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2024

Notice

Train Despatchers, Yard Masters, Conductors and Enginemen will be expected to prepare themselves for examination not later than October 15th.

Any rules not fully understood will be explained by applying in person to either Train Masters or the Superintendent.

Conductors and Enginemen must post their Brethren and Firemen respectively as to their duties. Under no circumstances will a Conductor or Engineman be allowed to run upon the road unless they are perfectly familiar with the new rules.

Chas Matts
Supt

Logansport Ind.

Oct. 7th 83.



RULES FOR THE GOVERNMENT
OF THE
TRANSPORTATION DEPARTMENT
OF THE
Chicago, St. Louis & Pittsburgh Railroad Co.

Prepared by the Manager and approved by the Executive Committee.

To take effect November 1st, 1883.

PITTSBURGH:
WM. P. BENNETT, PRINTER & BINDER, 94 FIFTH AVE.

*This Book of Rules supersedes all Rules heretofore
printed on back of Time Tables.*

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SPECIAL NOTICE.

All employés are required to be polite and considerate in their intercourse with the public. The reputation and prosperity of the Company depend greatly upon the promptness with which its business is conducted, and the manner in which its patrons are treated by the employés.

Special Rules and Time-tables for running trains will be issued from time to time, as may be deemed necessary.

JAMES McCREA,
Manager.

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RULES

OF THE

Chicago, St. Louis & Pittsburgh Railroad Co.

GENERAL RULES.

1. The rules, special orders and official directions, issued from time to time by the Transportation Department, are designed for the security of passengers, and of property entrusted to the Company for transportation, as well as for the protection of employes, and for the proper care of the property and interests of the Company entrusted to this department of the service. When an individual enters or remains in the service of the Company, it will be considered an expression of his willingness to conform to these rules, and to strictly obey the orders of his superior officers.

2. The head of each department should keep himself conversant with the Rules, supply copies of them to his subordinates, see that they are understood, enforce obedience to them, and report to the proper officer all violations coming under his notice, as well as the action taken upon such violations.

3. Ignorance will not be accepted as an excuse for neglect of duty. If not supplied with the Rules, employés must apply for them to the Superintendent, or to the head of their sub-department. If in doubt as to the meaning of any rule or order, they must take an early opportunity to obtain an explanation from the proper source.

4. Employés must not absent themselves from their duties, without the consent of the head of their department or sub-department.

5. Employés of every grade will be considered in the line of promotion, dependent upon the faithful discharge of duty, and capacity for assuming increased responsibilities.

6. The regular compensation of employés is remuneration in full for all risk, or liability to accident.

7. If an employé should be disabled by sickness or other cause, the right to claim compensation will not be recognized. An allowance, if made, will be a gratuity justified by the circumstances of the case, and previous good conduct.

8. Disobedience of orders, or violation of rules, will be considered a sufficient cause for dismissal from the service of the Company; but fines, or suspension from duty may be substituted, at the discretion of the Superintendent. Fines, when imposed, will be used only to assist deserving employés disabled by accident or sickness.

9. Every employé, while on duty connected with the trains on any Division of the Company's lines, will be under the authority, and conform to the orders of the Superintendent.

10. Employés must wear the prescribed badges or uniforms while on duty.

11. Employés entrusted with switch or car keys, must give receipts for them to the Superintendent, and not let them go out of their possession.

12. Employés must observe strict propriety of conduct, and be civil and obliging to all with whom they are brought in contact.

13. Smoking on Passenger Trains, or while on duty at the Stations, or in or about the Shops, is prohibited.

14. The use of intoxicating drinks while on duty is prohibited. Employés known to use them in excess at any time, will not be retained in the service.

15. If an employé notices a disobedience or neglect of any rule, he should promptly report it to the proper officer, as his safety as well as that of others, depends upon the strict observance of every rule.

16. No employé is allowed to use the credit of the Company, unless authorized by the Manager.

17. Mail Agents, Express Messengers, Parlor and Sleeping-Car Conductors and Porters, News Agents, and persons in charge of individual cars, while on duty, are subject to the rules governing employ  s of the Company.

SEE RULE 147.

SIGNALS.

18. Conductors, Enginemen, Firemen, Brakemen, Station Agents, Telegraph Operators, Track Foremen, Switchmen, Road and Bridge Watchmen, and all other employés having to use signals, must provide themselves with them, keep them in good order, and always ready for immediate use.

19. Flags of the proper color must be used by day, and lamps of the proper color by night, or when from fog or other cause, the day signals cannot be clearly seen.

20. Red signifies *Danger*, and is a signal to stop.

21. Green signifies *Caution*, and is a signal to go slowly.

22. White signifies *Safety*, and is a signal to go on.

23. Green and White is a signal to be used to stop trains at Flag Stations.

24. Blue is a signal to be used by Car Inspectors.

25. An Explosive Cap or Torpedo clamped to the top of the rail, is a signal to be used *in addition* to the regular signals, when from fog or other cause, other signals cannot be clearly seen or relied upon.

The explosion of *one* Cap, is a signal to *Stop* immediately:—the explosion of *two* Caps is a signal to *reduce speed* immediately, and look out for a Danger Signal.

26. A Fusee is an *Extra* Danger Signal, to be lighted and placed on the track at night, in cases of accident or emergency.

A train finding a Fusee burning upon the track must come to a stop, and not proceed until it is burned out.

27. A Flag or Lamp swung across the track, a hat, or any object waved violently by any person on the track, signifies *Danger*, and is a signal to stop.

TRAIN SIGNALS.

28. *All trains are designated as Regular, or Extra. Regular Trains are those represented on the Time-table. Extra Trains are those not represented on the Time-table. An Engine without cars, in service on the road, will be considered a train.*

29. Each train, while running, must display two Green Flags by day, and two Green Lights by night, one on each side of the rear of the train, as *Markers*, to indicate the rear of the train. Yard Engines will not display Markers.

30. Each train, running after sunset, or when obscured by fog or other cause, must display the Head Light in front, and two *Red Lights* in the rear. Yard Engines must display two Green Lights instead of Red, except when provided with a Head Light on both the front and rear.

31. Each Passenger Train, while running, must have a Bell Cord attached to the Signal Bell of the Engine, passing through or over the entire length, and secured to the rear end of the train.

32. Two Green Flags by day, and two Green Lights by night, displayed in the places provided for that purpose *on the front of an Engine*, denote that

the train is followed by another train, running on the same schedule, and entitled to the same rights, as the train carrying Signals.

33. Two White Flags by day, and two White Lights by night, displayed in the places provided for that purpose *on the front of an Engine*, denote that the train is an Extra. These Signals must be displayed by all Extra Trains and Yard Engines.

34. A Blue Flag by day, and a Blue Light by night, placed on the end of a car, denotes that car inspectors are at work under the car or train.

The car or train thus protected must not be coupled to or moved, until the Blue Signal is removed by the car inspectors.

WHISTLE SIGNALS.

35. One *long* blast of the Whistle is a signal for approaching Stations, Railroad Crossings, and Junctions. (Thus — —)

36. One *short* blast of the Whistle is a signal to apply the Brakes—Stop. (Thus -)

37. Two *long* blasts of the Whistle is a signal to throw off the Brakes. (Thus — —)

38. Two *short* blasts of the Whistle is an answer to Conductor's signal to stop at the next Station. (Thus - -)

39. Three *long* blasts of the Whistle is a signal that the train has parted. (Thus — — —) To be repeated until answered as per rule 54.

40. Three *short* blasts of the Whistle when the train is *standing*, is a signal that the train will back. (Thus - - -) To be repeated until answered as per Rule 55.

41. Three *short* blasts of the Whistle, when the train is *running*, is a signal to be given by Passenger Trains, when displaying Signals for a following train, to call the attention of trains they meet or pass to the Signals. (Thus - - -)

42. Four *long* blasts of the Whistle is a signal to call in Flagmen. (Thus — — — —)

43. Four *short* blasts of the Whistle is the Engineman's call for signals from Switchmen, Watchmen, and Train-men. (Thus — — — —)

44. Two *long* followed by two *short* blasts of the Whistle is a signal for approaching Road Crossings at grade. (Thus — — — —)

45. Five *short* blasts of the Whistle is a signal to the Flagman to go back and protect the rear of the train. (Thus — — — — —)

46. A succession of *short* blasts of the Whistle is an alarm for persons or cattle on the track, and calls the attention of the train-men to danger ahead.

BELL CORD SIGNALS.

47. One tap of the Signal Bell when the train is *standing*, is a notice to start.

48. Two taps of the Signal Bell when the train is *running*, is a notice to stop at once.

49. Two taps of the Signal Bell when the train is *standing*, is a notice to call in the Flagmaan.

50. Three taps of the Signal Bell when the train is *running*, is a notice to stop at the next Station.

51. Three taps of the Signal Bell when the train is *standing*, is a notice to back the train.

52. Four taps of the Signal Bell when the train is *running*, is a notice to reduce speed.

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LAMP SIGNALS.

53. A Lamp swung across the track is a signal to stop.

54. A Lamp raised and lowered vertically is a signal to move ahead.

55. A Lamp swung vertically in a circle across the track, when the train is *standing*, is a signal to move back.

56. A Lamp swung vertically in a circle across the track, when the train is *running*, is a signal that the train has parted.

57. *A flag, or the hand, moved in any of the directions given above, will indicate the same signal as given by Lamp.*

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FIXED SIGNALS.

58. Fixed Signals are placed at Junctions, Railroad Crossings, Stations, and other points that require special protection; they consist of Home, Distant, and Starting Signals; special regulations will be issued indicating their position and use.

RULES GOVERNING THE USE OF SIGNALS.

59. A Signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as a Danger Signal, and the fact reported to the Superintendent.

60. The unnecessary use of the Whistle is prohibited ; when shifting at Stations and in Yards, the Engine Bell should be rung ; using the Whistle only when required by law or when absolutely necessary to prevent accident.

61. The Whistle must not be sounded while passing a Passenger Train, except in cases of emergency, danger, or when required by the Rules.

62. When a Danger Signal (except Fixed Signals and the Block Signal at Block Stations) is displayed to stop a train, it must be acknowledged as per Rule No. 38.

63. The Engine Bell must be rung before starting a train, when meeting or passing trains, and when running through tunnels and the streets of towns or cities.

64. The Engine Bell must be rung for a quarter of a mile before reaching every Road-Crossing at grade, and until it is passed ; and the Whistle must be sounded at all Whistle Posts.

65. When *one* tap of the Signal Bell is heard while a train is *running*, the Engineman must immediately ascertain if the train has parted, and if so, be governed by Rule No. 100.

66. When two or more Engines are coupled in a train, the leading Engine only shall display the Signals provided for in Rules Nos. 32 and 33.

67. One Flag or Light displayed on the front of an Engine, will be regarded the same as if two were displayed; but Enginemen and Firemen will be held responsible for the proper display of all Signals.

68. When an Engine is run backward, the Signals provided for in Rules Nos. 32 and 33 must be displayed in the same position on the Engine as when it is run forward.

69. When an engine is run backward without cars, or when cars are pushed ahead of an Engine running backward, the Markers and Red Lights must be placed on the bumper of the Engine, and not on the Tender.

70. A White Light must be displayed on the forward end of a train at night, or when obscured by fog or other cause, when it is run backward, or when cars are pushed ahead of the Engine. (See Rule 101.)

71. When a train turns out to allow another train to pass, whether following or moving in opposite

direction, the Red Lights must be removed and Green displayed, as soon as the track is clear ; but the Red must again be displayed before crossing back to its own track.

72. The combined Green-and-White Signal is to be used to stop trains at the Flag Stations designated on the Time-table. When it is necessary to stop a train at a point that is not a Flag Station for that train, a Red Signal must be used.

73. Switch Signals will show White when the switch is set for the Main Track, and Red when set for the Siding, Crossing, or Junction Track.

74. Explosive Caps must not be placed near Stations or Road-Crossings, where persons are liable to be injured by them.

75. All signals must be used strictly in accordance with the Rules, and train-men must keep a constant lookout for signals.

TRAIN RULES.

76. All trains running on Double Track must keep to the right. Trains will run on Four Tracks under special regulations.

77. All Regular Trains will be classified on the Time-table. *A train of inferior class must in all cases keep out of the way of a train of superior class.*

78. On Single Track, all trains in one direction, (to be specified on the Time-table) will have the absolute right of track, over trains of the same or inferior class, running in the opposite direction. *Trains not having right of track, must keep entirely out of the way of trains of the same or superior class, running in the opposite direction.*

79. When trains of the same class meet on Single Track, the train not having right of track must take the Siding (except when it cannot enter without backing), and be clear of the Main Track before the leaving time of the opposing train.

80. When a train of inferior class meets a train of superior class on Single Track, the train of inferior class must take the Siding, and clear the train of superior class *ten* minutes.

81. A train of inferior class must keep *ten* minutes off the time of a train of superior class following it.

82. Extra Trains must clear the time of Regular Trains *ten* minutes.

83. A train must not leave a Station or Siding to follow a Passenger Train until *ten* minutes after the departure of the Passenger Train.

84. Passenger Trains running in the same direction must keep not less than *ten* minutes apart.

85. Freight Trains following each other must keep not less than *five* minutes apart, except in closing up at Stations or passing places.

86. A Passenger Train must not leave a Station, expecting to meet, or to be passed at the next Station, by a train having the right of track, unless it has full schedule time to make the meeting or passing point.

87. A Freight Train must not leave a Station, expecting to meet, or to be passed at the next Station by a train having the right of track, unless it has the full time allowed between Stations (to be shown on the margin of the Time-table), to make the meeting or passing point, and clear the Main Track by the time required by Rule to clear the opposing or following train.

88. A train not having right of track, must be entirely clear of the Main Track by the time it is required by Rule to clear an opposing train, or a train running in the same direction; failing to do so, it must be immediately protected, as per Rule No. 95.

89. All trains must *stop* at schedule meeting places on Single Track, unless the switches are plainly seen to be right, and the track clear. The point at which a train should stop is the switch used by an opposing train to go on the Siding.

When an expected train is not found at the schedule meeting place, the train having right of track must approach all Sidings prepared to stop, until the expected train is met and passed.

90. All trains must approach the end of Double Track, Junctions, Railroad Crossings at grade, and Draw-bridges, prepared to stop, and must not proceed until the switches or signals are seen to be right, or the track is plainly seen to be clear. Where required by law all trains must stop.

91. Conductors and Enginemen of trains not having the right of track, must know that all trains of the same or superior class due, have arrived, before starting from terminal Stations, leaving Junctions, or passing from Double to Single Track.

92. When a Passenger Train is delayed at any of its regular stops more than *three* minutes, the

Flagman must go back with Danger Signals and protect the train, as per Rule No. 95; but if it stops at any unusual point, the Flagman must immediately go back far enough to be seen by a following train at a distance of at least half a mile from the rear of his train, and if the stop is over *one* minute, he must be governed by Rule No. 95.

When it is necessary to protect the front of the train, the same precautions must be observed by the Fireman. The Conductor as well as the Engineer must see that the Fireman performs this duty, and if he is unable to leave the engine, the front Brakeman must be sent in his place.

93. When a Freight Train stops at its regular stopping places, where the rear of the train can be plainly seen by a following train, at a distance of at least half a mile, the Flagman must go back with Danger Signals not less than 100 yards, and as much farther as may be necessary to insure stopping the following train; but if the rear of his train can not be plainly seen at a distance of at least half a mile, or if it stops at any point that is not its regular stopping place, the Flagman must go back not less than 900 yards, and if his train should be detained, until within *ten* minutes of the time of the Passenger Train following, he must be governed by Rule No. 95.

When it is necessary to protect the front of the train, the same precautions must be observed by the

Fireman. The Conductor as well as the Engineman must see that the Fireman performs this duty, and if he is unable to leave the Engine, the front Brakeman must be sent in his place.

94. When it is necessary for the Flagman to go back to protect the rear of his train, the next Brakeman must immediately take the Flagman's position on the train, and remain there until relieved by the Flagman, except in the case of Freight Trains doing work at Stations ; and on Passenger Trains, the Baggage Master must take the place of the front Brakeman whenever necessary. The Conductor must see that this Rule is strictly observed.

95. When a train is stopped by an accident, obstruction or any unusual cause, the Flagman must immediately go back with Danger Signals to stop any following train. At a point 600 yards from the rear of his train he must place *one* Explosive Cap on the rail ; he must then continue to go back at least 1200 yards from the rear of his train, and place *two* Explosive Caps on the rail 10 yards apart (one rail length), when he may return to a point 900 yards from the rear of his train, and he must remain there until recalled by the Whistle of his Engine ; but if a Passenger Train is due within *ten* minutes, he must remain until it arrives. When recalled, he will remove the Explosive Cap nearest to the train, but the *two* Explosive Caps must be left on the rail as a Caution Signal to any following train.

If the accident or obstruction occur upon Single Track, or if any other track is obstructed, the Fireman must go forward when necessity requires, and use the same precautions to protect the front of the train. The Conductor as well as the Engineman must see that the Fireman performs this duty, and if he is unable to leave the Engine, the front Brakeman must be sent in his place.

96. Freight Trains having to do work on any other track, may cross over if no Passenger Train is due, provided no approaching Freight Train is in sight; and also provided that a Signalman has been sent with Danger Signals, as per Rule No. 95, not less than 1200 yards in the direction of the expected train.

97. When a Freight Train turns out on Double Track to allow a Passenger Train running in the same direction to pass, and while waiting, a Passenger Train from the opposite direction arrives, the Freight Train may cross back, and allow it to pass, provided the other Passenger Train is not in sight; and also provided that a Flagman has been sent with Danger Signals, as per Rule No. 95, not less than 1200 yards in the direction of the expected train.

98. When it is necessary for a Freight Train to turn out on Double Track to allow a Passenger Train running in the same direction to pass, and a Passenger Train running in the opposite direction is due, a Flagman must be sent back with Danger

Signals as per Rule No. 95, not less than 1200 yards in the direction of the following train, and the Freight Train must not cross over until one of the Passenger Trains arrives. Should the following Passenger Train arrive first, a Signalman must be sent forward on the opposite track with Danger Signals as per Rule No. 95, not less than 1200 yards in the direction of the overdue Passenger Train before crossing over. Great Caution must be used and good judgment is required to prevent detention to either Passenger Train. The preference should always be given to the Passenger Train of superior class.

99. If an accident or obstruction makes it necessary to move a train in the wrong direction on Double Track, or to cross over to the opposite track to pass around the obstruction, Passenger Trains may do so, but the utmost caution must be used. The Conductor, before the train is backed, must send the Flagman with Danger Signals not less than *one mile* in the direction in which the train is to be backed, and he must keep this distance from the rear of the train; as an additional precaution, a Signalman must also be kept 900 yards from the rear of the train until the Crossing is reached. Before the train crosses to the opposite track, the Fireman must be sent forward with Danger Signals, and he must keep not less than *one mile* in advance, and the Baggage

Master must also be kept 900 yards in advance of the train until it crosses back to its own track.

The train must only be backed to the nearest Crossing in the rear, or run on the opposite track to the nearest Crossing ahead, and while moving, the Engineman must frequently sound the Whistle, and not exceed a speed of four miles per hour, to enable the Signalman to keep the required distance from the train.

This Rule must only be observed when the accident or obstruction cannot be promptly reported by telegraph to the Superintendent.

100. If a train should part while in motion, train men are required to use great care to prevent the detached parts from coming into collision. Enginemen must give the signal as per Rule No. 39, and keep the front part of the train in motion until the detached portion is stopped.

The front portion will have the right to go back regardless of all trains, to recover the detached portion, first sending a Signalman with Danger Signals 900 yards in advance, and running with great caution, at a speed not exceeding four miles per hour. On Single Track, all the precautions required by the Rules must also be taken to protect the train against opposing trains. *The detached portion must not be moved or passed around until the front portion comes back.* This Rule applies to trains of every class.

101. When a train is run backward (except when shifting and making up trains in Yards), a Signalman must be stationed in a conspicuous position on the rear car, so as to perceive the first sign of danger, and immediately signal to Engineman.

102. A train starting from a Station, or leaving a Junction, when a train of the same class running in the same direction is overdue, will proceed on its own time and rights, and the overdue train will run as per Rules Nos. 84 or 85.

103. A train becoming delayed and falling back on the time of another train of the same class, does not lose its rights, and will not take the time, or assume the rights of another train.

104. A train overtaking another train of the same or superior class, *disabled so that it cannot move*, will run around it, assuming the rights and taking the orders of the disabled train, and will report to the Superintendent from the next Telegraph Office. The disabled train will assume the rights of the last train passing it.

105. Orders for the movement of trains must be given in writing, addressed to the Conductor and Engineman, and signed by the Superintendent.

. An order sent by telegraph must be immediately repeated back by the Operator receiving it, and if correctly repeated, the response "O K" will be given. The Conductor and Engineman will then sign the

order, and the Operator will send their signatures to the Superintendent. When he has replied "Correct," the Operator will write the word "Correct" on each copy of the order, with the time "Correct" was received, and deliver one copy to the Conductor and one to the Engineman, which they will read, while the Operator reads the order to them aloud.

106. All messages respecting the movement of trains, or the condition of track or bridges, must be in writing.

107. Passenger trains must not display Signals for a following train without an order from the Superintendent.

Freight Trains will display signals for a following train, when ordered to do so by Train Masters, or Yard Masters. Such orders shall be in writing.

108. Extra Trains must not be run on Single Track without an order from the Superintendent.

109. When Signals displayed for a following train on Single Track, are taken down at any point before the following train arrives, the Conductor and Engineman must inform the Superintendent promptly by telegraph, and also the Operator or Switchman, who must notify all opposing trains of the same or inferior class, leaving that point before the train arrives for which Signals were displayed.

If Signals are taken down at a point where there is no Operator or Switchman, the Conductor and

Engineman must notify all opposing trains of the same or inferior class, until he reaches the next Telegraph Office, when he must inform the Superintendent, and the Operator must notify all opposing trains of the same or inferior class, until directed otherwise by the Superintendent.

If the train for which Signals were displayed leaves the Main Line at a point where there is no Operator or Switchman, a Signaller must be left to notify opposing trains that it has arrived.

110. Work Trains will be run as Extras under special orders, and will be assigned working limits; on Single Track, when passing a Telegraph Office within those limits, they must report the direction they are going. When standing, they must be protected as per Rule No. 95.

111. Trains running on long Sidings must be governed by Rules Nos. 124 to 127.

112. Great care must be exercised by the trainmen of a train approaching a Station where any train is receiving or discharging passengers.

113. Enginemen will observe trains running on the opposite track, and if following too closely, call attention to the fact.

114. When a car or train standing on a Siding is protected by a Blue Signal, other cars must not be placed in front of it so that the Blue Signal will be obscured, without first notifying the car inspector, that he may protect himself.

115. No person will be permitted to ride on an Engine without an order from proper authority, except the Engineman, Fireman, Road Foreman of Engines, Train Masters, Engineer Maintenance of Way, and Supervisors on their respective Divisions; and Conductors in the discharge of their duties.

116. Conductors and Flagmen will be held equally responsible for the proper adjustment of the switches used by them, except where Switchmen are stationed.

When there is more than one train to use a switch, it must not be left open unless one of the train-men of a following train is at the switch, and takes charge of it.

117. Accidents, detention of trains, failure in the supply of water or coal, or defects in the track or bridges, must be promptly reported by telegraph to the Superintendent.

118. Passengers will not be allowed to ride on Freight or Work Trains or Engines, without a special permit.

119. Conductors, Enginemen, and Flagmen must compare time daily with the Standard Clock.

120. A Regular Train must not leave a Station before the time given for it on the Time-table, nor without a signal from its Conductor.

121. Conductors and Enginemen will be held equally responsible for the violation of any of the rules governing the safety of their trains, *and they must take every precaution for the protection of their trains, even if not provided for by the Rules.*

122. In all cases of doubt or uncertainty, take the safe course, and run no risks.

. . .

MIDDLE SIDING OR THIRD TRACK RULES.

123. The Middle Sidings or Third Track must be used by trains (in either direction) whenever it is necessary to turn out, to allow trains of superior class running in the same direction to pass them.

124. Trains in either direction on a Middle Siding may run to the centre at a speed not exceeding six miles per hour, but must not run beyond it except under the protection of Danger Signals. The centre of the Siding will be indicated by a Post, when there is no Telegraph Office.

125. When trains pass the centre of the Siding, they must run at such speed as to enable the Signaller to keep not less than 600 yards in advance of the train.

126. Trains must invariably run on Middle Sidings expecting to meet opposing trains, whether they are due or not, and when standing, the rear must be properly protected.

127. When trains meet on a Middle Siding, the train nearest the switch must be backed, keeping the Flagman not less than 600 yards in advance; but when there are Crossing Switches in a Middle Siding they must be used when the backing of either train from the Siding on to the Main Track can be avoided.

BLOCK SIGNAL RULES FOR DOUBLE TRACK.

128. When running by Block Signals, Rules Nos. 83 and 84 will not be observed.

129. The stationary signal displayed at Block Stations will be *Red*. White signifies that the block section is entirely clear of trains. Green signifies that trains are moving on the block section.

130. At Block Stations Enginemen will be governed absolutely by the Block Signal. They must approach all Block Stations so that the Engine can be stopped before passing them, unless the signal to proceed is displayed. In the absence of any signal, they must stop and ascertain the cause.

131. When stopped by the *Red* Signal, Enginemen must not proceed until the proper signal gives them the right to do so.

132. When Passenger Trains are stopped by the Block Signal at Stations where they receive or discharge passengers, they may run to the platform, and if the Block Signal cannot be seen by the Engineman, the Conductor will, after the proper signal is displayed, personally direct him to proceed.

133. When it is necessary for a train to cross over to the opposite track between Block Stations, the Engineman must stop and so notify the Operator at the last Block Station before crossing over. The Operator will then direct the next Block Station in the direction the train is moving, to display the Green Signal for the opposite track, thus covering both tracks by Green Signals, until the train reaches one of the Block Stations. The Operator must notify the Engineman that the Green Signal has been displayed, and he must not proceed until so notified.

134. When a train starts from a Station, or arrives at a Junction, it must be governed by the Block Signal before entering upon the Main Track, and the Operator must not give the signal to proceed, until he has protected the rear of the train by setting the fixed Distant Signal at Danger.

135. Operators must report promptly to the next Block Station in the rear, and then to the next Block Station ahead, the movement of trains passing their Stations, but a train must not be reported until the rear end has passed at least 100 yards beyond the Block Station.

136. When a Passenger Train enters the block section, the Red Signal must be displayed, and not changed until the train has cleared the Main Track at, or passed the next Block Station. *The Red Signal must not be fastened, but always held up by the hand.*

137. When any train except a Passenger Train enters the block section, the Red Signal must be displayed for at least *five* minutes, when if any train except a Passenger Train approaches, and the preceding train has not passed the next Block Station, it will be permitted to pass under the Green Signal.

138. A Passenger Train must be stopped by the Red Signal if any train except a Passenger Train is on the block section, and so notified, and then permitted to pass under the Green Signal; but in case there is a Crossing or Siding on the block section which the preceding train has had time to reach, the Passenger Train will not be stopped, but permitted to pass under the Green Signal.

139. When Freight Trains are within thirty minutes of a Passenger Train's time, Operators will keep them only *two* minutes apart to enable them to close in, and clear the Passenger Train according to Rule.

140. If a Passenger Train should overtake one or more Freight Trains delayed on the Main Track, and the trains arrive close together at a Block Station where there is no Crossing, the Operator will permit all the trains to pass under the Green Signal.

141. If the circuit is broken when a train is on the block section, the Red Signal must be displayed, and all following trains notified, and permitted to pass under the Green Signal.

142. If no Markers are displayed on the rear of a train, the Operator at the next Block Station ahead must be notified to give the approaching train a signal as per Rule No. 56, and the train so signaled must be governed accordingly. The Block Station in the rear must also be notified that the track is blocked, until information is received from the Conductor at the Block Station ahead, that he has all the cars in his train.

143. When Operators have orders for trains, they will display a Red Signal in addition to the Block Signal.

144. Operators will be governed by the following telegraph signals :

“5” (Is the track clear?)

“No. 1” (Track is not clear—hold the train.)

“O K 35” (Track is clear—let train come on.)

145. Night signals must be displayed from one hour before sunset until one hour after sunrise, and when from fog or other cause, day signals cannot be clearly seen.

146. These Rules do not relieve trainmen from observing all Rules in regard to the protection of their trains.

GENERAL RULE FOR TRAIN AND YARD MEN.

No. 147. No general relation of superiority exists between Conductors and Enginemen, firemen, baggage masters or brakemen; nor between Enginemen and firemen or other train men; nor between yard masters and Enginemen, firemen, or other train or yard men; nor between Train Dispatchers, Conductors, Enginemen, Firemen, Baggage Masters, or Brakemen.

The duty of each employé is herein fully set forth, and, except as herein provided, neither employé has any superiority over the other.

RULES FOR TRAIN MASTERS.

148. Train Masters report to, and receive their instructions from the Superintendent.

They will take charge of the movement of the traffic during the absence of the Superintendent, and perform such other duties as he may from time to time direct.

149. They will exercise a general supervision over all train-men, and will see that they understand and observe the Rules, and are furnished with the necessary signals, and use them properly. They may suspend them for violation of rules, or neglect of duty.

150. They must report all neglect of duty on the part of employes, and anything that comes under their observation, that may interfere with the prompt and safe working of the Road.

151. They must give special attention to the prompt movement of trains, and see that there is no unnecessary delay in doing the work at stations, or in taking fuel or water.

152. They must attend to the proper distribution of cars, and see that they are promptly loaded or unloaded, and forwarded.

153. When trains are detained by accident or obstruction, they must go at once to the place, and take general charge of clearing the Road. They must see that every precaution is taken to insure the safety of approaching trains, and to protect the property in charge of, or belonging to the Company.

RULES FOR TRAIN DISPATCHERS.

154. Train Dispatchers report to, and receive their instructions from the Superintendent.

155. They will issue orders for the movement of trains in the name of the Superintendent.

156. They will be held responsible in the absence of the Division Operator, for the proper department and discipline of the Telegraph Operators.

157. They must see that a correct register is kept of the time each train passes each Telegraph Office, and that the Train Orders are properly recorded in the Superintendent's Office order-book.

158. They must see that Train Orders are transmitted by the sending and receiving Operators in the manner and form prescribed.

159. They must keep a record of the important incidents that occur during the time they are on duty.

160. They must not go off duty until relieved by another Dispatcher, to whom they must explain the Train Orders outstanding, and give any other information that may be necessary for his guidance.

RULES FOR STATION MASTERS.

161. Station Masters report to, and receive their instructions from the Superintendent. They must obey the orders of the Train Master.

162. They have charge of Passenger Stations, and of the force employed. They must attend to the making up and proper arrangement of Passenger Trains, and see that they leave on time.

163. They must be familiar with the rules of the Passenger service, and with the duties of every employé connected with Passenger Trains, and will require the prompt and efficient discharge of those duties at their stations.

164. They must see that Conductors and trainmen are ready for duty at the appointed time, and that they are provided with the signals, and all other things required for the safety and proper management of their trains.

165. They must see that the cars, in all trains leaving their stations, have been properly cleaned and inspected, and furnished with water, ice, fuel, and light.

166. They must preserve order in and about their stations, and prevent confusion or delay in seating passengers, and receiving and delivering baggage.

167. They must see that their stations and the various apartments are kept in proper condition for the comfort and convenience of passengers, and for the security of baggage.

168. They must give respectful attention to the wants of passengers, and furnish any information requested, in a polite and satisfactory manner.

169. They must observe the deportment of the train-men toward passengers, and promptly report any rudeness or incivility.

170. They must see that all official orders and notices are posted on the Bulletin-board.

RULES FOR PASSENGER CONDUCTORS.

171. Conductors of Passenger Trains report to, and receive their instructions from the Train Master. At terminal stations they must obey the orders of the Station Master.

172. They must obey the orders issued by the General or Assistant General Passenger and Ticket Agents, the Auditor and the Treasurer.

173. They are responsible for the safety, prompt movement, and proper care of their trains, for the conduct of the men employed thereon, for the heating and ventilating of the cars, and for the signals, lamps, and tools entrusted to their care.

174. They must be familiar with the duties of Enginemen, Firemen, Baggage Masters, Brakemen, Parlor and Sleeping-Car Conductors and Porters, Mail Agents, Express Messengers, and News Agents, and enforce the rules applicable to them upon their trains, and report any insubordination, neglect of duty, or misconduct.

175. They must examine the Bulletin-board in the Station Master's office before starting on, and at the end of each trip.

176. They must have reliable watches, regulated by the standard clock; and be provided with the Time-table—to which they are required to conform in running their trains; and with a full set of signals, which they must display and use, in the position and manner required by the Rules.

177. They must report for duty, at the appointed time with their train-men and signals, and when necessary assist in the shifting and making up of their trains.

178. They must compare time with the Engine-men of their trains before starting, and know that they are provided with the Time-table, and a full set of signals.

179. They must know that the cars in their trains have been inspected, and that the brakes are in proper working order.

180. They must see that passengers are properly seated, and not allow them to stand on the platforms of the cars, nor ride in the Baggage, Express, or Mail Cars, nor violate any other rule of the Company.

181. They must see that each passenger is provided with a ticket, and in its absence collect fare; tickets of every description that are lifted must be sent to the Auditor. Passengers refusing to pay fare, must be put off the train at the next Station, without unnecessary violence.

182. They must be respectful and attentive to passengers, and use every endeavor to contribute to their pleasure and comfort, consistent with the rules of the Company, and the rights of other passengers.

183. They must not allow drunken or disorderly persons to get on their trains; they must maintain good order among the passengers, and not permit rudeness or profanity.

184. 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, they must take immediate action to secure the safety of their own train, and trains approaching in either direction. They must 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. When they have taken every precaution to insure the safety of their own, and approaching trains, they will then report to the Superintendent from the nearest Telegraph Station.

SEE RULE 147.

RULES FOR PASSENGER BRAKEMEN.

185. Passenger Brakemen report to, and receive their instructions from the Train Master. While on the train, they are under the direction of the Conductor. At terminal stations, they must obey the orders of the Station Master.

186. They are charged with the management of the brakes, and the proper display and use of Train Signals.

187. They will be furnished with a full set of Train Signals, which they must keep in good order, and ready for immediate use.

188. They must report for duty at the appointed time, open the doors of the cars, and assist the Conductor in the proper disposition of the passengers; they will aid him in all things requisite to the prompt and safe movement of the train, and comfort of the passengers.

189. They must give special attention to the lights, heaters and ventilators of the cars, keeping a moderate uniform temperature.

190. They must assist the Conductor in preserving order, and not allow passengers to stand upon the platforms of the cars, nor violate any other rule of the Company.

191. They must be respectful to passengers, and give polite attention to their wants, but avoid unnecessary conversation.

192. At all stopping places they must announce the name of the Station, and the length of the stop when it exceeds two minutes; on way trains, immediately after leaving a Station, they must announce distinctly in an audible voice the name of the next Station at which the train stops; thus—“*The next station is——.*”

193. When it is necessary to pass through Sleeping Cars, they must do so as quietly as possible, and not disturb the passengers.

194. When not engaged in other duties, they must stand at the front door of the car, ready to respond to the Engineman's signal.

195. The post of the rear Brakeman (or Flagman) is on the last car in the train, which he must not leave, except to protect the train. He must be provided with, and display the required Signals on the rear of the train, and in case of detention or accident, must immediately go back as per Rules Nos. 92 and 95, without waiting for a signal from the Engineman or instructions from the Conductor. The Front Brakeman is charged with the duty of protecting the front of the train in like manner, whenever the Fireman is unable to leave the Engine.

196. If the train should part, the Flagman must immediately apply the brakes and stop the cars, and then send forward the most reliable person he can command, to make Danger Signals until the front portion of the train comes back, while he protects the rear of the train, as per Rule No. 95.

SEE RULE 147.

RULES FOR BAGGAGE MASTERS.

197. Baggage Masters report to, and receive their instructions from the Train Master. While on the train they are under the direction of the Conductor. At terminal stations they must obey the orders of the Station Master.

198. They must obey the orders issued by the General Baggage Agent, and the Auditor.

199. They are charged with receiving and taking care of baggage on trains, and its correct delivery. They must handle baggage carefully, and be civil and obliging to passengers.

200. They must report for duty at the appointed time, open the Baggage Car, and receive the baggage delivered to them.

201. They must check every piece of baggage which they receive at stations where there is no Baggage Agent, and charge for excess on the amount allowed each passenger at extra baggage rates ; remit the money, and report the same as directed.

202. They must not receive a corpse without a Physician's certificate that it is free from contagion ; it must be securely enclosed in a box, and accompanied with a first class ticket, which they will hand to the Conductor.

203. They must not carry packages, money, or other valuables, nor receive any perquisite for the transportation of baggage or other article, except such as they may be authorized to take charge of, at fixed rates, for special care and attention.

204. They are responsible for the safe keeping of the Checks and other property of the Company entrusted to their care. They must give special attention to the prompt delivery of letters addressed to Officers or Agents.

205. They must not permit any one to ride in the Baggage Car, except Mail Agents, Express Messengers and News Agents in the discharge of their duties.

206. They must be careful with lamps and stoves, to avoid accidents from fire.

207. They must remain in the Baggage Car while on duty, except when required to take the place of the front Brakeman, as per Rules Nos. 94 and 99.

SEE RULE 147.

RULES FOR YARD MASTERS.

208. Yard Masters report to, and receive their instructions from the Train Master.

209. They have charge of the yards where trains are made up, the movement of trains therein, and the force employed.

210. They must attend to the making up and proper arrangement of Freight Trains, and see that they leave on time.

211. They are responsible for the proper distribution of cars, and for the prompt movement of all cars within the limits of their yards.

212. They must be familiar with the rules of the Freight service, and with the duties of every employé connected with Freight Trains, and will require the prompt and efficient discharge of those duties in their yards.

213. They must see that the Engines with their crews, and the Conductors and train-men are ready for duty at the appointed time, and that both Enginemen and Conductors are provided with the Timetable, signals, lamps, and all other things required for the safety and proper management of their trains.

214. They must see that all official orders and notices are posted on the Bulletin-board.

215. They must see that Conductors are furnished with the manifests for cars leaving their stations, and that the doors of all cars, both loaded and empty, are properly fastened; they must see that manifests are received for cars arriving at their stations, and inspect the locks or seals.

216. They must see that their yards are kept in good order; that cars are properly inspected, and that those requiring repairs are sent to the shop.

217. They must see that a record is kept of the number and date of each car arriving at, and departing from their yards, and that daily reports of the same are made in accordance with instructions.

218. They must report all violation of the Rules coming under their notice, all cars arriving without proper manifests, and cars or freight arriving in a damaged condition.

SEE RULE 147.

RULES FOR FREIGHT CONDUCTORS.

219. Conductors of Freight Trains report to, and receive their instructions from the Train Master. At terminal stations they must obey the orders of the Yard Master.

220. They are responsible for the safety, prompt movement, and proper care of their trains, for the conduct of the men employed thereon, and for the signals, lamps, and tools entrusted to their care.

221. They must be familiar with the duties of Enginemen, Firemen, and Brakemen, and enforce the rules applicable to them upon their trains, and report any insubordination, neglect of duty, or misconduct.

222. They must examine the Bulletin-board in the Yard Master's office before starting on, and at the end of each trip.

223. They must have reliable watches, regulated by the standard clock ; and be provided with the Time-table—to which they are required to conform in running their trains ; and with a full set of signals, which they must display and use in the position and manner required by the Rules.

224. They must report for duty, with their trainmen and signals, at least thirty minutes before the time for starting, and assist in the shifting and making up of their trains.

225. They must compare time with the Enginemen of their trains before starting, and know that they are provided with the Time-table and a full set of signals.

226. They must see that the cars in their trains are in good order before starting, and inspect them when the train stops for water, or for other trains.

227. They must station the Brakemen at their respective posts on their trains, and see that they keep their positions and use the brakes properly, particularly when descending heavy grades.

228. They must be sure that no cars have become detached from their trains on the Main Track. When cars are left on a Siding, they must see that the brakes are put on tightly, to prevent them from being moved, and if left short of destination, report to the Train Master.

229. They must procure a manifest from the Station Agent or Yard Master, for every car with lading attached to their trains, which they will deliver to the Station Agent or Yard Master where the freight or cars are left. Should the freight or cars be delivered at a point where there is no Agent, the

manifest must be delivered to the Agent at the next Station beyond.

230. They must attend to the delivery of way freight according to the manifests furnished them, delaying the train as little as possible in its delivery.

231. They must handle freight with care, and use every effort to prevent loss or damage. They must keep the car doors fastened, except when loading or unloading them, and not permit any unauthorized person to enter the cars or handle the freight.

232. They must carefully check off upon the manifests all articles left at a point where there is no Agent, and attach their signatures, and if any freight is damaged or missing, a note of the same must be made upon the face of the manifest.

233. They must not move loaded cars from a Siding where there is no Agent, unless manifests have been furnished them by the proper Agent.

234. They must not move cars that are loaded beyond their safe capacity, or cars that have the loading improperly distributed.

235. They must carefully enter upon their cards the numbers of cars taken from and left at each Station, and make such other reports as may be required.

236. When freight is transferred from one car to another, they must note upon the manifest the num-

ber of the car into which the freight is loaded, also the place where the transfer is made, and the condition of the freight.

237. They must not permit drovers in charge of live stock to ride on their trains, unless provided with a permit from proper authority.

238. 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, they must take immediate action to secure the safety of their own train and trains approaching in either direction. They must 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. When they have taken every precaution to insure the safety of their own and approaching trains, they will then report to the Superintendent from the nearest Telegraph Station.

SEE RULE 147.

RULES FOR FREIGHT BRAKEMEN.

239. Freight Brakemen report to, and receive their instructions from the Train Master. While on the train they are under the direction of the Conductor. At terminal stations they must obey the orders of the Yard Master.

240. They are charged with the management of the brakes and the proper display and use of Train Signals.

241. They will be furnished with a full set of Train Signals, which they must keep in good order, and ready for immediate use.

242. They must report for duty at the time appointed, and assist the Conductor in the shifting and making up of their trains.

243. They must assist in loading and unloading freight, and aid the Conductor in inspecting the cars, when the train stops for water or for other trains.

244. They must not leave their brakes while the train is in motion, nor take any other position on the train than that assigned them by the Conductor.

245. They must stop their trains at Stations, and control them when descending heavy grades, without

the signal of the Engineman. The brakes must not be applied so as to slide the wheels, and they should be frequently changed from one car to another, to avoid heating the wheels.

246. The post of the rear Brakeman (or Flagman) is on the last car in the train, which he must not leave, except to protect the train. He must be provided with, and display the required Signals on the rear of the train, and in case of detention or accident, must immediately go back as per Rules Nos. 93 and 95, without waiting for a signal from the Engineman or instructions from the Conductor. The front Brakeman is charged with the duty of protecting the front of the train in like manner, whenever the Fireman is unable to leave the Engine.

247. If the train should part, the Flagman must immediately apply the brakes and stop the cars, and then send forward the most reliable person he can command to make Danger Signals until the front portion of the train comes back, while he protects the rear of the train, as per Rule No. 95.

248. When an assisting Engine is attached to the rear of a train it will be considered as a part of the train, and it is the duty of the Flagman to go back and protect it in case of accident or detention.

SEE RULE 147.

RULES FOR STATION AGENTS.

249. Station Agents report to, and receive their instructions from the Superintendent. They must obey the orders issued by the General or Assistant General Passenger and Ticket Agents, the General, Assistant General, and Division Freight Agents, the Comptroller, Auditor, and Treasurer.

250. They are divided into two classes, viz.: First and Second-class. First-class Agents are required to devote their time exclusively to the business of the Company. Second-class Agents are not prohibited from engaging in other business, when it does not interfere with the proper discharge of their duties.

251. They will have charge of the Company's books, papers, buildings, sidings, and grounds, and will be held responsible for the safety and care of all property entrusted to the Company in the transaction of its business, and for the deportment of the employés at their stations.

252. They must preserve order in and about their stations, and keep the buildings and the grounds connected with them clean, and in proper condition for the accommodation of passengers and the reception of freight.

253. They are responsible for cars left at their stations, and must see that they have the brakes applied, and that they are not moved by unauthorized persons, or shifted in any way to interfere with the safety of trains on the Main Track.

254. They must see that all cars left at their stations are loaded or unloaded promptly, and forwarded by the first train. They will be held strictly accountable for all delays, and must collect demurrage as directed.

255. They must keep their accounts and make their reports and remittances in the manner and form, and at such times, as the Accounting and Treasury Departments may direct.

256. They must keep the Freight Tariff and such other regulations governing the transportation of passengers and freight as may be ordered, posted in a conspicuous place in their stations, where they can be seen and read by the public.

257. They must not sell tickets or deliver freight on credit; *the terms are invariably Cash.*

258. They must not sell tickets to persons who are not in a condition to take care of themselves, or whose conduct might endanger their lives, or make them a source of annoyance to others on the train.

259. They must not receive freight to be forwarded which is not in condition for safe transporta-

tion, and the destination distinctly marked thereon. They must see that cars are properly loaded, and that the lading does not exceed the authorized height or width.

260. They must examine each manifest received before delivering the freight, and if errors are found, correct them and report the correction to the forwarding Agent, and to the Auditor.

The manifests of freight received must be correctly entered, filed in the order in which they are reported to the Auditor, and carefully preserved for reference. A bill must be made against the consignee for the freight charges, which must be receipted upon payment; the consignee must give a receipt for the delivery of the freight before its removal.

Agents receiving manifests for freight delivered at points where there is no Agent, must see that the Conductor has certified to its correct delivery on the face of the manifest.

261. They must make correct entries of the marks, description, and weight of articles, with the classification and rate of charge. From this original entry the manifest is to be made, one copy of which must be sent to the Auditor by the first Passenger Train, and one copy to the Agent who is to receive the freight. Road manifests for full car loads will be sent by Passenger Train to the Agent who is to receive the freight, and a card manifest furnished the

Conductor or Yard Master. Manifests for way freight in less than car loads must accompany the car. All freight manifested to points where there is no Agent must be released and prepaid; the manifest must be made to the point where the freight is to be left, provided it appears on the Freight Tariff. All freight not prepaid must be charged to the Agent at the point of delivery.

262. They must use all proper means to secure traffic, and act at all times with the view of accommodating the public, and promoting the best interests of the Company.

263. They must promptly report to the Superintendent all deviations from the rules of the Company, by employes or others, and anything that comes under their observation that is prejudicial to the Company's interests, or may interfere with the safe and economical working of the Road.

RULES FOR STATION BAGGAGE AGENTS.

264. Station Baggage Agents report to, and receive their instructions from the Station Agents. At terminal stations they must obey the orders of the Station Master.

265. They must obey the orders issued by the General Baggage Agent, and the Auditor.

266. They must receive from passengers all baggage to be forwarded, check or mark it plainly, and deliver it to the Baggage Masters of the trains; they must take charge of all baggage put off trains at their stations.

267. They must handle baggage carefully, and be civil and obliging to passengers.

268. They must require passengers to exhibit their tickets before checking their baggage, in order to avoid errors in route or destination.

269. They must charge for excess in weight over the amount of baggage allowed each passenger, at extra baggage rates; remit the money, and report the same as directed.

270. They must not receive a corpse for transportation without a Physician's certificate that it is

free from contagion; it must be securely enclosed in a box, and accompanied with a first class ticket, which they will deliver to the Baggage Master of the train.

271. They must keep a supply of the necessary number and kind of checks, and secure them from theft or loss; checks belonging to other stations must be promptly returned.

272. They must forward all claims for lost baggage to the General Baggage Agent, giving full information concerning it.

RULES FOR DIVISION OPERATORS.

273. Division Operators report to, and receive their instructions from the Superintendent and Superintendent of Telegraph.

274. They are responsible for the proper working of the wires, the prompt transmission of messages, and the economical use of supplies.

275. They have charge of the Operators on their Divisions, and will see that the Rules are understood and observed by them.

276. They will see that Operators are provided with signals and other supplies, and that they understand the care and proper working of their instruments, batteries, and signals. .

277. They have charge of the Line Repairmen, and will direct them in regard to making the necessary repairs.

278. They must see that the wires are kept in good working order at all times.

RULES FOR TELEGRAPH OPERATORS.

279. Telegraph Operators report to, and receive their instructions from the Division Operator.

280. They must obey the instructions of the Station Agent, when they do not interfere with their duties as Operators.

281. They are required to be constantly on duty during the hours assigned them, and must not leave their offices without permission.

Offices will be in charge of the day Operator, and where two or more are employed, one must be always on duty. Day and night Operators must not leave their posts until relieved by each other, and they will instruct the one going on duty in regard to the position of trains, and any unfinished business.

282. They must keep a full set of signals in good order, and always ready for immediate use, and use them strictly in accordance with the Rules.

283. They must keep a register of all trains passing their offices, and the reports from such other offices as may be required.

284. When trains are behind time, they must give particular attention to the adjustment of their relays, and be ready to receive Train Orders;

when holding a train for orders, they must signal it in person, and not depend upon any one else to do so.

285. When the Superintendent sends a Train Order, the required number of copies must be at once made in manifold, and the order repeated back therefrom; if correctly repeated, the response "O K" will be given. The Conductor and Engineman will then sign the Operator's copy of the order, and the Operator will send their signatures to the Superintendent. When he has replied "Correct," the Operator will write the word "Correct" on each copy of the order, with the time "Correct" was received; he must then deliver one copy to the Conductor and one copy to the Engineman, and read the order to them aloud.

Train Orders must have written on them the name of the Operator, the office, and the date, *and they must not be erased or altered in any manner.*

286. They must observe the rear of all trains passing their offices, and if Markers or Red Lights are not displayed (see Rules Nos. 29 and 30), report it at once to the Superintendent.

287. When two Passenger Trains are running in the same direction, they must display a Red Signal immediately after the first train passes, and at the expiration of *ten* minutes display a White Signal to the following train.

288. They must not leave their offices while a train is at the Station, unless required by business connected with the train.

289. They must be courteous in their intercourse with one another, and with all persons transacting business at their offices; improper or profane language will not be permitted over the wires.

290. They must not take students, or leave their offices in charge of other Operators, without permission.

291. They must not permit persons (whether employes of the Company or not) to frequent their offices.

292. All messages sent and received must be dated, timed, and have written on them the initials of the Operator who sent or received them. Messages sent must be preserved for reference, and those received must be delivered promptly.

293. They must not receive messages to be transmitted free, unless by authority from the proper officer. *They must consider all messages strictly confidential*, and will not permit them to be read by any persons except those to whom they are addressed, nor make their contents the subject of conversation or remark.

294. Passes received by telegraph are good in one direction only, and must be written with ink, and have the name of the office, the date and time at which they were received, the full signature of the Officer who signed them, and of the Operator who received them.

295. If the circuit is broken for an unusual length of time, they must test the wires and report on which side of the office the break is ; if at a point which the Line Repairmen can not reach promptly, they must immediately notify the Track Foreman.

296. Contention for circuit will not be permitted ; should the circuit be interrupted while an Operator is writing, he will stop immediately to ascertain the cause ; if it be another Operator breaking, unless the one who breaks says, " 21 " (*this dispatch must have preference over all other business on Division wires*), " 39 " (*this dispatch must have preference over all other business on through wires*), or " 55 " (*this dispatch is of great importance*), the Operator who is writing will say, " 8 " (*close your key, you are breaking others*), and close his key ; if the request is not complied with, he will keep his key closed until he can proceed without interruption, and then report the case in writing. The signal " 21 " will be used for Train Orders only, and the signal " 39 " will be used by the President, Vice President, and Manager only.

297. The Telegraph must not be used for the transmission of communications which may be sent by train without detriment to the Company's interests. Operators should report such cases to the Division Operator.

RULES FOR LINE REPAIRMEN.

298. Line Repairmen report to, and receive their instructions from the Division Operator.

299. They must keep the poles in proper position, the wires connected, insulated, and clear of all obstructions, and make all necessary repairs. When assistance is required, they will call upon the Track Foreman.

300. They must pass over the Road frequently, and closely observe the condition of the Line, and examine the connections at the offices; they must report each morning the part of the Road they will be on during the day.

301. They must always be provided with a full set of tools, and be ready to respond immediately to any orders they may receive.

302. They must supply the Operators and Track Foremen with wire and insulators, and instruct them in regard to splicing the wire and making other repairs.

303. They must promptly report anything that comes under their observation that may interfere with the proper working of the Line.

RULES FOR ROAD FOREMEN OF ENGINES.

304. Road Foremen of Engines shall report to the Superintendent on all matters relating to transportation, the examination, appointment, promotion, or discipline of Enginemen and Firemen.

On matters relating to the condition and working of Engines they shall report to the Master Mechanic.

305. They must frequently ride upon the Engines, and give instructions to Enginemen and Firemen in regard to the proper working and firing of the Engines, to obtain the greatest economy in the consumption of fuel and stores.

306. They must give particular attention to the capacity of the Engines for generating steam, observe that the standard pressure is not exceeded, and see that the boilers are washed out as often as necessary.

307. They must see that the Engines are equipped with signals, tools, and every article necessary, and must report when they are not in good working order.

308. They must report the number of cars to be allotted to each class of Engines, and when Engines of Freight Trains are not given cars to their full capacity, or when they are overloaded.

309. They will consult and advise with the Master Mechanics and Engine House Foremen in regard to the daily condition and requirements of the Engines.

310. They will report any violation of the Rules or neglect of duty which may come to their knowledge, and advise the Superintendent of all matters relating to the economical and efficient working of the Engines.

RULES FOR ENGINEMEN.

311. Enginemen report to, and receive their instructions from the Road Foreman of Engines. They must obey the orders of the Train Master. When in the Engine House they are under the direction of the Foreman.

312. They must obey the orders of the Road Foreman of Engines in regard to the working of their Engines, and the proper use of fuel and stores.

313. They must obey the orders of the Station Master, or Yard Master, in regard to shifting and making up trains.

314. They must obey the orders of the Conductor of the train in regard to starting, stopping, shifting cars, speed, and general management of the train, unless they endanger the safety of the train, or require violation of the Rules.

315. They must have reliable watches, regulated by the standard clock, and compare time with the Conductors of their trains at the commencement of each trip.

316. They must be provided with the Time-table, and a full set of signals, which they must keep in good order and ready for immediate use.

317. They must examine the Bulletin-board in the Engine House before starting on and at the end of each trip.

318. They must report for duty at least thirty minutes before the time for starting, and see that their Engines are in good working order, supplied with the necessary stores and tools, fuel and water, and assist in the shifting and making up of their trains.

319. They must obey promptly all signals given, even if they think such signals unnecessary. When in doubt as to the meaning of a signal they must stop and ascertain the cause, and if a wrong signal is shown they must report the fact to the Superintendent.

320. They must keep a constant lookout on the track, and report to the Superintendent any neglect of duty they may observe.

321. They must start and stop their trains cautiously, and use special care in coupling and shifting cars, to avoid injuring the train-men, or disturbing passengers.

322. They must use every precaution against fire, and not permit sticks of wood, burning waste, or hot cinders to be thrown from the Engine.

323. They must not clean their ash-pans, except at points specially designated by the Superintendent.

324. They must not leave their Engine during the trip, except in cases of necessity, and then the Fireman or some other competent person must be left in charge of it.

325. They must give the Station or Store Keeper a check for the correct amount of fuel and stores received.

326. They must report the condition of their Engines to the Master Mechanic, or Engine House Foreman, at the end of each trip, and will assist, when called upon to make repairs that may be necessary.

SEE RULE 147.

RULES FOR FIREMEN.

327. Firemen report to, and receive their instructions from the Road Foreman of Engines. They must obey the orders of the Train Master. When in the Engine House they are under the direction of the Foreman.

328. They must report for duty at least thirty minutes before the time for starting, and assist in the shifting and making up of their trains.

329. They must obey the orders of the Engineman in regard to the proper use of fuel, and manner of firing.

330. They will assist in keeping a lookout on the track, and if they see any obstruction, or signals, they must instantly give the Engineman notice.

331. They must be familiar with the Train Rules that apply to the protection of their trains; they must understand the use of signals, and be prepared to use them promptly, as per Rules Nos. 92, 93, 95, and 99.

332. They must take charge of the Engine should the Engineman be absent, and must not leave it until his return, nor suffer any unauthorized person to be upon it.

333. They must not run an Engine in the absence of the Engineman without permission from the Superintendent, unless in some emergency they are directed to do so by the Conductor, or some officer in authority.

334. They must assist in cleaning and polishing their Engines after every trip, and in making repairs when required.

335. They must examine the Bulletin-board in the Engine House before starting on, and at the end of each trip.

SEE RULE 147.

RULES FOR MASTER MECHANICS AND GENERAL FOREMEN OF CAR SHOPS.

336. Master Mechanics and Foremen of Shops report to, and receive their instructions from the Superintendent, on all matters referring to the current transportation business of the Division, discipline of the Shops, the increase or decrease of forces, or changes in rates of wages.

They will report to, and receive instructions from the Superintendent of Motive Power in all matters referring to the adoption or modifications of standards, alterations in arrangement of machinery or buildings, the method of keeping accounts, and the economical management of the shops.

337. They are responsible for the proper discipline and management of the shops, and must require them to be kept clean and in order.

They must see that the workmen are diligent in the discharge of their duties, and that the operations of the shops are conducted with system and economy.

338. They are responsible for fuel and stores, and must see that they are used with economy, that Station and Storekeepers are held strictly accountable for waste or loss, and that the Engines and cars are charged with the correct amount furnished them.

339. They are responsible for sending out Engines and cars in proper condition for service, and must see that they are supplied with the signals, lamps, tools, and all other things necessary.

340. They must see that the Engines are inspected at the end of each trip, that the necessary repairs are made, and that they are properly cleaned.

341. They must advise with the Road Foremen of Engines respecting the performance of Engines while on the Road, and see that they are maintained in condition to give the most efficient service.

342. They must not make, nor permit to be made, changes in authorized standards in construction or repairs, without written orders or properly approved drawings.

343. They must see that a daily record is kept of the names of the workmen, the time of service and rate of pay, and also the time employed and material used on each piece of work, and the cost of the same, in accordance with the instructions received and forms furnished them.

344. They must see that all workmen employed at their shops are at their proper places, ready to commence work at the exact time specified.

345. They must not permit work to be done in the shops at night or on Sunday, unless absolutely necessary; they must prohibit lights in the shops

after working hours, except those required by the Watchmen on duty.

346. They must not allow strangers to visit the shops without a permit, and will prohibit their conversing or interfering with the workmen.

RULES FOR ENGINE HOUSE FOREMEN.

347. Engine House Foremen report to and receive their instructions from the Master Mechanic.

348. They have charge of the workmen employed in the Engine House, and will see that they perform their duties.

349. They must keep the Engine House clean and in order, and are responsible for the economical use of supplies.

350. They must have the Engines supplied with stores and tools, fuel and water, and in good working order, with the crews ready for service at the required time.

351. They must see that the Engines are properly cleaned at the end of every trip, and report the condition of those which require repairs.

352. They must see that all official orders and notices are posted on the Bulletin-board.

RULES FOR SHOP CLERKS.

353. Shop Clerks report to, and receive their instructions from the Master Mechanic or General Foreman.

354. They must keep their accounts and make reports as directed by the Auditor, or Motive Power Clerk.

355. They must record the time made by each workman, specifying how he has been employed, the time spent on each piece of work, and rate of pay.

356. They must ascertain the weight and value of material used on each piece of work, and charge the same to its proper account.

357. They must keep a record of the time made by the Enginemen and Firemen, their rate of pay, and the number of miles run by each Engine.

358. They must keep an account of the oil, waste, and tallow used, and of the coal and wood consumed, which they will record in the manner and form prescribed.

RULES FOR CAR INSPECTORS.

359. Car Inspectors report to, and receive their instructions from the Master Mechanic. They are under the direction of Yard or Station Masters.

360. They must inspect all cars passing their stations, especially the running gear and brake fixtures, and make such repairs as may be required; they will send to the shop all cars not fit for service.

361. They must give special attention to cars running in Passenger Trains, and permit none to leave their stations that are not in good running order.

362. They must see that the cars in Passenger Trains are properly washed, and that all the interior fixtures are kept perfectly clean and in good repair.

363. They must see that the cars running in Passenger Trains are supplied with fresh water, and the necessary amount of ice; that fires are lighted at the proper time; that the coal boxes are filled; and that the lamps are properly trimmed and filled.

364. They must see that Freight cars are not loaded beyond their safe capacity, and that the lad-

ing is properly distributed, and does not exceed the authorized height or width.

365. When inspecting or making repairs to cars, Car Inspectors must protect themselves by placing a Blue Signal on each end of the car or train, as per Rule No. 34.

RULES FOR WOOD AND COAL STATION KEEPERS.

366. Station Keepers report to, and receive their instructions from the Master Mechanic.

367. They have charge of the Wood Sheds and Coal Platforms, and the supply of fuel to Engines. They must not allow their stock of wood or coal to run short, and will promptly report all failures in the supply.

368. They must arrange the wood delivered to them in the proper lengths and ranks, and keep the cars filled with coal at all times, ready to supply the Engines as required.

369. They must require a check for the amount of coal or wood delivered to each Engine, and examine them to see that they bear the number of the Engine, and correspond with the amount furnished. The checks must be returned with their reports at the end of each month.

370. They must keep a record of the coal and wood furnished each Engine, and report the same in the manner and form directed.

RULES FOR SUPERVISORS.

371. Supervisors report to, and receive their instructions from the Engineer Maintenance of Way.

372. They are responsible for keeping the track, road-bed, bridges, culverts, telegraph line, and everything pertaining to the road, in repair.

373. They must frequently pass over their Sections and particularly observe the condition of the track and bridges. They must see that the proper slopes and ditches are preserved, and that culverts and drains are kept in repair. They must especially note everything that may obstruct the track, and have it removed, and do everything necessary to secure the safety of the Road.

374. They have charge of the repair-men and other laborers employed on their Sections; they must see that they perform their duties, keep a strict account of their time, and report the same in the manner and form prescribed.

375. They must know that every Foreman, Watchman, and Switchman under their charge, understands the Rules and the use and object of all signals.

376. They are authorized to discharge any Foreman, Watchman, Switchman, or other employé for neglect of duty ; but if guilty of negligence whereby accident is caused, they must suspend them from duty, and make a report of the case.

377. They must attend in person to the removal of slides, snow, or other obstructions, and in cases of accident will go promptly to the place, taking whatever force may be necessary, and use every effort to clear the Road.

378. They must have the standard time, and compare time with each of their Foremen at least once a week, and oftener if possible.

379. They are responsible for the safe keeping and economical use of all materials furnished them, and must make monthly reports, in the manner and form directed.

380. They must see that a clear space of at least seven feet is preserved on either side of the Main Track, and that nothing is piled near Sidings within four feet of the rail ; they must see that the grounds about Stations are kept in good order.

381. They must keep a general oversight of all work performed on their Sections by contractors or mechanics, and see that the safety of the track is never endangered by them.

382. They must give particular attention to the supply of water, and promptly report any defect or deficiency.

383. They must make careful inquiry in regard to every accident that may occur upon the Road, and all cases of personal injury, whether to passengers, employés, or others, and report fully thereon in writing.

384. They must be familiar with the instructions issued for the government of trains and trainmen, and report any neglect of duty or violation of the Rules that comes under their notice.

RULES FOR MASTER CARPENTERS.

385. Master Carpenters report to, and receive their instructions from the Engineer Maintenance of Way.

386. They have charge of the repairs of bridges and buildings, and will promptly report any defects that may come under their observation.

387. They will employ such workmen as may be necessary, subject to the approval of the Engineer Maintenance of Way, and see that they faithfully perform the duties assigned them.

388. They must be familiar with the use of all signals, see that they are understood by their subordinates, and that they are used strictly in accordance with the Rules.

389. When repairing bridges or other structures, they must keep the Main Track safe for the passage of trains, and when necessary to obstruct it, they will see that all necessary Danger Signals are displayed and used in the proper direction, at a distance of at least 900 yards.

390. They will arrange with the Supervisor for the distribution of material, and will call upon him whenever they require assistance.

RULES FOR TRACK FOREMEN.

391. Track Foremen report to, and receive their instructions from the Supervisor.

392. They have charge of the repairs on their respective sections, and will be held responsible for the inspection necessary to secure the safety of the Road.

393. They must carefully examine the Main Tracks, and maintain them at all times in safe condition for the passage of trains; also the sidings, switches, bridges, culverts, and road crossings, and make such repairs as may be necessary.

394. They must engage in all work personally, and see that the laborers employed under them faithfully perform their duties.

395. They must keep a record of the time of the men, and the material used, and report the same in manner and form directed.

396. They may discharge or suspend from duty any employé under their charge, but must report the case promptly to the Supervisor for his approval. They must not increase their force without his consent.

397. They must compare time each day with the clock at the nearest Telegraph Office, or with the Conductor of a train.

398. They must give particular attention to the surface and line of the track, especially at the joints; see that it is spiked properly, and kept in true gauge; and that the cross-ties are evenly spaced, lined, and tamped to a uniform bearing.

399. They must keep the road-bed in good order, slope the cuts, widen the banks, and make the necessary ditches to afford thorough drainage.

400. They must carefully observe the Signals displayed by trains, and be sure that all trains running on the same schedule have passed, before obstructing the track.

401. They must never obstruct the track in any way whatever, without first conspicuously displaying and using all Danger Signals at least 900 yards in both directions on Single Track, and 900 yards in the direction trains are expected on Double Track. Extra Trains may pass over the Road at any time without previous notice, and Foremen must always be prepared for them. *Anything that interferes with the safe passage of trains at full speed is an obstruction.*

402. They must run their hand-cars with great caution, always keeping a sharp lookout for Extra

Trains, and protect themselves by signals at all dangerous points. They must not run within twenty minutes of the time of any Passenger Train, nor in the wrong direction on Double Track. They must not permit their hand-cars to be used unless they accompany them, nor run them on Sunday, or after working hours, without special permission from the Superintendent. Hand-cars or trucks must not be attached to trains in motion, and when not in use, they must always be kept locked, and secured in such a position that they cannot be moved to endanger the safety of trains.

403. They are permitted to use the track in making repairs to within twenty minutes of the time of Passenger Trains, and ten minutes of the time of Freight Trains, but invariably under the protection of all necessary Danger Signals, which must be displayed at least 900 yards in each direction on Single Track, and 900 yards in the direction trains are expected on Double Track, and if the signals can not be seen by the Foreman at the point where he is at work, a man must be placed in charge of them.

404. They must see that Watchmen attend to their duties, and frequently visit them at night, promptly discharging them if found negligent.

405. They must closely watch all points where obstructions are likely to occur, carefully examine the slopes of cuts, and remove promptly any rocks,

stumps, or masses of earth that are liable to fall or slide.

406. They must take every precaution during heavy storms to prevent accident; all hands should then be detailed to watch the Road, particularly at exposed points.

407. They will be responsible for the proper policing of their sections. Old cross-ties must be neatly piled, and other old track material taken to their head-quarters.

408. They must remove all combustible material from the vicinity of the track, bridges and buildings, and promptly extinguish any fires that may occur along the Road.

409. They must watch the Telegraph Line, especially during storms, keep the poles in proper position, reset them when necessary, unite the wires when broken, and render any assistance required by the Line Repairmen. They must promptly report to the Superintendent any disarrangement of the wires.

410. They must see that the Water Stations are kept in order, and promptly report any failure in the supply of water.

411. They are required to render prompt assistance in all cases of accident or delay to trains.

RULES FOR ROAD AND BRIDGE WATCHMEN.

412. Watchmen report to, and receive their instructions from the Track Foreman.

413. Road Watchmen must carefully examine the rails; observe that switches are set and locked for the Main Track; see that cars left on Sidings fully clear the Main Track, and that the doors of loaded cars are locked; also examine buildings and other property of the Company, and protect them from theft and fire. Should an obstruction to the track occur, they must at once display a Danger Signal in the direction of the nearest approaching train, as directed in Rule No. 95, and immediately send word if possible, to the Track Foreman. Night Watchmen before going off duty, must always notify the Track Foreman of the trains due which have not passed, and of any other matters requiring attention.

414. Bridge Watchmen must keep a supply of water upon the bridges at close intervals, and follow every train with a bucket of water, to extinguish any hot cinders that may have fallen from the Engine.

415. They must keep the coping of the abutments and piers clean, and remove all combustible matter from the vicinity of the bridge.

416. They must frequently examine the timber and iron work of their bridges, and report promptly to the Supervisor any decay or defect.

417. They must, so far as possible, prevent all persons except employes from crossing the bridges.

418. They must observe the speed of passing trains, and report to the Supervisor any violation of the Rules.

419. When their time is not wholly occupied with watching, they will be required to attend to such other duties as the Supervisor, or Track Foreman may direct.

RULES FOR SWITCH TENDERS.

420. Switch Tenders report to, and receive their instructions from the Supervisor; in Yards they are under the direction of Station or Yard Master.

421. They are responsible for the safety of trains passing the switches under their charge, and this duty requires the closest attention, as any neglect may cause serious accident.

422. They must keep the switches locked for the Main Track, except when passing trains to or from the Branch Track or Siding.

423. They must always be on the watch for approaching trains, and give the Safety Signal if all is right.

424. They must carefully examine the condition of the switches, keep them clear of snow or other obstruction, and promptly report to the Track Foreman any defects.

425. When day and night Switch Tenders are employed, they must not leave their posts until relieved by each other, and the one going off duty must inform the one coming on, of the trains due which have not passed.

RULES FOR THE MOVEMENT OF TRAINS BY SPECIAL ORDER.

1. Special orders, directing train movements varying from the time table, or additional thereto, herein termed "orders," and usually sent by telegraph, will be issued by the authority and over the signature of the Superintendent. They should be brief and clear in language, and in the prescribed forms when applicable. They should not contain information or instructions not essentially a part of them, and should not be used for movements that can be provided for by rule or time table.

2. Train orders will be numbered consecutively as issued, commencing with No. 1, on the first day of each week.

3. For each movement to be directed or controlled by order, an order will be given in the same words to all persons or trains that are to act upon it, or are directly affected by it, so that each shall have a duplicate of what is given to the others, and when practicable each order will include no more than two trains, and one specified movement.

4. An order for a train will be addressed to the Conductor and Engineman. The name of the office,

and not the telegraphic office call, will be used in the address on copies to train men.

5. Each order is good until fulfilled or annulled.

6. An order to a train includes only the sections named.

7. Each order will be written out in full in a book at the Superintendent's office before it is sent, or while being transmitted, and on this copy will be recorded the names of the train men and others signed to the order, the time, and Operator's signals, showing when and by whom the order and responses were transmitted; and the Train Dispatcher's initials.

8. An order to be transmitted to two or more offices will be sent to them simultaneously when practicable. The several addresses will be in the order of superiority of trains, where any exists, and each office will take only its proper address. When the offices are called, "31 copy —" will be given to each, followed by a number showing how many copies each is to make, one of which will be preserved by the Operator in his book.

9. Operators will make the requisite number of copies in manifold at one writing, or trace others from one of the copies first made.

10. Orders must not contain any erasures, alterations, or interlineations.

11. When the Train Dispatcher sends a Train Order the Operator receiving it will acknowledge its receipt in the following form: The number of the order, the address, signal "X," sign his initials and give his office call, and then repeat the order to the Train Dispatcher as soon as possible. If correct, the response "O K" will be given by the Train Dispatcher. When sent to two or more offices simultaneously, each will give the signal "X" in the order named in the address. After the Operator has given his receipt for an order, the train for which it is intended must be held until the Conductor and Engineman have signed the order, and the Operator has sent their signatures to the Train Dispatcher, to which he will reply "Correct," followed by the correct time. The Operator will then write "Correct," and the time given, on each copy and deliver one copy to the Conductor and one to the Engineman, which they will compare while the Operator reads the order to them aloud. When the order is addressed to an Operator, his signature must be sent and "Correct" obtained. "Correct" will not be given to an order until each office has given its receipt.

12. The following indicate the order of transmitting:

(A and B represent the office calls, S the Superintendent's initials, and O the Operator's signal.)

After calling up an office—A B 3I; Copy 5 O.

Transmitting an order—A B 31, No. 10; Order, Sig. S, O.

Receipt—B A 31, No. 10; to Train — X, O.

Repeating back—B A 31, No. 10; Order O.

The O K response—A B 31, No. 10; O K, O.

Transmitting signatures—B A 31, No. 10; Train No.—. Jones, Cond'r; Smith, Eng'n, O.

"Correct" reply—A B 31, No. 10; Correct, 12:20 A. M., Sig. S, O.

13. An order of a general character, as one annulling a train, will only be repeated back when it is to be delivered to a train or parties interested, and will then be given in full immediately before the signatures.

14. Orders delivered at the Superintendent's Office will be written in manifold, and the same requirements as to record and delivery will be observed as at other points.

15. The Operator who receives and delivers an order, will record on his copy the signals of the Operator sending the order, the "O K" and the "correct," the time each is received, and his own name in addition to the date, etc., for which places are provided in the blanks. The order books when filled will be sent to the Superintendent for examination and preservation.

16. When an order is sent to any office, no other will break circuit until "O K" is given, and when

signatures are sent, no others will break circuit until "correct" is given. When the train wire is occupied with orders, the other wires may be used for repeating signatures, and other business will give way on the Operator giving Signal 31.

17. An order sent for the movement of crippled or other trains, away from telegraph stations will be repeated back and receive "O K," and will be forwarded as may be directed. It will be addressed to "C. & E., Train No. —, at —; care of —."

The Conductor or other person by whom it is forwarded will sign for it, and his signature will be sent to the Superintendent and "correct" obtained. Besides the copies for the C. & E., the person carrying the order must have a copy on which to take the signatures of those to whom it is addressed, as his receipt, and this copy when so signed shall be delivered to the Operator who can be first reached, and filed by him in his book, after forwarding to the Superintendent the signatures and getting "correct."

18. A fixed signal will be used to display red at all times, where there is an Operator on duty, except when changed to white to allow a train to pass, after getting orders, or for which there are no orders. When a Semaphore is used the arm extended horizontally signifies the same as red, and when dropped the same as white. The signal will be returned to red as soon as the train has passed. It will be fas-

tened at white when no Operator is on duty, but at no other time. This signal will also be used to hold trains in the same direction the required time apart. Operators will see that it is in order at all times, and be prepared with hand signals to use promptly in case of necessity. If a signal is not displayed at a regular day or night office, and changed in sight of the Engineman, trains will stop, unless previously notified, inquire the cause, and report the facts to the Superintendent from the next telegraph office.

19. Operators will record promptly and report to the Superintendent's office the time of the arrival and departure of all trains at their stations. The arriving time need not be reported for a train that does not stop more than ten minutes, unless asked for. The direction in which Work Trains are moving will also be reported.

20. Train Dispatchers will keep a register of all trains, showing the time reported from the various stations, and will on the same sheet record their names and the names of their Operators, with the time they go on and off duty.

21. Orders received for trains which have not arrived, will be folded and addressed and put in the place provided for this purpose.

22. A clip will be provided on each Engine, on which the Engineman will place his orders before him until executed.

23. The following terms, signals and abbreviations will be used in orders and in connection therewith :

Initials—for the Superintendent's signature.

Sig—before Superintendent's initials.

Initials or signature—for Operators.

C & E—for Conductor and Engineman.

O K—indicating that order is repeated correctly.

Min—for minutes.

K—for o'clock.

Junc—for junction.

Sec—for section.

Frt—for freight.

Opr—for operator.

Exp—for express.

Figures—for numbers.

X—as Operator's receipt for an order.

No—for number.

31—for train order.

Eng—for engine.

5—for "any orders?"

Designate an Extra by the number of the Engine after the word Extra in full.

Designate a schedule train by schedule number thus: "No. 10" or "2d No. 10," adding number of Engine, or schedule name if desirable.

When time is named in the body of an order, it should be written and duplicated in figures.

FORMS OF TRAIN ORDERS.

To be used when applicable, with such variations or additions as cases may require.

FORM A—*Fixing meeting point for opposing Trains.*

— and — will meet at —.

EXAMPLES.

Trains No. 1 and No. 2 will meet at Lancaster.

Train No. 1 and 2d No. 2 will meet at Piqua.

Train No. 1 and Extra 95 will meet at Marion.

Extra 77 and 6th No. 2 will meet at Dennison.

Trains having orders to meet at a designated point will both run to that point, and having arrived there will pass each other in accordance with the rules.

FORM B—*Fixing passing points for Trains in same direction.*

— will pass — at —.

Both trains will run according to rule to the designated point and there arrange for the rear train to pass promptly; if, after passing, it would be on the time of the other, and without the right to go ahead of it, this may be given by adding "and will run ahead from there;" or, the whole order may be "— will run ahead of — from — to —"

EXAMPLES.

Train No. 1 will pass Train No. 3 at London, (and will run ahead from there).

Train No. 3 will run ahead of Train No. 1 from Spencer.

FORM C—*Regardless Order.*

“—— will run to —— regardless of ——.”

Upon this order the train first named will run upon (or as near as possible to, but not ahead of,) its regular time, precisely as if the other train did not exist, until the station named is reached. From there, unless otherwise ordered, it will run as per time table. The train last named in the order will run to the station designated as per time table, and at that station, and from there until the opposing train is met, will clear its time at least five minutes. When trains meet at the last point designated in this order, the inferior train will take the siding, unless the order or rules otherwise indicate.

EXAMPLES.

“Train No. 1 will run to Richmond regardless of Train No. 2.”

“Extra west. Engine 37 will run to Hilliards regardless of Train No. 3.”

FORM D—*Time Order.*

- (1) — will run — late (from — to —.)
 (2) — can have until — to run to — for —.

EXAMPLES.

(1) Train No. 1 will run twenty (20) minutes late (from Pittsburgh to Steubenville).

(2) Train No. 2 can have until ten (10) K., A. M., to run to Richmond for Train No. 1.

The first form makes the schedule time of the train named, as much later as the time stated in the order, and authorizes any train receiving the order to run with respect to this later time, the same 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. The second form allows a train to go to a siding, or to a point where it enters double track, up to a certain time, against a superior train, and holds the latter up to the time named.

FORM E—*For Sections of Schedule Trains.*

— will carry signals from — to — for —.

EXAMPLES.

Train No. 1 will carry signals from Indianapolis to Vincennes for Eng. 707.

2d No. 1 will carry signals from Columbus to Bradford for Eng. 385.

Each section included in the order must have copies, and signals will be arranged accordingly. The order may state the character of train for which signals are carried, if desired.

FORM F—*Extra and Work Trains.*

— will run Extra from — to —.

Work Train Eng. — will work between — and — to-day (or until time named).

EXAMPLES.

Engine 609 will run Extra from Louisville to New Albany.

Work Train Eng. 805 will work between Junction City and Bremen to-day (or until eleven (11) K., A. M.), to which may be added and “run to Junction City by eleven (11) K., A. M. for orders.”

Work Train Eng. 76 will run Extra from Coshoc-ton to Dresden Junction.

This last and the order to work may be in one.

FORM G—*Holding Order.*

Hold — for orders.

Operator will hold — at — until —.

EXAMPLE.

Operator will hold Train No. 1 at Xenia until ten (10) K., A. M. (or until Train No. 2 arrives).

As any order to which "O K" has been given serves as a holding order for the train for which it is designed, the first form here will only be of use in case of accident or special emergency, requiring an operator or other person to hold some train or trains absolutely until orders for them can be given. Train men will respect a holding order the same as if addressed to them.

The second form may be used in some cases where Form C, or 2d Form D are not exactly applicable, and for the same purpose. An order in this 2d Form G, sent to an operator, and also to a train of inferior right to the one named in the order, gives the inferior train the right of track to the point named, against the train to be held, up to the time named, or until it can arrive if not limited by time.

FORM H—*Annuling a Schedule Train.*

— of — is annulled.

EXAMPLES.

Train No. 1 of February 25th is annulled.

Adding "from —" or "between — and —" when appropriate.

This, when transmitted, will be usually addressed "to all concerned," and will be addressed and deliv-

ered by Operators to any train or parties that may require it. When addressed and delivered to a train other than the one named in the order, or to other parties using the track, (as in yards,) it authorizes the trains or parties to run regardless of the train annulled. If annulled to a point named, its schedule rights beyond that point remain unaffected. This order need not be repeated back until it is to be delivered to a train or parties interested, and signatures are to be sent; after these the Operator will say "to order No. — annulling Train No. — (between — and —) or (from —)."

FORM I—*Annulling an order.*

"Order No. — reading — is annulled."

This will recite the full order annulled, and will be numbered, transmitted, and signed for, as other orders. If the order annulled has not been delivered to a train, the operator will destroy all copies but his own and write on it "annulled by order No. —."

FORM J—*For Using Double Track as Single Track.*

— track between — and — will be used as single track (from — until —), subject to single track rules.

Train Order Form and Book for Operators.

Chicago, St. Louis & Pittsburgh Railroad Co.

EASTERN DIVISION.

Telegraphic Train Order No. 10

Superintendent's Office, Richmond, DEC. 1st, 1883.

To Conductor and Engineman

of TRAIN No. 1, at BRADFORD JN.

SPECIFICATIONS FOR TRAIN ORDER BOOK.

Form as here shown. The mode of filling the blanks is indicated by small type.

Names of Divisions and office to be varied to suit each Division.

Form 7½ x 11 inches. Book 8 x 11½ inches.

300 leaves. Stitched. Paper cover on face and back.

Very stiff back on lower side.

Paper opaque, white, sized, and of such thickness as to admit of making 10 good copies with No. 4 Faber pencil.

To be used with Carbon Paper, 7½ x 11, and a stiff tin same size, corners rounded.

BACK OF BOOK.

CUT RULE.

COND'R.	ENGINE-MAN.	MADE	AT	BY DISPATCHER	REC. BY OP'R.
Jones.	Smith.	Correct.	10:10 A.M.	A. B.	C. D.
.....
.....
.....
.....

CONDUCTOR AND ENGINEMAN MUST EACH HAVE A COPY OF THIS ORDER.

STATE LAWS.

Following are given the laws of the several States governing the management of trains or engines at Railroad crossings within their respective limits.

LAW OF OHIO.

SECTION 1. *Be it enacted by the General Assembly of the State of Ohio,* That whenever the tracks of two railroads in the State of Ohio cross each other at a common grade, the crossings shall be made, kept up, and watchmen maintained, at the joint expense of the companies owning said tracks, and all trains or engines passing over said tracks shall come to a full stop, not nearer than two hundred feet, nor further than eight hundred feet from said crossing, and shall not cross until signaled so to do by the watchman, nor until the way is clear; and when two passenger or freight trains come up at the same time, the train on the road first built shall have the precedence; provided they are both main tracks, over which all passengers and freights on said roads are transported; but if only one is such main track, and the other is

a side or depot track, then the train on the main track shall take the precedence; but if one of said trains is a passenger and the other a freight train, then the former shall take precedence.

Regular trains on time shall take precedence over trains of the same grade not on time, and engines with cars attached, not on time, shall take precedence of engines without cars attached, if not on time. The same Rule as above provided, shall apply in all respects where the tracks of two railroads in any way connect.

SECTION 2. [This section requires the managing agent or superintendent on every railroad in the State of Ohio to publish such rules and regulations as shall, in all cases, secure strict compliance with the provisions of the foregoing section.]

SECTION 3. That every engineer, or person in charge of an engine, who shall willfully fail to comply with the provisions of the first section of this act, or shall fail to bring the engine of which he is in charge, with the train, if any, thereto attached, to a full stop at least two hundred feet before arriving at any railroad crossing or connection, or shall cross the same before signaled so to do by the watchman, or before the way is clear, shall be deemed guilty of a misdemeanor, and upon conviction thereof, before any court of competent jurisdiction, shall be fined in any sum not exceeding one hundred dollars (\$100), or

imprisoned in the jail of the proper county for a term not exceeding thirty (30) days, or both, at the discretion of the court, and shall moreover be personally liable therefor, to the person or persons injured to a penalty of one hundred dollars (\$100), to be recovered by civil action, at the suit of the State of Ohio, in the Court of Common Pleas of any county where such crossing or connection exists; and the company in whose employ such engineer or person in charge of an engine may be, as well as the person himself, shall be liable in damages to any person or company who may be injured in person or property by the neglect or act of said engineer or person in charge of an engine as aforesaid; and such engineer or person in charge of an engine shall, also, in case any person be killed by reason of his neglect or failure to bring such engine and train of cars, if any there be attached thereto, to a full stop at least two hundred feet before reaching a crossing or connection with the track of another railroad, or by reason of his crossing the same before being signaled so to do by the watchman there stationed, or before the way is clear, be liable to indictment, conviction and punishment for manslaughter; or in case any person sustain bodily injury, not affecting life, by reason thereof, then such engineer or person in charge of an engine, as aforesaid, shall be considered guilty of a misdemeanor, and shall, on conviction thereof in the proper court of the county where such bodily injury occurred, be imprisoned in

the jail of the county not less than one nor more than twenty months, or be fined in any sum not more than five hundred dollars (\$500), or both, at the discretion of the court.

SECTION 5. This act shall take effect from and after its passage.

Passed March 24th, 1860.

Amended March 31st, 1874.

LAW OF INDIANA.

SECTION 1. *Be it enacted by the General Assembly of the State of Indiana*, That if the engineer of any locomotive running upon any railroad track, upon and over which passengers are, or may be, transported, shall run his locomotive across or upon the track of any other railroad, upon and over which passengers are, or may be, transported, *without first coming to a full stop* before crossing such other track, and without first ascertaining that there is no train or locomotive in sight, approaching such crossing on such other track; or, if he shall run or permit his locomotive to cross such track when a locomotive is in sight approaching such crossing on such other track, he shall, on conviction, be fined in any sum not less than one hundred dollars (\$100), and not more than one thousand dollars (\$1,000), and, in addition thereto, shall be imprisoned in the county jail for any period not less than three months nor more than one year; and if any person shall be injured or killed by reason of such crossing, he shall be imprisoned in the State prison for any period not less than two years, nor more than fourteen years.

SECTION 2. If any person shall falsely report to such engineer that there is no locomotive or train

approaching such crossing, or if the conductor of any train shall order and direct the engineer to violate the provisions of the first section of this act; or if, by reason of the gross carelessness or willful neglect of duty of the brakeman of any train of cars, such train or locomotive shall run across or upon such crossing, such conductor or brakeman shall suffer the penalty prescribed for the engineer in the first section of this act.

SECTION 3. If any such engineer shall permit his locomotive to run upon, or across, such other track, until the locomotive and train upon the other track has passed over such crossing if the signal man from the locomotive or train on the other track shall arrive at the crossing first, he shall suffer the same penalty prescribed in the first section of this act.

SECTION 4. It shall not be lawful for any locomotive or train to be stopped, or remain stationary, on any railroad crossing, unless the same is done by the united agreement and under specific regulations adopted by the directors of such crossing railroads; and if the provisions of this section shall be violated, the person or persons so offending shall suffer the same punishment prescribed in the first section of this act.

SECTION 5. Inasmuch as there is no law now in force punishing persons for running locomotives on

railroads over railroad crossings without stopping, an emergency exists for the taking effect of this act before the laws of this session of the Legislature will be published, and the same shall take effect on and after the first day of March, A. D. 1857.

LAW OF ILLINOIS.

[Extract from the Revised Statutes of Illinois, Chapter 114.]

SECTION 50. All trains run upon any railroad in this State, which crosses any stream or harbor by swing or draw-bridge, or which intersects or crosses, or is intersected or crossed by any other railroad upon the same level, shall be brought to a full stop at a distance not less than two hundred feet, nor more than eight hundred feet, from the draw in every such bridge, or from the point of intersection or crossing of such road, and in plain sight of the same, before such draw, intersection or crossing is passed by any such train.

SECTION 51. Every engineer violating the provisions of the preceding section shall, for each offense, forfeit one hundred dollars (\$100), to be recovered in an action of debt, in the name of the people of the State of Illinois, or by any person who may sue for the same, and the corporation on whose road such offense is committed shall forfeit the sum of two hundred dollars (\$200), to be recovered in like manner.

