

THE BALTIMORE & OHIO RAILROAD
COMPANY

RULES AND REGULATIONS
OF THE
OPERATING DEPARTMENT

AUGUST 1st, 1917

No. **29619****THIS BOOK**

is the property of

THE BALTIMORE & OHIO RAILROAD COMPANY

and is loaned to

NAME	EMPLOYED AS

who hereby agrees to return it to the proper officer when called for, or upon leaving the service.

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INDEX.

	PAGE
Order putting rules into effect.....	3
General notice.....	5
General rules.....	6
Definitions.....	9
Standard time.....	12
Time-tables.....	14
Signals.....	16
Superiority of trains.....	28
Movement of trains.....	28
Movement of trains on single track by signal indication.....	48
Movement of trains with the current of traffic on two or more tracks by block signals.....	49
Movement of trains against the current of traffic on two or more tracks by block signals.....	49
Additional rules for three or more tracks.....	50
Rules for movement by train orders.....	51
Forms of train orders.....	62
Diagrams of train signals.....	77
Block signal, interlocking and telephone rules.....	92
Definitions.....	92
Manual block system.....	93
Controlled manual block system.....	113
Automatic block system.....	119
Interlocking rules, definitions.....	129
Telephone rules.....	143
General regulations.....	148

The rules herein set forth govern the railroads operated by The Baltimore and Ohio Railroad Company. They take effect August 1, 1917, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

RULE COMMITTEE

CHARLES SELDEN, *Chairman*

E. R. SCOVILLE,	R. B. MANN,
G. H. DRYDEN,	C. B. GORSUCH,
O. H. HOBBS,	J. M. SCOTT,
U. B. WILLIAMS,	F. B. MITCHELL,
R. W. BROWN,	C. G. STEVENS.
C. A. MEWSHAW,	

E. W. SCHEER,	H. B. VOORHEES,
<i>General Manager,</i>	<i>General Manager,</i>
<i>Eastern Lines.</i>	<i>Western Lines.</i>

C. W. GALLOWAY,
Vice-President,
Operation and Maintenance.

GENERAL NOTICE.

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

Obedience to the rules is essential to safety.

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

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

To obtain promotion ability must be shown for greater responsibility.

Cases arising not covered by the rules demand sound judgment in applying correct principles of safety, efficiency and economy. Such judgment should be to supplement the rules and never to deviate therefrom.

GENERAL RULES.

A. Employees whose duties are prescribed by these rules will provide themselves with a copy.

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

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

C. Employees will be required to pass the prescribed examinations.

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

E. Employees will render every assistance in their power in carrying out the rules and special instructions and will report to the proper official any violation thereof.

F. Accidents, detention of trains, failure in the supply of water or fuel, or defects in the track, bridges, equipment, signals or other unusual conditions, will be promptly reported by wire to the Superintendent.

G. The use of intoxicants by employees while on duty or subject to call is prohibited. Their use by any employe, or the frequenting of places where they are sold, is sufficient cause for dismissal.

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

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

K. Employees and others authorized to transact business at stations or on or about trains will be orderly and avoid annoyance to patrons.

L. In case of danger to the Company's property employees will unite to protect it.

M. Every employe is expected to do a reasonable part in preventing untidiness, deterioration or waste of the Company's property.

N. Undivided attention to duty is essential to safety, efficiency and economy.

Playing cards or other games when on duty is prohibited.

O. No employe will absent himself from duty, engage a substitute to perform his duties, or engage in other business without permission from the proper authority.

P. Switch keys will be furnished only to such employees as may be directed by the Superintendent. Employees entrusted with switch keys will receipt for them.

Q. Employees will, on leaving the service, return to the proper officer articles furnished them by the Company.

R. Employees are required to exercise care to avoid injury to themselves and others, and to inform themselves respecting the location of all structures or obstructions that will not clear men when on top or sides of cars. They are also required to know, so far as practicable, that all appliances used in line of their duties are in safe condition before using.

They will exercise care to avoid danger from approaching trains, standing clear of all running tracks.

The Company does not expect its employes to incur any risks whatever from which by exercise of their own judgment and personal care they can protect themselves, but enjoins them to take time to do their duty safely.

S. Employes will promote safety of trains and the best service of the Company by all means in their power and report any misconduct of employes.

To avoid possibility of personal injury, mail matter or other articles will only be thrown from moving trains at designated places. So far as possible passengers will be prevented from throwing any article from moving trains.

T. Conductors and trainmen of freight trains in passing track and bridge gangs, and stations, will watch for hand signals which may be given if any defective condition of train is observed. They will also look back at the track frequently to see if damage is being done by parts of equipment dragging.

U. Conductors and enginemen of trains being detoured with pilots are not relieved of responsibility and will cooperate in handling the train in accordance with the standard methods of operation.

V. All concerned will familiarize themselves with the regulations governing the transportation of explosives and other dangerous articles.

W. Attention of all employes is called to Safety and Sanitary Rules issued in a separate book.

DEFINITIONS.

ENGINE—A locomotive propelled by any form of energy.

MOTOR—A car propelled by any form of energy.

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

REGULAR TRAIN—A train authorized by a time-table schedule.

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

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

EXTRA—For any extra train, except work extra.

WORK EXTRA—For work train extra.

SUPERIOR TRAIN—A train having precedence over another train.

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

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

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

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

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

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

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

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

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

DOUBLE TRACK—Two main tracks, upon one of which the current of traffic is in a specified direction, and upon the other in the opposite direction.

THREE (OR MORE) TRACKS—Three or more main tracks, upon any of which the current of traffic may be in either specified direction.

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

STATION—A place designated on the time-table by name, at which a train may stop for traffic; or to enter or leave the main track; or from which fixed signals are operated.

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

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

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

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

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

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

CAUTION—Moving at such speed that stop can be made within range of vision.

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

STANDARD TIME.

1. Unless otherwise indicated on the timetable, trains East of New Castle Junction, Holloway, Belpre and Schick are governed by Eastern Standard Time. Trains West of New Castle Junction, Holloway, Belpre and Schick are governed by Central Standard Time. Standard Time, obtained from Washington Observatory, will be transmitted to all points from designated offices at twelve o'clock noon, Eastern, and eleven o'clock A. M., Central Time, daily.

2. Watches that have been examined and certified to by a designated inspector will be used by Trainmasters, Assistant Trainmasters, Road Foremen of Engines, Assistant Road Foremen of Engines, Conductors, Enginemen, Firemen, Main Track Hostlers, Trainmen, Yardmasters, Assistant Yardmasters, Bridge, Track and Signal Foremen, and such other employes as may be from time to time designated. The certificate in prescribed form will be renewed and filed with Superintendent each January and July.

Employes mentioned above, except bridge, track and signal foremen who are located at points where they are inaccessible to inspector, will report to an inspector every two weeks, or oftener when convenient, to have their watches inspected and the condition noted, and the record of its performance made on Employes Card Certificate (Form C. T. 90B) by the Watch Inspector, and will have this certificate at hand at all times for examination when called for by an officer.

(Form of Certificate.)

CERTIFICATE OF WATCH INSPECTOR.

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

Name of maker.....

Grade.....

Number of movement.....

Open or hunting case.....

Metal of case.....

Signed,

Inspector.

Address.....

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

If access to a Standard Clock is not possible, comparison will be made with a like responsible employe who has compared with the Standard Clock; or in the absence of either, time will be obtained from the train dispatcher when possible.

Conductors and enginemen will compare time with each other before commencing each day's work, and trip. Conductors will compare with trainmen, and enginemen with firemen, as soon thereafter as practicable, and assure themselves watches are wound.

TIME-TABLES.

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

Schedules on each division or sub-division date from their initial stations on such division or sub-division.

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

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

The time applies to the switch where an inferior train enters the siding; where siding is in advance of the end of double track it applies at end of double track; where there is no siding it applies to the place from which fixed signals are operated; where there is neither siding nor fixed signal, it applies to the place where traffic is received or discharged. Trains will take siding at the first switch, except at interlocked lap sidings, where they will take siding at the lap.

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

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

When there are one or more trains to meet or pass a train between two times, or one or more trains to meet a train at any station, attention is called to it by small figures adjoining the figures in full-faced type, showing the numbers of trains to be met or passed.

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

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

"s"—regular stop;

"f"—flag stop to receive or discharge passengers or freight;

"L"—leave;

"A"—arrive.

6. (A). The words "Daily," "Daily except Sunday," etc., printed at the head of the schedule, indicate the day train leaves its initial station on that division or sub-division.

6. (B). An acknowledgment will be required from each conductor and engineman of the receipt of the new time-table before performing any duties governed thereby.

SIGNALS.

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

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

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

Night signals will be displayed from sunset to sunrise.

10. Color Signals.

*COLOR.	INDICATION.
(a) Red.	Stop.
(b) Yellow.	Proceed with caution, and for other uses prescribed by the Rules.
(c) Green.	Proceed, and for other uses prescribed by the Rules.
(d) Green and white.	Flag stop. See Rule 28.
(e) Blue.	See Rule 26.
(f) Purple.	Stop. (Night indication for dwarf signals and derails in siding.)

* When special instructions provide, Green indicates Caution; White indicates Clear.

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

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

12. Hand, Flag and Lamp Signals.

MANNER OF USING.	INDICATION.
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Note.—The hand, or a flag, moved the same as the lamp, as illustrated in the following diagrams, gives the same indication.

(a) Swung across the track. } Stop.



(b) Held horizontally at arm's length, when the train is moving. } Reduce speed.
When the train is standing. } Ready to leave.



(c) Raised and lowered vertically. } Proceed.

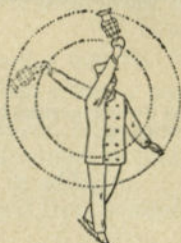


(d) Swung vertically in a circle at half-arm's length across the track, when the train is standing. } Back.



12. Hand, Flag and Lamp Signals—Contd.

MANNER OF USING.	INDICATION.
(e) Swung vertically in a circle at arm's length across the track, when the train is running.	Train has parted.
(f) Swung horizontally above the head, when the train is standing.	Apply air brakes.
(g) Held at arm's length above the head, when the train is standing.	Release air brakes. Trainmen's answer to 14 (k). (See Rule 38.)



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

14. Engine and Motor Whistle Signals.

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

SOUND.	INDICATION.
(a) o	Apply brakes. Stop.
(b) —	Release brakes. Proceed.
(c) — o o o	Flagman protect rear of train.
(ca) o o o —	Protect front of train.
(d) — — — —	Flagman may return from West or South as prescribed by Rule 99.
(da) — — — — o o	Flagman may return from West or South as prescribed by Rule 99. * See Note.
(e) — — — — —	Flagman may return from East or North as prescribed by Rule 99.
(ea) — — — — — o o	Flagman may return from East or North as prescribed by Rule 99. * See Note.
(f) — — —	When running, train parted; to be repeated until answered by the signal prescribed by Rule 12 (e). Answer to 12 (e).
(g) o o	Answer to any signal not otherwise provided for.
(h) o o o	When train is standing, back. Answer to 12 (d) and 16 (c). When train is running answer to 16 (d).
(j) o o o o	Call for signals.
(k) — o o	To call the attention of yard engines, extra trains or trains of the same or inferior class or inferior right to signals displayed for a following section, as per Rule 38. Also to be given when passing track or bridge gangs.

NOTE.—*Used only where designated by special instructions.

SOUND.	INDICATION.
(l) — — o o	Approaching public crossings at grade.
(m) —————	Approaching stations, junctions and railroad crossings at grade.
(n) — — o	Approaching meeting or waiting points. See Rule 90 (A).
(o) o —	Inspect train line for leak.
(p) Succession of short sounds.	Alarm for persons or live stock on the track.
(q) oo —	Answer to flagman's stop signal.

15. The explosion of two torpedoes is a signal to reduce speed and look out for a train ahead or obstruction. The explosion of one torpedo will indicate the same as two, but the use of two is required. Trains will move with caution until clear track is indicated.

Torpedoes will not be placed on rail joints nor where persons may be injured by them.

During winter weather care will be used to remove snow or ice from top and sides of the rail before placing torpedoes. They will be placed squarely on top of the rail with that part to which the lead strap is attached next to the rail and securely clamped.

The explosion of torpedoes will be acknowledged as per Rule 14 (g).

15. (B). Train equipment for flagging purposes will consist of two red lanterns, two red flags, torpedoes and fusees; and engine equipment one red flag, one red lantern, one white lantern, torpedoes and fusees. (Not less than two torpedoes will be attached to flag stick and two to each red lantern properly secured.)

16. Communicating Signals.

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

SOUND.	INDICATION.
(a) o o	When standing—start.
(b) o o	When running—stop at once.
(c) o o o	When standing—back the train.
(d) o o o	When running—stop at next passenger station.
(e) o o o o	When standing—apply or release air brakes.
(f) o o o o	When running—reduce speed.
(g) o o o o o	When standing—recall flagman.
(h) o o o o o	When running—increase speed.
(j) o o o o o o	Brakes sticking.
(k) o o o o o o o	When running—increase train heat.
(l) — — o	Approaching meeting or waiting point—See Rule 90(A).

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

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

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

* Illustrated by diagram on page 86.

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

On single track—

By day: green flags, or marker lamps (not lighted).

By night: green lights to the front and side and red lights to the rear; except when the train is clear of the main track, when green lights will be displayed to the front, side and rear.

On double track—

By day: green flags, or marker lamps (not lighted).

By night: green lights to the front and side and red lights to the rear; except when the train is clear of the main track, when green lights will be displayed to the front, side and rear, and except when a train is turned out against the current of traffic, when green lights will be displayed to the front and side, a green light to the rear on the side next to the main track on which the current of traffic is in the direction the train is moving, and a red light to the rear on the opposite side.*

19. (A). During snow or sleet storms by day the lights in marker lamps will be kept burning to prevent their being obscured.

19. (B). Trains going into terminal yards or sidings will not remove or change markers or other signals until train is clear of main track and switches closed.

* Illustrated by diagrams on pages 80, 82, 83, 84, 85 and 88.

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

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

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

22. (A). Where the helper engine is attached to the rear of the train, the markers will be displayed on the rear of the helper engine and not on the caboose or rear car of the train which it is assisting.

23. One flag or light displayed where in Rules 19, 20, 21 and 22 two are prescribed, will indicate the same as two; but the proper display of all train signals is required.

23. (A). When trains are run under signal indication, the signals prescribed by Rules 20 and 21 will not be displayed.

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

25. Each car on a passenger train should, when practicable, be connected with the engine by a communicating signal appliance.

26. A blue signal, displayed at one or both ends of an engine, car or train, indicates that

* Illustrated by diagrams on pages 81 and 82.

† Illustrated by diagrams on pages 79 and 80.

‡ Illustrated by diagrams on page 87.

workmen are under or about it; when thus protected it will not be coupled to or moved. Workmen will display the blue signals and the same workmen are alone authorized to remove them. Other cars will not be placed on the same track so as to intercept the view of the blue signals, without first notifying the workmen, nor without also stopping engine before detaching cars.

26. (A). Switches leading to repair tracks will be left closed and locked with special locks, to be unlocked by foreman only.

USE OF SIGNALS.

27. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, will be regarded as the most restrictive indication that can be given by that signal, and the fact reported to the Train Dispatcher. Conductors and enginemen observing any switch light imperfectly displayed, or absent, while at a station or siding, will, if practicable, correct or replace the light.

27. (A). During the night, signals will be observed frequently to ascertain whether the lights are properly displayed, and in case signal lights are extinguished, they will be relighted at the first opportunity.

27. (B). When conditions obscure the clear view of signals enginemen will approach them with caution.

27. (C). Unless otherwise provided, where switch lights are observed burning dimly, or not at all, enginemen will report the fact to the Train Dispatcher by wire from the first open train

order office at which the train stops. The Train Dispatcher will instruct the first available employe to put the light in order.

28. A combined green and white, or a white signal will be used to stop a train only at the flag stations on its schedule. When necessary to stop a train at a point not a flag station on its schedule, a red signal will be used.

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

30. The bell will be rung when an engine is about to move; while moving through tunnels; along the streets of towns and cities; approaching and passing public road crossings at grade, stations and trains on adjacent track.

31. The whistle will be sounded at all whistling posts, where required by rule or law, and to prevent accident.

Enginemen will look out for track and bridgemen and sound whistle frequently while view is obstructed.

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

33. Watchmen stationed at highway crossings will use stop signals when necessary to stop trains. They will use disc or green signals to stop highway traffic.

34. All members of train and engine crews will, when practicable, communicate to each other by its name the indication of all signals affecting the movement of their train.

35. The following signals will be used by flagmen:

DAY SIGNALS—

A red flag,
Torpedoes and fuses.

NIGHT SIGNALS—

A red light,
A white light,
Torpedoes and fuses.

36. When a signalman has orders for a train, the "Proceed" signal will not be given to any other train, except by special instructions from the Superintendent.

For conveying such information, wire signal "15" and train number will be given.

The signalman will, in each case, fill out a slip, properly "timed" showing "15," "train number" and the "Train Dispatcher's initials" and send it to the Superintendent.

The signal "15" will be used for first class trains only.

37. When a signalman has orders for a train, the signal will not be changed for any other train (except as per Rule 36). If no orders, the signalman will hand to the conductor and engineer a Form A, part (A), Lines 1 and 3; the train may then proceed, provided its superiority permits.

38. One long and two short blasts of the whistle is an indication that a train is displaying signals for a following section and will be given at both the front and rear ends of trains affected thereby, and be answered by two short blasts

of the whistle, and also from the rear of the train by trainmen in accordance with Rule 12 (g). If not answered in accordance herewith the passing train will be stopped, reason for not answering obtained and a report made by telegraph to the Superintendent from the first open train order station at which train giving the signal stops. See Rules 14 (g) and (k).

39. When from a standing train a signal for displaying signals for a following section is sounded, and no response is received from a passing train, conductor, engineer and trainmen of standing train will make every effort to stop the passing train and see that displayed signals are observed, provided they in any way affect the superiority of the passing train.

40. Conductors, engineers and trainmen are required to give close attention to signals displayed by other trains and their significance, whether their attention is called to them or not. If in doubt, a train will not leave a station or siding until the conductor and engineer agree as to what signals, if any, were displayed by opposing or passing trains, and will report to the Superintendent failure to call attention to them.

41. Signals to start passenger trains will be given by the communicating signal, operated from the rear car of the train at terminals or where the makeup of the train is changed, and from the baggage car at intermediate stations upon proper signal from the conductor.

42. When the engine is moving under hand signals and the signals disappear, engineman will immediately stop the engine and await further signals.

SUPERIORITY OF TRAINS.

71. ON SINGLE TRACK:

A train is superior to another train by right, class or direction.

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

Right is superior to class or direction.

Direction is superior as between trains of the same class.

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

ON DOUBLE TRACK:

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

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

Right is superior to class.

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

73. Extra trains are inferior to regular trains.

MOVEMENT OF TRAINS.

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

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

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

83. SINGLE TRACK—

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

DOUBLE OR MORE TRACKS—

A train will not leave its initial station on any division or sub-division, or a junction, until it has been ascertained whether all superior trains due have left.

83. (A). Location of train registers will be designated in time-table, and conductors, or enginemen of engines without conductors, will, unless otherwise provided, enter therein all information required. When authorized this may be done by using Form C.

83. (B). Conductors and enginemen will examine train register to obtain information required by Rule 83, unless Form A, part (A), line 5, authorized by train dispatcher, is received from the signalman, or unless received by train order Form U.

83. (C). Conductors will report at initial station for orders, and will not leave without Form A.

83. (D). General Order and General Notice boards will be provided at stations designated by time-table. Conductors and enginemen will consult these boards before starting on a trip or commencing work and sign for General Orders.

83. (E). Should a train order conferring rights to an extra train restrict those of another train at a register station, finding the extra registered as having arrived is not a complete identification. The extra will either be seen or further orders will be given to the train concerned.

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

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

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

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

86. Unless otherwise provided, an inferior train will clear the time of a superior train, in the same direction, not less than five minutes; but will be clear at the time a first class train, in the same direction, is due to leave the next station in the rear where time is shown.

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

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

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

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

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

89. At meeting points between trains of different classes the inferior train will take the siding and clear the superior train at least five minutes, and will pull into the siding when practicable. If necessary to back in, the train will first be protected as prescribed by Rule 99, unless otherwise provided.

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

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

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

90. (A). When a train equipped with communicating signal is one mile distant from a schedule meeting point with a train of the same

or superior class, or a point where by train order the train is to meet or wait for an opposing train, the conductor will signal the engineman as per Rule 16 (l) and be answered by him in accordance with Rule 14 (n).

Enginemen of other trains will give the signal as per Rule 14 (n) under the same conditions.

Should the engineman fail to give the signal, conductors and trainmen will take immediate action to stop the train.

Failure to give these signals will not relieve conductors or enginemen of responsibility.

91. Unless some form of block signals is used, trains in the same direction will keep at least five minutes apart, except in closing up at stations. Unless otherwise provided a train following a train carrying passengers will keep at least ten minutes behind it.

91. (A). Signalmen at block stations in automatic territory will not display a "Proceed" signal to a following train until five minutes have elapsed since the passage of the preceding train, and not then unless proper automatic indication has been observed by him in accordance with automatic rules. He will observe the same as above before authorizing a train in the siding at his station to foul the main track after a train has passed in the same direction.

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

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

93. Yard limits will be indicated by yard limit signs.

Unless otherwise provided, within yard limits the main track may be used clearing the time of first class trains ten minutes and protecting against second class trains.

Trains other than first and second class will move within yard limits prepared to stop unless the main track is seen or known to be clear.

On double track, within yard limits, when necessary to make movements against the current of traffic, engines or trains will secure written instructions from the employe authorized by special instructions before doing so, and will, while using the same, proceed with caution.

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

When a train, unable to proceed against the right or schedule of an opposing train, is overtaken between communicating stations by an inferior train or a train of the same class having right or schedule which permits it to proceed, the delayed train may, after proper understanding with the following train, precede it to the next available point of communication, where it will

report to the Superintendent. When opposing trains are met under these circumstances, it will be fully explained to them by the leading train that the expected train is following.

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

Each section has equal time-table authority.

A train will not display signals for a following section, except as prescribed by Rule 85, without orders from the Train Dispatcher.

96. When signals displayed for a section are taken down at any point before that section arrives, the conductor, if there be no other provision, will arrange in writing with the operator, or if there be no operator, with the switchtender, or in the absence of both, with a flagman left there for that purpose, to notify all opposing trains that the section for which signals were displayed has not arrived, and, in addition, the conductor will notify all opposing inferior trains, or trains of the same class, until the fact that the signals were displayed has been registered at the next register station.

97. SINGLE TRACK—

Extra trains will not be run without train orders.

DOUBLE TRACK—

Unless otherwise provided extra trains will not be run without train orders. Work extras will move with the current of traffic unless otherwise directed.

98. Trains will approach the end of double track, junctions, railroad crossings at grade, and drawbridges, with caution. Where required by rule or law, trains will stop.

Trains using a siding will proceed with caution, expecting to find it occupied by other trains.

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

When signal has been given recalling the flagman in accordance with Rule 14, and safety to the train will permit, he may return. When the conditions require he will leave the torpedoes and a lighted fusee; and if a tunnel is located between this point and his train, he will, in addition, leave a lighted fusee in the tunnel.

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

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

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

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

Stop signals will be answered promptly by enginemen, and flagmen will repeat signals until they are acknowledged.

Flagman's Signals:

DAY SIGNALS—

A red flag,
Torpedoes and fuses.

NIGHT SIGNALS—

A red light,
A white light,
Torpedoes and fuses.

When on other than single track trains are stopped unexpectedly or meet with accidents the nature or extent of which is unknown, flagmen will, without waiting to determine what tracks are obstructed, go out in both directions at once to protect the movement of trains on all tracks; and the same action shall be taken where the track parallels that of another railroad and is located so near that both tracks are liable to be obstructed in case of accident.

99. (A). Should a train be seen or heard approaching before the flagman has reached the required distance, he will, at once, place two torpedoes on the rail, and, at night or during foggy or stormy weather, carry a lighted fusee, continuing in the direction of the approaching train.

99. (B). When trains that carry passengers are standing at stations they will be protected by flagman.

99. (C). When work trains, trackmen or other employes are performing work requiring flag protection, the flagmen will be furnished written instructions, which will be shown to the enginemen of all trains flagged.

When necessary to flag from one station to another by placing a flagman upon another train, conductor will give the flagman written instructions and the flagman will ride on engine.

100. When the flagman goes back to protect the rear of the train, the next trainman will take his place on the train.

100. (A). Light engines (with engineman and fireman only) stopped by preceding train, will be protected by the flagman of the preceding train until called in, at which time the fireman of the light engine will protect his own engine as per Rule 99.

100. (B). Flagmen will not be sent out to flag certain trains, but will flag all trains.

101. Trains will be fully protected against any known condition which interferes with their safe passage at normal speed.

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

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

Except as provided herein, the detached portion will not be moved or passed until the front portion comes back.

The engineman and trainmen of the detached portions will give the Train-parted signal to trains moving on adjacent tracks. A train receiving this signal or being otherwise notified that a train on an adjacent track has parted, will immediately reduce speed and proceed with caution until the separated train is passed.

When a train is disabled so it may obstruct another track, trains on that track will be stopped.

When from any cause the front portion of a train cannot be backed, the conductor and engineman may arrange for the re-coupling, using the greatest caution.

103. When cars are pushed by an engine, except when shifting or making up trains in yards, a trainman will take a conspicuous position on the front of the leading car.

104. Switches will be left in proper position after having been used. Conductors are responsible for the position of the switches used by them and their trainmen, except where switchtenders are stationed, but, when practicable, the engineman will see that the switches nearest the engine are properly set.

When a train backs into a siding the engineman will see that the main track switch is closed.

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

Employees will keep away from stands of facing point switches while trains are approaching and passing and, when practicable and safe, will stand on the side of the track opposite the switch stand.

After a train enters a siding, or has crossed from one track to another to allow a train to pass, the pull-in switch and derail, or both switches of the crossover, will be set in normal position until the approaching train has passed.

A train entering siding or moving through crossover will not stop while any part of train is between switches of crossover. When entering a siding the switch will not be closed for main track while any part of the train is outside the clearance point of the siding. When entering or leaving a siding switch will not be unlatched until the last wheels are clear of the switch points. After using a switch the person handling will see that it is securely locked and will examine switch points to see that they are in proper position.

Both switches to a crossover between main tracks will be locked for the main tracks during the passing of any train on the opposite track, and will not be unlocked or opened until the train is ready to use the crossover.

If any switch or derail is found to be defective, or to have a defective lock, it will be secured, and reported at once to the Superintendent, by the conductor, engineman or other person who may have discovered it.

Engines or trains pulling in or out of tracks will not foul clearance point until switch is set in proper position.

104. (A). When coupling occupied passenger equipment a stop will be made about ten feet distant and then move slowly to make the coup-

ling. Air brakes will be coupled and working when doing work with occupied passenger equipment.

104. (B). When a train carrying passengers is moving backward, its conductor will control the air brake from the rear platform, using a rider hose, unless a platform valve is available.

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

105. (A). When trains are moving against the current of traffic they will not exceed a speed of ten (10) miles per hour while passing over facing point switches not interlocked.

105. (B). Ash pans will be kept closed when engines are in motion, and cleaned only at designated points.

105. (C). Form 1074 reading "Go Back and Put Out Fire" will be used by enginemen and trainmen to notify trackmen of existence of fires along the roadway.

106. Trains will use caution in passing a train receiving or discharging passengers at a station, and, except where proper safeguards are provided or the movement is otherwise protected, will not pass between it and the platform at which the passengers are being received or discharged.

When proper safeguards are not provided, a local passenger train will not arrive at or depart from a station platform while a train is approaching on the opposite track, and is so near that it may endanger passengers crossing the track.

107. In case of doubt or uncertainty the safe course will be taken.

108. When a train without markers passes a train order station, the operator will notify the train order station on each side.

109. Unless otherwise provided, an absolute block will be maintained behind all trains carrying passengers at all times and in all places, except that when a train carrying passengers passes a train at a non-train order station and there is no telephone communication from that siding to a train order station, the train so passed will wait ten minutes after the passage of the train carrying passengers and may then proceed, with caution, provided its superiority permits, until the next open train order station in advance is reached. If telephone communication is had from the siding the train which is passed will not again occupy the main track until released by train order station by issuance of Form A.

109. (A). When trains are released from sidings by telephone the conductor or engineman only is authorized to receive Form A and will give train and engine number, and his name. The operator responding will give his name and will file his copy of Form A bearing the name of conductor or engineman.

109. (B). When a train is on a siding adjacent to a train order station where a siding telephone is not located, the conductor will have a trainman of his train remain at such office. If siding telephone is installed, remain at the telephone, so that communication may be had.

109. (C). The following practice establishing an absolute block behind trains carrying passengers may be made effective when authorized by special instructions which will state the limits within which rule will apply:—

The conductor of a train carrying passengers upon arrival at designated stations, will report by telephone to the open train order station, and in so reporting the name of the station at which the train has arrived will be plainly pronounced and then spelled letter by letter.

Example—

“Train 6 arrived Belleville B-e-l-l-e-v-i-l-l-e at 11.10 A. M., Jones, conductor.”

The operator will acknowledge receipt by repeating it, giving his name, and will at once record, in ink, the station and arrival time on his register, and the conductor's name in the remarks column on the same line.

When a train enters a siding located between open train order stations and is to follow a train carrying passengers, the conductor will report by telephone to the open train order station.

Example—

“Extra 2160 East, clear of main track Belleville B-e-l-l-v-i-l-l-e 11.50 A. M., Jones, conductor.”

The train will not again foul the main track until Form A, part Z, is received by telephone from the open train order station authorizing it to proceed, except that where unable to communicate from such siding the train will wait not less than ten minutes after the departure of a

train carrying passengers, and will, provided its superiority permits, proceed with caution, and will report at each telephone station connected with an open train order station until Form A, part Z, is received or the train arrives at an open train order station.

For the movements herein indicated Form A, part Z will be used reading as follows:

“Train———has arrived at———. Correctly repeated. Proceed.”

The operator issuing the form will pronounce and then spell the name of the arrival station.

The conductor will repeat in the same manner, and if repeated correctly the operator will respond “Correctly repeated. Proceed.”

Where this form for this character of movement is issued at an open train order station, the operator will strike out the words “Correctly repeated.”

This will be authority for the train to proceed to the arrival point named in form, provided its superiority permits, and the train will approach the arrival point named therein with caution, stop, report and receive Form A, part Z at that point authorizing its further movement.

The operator will not authorize a train to follow a train carrying passengers until he has ascertained that the latter has arrived at an intermediate station or the train order station in advance. He will record upon his train register the time each train passes his station, and the

ascertained arrival time of the train carrying passengers, also the time of issuance of Form A, part Z.

If the operator is unable to ascertain the arrival time of the train carrying passengers, the following train may be authorized by issuance of Form A, part Q, to proceed with caution, provided its superiority permits, and not less than ten minutes have elapsed since the departure of the train carrying passengers, and will not pass the next point where communication can be had without receiving Form A, part Z.

Example 1—

A train that carries passengers has left A (an open train order station) moving toward C (an open train order station).

B is an intermediate station at which the train carrying passengers has been instructed to report its arrival by telephone to the open train order station.

The operator at the open train order station connected with B, upon receipt of this information will issue a Form A, part Z, to a train which is to follow.

Example 2—

A train has left A and has taken the siding at an intermediate station B and has reported to the open train order station with which B is connected.

A following train carrying passengers passes the train at B, and upon its arrival at C the operator at that point will issue Form A, part Z to the train in the siding at B, or if the open train

order station at C is not connected to B by telephone, the operator at C will report the arrival of the train carrying passengers to the open train order station at A, and the operator at A will issue Form A, part Z, to the train upon the siding at B.

If communication cannot be had from B to the open train order station, the train in the siding will wait not less than ten minutes after the departure of the train carrying passengers and will, provided its superiority permits, proceed with caution, and report at each telephone station connected with an open train order station until Form A, part Z is received, or the train arrives at the open train order station in advance.

The conductor will write Form A, part Z in triplicate during its transmission, note thereon the time it is received, deliver one copy to the engineman and file one copy at the telephone where received.

The operator will file a duplicate copy of each Form A, part Z, issued.

Except as affected by these rules all train rules and rules for movement by train orders remain in force.

110. A train receiving a permissive signal will proceed with caution until clear track is indicated.

This will not relieve train crews from protecting as prescribed by Rule 99.

111. Where a train in transit is laid up on siding, it will be annulled by train order, the headlight extinguished and other signals removed. Other trains whose movement might be affected will be notified by train order that the siding or a certain part of it, is blocked.

112. At terminal stations, and at any point where change is made in train, air will be tested by engineman making application of brakes. Trainmen or air brake inspectors will be properly stationed for noting and correcting defects.

Unless otherwise instructed by proper authority enginemen of passenger trains leaving a terminal or leaving any point where the make-up of their train has been changed, or the engine has been detached, will, after starting, make a running test within 1000 feet by applying the air brakes sufficiently to know the air is in good working order.

Air brakes and train air signals will be tested in accordance with Rules and Regulations Governing the Handling of Air Brakes, Train Air Signals, Electric Headlights Lighting and Heating Passenger Cars.

113. Trainmen will ride out on freight trains at locations designated in time-table. Unless weather conditions or other causes make the exchange of signals impracticable, a freight train will not pass any siding or open train order station at which it is not required to stop without the engineman receiving the proceed signal from the trainmen and answering as per Rule 14 (g). Conductors will see that trainmen are properly placed.

114. Trains moving on other than their regular track will stop, if necessary, to exchange mail.

115. To take water or fuel, engines will be detached from freight trains consisting of twenty-five or more cars.

116. A passenger train when run to represent a regular train will, unless otherwise directed, make the stops of the regular train it represents.

117. Employes will observe passing trains for defects and should there be any indication of conditions endangering the train, take such measures for its protection as may be practicable.

118. When detouring over foreign lines trains will comply with the Baltimore and Ohio speed restrictions for the class of trains detoured if speed by such restriction is less than that of the foreign line. If the speed of the foreign line is less than that of the Baltimore and Ohio, the restriction of such foreign line will be complied with.

119. When necessary to separate or switch a train at a highway crossing not protected by gates or crossing watchman, a trainman will be stationed to give proper signals to prevent accident as each coupling is made.

120. Not more than one employe, in addition to engineman and fireman in charge, and officials, will be permitted to ride engines on passenger trains, and the total at no time will exceed four.

Not more than three employes, in addition to engineman and fireman in charge, including officials, will be permitted to ride engines on freight trains or road engines without trains.

121. Instructions concerning the movement of trains or the condition of track or bridges will be recorded in writing.

122. Attendants accompanying shipments do not constitute the train "a train carrying passengers" as named in the rules.

D-151. On double track, trains will keep to the right, unless otherwise provided.

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

A train will not cross over when a superior train is due, except to avoid delay to superior trains following.

In permitting trains to pass after crossing over, preference will be given to trains of the greatest importance.

D-153. Enginemen will observe trains on the opposite track and, if they are running too closely together, call attention to the fact.

Employees engaged on the roadway observing trains running too closely together will indicate the same to the train by raising both hands and holding them a short distance apart.

RULES GOVERNING THE MOVEMENT OF TRAINS ON SINGLE TRACK BY SIGNAL INDICATION.

130. On portions of the road so specified on the time-table, trains will run on single track by block signals, whose indications will supersede time-table superiority, and will take the place of train orders.

131. The movement of trains will be controlled by the Train Dispatcher, who will issue instructions to signalmen.

132. Except as affected by Rules 130 and 131 all Block Signal Rules and Train Rules remain in force.

RULES GOVERNING THE MOVEMENT OF TRAINS WITH THE CURRENT OF TRAFFIC ON TWO OR MORE TRACKS BY BLOCK SIGNALS.

D-251. On portions of the road so specified on the time-table, trains will run with the current of traffic by block signals whose indications will supersede time-table superiority.

D-252. The movement of trains will be controlled by the Train Dispatcher, who will issue instructions to signalmen when required.

D-253. A train having work to do which may detain it more than five minutes or is not in condition to make average speed, will obtain permission from the signalman at the last station at which there is a siding before entering the block in which work is to be done. The signalman will obtain authority to give this permission from the Train Dispatcher.

D-254. Except as affected by Rules D-251 to D-253, inclusive, all Block Signal Rules and Train Rules remain in force.

RULES GOVERNING THE MOVEMENT OF TRAINS AGAINST THE CURRENT OF TRAFFIC ON TWO OR MORE TRACKS BY BLOCK SIGNALS.

D-261. On portions of the road so specified on the time-table, trains will run against the current of traffic by block signals, whose indications will supersede time-table superiority and will take the place of train orders.

D-262. The movement of trains will be controlled by the Train Dispatcher, who will issue instructions to signalmen.

D-263. A train must not cross over, except as provided in Rule D-261, without authority from the Train Dispatcher.

D-264. Except as affected by Rules D-261 to D-263, inclusive, all Block Signal Rules and Train Rules remain in force.

ADDITIONAL RULES FOR THREE OR MORE TRACKS.

F-271. The main tracks shall be designated by numerals, and their use indicated by special instructions.

F-272. On portions of the road so specified on the time-table, trains will run with the current of traffic by block signals, whose indications will supersede time-table superiority.

F-273. A train by night running with the current of traffic, on a high speed track, will display two red lights to the rear.*

A train by night running with the current of traffic, on a slow speed track, will display a green light to the rear on the side next to the high speed track in the direction of the current of traffic, and a red light on the opposite side.†

A train by night using any track against the current of traffic will display two green lights to the rear, one on each side, with a red light on the platform.‡

* Illustrated by diagram on page 89.

† Illustrated by diagram on page 90.

‡ Illustrated by diagram on page 91.

A train by night on a siding will display two green lights to the rear.

F-274. Engine and Motor Whistle Signals.

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

SOUND.	INDICATION.
(a) — — — — —	Flagman for Track No. 1 may return.
(b) — — — — —	Flagman for Track No. 2 may return.
(c) — — — — — o	Flagman for Track No. 3 may return.
(d) — — — — — o	Flagman for Track No. 4 may return.
(e) o — — — — —	Flagman for Track No. 5 may return.
(f) o — — — — —	Flagman for Track No. 6 may return.
(g) o — — — — — o	Flagman for Track No. 7 may return.
(h) o — — — — — o	Flagman for Track No. 8 may return.

F-275. Except as affected by Rules F-271 to F-274, inclusive, all Block Signal Rules and Train Rules for Double Track remain in force.

RULES FOR MOVEMENT BY TRAIN ORDERS.

201. For movements not provided for by time-table, train orders will be issued by authority of the Superintendent and over the initials of the Train Dispatcher originating. They will contain neither information nor instructions not essential to such movements.

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

Figures in train orders will not be surrounded by brackets, circles and other characters.

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

203. Train orders will be numbered consecutively each day, beginning at midnight. Where more than one dispatching district is operated from an office, train order numbers on each district should differ, for example—one district beginning with No. 1, another district No. 201, etc.

204. Train orders will be addressed to those who are to execute them, naming the place at which each is to receive his copy. Those for a train will be addressed to the conductor and engineman, and also to any one who acts as its pilot. A copy for each employe addressed will be supplied by the operator.

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

205. Each train order will be written in full in a book provided for the purpose at the office of the Train Dispatcher; and with it recorded the names of those who have signed for the order; the time and the signals which show when and from what offices the order was repeated and the responses transmitted; and the Train Dispatcher's initials. These records will be made at once, and never from memory or memoranda.

206. In train orders regular trains will be designated by the train and engine numbers, as "No. ten, 10, Eng. 162," or "Second, 2d, ten, 10, Eng. 184," extra trains will be designated by engine numbers and the direction, as "Extra 798 'East' or 'West'." Other train numbers and time will be written in full and duplicated in figures. -

Even hours will not be used in stating time of day in train orders, such as 10.00 a. m.

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

207. (A). When engines of foreign railways are run over the same main track, train orders will show initial of such railway, prefixed to engine numbers.

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

The several addresses will be in the order of superiority of trains, each office taking its proper address; and when a train order is issued making a meeting or waiting point at a train order station, except in automatic block territory, a copy of the order will be addressed to the operator at that point simultaneously with its transmission to the points at which the trains are addressed. The operator at the meeting or waiting point will deliver a copy of the order to trains affected thereby until all have arrived from one direction.

When the meeting point is at a non-train order station a copy of the train order will also be sent to the train order station on each side where the signalman will display the Stop indication and deliver Form A, part (B), to the conductor and engineman.

Train orders that restrict the superiority of a train will not be issued for it at the point where such superiority is restricted, unless to avoid very serious delay and a "stop" signal in addition to the "fixed" signal is displayed and two torpedoes placed upon the rail. At night (or when owing to weather or other conditions day signals cannot be plainly seen) also display a burning fusee.

Train orders authorizing such movement will be issued on "31" train order form and contain the words "*(Train Number)* gets this order at *(Station)*."

209. Operators receiving train orders will write them in manifold during transmission. If they cannot at one writing make the requisite number of copies, they will make others from one of the copies previously made, and repeat to the Train Dispatcher from the new copies each time additional copies are made. They will retain a copy of each train order.

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

Those to whom the order is addressed, except engineman, will then sign it, and the operator will send their signatures preceded by the number of the order to the Train Dispatcher. The response "complete" and the time, with the initials of the Train Dispatcher, will then be given by the Train Dispatcher. Each operator receiving this response will then write on each copy the word "complete," the time, and his last name in full, and then deliver a copy to each person addressed, except enginemen, which they will compare while the conductor reads the order to the operator aloud. The copy for each engineman will be delivered to him personally by the conductor, and the engineman will read it aloud to him and understand it before acting upon it.

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

A "19" train order restricting the superiority of a train may be used only when specifically authorized by General Order or Special Instructions, and will provide when such an order is issued at a point where the superiority is restricted, the train will be brought to a stop before delivery of the order.

211. (A). Conductors of passenger trains will show train orders to the baggage masters and flagmen, and enginemen of passenger trains to firemen; conductors of freight trains will show train orders to flagmen, and enginemen to firemen, and when practicable to the front trainmen, all of whom are required to bear them in mind and should occasion require will call attention of conductors and enginemen to them.

212. When so directed by the Train Dispatcher a train order may be acknowledged before repeating, by the operator responding: "X (*Number of Train Order*) to (*Train Number*)," with the operator's initials and office signal. The operator will then write on the order his initials and the time.

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

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

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

215. _____

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

217. A train order to be delivered to a train at a point not a train order office, or at one at which the train order office is closed, will be addressed to "*C. and E. (Train Number, Engine Number)*" at (*Station*), care of (*Person Delivering*)" and forwarded and delivered by the conductor or other person in whose care it is addressed. When form 31" is used "complete" will be given upon the signature of the person by whom the order is to be delivered, who will be supplied with copies for the conductors and enginemen addressed, and a copy upon which he shall take their signatures. This copy he will deliver to the first operator accessible, who will preserve it, and at once transmit the signature of the conductor and engineman to the Train Dispatcher.

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

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

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

218. (A). On single track all meeting points, whether scheduled or otherwise, between trains carrying passengers will be made by train order Form A.

219. An operator will not repeat or give the "X" response to a train order for a train which has been cleared, or of which the engine has passed his train order signal, until he has obtained the signatures of the conductor and engineman to the order.

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

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

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

220. (A). Train orders relating to reduction of speed, on account of conditions which are liable to exist longer than ten days, will be duplicated in the form of a General Order within three days

after the issuance of the train order, and when the General Order has been signed for by all concerned, the train order will be annulled.

220. (B). When a train is instructed by train order to report at a place for train orders, it will not pass that point without an annulling or superseding order.

221. (A). A fixed signal will be used at each train order office, which shall indicate "stop" when there is an operator on duty, except when changed to "proceed" to allow a train to pass after getting train orders, or for which there are no orders. A train will not pass the signal while "stop" is indicated, except to do station work, after which the train will not leave station until Form A is received. The signal will be returned to "stop" as soon as the train has passed. It will be fastened at "proceed" only when no operator is on duty. This signal will be used also to hold trains running in the same direction, the required time apart.

When there are train orders for a train, the signalman will display a red flag by day and a red light by night, in addition to the fixed signal.

Operators will have the proper appliances for hand signalling ready for immediate use if the fixed signal should fail to work properly. If a signal is not displayed at a night office, trains which have not been notified will stop and ascertain the cause, and report the facts to the Train Dispatcher from the first available point of communication with an open train order office.

Where the semaphore is used, the arm indicates "stop" when horizontal, and "proceed" when in a vertical or diagonal position.

221. (B). Delivered train orders will be accompanied by a Form A for each person to whom the orders are addressed, and the form will specify the numbers of the orders delivered.

One copy of Form A will be delivered by the conductor to each engineman with "31" train orders.

Form A will be taken in manifold one copy being retained by the operator for the office file.

Form A authorizes a train, if its superiority permits, to pass a "stop" signal located at the point where the form is issued.

222. Operators will promptly record and report to the Train Dispatcher the time of arrival and departure of all trains and the direction of extra trains. They will also observe the front and rear of trains and report at once to the Train Dispatcher if the proper signals are not displayed. When operators relieve each other, the one going off duty will carefully call the attention of the one coming on duty to orders still in effect and make a written transfer.

222. (A). At registering stations operators will, if practicable, advise the Train Dispatcher whether or not signals are properly recorded in the register book.

223. The following signals and abbreviations may be used:

Initials for signature of the Train Dispatcher.

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

C & E—for Conductor and Engineman.

C & M—for Conductor and Motorman.

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

Com—for Complete.

O S—Train Report

No—for Number.

Eng—for Engine.

Sec—for Section.

Psgr—for Passenger.

Frt—for Freight.

Mins—for Minutes.

Jct—for Junction.

Dispr—for Train Dispatcher.

Opr—for Operator.

15—you will give "Proceed" signal to——.

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

S D—for "Stop Displayed."

G S—Green Signals.

N S—No Signals.

W S—White Signals.

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

FORMS OF TRAIN ORDERS.

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

A.

Fixing Meeting Points for Opposing Trains.

(1.) *No. One 1 Eng. 873* meet *No. Two 2 Eng 888* at *B.*

No Three 3 Eng 880 meet *Second 2d Four 4 Eng 1313* at *B.*

No Five 5 Eng 762 meet *Extra 95 East* at *B.*

Extra 652 East meet *Extra 231 West* at *B.*

(2.) *No Two 2 Eng 1402* and *Second 2d Four 4 Eng 1313* meet *Nos One 1 Eng 1860* and *Three 3 Eng 880* at *C*, and *Extra 95 West* at *D* (and so on).

No One 1 Eng 873 meet *No Two 2 Eng 888* at *B*, *Second 2d Four 4 Eng 1313* and *Extra 95 East* at *D.*

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

B.

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

(1.) *No One 1 Eng 1602* pass *No Three 3 Eng 1702* at *K.*

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

(2.) *No Six 6 Eng 1810* pass *No Four 4 Eng 1826* when overtaken.

Both trains will run according to rule until the second-named train is overtaken and then arrange for the rear train to pass promptly.

(3.) *Extra 594 East* run ahead of *No Six 6 Eng 1828 M* to *B.*

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

(4.) *Extra 95 West* run ahead of *No Three 3 Eng 2410 B* until overtaken.

The first-named train will run ahead of the second-named train from the designated point until overtaken, and then arrange for the rear train to pass promptly.

(5.) *No One 1 Eng 2412* pass *No Three 3 Eng 2420* at *K* and run ahead of *No Seven 7 Eng 2421 M* to *Z.*

When an inferior train receives an order to pass a superior train, right is conferred to run ahead of the train passed from the designated point. Unless some form of block signals is used, the following train will run with caution, looking out for the designated train ahead until the order is fulfilled.

C.

Giving Right Over an Opposing Train.

(1.) *No One 1 Eng 2410* has right over *No Two 2 Eng 2428 G* to *X.*

If the second-named train reaches the point last named before the other arrives, it may pro-

ceed, keeping clear of the opposing train as many minutes as such train was before required to clear it under the rules. If the first-named train is met between the designated points, the conductor of the second-named train will inform it of his arrival.

(2.) *Extra 37 East* has right over *No Three 3 Eng 2429 F* to *A*.

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

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

E.

Time Orders.

(1.) *No One 1 Eng 2115* run *fifty 50* mins late *A* to *G*.

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

(2.) *No One 1 Eng 2115* run *fifty 50* mins late *A* to *G* and *twenty* mins late *G* to *K* etc.

This makes the schedule time of the train named between the stations mentioned, as much

later as stated in the order, and any other train receiving the order is required to run with respect to this later time as before required to run with respect to the regular schedule time. The time in the order should be such as can be easily added to the schedule time.

(3.) *No Two 2 Eng 2112* wait at *H* until *nine fifty-nine 9 59 A M* for *No One 1 Eng 2115*.

The train first named will 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 the schedule time is earlier than the time specified in the order, as before required to run with respect to the schedule time of the train first named.

(4.) *Nos One 1 Eng 2115* and *Three 3 Eng 2116* wait at *N* until *nine fifty-nine 9 59 A M*.

P until *ten thirty 10 30 A M*.

R until *ten fifty-five 10 55 A M* etc.

The train, or trains, named will not pass the designated points before the times given. Other trains receiving the order are required to run with respect to the time specified at the designated points or any intermediate station where schedule time is earlier than the time specified in the order as before required to run with respect to the schedule time of the train, or trains, named.

F.

For Sections.

(1.) *Eng 20* display signals and run as *First 1st One A* to *Z*.

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

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

(3.) *No One 1 Eng 20* display signals *A* to *G* for *Eng 65* *Second 2d One 1 Eng 65* display signals *B* to *E* for *Eng 99*.

(4.) *Engs 20 25 and 99* run as *First 1st Second 2d and Third 3d One 1 A* to *Z*.

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

(5.) *Eng 85* display signals and run as *Second 2d One 1 N* to *Z*. Following sections change numbers accordingly.

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

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

(6.) *Eng 85* is withdrawn as *Second 2d One 1* at *H*. Following sections change numbers accordingly.

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

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

(7.) *Eng 18* instead of *Eng 85* display signals and run as *Second 2d One 1 R* to *Z*.

The second-named engine will drop out at *R*, and be replaced by the first-named engine.

If the second-named engine is the last section, the words "display signals and" will be omitted. Following sections need not be addressed.

To discontinue the display of signals, (8) will be used.

(8.) *Second 2d One 1 Eng 85* take down signals at *D*.

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

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

(9.) *Engs 99 and 25* reverse positions as *Second 2d and Third 3d One 1 H* to *Z*.

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

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

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

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

G.

Extra Trains.

- (1.) *Eng 99* run extra *A* to *F*.
- (2.) *Eng 99* run extra *A* to *F* and return to *C*.
The extra will go to *F* before returning to *C*.
- (3.) After *Extra 101 East* arrives at *A*, *Eng 99* run extra *A* to *F*.

H.

Work Extra.

- (1.) *Eng 292* works extra six forty-five 6 45 *A M* until five forty-five 5 45 *P M* between *D* and *E*.

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

This may be modified by adding:

- (2.) *Not protecting against Eastward extra trains.*
The work extra will protect only against Westward extra trains. The time of regular trains will be cleared.
- (3.) *Not protecting against extra trains.*

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

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

- (4.) *Work extra 292* clears, or protects against, *Extra 76 East* between *D* and *E* after two ten 2 10 *P M*.

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

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

- (5.) *Work Extra 292* protects against No fifty-five 55, *Eng 1406* (or ——— class trains) between *D* and *E*.

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

When a work extra is to be given exclusive right over all trains the following form will be used:

- (6.) *Work Extra 292* has right over all trains between *D* and *E* seven fifteen 7 15 *P M* until twelve fifteen 12 15 *A M*.

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

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

Whenever extra trains are run over working limits, they will be given a copy of the order sent to the work extra. Should the working order instruct a work extra to not protect against extra

trains in one or both directions, extra trains will protect against the work extra; if the order indicates that the work extra is protecting itself against other trains, they will run expecting to find the work extra protecting itself.

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

D—H (Double Track).

Work Extra.

(1.) *Eng 292* works extra on *Eastward* track, or both tracks, six forty-five 6 45 A M until five forty-five 5 45 P M between D and E.

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

This form may be modified by adding:

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

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

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

(3.) *Work Extra 292* protects against *No fifty-five 55 Eng 1406* (or———class trains) between D and E.

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

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

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

When a work extra is to be given exclusive right over all trains the following form will be used:

(4.) *Work Extra 292* has right over all trains on *Eastward* and *Westward* tracks between G and H seven one 7 01 P M until one one 1 01 A M.

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

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

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

J.

Holding Order.

Hold *No Two 2 Eng 2446.*

Hold all (or *Eastward*), trains.

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

—————may go.

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

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

K

Annulling a Schedule or a Section.

No One 1 due to leave *A Feb twenty-ninth 29th* is annulled *A* to *Z*.

Second 2d five 5 due to leave *E Feb twenty-ninth 29th* is annulled *E* to *G*.

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

This form will not be combined with any other.

L

Annulling an Order.

Order *No ten 10* is annulled.

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

Annulled by Order No———.

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

M

Annulling Part of an Order.

That part of order *No ten 10* reading *No One 1 Eng 2448* meet *No Two 2 Eng 2445* at *S* is annulled.

That part of Order *No twelve 12* reading *No Three 3 Eng 2443* pass *No One 1 Eng 2448* at *S* is annulled.

P

Superseding an Order or a Part of an Order.

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

(1.) *No One 1 Eng 2448* meet *No Two 2 Eng 2447* at *C* instead of *B*.

(2.) *No Three 3 Eng 2443* pass *No One 1 Eng 2448* at *D* instead of *C*.

(3.) *No One 1 Eng 2448* has right over *No Two 2 Eng 2447* *G* to *R* instead of *X*.

(4.) *No One 1 Eng 2448* displays signals for *Eng 85 A* to *Z* instead of *G*.

An order which has been superseded will not be issued under its original number.

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

D—R (Double Track).

Providing for a Movement Against the Current of Traffic.

(1.) *No One 1 Eng 2448* has right over opposing trains on *No Two 2* (or *Eastward*) track *C* to *F*.

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

An inferior train between the points named moving with the current of traffic in the same

direction as the designated train will receive the copy of the order, and may then proceed on its schedule, or right.

This order may be modified as follows:

(2.) After *No Four 4 Eng 2476* arrives at *C* *No One 1 Eng 2448* has right over opposing trains on *No Two 2 (or Eastward)* track *C* to *F*.

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

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

D—S (Double Track).

Providing for the Use of a Section of Double Track as Single Track.

No One 1 (or Westward) track will be used as single track between *F* and *G*.

If it is desired to limit the time for such use, add from *one one 1 01 P M* to *three one 3 01 P M*.

All trains will use the track specified between the stations named and will be governed by rules for single track.

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

T.

To Admit a Train to Occupy a Block that is Occupied.

(1.) *No Ten 10 Eng 1523* has not reported clear of the block. Proceed with caution.

This form will be used where manual block rules are in effect, only when necessary to avoid serious delay.

U.

To Clear Trains at Register Stations.

Trains due at *C* up to *ten fifteen 10 15 A M* have arrived (or left), except *Nos 9 nine* and *fifteen 15*.

Trains receiving this order are relieved from examining register or receiving Form A at the station named, up to the time specified therein.

V.

Providing for Movement of Trains on Which More Than One Engine is Used, Except on Specified Helper Districts.

When more than one engine is used in a train, train orders will be addressed to enginemen of each engine, and the order will specify the number of each engine, and if at the front end, should have the word "coupled."

When one, or more, engine is used elsewhere in trains, train orders will state "Eng (giving the number) assisting."

(1.) *Engs 1630 and 1632 coupled run extra A to Z.*

(2.) *No ninety-six 96 Engs 1630 and 1631 coupled meet No ninety-seven 97 Eng 1632 at G.*

(3.) *Eng 1630 Eng 1631 assisting run extra A to Z.*

(4.) *No ninety-six 96 Engs 1630 and 1635 coupled Eng 1631 assisting meet No ninety-seven 97 Eng 1632 at G.*

DIAGRAMS

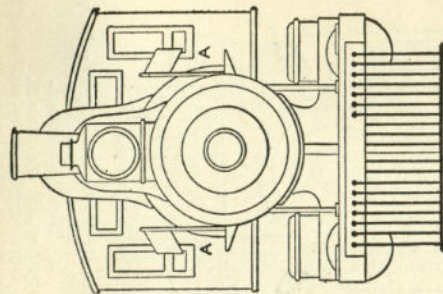
OF

TRAIN SIGNALS.

NOTES.

The diagrams are intended to illustrate the general location of the train signals, not the exact manner in which they are to be attached.

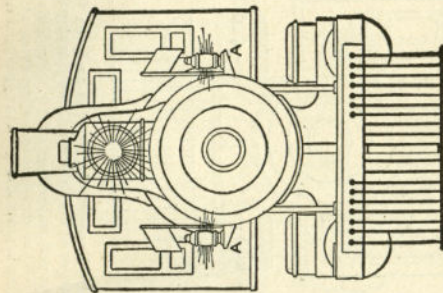
Combination lamps with four illuminated colored faces are represented in the diagrams.



Engine Running Forward by Day as an Extra Train.

White flags at A A.

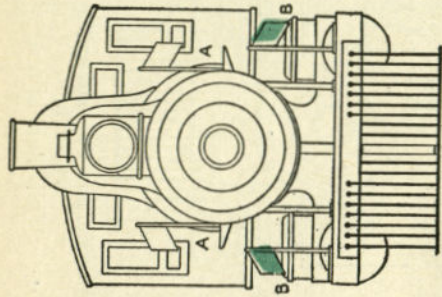
See Rule 21.



Engine Running Forward by Night as an Extra Train.

White lights and white flags at A A.

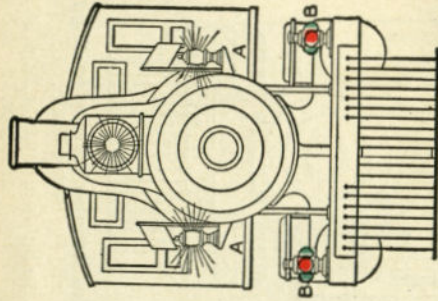
See Rule 21.



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

White flags at A A. See Rule 21.

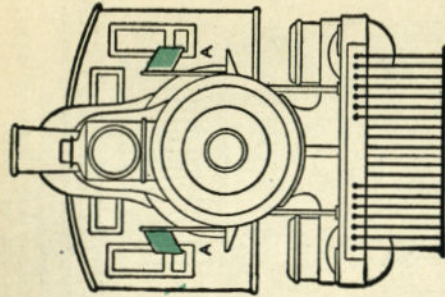
Green flags (or marker lamps, not lighted) at B B, as markers. See Rule 19.



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

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

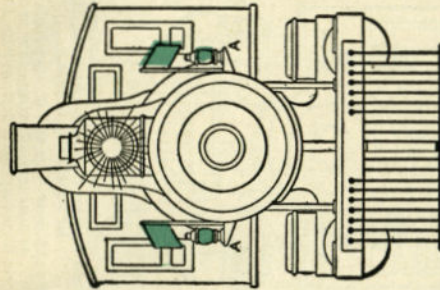
Lights at B B, as markers, showing green at side and in direction engine is moving and red in opposite direction. See Rule 19.



Engine Running Forward by Day Displaying Signals for a following Section.

Green flags at A A.

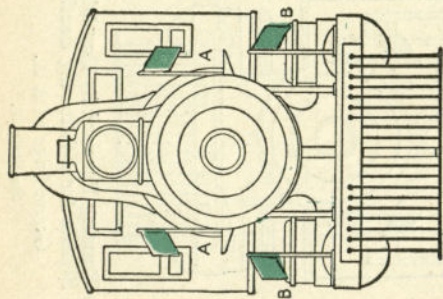
See Rule 20.



Engine Running Forward at Night Displaying Signals for a Following Section.

Green lights and green flags at A A.

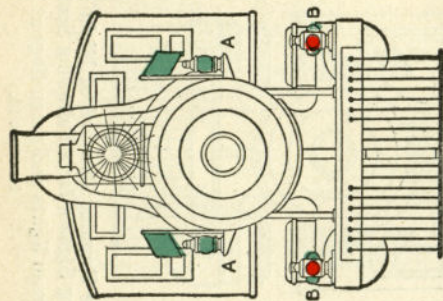
See Rule 20.



Engine Running Backward by Day, Without Cars or at the Rear of a Train Pushing Cars, and Displaying Signals for a Following Section.

Green flags at AA. See Rule 20.

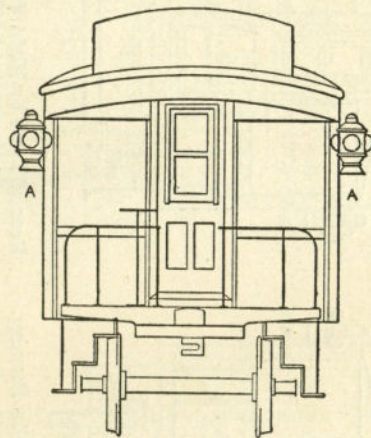
Green flags for marker lamps, not lighted) at BB, as markers. See Rule 19.



Engine Running Backward by Night, Without Cars or at the Rear of a Train Pushing Cars, and Displaying Signals for a Following Section.

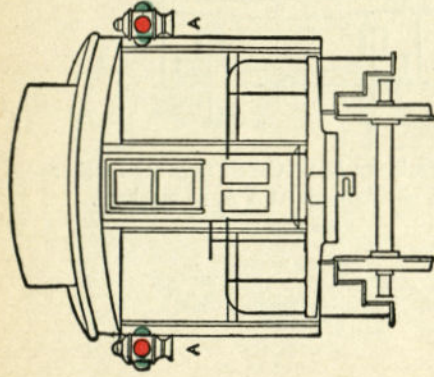
Green lights and green flags at AA. See Rule 20.

Lights at BB, as markers, showing green at side and in direction engine is moving and red in opposite direction. See Rule 19.



Rear of Train by Day—Green flag (or marker lamps, not lighted) at A A, as markers.

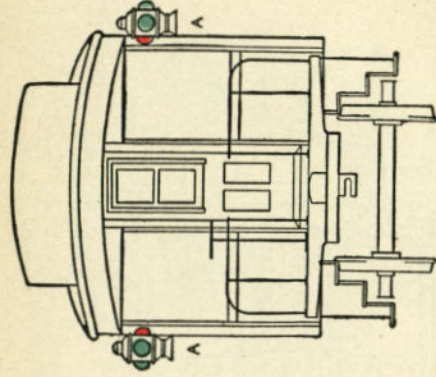
See Rule 19.



Rear of Train by Night While Running.

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

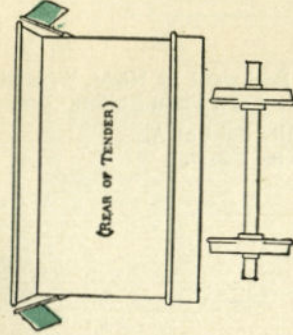
See Rule 19.



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

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

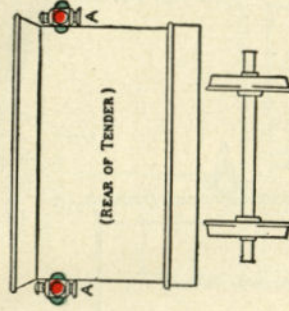
See Rule 19.



Engine Running Forward by Night, Without Cars or at the Rear of a Train Pushing Cars.

Green flags (or marker lamps, not lighted) as markers.

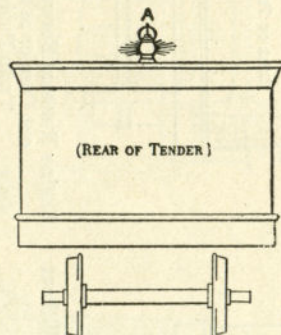
See Rule 19.



Engine Running Forward by Night, Without Cars or at the Rear of a Train Pushing Cars.

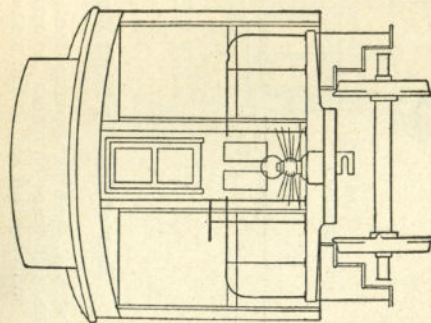
Lights at A A, as markers, showing green to the front and side and red to rear.

See Rule 19.



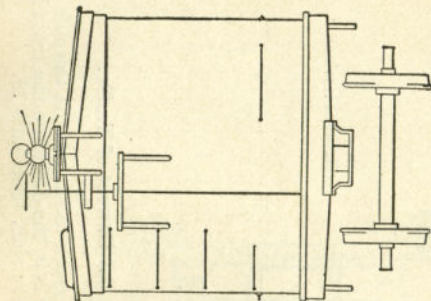
Engine Running Backward by Night, Without Cars or at the Front of a Train Pulling Cars.

White light at A.
See Rule 17.



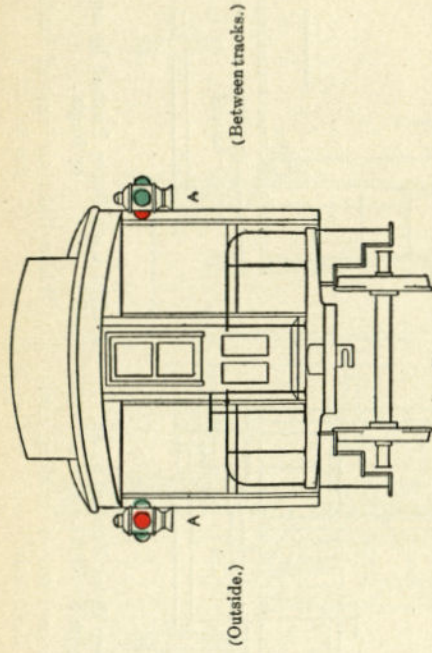
Passenger Cars Being Pushed by an Engine by Night.

White light on front of leading car.
See Rule 24.



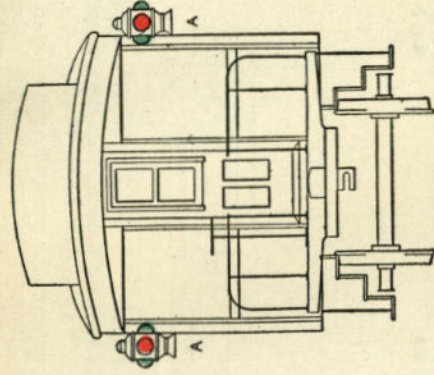
Freight Cars Being Pushed by an Engine by Night.

White light on front of leading car.
See Rule 24.



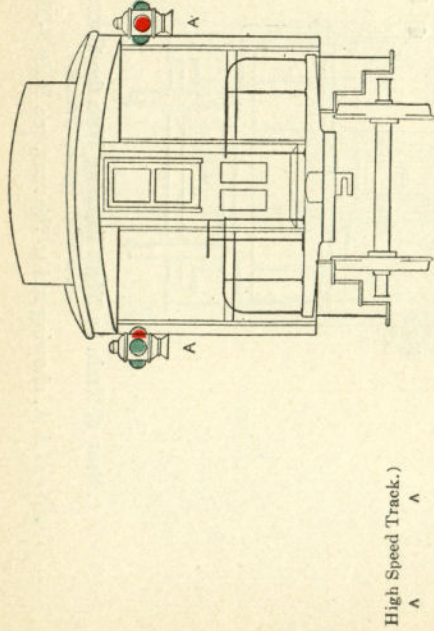
Rear of Train by Night Running Against the Current of Traffic.

Lights at A A, showing green to front and side and green to the rear on the side next to the main track on which the current of traffic is in the direction the train is moving and red to the rear on the opposite side. See Rule 19.



Rear of Train by Night Running With the Current of Traffic on a High Speed Track.

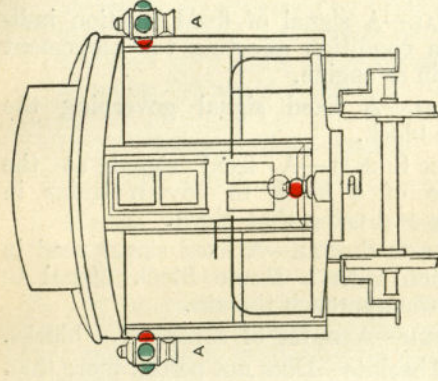
Lights at A A, showing red to the rear, see Rule F-273, first paragraph.



High Speed Track.)
A

Rear of Train by Night Running With the Current of Traffic on a Slow Speed Track.

Lights at A A, showing green to the rear on the side next to the high speed track in the direction of the current of traffic and red on the opposite side, as per Rule F-273, second paragraph.



Rear of Train by Night Running on Any Track Against the Current of Traffic.

Lights at A A, showing green to the rear, with a red light on the platform, as per Rule F-273, third paragraph.

BLOCK SIGNAL, INTERLOCKING AND TELEPHONE RULES.

Definitions.

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

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

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

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

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

DISTANT BLOCK SIGNAL—A fixed signal used in connection with a Home Block Signal to govern the approach thereto.

BLOCK SYSTEM—A series of consecutive blocks.

(A) Absolute—Does not permit more than one train to occupy a block except as per Rule 332, or by train order.

(B) Permissive—Permits trains to follow other trains with caution.

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

CONTROLLED MANUAL BLOCK SYSTEM—A series of consecutive blocks governed by block signals, controlled by continuous track circuits, operated manually upon information by telegraph, telephone or other means of communication, and so constructed as to require the co-operation of the signalmen at both ends of the block to display a Clear or a Permissive Block Signal.

AUTOMATIC BLOCK SYSTEM—A series of consecutive blocks governed by block signals operated by electric, pneumatic or other agency actuated by a train, or by certain conditions affecting the use of a block.

Manual Block System.*

REQUISITES OF INSTALLATION.

1. Signals of prescribed form, the indications given by not more than three positions; by lights of prescribed color; or by both.

2. The apparatus so constructed that the failure of any part controlling the operation of a signal will cause it to display its most restrictive indication.

3. Signals located preferably over or upon the right of and adjoining the track to which they refer. For less than three tracks signals for trains in each direction may be on the same signal mast.

4. Semaphore arms that govern, displayed to the right of the signal mast as seen from an approaching train.

*Rules 301 to 377, inclusive, will not be effective except by special instructions.

5. The normal indication of Home Block Signals—Stop.

Adjuncts.

The following may be used:

(A) Distant Block Signals interlocked with Home Block Signals; normal indication—Caution.

(C) Repeaters, audible or visible, to indicate the position of block signals to the signalman operating them.

(D) The automatic release of block signals to display their most restrictive indication.

(E) The locking of switches with block signals.

(F) Track circuits.

(H) Lock indicators for main track switches.

(J) Take siding indicators.

(K) Means of communication between block stations and outlying switches.

THE BALTIMORE & OHIO RAILROAD CO.

FORM A.

----- Station,-----191

Conductor and Engineman-----

(A) 1. I have no orders for-----
2. Orders Nos. {-----} Have been delivered and there are no further orders for-----
3. Proceed. Block is-----
4. Preceding train-----departed-----M.
5. All trains due at-----M. have arrived and departed except-----

(B) Signal is at stop for trains-----and-----
to meet at-----per train order No.----- Proceed.

(U) -----may-----out with caution, then proceed;
block to-----is-----

(R) Signal is inoperative. Proceed. Block is-----

(Y) Electric circuits are inoperative. Proceed with caution, expecting to find track obstructed. The preceding train was-----engine-----and departed-----M.

(Q) Unable to ascertain the arrival of preceding train. Proceed with caution.

(Z) Train-----has arrived at----- Correctly repeated. Proceed.

Signalman.

Form A.

EXPLANATION OF USE.

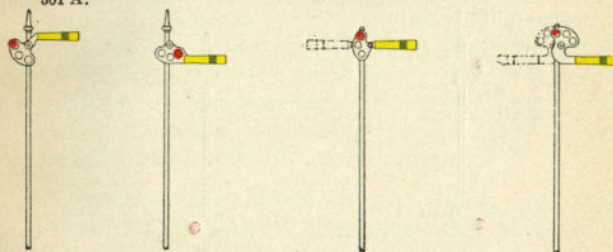
- (A) 1. To clear a train for which there are no orders.
 2. To clear a train for which there are orders.
 3. If block is clear insert the word "clear;" if not clear, the word "occupied."
 (An occupied block necessitates running with caution.)
 4. Time block.
 5. Notification of the arrival and departure of trains.
- (B) For trains meeting at intermediate closed block, non-telegraph and advance sidings.
- (U) For trains moving from sidings.
- (R) When signal is inoperative.
- (Y) When the electric circuits are inoperative.
- (Q) When unable to ascertain the arrival of the preceding train. Rule 109 (C).
- (Z) Maintain absolute block behind trains carrying passengers.

Manifold copies of this form will be made for the conductor, engineman and signalman. The signalman will mark "X" across each unused lettered part.

This form does not annul any train order, or confer superiority.

BLOCK SIGNAL RULES. THREE-POSITION BLOCK SIGNALS

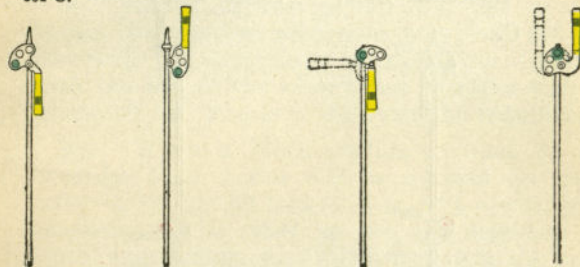
301. The following signals will appear where conditions require their use:
301 A.



301 C.

Indication—Stop.

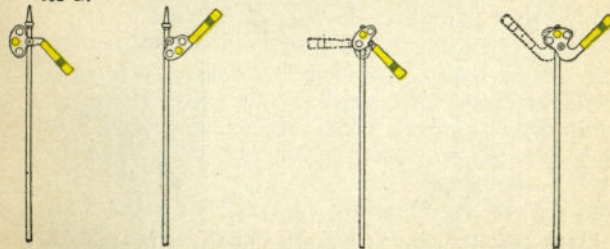
Name—Stop Signal.



301 G.

Indication—Proceed.

Name—Clear-signal.



Indication—Proceed with caution prepared to stop short of train or obstruction.

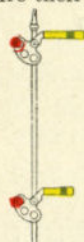
Name—Permissive-signal.

BLOCK SIGNAL RULES.

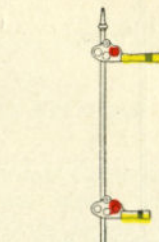
TWO-POSITION BLOCK SIGNALS.

302. The following signals will appear where conditions require their use:

302 A.



Indication—Stop.

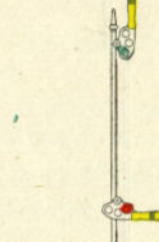


Name—Stop-signal.

302 C.

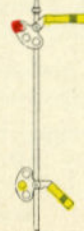


Indication—Proceed.



Name—Clear-signal.

302 G.



Indication—Proceed with caution prepared to stop short of train or obstruction. Name—Permissive-signal.

304. At block signal stations, where trains are to be met at sidings in advance of the block signal, signalmen will deliver Form A to conductors and enginemen. This does not permit the train holding Form A to proceed after the arrival of the specified train, unless its superiority permits. Conductors and enginemen receiving Form A will know that the specified train has arrived and see the markers before proceeding.

Intermediate closed block sidings or non-train order sidings will be considered as advance sidings.

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

306. When a block station is open at an irregular hour, trains will be notified by train order or by special instructions, and special precautions will be taken to call the attention of trains approaching such block station to the indications of the block signals.

307. When necessary to back out of a siding, after the opposing train has departed, the signalman will arrange with the signalman in the rear to protect the train backing out, record of which will be entered on the block record at both block stations. The signalman will issue Form A, part (U), to the conductor and engineman. This authorizes the train to proceed only to the next block signal, where it will be governed by indication displayed.

308. A train which is on the siding at a station may be reported as having arrived, provided the signalman knows that the entire train is clear of the main track, or has been so notified by the conductor or engineer.

309. When a signalman has orders for a train, the signal will not be changed for any other train except by special instructions from the Train Dispatcher, in accordance with Rules 36 and 37 for "USE OF SIGNALS." Such instructions do not affect the block signal rules.

Signalmen.

311. The normal indication of Home Block Signals—Stop; of Distant Block Signals—Caution.

312. Signals will be operated carefully and with a uniform movement. If a signal fails to work properly its operation will be discontinued and the signal secured so as to display its most restrictive indication until repaired.

313. Signalmen will observe, as far as practicable, whether the indications of the signals correspond with the positions of the levers and will frequently observe the block signal and be sure the proper indication is displayed.

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

315. A block record will be kept at each block station. The signalman will record the time each train passes his and the adjoining block station in each direction, also all crossover movements and record the issuance of Form A authorized by telephone.

316. COMMUNICATING CODE.

- 1—Display Stop-signal.
- 13—I understand.
- 17—Display Stop-signal. Train following.
- 2—Block clear.
- 3—Block wanted for train other than train carrying passengers.
- 36—Block wanted for train carrying passengers.
- 4—Train other than train carrying passengers has entered block.
- 46—Train carrying passengers has entered block.
- 5—Block is not clear of train other than train carrying passengers.
- 56—Block is not clear of train carrying passengers.
- 7—Train following.
- 8—Opening block station. Answer by record of trains in the extended block.
- 10—Closing block station. Answer by 13.
- S D—Stop-signal Displayed.
- O S—Train Report.
- G S—Green Signals.
- N S—No Signals.
- W S—White Signals.

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

317. A train will not be admitted to a block that is occupied by an opposing train, or by a train carrying passengers, nor a train carrying

passengers be admitted to a block that is occupied by another train, except as provided in Rule 332, or by train order Form A or Form T.

A train, other than a train carrying passengers, may be permitted to follow a train other than a train carrying passengers into a block by Permissive signal, provided five minutes have elapsed since the departure of the preceding train, unless otherwise provided.

317. (B). (For absolute block for opposing and permissive block for following movements on the same track.)

To admit a train to a block the signalman will examine the block record and if the block is clear give "1 for.....Eng....." to the next block station in advance. The signalman receiving this signal, if the block is clear, will display the Stop-signal to opposing trains and reply "2 for.....Eng....." If the block is occupied, he will reply "5 of.....Eng.....," or "56 of.....Eng....." The signalman at the entrance of the block will then display the proper signal indication.

To permit a train other than a train carrying passengers to follow a train other than a train carrying passengers into a block, the signalman will give "17 for.....Eng....." to the next block station in advance. The signalman receiving this signal, if there is no train carrying passengers in the block, will reply "5 of.....Eng.....," "13 for.....Eng....."

The approaching train will then be admitted to the block by permissive signal and the spac-

ing rule in force at the block station, and the signalman will report its movement as per Rule 319.

318. (B). (For permissive block for following movements on two or more tracks.)

To admit a train to a block, signalman will examine the block record, and if the block is not occupied by a train carrying passengers, give "3 for.....Eng.....," or "36 for.....Eng....." to the next block station in advance. The signalman receiving this signal, if the block is clear, will reply "2 for.....Eng....." If the block is occupied, he will reply "5 of.....Eng....." or "56 of.....Eng....." The signalman at the entrance of the block will then display the proper signal indication.

A train other than a train carrying passengers may be permitted to follow a train other than a train carrying passengers into a block by permissive signal in accordance with the spacing rule in force at the block station, and the signalman will report its movement as per Rule 319.

318. (C). The information given by the next block station in advance will agree with the block record of the signalman at the entrance of the block, before a train is admitted to it.

Signalmen receiving information of trains entering or clearing a block, will acknowledge receipt of same by "13."

When transmitting or acknowledging information, office calls and the initials of the operators will be given.

319. When a train enters a block, the signalman will give "4.....Eng.....," or "46.....Eng....." and the time, to the next block station in advance, and when the train has passed the Home Block Signal and the signalman has seen the markers, he will display the Stop-signal, and when the rear of the train has passed 200 feet beyond the Home Block Signal, he will give the record of the train to the next block station in the rear.

This information will be entered on the block records.

320. Unless otherwise provided, signalmen will not ask for the block until they have received "4" or "46" from the block station in the rear.

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

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

323. Should a train without markers pass a block station, the signalman will notify the signalman at the next block station in each direction, and will not report that train clear of the block until he has ascertained that the train is complete.

324. Should a train in two or more parts, pass a block station, the signalman will stop all trains moving in the same direction and notify the signalman at the next block station in advance. A signalman having received this notice will stop all trains moving in the opposite direction. The Stop-signal will not be displayed to the Engineman of the parted train if the train can be admitted to the block in advance under Block Signal Rules; but the Train-parted Signal will be given. Should a train in either direction be stopped, it may be permitted to proceed when it is known that its track is not obstructed.

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

326. When a train takes a siding the signalman will know that it is clear of the block before giving "2" or displaying a Clear-signal for that block.

The signalman will obtain control of the block before permitting a train on a siding to re-enter the block.

326. (A). When a train takes siding at a block station it will not again enter the block without first receiving Form A, part (U), from the signalman. If the telephone at the outlet switch is inoperative, this form will be procured from the signalman at the block station.

If the outlet switch is controlled from an interlocking plant, trains may proceed without Form A, when the signal so indicates.

326. (B). When a train is clear of the main track between block stations, the conductor or engineman will report the train and engine number, and the time it cleared, to the signalman at the block station, who will enter the report upon the block record. When this report is received at the block station the block in which the siding is located will be considered clear of such train and other trains may be allowed to proceed.

When a train takes siding at a non-block station it will not again enter the block without first receiving Form A, part (U), from the signalman, except when communication cannot be had with the block station, the train will proceed with caution, provided its superiority permits, protecting its movement in the rear and observing a time interval of at least ten minutes since the passage of the preceding train.

327. To permit a train to cross over or return, unless otherwise provided, the signalman will examine the block record, and if all the blocks affected are clear of approaching trains he will arrange with the signalman at the next block station in each direction to protect the movement, and when the proper signals have been displayed permission may be given. Until the block is clear no train will be admitted in the direction of the cross-over switches except under a Permissive-signal or with a Form A, part (A), line 3.

328. When, as provided in Rule 364, coupled trains have been separated, the signalman will regard each portion as an independent train.

329. If necessary to stop a train for which a Clear or Permissive Home Block Signal has been displayed and accepted, the signalman will give hand signals in addition to displaying the Stop-signal.

330. A signalman having train orders for a train will display the block signal at Stop and in addition, a red flag by day and a red light by night. He may permit trains so stopped to proceed under Block Signal Rules after complying with Rules for Movement by Train Orders.

331. If, from the failure of block signal apparatus, the block signal cannot be changed from the normal indication, a signalman having information from the signalman at the next block station in advance that the block is clear, may admit a train to the block by the use of a Form A, part (R); or if the block is occupied by a train, other than an opposing train or a train carrying passengers, he may admit a following train by the use of a Form A, part (R).

332. If, from any cause, a signalman be unable to communicate with the next block station in advance, he will stop all trains approaching in that direction. Should no cause for detaining the train be known, it may then be permitted to proceed with caution, with Form A, part (Y), provided its superiority permits and the spacing time required at such station has elapsed since the passage of the last preceding train, and ob-

serving a time interval of not less than ten minutes if the last preceding train was a train carrying passengers.

333. Signalmen will have the proper appliances for hand signaling* ready for immediate use. Hand signals will not be used when the proper indication can be displayed by the block signals, except as provided in Rule 329, 343 or 374. When hand signals are necessary they will be given from such a point 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.

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

335. Signalmen will be held responsible for the care of the block station, lamps and supplies; and of the signal apparatus, unless otherwise provided.

336. Lights within block stations will be so placed that they cannot be seen from approaching trains.

337. Lights will be used upon block signals at open block stations from sunset to sunrise and whenever the signal indications cannot be clearly seen without them.

338. If any part of a train over-runs a Stop-signal the fact will be reported to the Superintendent by wire. The train will not proceed until Form A is received.

*Hand signaling includes the use of lamp, flag, torpedo, and fusee signals.

339. If a stop-signal is disregarded, the fact will be reported to the next block station in advance and then to the Superintendent by wire.

340. To open a block station the signalman will give "8" to the next block station in each direction and record the trains that are in the extended block. He will then display the normal signal indication and notify the next block station in each direction that the block station is open.

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

341. A block station will not be closed except upon authority of the Train Dispatcher.

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

To close a block station, the signalman will give "10" to the next block station in each direction, and when he receives "13," enter it on his block record, with the time it is received from each block station.

The block signals will then be secured in the clear position, all lights extinguished and the block wires arranged to work through the closed block station.

343. When a block station is open at an irregular hour, signalmen will use hand signals, in addition to block signals, to give the required indications until all trains have passed which have not been notified by train order or by

special instructions that the block station is open. Signalmen will take special precautions to call the attention of trains approaching the block station to the indications of the block signals.

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

345. At block stations, where the signalman is also agent, and is required to attend trains, or when trains stop at stations for water, freight, or to take or leave cars, the normal position of the signal will not be changed. The signalman will have ready, and deliver to conductor and engineman, Form A, part (A), line 3, upon receipt of which the train may proceed, provided its superiority permits.

346. At starting and junction points, trains will not enter on the main track until the Clear signal is given. This signal will not be given until the train has been protected on the track it is to enter upon or cross. Where such movements occur in locations protected by block signal stations, the signalman will arrange for the same in accordance with Rule 327.

347. Signalmen will observe the classification signals carried by trains. In reporting trains to the Train Dispatcher, the departing time will be followed by the letters "G S," "N S," or "W S," as the case may be. (These letters may be omitted where trains are run by "Signal Indication.")

348. Special rules for the spacing of trains, at variance with Rule 317, will be typewritten or printed and conspicuously posted in the block stations at the points where such instructions apply.

Enginemen and Trainmen.

361. Block signals for a track apply only to trains moving with the current of traffic on that track. Form A will be used for blocking trains moving against the current of traffic.

362. Trains will not pass a Stop-signal without receiving a Form A, or a train order authorizing them to do so.

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

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

365. When a train takes a siding it will not again enter the block without the permission of the signalman except as per Rules 326 (A) and 326 (B).

366. Unless otherwise provided, when it is necessary for a train to cross over, the signalman will be notified and permission obtained before crossing over or returning.

367. The engineman of a train which has parted will sound the whistle signal for Train-parted when approaching a block station.

368. An engineman receiving a Train-parted signal from a signalman will answer by the whistle signal for Train-parted.

369. When a parted train is recoupled the signalman will be notified.

370. If there is an obstruction between block stations notice will be given to the nearest block signalman.

371. If a train is stopped by a block signal, the conductor and engineman will immediately ascertain the cause.

372. Conductors will report to the Train Dispatcher any unusual detention at block stations.

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

374. When a block station is open at an irregular hour, the required block indications will be given by hand signals, in addition to block signals, until all trains have passed which have not received a train order or special instructions that the block station is open.

375. When a train over-runs a stop signal it will not be backed. The train may proceed upon receipt of Form A, part (A), line 3.

376. At a block station where the signalman is absent or incapacitated, so that instructions cannot be obtained, trains will wait ten minutes and then proceed with caution to the next block station, provided their superiority permits, where the conductor will report to the Train Dispatcher by wire.

377. Yard engines will clear the time of first class trains ten minutes, and the conductor will notify the nearest block station when the engine is clear of the main tracks, and not occupy any main track again until he has the permission of the signalman in each case, and the signalman will display a Caution-signal for trains, other than first class, approaching upon that track.

Yard engines will not enter a block while a first class train is in the block.

Controlled Manual Block System.*

REQUISITES OF INSTALLATION.

The requisites of installation are the same as those prescribed for Manual Block System, with the following additions:

6. Continuous track circuits.

11. The automatic release of block signals to display their most restrictive indication.

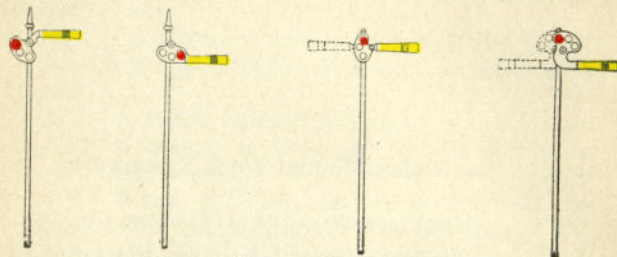
Adjuncts.

The adjuncts are A, C, E, H, J and K as prescribed for Manual Block System.

*Controlled Manual Block System Rules will not be effective except by special instructions.

**BLOCK SIGNAL RULES.
THREE-POSITION BLOCK SIGNALS.**

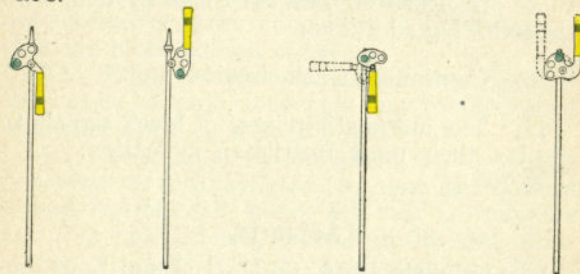
401. The following signals will appear where conditions require their use:
401 A.



401 C.

Indication—Stop.

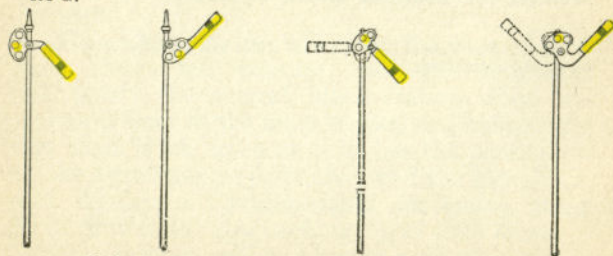
Name—Stop-signal.



401 G.

Indication—Proceed.

Name—Clear-signal.



Indication—Proceed with caution prepared to stop short of train or obstruction.

Name—Permissive-signal.

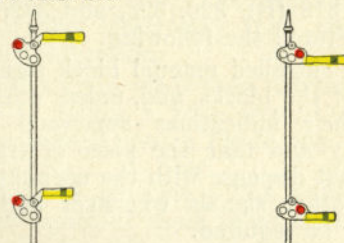
114

BLOCK SIGNAL RULES.

TWO-POSITION BLOCK SIGNALS.

402. The following signals will appear where conditions require their use:

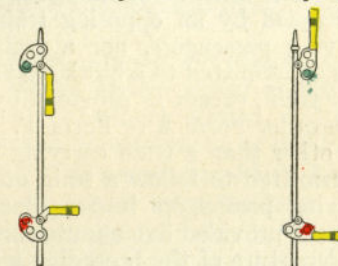
402 A.



Indication—Stop.

Name—Stop-signal.

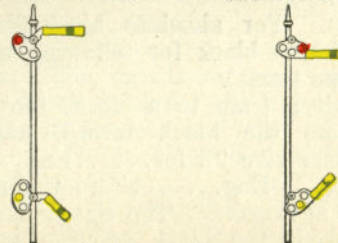
402 C.



Indication—Proceed.

Name—Clear-signal.

402 G.



Indication—Proceed with caution prepared to stop short of train or obstruction.

Name—Permissive-signal.

115

Controlled Manual Block Rules.

404. Manual Block Rules Nos. 301 to 377, inclusive, are in effect, except Rules Nos. 305, 317, 317 (B), 318 (B), 320, 323, and 332, for which are substituted the following:

405. Controlled manual block signals govern the use of the blocks, and, unless otherwise provided, their indications supersede time-table superiority and take the place of train orders; they do not dispense with the use nor the observance of other signals whenever and wherever they may be required.

417. A train will not be admitted to a block that is occupied by an opposing train, or by a train carrying passengers, nor a train carrying passengers be admitted to a block that is occupied by another train, except as provided by Rule 432 or by train order Form A or Form T.

A train other than a train carrying passengers may be permitted to follow a train other than a train carrying passengers into a block by permissive signal, provided five minutes have elapsed since the departure of the preceding train, unless otherwise provided.

417. (B). (For absolute block for opposing and permissive block for following movements on the same track.)

To admit a train to a block, the signalman will examine the block record, and, if the block is clear give "3 for.....Eng....." or "36 for.....Eng....." to the next block station in advance. The signalman receiving this signal, if the block is clear, will display the stop signal to opposing trains, unlock the

next block station in the rear, and reply "2 for.....Eng....." If the block is occupied he will reply "5 of.....Eng....." or "56 of.....Eng....." The signalman at the entrance of the block will then display the proper signal indication.

To permit a train other than a train carrying passengers to follow a train other than a train carrying passengers into a block, the signalman will give "17 for.....Eng....." to the next block station in advance. The signalman receiving this signal, if there is no train carrying passengers in the block, will unlock the next block station in the rear and reply "5 of.....Eng....."

The approaching train will then be admitted to the block by permissive signal and the spacing rule in force at the block station, and the signalman will report its movement as per Rule 319.

418. (B). (For permissive block for following movements on two or more tracks.)

To admit a train to a block, the signalman will examine the block record, and, if the block is not occupied by a train carrying passengers give "3 for.....Eng....." or "36 for.....Eng....." to the next block station in advance. The signalman receiving this signal, if the block is clear, will unlock the next block station in the rear and reply "2 for.....Eng....." If the block is occupied he will reply "5 of.....Eng....." or "56 of.....Eng....." The signalman at the entrance of the block will then display the proper signal indication.

A train other than a train carrying passengers may be permitted to follow a train other than a train carrying passengers into a block by permissive signal in accordance with the spacing rule in force at the block station, and the signalman will report its movement as per Rule 319.

420. Unless otherwise provided, signalmen will not ask for the block until they have received "4" or "46" from the next block station in the rear, nor unlock the next block station in the rear until the block is asked for by that block station.

423. Should a train, without markers, pass a block station, the signalman will notify the signalman at the next block station in each direction, and will not report that train clear of the block, nor unlock the next block station in the rear, until he has ascertained that the train is complete.

432. If from any cause a signalman is unable to communicate with the next block station in advance, or if from the failure of the block signal apparatus the block signal cannot be changed from the normal indication, he will set his signal and other apparatus so as to display their most restrictive indication, stop all trains approaching in that direction and be governed by instructions from the Train Dispatcher. If, at the same time, the signalman is unable to communicate with the Train Dispatcher, he will, after any train for which "2" or "13" had been given to the next block station in advance has cleared the block, permit regular trains to proceed on their time-table authority, and by Form A with caution.

AUTOMATIC BLOCK SYSTEM.*

REQUISITES OF INSTALLATION.

1. Signals of prescribed form, the indications given by not more than three positions; by lights of prescribed color; or by both.

2. The apparatus so constructed that the failure of any part controlling the operation of a signal will cause it to display its most restrictive indication.

3. Signals located preferably over or upon the right of and adjoining the track to which they refer.

4. Semaphore arms that govern, displayed to the right of the signal mast as seen from an approaching train.

6. Continuous track circuits.

7. Signal connections and operating mechanism so arranged that a Home Signal Block will display the indications provided in Rules 501 A, 501 AA or 501 G after the front of a train shall have passed it.

8. Switches in the main track so connected with the block signals that the Home Block Signal in the direction of approaching trains will display the indications provided in Rules 501 A, 501 AA or 501 G when the switch is not set for the main track.

ADJUNCTS.

The following may be used:

A. Distant Block Signals connected with corresponding Home Block Signals.

J. Take siding indicators.

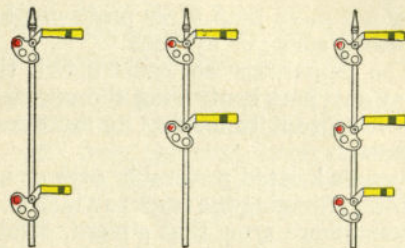
S. Switch indicators for main track switches.

T. Automatic and Train Order Signals interconnected.

*Rules 501 to 515 inclusive, will not be effective except by special instructions.

**BLOCK SIGNAL RULES.
THREE-POSITION BLOCK SIGNALS.**

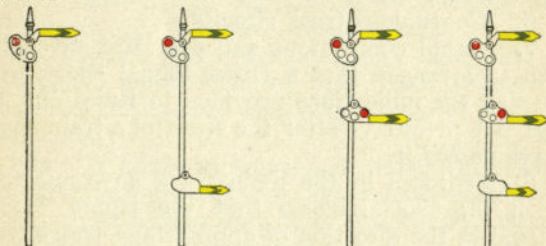
501. The following signals will appear where conditions require their use:
501 A.



Indication—Stop.

Name—Stop-signal.

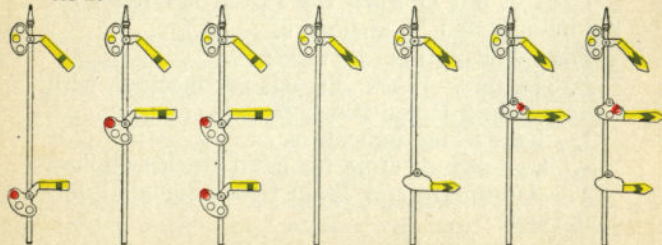
501 AA.



Indication—Stop; then proceed.

Name—Stop and proceed-signal.

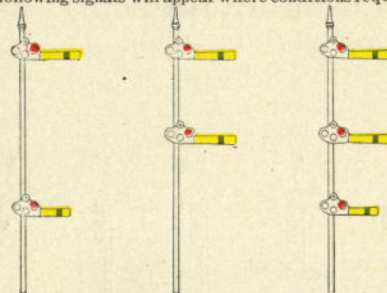
501 B.



Indication—Approach next signal prepared to stop.
Name—Approach-signal.

**BLOCK SIGNAL RULES.
THREE POSITION BLOCK SIGNALS.**

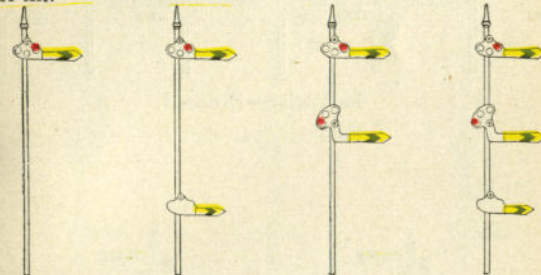
501. The following signals will appear where conditions require their use:
501 A.



Indication—Stop.

Name—Stop-signal.

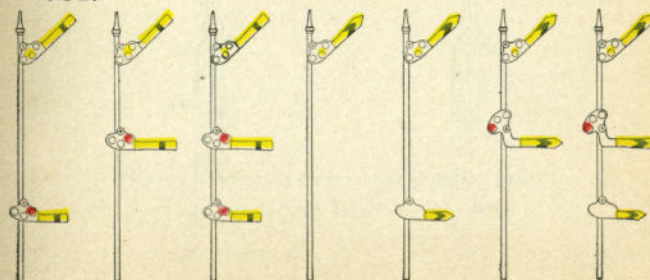
501 AA.



Indication—Stop; then proceed.

Name—Stop and proceed-signal.

501 B.



Indication—Approach next signal prepared to stop.

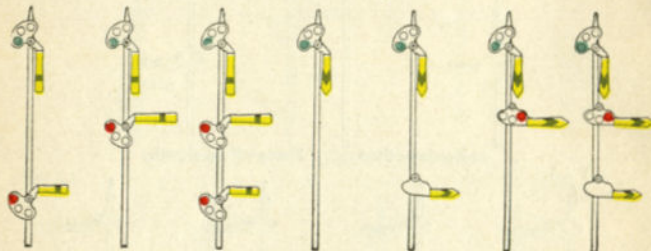
Name—Approach-signal.

BLOCK SIGNAL RULES.

THREE-POSITION BLOCK SIGNALS.

501. The following signals will appear where conditions require their use:

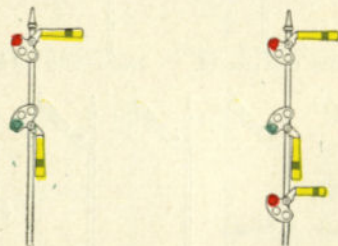
501 C.



Indication—Proceed.

Name—Clear-signal.

501 F.



Indication—Proceed at restricted speed.

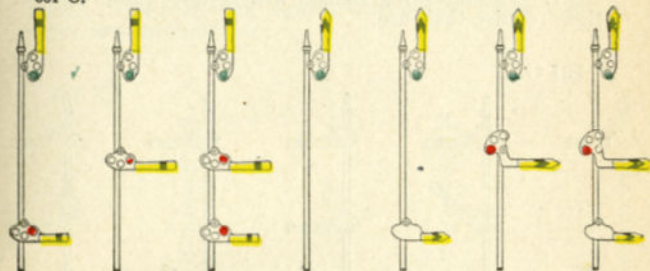
Name—Clear-restricting-signal.

BLOCK SIGNAL RULES

THREE-POSITION BLOCK SIGNALS.

501. The following signals will appear where conditions require their use:

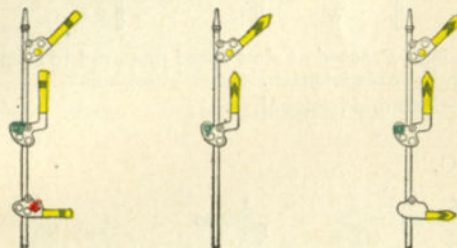
501 C.



Indication—Proceed.

Name—Clear-signal.

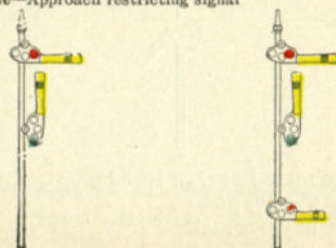
501 E.



Indication—Approach next signal at restricted speed.

Name—Approach restricting signal

501 F.



Indication—Proceed at restricted speed.

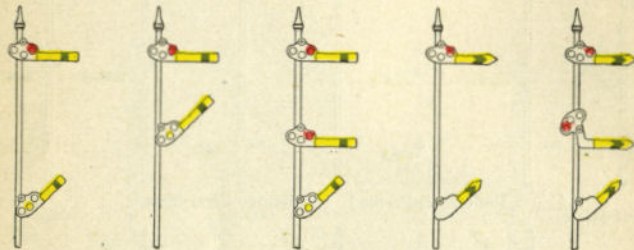
Name—Clear-restricting-signal.

BLOCK SIGNAL RULES.

THREE-POSITION BLOCK SIGNALS.

501. The following signals will appear where conditions require their use:

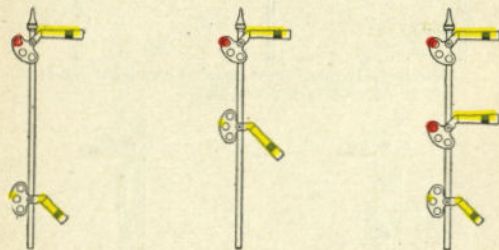
501 G.



Indication—Proceed at slow speed prepared to stop short of train or obstruction.

Name—Permissive-signal.

501 G.



Indication—Proceed at slow speed prepared to stop short of train or obstruction.

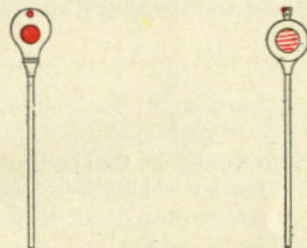
Name—Permissive-signal.

BLOCK SIGNAL RULES.

TWO-POSITION BLOCK SIGNALS.

502. The following signals will appear where conditions require their use:

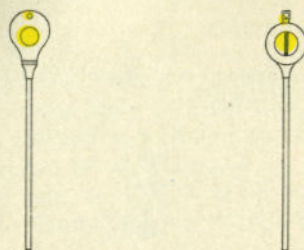
502 AA.



Indication—Stop; then proceed.

Name—Stop and proceed-signal.

502 B.



Indication—Approach next signal prepared to stop.

Name—Approach-signal.

BLOCK SIGNAL RULES.

TWO-POSITION BLOCK SIGNALS.

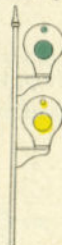
504. The following signals will appear where conditions require their use:

504 AA.



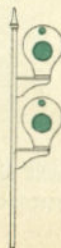
Indication—Stop; then proceed.
Name—Stop and proceed-signal.

504 B.



Indication—Approach next signal prepared to stop.
Name—Approach-signal.

504 C.



Indication—Proceed.

Name—Clear-signal.

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

506. Lights will be used upon all block signals from sunset to sunrise and whenever the signal indications cannot be clearly seen without them.

ENGINEMEN AND TRAINMEN.

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

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

When a train is stopped by a Stop and Proceed-signal it may proceed—

(A). On single track preceded by a flagman a sufficient distance to insure protection until he can see the block signal in advance in the Approach or Clear position, when the flagman may be taken up and the train proceed to that signal at a speed not exceeding six miles per hour.

(B). On two or more tracks at once at slow speed, expecting to find a train in the block, broken rail, obstruction or switch not properly set.

(C). At single track tunnels, after five minutes have elapsed, preceded by a flagman a sufficient distance to insure protection.

(D). At once in accordance with the indication displayed by the arm, when the light is extinguished, and the arm is plainly seen to indicate proceed.

510. When a train is stopped by a block signal which is evidently out of order, and not so indicated, the fact will be reported to the Train Dispatcher.

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

512. Trains will not foul the main track in pulling out of a siding without first being protected in accordance with Rule 99, except when released by Form A, or the switch is electrically released. Where switch indicators are used, the indications displayed do not relieve enginemen and trainmen from protecting their trains as required by Rule 99.

513. When a block signal is out of service, the arm will be removed and no light will be displayed at night, the fact being indicated by special instructions. Trains finding a block signal out of service will, unless otherwise directed, proceed with caution to the next block signal.

514. Cars placed on sidings equipped with derailing switches must be placed clear of derails and derails must be left so as to protect the main track. Where derailing switches are not provided cars must be placed clear of fouling and insulated joints.

515. No attempt shall be made to open switches, which are electrically locked, unless the indicator displays Clear.

INTERLOCKING RULES. DEFINITIONS.

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

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

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

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

INTERLOCKING SIGNALS—The fixed signals of an interlocking plant.

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

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

DWARF SIGNAL—A low home signal.

REQUISITES OF INSTALLATION.

1. Signals of prescribed form, the indications given by not more than three positions; by lights of prescribed color; or by both.

2. The apparatus so constructed that the failure of any part controlling the operation of a signal will cause it to display its most restrictive indication.

3. Signals located preferably over or upon the right of and adjoining the track to which they refer.

4. Semaphore arms that govern, displayed to the right of the signal mast as seen from an approaching train.

5. The normal indication of Home Signals—Stop.

9. Latch locking, or its equivalent.

10. Interlocked levers, or their equivalent, by which switches, locks and signals are operated.

12. The interlocking of switches, locks, railroad crossings, drawbridges and signals through levers, or their equivalent.

13. Locks for all switches.

14. Detector bars, or their equivalent, for all interlocked switches.

15. Pipe, or its equivalent, compensated for changes in temperature, in mechanical interlocking, for connecting levers, with switches and locks.

16. The interlocking of signals with switches, locks, railroad crossings, or drawbridges, so that a signal permitting a train to proceed cannot be displayed unless the route to be used is set and Stop-signals displayed for all conflicting routes.

17. The established order of interlocking such that:

A signal permitting a train to proceed cannot be displayed until the switches in the route to be set are in position and locked; derails, if any, in conflicting routes set to diverge and all opposing or conflicting signals display their most restrictive indication. The display of a signal to proceed shall lock the arrangement.

18. Interlocking and Block Signals, interconnected, where both are operated from the same station.

ADJUNCTS.

The following may be used:

A. Distant signals interlocked with Home Signals; normal indication—Caution.

B. Dwarf signals; normal indication—Stop.

C. Repeaters, audible or visible, to indicate the position of signals to the signalman operating them.

E. The locking of switches by signals.

F. Track Circuits.

G. Annunciators indicating the approach of a train, or for other purposes.

J. Take siding indicators.

M. Electric locking of derails, facing point switches and drawbridges so that they cannot be opened after a train has passed the clear Distant Signal until the train has passed over them.

N. Derails, or diverging switches, for railroad crossings, drawbridges, junctions, and in sidings connected with the running tracks; normal position—Open.

O. Detector bars, or their equivalent, at railroad crossings and junctions.

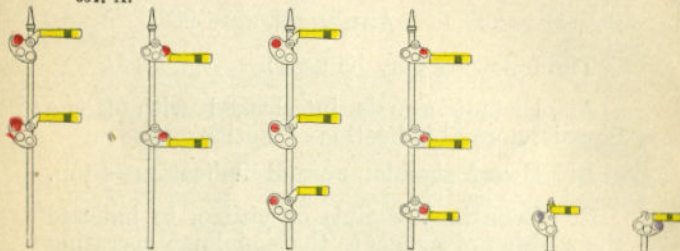
P. Route Indicators.

Q. Torpedo Placers.

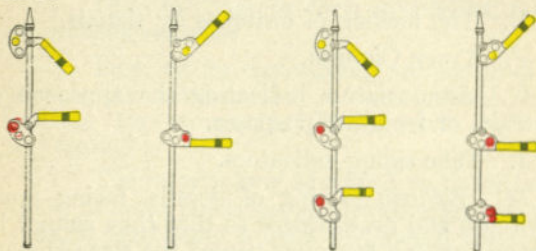
R. Time Releases.

**INTERLOCKING RULES.
THREE-POSITION SIGNALS.**

601. The following signals will appear where conditions require their use:
601. A.

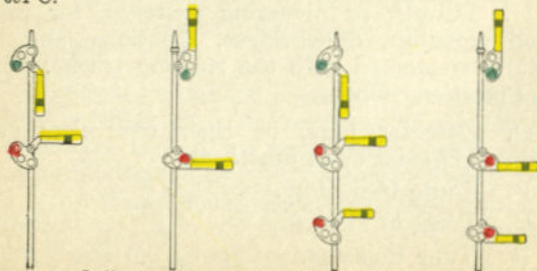


601 B. **Indication—Stop.** **Name—Stop-signal.**



Indication—Approach next signal prepared to stop.
Name—Approach-signal.

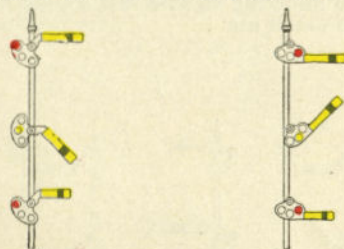
601 C.



Indication—Proceed. **Name—Clear-signal.**

**INTERLOCKING RULES.
THREE-POSITION SIGNALS**

601. The following signals will appear where conditions require their use:
601 D.



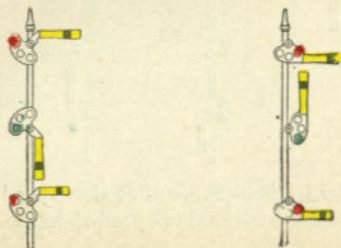
Indication—Proceed at restricted speed prepared to stop at next signal.
Name—Restricting-signal.

601 E.



Indication—Approach next signal at restricted speed.
Name—Approach-restricting-signal.

601 F.



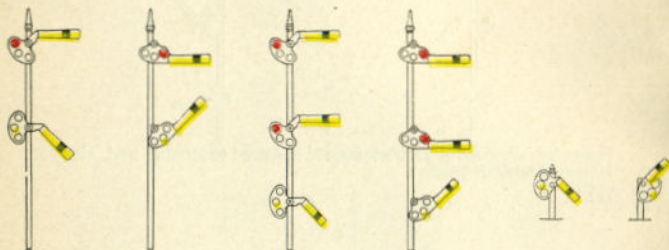
Indication—Proceed at restricted speed. **Name—Clear restricting-signal.**

INTERLOCKING RULES.

THREE-POSITION SIGNALS.

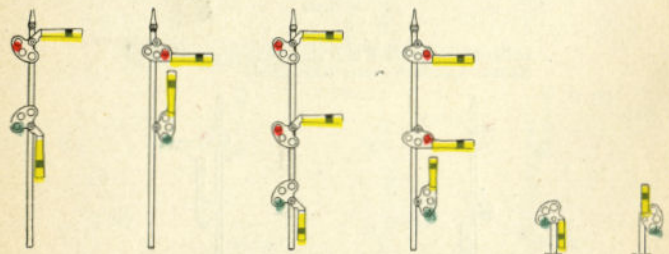
601. The following signals will appear where conditions require their use:

601 G.



Indication—Proceed at slow speed prepared to stop.
Name—Slow-speed-signal.

601 H.



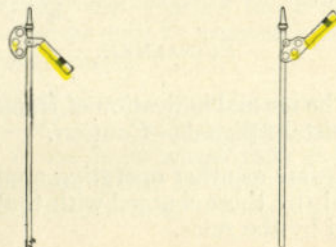
Indication—Proceed at slow speed.
Name—Clear-slow-speed-signal.

INTERLOCKING RULES.

TWO-POSITION DISTANT SIGNALS.

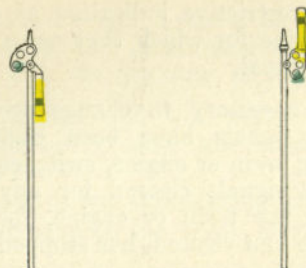
603. The following signals will appear where conditions require their use:

603 J.



Indication—Approach home signal or switch with caution.
Name—Caution-signal.

603 K.



Indication—Proceed.
Name—Clear-signal.

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

SIGNALMEN.

611. The normal indication of Home Signals—Stop; of Distant Signals—Caution.

612. Levers or other operating appliances will be used only by those charged with that duty and as directed by the rules.

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

614. Signals will be restored so as to display their most restrictive indication as soon as the train or engine for which they were cleared has passed the signal.

615. If necessary to change any route for which the signals have been cleared for an approaching train or engine, switches will 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. A switch or lock, will not be moved when any portion of a train or an engine is standing on or closely approaching the switch, detector bar or circuit.

617. Levers will be operated carefully and with a uniform movement. If any irregularity, indicating disarranged connections, is detected in their working, the signals will be restored so as to display their most restrictive indication and the connections examined.

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

619. During storms or while snow or sand is drifting special care will 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 will be reported to the Train Dispatcher.

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

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

622. Signalmen will not make nor permit any unauthorized repairs, alterations or additions to the plant.

Any defects in the interlocking plant will be promptly reported to the Train Dispatcher.

623. If there is a derailment or if a switch is run through, or if any damage occurs to the track or interlocking plant, the signals will be restored so as to display their most restrictive indication,

and no train or switching movement permitted until all parts of the interlocking plant and track liable to consequent injury have been examined and are known to be in a safe condition.

624. If necessary to disconnect a switch, derail, detector bar, or its equivalent, or a lock, all switches or derails affected will be safely secured.

625. When switches or signals are undergoing repairs, signals will not be displayed for any movements which may be affected by such repairs until it has been ascertained from the repairmen that the switches are properly set for such movements.

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

627. If a signalman has information that an approaching train has parted, he will, if possible, stop trains or engines on conflicting routes, clear the route for the parted train, and give the Train-parted signal to the engineman.

628. Signalmen will have the proper appliances for hand signaling ready for immediate use. Hand signals will not be used when the proper indication can be displayed by the

interlocking signals. When hand signals are necessary they will 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.

629. If necessary to discontinue the use of any interlocking signal, hand signals will be used and the Train Dispatcher notified.

630. Signalmen will be held responsible for the care of the interlocking station, lamps and supplies; and, unless otherwise provided, of the interlocking plant.

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

632. Lights will be used upon all interlocking signals from sunset to sunrise and whenever the signal indications cannot be clearly seen without them.

633. If a train or engine overruns a Stop-signal, the fact will be reported to the Train Dispatcher.

NOTE TO RULE 628.—Hand signaling includes the use of lamp, flag, torpedo and fusee signals.

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

635. If from any failure of the automatic block signal apparatus at an interlocking station, where the Home Block Signals are also used as automatic block signals, and such signals cannot be changed from the normal indication, a signalman may admit a train to the block:

- (a) By the use of Form A.
- (b) By the Slow speed Signal.
- (c) Or per Rule 628.

636 During the day, if a signal arm breaks off, all movements governed by such signal will be made by hand signals, through the limits of the interlocking, and the Train Dispatcher and repairmen will be promptly notified.

637 At night, if colored glasses are broken, the regular lamp will be taken down and hand lamps of the proper color (indicating caution or stop as required) will be substituted. Signals will not be changed from the normal position until repairs have been made, and trains will be moved through the limits of the interlocking by hand signals.

638. When necessary to use signals in accordance with Rules 628, 629, 636 and 637, a green flag by day and a green light by night will be used.

ENGINEMEN AND TRAINMEN.

661. If a signal, permitting a train to proceed, after being accepted, is changed to a Stop-signal before it is reached, the stop will be made at once. Such occurrence will be reported to the Train Dispatcher.

662. Trains or engines will not pass a signal indicating stop, except as provided in Rule 663.

663. Trains or engines will not proceed on hand signals as against interlocking signals until enginemen and trainmen are fully informed of the situation and know that they are protected.

664. The engineman of a train which has parted will sound the whistle signal for Train-parted on approaching an interlocking plant.

665. An engineman receiving a Train-parted signal from a signalman will answer by the whistle signal for Train-parted.

666. When a parted train has been re-coupled the signalman will be notified.

667. Sand will not be used over movable parts of an interlocking plant.

668. Conductors* will report to the Train Dispatcher any unusual detention at interlocking plants.

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

* Or enginemen of yard engines.

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

REPAIRMEN.

681. Repairmen are responsible for the inspection, adjustment and proper maintenance of all interlocking plants assigned to their care.

682. When the condition of switches or track does not admit of the proper operation or maintenance of the interlocking plant, the fact will be reported to the Train Dispatcher.

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

684. If necessary to disconnect a switch, derail, detector bar, or its equivalent, or a lock, all switches or derails affected will be safely secured before any train or engine is permitted to pass over them.

685. Alterations or additions to an interlocking plant will not be made unless authorized by the Signal Engineer.

686. Repairmen, when on duty, or subject to call, will keep signalman at their headquarters advised as to their location, and respond promptly when called.

RULES GOVERNING MOVEMENT BY TELEPHONE AND STANDARD EQUIPMENT FOR THIS PURPOSE.

701. Where the telephone is used for the movement of trains, the rules and regulations governing the same by telegraph will be complied with, and in addition thereto the following will be observed:

702. In transmitting or repeating train orders by telephone the names of stations will be plainly pronounced, and then spelled, letter by letter, thus: Aurora, A-u-r-o-r-a; all numerals will first be spelled and then pronounced thus: for example "f-i-f-t-y-f-i-v-e" (followed by the words "five" "five"); "s-i-x-t-y-f-i-v-e" (followed by the words "six" "five"); "o-n-e h-u-n-d-r-e-d and f-i-v-e" (followed by the words "one" "O" "five"). Where two ciphers occur, as in 100, the duplication shall be "one double O"; 1000 will be "one triple O," the Train Dispatcher will write the order as he transmits it and underscore it as it is being repeated. The letters duplicating names of stations will not be written in the order book nor upon train orders.

Where the telephone is used in connection with block Rule 316, the communicating code will be used except as per Rule 710.

703. To relay a "31" train order, the Train Dispatcher will transmit it to the relaying point, where it will be transmitted to destination. The receiver at destination will repeat the train order

to the relaying point, and each word will be underscored by the receiver at that point. The train order will then be repeated to the Train Dispatcher, and, if correct, the Train Dispatcher will respond "O.K. Dispatcher." After the parties addressed at the point of destination have signed the train order, the signatures will be transmitted to the relaying office, and from there to the Train Dispatcher, and "complete" will be given by the Train Dispatcher, as per Rule 210 and relayed to destination.

704. To relay a "19" train order, the Train Dispatcher will transmit it to the relaying point, where it will be transmitted to destination. The receiver at destination will repeat the train order to the relaying point, and each word will be underscored by the receiver at that point. The train order will then be repeated to the Train Dispatcher, and, if correct, "complete" will be given by Train Dispatcher as per Rule 211, and relayed to destination.

704. (A). When a train order is to be copied by one of a train crew, the conductor, or engineer, only is authorized to receive, copy and repeat it. Train Dispatcher will send the order separately to each train, and when repeated to the relaying office, the train and engine number will be given and relayed to the Train Dispatcher.

705. A copy of every completed order will be filed at the point received, bearing the name of the person receiving and repeating the order.

706. At non-train order stations, where the telephone is used for the transmission of train orders (if there is no proper place in the station)

a booth will be furnished with dimensions of not less than $3\frac{1}{2}$ x $3\frac{1}{2}$ x $6\frac{1}{2}$ feet, having a window, and a bracket lamp, a shelf convenient to the telephone, upon which to write while standing, and receptacles beneath the shelf for stationery.

In the absence of a booth, a telephone box will be furnished with dimensions of not less than $3' 7\frac{1}{2}"$ x $18"$ x $23"$, as per standard plan.

Telephone booths and boxes will also have a receptacle for the deposit of copies of completed train orders and Form A taken at that point, which shall be kept locked. These copies will be collected weekly and sent to the Superintendent, who will have them compared with the original orders.

The telephone equipment shall consist of the ordinary signaling and transmitting devices employed in standard telephony.

All booths and boxes will be locked with a switch lock.

706. (A). Telephone booths and boxes will be supplied with train order blanks and Form A.

Employees whose duties require them to use the telephone in such booths or boxes finding insufficient supply of forms, or the doors unlocked, will report the same to the Superintendent.

Track foremen will be furnished forms by designated signalmen and arrange so that proper supply shall be in each telephone booth or box on his section, and will forward to the Superintendent copies of the train orders and Form A filed therein.

707. The person receiving communications or reports will acknowledge the same by saying

"O. K." followed by his name and location, except in the case of the Train Dispatcher, who, when called, or giving "O. K." will add the word "Dispatcher."

708. On the Train Dispatching Circuit, in reporting the arrival and departure of trains, seeking information from the Train Dispatcher, or in using the line for the transmission of communications, the user will first remove the telephone receiver from the hook, listen, and if the line is not being used, announce the words "Dispatcher" and Location of the user,—for example,—"Dispatcher"—"Athens."

The Train Dispatcher will acknowledge the call by the word "Dispatcher." If the line is in use the telephone receiver will be returned to its hook and another call made later, except to prevent accident. If a train is to be reported announce first, the letters "O. S.", following this with the name of the station, and then report the train in accordance with the General Rules, adding the name of the person reporting.

709. Telephone stations will be spoken of and referred to by their full names.

710. In reporting classification signals instead of using the letters as shown in Rule 347 the words "Green Signals," "No Signals," and "White Signals" will be used.

711. An office desiring to communicate with another office on the train dispatching circuit, will request the Train Dispatcher to call the office required, and will listen for the office to answer.

712. When in doubt, or to insure correctness, spell words, names or figures, and when advisable, have the communication repeated. Take the safe course and run no risks.

713. The Telephone Train Dispatching circuit is in charge and under the direction of the Train Dispatcher.

714. The telephone apparatus will be used only by employes on duty.

715. The telephone receiver will be kept in its normal position on the hook when not in use.

716. Distinct transmission can be best obtained by speaking in a moderate tone directly into the transmitter.

717. When selector bells are inoperative, the Train Dispatcher will instruct signalmen to wear head receivers.

718. When talking, keep key closed. When listening, keep key open.

GENERAL REGULATIONS.

Telegraph and Telephone Operators.

800. Operators will report to and receive instructions from the Division Operator, and in his absence the Train Dispatcher. They will obey the instructions of the Station Agent with respect to any duties which may be required of them in connection with the station work, but the telegraph or telephone service must be regarded as of the first importance.

801. They will be on duty constantly during the hours assigned them, and not leave their offices without permission.

Unless instructed by the Train Dispatcher or Division Operator they will perform no duties for the Company beyond their regularly assigned hours.

802. When permitted to leave their offices in charge of a substitute they will, before doing so, acquaint the substitute with all the duties.

803. In transmitting, receiving or delivering train orders, they will conform to the prescribed rules; keep a full set of signals for ready use in accordance with the rules, reporting promptly to the Train Dispatcher when train order signals are not in proper working order, observe the rear of trains, and report to the Train Dispatcher if markers or lights are not displayed as required.

804. When relieved, they will make written transfer of all train orders not delivered, and will see that such orders, and all information pertaining thereto, are fully understood by the relieving operator. The incoming operator will compare the train orders with the transfer, and when a full understanding of the situation has been obtained, will note the time, and sign the transfer.

805. Day Operators are managers of their respective offices. Where there is more than one Day Operator the manager will be designated. No operator will change his individual signal without authority of the Division Operator.

806. Offices will not be closed or operators go to meals until authority is given by the Train Dispatcher. Before leaving, a notice will be placed on the window, where it can be plainly read from the outside, showing where the operator can be found.

807. They will keep the Train Dispatcher advised of the duration of fog and storms.

808. The wires should not be used for transmission of communications, which may, without detriment to the Company's interest, be sent by train mail. The attention of any employe offering such business should be called to this rule, and if it is insisted that the wires be used, the message will be transmitted and then forwarded by mail to the Division Operator with a statement of the facts.

809. Telegrams unavoidably delayed in transmission, also those filed late in the day which do

not require action or a reply before morning, will be forwarded by train mail when addressed to points which can be reached by 8 A. M. of the following day.

When telegrams are thus mailed, the special form of envelopes will be used.

810. They are personally responsible for correct transmission and prompt delivery of all telegrams handled through their respective offices, and will make special effort to obtain prompt answers when answers are required, and when unable to deliver a message or to obtain a required answer, the office from which the message was received should be promptly notified.

811. They will read all special instructions printed on the time-tables and be thoroughly conversant with those relating in any way to their duties.

812. No persons, except those employed therein, officials and those employes whose duties require their presence in the office enclosure, will be permitted therein.

813. They will consider all messages strictly confidential, and will not make their contents the subject of conversation or remarks. Messages will be transmitted as written without abbreviation or alteration.

814. The attention of students and messengers will be called to the Rules, particularly those relating to the privacy of telegrams.

815. When trains are due they will be in their offices and not on the platform unless business actually requires their presence there.

816. When they close their offices they will always disconnect their instruments from the circuit by cutting out at the switch, and in doing so will be careful not to leave the main circuit interrupted.

817. They will keep their instruments clean and in good working order, and when repairs are needed, will notify the Division Operator.

818. They will become sufficiently familiar with the switch-boards to enable them to make such wire connections as may be directed.

819. They are forbidden to take apart their instruments, or to remove them from the place assigned. If such changes become necessary a lineman will attend to it.

820. Local batteries will be kept clean, and no dampness allowed on the space between the cells nor on the floor beneath them. Batteries will be cleaned and renewed at such times as will least interfere with business.

821. In case of an interruption to the line, they will examine wires and connections carefully, and if necessary apply ground wire and report to the Train Dispatcher. Ground wires will not be used except when the line wires are interrupted, and then only to report as required, or to transmit business which will suffer by delay.

822. If the trouble is at a point which the lineman cannot promptly reach, they will immediately notify the track foreman. Contention for circuit is forbidden.

823. Messages received for officers of the Company will be enclosed in sealed envelopes, except when delivered in their offices.

824. In case of accident, particulars for the public will be furnished only by an officer of the Company or upon his authority.

825. By an agreement with the Western Union Telegraph Company operators of this Company are required to transmit commercial business for the telegraph company, and in doing so they will conform to the regulations of the telegraph company, in accordance with instructions of the Superintendent of Telegraph.

826. Should a train be delayed in leaving a station they will promptly notify the Train Dispatcher.

827. Operators will promptly acknowledge receipt of "time," as per Rule No. 1.

828. Operators will be courteous in transacting business at their office and will use no improper language over the wire. They will not receive messages to be transmitted free unless signed by and addressed to an officer, agent or employe of the Railroad Company, except when covered by Western Union telegraph frank.

829. The following circuit controlling signals will be used, having precedence in the order named:

"9"—to prevent accident, and has preference over all signals.

"Time"—preference over all other signals except "9."

"31"—Train Order.

"19"—Train Order.

"93"—Wire Test.

"39"—for messages of the President, Vice-Presidents, General Managers, General Superintendent of Transportation and General Superintendents, indicating they have preference over all other business, excepting signal "9"—
"Time," "31," "19" and "93."

"14"—securing or supplying Pullman car space, to have preference over all other business except "9," "Time" train order signals "93," and "39."

Telegraph Linemen and Telephone Maintainers.

830. Telegraph linemen will report to and receive instructions from the Division Operator, and in his absence from the Train Dispatcher, and will obey the instructions from the General Foreman.

They will advise the Division Operator each morning the part of the road on which they expect to be during the day.

They are responsible for the inspection and the ordinary repairs and maintenance of the telegraph and telephone lines of the Company within their territory, and for the proper connection therewith of all switchboards and instruments in the office.

831. They will keep the poles in proper position, and the wires connected, insulated and clear of all obstructions, and make all necessary repairs.

832. They will go over their districts as often as possible, locate defects and remedy them before they cause trouble.

833. They will always have a full set of tools and a proper amount of material on hand, and be ready to respond to any orders they may receive.

834. After repairing a break in the wires, or removing any obstruction therefrom, they will report to the Division Operator, giving the locality and cause of same, and make report to the Superintendent of Telegraph on the proper form.

835. In case of severe storms or other causes lines are prostrated or otherwise put out of service to a large extent, they will at once notify the General Foreman by the quickest means of communication, and in the event that communication cannot be had, secure such help as possible to place the line in condition, and by train mail notify the Division Operator.

836. Unless otherwise provided, they will have charge of the main batteries, and will be responsible for keeping them in good order, and also for the proper placing of switchboards and instruments in offices.

837. They will not permit any change of wires to be made unless authorized.

838. They will not run hand cars over the main track unless they are familiar with the road or are accompanied by an employe who is, and have a sufficient force to remove the cars promptly from the track; when using hand or push cars always have a copy of the employes' time-table and fully comply with the rules. When not in use, remove such cars from the track, but never upon public highways; and at night keep them in tool houses or securely locked.

When running hand cars, they will keep a lookout for torpedoes upon the rail and remove same before passing over them, when possible, and after passing, replace the torpedoes upon the rail in the exact location where they were found. Should such torpedoes be exploded by hand car they will replace them and carry torpedoes for this purpose.

They will observe the rules for operators and other classes of employes so far as they relate in any way to the proper discharge of their duties.

Telephone maintainers are in the immediate charge of the Division Operator upon the division on which employed. They will comply with the instructions of Chief Telephone Inspector and Telephone Supervisor.

They will advise the Division Operator each morning the part of the road on which they expect to be during the day.

They will make frequent and thorough inspection of all telephone equipment in their charge and maintain same in good working order, reporting to the Division Operator the necessity

for replacement or repair of any of the equipment necessary for the proper performance of the service.

In emergencies they will assist in placing the wires in working condition.

Station Masters.

839. Station Masters will report to and receive instructions from the Superintendent, and will comply with the instructions of the Assistant Superintendent and Train Master.

840. They will have charge of the station where located, and the persons employed therein; will see that the station and various apartments are kept in proper condition; preserve order about the station, and prevent confusion and delay in seating passengers and receiving and delivering baggage; attend courteously to the comfort and wants of passengers, and see that employes do the same; see that the proper information regarding the times of arrival and departure of trains is correctly shown upon the bulletin boards provided for the purpose; before the arrival or departure of a train announce in the waiting room and on the platform its direction and destination, whether local or through, and mention the principal stations at which such train will stop. (This duty may be delegated to doormen or ushers.)

841. They will see that the cars in trains starting from their stations are inspected, cleaned, properly equipped, and furnished with water,

ice and light; that the trainmen are ready for duty at the appointed time with the necessary signals and wearing the prescribed uniform; and that trains are properly made up and leave on time.

842. They will observe the rules for conductors and other classes of employes so far as they relate in any way to the proper discharge of their duties.

Station Agents.

843. Station Agents will report to and receive their instructions from the Superintendent, and obey all orders or instructions issued by the several officers of the Company relating to the business of their respective departments.

They will devote their time exclusively to the business of the Company unless specially exempted from so doing by the Superintendent in writing.

844. They are in charge of the Company's interests at their respective stations, of its buildings, sidings and grounds within the station limits, of the station appliances and equipment, of its accounts and records, of the material and supplies furnished for its work, of all cars at the station except in trains, of the receipt, care, forwarding and delivery of baggage and freight, of the sale of tickets, collection of the station revenues, remittance or deposit of money received for the Company, of such disbursements thereof as may be properly authorized, of all station employes, and other employes while at the station, so far as relates to their conduct or to the station work.

They will also have charge of such other matters as may arise in connection with the station management or may be assigned to them by proper authority. The Company's business affairs will not be divulged except to the proper officers of the Company.

845. They will not sell tickets to persons who are not in condition to care for themselves, unless accompanied by an attendant, or to any whose conduct may be a source of annoyance to others on the train.

846. They will make frequent inspections of the station premises and see that all parts thereof are in safe and proper condition for the uses to which they are devoted. Any defects they cannot remedy will be promptly reported to the Superintendent.

847. They will especially see that the waiting rooms and other apartments for the accommodation of passengers are thoroughly cleaned and properly heated, ventilated and lighted.

They will see that the station platforms and walks are properly cleared of ice and snow, and that dirt is not allowed to accumulate thereon.

When their stations are open for business after dark they will see that the platforms are adequately lighted.

848. They will familiarize themselves with the boundaries of the Company's property at their stations, and not permit any encroachment thereon. Unless provided for by lease, they will 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.

849. Agents will acquaint themselves with the business and interests of people among whom they are situated, use all proper means to secure traffic, and act with a view to accommodating the public, and promoting the best interest of the Company, notifying the proper officers of anything affecting the departments, detrimental or beneficial thereto.

850. They will prescribe proper hours of duty for their subordinates and see that the time so defined is faithfully devoted to the business of the Company.

851. When papers in any legal proceedings are served on Agents, as representatives of the Company, they will note thereon the date, and hour of service, and by whom served, and immediately forward them to the representative of the Legal Department of the Company in the State in which such papers are served, by the United States mail, and will also inform the Superintendent by wire of the service of the papers and their object.

If the papers served are in attachment or garnishment proceedings affecting the wages of an employe, the Agent upon whom service is made will, in addition to sending the papers to the Legal Department as above, immediately notify the Superintendent and Paymaster by wire of such service.

Agents upon whom legal process may be served relating to, or affecting property which is in their custody, as representative of the Company, will not allow such property to go out of their possession, or custody, until advice is received from the Company's attorney that the attachment is legal and valid, and to whom delivery shall be made.

852. The loading of lumber, timber and other freight on open cars will be in general conformity with the specifications and diagrams of the rules, printed copies of which will be furnished agents for use of shippers upon application to the Superintendent.

853. Local freight to be loaded or unloaded will be checked jointly by the conductor and agent or his representative, and anything irregular noted on the waybill; the Agent signing his name thereto as acknowledgment.

854. They will see that all freight which requires shelter is promptly placed in the freight house or in cars. Freight houses will be locked, and loaded box cars standing at stations will be locked or sealed at all times except when agents or their representatives, or other authorized persons are in immediate charge thereof. The doors of all empty cars will be kept closed and fastened. Freight, baggage or express will not be left between main tracks, not be placed or left within six feet of the edge of the main line platform, except when loading or unloading.

When practicable, skids, trucks and scales when not in use will be placed in baggage room or freight house. If necessary to leave trucks on

platforms unattended, they should be locked. Trucks will be pulled when practicable, and not pushed.

855. Unless otherwise instructed, they will not order or use cars on hand for partial loads of freight that can be loaded in local freight trains. Unnecessary car mileage will be avoided.

When the demand for cars exceeds the supply, they will distribute the available cars in proportion to the actual requirements of shippers and their ability to load promptly and with due regard to the sequence of their orders.

856. They will see that cars are loaded and unloaded promptly, and that the rules for the collection of car service are rigidly enforced. When the unloading of cars is delayed they will report the matter to the Superintendent. Immediately upon arrival of cars containing Company's material, the consignee should be notified in writing, and if any unusual delay in unloading, notify the Superintendent.

857. They may allow temporary linings and partitions to be put in cars if necessary to separate or properly secure the contents, but will secure permission from the Superintendent before allowing any alteration of cars to be made that will necessitate subsequent repairs. When such changes are authorized, shipper will assume all risk or loss of damage that may rise therefrom, and the assumption of the expense and risk will always be noted on the bills of lading and waybills. Agents will see that the work is done in such manner as not to interfere with the movement of doors, windows, or hatches, or to damage the cars.

858. They will not allow advertisements of any kind to be posted on the Company's premises, unless authorized by the Superintendent.

859. They will see that cars are left entirely clear of street and highway crossings, and, unless absolutely necessary, will not allow them to be placed so as to obstruct the necessary view of the track from the approaches to such crossings.

860. They will not allow lumber, timber, ties or other freight or material to be piled within thirteen feet of the main track, nor within nine feet of any side track.

861. They will furnish conductors on arrival a complete list of all station switching to be done by them, and will report failure to properly perform the work, endeavoring to the fullest extent to avoid unnecessary movement or switching of cars.

862. Unless otherwise provided, they will see that ticket offices are open at least thirty minutes before the departure of trains carrying passengers, and, as far as possible, see that passengers have tickets before boarding trains. They will not sell tickets for a train to a station at which it does not stop unless such station may be reached by changing cars at an intermediate point, in which case the purchaser will be advised of the change.

863. They will take all possible precaution against damage by fire, making sure that stoves, pipes and flues are safe, the wood-work adjoining same being well protected by sheet metal or asbestos boards, and flues when passing through floors, be protected by a metal ring having at least two inches clear air space; that there are no loose

matches, waste or other inflammable materia's exposed, and make a careful scrutiny of receptacles for oil and waste used in cleaning lamps. Oily waste will be kept only in metal pails and removed from the building each day, as there is constant danger of spontaneous combustion. Oil or gasoline stoves will not be used in Company's buildings without special authority.

864. They will regulate the places where public hacks and other vehicles shall be allowed to stand, and where the drivers and persons representing hotels or other persons not in the employ of the Company, shall remain when on the Company's premises.

865. They will not allow unauthorized persons to offer any articles whatever for sale on the Company's property, nor allow loiterers or disorderly persons to interfere with the comfort or convenience of passengers, or to interfere with employes in the performance of their duties.

If necessary, such persons will be ejected from the premises.

866. In handling baggage they will be governed by rules for station baggagemen.

867. They will carefully read the special instructions in the time-table, and in the sale of tickets, or in giving information to patrons, be governed by stops indicated on the schedules, transact their business with passenger trains as speedily as possible and permit no unnecessary delay in loading or unloading baggage, mail or express.

868. Seals, seal presses and ticket stamps will be kept under lock when not in use. None but responsible employes will be allowed to use them.

869. They will attend to the carrying of United States mail between station and post-office when within legal limit (80 rods by the shortest route open to public travel), and at junctions attend to transfer of mails unless otherwise provided for. Notify postmaster of time-table changes, and advise the Superintendent of changes of postoffice locations.

870. Ticket agents are subject to these rules, so far as they relate to their duties.

871. They will observe the rules for conductors and other classes of employes so far as they relate in any way to the proper discharge of Agents' duties.

Station Baggage-men.

872. Station Baggage-men will report to and receive instructions from the Station Master, or Agent, and will comply with the instructions issued by the General Baggage Agent, and the Passenger and Accounting Departments.

873. They will be civil, courteous and obliging to passengers and require the same of employes under them.

874. They have charge of the baggage room and persons employed therein; are responsible for baggage and mails while in their charge, and will see that only authorized persons have access to the baggage room.

875. They will see that baggage is handled carefully while in their charge and in delivering to or receiving from baggage cars.

Car Inspectors.

876. Car Inspectors report to and receive their instructions from Master Mechanic or the foreman in charge, and will also obey the instructions of the General Car Inspector, Station Master and Yard Master.

It is their duty to inspect all cars passing their stations; make needed repairs, and send to the shop cars not fit for service.

877. They will see that cars in passenger trains are properly washed, equipped and warmed; that all the fixtures are clean and in good order and ready for use; and that the load on freight cars is properly placed, and does not exceed the safe capacity, nor the authorized quantity or dimensions. In terminal yards car inspectors must close and fasten the doors of all empty cars.

878. When inspecting or repairing cars that they do not wish moved, they will protect themselves by placing conspicuously, a blue signal on both ends of the car or train as provided in Rule 26.

When necessary to repair a car in train or on any track other than the regularly designated repair track, it will be protected in the same manner, first notifying those in charge of train or yard, that car is to be worked on. Repairmen will not go under or about car until they know this has been done.

Yard Masters.

879. Yard Masters will report to the Assistant Superintendent or Train Master.

They will have charge of all yard employes and supervision over engine and trainmen when within the yard limits.

880. They have charge of the yards located in their territory, of the men employed, the movement of trains and engines, and the distribution of cars therein.

881. They will see that engine and trainmen are ready for departure at the appointed time. They will not permit a train to leave the yard with any member of the engine or train crew unfit for the proper discharge of duty, and will report at once to the Assistant Superintendent or Train Master the action taken.

882. They will be familiar with the rules for movement of trains and for the government of employes in the train and yard service, and will require the prompt and efficient discharge of duty by all employes subject to their direction.

883. They will see that trains are made up in accordance with Rules and special instructions.

884. They will see that freight conductors are provided with waybills or card waybills, properly filled out, unless otherwise provided, for every car in the train, and that cars are loaded properly and the doors secured and sealed.

885. Unless otherwise provided, cars containing live stock will be placed at least ten cars from engine, when length of train permits. Empty wooden flat cars or passenger equipment will be placed next ahead of the caboose.

886. Unless otherwise provided, dead engines will be separated from each other and from other engines by at least five cars.

887. They will see that trains are made up to the full capacity of the engine, except as otherwise provided, and that freight assigned to particular trains is forwarded by such trains; if there is not sufficient assigned freight, they will fill out with other freight for same destination or division, or in the order of importance of the freight, as may be required, and then with empty cars if necessary.

888. They will see that passenger cars when occupied, are not cut loose from the engine when being switched. The engine will not be detached until the car or cars are stopped at the proper place.

889. They will see that the doors of all empty cars are closed and fastened.

890. They will see that yards are kept in good order; that opportunity is given for the proper inspection of cars; that such inspection is made, and that cars requiring repairs are properly placed or sent to the shop as the case may require.

891. They will see that cars to be transferred are promptly placed, and avoid all unnecessary delay to freight.

892. They will keep a record of the initials, number of each car arriving at or departing from the yard, giving date and train numbers, and make reports of the same on the blanks provided for that purpose.

893. They will report all violations of rules coming under their notice also all cars arriving without proper waybills, and cars or freight received in damaged condition, and make a report of all accidents that occur in yards.

894. They will see that all official orders and notices are kept posted on bulletin boards where provided for that purpose.

895. They will check the time of crews employed in yards, certify to its correctness, and see that no more engines or crews are used than are actually required.

896. They will observe rules for conductors, and other classes of employes, so far as they relate in any way to the proper discharge of their duties.

897. They will not permit unsafe practices among men in train, engine or yard service.

Switch Tenders.

898. Switch tenders will report to the Yard Master or the Agent where there is no Yard Master.

899. They will be familiar with all signal rules; the arrangement of tracks where switching is required, and the proper movement of trains using them.

900. They will keep main track switches locked for the main track, except when passing trains to and from another track, and will watch for approaching trains and give the proper signal.

901. They will see that the switches are in good condition, clear of ice, snow and other obstructions, and promptly report any defects which they cannot repair.

902. In throwing switches they will see that the switch points, or moving rails have moved the whole distance and are in proper line for the track to be used. Switches will be fastened as soon as thrown either way.

903. They will have stop and caution signals always at hand ready for use, and will display them when the condition of the switches or other circumstances require it.

904. They will report any neglect or carelessness on the part of trainmen or others in handling switches, or on the part of enginemen of trains approaching or passing over switches.

905. They will keep switch houses clean and allow no unauthorized persons in or about them.

906. Where day and night switch tenders are employed they will relieve each other, and give full information regarding overdue trains.

907. They will observe the rules for conductors and other classes of employes, so far as they relate to the proper discharge of their duties.

Enginemen.

908. Enginemen report to the Road Foreman of Engines. In matters pertaining to the transportation department enginemen will report to and receive instructions from the Train Master. In matters pertaining to the mechanical department they will comply with instructions of the Master Mechanic.

909. They will comply with the instructions of Train Dispatchers, Station Masters and Yard Masters within their respective jurisdictions. They will comply with the instructions of conductors, in the general management of their trains, unless by so doing they would endanger the safety of their trains or require violation of the rules. When there is no conductor they will have charge of the train and will be governed by the rules prescribed for conductors.

910. They are responsible for the proper management and care of engines in their charge, for care of equipment, and for economical use of fuel and supplies. They are also responsible for the performance of duty by firemen, will instruct them in such duties, when necessary, and will report incompetence or neglect of duty upon their part to the Road Foreman of Engines.

911. They will report for duty at the appointed time; see that their engine is in good working order and furnished with the necessary supplies and a full set of signals, and attached to the train in ample time to insure prompt departure.

912. If air brakes, steam heating, or air signal appliances are in use upon the train, they will see that the necessary connections are made between the engine and train, and also between engines when double-headers are used.

913. When a passenger train runs by a station or other stopping place, they will give whistle signal 14 (h) and receive a proper signal from the conductor before backing the train. Care will be exercised in backing the train to avoid injury to passengers or others by a sudden or unexpected movement.

914. They will not allow tank spouts, water cranes, hose pipes, or aprons to coal chutes to be moved to and from the tender while engine is in motion; and see that the spouts are empty before being moved; and that they are replaced in proper position and secured before leaving them.

915. They will not carry persons or movable articles on the front end of their engines. This does not apply to switching engines while at work in yards.

916. They will always have in their cabs when on duty at night, where it can not be seen from a passing train, a red lantern lighted and in good order, with three torpedoes attached thereto, to be used in protecting the train and to signal an approaching train in case of danger.

917. If there is any reason to believe that their engine has passed over any dangerous defect of track or roadway, they will at once notify the conductor in order that he may investigate, and if such defect is found, they must arrange as may be necessary for the notification of trackmen and

protection of trains, and report to the Train Dispatcher.

918. They are required to have the firing done in such manner as to avoid dense smoke, and to use the blower gently to prevent smoke lowering when at stations.

They will prevent the blowing off of steam from the pop-valves while standing at stations, and will not open cylinder cocks at station platforms, or when nearing or passing public crossings.

Overflow from injectors will not be permitted on station platforms, nor in freezing weather on turntables or interlocking fixtures or track scales. They will exercise care to prevent water being thrown from the smoke stack when starting at stations.

They will avoid, so far as possible, the slipping of driving wheels.

919. They will not permit their engines to stand nearer than 100 feet to a street or highway crossing, or under a bridge, when it can be avoided; nor in the vicinity of waiting rooms, offices, or near cars occupied by passengers, where the noise or smoke would disturb the occupants.

920. They will not permit the fireman to operate the engines except in an emergency or upon an order from the Road Foreman of Engines or the Train Dispatcher on duty. They will not leave their engines while on duty except in case of necessity, and then the fireman or some competent person will be left in charge.

921. When necessary, they will assist in making up their trains.

922. They will take the utmost care to sound the whistle signals accurately, and will report to the Trainmaster any improper rendering of hand or lamp signals by other employes.

923. Keep a constant and vigilant lookout; carefully note all signals; see whether other trains are displaying signals, and observe the position of switches, also watch for obstructions and defects in track, and especially while rounding curves, to see whether the train is intact, and require the fireman to do the same.

924. They will give special attention to the care and condition of classification signals and to markers, when used on engines. Flags will be kept clean, and the lamps burning brightly when in use. The use of but one classification signal will not be permitted when two can be displayed. Headlights will be lighted at night, and whenever the approach of the train cannot otherwise be plainly seen.

925. They will be alert in all matters pertaining to the protection of their trains, and when it becomes evident to them that rear protection will be required, they will immediately whistle out the flagman. When it can be avoided a train will not be allowed to stand on a curve between stations.

926. When fixed signals are obscured by fog or storms they will approach them at such a rate of speed as to be able to stop within the distance at which their indication can be distinguished. Should they be unable to see the indication of a

signal without encroaching upon the danger point protected by it, they must stop clear of such point and send the fireman or trainman ahead to ascertain the indication, and be advised thereof by him before proceeding.

927. During foggy or stormy weather do not attempt to make up lost time; take extraordinary precautions, both at switches and at all places where authority to proceed depends upon signals.

During, and immediately after rain or wind storms, run with caution over track likely to be damaged or obstructed.

928. In case of heavy rain or high water, they will observe caution in approaching bridges, culverts, and other parts of the road liable to be damaged thereby, and be assured of the safety of the same before attempting to pass them.

929. They will regulate the stopping or starting of their trains so as to avoid damage.

In passenger service, extra precaution will be taken in starting and stopping trains, not only to avoid inconvenience, but personal injury.

930. They will see that trainmen who are riding on their engines promptly return to their positions on the train whenever it is necessary.

931. When a train has more than one engine the requirements of the rules apply alike to the engineman of each engine, except that the use of the engine bell, whistle and air brake shall be limited to the leading engine except in emergencies. Special instructions governing the use of the air brakes, steam heat, etc., will be observed.

932. They will not interfere with the adjustment of safety valves, nor allow the steam pressure to exceed the limit at which the valves are set. If, in their opinion, such valves are not properly adjusted, they will report them to the Master Mechanic, or where there is none to the Foreman in charge.

933. They will make all reports required of them by the Transportation and Mechanical Departments, respectively, in due time, and in the form and manner prescribed.

934. At the end of each trip or other period of service, they will make the required inspection of their engines, and report to the Master Mechanic, or where there is none to the Foreman in charge, on the proper form, all defects discovered, or work found to be necessary.

935. They will observe rules for conductors and other classes of employes so far as they relate in any way to the proper discharge of their duties.

936. They should bear in mind that if, through condition of engine or otherwise, they are unable to make their average run, that other trains are being affected, and it is expected in such cases that engineman will inform the Train Dispatcher advising him of conditions and probable time that can be made.

Firemen.

937. The firemen will report to the Road Foreman of Engines. In matters pertaining to the Transportation Department they will comply with instructions from the Train Master, and in matters pertaining to the Mechanical Department

will comply with instructions from the Master Mechanic.

938. They will comply with the instructions of conductors and enginemen, unless by so doing a violation of the rules would be required.

939. They will report for duty at the appointed time, and assist in switching and making up their trains when required. Be familiar with the rules that apply to the protection of their trains; understand the use of all signals and be prepared to use them promptly when required, as provided in the rules.

940. Before starting each trip they will see that their engines are provided with the signals, supplies, flags, lamps, fusees and torpedoes required for the protection of the front of their train, and that all signal equipment is in proper condition and ready for use.

941. They are responsible for maintaining the requisite pressure of steam, for economy in use of fuel, and for the protection of the front of their train, as provided by the rules.

942. They will feed their fires and regulate the draft so as to reduce to a minimum the discharge of black smoke from the stack, or unnecessary escape of steam at the safety valves, and familiarize themselves with the instructions printed in booklet on "Good Firing" and comply therewith.

943. When running upon the road they will keep a lookout ahead, when not engaged in firing, and look back frequently, and give notice to the engineman of any signals or indications of danger. If the engineman has to look away from the track in front for any reason the fireman must maintain the watch until the engineman can resume it.

944. They will take charge of the engine in the absence of the engineman and not leave it until his return, but must not move it unless in some emergency they are instructed to do so by the conductor or other person in authority. If the engineman becomes disabled, the fireman will stop the engine and report to the conductor, and not permit any unauthorized person to be upon it.

945. They will assist the engineman in oiling and repairing the engine when required, and in keeping a lookout for signals, obstructions and defects of track and of their trains.

946. They will not allow tank spouts, water cranes, or aprons of coal chutes to be pulled toward the engine while it is in motion.

947. In taking coal they will see that no more is taken than will ride safely upon the tender. They will see that the tools and fire irons are so placed that they will not fall off, and will not allow anything to be thrown from the engine while in motion.

948. They will take water, clean the ashpan and assist in taking fuel and turning engines when called upon.

949. When approaching and leaving a station they will observe markers on the rear of the train and watch for signals from trainmen or station employes.

950. They will be familiar with the rules for enginemen and observe how they are carried out, and observe rules for other classes of employes so far as they relate in any way to the proper discharge of their duties.

Conductors.

The following Rules are applicable to both Passenger and Freight Conductors:

951. Conductors will report to the Train Master. They will comply with instructions of Train Dispatchers, Station Masters, Station Agents and Yard Masters within their respective jurisdictions. They will also comply with instructions issued by heads of Departments.

952. They are responsible for the movement, safety and proper care of their trains and to see that the trainmen occupy their proper place on them and for the vigilance and conduct of the men employed thereon.

Conductors will know the rate of speed that is allowed under the rules. If the train is not handled smoothly or the wheels are caused to slide in making a stop, the conductor will notify the engineman as soon as practicable, and when the train is running at a higher rate of speed than allowed, he will notify the engineman by the proper communicating signal.

953. They will report all violations of rules and neglect of duty of all employes on their trains to the Superintendent, or Train Master, and in case of gross misconduct they may, if necessary, relieve from duty such employe for the rest of the trip, reporting such action by wire, and holding the train should safety require it.

954. Before starting on each trip, they will have a copy of the current time-table for every part of the road to be covered by such trip, and

must see that the engine and train men are likewise provided. If a new time-table is to take effect during the trip, this provision will also include the requisite copies of such time-table.

955. They are also responsible for the preparation, inspection and condition of their trains, where required.

At points where there is no switching service they will, when necessary, make up and put away their trains.

956. They will examine the bulletin books at initial stations, and at all points on the road where required to do so, and will be held responsible for the observance of all bulletins.

957. They will never intrust the duties of flagging to any person not entirely familiar with them, except when absolutely necessary, and then they will give as full instructions in such duties as the circumstances will permit.

958. They will do all they can toward the starting of their trains at the appointed time, and make every effort consistent with the rules and with safety to move them with regularity and as nearly on time as possible. Any lack of cooperation in this respect on the part of train, station, yard or signal men, or operators, will be reported to the Superintendent.

959. They will not start their trains from an initial station without a full crew except by direction of the Superintendent, Assistant Superintendent, Train Master or Train Dispatcher.

960. In case of delay, they will not go to meals, or delay their trains for any other avoidable cause, when their superiority permits them to proceed, without first getting permission from the Train Dispatcher to do so, and in such cases report to him when ready to go and ascertain whether there are any orders for them.

In all cases of delay to their trains which are likely to affect the movement of other trains, they will promptly report to the Train Dispatcher, if possible, the cause and probable duration of such delay.

In estimating probable time when will be ready to leave a station, they will be very conservative in information furnished to Train Dispatcher, in order to avoid unnecessary delays to other trains.

961. They will see that the brakes are securely applied on all cars left by them on sidings, and that wheels are blocked, if necessary, and where derailing switches are provided, that they are set so as to prevent such cars from obstructing the main track. Cars will not be left on a passing track unless authorized by the Train Dispatcher, except in case of emergency and not then without they are secured and protected and the Train Dispatcher notified from the first available point of communication.

962. When a conductor is relieved during a trip, he will fully explain to the relieving conductor all orders in effect. Before proceeding, the relieving conductor will compare such orders with those held by the engineman. If no orders are delivered to him, he will be assured by both the conductor relieved and the engineman that they have none.

963. They will see that hand and lamp signals are carefully and correctly given, and that whistle signals are accurately sounded.

964. They will exercise good judgment in making running or flying switches, which must never be made from long distances, or at high speed.

965. They will see that their trains do not stand on street or highway crossings for more than five minutes at a time, and when their trains are separated, see that they clear the whole width of such crossing. Before recoupling, one of the crew will take a position at each crossing to give signals and to prevent accident.

A train will not be divided while in motion so as to pass over a street or highway crossing in two or more parts.

A train will not back over a public crossing or highway, unless there is a trainman on the rear car or one on the ground ahead of such car to see that the crossing is clear.

966. When cars are set off short of destination, or when cars are left which they have order to move, they will notify the station agent or yard master of such action and the reason therefor, and also report the facts by wire to the Train Dispatcher.

967. If their train has caused damage to track by derailment or otherwise, or if it has passed over any dangerous defect in track, bridges or roadway, or in the event of any dangerous obstruction falling from their train, they will stop at once and investigate. If the defect

cannot be remedied, or the obstruction removed, they will leave a trainman or other competent employe with signals to protect following trains, and will notify all trains that are met until relieved from doing so by the Train Dispatcher.

If compelled by accident or other cause to move at an unusually slow rate of speed, or to stop their trains on the main track, conductors will take immediate action to secure the safety of their own train and trains approaching in either direction. They will constantly keep in mind that nothing will justify a collision between trains and that the prompt use of signals according to the rules will prevent it. After they have taken every precaution to insure the safety of their own and approaching trains, they will then report to the Superintendent, giving details of the case on prescribed form and state what assistance is required.

968. In case of accident to a train, the conductor may command the services of engines and employes of other trains, should emergency require it. Foremen of track, with their men, and other employes in the vicinity will at such time respond promptly to the call of conductors and render willing assistance.

Information required in the rules will be promptly reported to the Superintendent by wire, and followed by a more detailed written report on blanks provided for that purpose.

In reporting accidents on proper form by wire, sufficient particulars will be given to enable the Superintendent to fully understand the situation and when relief train or material is required state clearly what is needed.

969. They will take out promptly at the end of each trip, all reports required of them by the several departments; fully observe any special instructions that may be placed upon any of the blanks used for the reports, and take proper care that their reports are punctually and safely deposited in the proper place.

They will note the date of any occurrence important to remember, and all details of consequence connected therewith in their train book, also severe shocks to train due to emergency application of brakes.

As soon as their train books are filled, or when they leave the service or are transferred to another position, they will send them to the Superintendent.

970. They will not allow any other duties to interfere with the necessary precautions for the protection of their trains, and will invariably require their trainmen to act with the utmost promptness and in strict accordance with the rules.

971. They will observe the rules for enginemen and other classes of employes so far as they relate in any way to the proper discharge of their duties.

Passenger Conductors.

972. Passenger conductors, before leaving initial station, will ascertain that the air brakes have been tested and are in proper order and that the required signals are displayed, and as soon as possible thereafter will note whether the train has been cleaned, ventilated, heated, lighted and

provided with water, ice, fuel, and other necessary supplies. Any omission in these particulars, damage to equipment or unsafe conditions that might cause injury to passengers, such as broken seats, broken window glass, insecure window fasteners, absence of vestibule curtains, insecure racks, etc., will be reported at once to the Superintendent.

973. As soon as their trains are ready for the reception of passengers, they will see that the trainmen are stationed where they can best direct and assist them. At intermediate stations they will remain upon the station platform, giving close attention to the quick dispatch of business, and to the safe handling of passengers, except when it is necessary to enter the stations in the performance of other duties.

974. At inspecting stations they will 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 their trains, and, as far as possible, prevent passengers from getting on or off while the trains are moving.

975. Train employees will not occupy seats with passengers, nor enter into conversation with them further than is required in the discharge of their duties. They will, however, contribute as far as they can, without being unduly officious, to the convenience and comfort of passengers, and give particular attention to women and children who are unattended, and to all persons who are ill, infirm, inexperienced, and otherwise unable to care for themselves.

976. They will not solicit business for any hotel or transportation company.

977. They will see that passengers are provided with seats as far as possible, and that no one is allowed to occupy more than a single seat to the exclusion of others. When there are not seats enough in the coaches, and there are vacant seats in any parlor or sleeping car in regular service on the train, passengers who cannot be given seats in the coaches may be seated therein, and train conductors will arrange with parlor or sleeping car conductors accordingly. Such seats will be surrendered as soon as there is room in the coaches or whenever they are wanted in regular use. Seats in the sleeping cars will not be so assigned or occupied at night after the regular passengers have retired.

They will observe very carefully baggage and packages placed in racks to see that there is no danger of their falling.

They will not allow bulky packages or other articles in the coaches which obstruct the aisles, seats, or the space between the seats, to the inconvenience of passengers. Articles of this description which are entitled to be carried as baggage will be sent to the baggage car and checked, and if not entitled to be so carried, forwarded by express or otherwise disposed of by the owner.

Conductors will exercise close supervision over train porters, being particular to see that they perform their duties in the prescribed manner and are courteous and obliging.

They will see that unoccupied day coach seats face in the proper direction, window shades are at a uniform height, windows closed through tunnels and the interior arrangement kept in an orderly and attractive condition.

978. They will see that the ventilation of cars receives intelligent attention, that a proper and uniform temperature is maintained by the heating apparatus, that lamps are kept in good order, and when either electricity or gas is used, that it is carefully regulated to avoid waste.

979. They will promptly notify the Train Dispatcher by wire when there are not enough cars in their trains to properly accommodate passengers, and also report all cars in excess of those actually required for such purpose, unless they have special orders to haul them.

980. They will not allow passengers to ride in baggage or express cars, upon the platform, nor upon the engine without authority.

When trains are in motion, vestibule doors and traps will be kept closed and will be opened only on the proper side for discharging and receiving passengers at stations.

981. They will see that the hand rails, platform and steps of passenger cars are properly cleaned before arriving at stations.

982. They will see as far as practicable that passengers have transportation before entering the train then direct them to the proper car. Passengers without transportation should be requested to purchase tickets.

They will require each passenger to present a proper ticket or pass, or pay the prescribed fare, as soon as possible, after leaving stations and pass through their trains at frequent intervals to attend to the wants of passengers, preserve order, and see that trainmen properly perform their duties.

983. Should a person be found upon a train without proper transportation, such person will be required by the Conductor to pay fare, and in case of refusal, should be requested to leave the train. If such person refuses to leave the train at the first convenient station without force being used for that purpose, after the train has been stopped, he or she should be removed therefrom, only such force being used for such removal as is necessary therefor. If the stop is made between stations it will be near a dwelling house and it should not be at such place, in such weather, or at such an unreasonable hour of the night as would be likely to injure the health or safety of the person removed. In no case should a person be removed who is a child of tender years, a person of unsound mind, or a person in such feeble or helpless condition as to be unable to take care of himself or herself at the place of removal.

It is the duty of conductors to protect passengers who are lawfully on their trains, from rudeness, threatened violence, abusive or obscene language; and any person acting in a disorderly manner, or that annoys passengers as stated above may be removed from train at the next station, whether provided with ticket or not. If

a ticket or fare has been taken from any such person, conductors should return the ticket properly endorsed for the balance of the journey, or should tender back to such person the regular fare for the uncompleted portion of the journey.

Each conductor will be held responsible for the exercise of reasonable discretion in the performance of this duty, maintaining self-control, and being careful to use no unnecessary force that might subject the Company to litigation or annoyance.

984. Conductors will, if they find it necessary, call upon their crews and other employes for assistance in removing persons from their trains when such removal is required. Before undertaking such removal they will bring their trains to a stop, at a station or within its limits, and will not start their trains until the removal is complete. They should at once obtain the names and addresses of several witnesses of the occurrence and promptly send them to the Superintendent with a full report of all the circumstances.

Should a Conductor consider it his duty, for good reasons to permit a person to remain on his train contrary to the foregoing instructions, he will promptly make a written report to the Superintendent, giving the reasons for his action.

985. When a train runs by the stopping place, they will, before giving the signal to back, see that the passengers are warned not to alight until the train has finally stopped at proper location.

986. They will see that all proper quietness is maintained in and about sleeping cars at night, that trainmen in entering and passing through them move quietly and cover their lanterns, that all switching or coupling is done carefully so that shocks or violent movements are avoided, and that conversation in or about them by trainmen, yardmen, inspectors and other employes is limited to that which is necessary for the handling of the train and is carried on in as low a tone as practicable.

In passing through sleeping, dining or private cars, they should do so quietly, and if meals are being served, remove their caps.

987. They will keep themselves thoroughly posted as to connections and the time of trains of all connecting roads, and have in their possession when on duty a copy of the latest condensed time-table and inform passengers as to routes, connections and through coach, parlor and sleeping car arrangements. Inquiries will be answered correctly and pleasantly regardless of how unnecessary they may seem, and when addressed by women passengers they will raise their caps as a mark of courtesy.

988. When examining tickets they will notify passengers destined to points on branch or connecting lines where they are to change cars, and also where they will find the trains of such lines. They will see that announcements necessary for the information and guidance of passengers are properly made. At terminal and meal stations where there is no train caller, they

will announce distinctly in the waiting, dining and lunch rooms, immediately before starting, the departure and the destination of their trains.

989. When articles are found in coaches of trains, the Conductor will turn them in promptly to the Agent or Station Baggage man at his terminal, upon arrival on that trip, to be handled in accordance with Lost Article instructions.

990. When cars are left at way stations on side tracks, they will see that the windows and doors are closed and locked.

991. On arrival at terminal stations, conductors will remain on duty in uniform to render passengers assistance in getting off trains until all the passengers are out of the cars, and outgoing crews will assist passengers boarding trains.

992. On arrival at terminal station, they will report to the car inspector or repairer any defects of the cars in their trains, and any imperfect action of the brakes or other appliances noticed during the trip; also notify the inspectors or repairers at intermediate stations of such defects or imperfect action, and, if necessary, give them an opportunity to remedy the same. They will report any equipment in trains that is inferior or not suitable for the service.

993. Dining cars and passenger cars of any kind when occupied, will not be cut loose from the engine when being switched. The engine should not be detached until the car or cars are stopped at the proper place. See Rule 104 A.

994. Conductors should require all toilet doors to be locked approaching important stations or terminals, and unlocked immediately after leaving such stations.

995. No gun powder, nitro-glycerine, dynamite or articles of a similar nature shall be transported in any car attached to a passenger train.

996. In case of accident to their trains, involving injuries to passengers, in addition to the reports usually made, conductors will obtain a full list of the names and addresses of all passengers and inquire of each whether injured, writing down the answers.

997. They will report for duty in uniform at the designated time, and assist in making up trains when necessary.

998. They will see that at all times a trainman is stationed in the rear end of the last car in train with signals at hand and ready for use. In case the last car in train is a private or official car he should be stationed in the next car ahead.

999. They will not permit gambling or begging on the trains.

1000. They will not permit News Agents to place articles in car seats or upon laps of passengers, nor allow obscene literature to be sold on the trains.

1001. As their duties are of a most delicate and responsible character, they demand unusual judgment, tact and courtesy, and the safety of their trains and passengers and the reputation of the road are dependent upon their discretion and care.

Freight Conductors.

1002. Freight conductors are responsible for the security of all freight carried on their trains. Tramps or other persons who have no legitimate

business will not be allowed to ride, and every precaution should be taken to prevent cars being robbed while in transit.

1003. They will call the Superintendent's attention to any carload or less than carload freight in their train, which in their judgment has been misrouted, and will thereby cause extra mileage or delay.

1004. They should see that their trains contain the required tonnage.

1005. They will deliver local freight at such reasonable places in freight houses or on platforms as Agents may direct.

1006. They will deliver the waybills to the Yard Master or Agent in charge of the point at which the cars or freight is left.

1007. They will not take cars that in their judgment are unsafe to run, or are loaded beyond their authorized capacity of the proper limits of height and width, or the lading of which is not properly distributed or secured, notifying the Yard Master or Agent and advising the Train Dispatcher by wire of such action and the reason therefor.

1008. Should a car requiring repairs be left at other than its destination, the conductor will deliver the waybill, if any, to the Agent, accompanied by the proper form, and report the fact to the Train Dispatcher by wire, giving the number, initials, destination and contents of the car, and the material required for repairs. Where there is no Agent, the conductor will make the same delivery to the Agent at the next regular station.

Conductors will notify Yard Masters of disabled cars brought into terminals.

1009. Where there are no car inspectors, they will, with the assistance of the trainmen, thoroughly inspect all cars offered, and be sure of their safe condition before taking them. They will see that side doors of empty cars are closed and securely fastened.

1010. Unless otherwise provided, cars containing live stock will be placed at least 10 cars from the engine when length of train permits. Empty wooden flat cars or passenger equipment must be placed next ahead of the caboose.

1011. Unless otherwise provided, dead engines will be separated from each other and from other engines by at least five cars.

1012. Passengers will not be carried on freight trains without proper authority.

1013. If live stock gets down, conductor will render all possible assistance to the attendant, and if it cannot be gotten up, they will leave the car at any station at the request of the attendant, placing it at the stock chute if there is one, notifying the Train Dispatcher.

If there is no person in charge of such stock, conductor will, with the assistance of the crew, make effort to get it up, and, if the circumstances require it, will switch the car at any station having a proper chute and pen in order that it may be unloaded by the agent, who should be notified and assisted, if necessary.

1014. Conductors will keep all members of crew advised of any work to be done and the manner in which he wishes such work performed prior to arriving at such station.

1015. When ascending grades upon which helper engines are used, the rear of the train will be protected in the same manner as if there was no helper engine.

1016. Conductors will see that cabooses or other cars detached from a train are not left standing on the main track on grades without a man at the brake, nor will the rear car of any train be without a trainman on ascending grades. The last car in every train must have good hand brakes.

If their trains are stopped upon a crossing with another railroad at grade, they will see that the train is separated so as to avoid unreasonable delay to the trains of the other road, and if such crossing is not protected by interlocking signals and derails, if the stop is likely to be one of more than five minutes duration, they will have the train separated at once.

1017. In leaving cars at a station for loading or unloading, they will place them as directed by the Agent.

If station agents require work to be done at their stations that seems unreasonable or unnecessary, or if the work is not properly anticipated and arranged, it will be done as expeditiously as possible, without argument or dispute, and the facts reported to the Superintendent.

1018. In switching, where it is necessary to disturb cars that are being loaded or unloaded, notice will first be given to all persons in or about the cars that are to be moved.

When cars are so moved, they will be returned to the same position as found.

1019. They will check all freight loaded by them with the waybills and make a record of freight over, short or damaged, and report the same to the Superintendent.

1020. They will not leave freight at prepay stations when no one is there to receive it, when the weather is such as to cause damage.

1021. If there is no agent where freight is left, they will check off upon the waybill all freight so left, and will certify upon the face of the bill to its correct delivery and apparent condition, noting particularly any short or damaged freight. Any freight over at such points will be delivered to the agent handling the revenue billing.

1022. In cases of injury to persons, loss of life, or damage to property in connection therewith, they will report at once by telegraph to the Superintendent, giving all the information necessary to a clear understanding of the case and the assistance required, using the utmost care in obtaining a full statement of facts and names and addresses of persons who witnessed or have any knowledge of the accident, reporting on the prescribed forms.

Train Baggage-men.

1023. Train Baggage-men will report to Train Master and comply with instructions of the Station Master and those issued by the Accounting and Passenger Departments and the General Baggage Agent. While on duty, they are under the direction of the conductor.

1024. They will report for duty at the designated time, remain in the cars at the end of the trip, until all baggage and other matter is delivered, keep the doors of baggage cars secured, and not allow any persons to enter except Officers, Mail Agents, Express Messengers, News Agents, and Trainmen in the discharge of their duties.

1025. They will take care of, and properly deliver baggage carried on their trains; baggage received at stations where there are no agents will be marked or tagged to destination of owner, and if in the opinion of the train baggageman the weight is in excess of the free allowance, he will call the attention of the agent at destination to same, in order that agent may weigh the baggage and make necessary collections; take charge of and properly deliver letters and packages forwarded on railroad business or addressed to officers or agents; properly handle and deliver to the agent at destination all U. S. mail pouches intrusted to their care; and attend to the lighting and heating apparatus in baggage cars while on duty.

1026. They will handle baggage carefully; be civil and obliging to passengers; and remain in the baggage car while on duty, except when required to take the place of the front trainman or to protect the train.

1027. They will not carry letters, packages, notes or other valuables not authorized by the regulations; not receive any perquisites for the transportation of any article except such as they may be authorized to take charge of at fixed rates for special care.

1028. They will not receive a corpse for transportation unless it is in care of some person taking passage by the same train and is securely enclosed in a strong, tight box, and accompanied by all certificates required by the laws of the States within which it is to be carried.

1029. When acting in any capacity other than baggageman, they will be governed by the rules applicable to that position.

Passenger Trainmen.

1030. Passenger trainmen report to the Train Master. While on duty they will comply with instructions of the Conductor, and those of Train Dispatchers on duty, Station Masters, Station Agents and Yard Masters within their respective jurisdictions. They will familiarize themselves with the duties of the train baggageman so as to relieve him when so directed.

They will also render necessary assistance in handling baggage, in order to prevent delay to their trains at stations, so far as consistent with their other duties.

1031. They will examine bulletin books and boards and be on hand at the designated time. They will unlock the car doors and observe whether each car in the train is clean, properly swept and dusted, well aired and comfortable for passengers; look after car lighting, see that a good light is provided and heating apparatus is working properly; that water-coolers are supplied with

fresh water, that the toilets are clean and that the doors of toilets are locked while trains stand at terminal stations, division terminals and other important stations, and promptly unlock them after leaving such station; turn car seats carefully and without damage, facing them toward the head of the train, and report any irregularity found to the conductor.

1032. They will assist in making up, switching and putting away of the train and couple engine to train when so required. They will see that all hose couplings are properly made, and the safety chains connected. They will never go between the cars for the purpose of coupling or uncoupling, or to make any adjustments, without first notifying the engineman and properly protecting themselves. They will be familiar with instructions for the care and management of the air-brake apparatus, and know that it is in good order on each car.

1033. They will see that the prescribed signals are displayed at rear of train, that all necessary supplies, including signals are on hand and in their proper place, ready for use, and also that the train cords are properly connected.

1034. They will attend to all required tests of air-brake, steam-heating apparatus, and air-signal appliances; also see that the hand-brakes are released. While on the trip, they will be watchful against breakage of any part of the draft-gear, brake-gear and running-gear of the train, inspecting the same at convenient points on the road.

1035. They will give careful attention to the heating and ventilation of the cars, maintaining the temperature as uniform as possible.

They will see that the seats in unoccupied day coaches face in the proper direction, window shades are at a uniform height, windows closed through tunnels and the interior arrangement kept in an orderly and attractive condition.

In day time, when the train is about to pass through a long tunnel, they will have a red light burning at rear and see that cars are lighted until the train is out of the tunnel.

1036. They will render prompt obedience to the orders of the conductor, and assist him in providing for the convenience and comfort of passengers, and in preserving order upon the train; they will report to him at once any case of disorder or disturbance, also any attempt to evade payment of fare or refusal to comply with the rules of the Company.

1037. They will be respectful and courteous to all passengers, especially to women traveling alone, giving polite attention to their requests and all desired information as to routes, baggage or connections, etc., regardless of how unnecessary they may seem, but avoiding all familiarity and unnecessary conversation, either with passengers or other employes, and when addressed by women passengers, will raise their hats as a mark of courtesy. They will frequently look through the cars, to see if any service is required for the comfort of passengers or any warning for their safety. When necessary to call the attention of

passengers to the rules of the road, let it be done in a quiet and gentlemanly manner, and never have any disputes or use improper language.

1038. They will assist passengers, especially women, children and infirm persons, in entering and leaving the cars, or in passing from one car to another, giving special attention to their safety. They will direct them on which side to leave the train, and see that the vestibule doors are opened and closed, as convenience and safety require. They will not leave the platform until train has cleared the station platform, and while the train is waiting at a station, remain on the station platform at the car steps.

1039. When a station stop is made, they will allow passengers to get off the train before others get on.

1040. After a passenger train departs from a station, trainmen will announce in each coach, in a clear and distinct voice, "The next station stop is _____" (using the name of the next stop). The announcement should be made facing the rear of the train.

When a train is nearing the next station at which it stops, trainmen will again announce in each coach, "The next station is _____," which announcement should be made with the door closed in order that passengers may understand what is being said.

When a passenger train is stopped before its arrival at a regularly scheduled stop, trainmen will announce in each coach, "Not a station stop."

When there is a flag stop between two regularly scheduled stops and passengers to be discharged at the flag stop, trainmen will announce the flag station. When there are no passengers to be discharged at a flag station, trainmen will not announce the next regularly scheduled stop until after the train has passed such flag station.

Station calls in parlor, sleeping and drawing room cars will be given by the conductor or porter of such cars.

On mixed trains, in addition to announcing the station, trainman will say: "Please remain seated until train stops."

It will be the duty of a passenger trainman to inquire of conductors as to flag stops to be made, and cooperate with them to see that the flag stop signal is given approaching flag stations for which they have passengers.

1041. If any passengers are obliged to stand, trainmen will go through the train and request all persons occupying more than one seat to make room to seat them.

Should passengers stand in cars when all seats are occupied, with vacant seats in other cars, the trainmen will take a position where he can escort passengers from one car to another and then announce in a clear voice, "There are vacant seats in forward (or rear) cars," rendering passengers necessary assistance with their baggage, etc.

They will observe very carefully baggage and packages placed in the racks, to see that there is no danger of their falling.

1042. They will not allow passengers to ride on the car platforms; to occupy with satchels or packages, seats needed by other passengers; to put their feet on the car seats, or otherwise damage the property of the Company. They will not allow any drunken or disorderly person to enter the cars.

1043. They will pass through the cars, especially sleeping, dining and private cars, as infrequently and as quietly as possible; and remove cap when passing through dining cars occupied by passengers.

1044. They will keep on the rear of the train a supply of flag and lamp signals, fusees and torpedoes, and go back with them instantly when the rules so require without waiting for the engine-men's signal or conductor's orders.

When acting as rear trainmen they will take position on the last car to protect the rear of the train, unless it be a private or official car in which case they will occupy the next car ahead.

1045. They will pass through the cars at the end of each trip, after passengers have left them, and carefully search for forgotten articles. Articles so found will be immediately delivered to the conductor.

1046. They will not stand on the seat arms, light matches on or otherwise deface the cars. They will carefully guard any Company's property that may be intrusted to their care.

1047. When acting as flagman, they will keep a sharp lookout for signals carried by other trains, and will keep in mind all orders and notices

regarding the movement of trains, so as to be prepared to correct any oversight or mistake if there should be any occasion for so doing.

1048. They will observe rules for conductors, and other classes of employes, so far as they relate in any way to the proper discharge of their duties.

Flagmen.

1049. Flagmen will report to the Train Master and will comply with instructions of Train Dispatchers, Station Masters, and Yard Masters, within their respective jurisdictions. When on duty, they are under the direction of the conductor.

They will assist the conductor in the handling of the train, to protect it from damage, and to guard it against loss.

1050. It is the flagmen's especial duty to protect the rear of their train in strict accordance with the rules, and they will not allow anything to interfere with the prompt and efficient discharge of this duty.

1051. When flagging a train they will be particular not only to spread the flag so that it can be seen by the engineman, but flag should be waved across the track so that he may be able at once to distinguish the signal from other objects of the same color. They will never flag a train at night with a red and white light in the same hand.

They will not attempt to inform the engineman why he is flagged until the train has been brought to a stop, or slowed sufficiently to render conversation between the flagman and enginemen intelligible.

They will obey signals from the engineman, but will not wait for signals or for orders from the conductor when their trains need protection.

1052. Flagmen will report for duty the required time before the leaving time of their trains.

1053. Before starting on each trip, flagmen will regulate their watches by a standard clock, will see that their trains are provided with the standard train signals, and with the necessary flags, lamps, torpedoes, fusees and other signal equipment and supplies.

1054. Flagmen will take care of the markers and other rear train signals, put them in place, see that they are always properly displayed, and that the signal lamps are cleaned, filled, trimmed, and burn brightly.

1055. Flagmen will see that a red light is displayed on the rear of the train by day while passing through tunnels.

1056. Flagmen (acting exclusively as such), will not leave their designated location except to protect the train, without permission from the conductor and the substitution of a competent man in their place.

1057. A flagman picked up by a train will ride the engine of that train.

1058. In other than their special duties, flagmen will be governed by the rules for passenger and freight trainmen, as the case may be.

Freight Trainmen.

1059. Freight Trainmen will report to the Train Master and comply with instructions of Train Dispatchers, Station Masters, and Yard Masters, within their respective jurisdictions. When on duty, they are under the direction of the conductor.

The duties of freight trainmen are to assist the conductor in the handling of the train, to protect it from damage, and to guard it against loss.

1060. They will be governed by general rules and special instructions applicable to conductors relative to making up of trains, inspection of seals, and cars, and will, so far as practicable, see that the brakes, hand holds, steps, ladders and running boards of all cars in or to be taken into their trains are in good condition, and will report all defects in these and other particulars which they discover, to the conductor.

1061. They will be careful to give all hand and lamp signals in a plain and accurate manner.

1062. When on the engine, the conductor not being present, they are under the direction of the engineman.

They will report for duty at the prescribed hour before the leaving time of the train, and assist in making it up when necessary.

1063. They will observe rules for conductors, and other classes of employes, so far as they relate in any way to the proper discharge of their duties.

Train Porters.

1064. Porters on trains will be conversant with and comply with Rules governing their duties effective January 1st, 1916.