must be displayed by night and while passing through tunnels. When so provided, two white lights to the front and two red lights to the rear may be displayed where this rule requires one white light to the front and one red light to the rear.

Train dispatcher will keep record on train sheet of movement of track cars on train order authority.

On Track Car Form

41. Driver of track car must pass examination on rules and special instructions pertaining to operation of track cars, and on physical characteristics of the territory in which he operates.

He must have track car permit and have with him while on duty current timetable and supplements, if any. He also must have Book of Rules in his possession. The provisions of this rule do not modify the requirements of Rule 40.

42. Unless otherwise provided, track cars must not be placed on the main track nor moved from one main track to another unless authorized by the train dispatcher, either directly or through the nearest operator. Such authorization must be by written instructions on prescribed track car form, a supply of which must be kept available by track car drivers and by operators at train-order offices. Driver of track car obtaining such instructions over the telephone from the train dispatcher, or through the operator, as the case may be, must state his name, track car number, location and points between which track car is to be operated and the time desired for the movement. Track car driver must notify the train dispatcher when operating as a one-man track car. Where a qualified employee other than the driver is in charge of the car, and such employee receives the authorization, he will give the driver's name in addition to his own and will show this information on the track car form. In such cases, these rules will be applicable to both driver and employee in charge of track car. The instructions must be repeated to the train dispatcher or operator, if relayed through the operator, who will see that they are repeated correctly. Such instructions must designate the points between which such movement may be made and the time that track car must be clear of the main track.

On two or more tracks, except where Traffic Control Rules are in effect, the authority for the movement of the track car will be with the current of traffic only, unless otherwise authorized by the train dispatcher on the track car form.

On two or more tracks where Traffic Control Rules are in effect, the instructions on the track car form must specify the track to be used.

When available, another employee should hear the instructions repeated.

43. At open train-order offices, the operator will receive, transcribe and repeat the instructions from the train dispatcher on the prescribed track car form and, when delivering the form to driver or other employee in charge of track car, must require him to read aloud the instructions and know that they are properly understood.

After the instructions have been delivered to the operator or driver (or other employee in charge of track car), no alterations or additions will be made. When additional instructions are required, they will be issued in the prescribed manner on a new form.

Operators will keep on file a copy of all instructions issued on track car forms for the movement of track cars. Driver or other employee in charge of track car will retain his copy of the instructions for reference.

Train dispatcher will keep record on the prescribed form of all movements of track cars made by his authority on track car forms, including instructions issued for such movements.

Driver or employee in charge to whom track car form is issued must read aloud to all persons on the track car the instructions received and, when practicable, the instructions will be read by at least one additional employee.

Employees accompanying a track car must obey the instructions of the driver or employee in charge affecting its movement and protection.

44. Employee in charge of track car must report to operator before car passes any open train-order office. On tracks governed by Traffic Control Rules, Rule 584 will apply to track cars. On tracks governed by Interlocking Rules, Rule 638 will apply to track cars.

When so directed by the train dispatcher, in other than traffic control territory, the arrival of the track car at the specified destination, or when clear of the authorized track limits at any intermediate point, before expiration of the time specified on the track car form, must be promptly reported to the train dispatcher.

On tracks governed by Traffic Control Rules 551 to 586, inclusive, the arrival of the track car at the specified destination, or when clear of the authorized track limits at any intermediate point, must be promptly reported to the train dispatcher.

Unless otherwise provided, when a track car has been reported clear of the specified track limits, whether the time granted for the movement on the track car form has expired or not, it must not again occupy the main track without new authorization.

45. In traffic control territory, home signals are under control of the train dispatcher or operator, as the case may be, and will not be used for the movement of track cars on track car

forms. Such signals must not be depended upon by drivers of track cars to indicate to them the location of trains or engines.

In traffic control territory, track cars must not pass home signals unless authorized by the train dispatcher. When so authorized, a speed of five miles per hour must not be exceeded passing over power-operated switches within the route. Unless otherwise directed, track cars must report clear promptly after passing through a remotely controlled interlocking.

45-A. Unless a specific point such as train-order office, wye switch, junction switch, etc., is specified when the track car form is issued, the authority granted does not authorize the track car to occupy the main track between the siding switches at the originating or terminating points. The movement of the track car between the points designated on the track car form must not be reversed unless specifically authorized by the train dispatcher on the track car form.

Unless otherwise provided, rules and special instructions governing movement of track cars on prescribed track car form on main track are applicable to secondary tracks and controlled sidings.

Track cars must not be operated through sidings nor left unattended on such tracks without permission of the train dispatcher.

Within the limits specified, during the time given by the train dispatcher on the prescribed track car form, track cars will be relieved of providing flag protection.

46. In any case of failure to clear the track limits at the time specified on the track car form, or due to failure in communication additional time or new authority cannot be obtained for further movement of track car, such car(s) standing or moving on the main track must be protected by a flagman in each direction. The flagmen must not be less than 140 rail-lengths from the track car, provided that at such points they can be clearly seen by an approaching train or engine at a distance of at least 40 rail-lengths.

Within Yard Limits

47. Unless otherwise provided, within "Yard Limits" (Rule 160), which are designated by timetable special instructions, track cars must not occupy any track unless authorized by the yardmaster on duty. Such authority may be given orally to the driver or other employee in charge of the track car. The use of prescribed

track car form will not be required but the instructions received must be repeated to the yardmaster, who will see that they are repeated correctly. When so authorized flag protection against extra trains and engines will not be required but track cars must move prepared to stop short of any obstruction.

General

48. Track cars operated under Rules 41 to 47, inclusive, must clear a scheduled train at the time such train is due to leave the next station in the rear where time is shown in timetable, or by not less than ten minutes if schedule provides less than ten minutes time between the two stations.

49. Track cars must be run at a safe speed at all times and must not exceed speed shown in timetable special instructions.

Track cars must not actuate spring switches. Track cars must pass through stations, interlockings and over switches, frogs, railroad crossings, railroad-highway or private road crossings at grade under full control, prepared to stop immediately. Cars must also move under control when approaching workmen on or near the track. Railroad-highway and private road crossings at grade must be approached cautiously and, where view is at all obscured, car must come to a stop before passing over the crossing. Where highway crossing gates or signals are manually operated, cars must not proceed over crossing until the gates are lowered or the crossing signals are seen to be operating.

49-A. When a train is approaching on an adjacent track, the track car must be stopped, brakes securely applied, and occupants stand clear of the tracks. Cars must be operated with care in passing a train receiving or discharging passengers at a station and must not pass between it and the platform at which passengers are being received or discharged, unless proper safeguards are provided.

49-B. Track car wheels must have standard flanges and suitable brakes for proper control of car. When cars have been started, brakes must be immediately tested and any defects corrected before proceeding. Brakes must be applied gradually and emergency stops made only when absolutely necessary. In wet weather, or on frosty rail, the power should be left on sufficiently to keep the wheels turning while the brakes are

applied because sliding wheels have little braking power. In approaching points where stops are to be made in wet weather, more distance should be allowed in which to stop the car.

49-C. Track cars must not be operated at night except in case of emergency. When necessary to operate track car(s) at night or during foggy or stormy weather or through tunnels, they must be provided with a white light to the front and a red light to the rear. Lights must be obscured from view of trains and engines as soon as cars are removed from track. When so provided, two white lights to the front and two red lights to the rear may be displayed on specially constructed inspection cars where this rule requires one white light to the front and one red light to the rear.

49-D. Driver of track car must avoid unnecessary conversation with anyone while car is in motion. All occupants of car, as well as the driver, must keep a constant lookout. Upon meeting a flagman, car must stop and ascertain the reason for the flag being out.

49-E. Track cars, all types, must not be attached to engines or trains and must not be run closer than 800 feet behind moving trains nor stopped within 300 feet of standing trains or engines. The space between track cars when running must not be less than 500 feet, except when arriving at a point at which they are to be removed from the track. At such places the speed must be reduced to that which will insure against collision.

Trailer cars run with track cars must be coupled behind with approved couplings. Not more than one trailer car will be towed by a track car unless the trailer cars are equipped with brakes.

All track and trailer cars used for transporting men must be equipped with seats, safety rails, wheel guards and brakes. Except in emergency, no person shall ride on a track or trailer car that is being towed unless the car is so equipped. Track cars must not be overloaded with either men or material.

49-F. The foreman, or other employee to whom the track car is assigned, is responsible for the inspection, use, operation and care of the track car. Before being operated, an inspection must be made to see that cars are in good operating condition, properly lubricated, and the

tanks filled with fuel. It must also be seen that all equipment provided for in these rules, including two red flags, two red lights and the number of fusees and torpedoes specified by timetable special instructions is on the cars and that tools and materials are loaded so that they will not fall off or otherwise endanger the movement. Track jacks must not be loaded on the front end of the cars. A report must be made to the supervising official when cars are in need of repairs, and they must not be operated when in unsafe condition.

49-G. All occupants of a track car must be seated before the car is started and must remain seated while the car is in motion. The employee in charge must instruct occupants as to what duties each will perform should it become necessary to remove car from track in an emergency. Occupants must not permit their legs to hang over the ends or sides of the car nor use their feet against rails, ties, etc., in stopping cars. No one should get on or off track cars in motion except those necessary to start the car, and they must get on at the rear.

49-H. Track cars must not be put on or taken off the track with their engines running, except in emergency. When removed from track, cars must be placed not less than seven feet from the nearest rail and so located and secured that they cannot foul the track. They must not be set off or left within the full traveled width of street or highway crossing at grade except in emergency, in which event they must be protected by an employee and removed as soon as possible. Cars set off on line of road not in sight of men in charge must be locked.

When tanks are being filled or gasoline handled, smoking is forbidden and flames and open lights must be kept away. Matches or open lights must not be used when inspecting cars. Engines must not be run in track car or toolhouses unless all doors or windows are open. The engine must not be run while the fuel tank is being filled. When necessary to ship track cars on trains, gasoline tanks and carburetors must be drained.

Form C. T. 92-A

WESTERN MARYLAND RAILWAY COMPANY

Authorization For Movement Of Track Car

Track Car Number ..... Date ..... 19....

From	To	Time Track Car Must Clear	Instructions Received

.....Superintendent

Track Car Driver ..... Car In Charge Of .....

Authorization Received and Repeated by .....

(Operator, Driver, Or Employee In Charge of Track Car)

Time Authorization Received ..... Time Track Car Reported Clear .....

Observation Of Trains For Defects

50. Conductors and enginemen must know from visual observation that cars and engines are in condition for movement over routes prescribed for their trains.

Engine and train crews as frequently as opportunity permits must observe engines and cars in their train, moving or standing, to detect any conditions that might interfere with the safe movement of trains. Conductors must promptly mail to superintendent report of flat wheels found under cars in their trains.

Enginemen must look back frequently, especially while rounding curves on their side and passing over track covered by slow orders, to detect any defects in their train, and for signals. They must require other crewmen on engine to do likewise.

Crewmen on rear of train will look back at track frequently to see if there is any evidence of equipment dragging or track damage. When such conditions are noticed they will stop train and take such action as necessary to safeguard other movements.

51. When a car or engine is found to be in a condition that might interfere with the safe movement of trains, the conductor or engineer must report the condition at once to the superintendent for instructions.

Locomotive cranes and equipment of like character, and cars with open lading of excess dimensions, must not be moved in trains without permission of the superintendent, except when authorized by proper and specific instructions.

52. When train and engine crews re-rail cars or engines they must inspect them for bent axles, journal bearing wedges and adapters out of place and other defects and, in addition, arrange for inspection by inspectors at the first opportunity.

Where wheels are overheated due to brakes sticking, after releasing and cutting out the brake a thorough examination of the overheated wheels must be made and, if any cracks are found in flange, tread, plate or hub, car must be set out of the train. If the vehicle is a piece of equipment that it would not be practicable to set out, the fact must be reported to the superintendent for instructions.

Defective parts of equipment must, when possible, be loaded on engine or cars from which removed, otherwise they must be placed a safe distance from the track. Superintendent must be notified as to disposition.

53. So far as practicable and as other duties permit, employees will observe passing trains for defects such as brakes sticking, brake rigging down, swinging doors, hot journals, indications of fire, shifted lading and protruding objects. Should there be any indication of conditions endangering the trains, they will give stop signal to crews of such trains.

When passing other trains and interlocking, train-order or other stations, railroad-highway grade crossings where watchmen are on duty and points where trackmen, bridgemen or other employees are working, train and engine crews on moving trains must be on the lookout for signals and, when practicable, exchange signals. If unable to communicate stop signal, the train dispatcher should be notified as quickly as possible of defective conditions.

A train must be stopped when it is observed with any of the following defects or other indications of conditions endangering the train:

Hot Journal
Sliding Wheels
Defective Truck
Dragging Brake Rigging
Swinging Car Door
Lading Shifted Over Side or End of Car.

If nothing irregular is noted, employees will give proceed signal, Rule 12 (c), as rear of train passes, as an indication that they have observed running gear and noted nothing dangerous.

In the application of this rule, when leaving terminals where train has been inspected and when passing points where it is known that other employees are required to observe trains for defects, a member of the crew, when practicable, should be on the rear platform to observe hand signals or conditions on either side of train.

54. Side and trap doors of passenger cars must be closed except as otherwise provided; doors and drop bottoms of freight cars must be closed and fastened, and top covers of cars must be secured in place as required. Dome and outlet covers of tank cars must be fastened in place.

When a coach with end gates is next to the engine in a train, the gate next to the engine must be in position.

A passenger train with vestibule car on rear must not be permitted to leave a terminal without having rear of train protected by safety gates in proper position.

55. When a car is set out of a train on account of hot journal and the packing is smouldering

or on fire, the crew must make a careful inspection of the underside of wooden flooring to determine that it has not been ignited by the blaze from the hot journal. All fire must be extinguished and journal box lids closed before proceeding with the train.

Cars set out, on account of defects, and their lading must clear other tracks.

The use of sand or dirt for extinguishing fires in journal boxes is forbidden. When water or fire extinguisher is not available the packing must be removed from the journal box and extinguished on the ground.

56. Odor and/or smoke hot journal indicators on cars will release an extremely pungent and penetrating odor and/or volume of dense white smoke when bearings become overheated. When either of these conditions is observed, the train must be stopped and a prompt report made to the superintendent.

If car is set off en route, report should state that car is equipped with an indicator. (Additional instructions will be found under "Roller Bearing Journals" in current issue of air brake rules.)

57. Train crews observing evidence of anything dragging, or contents of car wasting, must satisfy themselves that nothing is out of order on or about their trains and must notify the train dispatcher at once. If practicable, the track foreman must also be notified. Those notified must take necessary safety measures.

58. Any broken pieces of wheels, flanges or other parts found, indicating defective equipment or track that may cause derailment, must be reported immediately to the superintendent.

59. When starting freight trains and/or when necessary for the train to be inspected, the speed for the first train length should not exceed eight miles per hour, to permit full inspection by train crew and permit them to safely board the train.

General Orders and Qualifications

60. General orders will be issued by authority, and over the name, of the superintendent and will supersede special instructions in the timetable or any rule or regulation of the Book of Rules with which they conflict. General orders will remain in effect until canceled.

Bulletin orders will be issued by authority, and over the name, of the superintendent. Bulletin orders will be numbered consecutively, on each division, beginning with January first of each year and will expire with the calendar year.

61. All employees who are required to have a timetable with them while on duty must also sign receipt for and have a copy of and understand the instructions contained therein of all general orders in effect. All such employees must also sign for and understand the instructions contained in bulletin orders before beginning each trip or tour of duty.

62. General orders and bulletin orders will be posted in Bulletin Order Book. All employees required to sign for such orders will show their name, date and time in the place provided on the page on which the general order or bulletin order is posted. Location of Bulletin Order Books will be shown in timetable special instructions.

Employees in charge of Bulletin Order Books must post general orders and bulletin orders as received, noting date and time posted.

63. Before starting on trip or tour of duty, the conductor and engineer must each know that the other is qualified and has the necessary general orders for the trip or tour of duty; also, the conductor must know with respect to the flagman, and the engineer with respect to other members of the crew on the engine, that they have seen and are familiar with such general orders.

64. Conductors and engineers reporting for duty at a place where no general orders are posted, or where general orders posted do not cover the territory over which they are assigned to run, must report to the train dispatcher and receive instructions by train order covering the general orders not in their possession, but which are effective in that territory.

65. Train and engine crews must re-register after having been off duty one hour or more.

66. Conductors and engineers ordered to run over any portion of a division, or another railroad over which they are not qualified, must inform the superintendent of the division or other railroad that they are not qualified.

67. Each qualified conductor and engineer, whether or not serving in that capacity, must have with him while on duty the timetables, and supplements, if any, of the divisions on which he is qualified in part or whole, together with the general orders pertaining thereto.

68. Conductors, enginemen and trainmen in road service, prior to resuming duty after an absence from duty of thirty days or more, must be examined by a trainmaster or a road

foreman of engines or their assistants or other designated employee to ascertain their knowledge and understanding of general orders, bulletin orders and/or special instructions which may have become effective during their absence. If the absence from duty has been four months or longer, this examination must not be conducted over the telephone.

69. Conductors and engineers of this and/or other railroads not having run or made a trip within a period of six months, for the purpose of remaining qualified on the physical characteristics over any portion of this railroad on which they previously have been qualified, will be required to requalify before again running over that portion of the railroad.

When a conductor or engineer makes a trip (not in service) for the purpose of retaining his qualifications, he must notify the superintendent in writing, giving details, and have the conductor and engineer of the train on which the trip was made witness his certification. The prescribed form should be used for this purpose, when available.

Other enginemen who are permitted by the train engineer to operate the engine under the train engineer's supervision and responsibility in accordance with Rule 1071, are likewise subject to the requirements of this rule.

Superiority Of Trains

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

Right is conferred by train order; class by timetable.

Right is superior to class.

73. Extra trains are inferior to regular trains.

Movement of Trains And Engines

80. When a member of train, engine or yard crew communicates with train dispatcher, or operator, he will give his name, occupation, location, and train or engine number, and will repeat back the instructions received.

81. A main track must not be occupied without authority, and must not be fouled until by observation, signal indication, or protection by flagman, the engineer or conductor, as the case may be, is assured that it is safe to do so.

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

Regular trains more than twelve hours late on either their scheduled arriving time or leaving time at any station lose both right and schedule and can thereafter proceed only as authorized by train order, or as provided in rules governing movement of trains and engines by block signals.

83. Except as provided in rules governing movement of trains and engines by block signals, 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, or leave territory where rules governing movement of trains and engines by block signals are in effect, until it has been ascertained that all superior trains due have arrived and left on single track, or have left on two or more tracks.

The manner in which information will be furnished as to the arrival or departure of trains due on single track, or as to the departure of trains due on two or more tracks, will be indicated by special instructions in the timetable.

84. A train must not start movement in either direction until proper signal is received by the engineman. Except when proceeding on block or interlocking signal indication after train has been stopped by such signal, the conductor will give proceed signal to start a passenger train, and when practicable, will use the communicating signal.

Signal to move in either direction must not be given while receiving or discharging traffic.

A train must not be backed until proper signal is received from the rear end.

A passenger train must not be backed, except in the case of some unusual condition, without suitable back-up hose, or its equivalent, handled by conductor, nor until air brakes are known to be working properly, and until conductor has given signal 16 (c) from rear of train and it has been answered by signal 14 (h). When required, proper rear end protection must be afforded. Where back-up movement does not exceed two car lengths, flagman, if available, may function for the conductor.

85. Regular trains may pass other trains and extra trains may pass and run ahead of extra trains.

86. Unless otherwise provided, an inferior train must clear a superior train in the same direction, at the time such train is due to leave next station in the rear where time is shown in timetable, but not less than ten minutes if schedule provides less than ten minutes time between the two stations. Exception to this is that where Automatic Block Signal System Rules are in effect an inferior train must be clear in sufficient time to avoid displaying other than clear signal indications to a superior train.

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 at that time as prescribed by Rule 99.

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

S-88. At meeting points, except those made by train order, the inferior train must take the siding and clear the superior train by not less than ten minutes.

A train order fixing a meeting point is not proper unless the order directs which train shall take the siding or otherwise clear the main track. Where there is no designated siding, the train order must specify the track to be used.

Trains required to take siding must enter at the first switch of the siding when practicable; if necessary to enter at other than the first switch, or if necessary to back in, or back out, such movement must first be protected as prescribed by Rule 99, unless otherwise provided.

90. The engineer of each train must sound signal 14 (n) at least one mile before reaching a meeting or waiting point, or the beginning of a detour or portion of track over which the speed is restricted by train order or general order.

Should engineer fail to sound signal 14 (n), other members of crew on engine must immediately remind him of the requirement. Conductor of train equipped with communicating signal must give signal 16 (m) as a reminder. Should engineer fail to take action preparatory to complying with the applicable rule, the conductor or other member of crew must take immediate action to stop the train.

90-A. A train holding main track at meeting point must stop before fouling the clearance point of the switch to be used by the opposing train in taking siding, unless the train to be met has arrived and is in the clear and switch is set for main track movement.

When a train holding main track arrives at meeting point first, employees in charge thereof must set switch for opposing train to take siding. The employee who sets the switch must protect it unless relieved by some other competent employee. The foregoing does not relieve the train which is to take siding from being prepared to stop to open the switch.

90-B. When a train on main track or siding at any station is restricted, by signal indication or otherwise, for the arrival of an opposing train, the restricted train must, when length of train permits, stop at least 300 feet before reaching the clearance point of a facing point switch over which the expected train will pass.

91. Outside of block signal system limits, where Rule 91-A is not in effect, trains in the same direction must keep not less than ten minutes apart, except in closing up at stations. Lighted fusees as prescribed by Rule 99 must be thrown off for this purpose when necessary.

In the application of this rule, operators at open train-order offices outside of or at the end of block signal system limits will space trains entering the nonblock territory ten minutes apart. This will not relieve conductors and engineers of the responsibility of trains keeping ten minutes apart when passed by another train or before following a train which has been overtaken.

When train-order signal is used to space trains, it must be positioned to indicate "Stop Train-Order Signal" (Rule 230) immediately after rear of train has passed the signal. When Clearance Form A is used to space trains, operator must show on the Clearance Form A the time the train may go, and train must not leave before that time.

91-A. On any track provided with block signals for movement in one direction only, when a train movement is being made in the direction for which block signals are not provided, a following train must not be permitted to proceed until the preceding train has passed the next open train-order office in advance, or has cleared at an interlocking or crossover, or has otherwise reported clear of the track involved. This rule

will not relieve trainmen and enginemen from promptly and properly protecting their train as prescribed by the rules.

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

93. Within "Yard Limits" (Rule 160), which are designated by timetable special instructions, movements not authorized by timetable schedule or train order authority may be made on the main track by authority of the yardmaster, except as otherwise provided. Movement of trains and engines on all other tracks (movements by hostlers on engine terminal tracks excluded) will be under the direction of the yardmaster.

Where a block signal system is in use within yard limits, the rules applicable to the block signal system specified will govern within the block signal system limits. Movement of trains and engines on the main track within the block signal system limits will be under the direction of the train dispatcher, unless otherwise specified.

Within yard limits, regular and extra trains, and engines, are not required to provide protection, except against regular trains.

Trains and engines on all tracks within yard limits must move at Yard Speed, unless the movement is governed by block signals.

Unless otherwise authorized, a train or engine must not be moved against the current of traffic within yard limits until provision has been made for the protection of such movement.

93-A. Within "R-93-A Limits" (Rule 161), which are designated by timetable special instructions, movements on the main track may be made without timetable or Form G train order authority, but only after first obtaining permission from the train dispatcher.

Within R-93-A limits, regular and extra trains, and engines, are not required to provide protection, except against regular trains.

Within R-93-A limits, extra trains of all designations, and engines, must move prepared to stop short of other movements, trains, engines and obstructions, unless the main track is known to be clear. (See note.)

A train or engine must not be moved against the current of traffic within R-93-A limits until provision has been made for the protection of such movement.

Except at a meeting point outside of block signal system limits and as prescribed by Rule 513 within block signal system limits, when a train or engine clears a main track or crosses over

from one main track to another main track within R-93-A limits and the switches have been restored to normal position, it must be reported to the train dispatcher. Such train or engine must not again enter the main track or cross over from one main track to another main track without first obtaining permission from the train dispatcher as prescribed in the first paragraph of this rule.

Except as affected by this rule all Block Signal Rules and Operating Rules remain in force.

Note: Where block signal system rules are in effect, "known to be clear" includes when track is known to be clear by signal indication.

94. A train overtaking another train which is stalled or requires assistance or a train or engine called upon in emergency, in the absence of other instructions, will render such assistance as may be necessary after having a proper understanding with the train involved.

When a train is coupled to another train it will be considered part of the train to which coupled, so far as observing fixed signals is concerned.

95. Regular trains must be designated by the schedule and engine number.

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

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

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

***D*-97.** When authorized by special instructions in the timetable, trains moving with the current of traffic may run extra or work extra without train order authority.

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

At a drawbridge before a train or engine is authorized to pass a signal indicating Stop, or a hand signal is given to a train or engine having received such authorization, for movement over a drawbridge, the bridgetender must personally examine or have knowledge from an authorized

maintenance employee that the drawbridge is in place, with rails lined up properly and locked for train movements. Train or engine must then not exceed a speed of four miles per hour over drawbridge with any part of train.

99. When a train or engine is moving under circumstances in which it may be overtaken by another train or engine, the flagman must take such action as may be necessary to insure full protection; outside of block signal system limits lighted ten-minute fusees must be dropped at proper intervals.

When a train or engine stops under circumstances in which it may be overtaken by another train or engine, 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, leaving the torpedoes and, if necessary, in block signal system limits, a lighted fusee. Outside of block signal system limits he will leave a lighted ten-minute fusee.

The front of the train, when necessary, must be protected in the same way by another member of the crew or other competent employee. The employee designated to perform the duties of flagman must not permit other duties to interfere with proper protection of his train. Conductors and engineers are responsible for the protection of their trains.

When a train is flagged, the engineer must answer stop signals promptly by giving signal 14 (r). Flagman must continue to give stop signals until such signals are answered and acted upon. When a train is flagged, the engineer must not proceed on hand or flag signals beyond flagman until he has been informed orally, or in writing, and fully understands reason for being flagged.

Engineers are required, before train comes to a stop at points where flag protection is required, to signal for flag protection. This requirement will not relieve trainmen from promptly and properly protecting their trains. When ready to proceed, engineer will signal flagman to return.

99-A. Where Automatic Block Signal System Rules are in effect, and a train or engine is standing on a main track and is protected by at least two block signals to the rear, protection against a following train or engine on that track will have been afforded when flagman goes back a sufficient distance to the rear of train to stop a following train or engine moving at Restricted Speed.

This rule will not apply to work extras, or to any unit of equipment specified in timetable special instructions which does not actuate the block signals; nor does this rule modify the requirements of providing full protection:

(a) Against opposing trains or engines, when required.

(b) Against following trains or engines when making back-up movement.

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 and fulfill the flagman's duties.

100-A. A train must not proceed on oral notice from work train flagman. Written instructions must be given.

If instructions require flagman to hold all trains at a designated point, they should be addressed to him; but if they contain instructions affecting the movement of trains or engines beyond the point at which flagman is stationed, they must be addressed to conductor and engineer of all trains affected, and such instructions must be written in manifold, a copy of which must be delivered to conductor as well as engineer.

Flagging instructions must be written on prescribed form, when available. Conductor must deliver to his engineer a copy of all flagging instructions given their flagmen, and will require the engineer to acknowledge receipt by signing the copy to be retained by the conductor. Upon this copy the conductor will also take the receipt of the flagmen in the same manner and, at the close of the day, copies of all flagging instructions given during the day, and signed by the engineer and flagmen, must be sent to the superintendent.

When a train is stopped by a work train flagman, and engineer receives instructions affecting the movement beyond the point at which flagman is stationed, engineer will give signal as prescribed by Rule 14 (n).

100-B. When a flagman is sent from one station to another for the purpose of holding a train for another train to move against it, the flagman must have written instructions in the form and manner of work train instructions.

The flagman is required to ride the engine to point where he is being sent and he will show his flagging instructions to the engineer of the engine on which he is riding. The engineer must let flagman off at point at which opposing train is to be restricted.

100-C. In territory designated by superintendent, relief from flag protection may be given an extra train as prescribed under "Forms Of Train Orders," Form I; track protection by train order may be provided as prescribed under Form W.

101. Trains and engines must be protected against any known condition which interferes with their safe passage at maximum authorized speed.

When conditions are found which may interfere with the safe passage of trains or engines and no protection has been provided, such action must be taken as will insure safety.

During severe storms or when there is indication of high water or any condition which threatens damage, trains and engines must move so that they can be stopped in time to avoid accident. If necessary, extra stops will be made to ascertain extent and severity of storms and to examine bridges, culverts, or other places subject to damage by high water. If any condition is found that might affect the safety of a train, protection must be provided, as prescribed by Rule 99, and superintendent promptly notified.

101-A. If any defect or condition which could cause an accident is discovered in track, bridges or culverts, a flagman must protect it if necessary and a notice be given to other trains and to the superintendent.

101-B. If any member of the train or engine crew has reason to believe that his train has passed over any dangerous defect, the train must be stopped at once and proper protection provided. A prompt report must be made to the superintendent.

101-C. Any work on or adjacent to a track which may create a condition interfering with the safe movement of trains or engines at maximum authorized speed, or the use of derricks or other equipment which may foul adjacent tracks, must not be attempted without permission of the train dispatcher. The train dispatcher must secure authority from the superintendent before giving such permission. When such permission is obtained, protection against trains and engines in both directions must be provided before the track is obstructed.

Engine whistle must not be used to recall flagmen in such cases; understanding must be had by the conductor and flagmen as to which tracks no longer need be protected.

102. If a train should part while in motion, trainmen must take necessary precaution to prevent damage to the detached portions.

When a train moving between siding switches, or on one of two or more tracks, is disabled or stopped suddenly by an emergency application of the brakes or other causes, in addition to protecting against following trains on the same track, trains or engines on adjacent tracks, including tracks of other companies that are liable to be obstructed, must be stopped in both directions until it is ascertained that such tracks are safe and clear for the movement of trains.

102-A. When an engine leaves its train or part of its train on main track, a sufficient number of hand brakes must be set, when necessary, to keep the portion(s) not attached to the engine from moving. At night, or by day where view is obscured, two torpedoes must be placed on the rail at a safe distance in advance of the front end of the detached portion of the train to warn the returning movement. In addition, on single track, a red light (on two or more tracks, a white light) must be displayed on the front end of the detached portion. This does not relieve trainmen and enginemen from using necessary caution to avoid an accident in the returning movement.

A detached portion of a train must not be moved or passed until the engine or forward portion of train returns, unless conductor(s) and engineer(s) of trains and/or engines involved have a definite understanding of the movement to be made.

102-B. When livestock, vehicles or any other object has been struck by a train or engine and is thrown towards and obstructs another main track, the train or engine involved must stop all trains and engines in both directions on the other tracks until it is known that such tracks are safe and clear for the movement of trains.

103. When car(s) are pushed by an engine, except when switching either within or outside of yard limits or R-93-A limits, or when making up trains in yards, and even in above exceptions when conditions require, a member of the crew must take a conspicuous position on the leading car. By night, a white light must be used as prescribed by Rule 24. Under such circumstances, if signals from the trainmen cannot be received by the engine crew, the movement must be stopped immediately unless a back-up hose and alarm whistle are provided on the leading car and being used in accordance with the rules. (See "Handling Trains With Back-Up Hose" in current issue of air brake rules.)

103-A. When coupling or shoving car(s), precaution must be taken to avoid runaway cars and to prevent accidental fouling of other tracks, derails or street and other highway crossings at grade.

103-B. Before coupling onto car(s) or engine(s) standing on descending grades or near end of tracks, derails, street and other highway crossings at grade, or car(s) in process of loading or unloading, it must be known that car(s) is secured and will not roll away and cause damage in event coupling is missed.

103-C. When conditions require, before shoving cars, it must be known by stretching the couplings that all couplings are made.

103-D. Before shoving cars in tracks, it must be known that there is sufficient room to hold cars without fouling other tracks. When shoving cars to end of track, all cars must be coupled and, when necessary, a trainman must be sent to the leading end of the draft to protect the movement.

103-E. Before coupling to or moving cars on tracks where car(s) are being loaded or unloaded, transfer boards, tank car couplings and similar connections must be removed and in the clear, and persons in or about car(s) must be warned and must be requested to vacate car(s) while being switched, if practicable. When cars are so moved they must be returned to the same position as found.

103-F. When coupling to passenger equipment, car(s) must be stretched to see that they are coupled before connecting air hoses or steam connectors. Only sufficient power should be used to test coupling, to avoid sliding wheels of cars.

104. The normal position for a main track switch is set and locked for movement on the main track; for a secondary track switch, set and locked for movement on the secondary track; for a switch connecting a side track to a siding, set and locked for movement on the siding; for derails protecting main track or secondary track switches, set and locked in derailing position. Such switches and derails must be left in their normal position after having been used and locks must be tested to know that they are locked.

Trainmen (enginemen if no trainmen) are responsible for the proper setting of hand-operated switches and derails to be used by their train or engine, and for their return to normal position after use, except where switchtenders are on duty. Engineer must see that the switches

and derails immediately ahead of engine in direction of movement are properly positioned and must require other members of crew on engine to observe position of such switches.

Except as authorized by Rule 559, main track switches must not be left open after movement through them is completed, unless attended by a member of the crew.

A main track or secondary track switch must not be left open for a following train or engine, unless in charge of a member of the crew of such train or engine, or an assigned switchtender.

When dual control, power-operated or spring switches are operated by hand, they are considered hand-operated switches within the meaning of this rule.

104-A. A train or engine must not foul a track until switches connected with the movement are properly lined, or, in the case of spring switches or automatic switches, until the normal route is seen to be clear.

When waiting to cross from one track to another and during the approach or passage of a train or engine on tracks involved, all switches connected with the movement must be secured in the normal position.

Where trains or engines are required to be reported clear of main track, or other track, such report must not be made until switch, and derail if provided, have been secured in their normal positions.

If any switch specified in the first paragraph of Rule 104 is found to have a defective lock, or lock missing, it must be reported at once to the superintendent by the conductor, engineer or other employee who may have discovered it, and, if possible, replaced by lock taken from some other location of less importance. If the switch cannot be properly locked, it must be spiked in its normal position.

104-B. Derails must be kept in the derailing position when not in use, whether or not there are cars on the track on which they are located. Equipment of any type placed on tracks where derails are located must not be left standing between derail and switch it protects.

Where conditions require, derailing devices of various types, operated by hand, are maintained on some station tracks, storage tracks, industrial tracks, loading and unloading tracks, with normal position set for derailing. They may or may not be equipped with targets or color indications by day or with light indications by night. Trainmen and enginemen are responsible for proper position of the derails before and after using the tracks where such derails are maintained.

104-C. If a movement is trailed through a rigid switch when it is not lined for the movement, the switch is thereafter unsafe. If a movement trails partly through a rigid switch when it is not properly lined, the movement must be continued through the switch points. Switches damaged in this way must be reported to the superintendent immediately and, when practicable, track foreman notified. Switch must be spiked unless track foreman takes charge. If it cannot be made safe, protection must be provided.

104-D. When a train or engine is clear of main track or secondary track, to be met or passed by a train, employees must not unlock derails or switches, nor be between the clearance point and the switch. They must not be within 20 feet of any main track or secondary track switch until the approaching train has passed.

Conductor or engineer nearest the switch must see that other members of the crew comply with this rule.

104-E. When a train or engine is on main track or secondary track to be met or passed by a train and a switch is to be set for the approaching train to enter siding, or other track, employee after securing the switch must take position at least 20 feet away from the switch until the approaching train has passed over it.

104-F. The employee throwing a switch must see that both points have moved to the proper position. A switch lever must be secured as soon as thrown either way by placing lock or hook in keeper; when locked, the lock must be tested to insure that it is securely fastened.

104-G. Neither switch of a crossover may be opened when there is a train, engine or car closely approaching either switch. When crossover movement is to be made by a train or engine, both switches must first be opened before the movement is commenced, and the movement must be completed before either switch is restored to normal position.

104-H. Except as provided in the second paragraph of Rule 90-A and unless otherwise provided, an employee must not set a hand-throw switch to divert an approaching train or engine until he is assured of its identity and that its speed does not exceed that authorized for the diverging route.

104-I. An employee alighting from a moving train to change position of a switch behind such train must get off rear of rear car when practicable, or, when not practicable, on opposite side

unless it is unsafe to
while a train is moving over a switch,
y employee in the vicinity of such switch must
ke position on opposite side of track from
itch stand when practicable to do so or, if not
acticable to do so, must take position not less
an 20 feet from the switch stand.

104-J. Where track scales are provided with
naround track, switches must be lined for run-
ound track when scales are not in use.

104-K. Running switches (or swinging of
rs) should be avoided if possible. Such move-
nts must not be made with cars containing
estock, explosives, inflammables, acid, chlorine
s or poison gas, or with scale test cars, work
uipment such as locomotive cranes, power
ovels, ditchers, spreader cars and steam or
sel cranes, or with cars occupied by persons
cept train service employees on duty. Such
ovements also should be avoided on all tracks
cupied by such cars and on short tracks leading
trestles or buildings. Cars occupied by passen-
rs and other cars to be placed on tracks occu-
d by such cars must be handled by engine with
brakes cut in on cars and operative.

When making running switch, members of the
ew must have a mutual understanding as to
e move to be made. It must be known that
ere is sufficient room to make the running
itch safely, that the switch to be used has been
ed and is in good working order and that the
nd brakes have been tested to see that they are
fficient to control the movement of the car(s)
ing dropped by. The conductor, or qualified
ewman designated by him, will give the neces-
ry signals and operate the switch involved.
henever practicable, the engine will be run on
aight track.

Car(s) must not be dropped or running switch
de over a dual control or power-operated
tch except in emergency, and then only when
tch is in hand-operated position in accordance
h Rule 104-N and movement is made as
cribed in the preceding paragraph.

unning switches must not be made over a
ng switch.

4-L. A switch stand with sign bearing
"A" identifies a switch stand which auto-
ally varies the position of the switch points
ailing movements only and automatically
them in the position to which forced by
railing movement. Switch target moves
the movement of the switch points, but

switch operating lever moves only wh
thrown. This type of automatic swit
does not function like a spring switch.
movement may be made over the swit
either track, regardless of position o
points. When facing movement is to
and switch points are not lined for suc
ment, the switch must be lined by hand.
the switch has been actuated in switchin
ments, it is not necessary for the move
train completely through the switch
making a reverse movement.

When approaching movements confli
one for which the switch is set will have th
of track. Movements against which the
is set must not foul the adjacent track unle
track is clear of conflicting movement o
such conflicting movement has been brou
a stop.

The use of the automatic switch stand
stricted to tracks other than main and seco
tracks.

104-M. Spring switches will be identifie
a sign bearing letter "S" (Rule 173). Fa
point movement over main track and secon
track spring switches is protected by signals.
cation and normal position of spring switches
be listed in timetable special instructions.

Trailing movement may be made throug
spring switch when points are in normal posit
A spring switch must not be trailed through
less in normal position, or switch has been pla
in proper position by hand. A reverse movem
must not be made after trailing through a spr
switch until it is known that the points h
returned to normal position, or switch has b
placed in proper position by hand. If movem
is stopped on spring switch when making a tr
ing movement, a reverse movement must not
made, nor slack taken, until the switch has b
placed in proper position by hand.

When necessary to throw a spring switch
hand, the switch should be operated slo
keeping a steady pressure on the handle.

In an emergency, when springs of switch
compressed by the truck wheels and a spr
switch must be thrown by hand, care must
exercised to keep clear of the handle when
latching it. The switch handle must not
unlatched while wheels are forcing the sw
points open. The same trainman operating
switch must restore it to normal position, un
otherwise provided.

When a train or engine has been stopped by a signal which governs facing point movement over a spring switch (see Rules 175 and 509-E), a member of the crew must examine the switch points to know that they fit properly before movement is made over the switch.

Outside of block signal system limits, after a train or engine has trailed through a spring switch, a member of crew must note if facing point signal changes, indicating switch has returned to normal position. Should signal fail to change, arrangements must be made to protect opposing movements.

104-N. Dual Control Switches are used at locations specified in timetable special instructions. Train and engine movements over dual control switches are governed by home signals, the most restrictive indication of which is "Stop" (Rule 292).

When authority has been granted and track and time limits secured from train dispatcher, in territory where rules governing movement of trains and engines by block signals are in effect, and when permission has been obtained from operator in other territory to operate a dual control switch by hand, switch may be operated in accordance with detailed instructions in adjacent telephone booth. In the absence of such instructions the following will govern:

Hand-Throw (long lever) is located on the side of the switch mechanism and is so marked. The position of this lever is indicated by the letter "N" on the lever when it is "Normal" and by the letter "R" when it is "Reverse."

The Selector Lever (short lever) is located at the cylinder end of the switch mechanism and is painted red. Normally this lever is set for power operation with the lever in its full upward position. When this lever is moved to its full downward position the power mechanism is disconnected from, and the Hand-Throw Lever connected to, the mechanism.

The procedure to hand-operate the switch will be as follows:

(a) Unlock both the hand-throw lever and the selector lever.

(b) Move short selector lever to the full opposite position and place lock in keeper.

(c) If the position of the switch points does not correspond with that of the hand-throw lever, it will be necessary to throw the hand-throw lever to the opposite position before it will engage and move the switch points.

Move switch points back and forth with the hand-throw lever to make certain that the lever is connected with the switch points, after which the switch should be moved to the position desired and secured by locking the hand-throw lever. After the points have been examined to see that they fit properly, desired movement may be made.

(d) After movements over switch have been completed, restore switch to position in which originally found; move selector lever to full upward position and lock both the selector lever and hand-throw lever and notify train dispatcher or operator as the case may be.

(e) Selector lever and hand-throw lever must not be forced. They will move easily when properly meshed, although some manipulation of first one and then the other may be necessary to get them in proper mesh.

The authority granted in accordance with the second paragraph of this rule to operate a dual control switch by hand does not authorize any part of the train or engine to move beyond the authorized track limits, and does not authorize movement over such switch, except on hand signals from member of crew stationed near the switch.

Before making movements over the switch, trainmen must notify engineer when selector lever is in hand-operated position, and engineer will then be governed by hand signals, as block signals indicate "Stop" while selector lever is in hand-operated position.

When selector lever is restored to power-operated position, engineer must be notified and he will then be governed by block signals.

Whenever it becomes necessary to throw switch by hand, the trainman handling switch, unless otherwise directed by the train dispatcher, must remain there until his train has cleared and switch is restored to normal position, since men on rear of train may not be aware that switch cannot be power-operated by train dispatcher or operator as the case may be. When specifically authorized by the train dispatcher, the switch may be left lined for the movement, with selector lever locked in "Hand" position.

104-P. The location of electrically locked hand-operated main track switches will be shown in timetable special instructions. Electrically locked hand-operated switches may be locked either from a control station or automatically through track circuits. Switches cannot be

operated until unlocked electrically either from a control station or automatically as the case may be.

In the case of switches locked from a control station, the unlock of the switch must be obtained from the control station. In the case of automatic locking, authority to unlock the switch must be obtained from the control station before the switch is unlocked to enter main track.

Where trains or engines are permitted to use sidings or other tracks to clear the main track, to be met or passed by trains or engines, and the hand-operated switches are equipped with electric switch locks, such tracks may be entered without authority of the train dispatcher or operator, as the case may be, if the locking appliance is unlocked. Trains or engines clearing in such tracks must not again pass beyond the clearance point until the train dispatcher or operator, as the case may be, has been notified of the movement to be made, the unlock obtained, and the switch properly lined for movement to main track.

The switch lock *must not be removed* from electrically locked hand-operated switches or derails until authority has been obtained to enter main track, and must be replaced after using switch to permit proper operation of block signals.

Where trains or engines are not permitted to use certain tracks to clear the main track, to be met or passed by trains or engines, and the hand-operated switches are equipped with electric switch locks, such tracks may be entered without authority of the train dispatcher or operator, as the case may be, if the locking appliance is unlocked. Trains or engines using these tracks must leave the switch open and/or derail in non-derailing position until the work is completed.

Where unlocking track sections are provided, the portion of the main track immediately ahead of the switch must be occupied by car or engine to obtain unlock.

The required time (when specified on electric lock case) must elapse after removal of the switch lock before unlock can be obtained.

When a switch cannot be unlocked through proper manipulation the train dispatcher should be notified promptly.

105. A train or engine must not be run on any division or subdivision at a speed faster than the maximum speed authorized by timetable special instructions. Speed restrictions shown in timetable or general orders, by speed limit signs or by any other method must be observed.

105-A. Unless otherwise provided, a train or engine using a siding must proceed expecting to find it occupied.

105-B. Unless otherwise provided, trains or engines using a secondary track must proceed at Reduced Speed unless the track upon which the movement is to be made is seen or known to be clear and switches properly lined.

105-C. A train or engine using an industrial track, storage track or any track not otherwise provided for, must move at a speed that will permit stopping short of other movements, obstructions, or switch not properly lined.

105-D. In road service, car(s) should not be handled ahead of engine between stations when it can be avoided. When necessary to so handle, trains and engines will be governed by the provisions of Rule 103 and, in addition, will not exceed the speed indicated in timetable special instructions and will reduce speed further, if necessary, to make the movement with safety.

When passenger trains are running backwards, the speed indicated in timetable special instructions will govern.

105-E. When coupling or switching car(s), or when car(s) are cut off in motion, coupling speeds must be held within safe limits (not to exceed four miles per hour) and proper precautions taken to prevent damage to equipment and lading.

105-F. Where tracks are signaled for movement in one direction only, trains or engines running against the current of traffic must not exceed the speed indicated in timetable special instructions and will not exceed 30 miles per hour over noninterlocked facing point switches.

105-G. In territory where reflector-type switch targets are in use, in case of headlight failure, or no headlight, or engine pushing car(s), trains or engines must approach facing point switches at Restricted Speed.

105-H. Trains or engines must not exceed the speed indicated in timetable special instructions through turnouts at ends of sidings and over crossovers, unless otherwise provided.

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

They shall require assistance from other members of the crew in all things requisite for the safe and prompt movement of their train.

107. Trains must not pass between a passenger train receiving or discharging traffic at a station and the platform at which the traffic is being received or discharged.

The conductor and engineer of a passenger train receiving or discharging traffic across tracks between their train and station platform must see that the traffic is protected against trains running on such tracks. Exception: When the passenger train is a regular train making scheduled stops on its regular assigned track, or when it is known that other trains have been notified of the stopping of the train at the stations where protection would otherwise be required, protection against other trains is not required.

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

The conductor is in direct charge of the train and all persons employed on the train must obey his instructions. Should there be any doubt as to authority or safety of proceeding from any cause, the conductor must consult the engineer and be equally responsible with him for the safety and proper handling of the train.

Conductors and engineers are responsible for the protection of their train. Engineers are jointly responsible with the conductor for the safety of the train, and proper observance of the rules, and, although they are under the direction of the conductor regarding the movement of trains, they will not comply with any instructions which imperil the safety of the train or involve a violation of the rules.

Conductors and engineers of trains and engines being operated with pilots are not relieved of responsibility and must cooperate in handling the train or engine.

Conductors and engineers must see that their subordinates are familiar with their duties, ascertain the extent of their experience and knowledge of the rules, and instruct them, when necessary, in the proper and safe performance of their work.

When the conductor is not present, trainmen must promptly obey the instructions of the engineer relating to the safety and protection of the train.

Other members of the crew, after carefully reading train orders, must keep them in mind and assist in their observance, call attention of conductor or engineer immediately to any apparent

failure to observe train orders, or to clear the time of superior trains, or to comply with rules and instructions.

When safety of trains and observance of rules or train orders are involved, all members of the crew are responsible to the extent of their ability to prevent accident or violation of rules. They will not comply with any instructions which imperil the safety of the train or involve a violation of the rules.

When the conductor or engineer fails to take action to stop the train, and an emergency requires, other members of the crew must take immediate action to stop the train.

109. In event of accident, if communication with the train dispatcher cannot be established, the conductor shall command the services of engines and men of trains of inferior importance. Employees of all departments in the vicinity will, in such emergency, respond promptly to the call of the conductor of the disabled train and render him every assistance.

110. A siding assigned for use by trains of a specified direction must not be used by trains or engines in the opposite direction unless authorized by the superintendent or, in emergency, under flag protection.

111. A secondary track must not be used by trains or engines without permission of the employee in charge of such track, unless otherwise provided in timetable special instructions.

112. Trains or engines using a siding or a secondary track will not be required to protect against following movements on such tracks, unless otherwise specified in timetable special instructions.

113. When there is a possibility of fouling a main track, trains or engines must not take slack on sidings or other tracks adjacent to main track, nor make reverse movement, when a train is passing or about to pass on main track.

114. Sidings must not be blocked unless authorized by the train dispatcher, except in an emergency, in which case the train dispatcher must be notified promptly.

115. Instructions concerning the movement of trains or engines or the condition of track or structures must be in writing, except within yard limits where movements are subject to yardmaster's instructions, and within traffic control territory where instructions may be issued by telephone by train dispatcher.

116. Milepost numbers shall not be used in train orders, general orders or instructions relating to train operation unless the mileage figures on the station page of the timetable conform with the milepost locations on the right-of-way of the portion of the Railway involved.

When milepost numbers are used in train orders, general orders or instructions, they must conform to numbered mileposts in the direction shown on station page of timetable.

120. When a train or engine is switching over a railroad-highway grade crossing not protected by a watchman, or by gates, a member of the crew must protect the crossing in advance of each movement over the crossing.

121. Before shunting or dropping cars over a railroad-highway grade crossing not protected by a watchman, or by gates, a member of the crew must take position at the crossing to afford protection to highway traffic while movement is being made. He will see that all highway traffic has been stopped before signal is given for movement. The same protection must be given by a member of the crew when a standing train or engine obscures the view from highway of an approaching train or engine.

122. When a train or draft of cars is parted to clear a railroad-highway grade crossing, a member of the crew must, when practicable, protect the crossing against trains or engines approaching on adjacent tracks unless crossing is protected by a watchman or by gates, or unless the parted portions are sufficient distance from crossing to clear crossing approach track circuit and to give highway traffic view of approaching train or engine from either direction.

123. Car(s) set off on any track must be clear of street, highway or other crossings at grade, and must be left back from crossing 150 feet when space permits.

Where signs are provided to define the track limits in which car(s) must not be left standing, the instructions on such signs will govern.

124. Railroad-highway automatic grade crossing protection operates to indicate the approach of a train or engine in either direction on main track, and on other tracks when specified in timetable special instructions. Railroad-highway grade crossing devices are so designed that they will cease operation when the train or engine movement entirely clears the crossing and will not be actuated for a reverse movement by that train or engine unless such train or engine passes beyond the limit of the crossing approach track

circuit before returning in the opposite direction. Under this condition a member of the crew must protect the crossing during such reverse movement unless it is seen that the automatic crossing protection is operating.

At railroad-highway grade crossings provided with special cutout circuits to interrupt operation of the automatically controlled crossing protection, the movement must be made as prescribed by Rule 131.

125. At locations shown in timetable special instructions, apparatus is provided to manually interrupt the operation of the railroad-highway automatic grade crossing protection. At such locations no movement will be made over the crossing by the train or engine for which the automatic operation of the crossing protection device was interrupted unless automatic operation of such protection device has again been established or the crossing is protected by a member of the crew.

126. At locations shown in timetable special instructions, apparatus is provided to manually control highway traffic lights and signals for movement of trains or engines over the crossing. At such locations, no train or engine movement may be made over crossing until a member of the crew operates the push-button located in control box adjacent to the crossing to cause traffic lights to stop highway traffic. After highway traffic has stopped clear of the crossing and proceed signal for trains is displayed, train or engine may proceed over the crossing. The push-button must not be released until movement is clear of the crossing.

127. To avoid unnecessary operation of automatic protection devices at railroad-highway crossings, switches must not be left open or unlocked, nor car(s) left standing longer than necessary within operating limits of such protection. Whenever possible, switching should be performed in such manner as to avoid unnecessary operation of crossing protection devices.

128. Where railroad-highway automatic grade crossing protection devices are in service, it will not relieve enginemen from complying with Rules 14 (l) and 30, unless otherwise provided.

129. Trains or engines on sidings, yard or other tracks adjacent to tracks where railroad-highway grade crossings are provided with automatic protection must, unless the automatic crossing protection device is operating, approach such crossings prepared to stop and will proceed over the crossing only when safe to do so.

130. When switching movements are made in the vicinity of a railroad-highway grade crossing provided with automatic protection devices, or when a train, engine or car(s) are standing on the approach track circuit, thereby operating the devices unnecessarily, every effort must be made by trainmen to avoid delay to highway traffic. When it is known that no trains or engines are approaching on other tracks and it is safe for highway vehicles or pedestrians to cross, the trainmen will direct highway traffic over the crossing.

131. At locations shown in timetable special instructions, automatic cutout circuits are provided to interrupt operation of automatically controlled railroad-highway grade crossing protection when trains or engines are delayed on the approach track circuits. A white light, located at the crossing, flashes as an indication to trains or engines on the approach track circuit that the automatic crossing protection device is functioning. When the flashing white light is not operating, it indicates to the train or engine that has been delayed in its movement, or that has stopped on the approach track circuit, that the automatic cutout has functioned to stop operation of the crossing protection device to permit highway traffic to proceed.

Trains or engines delayed on the approach track circuit must stop before proceeding over the crossing unless the flashing white light is operating. If the flashing white light is not operating the stop must be made about 50 feet before reaching the crossing to insure actuating the track circuit indicated by yellow insulated track joints located approximately 70 feet from the crossing. This will start operation of the crossing protection device and, after 20 seconds of operation, the flashing white light will be actuated. Trains or engines may then proceed over the crossing.

In event the flashing white light does not operate after complying with the foregoing instructions, a member of the crew must go to the crossing and ascertain that the highway protection device has been operating for not less than 20 seconds before the train or engine proceeds over the crossing. In case the crossing protection device is not functioning for the train or engine movement, crossing must be protected by a member of the crew, unless a crossing watchman has been assigned.

132. Railroad-highway grade crossings provided with automatic cutout circuits to interrupt automatically controlled protection devices have

yellow insulated track joints, located approximately 70 feet from each side of crossing, defining the limits of that section of the approach track circuit which when shunted causes continuous operation of the crossing protection.

Engines, cars or other equipment which may shunt the track circuit must not be left standing within the limits of the track circuit designated by the yellow track joints.

133. When it is known that the condition of the track or equipment is such that track circuit may not operate properly, movement must not be made without authority of the superintendent.

Employees operating such equipment must stop clear of railroad-highway grade crossings where automatic crossing protection is provided, and must not proceed until crossing is clear for the movement. A member of the crew must protect the crossing in advance of each movement over the crossing.

134. At railroad-highway grade crossings where watchman is on duty, other employees must not give signal for highway traffic to move over crossing.

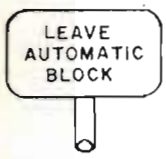
135. Where control equipment is provided to manually operate, control or interrupt the operation of railroad-highway grade crossing protection devices, the control box must be closed and locked immediately after use.

136. Employees must observe the operation of railroad-highway grade crossing protection devices and report promptly to the superintendent any failures to operate properly.

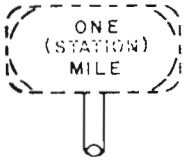
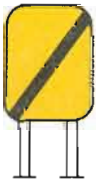
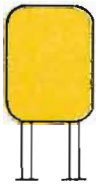
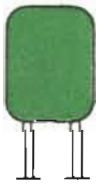
***D*-151.** Where two or more main tracks are in service they shall be designated by numbers and their use indicated by special instructions.

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

The following signals will appear where conditions require their use.

Signal	Name	Indication
RULE 160	**Yard Limit Boundary Sign.**	Defines the territory governed by Rule 93.
RULE 161	**Road Switching Limit Boundary Sign.**	Defines the territory governed by Rule 93-A.
RULE 162	**Entrance Sign—** Automatic Block Signal System Territory.	Trains be governed by Automatic Block Signal System Rules.
RULE 163 	**Exit Sign—** Automatic Block Signal System Territory.	Trains be governed by the rules applicable to the territory being entered.
RULE 164	**Entrance Sign—** Traffic Control Territory.	Trains be governed by Traffic Control Rules.
RULE 165	**Exit Sign—** Traffic Control Territory.	Trains be governed by the rules applicable to the territory being entered.

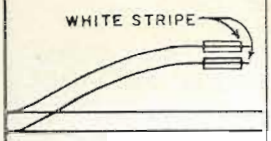
The following signals will appear where conditions require their use.

Signal	Name	Indication
RULE 166	**Stop Sign.**	Stop before passing this sign and be governed by rules and/or special instructions.
RULE 167 	**Station Sign.**	Station Warning Sign.
RULE 168 	**Reduce Speed Sign.** (For temporary speed restriction.)	Reduce speed as prescribed by Rule 37. Note: Sign equipped to display a yellow light by night.
RULE 169 	**Speed Limit Sign.** (For temporary speed restriction.)	Do not exceed speed specified by train order or general order or as specified by Rule 37. Note: Sign equipped to display a yellow light by night.
RULE 170 	**Resume Speed Sign.** (For temporary speed restriction.)	Resume speed when rear of train has passed this sign if other conditions permit. (See Rule 37.) Note: Sign equipped to display a green light by night.

The following signals will appear where conditions require their use.

Signal	Name	Indication
RULE 171	**Permanent Speed Restriction Sign.**	Speed restricted to that shown on sign at each location. (See Rule 38.)
RULE 172	**Permanent Resume Speed Sign.**	Resume speed when rear of train has passed this sign if other conditions permit. (See Rule 38.)
RULE 173	**Spring Switch Sign.**	Location of spring switch.
RULE 174	**Spring Switch Marker Light.**	Spring switch in normal position.
RULE 175	**Spring Switch, Marker Light.**	Stop. Spring switch open or reverse. Further movement may be made after switch points have been examined as prescribed by Rule 104-M.
RULE 176	**Clearance Point Post.**	Clearance point for adjacent track. (See Rule 26-G.)

The following signals will appear where conditions require their use.

Signal	Name	Indication
RULE 177 	**Clearance Point Stripe.**	Clearance point for adjacent track. (See Rule 26-G.)
RULE 178	**Permanent Whistle Sign.**	Sound whistle as prescribed by Rules 14 (1) and 31.
RULE 179	**Portable Whistle Sign.** (Displayed by maintenance employees.)	Sound whistle as prescribed by Rules 14 (1) and 31.
RULE 180	**Camp Car Sign.**	Camp Cars. Be governed by Rule 26-D.
RULE 181	**Grade Crossing Sign.**	Distance to railroad grade crossing.
RULE 182	**Drawbridge Warning Sign.**	Distance to drawbridge.

The following signals will appear where conditions require their use.

Signal	Name	Indication
RULE 183	**Main Track Switch.** (Where lamps and/or targets are used.)	Switch set for diverging route.
RULE 184	**Main Track Switch.** (Where lamps and/or targets are used.)	Switch set for Main Track.
RULE 185	**Yard or Side Track Switch.** (Where lamps and/or targets are used.)	Switch set for diverging route.
RULE 186	**Yard or Side Track Switch.** (Where lamps and/or targets are used.)	Switch set for lead or straight track.
RULE 187	**Derail.** (Where lamps and/or targets are used.)	Derailing position.
RULE 188	**Derail.** (Where lamps and/or targets are used.)	Nonderailing position.

Reduce Speed Sign: Yellow signal (Rule 168) by day equipped to display a yellow light by night, placed to the right of track in direction of movement, distance in feet to be the product of 100 multiplied by the miles per hour maximum speed shown in timetable special instructions for the location, and farther, if necessary (to insure proper reduction of speed), from structure or track over which a temporary speed restriction has been placed by train order or general order.

Speed Limit Sign: Yellow signal (Rule 169) by day equipped to display a yellow light by night, placed to the right of the track in direction of movement, approximately 150 feet in advance of the beginning of the speed restriction. Trains must not exceed the speed specified by train order or general order or 15 miles per hour if no different speed is specified while passing over the restricted area.

Resume Speed Sign: Green signal (Rule 170) by day equipped to display a green light by night, placed to the right of track in direction of movement, within 150 feet beyond the point where the restricted track ends. Rear of train must pass this point before speed is resumed.

In territory where two or more tracks are affected, the temporary Reduce Speed, Speed Limit and Resume Speed signs will be displayed for each track the same as if it were single track.

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

They must be brief and clear, in the manner prescribed under "Forms Of Train Orders" when applicable, and without erasure, alteration, interlineation or punctuation.

Words and figures in train orders must not be surrounded by parentheses, brackets, circles or other characters.

Except where Traffic Control Rules (551-586) are in effect, train orders must be issued to cover the meeting of regular trains at scheduled meeting points.

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

203. Train orders, except Form X orders, must be numbered consecutively each day, beginning at midnight. Duplicate numbers of the same date must not be used over the signature of the same superintendent.

Form X orders will be numbered consecutively, beginning with 501 (or 601, etc.), and continuing, regardless of date issued, to and including 599 (or 699, etc.). Same order of numbering will then be repeated, beginning with 501 (or 601, etc.).

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 engineer, thus: "C & E" and also to anyone who acts as its pilot, thus: "C & E and Pilot." A copy for each employee addressed, for the engineer of each helping engine and for the flagman must be supplied by the operator. One additional copy of all train orders and Clearance Form A's will be delivered to the engineer and also to the flagman. When more than one engine is in service, two copies will be furnished engineer on each engine.

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

The engineer of each engine taken on at a place where no train orders are delivered to the train must be informed by the conductor or train engineer of all train orders, previously received, affecting the train in the territory covered by the additional engine.

Note: When so indicated by special instructions in the timetable, a copy of train orders for the engineer of each helping engine on the rear of the train need not be supplied.

205. Each train order must be written in full in a book provided for the purpose at the office of the superintendent. With it must also be 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.

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

206. In train orders and clearances, regular trains will be designated by the schedule number and the engine number, thus: No 1 Eng 197. Extras will be designated by engine number and the direction, thus: Extra 304, East or West. Work Extras will be designated by engine number, thus: Work Extra 176.

When an engine of another company is used, the initials of that company must precede the engine number, thus: Extra B & O 6701, East or West.

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.

The identifying numbers on the operating control unit of multiple unit engines must be lighted and the identifying numbers on the non-operating control units must be extinguished while in road service.

206-A. In transmitting and repeating train orders by telephone, the numbers of trains, engines, orders and other numerals, and time, must be pronounced as whole numbers, and then each figure pronounced separately, thus: Two hundred and eight, 2-0-8; Thirty-five forty-seven, 3-5-4-7; Seven fifty-five, 7-5-5. Where the number is but one figure it must be pronounced, then spelled, thus: One, O-n-e. The names of stations and directions of extras must be plainly pronounced, then spelled, letter by letter, thus: Aurora, A-u-r-o-r-a; East, E-a-s-t.

Note: When means of communication is not clear and distinct or when in the judgment of the train dispatcher it is necessary, numerals will be pronounced as whole numbers and then spelled separately, thus: Two hundred and eight, T-w-o n-a-u-g-h-t e-i-g-h-t.

The letters spelling out names of stations, and letters or figures spelling out numerals and time

will not be written in the order book nor in train orders.

Even hours as "10 00 AM" must not be used in stating time in train orders.

206-B. When transmitting train orders by telephone, the train dispatcher must write the order as he transmits it and underscore every word and figure each time as it is repeated.

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

C & E Eng (for engines)
C & E R C Eng (for rail motor cars)

Train orders issued for the movement of a track car in accordance with Rule 40 must be addressed to Pilot T C.

206-C. A train order may be transmitted to conductor or engineer, in which case such employee copying order will be governed by rules applicable to operators governing repetition and completion of train orders.

If a restricting order is sent in this manner, signature of engineer of train restricted must be received by train dispatcher before "Complete" is given to order for the other train.

206-D. To relay a train order by telephone, it must be transmitted in the usual manner to the relaying office. The operator at the relaying office must transmit the order to destination.

The employee receiving the order at destination must repeat the order to the operator, at the relaying office, who must underscore on his copy each word and figure as repeated. He must then repeat the order to the train dispatcher, by whom "Complete" will be given to the relaying operator, who will transmit it to destination.

If the order is also addressed to a superior train at the relaying office, the "X" response must be given before it is transmitted to the inferior train.

206-E. Before transmitting an order to a conductor, engineer or pilot over a telephone circuit, the employee who is about to receive the order must give his name, train identification, and location. Train orders transmitted in this manner must not be given to or received by employees other than the conductor, engineer or pilot of the train addressed.

The "X" response must not be used when handling train orders direct with the conductor, engineer or pilot.

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

A copy of the train order, bearing the name of the employee who receives and repeats it, must be promptly mailed by him to the superintendent.

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

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

The several addressees 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, when only one waiting point is specified.

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

A train order restricting the movement of a train must not be issued for it at the station where such movement is restricted if it can be avoided. If necessary to place such an order at a train-order office located beyond the clearance point, or where leaving time applies, operator must give additional Stop signals with red flag or fusee to the restricted train. When so sent for delivery to a train at other than its initial station or a station within interlocking limits, the following must be added to the order:

Order to..... At.....

A train advanced to a station where the opposing train receives the order at the meeting or waiting point must approach that station expecting to find the train receiving the order on the main track and, where conditions require, the train advanced must protect against the opposing train as prescribed by Rule 99.

209. Operators receiving train orders must write them in manifold during transmission, placing superintendent's signature (initials) directly under the last word of the order. Operators must retain a copy of each train order.

Train orders may be typewritten. If typewritten, CAPITAL LETTERS must be used. Type must be kept clean in order to obtain a clear impression. The word "Complete", the time, and the signature of the operator must be in his handwriting.

If the requisite number of copies cannot be made at one writing, operators must make others

from the original copy and repeat to the train dispatcher from the new copies each time additional copies are made. The name of the original receiving operator will be shown with the initials of the operator who recopies the order. Operator must file the copy from which he made copies, together with one of the new copies, showing thereon date and time made. Train dispatcher must place notation in train-order book of the repetition, but the original date of issue and time complete will not be changed.

When an error made in transmitting or copying a train order is discovered before it has been repeated or "X" response sent, all copies must be immediately destroyed, the order marked "void" in train-order book and, if reissued, given another number.

If an order in which an error has been made has been repeated or "X" response sent, that order must be annulled by train order, Form L.

When train orders are annulled on other than the date of issue, the date as well as the number of the order annulled must be designated in the annulment order.

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, then write the time of repetition on the correctly repeated order. Each operator receiving the order must observe whether the others repeat correctly, immediately informing train dispatcher if incorrectly repeated.

The conductor or engineer and others addressed must read the order to the operator and then sign it, and the operator will send their signature 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 write in the space provided the word "Complete", and the time, then deliver a copy to each person addressed. Exception: When the order is signed by the conductor, he must personally deliver a copy of it to each engineer of engines on the head end of the train; the engineer will then read the order to the conductor before proceeding.

Engineers of helping engines coupled within or on the rear of the train will not be required to sign for orders.

210-A. 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 must observe whether the others repeat correctly unless relieved of this duty by the train dispatcher. After the order has been repeated correctly by an operator, the response "Complete", the time, and the initials of the superintendent will be given by the train dispatcher. The operator receiving this response will write in the space provided the word "Complete", the time and his signature, then deliver or place on delivery post, a copy for each employee as prescribed by Rule 204. When delivery to an engineer cannot be made in the vicinity of the office, the order will be delivered by a member of the crew.

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 in accordance with the provisions in Rule 208.

210-B. When a train order is delivered to any member of the train or engine crew, the employee making delivery must not orally inform the person to whom delivered the contents thereof, nor read the order to him. Trainmen and enginemen will not request such information.

211. Before clearing a train for which there are orders, operator must carefully read the address of each order held, fill out the Clearance Form A, showing thereon without erasure or alteration the total number of train orders and the number of each train order addressed to the train, or in care of the conductor or engineer of the train. He must then transmit the address and order numbers from Clearance Form A to the train dispatcher, who must check the correctness thereof against his record in train-order book and, if correct, give the "OK" and time, and make proper record thereof in the train-order book; the operator, after entering this information on Clearance Form A, may make delivery.

If all orders held for a train have been completed, and communication fails before Clearance Form A has been OK'd by train dispatcher, operator may deliver such orders accompanied by Clearance Form A bearing notation "Wire failure" in the space provided for train dispatcher's OK. Time of issuance must follow operator's name. If no orders for delivery, and OK'd Clearance Form A is required by the rules, the operator may clear the train as prescribed in this paragraph. Such Clearance Form A must be accepted and acted upon as though OK had been given in the usual manner. When communication has been restored, operator will notify train dispatcher the time and order numbers for each train so cleared, which train dispatcher will record in train-order book.

When Clearance Form A is issued and there are no orders, the train dispatcher will record the office call, the train, the time, and the operator's initials in the train-order book with the notation "No orders."

211-A. Clearance Form A must be delivered together with all train orders to each person addressed, except as prescribed in Rule 217. Clearance Form A may be handwritten or typewritten. If typewritten, CAPITAL LETTERS must be used. The date of issuance and the time must be shown in the proper spaces.

Clearance Form A must not be issued without authority of the train dispatcher, except when communication fails. Operators will retain a copy of each Clearance Form A.

211-B. When a restricting order is issued to a train after Clearance Form A has been delivered, all copies of such Clearance Form A held by engineers and conductor must be returned to the operator and be destroyed before new Clearance Form A and the restricting order are delivered to either engineers or conductor. Previously delivered train orders addressed to the train at that station must not be returned to the operator.

When an order that does not restrict a train is issued after Clearance Form A has been delivered, if it is not practicable to take up Clearance Form A, the train dispatcher may authorize the operator to issue a second Clearance Form A upon which the operator must write the word "Second" preceding the word "Clearance" on the top margin. All orders for delivery to the train at that station must be shown on second Clearance Form A.

211-C. Copies of Clearance Form A will be made for each employee designated in Rule 204. Train order numbers will be listed in sequence on Clearance Form A from the lowest to the highest, left to right, starting on the first line and completely filling the blanks before starting on the line below.

Operators must keep copies of train orders, Clearance Form A's and messages on file for the prescribed period.

212. When so directed by the train dispatcher, a train order, having been transmitted, may be acknowledged by operator as a holding order until repeated, by responding: "Train Order Number..... to Train Number....., X" with the operator's initials and office call. The operator must then write or type, in the space provided on the order, his initials and the time.

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

214. When a train order has been repeated, it must be completed at once, but when the "X" response is sent, and until it has been completed, the order must be treated as a holding order for the train or trains addressed, and 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 is of no effect, and must be therefore treated as if it had not been sent.

215. Conductors, engineers, and all other members of the crew must read train orders and Clearance Form A, check the correctness thereof, see that the orders and Clearance Form A are addressed to their train, and ascertain that the order numbers shown on Clearance Form A correspond with the numbers of the orders received.

Engineers must show train orders and Clearance Form A's to other members of the crew on the engine, using the extra copy furnished engineers for this purpose. Conductors, when practicable, will show train orders and Clearance Form A's to trainmen, except rear trainmen, who must be provided with a copy.

Members of the crew must, when practicable check with each other, and have a definite and proper understanding of the requirements of train orders, Clearance Form A's and messages. If necessary, such employees must ask for train orders, Clearance Form A's and messages.

Any misunderstanding of a train order must be immediately corrected, even if necessary to annul such order and issue another.

215-A. When necessary to issue a train order to a work extra restricting its rights as a work extra, the operator must, before repeating the order, secure the signatures of both the conductor and engineer of the work extra on the order. After the signatures are secured, the order will be repeated and the signatures transmitted to train dispatcher, who will give "Complete".

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

217. A train order to be sent 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 & E .....at.....care of....." and forwarded and delivered by the employee in whose care it is addressed. When sent in care of the conductor or engineer of a train, the number of the order must be shown in the usual manner on Clearance Form A for the train making delivery, the same as if addressed to it. Copies of the order must be provided for conductor and engineer of the train addressed.

For orders which are sent in the manner herein provided, to a train the superiority of which is thereby restricted, Form "31" will be used and the operator will be directed to make an extra copy of the order, which he will deliver to the person who is to make delivery of the order. On this copy, the person delivering the order must secure the signatures of the conductor and engineer addressed. This copy he must deliver to the first operator accessible, who must at once transmit the signatures of the conductor and engineer to the train dispatcher, and preserve the copy. Under such circumstances, "Complete" must not be given to the order for an inferior train until the train dispatcher has received the signatures of the conductor and engineer of the superior train.

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

219. An operator must not repeat or give the "X" response to a train order restricting the movement of a train which has been cleared, or a train the engine of which has passed his train-order signal, until he has obtained the signatures of the conductor and engineer to the order, or both the conductor and engineer are in the presence of the operator and any previous Clearance Form A delivered to that train at that station has been destroyed.

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 engineer, or both, are relieved before the completion of a trip, all train orders and instructions held must be personally delivered to the relieving conductor or engineer,

with necessary information regarding trains met or that have passed. Relieving conductor or engineer must compare such orders and instructions with his engineer or conductor before proceeding.

220-A. Train orders relating to track conditions, unless annulled, must be respected by conductor and engineer on all trips made during the tour of duty on which such orders are received.

221. Unless otherwise provided, a fixed signal will be used at each train-order office, except at those where all trains are required to obtain Clearance Form A, which shall indicate "Stop Train-Order Signal" (Rule 230) where there is an operator on duty, except when changed to "Proceed Train-Order Signal" (Rule 232) in view of the approaching train, to allow a train to pass when there are no train orders for any train in that direction, or changed to "Approach Train-Order Signal" (Rule 231) when there are "19" orders to be delivered without stopping the train. Until the orders have been delivered or annulled, the signal must not be changed to "Proceed Train-Order Signal" for a train moving in that direction.

While "Stop Train-Order Signal" or "Approach Train-Order Signal" is indicated, trains must not leave without Clearance Form A.

221-A. Unless otherwise provided, a fixed signal will be used at each train-order office, except at those where all trains are required to obtain Clearance Form A, which shall indicate "Stop Train-Order Signal" (Rule 230) when spacing trains or when trains are to be stopped for train orders, or "Approach Train-Order Signal" (Rule 231) when there are "19" orders to be delivered without stopping the train.

When there are no train orders for any train in that direction, the signal will indicate "Proceed Train-Order Signal" (Rule 232).

When an operator receives the signal "31", or "19", followed by the direction, he must immediately display the proper signal and then reply: "Signal displayed '31' ", or "Signal displayed '19' ", adding the direction, and until the orders have been delivered or annulled, the signal must not be restored to "Proceed Train-Order Signal" for trains moving in that direction.

While "Stop Train-Order Signal" or "Approach Train-Order Signal" is indicated, trains must not leave without Clearance Form A.

Should the train-order signal fail to work properly, red flags, lamps, fusees and torpedoes must be used if necessary.

Note: This rule will apply only on portions of the Railway so specified in timetable special instructions.

221-B. When a slow order to be delivered to a train covers a portion of track within a distance of three miles beyond the train-order office, the operator must stop the train before delivering the order, unless otherwise provided.

"Approach Train-Order Signal" indication (Rule 231) must not be displayed if the order requires the train to stop at that station; in such case, "Stop Train-Order Signal" (Rule 230) must be displayed.

221-C. Indications of train-order signals apply only to main track, and trains passing the signal while on sidings or other tracks must receive Clearance Form A before entering and proceeding on main track, unless otherwise provided in timetable special instructions.

On two or more main tracks the train-order signal governs trains moving with the current of traffic. Trains moving against the current of traffic must receive Clearance Form A at each open train-order office.

221-D. When a train-order office which is provided with a fixed signal is closed for specified periods indicated in timetable special instructions, the lights of the signals will be extinguished, arms of semaphore-type fastened in "Proceed Train-Order Signal" position and/or flags, if used, removed.

When a train-order office is open at an irregular hour and trains have not been notified by train order, operators must use red flags, red lights, fusees and torpedoes, in addition to fixed signals where they are provided, to stop trains.

Except as provided in Rule 27, if a fixed signal is not displayed at an open train-order office at night, trains which have not been notified must stop and ascertain the cause and report the facts to the superintendent from next available point of communication.

222. Operators must promptly record and report to the train dispatcher the time of arrival and the time of departure of all trains, and the direction of extra trains and such other information as directed.

They must observe and record the engine number of each regular train and, when reporting it, give the engine number in addition to the train number.

Unless some form of block signal system is used, they must not allow trains to follow each other except in accordance with Rules 91 and 91-A.

223. The following signals and abbreviations may be used:

Initials for signature of the superintendent.

Such office designations and other signals as are authorized by the superintendent.

C & E—conductor and engineer.
Condr—conductor.
Dispr—train dispatcher.
Div—division.
Eng—engine.
Engr—engineer.
Frt—freight.
Jct—junction.
MPH—miles per hour.
Mins—minutes.
No—number.
OK—correct.
Psgr—passenger.
R C Eng—for rail motorcar.
Subdiv—subdivision.
Supt—superintendent.
T C—track car.
X—train will be held until train order is made "Complete".

Int. - Interlocking
Secdy. - Secondary
Stge. - Storage

For the names of the months, except May, June and July, which must not be abbreviated: Jan, Feb, Mar, Apr, Aug, Sept, Oct, Nov, and Dec.

The words "Extra", "North", "East", "South" or 'West", must not be abbreviated in train orders or messages.

The authorized abbreviations for stations.

224. Where delivery posts are not provided and orders are to be delivered by operator, speed of train must not exceed 30 miles per hour passing the office. Delivery of orders or Clearance Form A by operator while train is moving, or from delivery post, will indicate that the orders do not restrict the train at that station.

If engineer, conductor or flagman fails to receive the orders, the train must be stopped and not proceed without orders and/or Clearance Form A.

225. Operators in relieving each other must make a transfer, on prescribed form, of undelivered train orders and undelivered messages addressed to, or in care of, trains; also show on the transfer, except at train register stations where all trains register, the number of all overdue trains and whether trains then in the yard or at stations have or have not been cleared.

The operator assuming duty must not handle train-order signal, nor deliver train orders, until transfer has been made and signed.

If an operator is permitted to close his office leaving track orders, annulments of schedules, or undelivered messages addressed to, or in care of, trains, for another operator coming on duty at a later time, he must list them in transfer book and operator coming on duty later will sign it.

226. A train-order office must not be closed until permission is obtained from the train dispatcher.

227. Upon arrival of a train at a meeting or passing point where no operator is on duty, if the other train is not in sight the conductor or engineer must promptly communicate with the train dispatcher giving location, his name and number of train, and ascertain if there are any orders. If the train dispatcher has train order(s), the conductor or engineer must copy the order(s) in duplicate on proper forms, if available, and as further provided in Rules 206-C, 206-D and 206-E.

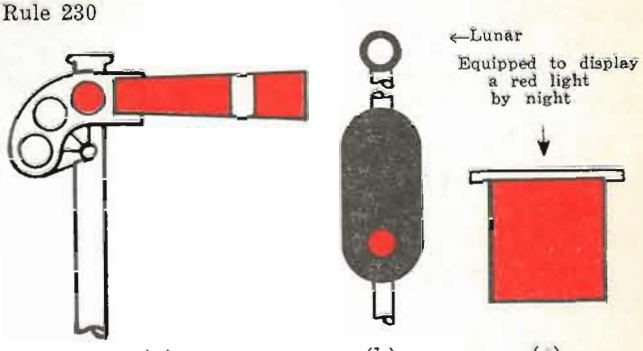
228. A train or any part of a train having passed a train-order signal displaying "Stop Train-Order Signal" or "Approach Train-Order Signal" must not accept a "Proceed Train-Order Signal" indication of that signal.

229. In the application of Rule 230 the engine of a passenger train may pass the train-order signal displaying "Stop Train-Order Signal" far enough to do station work, but must not foul a track where an opposing train may enter the siding until engineer has ascertained that he is not to receive train orders which restrict his train at that point. The foregoing does not authorize passing an automatic, semiautomatic or interlocking signal displaying "Stop."

TRAIN-ORDER SIGNALS
Aspects and Indications

The following signals will appear where conditions require their use.

Rule 230

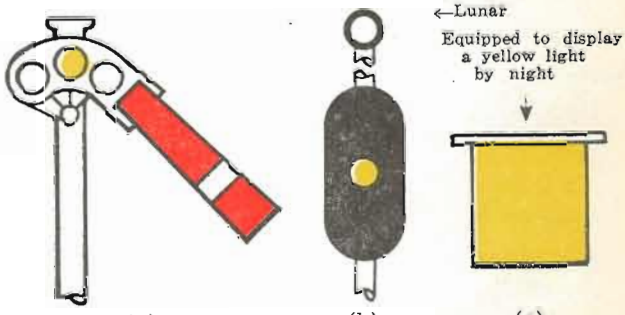


(a) (b) (c)

INDICATION—STOP TRAIN-ORDER SIGNAL

NAME—STOP TRAIN-ORDER SIGNAL

Rule 231

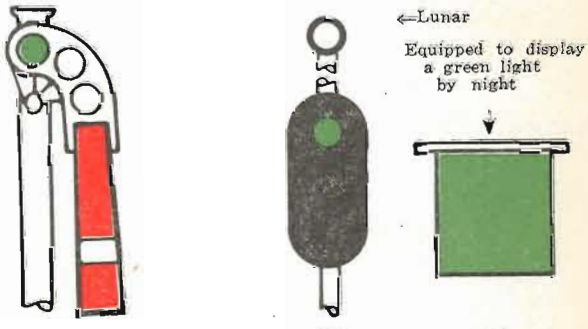


(a) (b) (c)

INDICATION—APPROACH TRAIN-ORDER SIGNAL

NAME—APPROACH TRAIN-ORDER SIGNAL

Rule 232



(a) (b) (c)

INDICATION—PROCEED TRAIN-ORDER SIGNAL

NAME—PROCEED TRAIN-ORDER SIGNAL

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 and two or more tracks. The words and figures in italics in the forms are examples, indicating the manner in which the orders are to be filled out.

Combination of Train Order Forms: The following forms of train orders are the only forms authorized to be combined with each other:

S-A, *S*-C, *S*-E, G, L, M and P.

Each of the other forms must not be combined with any forms, except Forms *S*-H and *D*-H which may be combined with each other.

Names of stations are represented by letters. A to Z is westward. Z to A is eastward.

S-A

Fixing Meeting Points For Opposing Trains

Example (1)

No 10 Eng 192 take siding and meet *Psgr Extra 195 West* at *B*

No 9 Eng 197 take siding and meet *Extra 234* East at *B*

Extra 236 East take siding and meet *No 9 Eng 192* at *B*

Extra 233 East take siding and meet *Extra 235 West* at *D*

Psgr Extra 197 East take siding and meet *Extra 240 West* at *B*

Example (2)

No 10 Eng 194 and *Psgr Extra 196 East* take siding and meet *No 9 Eng 193* and *Extra 239 West* at *C*

Extra 35 West take siding and meet *No 10 Eng 192* at *D*

No 10 Eng 193 take siding and meet *No 9 Eng 196* at *D* take siding and meet *Extra 238 West* at *C* and take siding and meet *Extra 233 West* at *B*

The order must direct which train shall take the siding at each meeting point. When necessary, the order may contain instructions, "take siding on ..... track and meet", instead of "take siding and meet".

Train and engine crews and operators must note any failure of meet orders to include the above instructions and obtain proper order before train leaves the place where order is received.

Trains receiving these orders will run with respect to each other to the designated point and there meet in the manner prescribed by the rules and, unless the designated train is met, will not proceed until further authority to move is given by train order.

Work extras must not be given meeting points with each other, nor with other trains.

When a train order is sent for delivery to a train at the meeting or waiting place, or at a point where its superiority is restricted, the provisions of Rules 208 and 210-A will be applicable.

B

Directing a Train to Pass or Run Ahead of Another Train

Example (1)

Psgr Extra 192 East pass *Extra 239 East* at *K*
Psgr Extra 192 East take siding at K

Example (2)

Extra 301 West pass *No 9 Eng 193* at *G*
No 9 Eng 193 take siding at *G*

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

The order must specify which train will take the siding.

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

Example (3)

Extra 235 East run ahead of *No 10 Eng 197 M* to *K*

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

Outside of block signal system limits, the superior train must not exceed the authorized

maximum speed, including speed restrictions, of the inferior train ahead until the order is fulfilled.

Form B order, authorizing an inferior train to run ahead of a superior train outside of block signal system limits, must not be used when the same purpose can be accomplished by other forms of orders.

Form B orders relieve the inferior train ahead from clearing the following superior train, according to Rule 86, but do not confer superiority upon the inferior train, nor relieve the preceding train from observing Rules 93 and 93-A and protecting as prescribed by Rule 99.

S-C

Giving Right Over An Opposing Train

Example (1)

Extra 37 East has right over *No 9 Eng 191* *M* to *A*

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

Under this example, right is given 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.

Example (2)

Extra 239 East has right over *Extra 140 West* *Z* to *A* and wait at *P* until *2 10 P M*
N *3 25 P M*
for *Extra 140 West*

The first-named extra train must not pass the designated waiting points before the time given, unless the second-named extra train has arrived. The second-named extra train must clear the time specified at the designated points or any intermediate station not less than ten minutes.

Example (2) must not be used unless the first-named extra is given right over the opposing extra the entire limits either of the extras is authorized to run.

E

Time Orders

Example (1)

No 9 Eng 196 run *50 mins* late *A* to *G*

This does not affect Number 9's leaving time at G.

Example (2)

No 9 Eng 196 run *50 mins* late *A* to *G* and *20 mins* late *G* to *K*

Number 9 will leave G 20 minutes late but its leaving time at the last named station is not affected.

These orders make the schedule time of the trains 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, as 10, 20, etc.

Example (3)

No 9 Eng 197 wait at *K* until *9 59 A M*
N *10 30 A M*
Q *10 55 A M*

The train, or trains, named must not pass the designated points before the time given. Other trains receiving the order are required to run with respect to the time specified at the designated points or any intermediate stations 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.

The station names must be written in column formation.

Example (3) makes the time of Number 9 at K, L and M 9:59 A. M., at N, O and P 10:30 A. M., and at Q and any station between Q and Z where schedule time is earlier, 10:55 A. M.

S-E

Time Orders

Example (1)

No 10 Eng 196 wait at *H* until *9 59 A M* for *Extra 302 West*

The first-named train 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.

G

Extra Trains

Example (1)

Eng 176 run extra *A* to *F*

Example (2)

Eng 40 and *Eng 42* run extra *A* to *F*

Example (3)

Eng 195 run *psgr extra A* to *F*

Examples (1), (2) and (3) give the extra the right to run to the entrance switch to the siding at the station last named.

When it is desired that the extra shall continue to a point such as a passenger station, wye track or train-order office, at the station last named, or where there is no siding, such specific point must be designated.

Unless made superior by train order, an extra train designated as a "Psgr Extra" has no superiority over other extra trains, and is not relieved of compliance with Rules 93 and 93-A and other rules applicable to extra trains.

Example (4)

After *Extra 176 East* arrives at *G Eng 239* run extra *G* to *B*

Example (4) will be used only when or where it is impracticable to issue a meet order with the first-named train, and the train authorized by this order must know before leaving G that the first-named train has arrived.

Example (5)

Eng 175 run extra *A* to *F* and return to *C*

If the second-named station is an open train-order office, a Clearance Form A OK'd by train dispatcher must be obtained.

Example (5) gives the extra the right to run only to the entrance switch to the siding, or other designated point at F, and return to the entrance switch to the siding, or other designated point on return to C. The extra must go to the station second named before returning to the station last named, unless the order is annulled.

Example (5) does not relieve the train of providing protection by flagman to the rear in either direction, when required by the rules.

Example (6)

After *6 45 P M* on *Feb 17 Eng 303* run extra *A* to *F*

The extra authorized by example (6) must not leave the first-named station before the time specified. This example must not be used in lieu of other forms of orders which provide protection against opposing extra trains.

Example (7)

After helping *Extra 241 East F* to *C Eng 36* run extra *C* to *G*

Extra 36 must not leave C until Extra 241 East has arrived.

S-H

Work Extra

Example (1)

Eng 182 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.

Example (1) may be modified:

Example (1a)

Eng 182 works extra *6 45 A M* until *5 45 P M* between *D* and *E not protecting against eastward extra trains*

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

Example (1b)

Eng 182 works extra *6 45 A M* until *5 45 P M* between *D* and *E not protecting against extra trains*

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

Example (1c)

Eng 182 works extra *6 45 A M until 5 45 P M* between *D* and *E*
Extra 236 East wait at *E* until *9 15 A M*
Extra 173 East wait at *E* until *12 10 P M*
Other eastward extra trains wait at *E* until *5 45 P M for Work Extra 182*

The work extra must protect against the trains named after the time specified in the order.

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

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

Example (2)

Work Extra 182 clears Extra 176 East between D and E after 2 10 P M

Example (2a)

Work extra 182 protects against Extra 176 East between D and E after 2 10 P M

Under example (2) Work Extra 182 must be clear of the main track or protecting against Extra 176 East after 2:10 P. M. Under example (2a) Work Extra 182 must protect itself against Extra 176 East after 2:10 P. M.

Extra 176 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:

Example (3)

Work Extra 182 protects against No 10 Eng 196 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:

Example (4)

Work Extra 182 has right over all trains between D and E 7 15 P M until 1 15 A M

This gives the work extra exclusive right to the track between the points designated, between the times specified, and other trains must not enter the limits unless permission is obtained from conductor and engineer of the work extra.

This order must not be modified or amplified.

When necessary to authorize two work extras within the same limits or portion of the limits, the following examples may be used:

Example (5)

Eng 185 and Eng 186 work as two work extras *6 45 A M* until *5 45 P M* between *C* and *D not protecting against extra trains except Work Extra 185 protect against Work Extra 186*

Example (6)

Eng 185 work extra *8 30 A M until 5 30 P M* between *D* and *E not protecting against extra trains except protect against Work Extra 186*
Eng 186 works extra *12 30 P M* until *8 30 P M* between *D* and *E not protecting against extra trains*

The time of regular trains must be cleared.

Example (6)

On *July 30 Eng 183* works extra *6 45 A M* until *5 45 P M* between *D* and *E*

This form to be used to authorize in advance a work extra from a point at which there is no means of communication, or at which the office is closed.

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.

Regular trains affected and extra trains run over the working limits must be given a copy of the order sent to the work extra. Should the work order instruct a work extra not to 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, such trains will run expecting to find the work extra protecting itself.

The working limits or working time of a work extra must not be extended, but, if necessary, original order can be annulled and another issued.

Note to Form *S*-H: Under Form *S*-H the limits of the work extra extend only to the entrance switch to the siding at each end of the working limits, unless the train order specifies some other specific point at each end of the working limits.

D-H

Work Extra

Example (1)

Eng 189 works extra on No . . . . . track *6 45 A M* until *5 45 P M* between *D* and *E*

Example (2)

Eng 189 works extra on No . . . . . and No . . . . . 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.

Examples (1) and (2) may be modified:

Example (1a)

Eng 189 works extra on No . . . . . track *6 45 A M* until *5 45 P M* between *D* and *E not protecting against extra trains*

Example (2a)

Eng 189 works extra on No . . . . . and No . . . . . tracks *6 45 A M* until *5 45* between *D* and *E 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:

Example (3)

Work Extra 189 protects against No 9 Eng 196 between D and E

The work extra may work upon the time of the train or trains named 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 into the limits of a work extra, 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 example will be used:

Example (4)

Work Extra 189 has right over all trains on No . . . . . and No . . . . . tracks between G and H 7 01 P M until 1 01 A M

This gives the work extra exclusive right to the track, or tracks, named between the points designated, between the times specified, and other trains must not enter the limits unless permission is obtained from conductor and engineer of the work extra.

This order must not be modified or amplified.

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.

The working limits or working time of a work extra must not be extended, but, if necessary, the original order can be annulled and another issued.

Note to Form *D*-H: Under Form *D*-H the limits of the work extra extend only to the entrance switch to the siding at each end of the working limits, unless the train order specifies some other specific point at each end of the working limits.

Where extra trains are authorized to move with the current of traffic without running orders, a work extra must not be given an order under examples (1a) and (2a), or example (4), Form *D*-H, nor an order that all extra trains in a specified direction will wait at a designated point.

I

Relief of Flag Protection

Example (1)

All westward trains between *H* and *K except Extra 232 West* wait at *H* until *4 10 P M*

Extra 232 West is relieved from protecting against following trains between H and K until the time specified in the order.

Example (1) to be used only when there are no westward trains which already have left and are in the territory specified.

Example (2)

All eastward trains between *K* and *H except Extra 233 East* and *Extra 151 East* wait at *K* until *5 10 P M*

Extra 233 East left *K* at *2 10 P M*

Eastward trains except the trains named must not pass the designated point before the time specified in the order.

Eastward trains which already have left and are in the territory specified must be excepted in the order.

Extra 151 East is relieved from protecting against following trains between K and H until the time specified in the order, unless it passes a preceding train in the territory specified.

The departure times of any excepted trains in the territory specified which already have left must be shown in the order.

Form I must not be combined with other forms of train orders. It must not be issued to protect passenger trains, and must not be used when a work extra in the territory named has been instructed not to protect against extra trains.

This form of order does not authorize train movements in the opposite direction, and must not be used in territory where, by special instructions in the timetable, trains and engines moving

with the current of traffic may run extra or work extra without train order authority as prescribed by Rule *D*-97.

Train dispatcher must not authorize movement of a following train from an intermediate station until expiration of the time specified in such order.

J

Holding Order

Example (1)

Hold *No 2 Eng 192*

Example (2)

Hold *all trains*

Example (3)

Hold all ..... *ward trains*

Example (4)

Hold *all trains clear of No 1 track between A and B*

Example (5)

Hold *all* ..... *ward trains clear of* ..... *track between A and B*

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

.....*may go*

These orders will be addressed to the operator and acknowledged in the usual manner except that the response "Complete" must not be given by the dispatcher, in territory where Rule 221-A is in effect, until the operator has placed the fixed signal at "Stop Train-Order Signal" for the track and in the direction of the approaching train at the point at which the train is to be held. These orders will be delivered to conductors and engineers of all trains affected.

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

Form J must not be used as a restricting order to advance inferior trains against superior trains.

K

Annulling a Schedule

Example (1)

No 1 due to leave *A Feb 29* is annulled *A* to *Z*

Example (2)

No 1 due to leave *A Feb 29* has arrived at *G* and is annulled *G* to *Z*

The date named in the order must be the date on which the scheduled train is due to leave its initial station on the division or subdivision.

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

Form K will not be combined with other forms of train orders. It will be necessary to obtain the annulment of a schedule only once, provided conductor and engineer have a copy in their possession on each trip.

L

Annulling an Order

Example (1)

Order *No 10* is annulled

Form L orders must be transmitted by train dispatcher, and repeated in manner prescribed, the same as other forms of orders. They must not be copied on the face of the order annulled.

If an order which is to be annulled has been delivered to a train, the annulling order must be addressed to that train. If it has not been delivered, the annulling order may be addressed to the operator, who must then destroy all copies of the order annulled but his office copy, on which he must write the following:

Annulled by Order No .....

The operator or train addressed must have a copy of the order annulled. When an order is annulled on other than the date of issue, the date as well as the number of the order annulled must be designated in the annulling order.

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

M

Annulling Part of an Order

Example (1)

That part of *Order No 10* reading *No 9 Eng 194* take siding and meet *No 10 Eng 193* at *S* is annulled

Example (2)

That part of *Order No 12* reading *No 10 Eng 196* wait at *S* until *9 30 A M* is annulled

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

P

Superseding an Order or a Part of an Order

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

Example (1)

No 9 Eng 191 take siding and meet *Extra 234 East* at *C* instead of *B*

Example (2)

Extra 236 West pass *No 9 Eng 196* at *C* instead of *B*

No 9 Eng 196 take siding at *C*

Under examples (1) and (2), the order must specify which train will take the siding.

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

A superseding order must not be used to change a meeting point in a Form *S*-A order more than once.

Train orders issued under Forms *S*-A and B may be superseded. Other forms must not be superseded.

D-R

Providing For a Movement Against The Current of Traffic

Example (1)

No 9 Eng 196 has right over opposing trains on *No 2 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 the designated train must, when practicable, receive a copy of the order, and may then proceed on their schedules or rights.

This order may be modified as follows:

Example (2)

After *No 10 Eng 198* arrives at *C Extra 239 West* has right over opposing trains on *No 2 track C* to *F*

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

The order must name the specific point to which the train is authorized to run, such as interlocking limits, crossover, siding, or other designated point.

Opposing trains and work extras must not leave the point last named, nor any intermediate point where the order is received, until the designated train arrives.

Work extras whose working limits are within territory included in a Form *D*-R order must have a copy of such order issued to them under the provision of Rule 215-A, and must clear the main track when the train or trains are due to leave the first-named station, or be protected as prescribed by Rule 99.

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.

V

Check Of Trains

These forms to be used when it is desired to give a train the information as required.

Example (1)

All superior trains due at or before
6 50 A M have arrived and left

This may be modified by adding:
except .....

"Due" refers to schedule arriving or leaving time, and not to run late or wait order time.

The term "superior," when used, includes regular trains made superior either by timetable or train order, also extra trains made superior by train order Form *S*-C.

Example (2)

Extra 176 has arrived *B* on *Order No 110*

When not required, the words "arrived and" or "and left" shown in examples (1) and (2) will be omitted.

Form V must not be combined with other forms of train orders.

W

Track Protection By Train Order

Example (1)

Between ..... M (time) and ..... M (time) ..... (date or dates)
account ..... (state reason) unless proceed signal by yellow flag received all trains stop before using track between ..... poles ..... of ..... (milepost, etc.) and ..... (signal, etc.) (direction) (or passing over bridge)
Do not exceed ..... MPH between the points named

Signs showing red on side approaching restricted area (black on opposite side) will be placed to the right of track in direction of approach, approximately 500 feet in advance of restricted track or structure indicated in train order. Yellow Temporary Reduce Speed Signs (Rule 168) will be placed in advance of the red signs in accordance with the instructions in the first paragraph of Rule 37. Green Temporary Resume Speed Signs (Rule 170) will be placed in accordance with the instructions in the third paragraph of Rule 37.

Where two or more tracks are affected, each track will be protected in the manner prescribed herein the same as if it were single track.

Trains receiving this order must stop before passing red sign. Exception: Trains may proceed over the restricted track or structure without stopping if yellow sign instead of red sign is displayed and proceed signal given with a yellow flag is received from foreman or his representative located at entrance to the restricted track or structure which the train order protects.

Trains must not exceed the speed specified by train order, or 15 miles per hour, if no different speed is specified, while passing over the track or structure affected, until rear of train clears the restricted limit.

When track protection by train order is desired, written request must be made to superintendent giving location, time, and date or dates such protection is required. After train orders are properly placed, foreman in charge of work will be advised time order is in effect and location of track or structure protected and, when practicable, furnished a copy of the order.

Unless the protection order is placed for a definite date or dates, train order will remain in effect until foreman in charge of the work requests the order to be annulled.

X

Speed Restriction Or Other Restrictive Conditions

Example (1)

Do not exceed a speed of ..... MPH between ..... and .....
account .....
(state reason)

Example (2)

Do not exceed a speed of ..... MPH on No ..... track between .....
and ..... account .....
(state reason)

Example (3)

Do not exceed a speed of ..... MPH over bridge No ..... account .....
(state reason)

Example (4)

Effective ..... M ..... main track
(time) (day and date)
out of service between .....
(siding or other track)
switches at .....
(station)
..... will be used as
(siding or other track)
temporary main track and switches will be left lined and locked for that track
Do not exceed a speed of ..... MPH over temporary main track

Under examples (1), (2), (3) and (4), when temporary speed restriction signs (Rules 168, 169 and 170) cannot be installed immediately, add to the order: temporary speed signs not in service.

Trains addressed receiving these orders must not exceed the speed specified between the points designated.

Example (4) will be used when necessary to use a siding or other track for main track movements.

Example (5)

20 cars on ..... siding
2 occupied camp cars on house track
at .....
(station)
East switch at ..... siding
out of service

Both the train dispatcher and operator must tabulate, as shown.

Example (5) will be used for all other unusual conditions.

Form X orders, unless annulled, must be retained and observed during a continuous trip or tour of duty.

Form X must not be combined with other forms of train orders.

Z

Temporarily Taking Block Signals Out Of Service

Example (1)

Effective ..... M ..... automatic
(time) (day and date)
block signal system temporarily discontinued from the ..... absolute block signal at
(direction)
..... to the ..... absolute block
(station) (direction)
signal at .....
(station)
Be governed by Rule 593

Example (2)

Effective ..... M ..... automatic
(time) (day and date)
block signal system and rules governing opposing and following movements of trains and engines by block signal indications temporarily discontinued from the ..... absolute block
(direction)
signal at ..... to the .....
(station) (direction)
absolute block signal at .....
(station)
Be governed by Rule 593

Example (3)

Effective ..... M ..... automatic
(time) (day and date)
block signal system from the ..... absolute
(direction)
block signal at ..... to the .....
(station) (direction)
absolute block signal at ..... restored
(station)
to service
Order No ..... is annulled

Example (4)

Effective ..... M ..... automatic
(time) (day and date)
block signal system and rules governing opposing and following movements of trains and engines by block signal indications from the ..... absolute block signal at .....
(direction) (station)
to the ..... absolute block signal at
(direction)
..... restored to service
(station)
Order No ..... is annulled

Example (1) will be used in Automatic Block Signal System territory when temporarily discontinuing automatic block signals and rules governing such operation.

Example (2) will be used in Traffic Control territory when temporarily discontinuing automatic block signals and rules governing opposing and following movements of trains and engines by block signal indications.

Example (3) will be used when automatic block signal system is restored to service.

Example (4) will be used when automatic block signal system and rules governing opposing and following movements of trains and engines by block signal indications are restored to service.

Form Z must not be combined with other forms of train orders.

FORMS OF BLANKS

FOR

Single And Two Or More Tracks

Clearance Form A

WESTERN MARYLAND RAILWAY COMPANY

FORM A — CLEARANCE — FORM A

.....19....

To C & E ..... at .....

I have ..... orders for your train.
(If no orders operator will so state.)

No..... No..... No..... No.....

Orders: No..... No..... No..... No.....

No..... No..... No..... No.....

Do not leave before ..... M (Fill in this line only when necessary to comply with Rule 91.)

Stop Train-Order Signal is displayed for:

.....

OK at .....M ..... Train Dispatcher

..... Operator. *Time .....M

This form does not affect any orders you may have received.

Manifold copies must be made for each employee as prescribed by Rule 204.

*To be filled in only when Clearance Form A has not been OK'd as provided by Rule 211.

(To be printed on white paper 5x6¾ inches)

Train Order Blank For 19 Order

FORM 19 | FORM 19

WESTERN MARYLAND RAILWAY CO.

TRAIN ORDER NO. *10*

April 10 19

To _____ At _____

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

Made *Complete* time *2 10 P* M. *Black* Opr.

The mode of filling the blank is indicated by small type in italics.

Specifications For Train Order Form And Books For Operators For 19 Orders

Form as shown. Blank space for order 5⅝ inches with ruled lines, three to an inch. One inch for heading, order number and date; one inch for address and location, and 1¼ inches for signature.

Form 9½ inches. Book 9½ x 7 inches, 200 leaves, gummed binding at top, printed manila top sheet and stiff back.

Paper, green translucent train order tissue, sized and of such thickness as to admit of making nine good manifold copies with stylus and double-faced carbon, printed black ink one side.

Train Order Blank For 31 Order

FORM 31 | FORM 31

WESTERN MARYLAND RAILWAY CO.

TRAIN ORDER NO. *12*

April 10 19

To _____ At _____

X *Initials* Opr.; *2 05 A* M.

Repeated at *2 20 A* M.

Conductor or Engineman		Train	Made	Time	Operator
Jones	*Brown*	*Extra*	*Complete*	*2 25 A M*	*Black*

The mode of filling the blank is indicated by small type in italics.

Specifications For Train Order Form And Books For Operators For 31 Orders

Form as shown. Blank space for order 5½ inches with ruled lines, three to an inch. One inch for heading, order number and date, one inch for address and location, and two inches for repeated time and signatures.

Form 9½ x 7 inches. Book 9½ x 7 inches, 200 leaves, gummed binding at top, printed manila top sheet and stiff back.

Paper, yellow translucent train order tissue, sized and of such thickness as to admit of making nine good manifold copies with stylus and double-faced carbon, printed black ink one side.

SIGNAL RULES

General

241. The absence of a light, or a white light displayed where a colored light should be, in a block or interlocking signal, must be regarded as the most restrictive indication that can be given by that signal, except that when day indication is plainly seen it will govern. Such instances must be promptly reported to the superintendent.

242. After passing a signal indicating "Proceed," the indication of the next signal may change to "Stop"; enginemen and trainmen must be on the alert to observe it.

243. Sand must not be used passing over hand-operated, power-operated, dual control, interlocking or spring switches, or between switches of a crossover or between main track switches and clearance points or derails.

244. In the operation of any single unit of equipment running light (without cars) in signaled territory, only sufficient sand should be used to insure safe operation. If necessary to use sand to stop, move engine or car a sufficient distance to clear sanded portion of the rails immediately after stopping, to insure proper operation of the block signals.

245. The functions of block signals and the rules governing them do not relieve enginemen or trainmen from the duty of promptly and properly protecting their trains or engines when required.

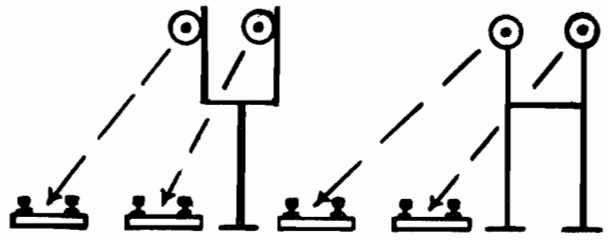
246. A train or engine must stop before any part of engine or train passes a block or interlocking signal requiring the train or engine to stop, and must not proceed except as provided by the rules.

247. Blades or lights will not be displayed on semaphore signals, nor will lights be displayed in color-light signals, until they are in service. When blades or lights are displayed, signals must be regarded as in service.

248. Block and interlocking signals are generally located to the right of and adjacent to or directly above the track which they control and display their indications as viewed in the governing direction by an approaching train or engine. Where current of traffic is to the left, signals may be placed upon the left.

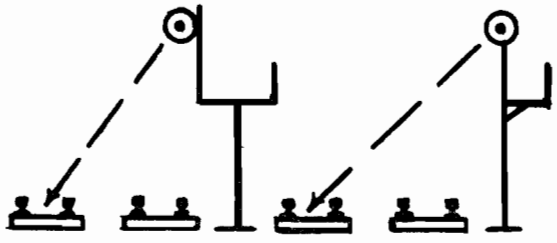
Where two signals are located on a bracket post or located on separate supporting masts adjacent to each other to display indications for two tracks, the right-hand signal controls the track to the right and the left-hand signal controls the track to the left when viewed in their governing direction.

Example:



Where the space between tracks is not sufficient for a signal mast adjacent to the track controlled, the signal mast will be placed to the right of such tracks together with one dummy mast for each track intervening between the signal mast and the track controlled by the signal. The dummy masts will be located to the right of the signal mast.

Example:



Movement Of Trains With The Current Of Traffic On Two Or More Tracks By Block Signals

***D*-251.** On portions of the Railway and on designated tracks so specified in the timetable, or by special instructions, trains will run with the current of traffic by block signals, the indications of which will supersede timetable superiority of trains.

***D*-252.** The movement of trains will be controlled by the train dispatcher, who will issue instructions as may be required.

***D*-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.

***D*-254.** Except as affected by Rule *D*-251, all Block Signal and Operating Rules remain in effect.

Opposing And Following Movement Of Trains And Engines By Block Signals

261. On portions of the Railway and on designated tracks so specified in the timetable, or by special instructions, trains and engines will be governed by block signals the indications of which will supersede the superiority of trains for both opposing and following movements on the same track.

262. The movement of trains and engines will be controlled by the train dispatcher, who will issue instructions as may be required.

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 and Operating Rules remain in effect.

Block And Interlocking Signal Aspects And Indications

280. Aspects may be shown by the position of semaphore arms, color of lights, or any combination thereof. Shape and color of the semaphore blade have no significance.

Fixed signals of the semaphore type display their indications by arm or arms to the right of the signal mast and, in addition, by night, display lights of the prescribed color when viewed in their governing direction.

Fixed signals of the color-light type display their indications by lights of the prescribed color when viewed in their governing direction.

Night aspects of semaphore signals display the same colors as the day and night aspects of color-light signals.

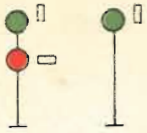
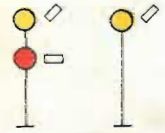
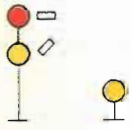
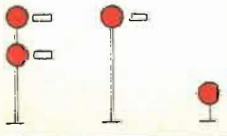
The signal aspects illustrated by the figures shown in Rules 281 to 292, inclusive, for convenience, show both color-light and semaphore aspects.

Automatic block signals are numbered according to milepost location and nearest tenth; odd numbers for eastward signals and even numbers for westward signals. The last digit of the number indicates the tenth.

Stop-and-Proceed signals are designated by number plate.

Absolute block and interlocking signals are distinguished by the absence of the number plate.

The signal aspects shown in Rules 281 to 292, inclusive, are typical and must not be used with other than the names and indications prescribed by the rules. Aspects not in conformity with the typical aspects must not be used unless shown in the timetable together with special instructions to cover.

Rule	Aspect	Name	Indication
281		CLEAR	Proceed.
282		APPROACH-MEDIUM	Proceed approaching next signal at Medium Speed.
283		MEDIUM-CLEAR	Proceed, Medium Speed through turnouts, crossovers or interlocking limits.
285		APPROACH	Proceed prepared to stop before passing next signal. Train exceeding Medium Speed must at once reduce to that speed.
287		SLOW-CLEAR	Proceed, Slow Speed through turnouts, crossovers or interlocking limits.
288		SLOW-APPROACH	Proceed prepared to stop before passing next signal; Slow Speed through turnouts, crossovers or interlocking limits.
290		RESTRICTING	Proceed at Restricted Speed.
291		STOP-AND-PROCEED	Stop, then proceed at Restricted Speed.
291-A		GRADE SIGNAL	Freight trains having tonnage of 50 per cent or more of prescribed engine rating may pass this signal at Restricted Speed without stopping. Other trains must stop, then proceed at Restricted Speed.
292		STOP	Stop.

Automatic Block Signal System

501. Automatic Block Signal System will be operated on portions of the Railway so specified in the timetable, or by special instructions, the limits of which are identified by roadway signs reading "Enter Automatic Block" (Rule 162), at the entrance to, and "Leave Automatic Block" (Rule 163), at the passage from, that portion of the Railway on which the system is in effect.

502. Automatic block signals govern the use of the blocks but, unless otherwise provided, do not supersede the superiority of trains. Nor do they dispense with the use or observance of other signals whenever and wherever they may be required.

503. On any track signaled for traffic in both directions, the block signals apply only to trains and engines in the direction of their authorized movement.

504. On any track signaled for traffic in one direction, the block signals apply only to trains and engines moving with the current of traffic unless otherwise provided.

505. Where an interlocking is in use in automatic block signal territory, interlocking rules govern movement through the interlocking. Interlocking home signals will be used as block signals, unless otherwise specified.

506. 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 by train order authority.

While switching at an interlocking station, movements may be made against the current of traffic beyond the home signal by permission of the operator. The operator must not give permission for such movements without authority of the train dispatcher, who must, when other trains are involved, arrange for proper protection until the movement has been completed.

507. A train or engine which, having passed a signal permitting it to proceed, is delayed in the block must proceed at Restricted Speed to the next signal.

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

509. When a train or engine is stopped by an absolute block signal displaying "Stop" indication (Rule 292), it must stay until authorized by the train dispatcher to proceed. When it is known that there is no opposing train or engine in the block, the train dispatcher may authorize the train or engine to proceed. The movement must be made at Restricted Speed to the next signal and be governed by the indication displayed by that signal. This procedure must be repeated at each absolute block signal displaying "Stop" indication.

When it is not known whether or not there is an opposing train or engine in the block, the train dispatcher may authorize train or engine to proceed and such movement will be governed as follows: Flagman will precede train or engine and, after flagman has reached sufficient distance to insure full protection, train or engine will move past signal one car length and wait ten minutes. Train or engine may then follow flagman at Restricted Speed to the next signal and be governed by the indication displayed by that signal.

Before moving over power-operated switches, it must be known that the switches are properly lined. A member of the crew must remain at a power-operated switch (unless the switch has been placed in hand-operated position or has been spiked or blocked) until the leading car or engine has passed the signal governing movement over the switch, to give hand signal to stop the movement should the switch change position.

Conductor or engineer will obtain the authority to pass a signal displaying "Stop" indication.

509-A. When a train or engine is stopped by an absolute block signal displaying "Stop" indication and normal means of communication is not available or has failed, the following will govern:

On any track where Rule 261 is in effect, train or engine must not flag past an absolute block signal displaying "Stop" indication (Rule 292). Every effort must be made by the conductor, or engineer if no conductor, to contact the train dispatcher, using any means of communication to obtain the authority required to proceed in accordance with Rule 509. The train dispatcher may send written authority by a responsible employee for the train or engine to proceed.

On single track, where Rule 261 is not in effect, train will, if timetable and train order authority permit, send flagman ahead and, after flagman has reached sufficient distance to insure full protection, move past signal one car length and wait ten minutes. Train may then follow flagman at Restricted Speed to the next signal and be governed by the indication displayed by that signal.

On two or more tracks where Rule 261 is not in effect, train or engine may proceed at Restricted Speed, under protection of a flagman, to the next signal and be governed by the indication displayed by that signal.

509-B. When an engine is switching cars, or is detached from its own train, and leaves cars or part of its train standing on main track in position to cause the absolute block signal governing movement to the block section to display "Stop" indication, the engine may, in moving toward such standing cars or part of train, pass "Stop" indication to make coupling. The movement must be made at Restricted Speed, under protection of flagman, and, before moving over power-operated switches, it must be known that the switches are properly lined. A member of the crew must remain at a power-operated switch (unless the switch has been placed in hand-operated position or has been spiked or blocked) until the leading car or engine has passed the signal governing movement over the switch, to give hand signal to stop the movement should the switch change position.

After making such movement, train or engine must not proceed except on proper signal indication or as prescribed by Rules 509 or 509-A.

509-C. When a train or engine is stopped by a "Stop-and-Proceed" signal (Rule 291), it may proceed:

On any track signaled for traffic in both directions at Restricted Speed through the entire block, except when proceeding under protection of a flagman from the last absolute block signal displaying "Stop" indication (Rule 292), it must continue under protection of a flagman to the next signal and be governed by the indication displayed by that signal.

On any track signaled for traffic in one direction, at Restricted Speed through the entire block.

509-D. A train which is to take siding may pass a "Stop-and-Proceed" signal (Rule 291), at Restricted Speed, without stopping to enter siding or other track at a point where switch to be used is not more than 500 feet beyond the signal, provided the switch is seen to be lined for the movement and track to the clearance point of siding or other track is clear.

509-E. When a train or engine is stopped by a signal displaying "Stop" indication (Rule 292), or "Stop-and-Proceed" indication (Rule 291), and

such signal governs movement over a spring switch, the train or engine, in addition to complying with the applicable rule governing movement past the signal, must not proceed until the switch has been thrown over and back by hand and determined to be in a safe condition.

509-F. At a "Grade Signal" (Rule 291-A), a freight train having tonnage of 50 per cent or more of the prescribed engine rating may proceed at Restricted Speed without stopping as authorized by Rule 291-A, except that, when moving under protection of a flagman from the last absolute block signal displaying "Stop" indication (Rule 292), it must continue under protection of a flagman to the next signal and be governed by the indication displayed by that signal.

509-G. In territory specified in timetable special instructions, when a train or engine is stopped by a "Stop-and-Proceed" signal, flagman must be immediately sent ahead. After flagman has reached sufficient distance to afford proper protection, train or engine will follow flagman to the next signal.

509-H. When a train or engine is proceeding under protection of a flagman, the flagman must precede the train or engine as prescribed by the applicable rule, except that, when the next signal can be plainly seen to indicate an "Approach" or more favorable indication and the track is seen to be clear to the signal, train or engine may pick up its flagman but must continue at Restricted Speed to the signal.

509-I. When a train or engine is proceeding as prescribed by the rules after finding an automatic block signal displaying a "Stop" indication or a "Stop-and-Proceed" indication, enginemen and trainmen must be on the lookout for train, engine, obstruction, switch not properly lined, broken rail or other defects in track, or anything that may affect movement of train or engine.

509-J. A train or engine proceeding in a block under Restricted Speed must continue under that restriction until rear of train has passed out of the block, even though a preceding train or engine is seen taking siding or otherwise clearing main track.

510. When a block signal displays a restrictive indication and conditions indicate that the restrictive indication is caused by a defect in track or signal apparatus, a report must be made to the superintendent at first stop or open train-order office, giving location and number of signal.

510-A. When it is observed that a block signal fails to display its most restrictive indication after any part of the train or engine has entered the block, a flagman must be left at the signal to notify approaching trains or engines that would be affected until relieved by instructions from the superintendent. The fact must be reported to the superintendent by the first means available. If the engineer of the train or engine is unaware of the condition, he must be notified before the train or engine proceeds. The improper signal indication must be regarded as the most restrictive indication that can be given by that signal.

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

513. Before a train or engine enters or fouls a main track, or crosses over from one main track to another, permission must first be obtained from the train dispatcher. In addition, except at electrically locked switches, all switches involved must be operated and trains or engine must wait five minutes before the movement is made. Exception: Train dispatcher's permission is not required at a meeting point on single track if the switch is changed immediately after an opposing train has passed the switch, and in this case the five-minute waiting period will not apply. The foregoing will not relieve employees from promptly and properly protecting their train or engine as prescribed by the rules.

515. Main track switch must not be closed before rear of train or engine entering siding or other track has cleared main track and passed insulated track joints near the clearance point.

516. Except at spring switches, trains or engines proceeding from sidings or other tracks, to the main track, must remain clear of insulated track joints near the clearance point until the main track switch has been opened as prescribed by the rules.

At spring switches, except when the movement is controlled by signal indication or when an opposing train on single track has immediately passed, trains or engines proceeding from sidings or other tracks, to the main track, must remain clear of the insulated track joints near the clearance point until the main track switch has been opened. After waiting five minutes the train or engine will proceed to the frog, when the switch will be thrown and locked for the main track and the movement completed.

517. Equipment of a type which may not operate signals or shunt track circuits must not be operated on train order authority in automatic block signal system territory without authority of the superintendent. Other trains or engines must not be permitted to enter the track occupied by such equipment, between a train-order office or interlocking and the next train-order office or interlocking in advance, unless notified by train order to look out for the equipment which is occupying the main track without signal protection.

Traffic Control

551. On portions of the Railway designated by timetable or special instructions as Traffic Control territory, train and engine movements are authorized by block signals, the indications of which will supersede the superiority of trains for both opposing and following movements on the same track. Limits of traffic control are further identified by roadway signs reading "Enter Traffic Control" (Rule 164), at the entrance to, and "Leave Traffic Control" (Rule 165), at the passage from, that portion of the Railway on which the system is in effect.

552. Rules 261 to 264, inclusive, apply in traffic control territory and, except as affected by Rules 551 to 586, inclusive, and as specifically set forth in other rules, all Automatic Block Signal System Rules, Interlocking Rules and other Operating Rules remain in force. The use of train orders where Rules 551 to 586, inclusive, are in effect is not required except as prescribed by Rule 562.

553. The movement of trains and engines, and the control of absolute block signals and dual control switches will be under the control of the train dispatcher, who will issue instructions when required.

554. Absolute block signals govern the use of the route within traffic control limits and confer authority to the next absolute block signal, except that the last absolute block signal confers such authority only to the traffic control limit. Absolute block signals do not dispense with the use or the observance of other signals whenever and wherever they may be required.

555. Before entering territory where trains are operated by timetable and train orders, trains and engines must have timetable or train order authority and must have ascertained whether all trains due which are superior have arrived and left on single track, or have left on two or more tracks.

556. Initial and terminal points of traffic control will not affect the initial and terminal stations of schedules, nor of extra trains created by train order.

557. When a train or engine is to make switching movements or to do work on main track within traffic control territory, permission must be obtained from the train dispatcher.

If movement cannot be made by signal indication, work limits may be granted by the train dispatcher, specifying the track and time limit that must not be exceeded. Train dispatcher must make written record of such authorization.

558. Train or engine granted track limits and time limit may occupy the main track and move in either direction within such limits without protection by flagman, except on two or more tracks where other tracks may be obstructed, or upon instructions from the train dispatcher. All movements must be made at Restricted Speed. Authority must be obtained as prescribed by Rule 509 before passing an absolute block signal displaying "Stop" indication, except to enter track limits or as provided by Rule 567.

559. To hold track limits for the time authorized, main track must be continuously occupied or main track switch must be left open. If track is cleared and switches restored to normal position, new authorization must be obtained before re-entering main track.

When additional time is required, authorization for it must be obtained before the expiration of the time already specified. Unless granted an extension of time, a train or engine must be clear and reported clear of the work limits before expiration of the time limit given. If, in an emergency, it is impossible to clear by the time specified, protection by flagman, in both directions, as prescribed by Rule 99, must be afforded at that time. Failure of a train or engine to clear the work limits at the time specified must be reported to the superintendent.

560. Train dispatcher must be notified by conductor or engineer when train or engine is clear of work limits, except that when train dispatcher authorizes, by signal indication, a train or engine to move out of work limits in the same direction in which it entered, it will be considered reported clear when such train or engine has passed out of the work limits by signal indication.

561. When a train or engine requests work and time limits, or reports clear of work limits, employee must state his name, occupation, location and train and engine number. Work and time limits granted must be repeated to the train dispatcher or operator in charge of the track and, if correct, response "OK" will be given. When reporting clear, employee must know that he is in communication with train dispatcher or operator, as the case may be, who will repeat the information received and, if correct, response "OK" will be given by the employee reporting clear. When there are two or more tracks in such territory, track and time limit granted by the train dispatcher or operator, as the case may be, must specify track or tracks to which authority applies.

No movements may be made under these instructions until engineer has received and understands the track and time limit granted. Conductor (engineer if no conductor) only will obtain track and time limit.

562. At a hand-operated switch a train or engine must not enter or foul main track or a controlled siding or re-enter main track or a controlled siding after having cleared it, or cross over from one main track to another main track, unless the movement is authorized by signal indication or by permission from the train dispatcher or operator, as the case may be, and, where such switch or crossover is not electrically locked, without a train order authorizing it to do so.

563. Before granting authority for a train or engine to enter main track or controlled siding, train dispatcher or operator must protect the movement by placing absolute block signals in "Stop" indication.

564. When two or more trains or engines are to be granted track and time limits within the same or overlapping territory as provided in Rule 557, the train dispatcher or operator must inform the conductor of each train or engine of the fact, and conductors must arrange for the necessary protection.

565. Train dispatcher must not authorize a train or engine to pass an absolute block signal displaying "Stop" indication, as provided by Rule 509 for a following movement, until he has assured himself that conductor of any train or engine already within the block is fully acquainted with the intended movement, so that proper protection can be provided.

566. When necessary to operate a dual control switch by hand, permission from the control station must first be obtained; then proceed in accordance with the instructions in the adjacent telephone booth. See also Rule 104-N.

567. When switching is to be done over a dual control switch, track and time limit must be obtained from the control station as prescribed by Rule 557. Selector lever must be placed in hand position, whether switch is to be thrown or not, and must not be again placed in power position until switching has been completed.

When selector lever is placed in hand-operated position all signals governing movement over the switch will display "Stop" indication. Train or engine granted track and time limit may consider the indications of such signals suspended and make movements over the switch on hand signals from trainmen.

Before making movements over the switch, trainmen must notify engineer when selector lever is placed in hand-operated position so that engineer will be governed by hand signals.

When selector lever is to be restored to power-operated position, engineer must be notified so that he will be governed by signal indication.

If it is necessary for all members of the crew to leave the immediate vicinity of the switch while it is in hand-operated position, the selector lever of the switch must be locked in hand position.

568. The permission granted by the control station to operate a dual control switch by hand does not authorize any part of the train or engine to move beyond the designated working limits, nor does it authorize movement over such switch except on hand signal from member of crew stationed at the switch.

569. After restoring a dual control switch to power-operated position, trains or engines must not proceed except upon proper signal indication, or as prescribed by Rules 509 to 509-D, inclusive.

570. To enter main track at a hand-operated switch where absolute block signal is provided to govern the movement, permission for the movement must first be obtained from the control station, then line switch and be governed by signal indication.

571. If a change in direction of movement is to be made while any portion of train is occupying the short section of track between opposing absolute block signals at a dual control switch,

while selector lever is in power-operated position, permission must first be obtained from the control station, and it must be known that switch points for either facing or trailing movement are in proper position for the movement.

572. If for any reason "Proceed" indication of an absolute block signal cannot be acted upon at once, control station must be immediately notified.

573. When an absolute block signal displays "Stop" indication, unless "Stop" indication is known to be caused by the approach of a train or engine, conductor or engineer must communicate promptly with control station.

574. If an absolute block signal, permitting a train or engine to proceed, is changed to display a "Stop" indication before it is reached, engineer must take immediate action to stop the train. If the train or engine overruns the "Stop" indication, front end of train must be immediately protected by flagman. A member of crew must communicate with train dispatcher and be governed by his instructions.

575. Electrically locked hand-operated switches and derails in traffic control territory must be operated as prescribed by Rule 104-P.

576. A portion of a train or helper engines must not be left in a block without permission from the control station.

577. Unless a train is intact it must not enter traffic control territory except by permission from the control station.

578. Block signal indications in traffic control territory do not modify the requirements of Rules 99 and 99-A, except as provided by Rule 558.

579. Instructions relating to track conditions will be issued by train order before train or engine enters traffic control territory when practicable but, when not practicable, may be issued orally to engineer within traffic control limits for such conditions as apply within traffic control limits. Conductor of a train or engine, or engineer of a light engine, entering traffic control limits at an intermediate point, must ascertain from train dispatcher what instructions are in effect as to track conditions on that portion of traffic control territory over which movement is to be made.

580. Rules 93 and 93-A are not in effect in Traffic Control territory.

CONTROL STATIONS
(Traffic control territory)

581. Where signals and switches are controlled by an operator under direction of the train dispatcher, the dispatcher will direct such operator to comply with the necessary safeguards to provide the proper and safe movement of trains and engines through the Traffic Control territory.

In case of signal or communication trouble, control station must see that maintainer is promptly notified and extend all aid and information available to accomplish immediate repair.

582. A train or engine must not be authorized to proceed in traffic control territory as prescribed in the first paragraph of Rule 509 until the following requirements in the given order have been met:

(a) The train dispatcher must know that there are no conflicting movements and that all opposing trains and engines are under his control.

(b) The indications on the control machine must be returning promptly and properly.

(c) The signal lever must be set and the signal coded to "Stop" position at the next controlled signal, which operates properly, governing movements on the same track in the direction the delayed train is moving, and the control machine responds to such code and indicates properly, after which that signal must then be cleared for the direction in which the delayed train or engine is moving and the machine must so indicate. The signal lever must then be blocked in that position with standard blocking device. Blocking device must not be removed nor signal changed until the movement has passed that location.

If the signals cannot be cleared as required by the foregoing, the train dispatcher may authorize the train or engine to proceed as provided in the second paragraph of Rule 509.

583. Before granting track and time limit for a train or engine to make switching movements or to do work on main track as provided by Rule 557, the train dispatcher must know that there are no conflicting movements and, except as otherwise provided herein, must set all power-operated switches and clear signals for the movement where controlled signal is provided, then clear next controlled signal governing movement in the same direction. After train or engine has entered the specified limits, signal at that location must then be cleared in the direction away from the train or engine.

When a train or engine is to enter work limits through switch not equipped with controlled signal, the controlled signal at each end of the work limits must first be cleared for movement out of the work limits.

After signals have been cleared as required by the foregoing, signal levers must then be blocked with standard blocking devices. The blocking devices must not be removed nor levers changed until train or engine has reported work completed or the track cleared.

At locations designated by the superintendent, signals will not be cleared as herein required. At such locations, levers on control machine must be set to display "Stop" indication in an absolute block signal at the entrance to each end of work limits and levers blocked with standard blocking devices. The blocking devices must not be removed nor levers changed until train or engine has reported work completed or the track cleared.

584. In traffic control limits, a track car must not be admitted to a track between two opposing controlled home signals unless the track is clear of opposing trains and engines, and the signals governing opposing and following movements to that portion of the track indicate "Stop," and the levers of such signals are blocked with standard blocking devices. Blocking device must not be removed nor signals cleared until track car driver or employee in charge of track car has reported clear as prescribed by Rule 44.

585. Unless otherwise provided, information relative to trains, engines, crews and time each train or engine enters and leaves the traffic control territory must be shown on the train sheet.

586. When a train dispatcher is relieved, the dispatcher going on duty must be given exact information as to all movements then effective or controlled by the system, including all instructions not executed as well as information concerning prospective movements. This procedure will also be followed when operators at control stations are relieved.

Taking Block Signals Out Of Service

591. When a section of automatic block signals, or automatic block signals and mechanism for movement of trains and engines by block signal indication, is rendered inoperative by storms, flood or otherwise damaged to the extent that reasonably prompt restoration cannot be effected, such section of signals, after proper understanding between superintendent and supervisor signals and communications, may be taken out of service and the rules governing such operation temporarily discontinued by train order, Form Z. (See Examples.)

Before train order, Form Z, is issued, the lights in block signals must be extinguished and power cut off of dual control switches by signal maintainer. Dual control switches must be operated once by hand-throw lever and then left lined for the proper route with selector lever of switch locked in "Hand" position.

In traffic control territory, train dispatcher or operator, as the case may be, will place all controlled signals within the affected track section at "Stop" indication and block levers controlling such signals with standard blocking devices.

Train order, Form X, must be issued to all trains affected, prescribing such speed restrictions as will insure safety, but not exceeding a maximum of 50 miles per hour for passenger trains, 40 miles per hour for freight trains.

592. Train order, Form Z, must be issued to each train or engine that may be within the track section where block signal rules are temporarily discontinued and to any train before it is permitted to enter such track section. A train or engine movement within the track section affected must not be authorized, nor "Complete" be given to the order temporarily discontinuing the rules, until the signatures of the conductor and the engineer of each train or engine within the track section affected have been obtained and sent to the train dispatcher.

593. Where train order, Form Z, is in effect, trains will be operated by timetable, train orders and rules governing such operation. Automatic block signal system rules, or automatic block signal system rules and rules governing movement of trains and engines by block signal indications, whichever is specified in the train order, will be considered temporarily discontinued during the time specified and in the territory designated.

Interlocking Rules and Interlocking Signals are still effective.

Trains must approach railroad crossings, drawbridges, junctions, interlockings and first signal left in service, prepared to stop.

Facing point spring switches must be examined on the ground by throwing over and back by hand.

Even though automatic block signal system rules are temporarily discontinued, a light, burning red, or a semaphore arm in horizontal position, unless covered, on a block signal must be respected by train stopping, then proceeding at not exceeding speed specified in Form X train order.

594. When automatic block signal system rules, or automatic block signal system rules and rules governing movement of trains and engines by block signal indications, are to be again placed in service, train order, Form Z, must be issued to all trains which are within or may be within the track section at the time the rules are restored, and the signatures of conductors and engineers of such trains obtained before the order is made "Complete" to other trains.

595. Train order, Form Z, must not be issued until the superintendent and supervisor signals and communications have a proper understanding that the block signals, power-operated switches and electrically locked switches, telephones, etc., have been restored to proper operating condition and concur on the time that block signals and rules are to be made effective.

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

Rules 99, 99-A and *D*-152 will not apply within interlocking limits except as may be required by Rule 663.

607. At an interlocking located within automatic block signal territory, interlocking rules govern movement through the interlocking. Interlocking home signals will be used as block signals, unless otherwise specified.

609. Operators must obey the instructions of supervisor signals and communications as to the operation and proper use of interlocking apparatus. When required, supervisor signals and communications or his representative will examine and qualify inexperienced operators.

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

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

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

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

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

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

617. Operating levers must be blocked with standard blocking devices to indicate that the operation of the lever is restricted as follows:

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

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

(c) Train dispatcher directs that "Stop" signal be displayed.

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

618. Before a dual control switch is operated by hand, the operator must set the signals governing movement over the switch to display "Stop" indication and apply standard blocking devices to the levers.

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

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

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

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

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

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

623. If there is a derailment or if any damage occurs to the track or interlocking, the signals must be restored to display their most restrictive indications, and no movement permitted until all parts of the interlocking or track liable to subsequent damage have been examined and are known to be in safe condition.

624. When necessary to disconnect a switch, movable point frog, derail, lock or electric locking circuit, all switches, movable point frogs and

derails affected must be securely spiked or fastened in the required position, and the levers blocked with standard blocking device so that they cannot be operated, before any train or engine is permitted to pass over them.

625. When any part of an interlocking is to be repaired, the operator must have an understanding of the scope of the work and what route or routes may be affected by such repairs.

When any part of the interlocking is undergoing repairs, signals must not be displayed for any movements which may be affected by such repairs until it has been ascertained from the signal maintainer that the switches are properly set for such movements.

When repairs necessitate the removal of any part of the machine locking, the operator must ascertain what routes are affected, and must not clear the signals over any such affected routes. Trains or engines must be moved over such routes as prescribed by Rule 628, until the locking has been restored.

626. Operators must, as far as practicable, observe every train and note whether it is complete and in order. Should they note an indication of conditions endangering that train, or any other train or engine, operators must take such measures for the protection of trains and engines as may be necessary.

627. When an interlocking signal displays "Stop" indication because of track occupancy by train or engine, train dispatcher may instruct operator to authorize another train or engine to enter block, if necessary, provided that following train or engine is fully acquainted with the intended move.

628. Hand signals must not be used when the proper indication can be displayed by the interlocking signals. When hand signals are necessary, the operator must assure himself that the switches are properly set (dual control switches within the route must be in hand-operated position) and that the route is clear. Signals 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 given.

Hand signals must not be given until train or engine has stopped.

629. Before granting permission in accordance with Rule 663 for trains or engines to pass an inoperative signal, standard blocking device

must be applied to the signal lever in Stop position, and it must not be removed until it is known that the train or engine has completed the authorized movement.

630. Operators must see that lamps and appliances for hand signaling and, unless otherwise provided, tools and fire apparatus are ready for immediate use.

633. If a train or engine overruns a signal displaying "Stop" indication or fails to obey a hand signal or instruction, the fact must be reported to the superintendent.

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

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

The interlocking station must be securely locked.

636. When an interlocking station is open at an irregular hour, operators must use hand signals, in addition to fixed signals, to give the required indications until all trains have passed which have not been notified by train order or general order that the interlocking station is open.

637. A train-order signal within the limits of an interlocking must not be changed to permit an approaching train or engine to proceed until after the interlocking signal has been changed to permit the train or engine to proceed.

If necessary to stop a train or engine for delivery of orders, interlocking signals will be used in addition to the train-order signal.

638. Equipment of a type which may not shunt track circuits must not be operated within interlocking limits except upon permission of the operator, who must also be advised when the movement has been made. Operators before permitting such movement must secure all affected levers with standard blocking devices.

639. When operators relieve each other they must make a transfer of all unexecuted orders and instructions, and information as to train or engine movements, overdue trains, and the condition of the interlocking.

640. Operators on duty must not leave the interlocking station except in case of necessity, and with consent of the train dispatcher.

641. When it is safe to do so, switches and signals must be operated on the request of trackmen, maintainers and inspectors.

642. Operators are forbidden to break any appliance seal without authority of the train dispatcher and, when so doing, must report in writing to superintendent the time, date, movement, lock and reason.

643. Restricting aspects (Rule 290) when displayed at interlockings will indicate that the route through the interlocking is properly lined up, but the block is occupied or route is lined for nonsignaled track, and movement must proceed at Restricted Speed prepared to stop short of train or other obstruction.

Operators must not display this signal indication except when necessary to relieve or avoid congestion within the limits of interlockings. It must not be used for a passenger train following any train, or for any train following a passenger train, without first stopping the train for which it is to be used.

ENGINE AND TRAIN CREWS

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

662. Interlocking limits must not be entered or fouled on any track unless authorized by signal indication, or by permission of the operator.

Within interlocking limits, hand-operated, electrically locked switches are controlled by the operator. Trains or engines entering interlocking limits through electrically locked, hand-operated switches must obtain the unlock of the switch from the operator. The unlock of such switches for trains or engines leaving main track within interlocking limits will be authority to use such switches.

663. When an interlocking signal displays "Stop" indication (Rule 292), train or engine must stop short of the signal. After stopping, train or engine may proceed through the interlocking limits of such signal at Restricted Speed, under the following conditions:

(a) Upon receiving hand signal as prescribed by Rule 628. Hand signal will not be acted upon until a member of the train or engine crew is fully informed of the situation.

(b) Upon receiving authority by telephone or otherwise orally from operator, and after a member of the train or engine crew has made careful examination of facing point switches and has placed dual controlled switches in hand-operated position as provided in Rule 104-N.

Member of crew must restore switch to power-operated position after movement over switch is completed, unless specifically instructed by the operator to leave switch locked in hand-operated position. When switch is restored to power-operated position, unless otherwise provided, the same trainman operating the switch must restore it to power-operated position.

(c) If no operator on duty and so authorized by train dispatcher, by flagman preceding the train or engine, if interlocking cannot be operated by a member of the crew. At railroad crossings and junctions flag protection must be provided on the intersecting track(s) unless interlocking signals, or derails thereon be known to be in position to protect the movement. Flagman must watch for broken rails or other defects in track while preceding his train or engine; when not required to send a flagman in advance under these conditions, enginemen and trainmen must watch for such defects.

In addition, if the interlocking governs the movement over a drawbridge, the procedure outlined in the second paragraph of Rule 98 must be followed.

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

Conductors must report any unusual detentions at interlockings to superintendent.

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

671. When a train or engine, having accepted an interlocking signal permitting it to proceed, stops so close to the signal that the indication cannot be distinctly determined, or cab of engine passes the signal and stops less than 30 feet past the signal, it must not again proceed without permission from the operator.

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

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

Instructions for operating release, and length of time that must be allowed for the release to function, will be posted inside the adjacent telephone booth.

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

674. The clearing of a signal does not permit more than one train or engine to pass the signal. A following train or engine may proceed only after signal has been returned to "Stop" and again cleared, unless otherwise provided.

***D*-675.** Where an interlocking is not provided with an "Approach" signal to govern trains or engines moving against the current of traffic, such trains or engines must approach the interlocking expecting to find a home signal indicating "Stop."

USE OF TELEPHONES

701. The train dispatcher shall have absolute control of the train dispatcher's circuit and, unless otherwise provided, it is to be used exclusively for the movement of trains, engines and track cars.

702. When circumstances require, the train dispatcher will assume control of the message circuit.

703. All employees when using train dispatcher's circuit must first listen in, to ascertain whether train orders are being issued. If line is not in use, they will announce the name of their station and, when answered by the train dispatcher, will proceed to transact their business. Should the line be in use when the person calling places receiver to his ear, the communication must not be interrupted except for sufficient cause, and then only by permission of the train dispatcher. Employees in train and engine service must identify themselves as prescribed by Rule 80; or, if not in train and engine service, give department in which engaged.

704. Persons using telephones must yield line promptly for train movements. If telephone fails, trainmen and enginemen will use any means of communication to avoid delay.

705. Employees using telephones in connection with train, engine and track car movements must satisfy themselves that they are in communication with the proper persons and must not consider conversation finished until the persons taking part are assured that they have heard all of the conversation and it is understood.

706. When used for transmitting train orders or making any arrangements pertaining to the movement of his train or engine, the conductor or engineer must personally receive all orders on the telephone and make all verbal arrangements pertaining to the movement of his train or engine. Neither is relieved of his responsibility as prescribed by Rule 106.

707. Train dispatchers, operators and others must identify themselves by name, occupation and station, when required.

708. Verbal arrangements and instructions in regard to movement of trains, engines, track cars or other equipment, being clear of, or desiring

to occupy certain tracks, etc., and in securing permission to work on or adjacent to a track as referred to in Rule 101-C, must be repeated by the employee receiving them.

709. Location of telephones connected with the train dispatching circuit will be shown in timetable special instructions.

710. All persons, except those specifically authorized to do so, are forbidden to make any change in the telephone equipment. Defects in telephone booths and telephone equipment contained therein, and absence of blank forms specified to be contained in telephone booths, must be reported to train dispatcher.

711. When through using telephone, receiver must be placed on hanger and door must be closed and locked to avoid damage to equipment due to exposure to the weather and to avoid personal injury. Any employee observing a telephone booth damaged or a lock either broken or missing, will report the fact to the train dispatcher at once.

712. Employees using telephones which are equipped with knife switches must open the switch when through using the telephone, unless such switch is automatically controlled by other means.

713. Where push-to-talk button or foot-switch is provided, such appliance must not be fastened in closed position.

714. In case it is necessary to connect a portable telephone to the train dispatching circuit, the wires of this circuit may be identified by the letter "D" mounted on crossarm directly between the two wires involved.

715. Portable telephones must be disconnected promptly after communication has been completed to prevent grounding and interruption of telephone service, unless otherwise directed by the train dispatcher. Portable telephones must not be placed on the ground while connected to the circuit.

716. The Company's communication systems must not be used unnecessarily; unauthorized messages relating to personal affairs of employees must not be transmitted over them, except in case of illness or accident.

717. The use of obscene, indecent or profane language over the communication systems is forbidden.

RAILROAD RADIO
General And Operating Rules

General

725. The following rules and requirements cover use of railroad radio systems and govern employees using such systems.

725-A. Definition: A Railroad Radio Communication System is one employing radio for the transmission of intelligence between units of moving equipment, between moving equipment and a fixed point, or between fixed points.

725-B. Radio communication systems are under the jurisdiction of the Federal Communications Commission. The railroad company and its employees are governed by the Commission's operating rules. Violation is a Federal offense for which severe penalties are provided.

725-C. Employees required to operate railroad radio transmitting sets must be conversant with Railroad Radio General and Operating Rules and pass required examination thereon.

Operating Rules

726. All employees, except those specifically authorized to do so, are prohibited from making any adjustments to railroad radio sets. Employees so authorized must carry their FCC operator license or verification card when on duty. If it appears that a radio transmitter is not operating properly, its use shall be discontinued and the superintendent notified as soon as possible.

727. No employee shall knowingly transmit any false distress communication, any unnecessary, irrelevant or unidentified communication, or utter any obscene, indecent or profane language via radio.

728. No employee shall divulge or publish the existence, contents, purport, effect or meaning of any communication (distress communications excluded) except to the person for whom the communication is intended or to another employee of the railroad whose duties may require knowledge of the communication. The foregoing applies both to communications received direct and to any that may be intercepted.

729. Before transmitting, any employee operating a radio transmitting set shall listen a sufficient interval to be sure that the circuit is not already in use, particularly listening for distress traffic.

730. A distress call will be preceded by the word "Emergency," repeated three times. Such calls shall be used only to cover initial reports of derailments, storms, washouts, fires, obstructions to tracks, or other matters which would cause serious delay to traffic, damage to property, or injury to employees or the traveling public, and shall contain as complete information as possible. All employees shall give absolute priority to communications from another station in distress and, except in answering or aiding a station in distress, shall refrain from sending any communication until there is assurance that no interference will result to the station in distress.

731. The Railroad Company is required to answer an official notice of violation of the terms of the Communications Act of 1934, as amended, within three days from receipt of notice, and any employee receiving inquiry concerning any violation shall answer such inquiry within 24 hours after receipt of notice.

732. Any employee shall permit inspection of the radio equipment in his charge, and all FCC documents pertaining thereto, by a duly accredited representative of the Federal Communications Commission at any reasonable time.

733. Employees shall identify the radio station from which they are calling (or answering a call) by prefacing their call with the railroad name as shown under examples in Rule 747.

734. In certain cases at railroad crossings, junctions or paralleling tracks, some interference may develop with another railroad. In such cases, special care in making identification shall be used and the employees concerned shall cooperate in handling their business by alternating calls and being as brief as possible.

735. If any communication from a station other than another railroad radio station interferes with railroad radio service, the railroad employee will endeavor to ascertain the identity of such station and report the occurrence as soon as possible through authorized channels to the superintendent, giving exact time, nature of the communication and identity of the station if possible.

736. Internationally, the word "Mayday" indicates a distress message; the word "Pan", an urgent message, and the word "Security", a safety message. Railroad employees may hear such messages sent by aircraft or, in coastal

areas, by boats. Railroad employees hearing such messages must report them immediately through authorized channels to the superintendent, in addition to taking such appropriate action to relieve the distress as may be possible.

737. Radiotelephone consists of handset telephones, loudspeakers, control panels and associated apparatus installed on engines, cabooses and other rolling equipment, and at fixed stations. It also consists of portable units, carried manually, in vehicles, on trains, etc. Radiotelephone equipment is used for telephone communication between units so equipped and fixed stations.

738. Before leaving initial station or point where trip begins, the radiotelephone must be tested to insure that it is functioning; unless it is in frequent use en route, it should be periodically tested to know that it continues to function.

739. Engines and cabooses equipped with radiotelephone must have the apparatus in service at all times during the trip or tour of duty. Where crews of such engines and cabooses are changed, the crewmen being relieved must advise the relieving crewmen the condition of the radiotelephone.

740. If radiotelephone fails on line of road, the fact must be reported to the superintendent from next point of communication where report can be made without delay to train. In addition, all failures of radiotelephone equipment on engines shall be reported on the prescribed work report at engine terminals. Conductors shall report failures of equipment other than that located on engines to enginehouse foreman upon reaching terminal.

741. Employees at fixed stations must promptly report to superintendent all failures of train radiotelephone equipment to function properly, as well as instances of inability to contact mobile equipment.

742. The radio transmitting set at fixed stations must not be turned off during the open hours of such stations, except as provided in Rule 726, without authority of the superintendent.

743. The radiotelephone, when provided, must be used by operators, train and engine crews, and others, to report promptly any irregular or unsafe conditions observed on trains or along right-of-way that may be detrimental to train operation, imperil lives or cause property loss.

744. It is important that all radiotelephone calls be answered promptly, since seconds count, especially on moving trains where accidents or train delays may be avoided by such action.

745. The radiotelephone equipment on engines, cabooses and other rolling equipment must be turned off at the end of the trip or tour of duty, unless otherwise provided.

746. The fixed station shall make and keep on file, for prescribed periods, a record of the names of the employees in charge of the transmitting sets and a record of radio interruptions and failures.

747. Employees complying with the provision of Rule 733 will use the following procedure in transmitting and answering calls by radiotelephone.

Examples—transmitting:

"WM Extra 304 West—Engine calling caboose (or caboose calling engine), over."

"WM Train Number 10, Engine 192 calling engine (or caboose) Extra 302 East, over."

"WM Extra 303 East calling (station, yard, etc.), over."

"WM Engine 128 calling Lincoln Yard, over."
"Port Covington Yard calling WM Engine 126, over."

"WM Track Car Number 220 calling (station, engine, caboose, track car, etc.), over."

"WM Mobile (automobile number) calling (station, yard, portable, engine, caboose, etc.), over."

Calls are to be repeated at intervals of not less than five seconds until answered. In all cases a call from an engine, train, station, track car, mobile or portable unit must identify the unit being called as well as identify the unit calling.

Examples—answering:

"This is WM Extra 304 West—Caboose answering engine (or engine answering caboose), over."

"This is WM Extra 302 East—Engine (or caboose) answering WM Train Number 10, over."

"This is Bowest Yard answering WM Extra 27 East, over."

"This is Lincoln Yard answering WM Engine 128, over."

"This is WM Mobile Unit (number) answering WM Track Car (number), over."

"This is WM Engine 239 answering WM Portable Unit (number), over."

In all cases the answer from an engine, train, station, track car, mobile or portable unit must identify the unit answering as well as identify the unit being answered.

When used with radiotelephone, the following words have the meanings indicated:

Over—"My transmission completed, reply expected from you."

Out—"My transmission completed, no reply expected from you."

Roger—"I understand your transmission."
Say Again—"Repeat."

ASSIGNMENT OF WAGES, COURT SUMMONS, ETC.

750. Any employee subjecting the Company to garnishment, attachment or assignment proceedings involving his wages, will be held responsible for all expense incurred therewith, and will be subject to disciplinary action.

751. Whenever any legal process is served upon an agent or official of this Company whereby the Company is made garnishee or directed to take action in proceedings in aid of execution, the agent shall ascertain, if possible, the residence and occupation of the employee or other person whose wages or credits with this Company are attached, or who is sought to be reached, and immediately telephone the Law Department and the Auditor of Disbursements the following information:

(a) Names of plaintiffs and defendants;

(b) Amount owing or assessed, including all costs;

(c) Where and by whom attachment issued;

(d) Date and exact time of service;

(e) Date answer is due;

(f) Job of defendant, where and under whom he works.

Agent shall immediately forward such process to the Law Department at Baltimore with written confirmation of the information telephoned as herein set forth.

752. 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, exact time and by whom served, immediately send notice to the consignor of the property involved, forward the original papers by registered mail to the Law Department, 300 St. Paul Place, Baltimore 2, Maryland, and promptly notify the superintendent of the transaction. If freight is seized by process of law, charges collectable must be demanded and receipt taken for property before delivery is made to any officer of the law.

753. Whenever any notice is served upon any official or other employee, 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 the matter to the superintendent and such other officials as required.

754. It is unlawful for any official or other employee 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 transaction to a competitor.

755. When an employee is served with a subpoena, summons or other legal process in which this Company is, or may be, interested, requiring such employee to report to any court or public officer, he shall at once notify the head of the department in which he is employed.

756. Officials, agents and other employees must not sign any acceptance of legal papers but will merely allow the paper to be served in formal manner prescribed by law; public officer makes his own notations upon copy, if any, to be returned to the court.

757. When an employee is required to attend court or coroner's inquest as a witness on behalf of the Company, or when called to the Law Department or local attorney's office for examination preparatory to testifying, he will indicate the place and reason for his attendance on his time ticket, which must be approved by the Law Department.

758. Whenever an employee who is a witness for the Railway in any lawsuit leaves the service, the fact must be reported to the head of the department, who in turn will report to the Law Department. It must be ascertained and reported where such witness may be found should he be needed.

759. No official or other employee below the rank of superintendent can act as the legal agent, in fact, of the Railway, but must be guided by the directions given by the superintendent or a general officer.

PERSONAL INJURIES, ACCIDENTS, ETC.

760. All accidents resulting in injuries to employees when on duty, and off-duty accidents where they occur on Railway premises, and all accidents to persons other than employees occurring on Railway property, regardless of the extent of the injuries, and all accidents resulting in property damage must be promptly reported to the proper official of the Company.

761. Unless required by court order, employees are forbidden to give any statements or information oral or written, to attorneys or others about accidents or other matters pertaining thereto, except to attorneys and officials of this Company. Information given to Company representatives must be as complete as possible and all facts must be stated whether favorable or unfavorable to any one.

This rule shall not prohibit the furnishing of information to public authorities as to the facts incident to the injury or death of any person, provided, however, that information contained in the files of the Company, or other privileged or confidential reports, must not be divulged without proper authority from the Company.

762. In an emergency, or in case of obstruction by accident or other cause, the employee upon whom the responsibility most naturally falls must assume authority until the arrival of an official of the Company, and must at once report conditions and make suggestions as to forces, material and equipment required.

763. Whenever passengers or employees are injured, everything must be done to properly care for them. If they are to be moved, take them for treatment to the nearest place at which the Railway has a surgeon listed in the timetable special instructions. If the case is urgent and the Railway surgeon cannot be immediately procured, the conductor, agent or other employee in

charge is authorized to call the nearest surgeon to administer first aid and care for the patient until the Railway surgeon can take charge of the case. If hospital attention is necessary, injured persons should be sent, if practicable, to one of the hospitals named in the timetable special instructions. If the case is urgent, they should be sent to the nearest hospital. After being discharged from a hospital, employees will not return to be treated for the same injury (except for dressings) without authority of the Railway surgeon.

764. When passengers become ill on a train, they should be asked by the conductor whether they desire medical attention and he shall be governed by their request, unless it is obvious the passenger is not competent to determine this question, in which event medical attention should be requested by the conductor. When practicable to do so, the conductor must send word ahead to have a Company doctor meet the train to attend the passenger.

765. In cases of serious accidents to trains, conductors, after making everything safe, must give their undivided attention to the care and comfort of their passengers, especially to those who are injured. When a number of persons are injured the service of competent surgeons in the vicinity should at once be procured and every possible effort made to care for the injured, the nearest Company surgeon being notified to attend immediately.

766. A report of all accidents, giving names and addresses of the injured persons and the nature of their injuries, if known, must be sent immediately to the superintendent by the conductor, agent or person in charge, and as soon as possible thereafter a written report, giving all details obtainable, must be forwarded to the superintendent, a separate report being made on the prescribed form for each person injured.

767. Every effort must be made, particularly in case of personal injury, to procure the names and addresses of all disinterested witnesses (employee witnesses to be included) to accidents; also obtain license numbers of automobiles at or near the scene of railroad-highway crossing accidents.

768. In every case of personal injury in any department, a full and complete report must be made at once on the prescribed form by the ranking employee immediately present, no matter whether he considers his statement of importance or not, answering every question as fully as possible.

769. In accidents involving personal injuries, employees must give all information in their possession to designated officials of the Company.

770. All equipment, such as cars, engines, machinery and tools, and premises involved in accidents resulting in personal injuries or fatalities must be immediately examined by the person in charge or by other competent inspectors to ascertain their condition, and a written report made of the inspection, giving the numbers and initials or other identifying information of cars or other equipment examined, with names, occupations and addresses of the persons making the inspection. In case of serious or fatal injury to employees on or between engines, cars or other rolling equipment, there shall be, in addition to the inspection required by the foregoing, a prompt coupling and uncoupling test or a prompt running and standing test of the hand brakes. The crew handling the cars in making the test shall use and examine the hand brakes, couplers, levers, etc., and be prepared to give statements describing their condition. When practicable, such test should be made before the car, engine, machine or appliance leaves the place where the accident occurred. Afterward, any such car, engine or other equipment must be inspected again by two inspectors at the first division terminal; the superintendent shall notify the master mechanic or foreman at such point of the necessity of making such inspection. Inspectors must keep record on prescribed form of such inspection, which shall include the name of the injured person or fatality, date and place of accident, the manner of its occurrence, and detailed results of the inspection of the equipment.

771. 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.

772. The Railway surgeon upon his arrival shall at once take exclusive charge of the case and entirely relieve the called surgeon, if not needed, from further care or attendance, so far as the Railway is concerned.

773. This Railway will not recognize any responsibility for board, medicine, nursing or surgical attention, except for the emergency service required, unless authorized by the superintendent, claim agent or a general officer of the Company.

774. Emergency calls for surgeons will have precedence over other business, except train orders.

775. In case of injuries to trespassers or persons other than employees or passengers, injured person or persons must be taken to nearest station, when possible, and placed in charge of local county, city or village authorities. Necessary medical attention should be arranged with the distinct understanding that, after the first 24 hours, no expense thereafter will be assumed by the Company without specific authority from either the superintendent or claim agent.

776. In case of death on train, body should be taken to nearest station and proper public officer and superintendent notified immediately.

In case of death on Company property not involving train, engine or other rolling equipment, after exact position of body and surrounding conditions have been carefully noted, body should be moved, if necessary, to give clear passage for trains and engines and left in charge of an employee or other responsible person, and proper public officer and superintendent notified.

777. In case of fatal injury to a person by a train or engine, conductor (engineer if no conductor) must see that the proprieties are observed and that the body receives appropriate care. Superintendent must be immediately notified so that he may give directions as to disposition of the remains not taken in charge by relatives or friends before train or engine proceeds.

778. When signaling devices are provided, or crossing watchmen or flagmen are on duty, a special effort should be made to determine who, among the witnesses, can testify whether the signaling devices were functioning properly or if the crossing watchman or flagman was properly performing his duty. Names of witnesses who can testify relative to bell and whistle or horn signals must be obtained when possible to do so.

779. In case of damage to trains or structures, wherein the security of freight or railroad property is involved, it is the duty of all concerned to see that watchmen are immediately stationed, and that arrangements are promptly made for the protection of such property against theft or loss from other causes.

780. Where persons or vehicles are struck and injured or damaged by trains or engines on crossings in vicinity of stations, agent at point where accident occurred will immediately locate on a

rough sketch and show by actual measurement the position of all cars standing on tracks at or near the crossing, and send report to the superintendent, describing the cars, giving the initials and number of each and their location with reference to the crossing where the accident occurred.

781. Employees whose vision requires the use of spectacles will be examined or reexamined only while wearing the proper spectacles. Those whose duties require them to distinguish the position or color of signals and whose vision requires the use of spectacles will not be examined or reexamined unless they have with them at the time of such examination the proper number of pairs of spectacles as prescribed in Rule 782.

782. Unless otherwise provided, employees who require the use of spectacles and whose duties require them to distinguish the position or color of signals must have with them the proper spectacles while on duty and in the performance of their duties such spectacles must be worn. Proper spectacles for such employees are as follows:

(a) For reading only, one pair of spectacles.

(b) For distant vision, two pairs of spectacles.

(c) For both distant and reading, two pairs of distant vision spectacles and one pair of reading spectacles, or two pairs of bifocal spectacles.

Goggles with corrective lenses will be regarded the same as spectacles and must be of the rigid frame type.

783. The use of spectacles or goggles with colored lenses by employees whose duties require them to distinguish the position or color of signals is forbidden.

784. Employees promoted or transferred to positions requiring ability to observe or know the color of signals must pass a color perception examination at the time of promotion or transfer.

785. Employees off duty over 30 days must obtain an order for physical examination on the prescribed form from employing supervisor and present it to Medical Examiner, who will make physical examination before employee will be permitted to resume duty.

801. The movement of engines or similar equipment over the weigh rails of track scales when runaround tracks are provided is forbidden, except upon authority of Inspector of Scales. The unnecessary passing of cars over the weigh rails is forbidden. Weighed cars which have passed beyond the runaround track switch must not be returned over the weigh rails. Runaround track switches should be set for the runaround track except when cars are being weighed.

802. Cars should not be stopped on the track scale by impact or obstruction on the rail. When a car which has been stopped for weighing or other purpose is moved from the scale, impact must not occur at a speed greater than two miles per hour. Under no circumstances should a car wheel be passed over any obstruction on the rail.

803. Speed of engines and nonweigh cuts of cars over the scale rails or runaround track should not exceed ten miles per hour.

804. Single cars must be uncoupled at both ends while they are being weighed on track scales. In case of twin and tandem loads, the cars shall remain coupled, and such coupled cars may be weighed in one draft (or cut) if the scale is of sufficient length, or in more than one draft (or cut) if the approach rails are level with the weigh rails.

805. When it is necessary to weigh a long car on track scales not long enough to accommodate the entire car, each truck of the car will be spotted in turn approximately at the center of the scale.

806. Test weight cars should be promptly handled at destination by yard engines upon request of Inspector of Scales to yardmaster. At locations where yard engines are not employed, arrangements will be made for engines in road service to handle cars at the track scales upon request of Inspector of Scales to the trainmaster or his representative. Yard engines and engines in road service assigned to assist Inspector of Scales will handle cars in making tests of track scales as instructed by the Inspector of Scales.

807. Defects in track scales, or other scales, and any evidence of inaccurate weighing must be reported immediately to the superintendent.

808. Permission must be obtained from the superintendent before forwarding restricted

equipment such as dead or disabled engines, locomotive cranes, scale test cars, derricks and roadway equipment on their own wheels. Superintendent will designate the train in which such equipment is to be handled, and will restrict the speed of the train handling by train order, to required speed.

809. When handled in revenue freight trains, occupied camp cars must be placed next ahead of caboose. Wooden underframe cars, cranes, hoists, steam shovels and similar equipment, on their own wheels, with booms lowered and secured, and when possible with heavy end forward, must be placed on rear of train ahead of caboose and occupied camp cars.

810. Machinery of rotary or swinging type such as cranes, derricks, steam shovels, etc., whether loaded on cars or moving on own wheels, must not be moved in revenue trains unless prescribed form covering the specific movement is attached, one to each side of the car on which it is loaded or one to each side of the machine when moving on own wheels, and prescribed form is attached to billing.

When such shipments are set off for repairs that may affect the requirements of the A.A.R. Loading Rules, they must not again be moved except upon authority of the superintendent, and not until proper inspection has been made and billing endorsed by agent or yardmaster "Reinspected at ..... and loaded in accordance with A.A.R. Loading Rules." Conductors when setting off such shipments for repairs must notify the superintendent that it is rotary type machinery.

In all movements of such rotary or swinging type machinery on own wheels in revenue trains the boom end must trail, except that when necessary the superintendent may authorize movement with boom end forward, in which event authority will include any additional speed restrictions that may be required.

811. When cranes are shipped on their own wheels, all coal must be removed from the coal bunkers, and all water removed from the boilers and reservoirs. When boom is removed, the light end of crane must trail. Where trucks are secured to body with keyed or nutted pin, key or nut should be removed from pin on trailing end. All locking pins and holddowns must be in secured position.

812. When pivoted machinery, equipped with swinging booms of which a part may swing or extend outward, is moved from one service point

to another in work trains, boom anchors and cables must be in place and locking devices fastened. When such equipment is moved during the progress of work on or about main tracks, stops must be in use to prevent fouling adjacent tracks, and crane operator must be in cab.

Boom must be securely anchored and crane operator must be in cab while train movements are being made on adjacent tracks.

813. When pile drivers, cranes, derricks or other track or offtrack equipment are being used, they must not be operated to foul a track while trains or other movements are passing; and before blocking or fouling any track, protection in both directions must be provided. Care must be used to avoid contact with overhead wires.

814. When trains are seen or known to be closely approaching, trains unloading ballast or other track material, or operating dozers, snow machinery or similar equipment must stop and be sure adjacent track is clear and booms or other projecting parts of pile drivers, cranes, derricks or other similar track or offtrack equipment must be secured to clear adjacent track and operation stopped.

815. Derricks or similar machines must not be turned or swung while traveling, either under own power or being handled by an engine, except where necessary in short moves of less than 100 feet or in closely continuous travel and work operation.

816. Before moving a work train, the engine whistle signal 14 (b) or (h), as the case may be, must be sounded for protection of men working about the train and the operators of cranes, ditchers or similar machines notified.

817. Spreader cars being moved in trains must, when practicable, be headed in the direction train is moving. In all cases wings must be properly secured.

818. Conductors of trains handling military equipment, circus equipment or other shipments accompanied by guards or attendants must notify person in charge that guards or attendants are not permitted on top of cars or high lading on account of close overhead clearance.

819. Cars used in transporting men to and from work should be pulled, when practicable.

820. Scale test cars must be placed on rear of train ahead of caboose.

Scale test cars must not be cut off while in motion, either singly or coupled to other cars.

821. Empty tank cars must have dome and outlet covers in place before moving.

822. Conductors must carefully examine waybills for livestock or other shipments to see that persons who accompany them are entitled to be carried. If the names of the attendants are not shown on the waybills they should be secured from proper authority and shown thereon. When attendants desert shipments en route or for any cause fail to accompany shipments to destination, the place, date and time of such occurrence must be noted on the waybill.

823. Employees in yard, train and engine service are under the direction of yardmaster within yard limits and will be governed by direction of agents in doing work at stations.

GENERAL REGULATIONS

825. Minors must not be employed without written consent of parents or guardians on prescribed form, which must be filed with personal record. Minors must not be employed in train or yard service without authority of the superintendent.

826. Persons who cannot read or write, or who are deficient in hearing, visual power or color perception, will not be employed in any branch of the Operating Department where the use of signals or the movement of trains is involved.

827. Employees whose duties require them to have track switch key, lanterns or other equipment, must receipt for them when received and must return them when called for, or upon leaving the service.

828. Track switch keys will be furnished on authority of the superintendent only, to such employees whose duties require their use, and must be used only in the performance of their duties. The serial number of switch keys issued must be recorded with the receipt of the employee to whom issued. When switch keys are lost, the fact must be reported with the serial number to the superintendent. Employees must not make, or have made, other keys from any switch key, nor have in their possession switch keys for which they have not receipted. Switch keys found must be turned in promptly to the proper official.

829. Employees connected with the movement of trains and engines are prohibited from reading newspapers, books or periodicals, engaging in

games, sleeping or using unauthorized radios or television sets on Company property, or in other manner having their attention diverted from their duties.

830. In the furtherance of the "Hours-of-Service Law," employees are expected to use their time while off duty in a manner which will fit them for the safe, prompt and efficient performance of their respective duties for the Railway. They should use their time off duty primarily for obtaining ample rest.

Employees are forbidden to arrange between themselves to "double," work overtime as a personal accommodation, or in any other way perform service in connection with the Railway which would conflict with the provisions of Rules Q-1 and Q-2 without specific authority of the superintendent.

831. Employees must be alert and devote themselves exclusively to the Company's service, attend to their duties during the hours prescribed, and comply with the instructions from proper authority in matters pertaining to their respective branches of service.

832. Employees must report for duty at the prescribed time and must not absent themselves from duty, exchange duties with or substitute others in their place, nor engage in other business without proper authority.

833. Employees not regularly assigned, particularly men on the extra list in train, engine, and yard service, must understand that they must, after having had opportunity for legal rest, be available for call. If they are to be absent from their place of residence for any length of time, they should notify the proper office and, upon their return, notify same office.

834. Employees in train and engine service, at the end of their tour of duty, must register their name and address on the prescribed form and, if they leave the place shown on the register, they must give notice where they can be found if subject to call. This does not apply to men assigned regular runs when not subject to call.

835. Employees who report for duty without being notified or called and whose usual reporting time is subject to change, must inform the proper office if they cannot be contacted at their usual place.

836. Employees must give written notice to proper authority of change in residence or telephone number.

837. When leave of absence is desired, request must be made in ample time for relief to be arranged. When required, satisfactory evidence of necessity for the absence must be furnished.

838. Time must not be shown on time tickets, timecards, time books or check payrolls, except for work actually performed by the person whose name appears thereon, unless otherwise authorized. The required information as to work actually performed must be shown.

839. Time returns must be prepared accurately and submitted promptly in accordance with current instructions. Time returns of trainmen and enginemen must be numbered consecutively beginning with the first day of each month.

840. Employees must call regularly for their mail and answer correspondence promptly.

841. Employees are required to keep offices, waiting rooms, warehouse platforms, grounds, coaches, caboose cars, camp cars and other premises subject to their control in a clean and orderly condition.

842. Every precaution must be taken to prevent loss by fire. Matches, waste, rags, oil and other inflammable articles must be isolated and protected; trash and rubbish must not be allowed to accumulate in or about cars, buildings or other property.

843. Unless freight trains are regularly designated to carry passengers, no person must be permitted to ride thereon, except by proper authority.

Persons accompanying livestock or perishable freight for the purpose of taking care of it, when provided with proper transportation, are permitted to ride on the trains in which their cars are handled.

844. Male adults only will be permitted to act as attendants for livestock and other freight. Persons intoxicated, or persons otherwise incapable of caring for livestock or other freight, must not be permitted to act as attendants for such freight.

Particular attention must be given to livestock unaccompanied by attendants. Conductors must familiarize themselves with and conform to Federal and State laws governing the handling of livestock.

845. No persons except employees in discharge of their duties thereon, or officials in line of duty, will be permitted to ride on an engine or in a baggage, mail or express car, or on track car, unless authorized by card pass, or by written order from the superintendent.

846. Not more than five persons, including members of the crew, will be permitted to ride in the operating cab of engines, unless authorized by the superintendent.

847. Employees who are charged with the making up or handling of correspondence, reports, books, bills of lading, waybills, tickets or statistics of the Railway, and employees who are entrusted with the care and custody thereof, must under no circumstances permit unauthorized persons access thereto, nor verbally or otherwise divulge any of the information contained therein.

848. Mail not pertaining to the affairs of the Company must not be sent by train mail; to do so is forbidden by United States postal laws.

849. The Company's buildings, premises, facilities and equipment must not be marred or defaced, and there shall be posted thereon, or therein, only such information as is authorized by the proper officials. Where bulletin boards are provided, all such authorized information, other than general orders and bulletin orders, shall be posted thereon and not on the walls or other portions of the buildings.

850. Trainmen and enginemen must comply with current rules and instructions issued by proper authority covering maintenance and operation of air brakes, train air signal, steam heat, air-conditioning equipment, train handling instructions governing operation of diesel engines. They must pass the required examinations thereon and attend instruction classes, where available.

851. Trainmen and enginemen are forbidden from delaying trains or engines by leaving them for meals, or for any other purpose without permission.

852. Misconduct or negligence affecting the interest of the Company will not be condoned and must be reported. Withholding such information will be considered proof of negligence or indifference, and treated accordingly.

853. Billboards must not be erected, nor other material placed, on Company property which will obstruct the view of approaching trains.

854. Trainmen and enginemen must forbid employees whose duties do not connect them with the movement to get on or off trains, engines or cars, while in motion.

855. Electric light and power wires must be considered alive at all times. Employees must not depend for their safety on the insulation of wires. Employees noticing dangling wires, or wires sagging over track, must avoid coming in contact with them. They must provide, if possible, such protection as will insure the safety of themselves and others, and promptly notify the proper authority.

856. The display of advertisements or banners upon freight or passenger cars must not be permitted, except upon authority of the superintendent.

Searchlights or floodlights located under platform of business cars and electrically illuminated signs may be displayed on rear of trains.

857. Unless properly authorized, employees are forbidden from altering, nullifying, changing design of, or in any manner restricting or interfering with the normal intended function of any device or equipment on engines, cars or other railroad property without proper authority except in case of emergency, in which case report must be made to proper official.

858. The use of unauthorized devices or material is forbidden.

859. Logs, lumber and other material must clear the nearest rail at least seven feet.

860. Open top or flatcars loaded with pipe, lumber, poles or other lading which has a tendency to shift, must not be handled in train next to engine or caboose.

861. To provide against possible accident to Railway property, and insure the safe passage of heavy machinery, implements or buildings at railroad-highway crossings at grade, special provision should be made to protect such movement over the tracks.

Station agents and track foremen should keep closely in touch with such matters and give the supervisor track advance information to enable him to make proper arrangements with the owners or those in charge of the equipment or buildings to insure that full protection is afforded while tracks are being crossed.

862. Employees must not sleep while on duty. Lying down, or being in a reclining position, with eyes closed or with eyes covered or concealed will be considered as sleeping.

863. A sufficient number of hand brakes must be set to hold cars standing on any track; if brakes are inoperative, wheels must be blocked.

When track is on grade, hand brakes must be set and, when necessary, wheels must be blocked and cars coupled together, if practicable.

In setting brakes on cars on a grade, brakes must be set on low end of the cut of cars and slack must be bunched to assure that cars will stand when engine is cut off. (Additional rules will be found under "Hand Brakes" in current issue of air brake rules.)

864. The following passengers only may be carried on freight trains between stations at which the trains stop:

Persons in charge of livestock or other freight when provided with authorized transportation;

Employees of Western Maryland Railway with annual pass when traveling on Company business requiring use of freight trains;

Other persons with annual, trip pass or permit only when endorsed "Good on Freight Trains";

Passengers holding revenue tickets with permit issued by superintendent.

Passengers must be required to ride in the place provided for them and must not be permitted to board freight trains until work is completed and train is ready to leave.

Trainmen must warn passengers riding on freight trains of the possibility of personal injury incident to starting and stopping, and require them to remain seated.

865. Agents, conductors and trainmen must notify passengers, messengers and other caretakers that they must not get on or off caboose or other cars while train is in motion, and that in all cases the train will be stopped at designated points for this purpose.

866. Leave of absence, properly approved, is required in every instance of any employee entitled to be working who is absent for thirty days or more. No official or other employee will be granted a leave of absence, unless properly approved, with permission to work elsewhere.

867. Unauthorized persons must not have access to explosives and other dangerous articles while they are on the property of the Railway.

868. When making a cut in a train containing cars placarded "Explosives," because of doubling a grade or for other reasons, cut must be made so that engine, when coupling to remainder of train, will not be coupled next to cars placarded "Explosives" or containing dangerous freight.

869. When placarded cars are involved in accidents, fires or explosions, or when leaking or broken containers are found, immediate report must be made to superintendent.

870. Placarded cars which have been on fire due to overheated journal or any other cause, must not be transported, except to the extent necessary to facilitate fire fighting until it has been determined that there is no fire remaining within the cars.

871. All closets and clothes lockers must be inspected frequently. They must be kept clean and clothing kept hung. Wastepaper, rubbish, flashlight or lantern batteries, matches (unless in metal container), or unnecessary clothing must not be permitted to accumulate.

872. All electrical installations must comply with the electrical code, state or municipal regulations governing. All electrical equipment and appliances must be of an approved type and meet electrical code requirements. All electrical work must be performed by a qualified electrician. Amateur work of any kind is forbidden.

873. Wire guards should be provided for all portable extension lamps and for any lamps which are exposed to possible breakage or which might come in contact with combustible material. Use of combustible lamp shades or attaching of deflectors made of paper, pasteboard, or other combustible material is forbidden. Pendant cords must hang freely from ceiling outlet and must not be tied in knots or guyed aside.

Where portable lamps are necessary, only cord of an approved type for the purpose should be used. Where portable lamps are used in locations where inflammable vapors or dust may be present, the lampholders should be of moulded composition, keyless type with no exposed metal parts, and lamps should be enclosed in approved vapor-proof or dust-proof globes protected with a wire guard.

874. Fusees and torpedoes in train-order offices must be kept in plain view; in cabooses, on engines and track cars, they must be kept in standard rack; in toolhouses, they must be kept in box or rack used for that purpose only.

875. All stoves should be kept clean and in good repair, and damaged or defective parts should be replaced promptly. Flue pipes must be maintained in good condition. Supply tanks and fuel pipes, for stoves so equipped, must be maintained in good condition and not be allowed to leak.

TRAINMASTERS

900. Trainmasters report to and receive instructions from the superintendent. In the absence of the superintendent or his assistant, the trainmaster will act in his place.

901. It is their duty to exercise general supervision over all employees in train, yard and station service in their respective territory; to know that they understand and observe the rules, and to see that no employee is allowed on the road in train service without having passed the prescribed examinations.

902. They will give special attention to prompt and regular movement of traffic; see that no more trains are run than necessary, and that proper tonnage is handled; watch distribution of power and cars, and see that the latter are loaded and unloaded promptly; inspect bulletin boards, general order and bulletin order books and train registers and be responsible for their maintenance.

903. In case of trouble they will go to the scene and, if necessary, take charge of clearing the road and protection of property, unless otherwise arranged for.

904. They will perform such other duties as may be assigned to them by the superintendent.

905. Assistant trainmasters in the duties or territory assigned have the same authority as the trainmaster, subordinate to him, however, when he is on duty.

ROAD FOREMEN OF ENGINES

906. Road foremen of engines report to and receive instructions from the superintendent and will confer with designated motive power officials in mechanical matters. When necessary, in the absence of the trainmaster, they will exercise his authority.

907. It is their duty to ride frequently upon engines, instruct enginemen in the proper performance of their duties; know that the engines

are in good working order and properly equipped; ascertain that engineers work engines to the best advantage and investigate all engine failures.

908. They will assign enginemen to runs and report to the superintendent qualifications of enginemen. They will advise with designated motive power supervisors respecting the condition and requirements of engines.

909. They will supervise train movements and perform such other duties as may be assigned to them by the superintendent. Trainmen and others are subject to their instructions.

910. Assistant road foremen of engines in the duties or territory assigned have the same authority as the road foreman of engines, subordinate to him, however, when he is on duty.

CHIEF DISPATCHERS

911. Chief dispatchers will report to the superintendent. In matters pertaining to train service, they will comply with the instructions of the trainmaster.

912. They will have charge of and supervise the work of train dispatchers and operators; must know that such employees have passed the required examinations, and that they understand and comply with the rules.

913. They must see that train orders are issued in the prescribed forms and that only one train dispatcher issues train orders over the same territory at the same time.

914. They must see that unauthorized persons do not enter the train dispatcher's office, and that train dispatchers give undivided attention to their duties.

915. They are responsible for the efficient distribution of power and cars, and must see that cars are moved promptly.

916. They must see that the proper tonnage is moved in each freight train, and that no more freight trains are run than are actually required.

917. Night chief dispatchers will report to the chief dispatcher, and will be governed by the rules and instructions pertaining to his office. They have the same authority, in the duties assigned, as the chief dispatcher, subordinate to him, however, when he is on duty.

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

They will issue orders governing the movement of trains over the signature of the superintendent, and will see that all such orders are transmitted, recorded and repeated according to the prescribed forms and rules applicable, avoiding unsafe combinations of orders; they will keep a careful record of the movement of all trains and engines over the division or subdivision, noting all important incidents on the prescribed forms, and will make the various records required, including movement of track cars as prescribed by Rules 40 and 43.

919. They must supervise the movement of trains, anticipating the need for orders and have them ready when needed, but must not issue orders an unnecessarily long time before they are needed nor to points remotely distant from where they are to be executed, if it can be avoided.

920. They must see that train orders are transmitted distinctly, and as slowly as may be necessary for the operators to transcribe them correctly and legibly, taking into consideration the number of copies being made.

They will not permit operators to repeat train orders faster than the train dispatcher can check and underscore each word and figure as it is repeated.

921. Before issuing train order authorizing movement of an extra train, they will enter such train on the train sheet, and carefully examine train sheet for opposing extras and work extras.

Before a train order is issued for a train to run extra, train orders in the prescribed forms must be issued to provide for its movement against opposing extra trains.

When practicable, they will run extras to their known destination; avoiding, for temporary convenience, short running orders.

922. They should, as far as practicable, avoid issuing round-trip orders for an extra (Form G, example (5)); when necessary to use them, such extra must be entered on both sides of the train sheet before order is issued.

Restricting order must not be placed at station from which the extra is authorized to return, unless special precautions have been taken to insure delivery.

923. They must not extend the limits or time of a work extra, but must annul its former order and issue another, as may be necessary under later conditions.

924. Orders restricting the superiority of a train must not be sent to a station where there is any uncertainty as to whether or not such train has passed that station.

925. When issuing orders restricting a train at point of delivery, the conditions of the surroundings, such as location of train-order office with respect to siding, weather, grade and view, must be taken into consideration.

926. They must exercise care in reducing time orders or otherwise advancing the time of trains contrary to information that may have been given the public or others concerned.

927. They must prevent the delivery of unnecessary orders to a train by annulling such orders after they have served their purpose, and must not annul an order to a train or engine, unless such train or engine has received copies of the order annulled.

If an order to be annulled has been delivered, and is still in effect, the annulling order should be addressed to those who have received copies of the order being annulled.

928. They must require operators to report trains promptly and must act promptly to protect trains in event of hazardous conditions, obstructions, or accidents, and give necessary information to all concerned.

929. They must report immediately to the chief dispatcher any violation of rules, and any irregularity relating to the movement of trains or the handling and execution of train orders.

930. Each train dispatcher going off duty must enter in ink, in the train dispatcher's order book, a transfer of all orders and instructions that have not been fully executed, sign transfer and see that all orders and instructions are understood by the relieving train dispatcher. The relieving train dispatcher must sign the transfer in presence of the dispatcher being relieved.

931. Train dispatcher, before authorizing a train or engine to proceed when stopped by an absolute block signal as provided by Rule 509, must make reasonable effort to determine why "Stop" indication is displayed, and must ascertain if the absolute block section is clear of trains and engines. In traffic control territory, Rule 582 will govern.

If power-operated switches are located within the route, the train dispatcher will instruct the conductor or engineer that it must be known whether switches are properly lined and a member of the crew must remain at a power-operated switch (unless the switch has been placed in hand-operated position or has been spiked or blocked), until the leading car or engine has passed the signal governing movement over the switch, to give hand signal to stop the movement should the switch change position.

932. Where Rule 261 is in effect the train dispatcher must not authorize a train or engine to pass a "Stop" indication to enter an absolute block section occupied by an opposing train or engine, except to assist a stalled or disabled train after having proper understanding with all engineers concerned.

Before authorizing such movement, all signals governing opposing movements to the absolute block sections must be set to display "Stop" indications and the levers blocked.

933. The train dispatcher must not authorize a train or engine to pass a "Stop" indication to follow another train or engine in a block, except to assist a stalled or disabled train after having proper understanding with all engineers concerned, or when a train is standing in a block and it is desired to move a following train or engine to clear in the same block so switches or crossovers may be operated to permit another train to pass. Trains or engines are otherwise required to wait for proper signal indication permitting such movement.

The engineers of trains or engines authorized to pass "Stop" indication in this manner must be advised that the block is occupied.

934. On single track where Rule 261 is not in effect, when an opposing train has passed the next open train-order office and timetable and train order authority permit, the train dispatcher may authorize the train stopped by an absolute block signal to proceed at Restricted Speed, *under protection of flagman* to the next signal and be governed by the indication displayed by that signal.

935. On single track where Rule 261 is not in effect when an opposing train has not passed the next open train-order office, and when timetable and train order authority permit, the train dispatcher may authorize a train stopped by an absolute block signal to proceed at Restricted Speed to the next signal.

936. When a train is stopped by an absolute block signal on two or more tracks where Rule 261 is not in effect, the train dispatcher may authorize the train to proceed at Restricted Speed to the next signal.

General Yardmasters

937. General yardmasters report to the trainmaster and/or assistant superintendent. They will comply with the instructions of the chief dispatcher pertaining to train service, and with the requests of the agent as to placing of cars for loading and unloading.

They will exercise general supervision over all employees in train and yard service within their jurisdictions, and see that they observe the rules and perform their duties efficiently. They must see that employees in yard service have passed the prescribed examinations; also, that they are in possession of new timetable, or supplement, before it takes effect.

938. They will devote special attention to maintaining efficient train and yard operations, and service to the public; and investigating detention to trains and engines and irregularities, within their jurisdictions.

939. Night general yardmasters and assistant general yardmasters have the same authority as the general yardmaster during their assignments, subordinate to him, however, when he is on duty.

Yardmasters

940. Yardmasters report to the general yardmaster and trainmaster and/or assistant superintendent.

They will assist the general yardmaster in carrying out his duties. Where there is no general yardmaster, they will be governed by the rules pertaining to that office.

941. They will have charge of their assigned yards, the employees, the movement of trains and engines, and the distribution of cars therein. They will not permit track cars to occupy tracks without their authority.

They must see that train and yard crews are ready for duty at the appointed time; that trains are made up properly, and leave on time; that conductors are furnished with necessary waybills; that waybills are received as required (giving necessary handling in case of failure, reporting such instances to the proper official); that

doors of loaded cars are sealed properly and doors of empty cars are closed and fastened; that cars are inspected and those needing repairs sent to the shops; that cars are not delayed unnecessarily; and that records and reports are made in accordance with instructions.

942. They must be familiar with the rules covering train service and the duties of employees in that service, and require the efficient discharge of those duties within their yards. They must see that no employee in train or yard service is permitted to go on duty if he is not in proper condition.

They are responsible for the observance of all safety and operating rules by employees under their jurisdiction. If an employee is found violating the rules, they will call it to his attention and report the facts promptly.

943. They must be conversant with, and comply with, the rules and laws pertaining to hours of service; handling shipments of livestock, explosives and perishables; weighing, switching and interchange of cars; loading and clearance requirements for various types of lading and cars; regulations of the Accounting and Traffic Departments, and all special instructions.

944. They must see that their yards are kept in good order and that no safety hazard is permitted to exist where it can be corrected, making prompt report of any defect or condition they cannot remedy.

945. They must take an inventory of all cars in yard as often as necessary to insure prompt movement.

946. They must give notice, on prescribed form, to conductors and engineers of cars placed in their trains containing explosives or inflammables.

947. When a yardmaster at the end of his tour of duty is to be relieved by another yardmaster, he must not leave his post until properly relieved by the other, unless otherwise provided.

948. Yardmasters in relieving each other must make a written transfer of the condition of the yard or portion of the yard under their jurisdiction, including tracks occupied by trains, engines or track cars; also tracks to be used by trains, engines or track cars authorized to

enter or leave the yard. Transfer must also indicate when main, secondary or running tracks are blocked with standing equipment and the time when such tracks were blocked. The yardmaster assuming duty must not issue any instructions concerning movement of trains, engines, or track cars until the transfer has been made, read and signed in the presence of the yardmaster being relieved. Such record must be maintained for future reference.

Station Agents

949. Agents have charge of employees at stations, and must see that they properly perform their duties, at the same time being courteous and considerate in their dealings with the public.

They must not be absent from their station, grant leave of absence to their subordinates, or make any change in their forces without permission.

They are responsible for the Railway's property and other property entrusted to the Railway in the transaction of its business. They must not permit unauthorized persons to frequent offices.

Where there is no yardmaster the duties of such position, so far as they exist, devolve upon the station agent and he must be governed in the discharge of such duties by the rules for yardmasters.

950. As far as practicable, the position of main track and secondary track switches must be observed and the switches must be kept closed and locked in proper position when not in use by trains.

951. They must see that stations are furnished with necessary signal equipment, ready for immediate use.

952. Agents must make frequent inspections of yards, platforms, offices, buildings and surroundings; see that the station platforms and walks are properly cleared of snow, ice or dirt; see that rubbish is not allowed to accumulate about any of the buildings, and that the premises are maintained in neat condition.

953. Agents must acquaint themselves with the business of the people among whom they are situated, use all proper means to secure traffic and act with the view of accommodating the public. They must promote the best interests of the Railway, notifying the proper officials of anything affecting their department, detrimental thereto or conducive to its good, present or prospective.

954. Agents shall report promptly any information of possible action by State, County, Township, Municipal or other authority, corporation or individual, coming to their notice which will in any way affect the Railway.

955. All cases of attempted robbery, theft of property belonging to or in charge of the Railway, damage to property by fire or storm, personal injury and other extra ordinary occurrences at or in the vicinity of the station, must be promptly reported to the superintendent.

956. Notices to the public must be neatly posted in conspicuous places in the station; other advertising matter must not be posted on the premises, except when properly authorized, and then only at places designated for that purpose. Train bulletin boards must bear current date and such information regarding trains as is required by law or by regulations.

957. Agents must familiarize themselves with the boundaries of the Railway property at their stations, and must not permit encroachment thereon.

958. Unless provided for by lease, they must not allow any commodities to be placed on grounds or right-of-way at their stations for the purpose of storage without written permission from the superintendent, and then only after release on prescribed form has been executed by the owner.

959. Agents must preserve order in and about the station, and indicate the places where vehicles shall be allowed to stand at the station, and where the persons in charge thereof shall remain while engaged in their duties on the Railway premises.

960. Station agents will report to the supervising agent in matters pertaining to agency work and will comply with the instructions issued by the trainmaster. In matters pertaining to the handling of trains and train orders they will be governed by the rules applicable to operators. They will comply with the instructions issued by the heads of other departments.

961. They must be familiar with and responsible for the observance of:

Instructions governing the transportation of explosives and other dangerous articles.

Instructions governing the care and handling of United States mail and letter mail.

Association of American Railroads' rules and instructions governing loading, inspection and interchange of cars.

962. Agents must give prompt attention to correspondence; keep the books and accounts promptly and neatly written up, in the manner prescribed by the accounting and other departments to which they relate, and submit them to the traveling auditor or other authorized official for examination as may be required. Tariffs must be properly filed.

963. Agents must see that cars are not left where they will obstruct view of the main track and that their hand brakes are securely set; when on a grade, or if the hand brakes are defective, the wheels must be securely blocked. When there are indications of heavy winds, they must see at once that cars are secured.

964. They must make proper distribution of equipment to shippers and make the prescribed reports to the chief dispatcher.

When the demand exceeds the car supply, they must distribute available cars in proportion to the requirements of shippers. If not promptly loaded, they must be assigned to other shippers or reported to the chief dispatcher for disposal.

965. They must furnish proper waybills for all shipments.

966. They must not allow shippers to make changes in, or additions to, cars unless properly authorized.

967. Cars must not be accepted if loaded in excess of their capacity, or beyond the prescribed limits of height or width. They must require shippers to reduce the loads to proper weight or dimensions.

968. When unloading of cars is delayed by refusal of consignees to accept freight, or from any other cause, agents must report the matter to the proper official and obtain disposition instructions. Immediately upon arrival of cars containing Railway material, the consignee should be notified and, if not released within 24 hours, the superintendent must be notified.

969. Agents must furnish conductors a switching list, make every effort to avoid delay in the movement of cars, both loaded and empty, and see that they are promptly forwarded.

970. When cars are left short of destination, a report must be made to the superintendent advising of their contents, destination and why left; the date and train in which such cars are forwarded must also be reported. Prompt report must be made of the completion of repairs to disabled cars.

971. Agents must see that all freight loaded is safely secured and properly stowed and, when necessary, is securely fastened by braces, blocks, cleats, stakes, chains or other means, as the nature of the freight may require to prevent loss or damage by falling, shifting, chafing, breaking or by contact with any contaminating substance. They must not allow anything to be loaded on the roof of a car.

972. The required cards or placards must be applied to cars as indicated by the special instructions relating thereto and all old cards, except home route and defect or repair cards, must be removed before cars are forwarded.

973. Local freight to be loaded or unloaded must be checked by the conductor and agent together when practicable, and anything irregular noted on the waybill.

All freight which requires shelter must be promptly placed in freight house or in cars if practicable.

974. Freight houses must be locked, and cars containing freight, which can be closed, must be sealed or locked at all times, except when the agent or other authorized person is in immediate charge thereof. Seals must be kept in a secure place and the required seal records made.

975. Freight, baggage or express must not be left between main tracks, nor within six feet of the edge of main track platforms.

976. Skids, trucks and scales, when not in use, should be placed in baggage room or warehouse; if necessary to leave them on platforms, they should be lined up at the end or in the rear of station building, and must be locked or otherwise secured.

977. Operators will report to the chief dispatcher. They will comply with the instructions of the train dispatcher.

They are under the immediate jurisdiction of the station agent (or manager of the office) and will comply with his instructions when they do not interfere with their duties as operators.

978. At offices where there is no station agent, the first-trick operator will be the manager of the office, unless otherwise designated. At train-order offices where several operators are on duty at the same time, only one operator on each trick will be permitted to handle train orders and clear trains, except when service requires more than one train-order operator. Then the work must be arranged so that not more than one operator on a trick will handle train orders and clear trains for the same territory.

979. They are required to be on duty constantly during their assigned hours and must not leave their offices without permission of the train dispatcher, except in the performance of their duties prescribed in these rules. They must not permit other persons to act for them without the proper authority.

When an operator at the end of his tour of duty is to be relieved by another operator, he must not leave his post until relieved by the other, unless otherwise provided.

Where continuous service is not maintained, they must post notice indicating where they may be found when their offices are closed. This notice must be placed in the window, where it can be read from the outside.

When not relieved at the prescribed time, they will notify the train dispatcher.

980. They must not permit persons (other than those assigned to duty therein, and officials) to enter their offices or the enclosures where their desks are located.

They may allow students in their offices upon written permission of the chief dispatcher. The attention of students must be called to these rules.

981. They will report promptly to the chief dispatcher when signals are not in proper working order. They must cooperate with maintenance employees.

Lights in and about offices must be so placed that they will not be mistaken for signals, and not interfere with the view of signals from approaching trains.

982. They must keep close at hand a full supply of flagmen's signals, ready for immediate use. (See Rule 35.)

They must keep on hand such supplies and tools as are necessary in connection with their work.

983. Before being relieved by another operator, the provision of Rule 225 must be complied with and, in addition, any other unfinished business will be included in the transfer.

Except as provided for in the second paragraph of Rule 225, the relieving operator must read to the operator being relieved all train orders transferred and, when complete understanding of the transfer has been obtained, the relieving operator will sign transfer in the presence of operator being relieved. Such record must be maintained for future reference.

CONDUCTORS

984. Conductors report to the trainmaster and/or assistant superintendent. They must obey the instructions of chief dispatcher, yardmasters and station agents, and conform to instructions issued by other departments.

The responsibility of the conductor continues without interruption until completion of the run or the assigned tour of duty, unless he is incapacitated or relieved of responsibility by an official of the Company.

985. The conductor is in direct charge of the train, and all persons employed on the train must obey his instructions when not inconsistent with the rules. Should there be any doubt as to authority or safety of proceeding, he will consult with the engineer, who will be equally responsible with him for the safety and proper handling of the train and such use of signals and other precautions as circumstances may require.

986. The protection of trains is of the first importance, and conductors must not allow other duties to interfere therewith. Conductors must require their flagmen to act with the utmost promptness and in accordance with the rules. They must not entrust the duties of flagging to any person not entirely familiar with them, except in emergency, and then they must give as complete instructions in such duties as the circumstances will permit. A trainman must be stationed, when practicable, on the rear of every train while in motion.

987. Conductors must report for duty at the appointed time; assist in making up and putting away their trains, when necessary; know that their trains are provided with necessary signals and supplies; know that the couplings, brakes and running gear are in good order, inspecting them at frequent intervals; and must see that trainmen are in their proper places at all times.

Before leaving initial station, and at intermediate stations where cars are picked up, they must know that the cars in their trains have been inspected and that the brakes are in proper working condition.

988. They are responsible for the prompt movement, safety and proper care of their trains, and for the vigilance and conduct of persons employed thereon, and must report any misconduct or neglect of duty. They must not permit any member of engine or train crew to work if his condition renders him unfit to do so.

They must see that the members of their crew are familiar with their duties, ascertain the extent of their experience and instruct them in the safe performance of their work.

989. They must not, without proper authority, allow passengers on freight or work trains, except attendants whose transportation is authorized.

990. They must station themselves in proper position to observe their trains while in motion, and require their trainmen to do likewise.

When practicable, they must know that their trains display the prescribed train signals.

991. They must setoff and pickup cars as instructed, have proper billing for loads picked up between terminals, and see that cars are not hauled beyond destination or out of route.

992. They must see that waybills for freight and/or cars to be moved are in their possession. Waybills that have been materially altered, with no authority for the alteration, must be questioned.

Waybills must be properly delivered at destination. Card waybills must be handled with as much care as regular waybills. Waybills must be examined and all instructions thereon complied with.

993. They are responsible for freight and other property entrusted to their care and must deliver such freight and other property to the station for which it is destined.

When cars containing valuable equipment or freight which might be stolen, are set out at a point where there is no agent, the train dispatcher must be notified.

994. 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 agent in charge of the nonagency station to which the shipment is consigned.

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

When freight is transferred from one car to another, they must note upon the waybills the number of the car into which the freight is loaded, the place where transfer was made, result of check, condition of packages and appropriately endorse such waybills.

996. They must supervise the handling of freight at nonagency stations, or where agent is not on duty, and check each item against the waybill. If any exception is found it must be noted opposite the item checked. Receipt of consignee or representative, if present to receive the goods, must be taken on the waybill; when not present, the waybill must be endorsed "Consignee not at station," with date and hour of delivery, train number and name of conductor shown thereon.

997. Conductors must turn over waybills for freight they deliver at nonagency stations to the station agent under whose jurisdiction the nonagency station is located, unless otherwise provided.

998. They must check warehouses or nonagency stations from time to time. If any stray or unmarked shipments are found, they must take them to the agency station in charge, unless otherwise directed. If any unclaimed shipments are found, they must report the circumstances to the superintendent.

999. Freight "over" at nonagency stations, when clearly marked, may be delivered to consignee, for which consignee's receipt must be obtained; otherwise such freight must be taken to the agency station in charge or, when so directed, to the next agency station.

1000. They must be familiar with and comply with the instructions pertaining to handling shipments of livestock and perishable freight, and give notice to the superintendent and yardmaster of such shipments requiring special attention.

1001. They must not accept cars which are improperly loaded or which are loaded beyond their safe capacity, nor cars which otherwise in their judgment are unsafe to run. They must report to the superintendent any cars so rejected.

1002. They must not permit unauthorized persons to enter cars or handle freight; nor permit smoking in loaded cars.

1003. When cars are set off short of destination or terminal, report must be made to superintendent stating car initial and number, contents, destination and defects; if cars are left at nonagency station, waybills must be taken to next open train-order office, and suitable notation must be made on waybill. If defective coupler, state type and indicate end of car by timetable direction.

1004. Cars with defective hand brake should not be left unless conditions are such that there is no danger of it moving. If set out, superintendent must be notified from first communicating office.

1005. They must comply with current instructions for reporting materials applied to cars, and disposition of defective parts.

When repairs are made to cars of other companies, a report on prescribed form must be made.

1006. So far as practicable, they must see that doors of empty cars picked up on line of road are closed and fastened. They must see that doors of loaded cars in trains are kept closed and sealed unless opened for ventilation, except when loading and unloading. They must give special attention to prevent swinging doors.

1007. Conductors must notify superintendent and yardmaster by wire of defective cars being brought into terminals and must card any cars in the train found defective between terminals.

1008. They must prepare prescribed form for each car, loaded or empty, set off at a nonagency station, leaving form in waybill box or delivering to agent in charge of the nonagency station. When a car is moved loaded from a nonagency point, conductor must complete release record on the form and deliver it or mail with agent's copy of waybill, to agent in charge of the nonagency station. When a car, previously set off loaded, is moved empty from a nonagency station, conductor who moves car must complete that form and deliver or mail to the agent in charge.

1009. They will allow only such material in their caboose or equipment boxes as is necessary, and will see that their caboose is kept in a neat and clean condition.

1010. Cars should at all times be handled or switched in such manner that freight in cars or equipment will not be damaged by impact.

1011. They will carefully enter upon wheel reports the number of cars taken from and left at each station in accordance with instructions shown thereon; and make such other reports as may be required.

1012. They must comply with instructions of agents in placing cars and performing other station work. When such instructions involve questionable procedure they should, unless involving hazard, be complied with and report made to superintendent.

1013. They must keep a memorandum in detail of any unusual occurrence; they must see that all reports are properly made out and promptly forwarded to the proper authority, using the printed form when provided.

1014. Conductors in charge of work trains must comply with instructions of representatives of the service in which they are engaged, unless such instructions endanger the safety of trains or would be in violation of the rules. They must notify train dispatcher when they have completed their work or are ready to tie up; they will not occupy sidings, wye or industrial tracks in tieing up without specific authority from train dispatcher.

1015. Conductors must personally examine way merchandise cars before setting them out as empties or taking to end of run as empty, to see that no freight is left in cars.

1016. When cars in train have been pilfered or broken into, conductors will notify the superintendent from the first available point, giving car initial and number, seal numbers and as much other information as practicable.

1017. When cars that have defects, bear evidence of unfair usage, or are improperly loaded are offered for delivery to this Railway at a junction where no car inspector is on duty, they must not be moved without special instructions. The superintendent must be advised of such defects, nature of lading and destination of car.

1018. In all reports concerning "Trailer-On-Flatcars," the initial and number of the trailer must be shown with the initial and number of the car. When shown on tabulated reports, the initial and number of the trailer must be shown directly under and in the same blocks as the initial and number of the car on which it is moving, unless otherwise provided.

Passenger Service

1019. Conductors will, before leaving initial station, announce in waiting room train number, time train is to leave, and important stations at which train is to stop.

1020. Unless otherwise provided, at inspecting stations conductors must not give the signal to leave until they have notice from the inspectors that their work is finished, nor at any station while passengers are getting on or off trains. As far as possible, they must prevent passengers from getting on or off while the train is moving. When station stop is made, they will allow passengers to get off train before others get on.

1021. Train employees will not occupy seats with passengers, nor enter into conversation with them, further than is required in the discharge of their duty and in answering questions politely.

They will not permit unauthorized persons to solicit business or distribute advertising matter, or beggars to solicit, on the train.

Gambling on the train is strictly forbidden.

1022. Conductors will not allow passengers to use seats in coaches for the deposit of baggage when such seats are required for passengers. When necessary, conductors and trainmen will request the owners in a polite manner to remove baggage or packages from seats or aisles, and, in case they refuse to do so, conductors and trainmen will remove them in a careful manner, placing them in the overhead racks or on the floor within easy reach of the owner. Such baggage must not be placed or allowed to remain in the aisles of cars.

1023. Disorderly persons must not be allowed to board trains, nor may offensive language or other misconduct be permitted in or about cars.

1024. If necessary to put a passenger off the train, discretion must be used. Local rules, state laws, and the proprieties shall govern. Conductors will call upon duly constituted peace officers or upon Railway police for assistance when necessary.

If a passenger is put off a train, the name and address of such passenger, as well as names and addresses of all witnesses and their statements in writing, if possible, should be obtained. Passengers must not be expelled from a train except at a station where shelter and food may be obtained. The person expelled must not be a child, a person of unsound mind or in such feeble condition as to be unable to take care of himself or herself.

If there is any doubt as to the proper course to be pursued, the facts in the case must be reported to the superintendent.

1025. So far as possible, conductors must see that passengers are provided with seats, and that no one is allowed to occupy more than a single seat to the exclusion of others. Persons traveling on passes should not occupy seats to the exclusion of revenue passengers.

1026. Approaching a station at which the train is to stop, a member of crew must pass through each coach occupied by passengers and twice distinctly announce name of the station, approaching junctions, names of principal stations on connecting line, names of other stations when it is known there are passengers on the train for those stations, and any other helpful information must be announced.

Should a stop be made before the station announced is reached, trap doors must not be opened without leaving a member of crew in charge.

1027. Articles found on trains must be delivered to the person authorized to receive them at terminals. Receipts will be furnished by the designated employee to persons delivering lost articles.

1028. Side and trap doors of vestibules must be kept closed while train is in motion and, when in use at stations, must be open only on the side where passengers are received and discharged.

An end gate or other suitable safety device must be in proper position at the front of first and at rear of last passenger car in passenger trains, except when necessary to provide access to an adjoining attended baggage car and when rear car has an observation end not so equipped. When making backward movement of trains or cars, passengers must not be permitted on rear platforms.

When passenger cars on passenger trains are separated for any reason, both openings must be protected by end gates, or other safety devices, or by members of the crew or other responsible employees.

1029. When a passenger train is standing to meet or be passed by another train, at a point where no passengers are to be received or discharged, the vestibule doors must be kept closed on the side on which the approaching train is to pass, unless a member of the crew is in position to prevent passengers from alighting.

The doors of all passenger cars in passenger trains must be kept unlocked while train is in motion.

1030. When examining transportation, conductors must notify passengers destined to points on connecting lines, when and where they are to change cars and where to find their train.

1031. No person will be allowed to ride free except as specially provided. Fare must be collected from all persons traveling without tickets or without proper transportation authorization. When handling business cars, conductor must ascertain from person in charge if all the occupants are entitled to free transportation and collect fares or tickets from those who are not entitled to ride free.

1032. When collecting fares, conductors must cancel each ticket or trip pass by punching it as soon as taken up, and issue cash fare receipt in presence of each passenger and deliver it at time cash fare is collected.

1033. Gunpowder, dynamite, nitroglycerine or other explosives, must not be transported in any car attached to a passenger train. Inflammable moving picture films, and firearms, unless knocked down and in cases, must not be carried in cars occupied by passengers; except that firearms may be carried by police, military, or naval officers whose duties require it.

Home moving picture film (8 mm., and 16 mm.) is not considered inflammable.

1034. Toilet compartments in cars must be kept locked while trains are standing at terminals and at prolonged stops at intermediate stations. They must be unlocked promptly after leaving such stations. Before locking toilets, it must be ascertained that they are not occupied.

1035. When passenger service is disrupted passengers should be informed of the probable length of time of the interruption and, when ascertained, the time that service is expected to be restored.

1036. While en route, trainmen must give close attention to the heating, lighting and ventilation of cars in their train, maintaining proper temperature.

1037. When through error of any employee a passenger is carried beyond the station to which the transportation reads, the passenger should be returned free to destination by the first available passenger train upon the written request of the conductor of train which carried such passenger past the proper destination.

Yard-Engine Foremen And Yard Helpers

1038. Yard-engine foremen will report to the general yardmaster and trainmaster and/or assistant superintendent.

They will work under the direction of the yardmaster.

They have jurisdiction over members of their crews. They will be governed by the rules pertaining to conductors when such rules are applicable.

1039. Yard helpers will report to the general yardmaster and trainmaster and/or assistant superintendent.

They will work under the direction of the yardmaster and under the immediate jurisdiction of the yard-engine foreman in charge of the engine to which assigned. They will be governed by the rules pertaining to trainmen when such rules are applicable.

1040. Yard-engine foremen and yard helpers must provide themselves with lanterns, know that their engines are equipped with the prescribed flagman's supplies, and use same as and when necessary under the rules.

1041. Yard-engine foremen will call attention of car inspectors to any unsafe or defective brakes, hot journals or other defects on cars handled by them.

Trainmen

1042. Trainmen will report to the trainmaster and/or assistant superintendent. They must obey the instructions of the conductor and yardmaster.

While on engines they must comply with instructions of the engineer, when not in conflict with instructions of the conductor and when not inconsistent with the rules.

Trainmen must report for duty at the required time. They must assist conductors in their work and in every way aid in the safe and prompt movement of trains.

The rear trainman will perform the duties of flagman.

1043. They must read carefully, and keep in mind, train orders and timetable requirements affecting the movement of trains, and must call attention to, or take necessary action in the event of, any oversight or mistake.

1044. They are responsible for adequate quantity of flagmen's supplies (including back-up hose where required) and signals, in good order and ready for immediate use, and must see that markers are properly displayed. They must dispose of supplies and signals at final terminals in accordance with current instructions.

They must remove markers when rear car or entire train is set off or interchanged en route, also after train stops in receiving track at final terminal, except where markers are to operate through to connecting division or subdivision.

1045. Forward trainmen must frequently make inspection of train, especially on curves, and when practicable must keep lookout ahead, especially when engineer's view is obstructed, for signals affecting the movement of their train or engine, and look for persons or vehicles approaching the track on highways.

1046. Trainmen will look over the train carefully before starting, unless otherwise provided, and know that the couplings, brakes and running gear are in good order; they will inspect the train as often as possible during the trip.

1047. Rear trainmen or flagmen must consider it their especial duty to protect the rear of the train in accordance with the rules, and they will allow nothing to interfere with the prompt and efficient discharge of this duty. They will obey the signal from the engineer prescribed by the rules but will never wait for the signal or instructions from the conductor when the train needs protection.

1048. The proper position of the flagman, while train is in motion, is on the rear of the rear car in the train when practicable. If there is a business or occupied observation car on the rear, or where the rear car has no means of prompt exit, flagman must ride as near the rear as possible.

1049. Unless otherwise provided, flagmen are not relieved of protecting their train where pusher engine is attached.

1050. When a flagman is left behind, he must ride in operating cab of engine of the next following train until his train is overtaken.

1051. When practicable, a trainman must ride rear platform or in rear car of all trains when passing through timber-lined tunnels and over long, open-deck trestles, in position to observe fire that might be set from moving train and to take such action as may be necessary.

1052. The post of the front trainman on a freight train when it is moving between stations is in the operating cab of the engine. He must keep a constant and vigilant lookout for hand, fixed and train signals; observe the position of switches while running; watch out for obstructions and defects in track, and frequently look back, especially while rounding curves, to inspect the train.

1053. When assigned as train baggageman, they have charge of and are responsible for the safeguarding and proper delivery of baggage, mail, Company material and supplies handled by them, and will remain in baggage car while on duty, except when required to take the place of a trainman or called upon by the conductor to perform other duties.

They will have mail, baggage, etc., intended for unloading directly in front of the door or doors upon arrival of trains at stations. They must remain on duty in the car at the end of the trip until all contents have been transferred or until they have otherwise been relieved.

1054. They should consult air pressure gauge in caboose frequently to know that brake pipe pressure is being properly maintained.

ENGINEMEN

1055. Enginemen report to the road foreman of engines and superintendent. They will obey the orders of the trainmaster and chief dispatcher. They must respect the authority of motive power officials.

Within yards, they are under the jurisdiction of the yardmaster; within shop limits, of the enginehouse foreman.

The responsibility of the engineer continues without interruption until completion of the run or the assigned tour of duty, unless he is incapacitated or relieved of responsibility by an official of the Company.

1056. They must familiarize themselves with all types of power operating over the territory in which they are qualified in order that they may handle all engines properly and efficiently and also be able to make corrections, temporary or otherwise, when defects develop on line road which might affect the operation.

They must not take out types of engines with which they are not familiar, without obtaining from proper officials such instructions as will enable them to properly and safely operate same.

1057. They will at all times be responsible for the safe condition and operation of the engines entrusted to their care.

1058. They must see that their engines are in good working order and are furnished with the necessary signals, supplies, tools, fuel, lubricating oil and water. They will be held responsible for leaving terminals without proper equipment and supplies on their engines, unless otherwise provided. Signals must be ready for immediate use.

1059. On diesel engines, they must know that a check has been made of oil, fuel, and water gauges, temperature gauges, cooling fans, fuel and lubricating oil pressure gauges, and battery charging circuits.

1060. They must comply with the instructions of the conductor as to starting, stopping, switching and general movement of trains and engines, unless such instructions endanger the safety of trains or would be in violation of the rules.

When moving a train, or engine and cars, by radio communication and contact is lost with employees directing the movement, the movement must be stopped until communication is restored or other signals are used to complete the movement.

1061. They must see that their engines are attached to trains in ample time to permit trains being made ready to leave on time, and must report the cause of any delays to the conductor.

1062. Engineers are responsible for the performance of duty by their subordinates, so far as practicable, and must instruct them in the safe performance of their work.

They must see that members of the crew on the engine maintain a lookout both ahead and behind the engine while switching and promptly calls attention to any condition which might cause an accident.

They must report any inefficiency or neglect of duty on the part of their subordinates.

1063. They must keep a close lookout on the track, and take such action as may be necessary to prevent accident.

1064. They must exercise caution and good judgment in starting and stopping trains, coupling and switching cars, to avoid disturbing passengers, injury to persons or damage to property; avoid the too forcible stretching and bunching of slack, or other rough handling; maintain regular and uniform speed to insure smooth handling of trains; avoid sudden increase or checking of speed except to prevent accidents; and operate engines and trains with caution where track is under repair, or at any point where conditions require such action.

1065. They must, when practicable, observe markers leaving yard and station limits and frequently thereafter, and see that train is complete and in good order.

1066. If a passenger train makes an improper stop at a station, enginemen must not move train until conductor gives signal to do so.

1067. Enginemen must handle engines prepared to stop when approaching switches which are to be thrown.

1068. When more than one engine is used on a train, each engineer must have a copy of all orders, and each (including pilot, if any) will be responsible for the observance of the rules, except as otherwise provided.

1069. They must keep their train orders on a clip board before them for ready reference by themselves and other members of the crew on the engine.

1070. They must not leave engine while on duty without permission or authority, except in cases of necessity, and then some other competent person must be left in charge of the engine.

1071. The engineer must not permit an unauthorized person to run the engine. In yard service, the engineer may permit an engineman to run the engine under the engineer's supervision and responsibility. In road service, the engineer may permit an engineman, qualified in accordance with Rule 69, to operate the engine under the engineer's supervision and responsibility. This rule does not confer authority to exchange duties, which is governed by Rule 832.

1072. They must not allow persons to ride on their engines without a permit, except officials, representatives of the maintenance departments within their assigned territories, and members of train crews in the discharge of their duties.

1073. They must make careful inspection of their engines on line of road when opportunity is presented, and must make a careful and critical inspection of their engines at the end of the trip, rendering reports on the prescribed forms, unless otherwise provided.

In case of accident, or engine failure, they must exert every effort to make repairs, and, if possible, take their train to destination, or put engine in such condition that it can be moved light to destination or into clear.

1074. Enginemen must leave engines in safe condition at all times. The securing of wheels is required except when engine is left in charge of a competent employee.

1075. When flagged, engineer will, in the flagman's presence, repeat flagman's instructions to other members of the crew on the engine. If flagman's instructions are in writing, they must show such instructions to other members of the crew on the engine.

1076. They must use every precaution against fires. They must report by telephone to motive power representative at destination any engines throwing fire. When fires are noted on or near the right-of-way, they must make a report to the superintendent at the first open train-order office and, if Company property is endangered, must act promptly to obtain necessary protection.

1077. When required, they must furnish an accurate receipt for the amount of fuel or other supplies obtained.

1078. They must not apply the air brakes, nor keep them applied, while passing over bridges or trestles except in case of necessity.

1079. Enginemen must not permit anything that might cause injury to persons or damage to property to be thrown from engines.

Pilot

1085. The pilot is responsible for the observance by the engineer and conductor of signals and rules, and for informing the engineer and conductor of the physical characteristics of the portion of the railroad over which train is to be moved. The pilot will be held equally responsible with the conductor and engineer for the safety of the train.

Pilot must check train register when required and sign jointly with the crew of the train he is piloting all orders requiring signature.

Hostlers

1090. Hostlers and hostler helpers will be governed by rules for enginemen, where such rules are applicable.

1091. Hostlers are in charge of their helpers and/or attendants, when provided, and must know that they are familiar with and perform their duties; instruct them if necessary and caution them as to risks. Inefficiency must be reported to the proper official.

Switchtenders

1095. Switchtenders report to and receive instructions from the trainmaster and/or assistant superintendent. In yards they are under the direction of the yardmaster.

1096. They will report for duty at the appointed time and will remain on duty until their tour of duty is completed, or until relieved by another switchtender.

1097. They are responsible for the handling of the switches and the movement of trains and engines in the territory assigned them.

1098. Unless otherwise provided, they will keep switches under their charge clear of snow, sand or other obstructions, see that switch points fit properly and that all switches are in position for the route set up, and that the operating lever is securely fastened with hook or lock.

1099. They must use signals as prescribed by the rules. They will be governed by the rules pertaining to conductors and trainmen when such rules are applicable.

Enginehouse Foremen

1100. Enginehouse foremen will report to designated motive power officials.

1101. They will keep in close touch with the Operating Department and cooperate in every way to have engines ready to meet the requirements of the service.

Car Inspectors

1102. Car inspectors report to, and receive their instructions from, the supervisor or foreman in charge.

They will also obey instructions of the yardmaster as to train operation when such instructions do not conflict with standard instructions issued by the Maintenance of Equipment Department.

1103. Car inspectors must inspect all cars arriving at their station, this inspection to cover wheels, all truck parts, brake rigging, draft gears and couplers, all visible parts of air brake piping, car bodies and roofs, and all safety appliances, making such repairs as may be necessary and possible for them to take care of; they will properly card to shops all cars that are not fit for service and that cannot be repaired by them.

1104. At terminal stations car inspectors must see that cars in passenger trains are properly equipped, cleaned, iced, watered, heated and lighted; that all fixtures are cleaned, in good order and ready for use, and also that brake connections, air cylinders and communicating signal appliances are in good working order.

1105. Car inspectors must see that doors on all boxcars and stock cars are closed and fastened, and that all doors on empty hopper or gondola cars are closed and secured by locking devices before such cars are permitted to move in trains from their stations.

1106. They must, when available, couple all air and steam connections and carefully examine the couplings after trains are made up, reporting any imperfections to the car foreman.

1107. When repairing cars that should not be moved, car inspectors must protect such cars by placing conspicuously a blue signal on or at both ends as prescribed by Rule 26.

1108. When necessary to make repairs on a car in a train, car inspectors must place blue signals at or on both ends of the train before commencing work. If an engine is attached to the train, car inspectors must place a blue signal upon the engine, on engineer's side, where it can be plainly seen, and call the attention of the engineer to it. If blue signals are not available the last paragraph of Rule 26 will apply.

1109. Car inspectors must report to the superintendent promptly when defective cars set out at intermediate points have been repaired.

1110. Car inspectors must be familiar with Rules of the Association of American Railroads governing the loading of commodities on open top cars, giving particular attention to such loads passing through or originating in their respective territories. Special attention must be given to long materials loaded on two or more cars, lumber, timber, structural steel, pipe and machinery, to see that the load is secured in such manner as will prevent shifting in transit.

1111. Car inspectors must be familiar with the clearances on this Railway as shown on clearance diagrams furnished them, and see that cars and lading exceeding these clearance dimensions are not permitted to pass beyond their jurisdiction without movement authority. Cars exceeding dimensions on the clearance diagrams must be promptly reported to the foreman, yardmaster or agent.

1112. Cars apparently overloaded or on which load is not properly distributed, should be held for instructions and reported promptly to the foreman, yardmaster or agent.

1113. Car inspectors must be familiar with Rules in the Book of Rules, when applicable; AAR Rules of Interchange, ICC Safety Appliance Rules and Rules For Inspection, Testing and Maintenance Of Air Brake Equipment On Locomotives and Cars, and all rules and special instructions as issued; and will report promptly to foreman any cars not constructed or equipped as required by Federal Acts.

SUPERVISORS SIGNALS AND COMMUNICATIONS

1115. Supervisors and assistant supervisors, signals and communications, report to and receive instructions from the signal and communication engineer.

They will be held responsible for the maintenance of all signals, communicating and interlocking facilities on their assigned territories, and will have direct charge of all employees under their supervision.

In case of damage to signal communicating or interlocking facilities, they will assemble the necessary men, equipment and materials, and proceed to the point of accident, making the necessary repairs. They will investigate accidents to such facilities and make the proper reports.

1116. They must be on the alert to detect defects in maintenance, design, manufacture and installation of apparatus under their care. No chances shall be taken with defective material, which must promptly be replaced with material in proper operating condition and full report made to signal and communication engineer.

1117. They must investigate all signal failures, giving cause in writing and take immediate steps to correct same and prevent, as far as practicable, a recurrence.

They must make frequent inspection trips over their district to see that employees are performing their duty and that nothing is left undone to keep the system at a high standard of efficiency.

1118. They must have the standard time and compare as often as practicable with their men who are required to have standard time; see that they are provided with proper signals and have a copy of the Book of Rules and current timetable, and supplements, if any, and understand their use and meaning.

1119. They must promptly report any disregard of signals coming to their knowledge.

1120. They will be familiar with rules and instructions issued for the government of the Operating Department in general and report any neglect of duty or violation of rules, and make report to proper officer of anything coming under their notice that may be of interest or is prejudicial to the Company's interest.

Inspectors
(Signal)

1121. Signal inspectors report to the supervisor signals and communications and will be assigned such duties as may be deemed advisable or expedient in matters pertaining to the signal, communication or interlocking systems.

Maintenance Employees
(Signal and Communications)

1122. Signal and communications maintainers report to the supervisor signals and communications. They will be held responsible for the inspection of and maintenance of all signal devices, both mechanical and electrical, and communication equipment in their assigned territories.

1123. They will, in case of accident where signals are involved, make immediate inspection and report of same to the division superintendent, signal and communication engineer and supervisor signals and communications.

1124. They will cooperate with other employees, call upon trackmen to renew insulated joints or do any other trackwork for the safe and proper functioning of the signal system, and will be responsible for the proper bonding of track.

1125. They will report promptly any fault of operation, construction or maintenance and any disregard of signals coming to their knowledge.

1126. They will not give hand signals except to stop trains in case of emergency and in the application of Rule 53.

1127. They will make no change in wiring or apparatus without permission from the supervisor signals and communications, except to replace service-worn or defective equipment, and will do no testing or work on apparatus which might setup conditions endangering safety of train movements while trains are due, approaching or passing.

1128. When any part of the signal system is to be repaired, a thorough understanding must first be had with the operator or train dispatcher, in order to insure safe movement of trains and engines during repairs. The operator or train dispatcher must be notified when repairs are completed.

Supervisors Bridges And Buildings

1129. Supervisors bridges and buildings report to and receive instructions from the division engineer.

1130. They will be responsible for the proper and safe conduct of all work in connection with the maintenance of bridges, trestles and structures, including tanks, fire hydrants, pipe lines and other facilities in the territories assigned, and will have direct charge of all carpenter, bridge, paint, mason and water service forces under their supervision.

1131. In case of damage to bridges, trestles or structures they must assemble the necessary men, equipment and materials and proceed to the point of accident, making the necessary repairs. They will investigate any damage to such facilities and prepare the proper report.

1132. They will make periodical inspections and know that foremen have a copy of the Book of Rules and current timetable and supplements, if any, and know that they understand the rules and the use of signals.

Bridge And Building Foremen-Inspectors

1133. Bridge and building foremen-inspectors report to and receive instructions from the supervisor bridges and buildings.

1134. They will be held responsible for the proper inspection and safe condition of the structures under their charge and shall do no work thereon that may interfere with the safe passage of trains, except under proper flag protection.

1135. They must be familiar with the use and meaning of signals and see that their use by day and by night and in fog or storm is correctly understood by their workmen. When making repairs to structures they must keep the track safe for the passage of trains. They must have a copy of the Book of Rules and current timetable and supplements, if any.

1136. They must have the necessary signals available for flagging at all times.

Supervisors Track

1137. Supervisors track report to and receive instructions from the division engineer.

1138. They must be familiar with the boundary lines of the Company's right-of-way and real estate and not permit any unauthorized encroachments, ground or overhead.

1139. They must report to the division engineer and superintendent anything which may be of interest, or prejudicial to the Company's interests, or which may interfere with the safe and economical operation of the Railway.

1140. Supervisors must know that foremen are provided with Book of Rules, current timetable and supplements, if any, circulars and orders affecting train service, and that they comply with them.

1141. They will have charge of the trackmen and other laborers employed in their territories and must see that they perform their duties properly. They are responsible for keeping the tracks and roadbed, bridges, culverts and everything pertaining to the roadway in good repair.

1142. They must conform to the prescribed standards, plans and specifications in the execution of work under their jurisdiction; and must not, except by proper authority, permit experimental test of appliances or devices, nor give out information concerning such test.

1143. They must see that foremen have the proper material and tools; that material and equipment are maintained in safe condition and used economically; that defective tools are properly disposed of; give attention to water supply and report any defect or deficiency; and oversee work performed by contractors and others, seeing that such persons do not endanger the safe passage of trains.

1144. In event of high water, storms or other abnormal weather conditions they must be especially alert. They must personally supervise the removal of slides and other obstructions, send the necessary forces to the scene immediately and use every effort to restore movement of traffic promptly. They must investigate accidents and personal injuries, determine cause and render required reports.

1145. They must be familiar with the instructions issued for the government of trains, trainmen and enginemen, and report any neglect of duty or violation of the rules that comes under their notice.

Track Foremen

1146. Track foremen report to and receive instructions from the supervisor track.

1147. They will be held responsible for the proper and economical maintenance of the track, roadway and right-of-way in their territories. They will see that watchmen and other workmen faithfully perform their duties, and properly apply materials furnished them.

They must make frequent inspections of the territory assigned them and know that it is safe and in proper condition.

1148. In event any conditions prevent the safe operation of trains or engines over any track or structure, proper flag protection is the first duty.

When an obstruction or any condition requiring reduced speed is discovered, a flagman with proper flagging equipment must be sent in each direction to insure full protection. The train dispatcher must be fully advised of the situation, requesting him to issue slow orders reducing speed as may be necessary to insure safety.

The acknowledgement of the train dispatcher's proper understanding must be secured, and proper flag protection must be provided until assured that train order has been issued for all trains that may be affected. Temporary Reduce Speed Sign (Rule 168), Speed Limit Sign (Rule 169), and Resume Speed Sign (Rule 170), as prescribed by Rule 37 must be put up as soon as practicable, and the superintendent so advised.

1149. When repairs, renewals, or changes in track or structures which will require reduced speed are to be made, arrangements for necessary slow orders will be made in advance, and it must be known that slow order has been issued and temporary speed signs as prescribed by Rule 37 are in place before track or structures have in anyway been made unsafe.

Except in emergency, work requiring flag protection must not be done during dense fog or severe storms.

1150. Foremen are responsible for proper flag protection and for compliance with Rules 7, 8, 9, 35, 1196 and 1200. They must see that employees selected as flagman are reliable, able to read and write and understand the flagging rules and special instructions.

1151. Flagman must not discontinue flagging until instructed by his foreman (either in person or in writing) to do so. When recalled and when conditions require, he will leave the torpedoes and a lighted fusee.

Foreman in charge of track under flag protection must watch and listen for approaching trains and station themselves apart from their forces when giving signals so they may be properly received by train crews.

When two or more gangs are working in a territory under flag protection, each foreman must have a thorough understanding with the other (or others) as to proper signaling for trains to pass over the track under flag protection.

Block and interlocking signals will not relieve foreman and others responsible for flag protection from the observance of these rules.

1152. Any damage to the track, bridges or other structures must be reported at once to the superintendent and supervisor track, giving the details of the damage, what will be necessary for repairs and the safe speed for trains, if track is not obstructed.

1153. Unless otherwise provided, they must provide themselves with standard watches and compare time as often as practicable with a standard clock, secure standard time by telephone, or compare time with conductor or engineer.

1154. They will not obstruct the track without proper flag protection. They will observe the rules governing the use of track cars.

1155. They must be familiar with train schedules over their territory, and observe the operating and block signal rules affecting their duties.

1156. They will take proper care of all material and tools and see that they are properly stored and placed where it will not endanger the operation of trains or employees, and obey the safety rules in handling tools and materials, keeping their assigned territory in a neat and orderly condition.

1157. They must supervise the work of crossing and track watchmen and see that they properly perform their duties, and that they fully understand their work, and know the flagging rules. Also see that they are properly equipped to perform their duties efficiently.

1158. They must be familiar with the boundaries of the Railway right-of-way and real estate holdings and permit no unauthorized encroachments upon the ground or overhead.

1159. They must take every precaution, day or night, during storms or abnormal weather conditions, to prevent accidents or delays to trains. Sufficient force must be placed on duty to patrol and watch track and roadbed, and make repairs, when necessary. The division engineer and superintendent must be kept posted of conditions affecting safe movement of traffic.

During and after heavy rains, high water or storms, they must examine culverts, drains, trestles and bridges, and the abutments, piers and piling thereof, to determine if they have sustained damage, and, after proper precautions for safety, make prompt report to the division engineer and superintendent as to any damage.

They must be especially alert in watching points where obstructions are liable to occur; examine the slope of cuts and remove anything likely to fall or slide; and maintain lookout for broken rails, loose bolts or nuts in joints, frogs, switches and crossings. Every effort must be made to prevent damage, and in case of any defect to the track or structure not safe for maximum speed, flag protection must be immediately provided.

1160. They must report any violation of slow orders, or flagging instructions.

1161. They must not permit their switch key to pass out of their possession. They must personally attend to the opening and closing of switches and know that they are properly set.

They must instruct their workmen to be alert, watchful, and keep out of danger, and will take precaution to see that all men working under their supervision receive warning of approaching trains in time to reach safety.

On two or more tracks, they must require their forces to take positions clear of adjacent tracks during the approach and passage of trains.

1162. They must extinguish fires that may occur along the right-of-way. They must remove combustible materials from the vicinity of tracks, bridges and other structures. The right-of-way must be burned at the proper time, and precautions taken to prevent fire spreading to adjoining property. Water barrels on bridges, trestles and station platforms must be kept filled, and defective barrels must be replaced.

1163. They must watch the telephone lines to see that poles and wires are in proper position, reporting any defect promptly. They must properly maintain insulated joints and observe any

defect or deficiency in the signal systems, reporting such defect or deficiency immediately to the superintendent, and, when practicable, to the signal maintainer.

1164. Vines must not be permitted to grow on bridges, trestles, poles, wires, mileposts or other signs. Wires and signs must be kept clear of obstructions or undergrowth.

1165. Care must be taken to prevent ballast from being piled too high or from interfering with the working of switches; and, at road crossings, to see that nothing is allowed to interfere with the free passage of the wheel flanges.

1166. They must not permit anything to be placed where it will endanger trains or employees, or interfere with the view of signals or the handling of switches; nor allow any material to be placed at an unsafe distance from any track; nor permit lumber or combustible material to be placed within 50 feet, if practicable, of any structure, nor in any driveway.

1167. All serviceable material must be properly stacked and protected. All scrap or unserviceable material must be collected and disposed of as directed. Materials must be used only for the intended purpose, except in an emergency or unless otherwise authorized.

1168. They must keep the proper records of time made by employees, and material used, under their jurisdiction, and render the necessary reports as required by current instructions.

1169. Articles falling from trains must be recovered and turned over to the agent at the nearest station, unless otherwise directed.

1170. Station grounds must be kept free of wastepaper, trash and debris of every description. Persons guilty of wilful abuse of grounds or property of the Company must be reported.

1171. They must render a report when livestock is killed or injured on the right-of-way, giving full details and owner's name. When fires occur on adjoining property, they will notify the superintendent immediately by quickest available means of communication so that he can notify the proper fire warden or other state, municipal or county officer responsible for protection against damage from this source.

1172. All other maintenance of way foremen will be governed by the rules pertaining to track foremen, where such rules are applicable, in the work assigned.

Bridgetenders

1173. Bridgetenders report to supervisor track.

1174. Bridgetenders are responsible for the proper operation of the bridge and signals under their control. Unless otherwise provided, they must inspect rails and fastenings promptly after passage of each train or engine, and after closing bridge to see that they are lined up properly and locked.

1175. Should the bridge fail to properly close, or condition exist that would prevent movement of trains or engines at authorized speed, they must at once display Stop signals to trains or engines and notify superintendent and maintainers as promptly as possible.

1176. They must report any defects to their supervisor as promptly as possible. Where required, they must keep supply of water to be used for extinguishing fire. They must not permit unauthorized persons to trespass upon the bridge.

1177. Unless otherwise provided, drawbridge signals must be kept in the position displaying the most restrictive indication, except when displayed for an immediate train or engine movement.

1178. They must be constantly on duty during prescribed hours and report any unusual delays to ships, boats, trains or engines.

1179. They must not permit unauthorized persons in the cabin.

1180. They must have prescribed signals at hand, ready for immediate use at all times.

Railroad-Highway Grade Crossing Watchmen And Gatemen

1181. Railroad-highway grade crossing watchmen and gatemen will provide themselves, through the track foreman, with the following flagging equipment, keep it in good order and ready for immediate use:

Day—A regulation Stop disk.
A red flag.
4 fusees.
4 torpedoes.

Night—A red light.
A white light.
4 fusees.
4 torpedoes.
Gatemen will, in addition, have sufficient red lights for use on gates.

1182. When a train, engine or track car is approaching, watchmen must place themselves in the middle of the street or highway near the track and display a Stop disk by day, holding it in an upright position so that the flat side can be seen by any person approaching on the street or highway. At night, or when the Stop disk cannot be plainly seen, they will take the same position and protect the highway traffic with red light, displaying it in both directions, care being used not to show the red light in the direction of approaching train. The crossing must be protected until the entire train has passed.

1183. Where there are two or more tracks, the watchman will, when practicable, take position near the opposite track from the one on which a train, engine, or track car is approaching, where he can best warn highway traffic of train, engine, or track car approaching on the other track.

1184. Where gates are provided, crossing gate lamps will be attached to the gate arms at night showing red toward the highway in the approaching direction, with no light visible toward the track.

1185. The gates must be completely lowered on both sides of the track in ample time before approaching trains, engines, or track cars reach the crossing and must be kept lowered until such movement has passed beyond the crossing and no other train, engine, or track car is approaching on other tracks.

1186. When gates are out of order, the gateman must protect the crossing in accordance with Rules 33, 1182 and 1183.

1187. When a train is switching over a grade crossing, or in case a freight train has stopped and the train is separated so as to avoid blocking the crossing, the watchman must be especially careful and cooperate with the train crew in the safe movement of persons and vehicles crossing the tracks.

1188. In case of accident, watchman or gateman must try to obtain the names and addresses of persons injured and as many witnesses as possible. They will also obtain the license number, and name of state by which issued, of vehicles involved. This information must be furnished promptly to the track foreman or official of the Company only.

1189. Where there is more than one watchman at a crossing and there is no interval between the time that watchmen relieve each other, the one on duty will protect the crossing until relieved, or until all the hours of protection at the crossing by watchman have expired.

1190. Crossing watchmen will be held responsible for sanitary conditions and appearances in and about watchboxes.

Track Watchmen

1191. Track watchmen report to the track foreman.

1192. They must inspect the track and see that it is in safe condition and must examine buildings and other property and protect them from fire and other damage.

1193. Should an obstruction to the track occur, they must at once display Stop signals in both directions and immediately notify the superintendent. Night watchmen before going off duty must notify the track foreman of trains due which have not passed, and of any other matters requiring attention.

1194. When their time is not wholly occupied with watching, they must attend to such other duties as may be assigned to them.

Maintenance Employees

General

1195. Those whose duties require must each have a copy of the Book of Rules and current timetable, and supplements, if any, and be thoroughly familiar with the rules and regulations therein, and with schedules of regular trains over their territories.

1196. Any work that interferes with the safe passage of trains at maximum speed is an obstruction and *must not be* undertaken without proper flag protection. Foremen of gangs of every kind, whether track, bridge or signal gangs, must never obstruct the track in any manner whatever, without first placing the proper signals. Competent flagmen must be sent out with torpedoes and the proper signals at least one mile in both directions on single track and the same on two or more tracks when necessary. The flagman must place two torpedoes on the rail, two

rail-lengths apart, to the right of track in direction of movement, and remain there until recalled. When torpedoes have been exploded and the train or engine has passed, other torpedoes must be placed on the rail immediately.

Where the view is obstructed on account of curvature or other cause, or where speed or grade conditions require it, the flagman shall go such an additional distance as will give a clear view of approaching trains or engines and insure protection.

Where train or engines can be diverted at crossovers or junction points, between the flagman and the unsafe track, such points must also be protected.

Work that will interfere with the safe passage of trains at maximum speed must not be done during fog or storms, except in case of emergency.

1197. They must conform to the prescribed standards and plans in the execution of work under their charge.

They must not, except by proper authority, permit experimental trials of appliances or devices, or give out information of the results of any trial.

1198. Upon observing or receiving notice of any perilous condition of tracks, bridges or culverts, they must at once send out the proper signals to warn approaching trains, notify the proper officials of the conditions, and do all in their power to make repairs.

1199. They must keep themselves informed in regard to all work performed in their territories by contractors, or others who do not come under their charge, and see that nothing is done by them that will interfere with the safety of track or the movement of trains.

1200. In protecting moving track cars, or other roadway equipment, flagman must be kept not less than the distance specified in Rule 46. On approach of train or engine, flagman will place two torpedoes on rail and flag train or engine with prescribed signals. By night, or by day when view is obstructed, lighted fusees must be used.

Flagmen must not be given instructions to allow certain trains to pass, while holding others, but must hold all trains until recalled. If circumstances permit, their instructions must be in writing.

Flagmen must not be called in by hand signals.

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