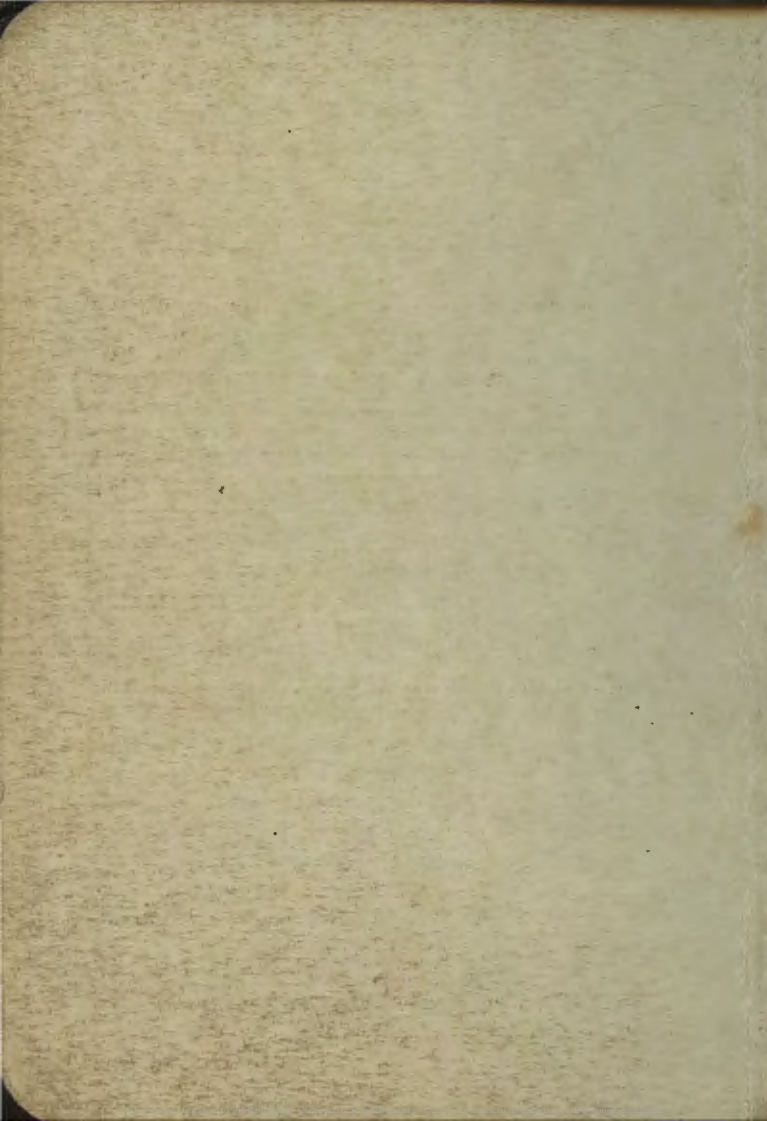


CHICAGO UNION STATION COMPANY

Rules

of the

Operating Department



The rules herein set forth govern the operation of trains and engines using Chicago Union Station Company's tracks, and tracks under its jurisdiction, between 22nd Street and Western Avenue.

They are effective August 16, 1937, and supersede all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

O. H. FRICK,
General Manager.

WARNING

**Signal appliances and structures
on Chicago Union Station Com-
pany's property will not clear a
man on side or top of car.**

Roosevelt
Taylor
Palk
Harrison
Van Buren
Jackson

GENERAL NOTICE

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

Obedience to the rules is essential to safety.

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

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

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

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

GENERAL RULES

A. Employes whose duties are prescribed by these rules must provide themselves with a copy, and must have a standard watch.

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

This Company does not maintain bulletin boards for employes in train, engine, and yard service. Special instructions will be posted by the railroads on bulletin boards at prescribed locations. Employes must examine and familiarize themselves with these instructions before using the Station Company's tracks and tracks under its jurisdiction.

C. Employes must pass the required examinations.

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

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

F. Accidents, defects in track, bridges, signals, or any unusual conditions which may affect the movement of trains or engines, must be promptly reported to the proper authority.

G. The use of intoxicants or narcotics is prohibited.

H. The use of tobacco by employes while on duty in or about the Union Station, or on passenger cars, is prohibited.

J. The reading of matter not pertaining to railroad service by train, engine, or yard employes, while on duty, is prohibited.

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

L. Employes and others authorized to transact business at the Union Station, or on or about trains, must be orderly and avoid annoyance to patrons.

M. In case of danger to railroad property employes must unite to protect it.

N. When on duty, employes of any railroad are under the authority, and must conform to the orders of the Station Master while using the Station Company's tracks and tracks under its jurisdiction.

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

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

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

TRAIN RULES

Restricted Speed—Proceed prepared to stop short of train, obstruction, or anything that may require the speed of a train or engine to be reduced.

1. Station Master, Supervisors of Transportation, Assistant Station Masters, Train Directors in charge of interlocking plants, levermen at the South Branch bridge, and switchtenders have authority to direct the movements of trains or engines.

2. Between 22nd Street and 18th Street the tracks are numbered from west to east, 1 and 2; between 18th Street and Roosevelt Road, west to east, 1, 2, 3, and 4. Trains or engines will be operated in either direction and movements governed by hand signals from switchtenders and fixed signals.

Between Roosevelt Road and Harrison Street tracks are numbered from west to east, 6, 5, 1, 2, 3, and 4, and movements of trains or engines will be governed by fixed signals.

Between Lake Street and Morgan Street is double track and trains or engines must keep to the right unless otherwise provided. Between Morgan Street and Western Avenue tracks are numbered from C. & N. W. Ry. southward; track nearest C. & N. W. Ry., is track 1, and other tracks are 2, 3, and 4, consecutively.

Track 1 is westward.

Track 2 is eastward.

Tracks 3 and 4, yard tracks.

Fixed signals govern movements of trains or engines with current of traffic on tracks 1 and 2. Movements of trains or engines against current of traffic on tracks 1 and 2 will be made under the direction of signalmen and switchtenders.

Movement of trains or engines on tracks 3 and 4 between Western Avenue and Morgan Street will be made under the direction of signalmen and switch-tenders.

Trains or engines must not cross over or enter yard running tracks at Sheldon Street without obtaining permission from, and reporting clear to switchtender at Morgan Street.

Movement of trains or engines between Union Station and Western Avenue will be governed by hand signals from switchtenders or fixed signals.

3. The maximum speed between C. & W. I. Railroad crossing and Roosevelt Road is thirty (30) miles per hour.

The maximum speed between Lake Street and Sheldon Street is fifteen (15) miles per hour.

The maximum speed between Sheldon Street and Western Avenue is twenty-five (25) miles per hour.

Trains or engines using Joint Tracks 7 and 9 between Roosevelt Road and Lake Street must move at restricted speed.

4. Trains or engines approaching main track switches at the locations listed below must stop at the clearance point, unless a signal to proceed is given by the switchtender:

22nd Street

18th Street

C. B. & Q., South Wye

16th Street—C. B. & Q. North Wye—

7 A. M. to 12 Midnight.

Taylor Street (Joint Tracks 7 and 9)

Lake Street

Union Street

Morgan Street

During the time that switchtender is not on duty, trains or engines must not enter Joint Track No. 1, at switch located at north leg of C. B. & Q. wye; or enter Joint Track No. 4, at switch located 160 feet north of B. & O. overhead bridge without receiving permission from, and reporting clear to switchtender located at south leg of C. B. & Q. wye. Switches must be restored to normal position.

Inbound trains or engines from the C. M. St. P. & P. R. R. (Evanston Line) must stop before entering upon the Station Company's tracks at Canal Street, and must not proceed until switchtender has given signal to do so.

5. Switchtenders in charge of main track switches will use a yellow flag by day and a yellow light by night.

Switchtenders and street crossing watchmen (except gatemen) must display a stop signal or flag an approaching train or engine when the track is obstructed.

Signals of switchtenders and street crossing watchmen do not in any way relieve trainmen or enginemen of their responsibility to protect their train or engine.

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

7. When stopped while making a movement through an interlocking plant, trains or engines must not move in either direction until they have received the proper signal or permission, and must clear interlocking limits promptly when directed to do so.

Interlocking stations are located at South Branch bridge, Harrison Street, Lake Street, and Western Avenue.

During the time that switchtender is not on duty, trains or engines must not enter Joint Track No. 1, at switch located at north leg of C. B. & Q. wye; or enter Joint Track No. 4, at switch located 160 feet north of B. & O. overhead bridge without receiving permission from, and reporting clear to switchtender located at south leg of C. B. & Q. wye. Switches must be restored to normal position.

Inbound trains or engines from the C. M. St. P. & P. R. R. (Evanston Line) must stop before entering upon the Station Company's tracks at Canal Street, and must not proceed until switchtender has given signal to do so.

5. Switchtenders in charge of main track switches will use a yellow flag by day and a yellow light by night.

6 (a). Train or engine movements over the South Branch bridge will be governed by standard signal aspects.

Train or engine movements over railroad crossings between 22nd Street and South Branch bridge, inbound, will be governed by standard signal aspects.

Train or engine movements, outbound, will be governed as follows:

To Pennsylvania R.R., over railroad crossings between South Branch bridge and 22nd St.—

Top light Green	} Proceed not to exceed 15 miles per hour.
Lower light Red	

To Alton Railroad—

Top light Red	} Proceed not to exceed 10 miles per hour.
Lower light Yellow	

All trains or engines—

Top light Red	} STOP.
Lower light Red	

8. Yard engines, while switching, must clear promptly for other train or engine movements.

9. Enginemen and trainmen must, when practicable, communicate to each other by its name the indication of all signals affecting the movement of their train or engine.

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

Imperfectly displayed signals must be promptly reported to the proper authority.

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

Night signals must be displayed from sunset to sunrise.

Markers must be displayed to indicate the rear of the train.

Train signals and markers are those prescribed in the rules of the Operating Department of the individual railroads.

12. The headlight must be displayed to the front of every engine by night. When an engine is running backward a white light must be displayed on the rear of the tender by night.

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

7 (a). Air whistles to sound emergency warning signals are located at Roosevelt Road, Taylor Street, Polk Street, Harrison Street, Van Buren Street, Madison Street, and Randolph Street. At sound of one long blast of warning air whistle all trains and engines moving within interlocking limits must stop immediately. Resume normal movement in accordance with Rule 7. (3-1-40)

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

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Train signals and markers are those prescribed in the rules of the Operating Department of the individual railroads.

12. The headlight must be displayed to the front of every engine by night. When an engine is running backward a white light must be displayed on the rear of the tender by night.

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

Electric headlights must be burning, but dimmed, in the territory between Harrison street and Washington street, day and night.

13. The engine bell must be rung when an engine is about to move, while approaching and passing public crossings at grade, when passing a train standing on an adjacent track, and when moving within interlocking and yard limits.

The whistle must be sounded at all places where required by rule or by law.

14. Where switchtenders are located, switchmen or trainmen must not throw switches.

Conductors are responsible for the position of switches used by them and their trainmen, except where switchtenders are stationed. Switches must be left in proper position after having been used.

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

When practicable, the engineman must see that the switches nearest the engine are properly set.

While a train or engine is waiting to make a movement to another track, and during the approach or passage of a train on that track, all switches and derails involved in the movement must be secured in the proper position.

Trains or engines must not be reported clear of a track at hand-operated switches until the switch is set and secured in its proper position.

15. Trains handling passenger and freight equipment must have air brakes properly connected in working order, and when backing must be provided with back-up air hose, ready for immediate use, in charge of a qualified employee.

16. When cars are pushed by an engine a trainman must take a conspicuous position on the front of the leading car, and by night must display a white light.

When shifting over a public crossing at grade not protected by a watchman, or gates, a member of the crew must protect the crossing.

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

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

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

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

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

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

Flagman's signals:

Day signals—A red flag,
torpedoes and
fuses.

Night signals—A red light,
a white light,
torpedoes and
fuses.

18. A train or engine finding a fusee burning on or near its track must stop and extinguish the fusee, and then proceed at restricted speed.

Fusees must not be placed on or near bridges, station platforms, end of cars, or where fire may be communicated from them.

19. The explosion of two torpedoes is a signal to proceed at restricted speed. The explosion of one torpedo will indicate the same as two, but the use of two is required.

Torpedoes must not be placed near station platforms, highway crossings, or where persons are liable to be injured by them.

20. Trains or engines must be fully protected against any known condition which interferes with their safe passage at normal speed.

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

21. When fogs, storms, or other conditions obscure the track or signals, speed of trains or engines must be restricted to permit strict observance of signals and insure absolute safety.

22. A train or engine must not move until the proper signal is given.

23. A yellow light suspended from train shed (Union Station) one hundred fifty (150) feet from bumping post is for distance indication only. Trains, except suburban trains, backing into the station, must stop at this light before making final stop. Cars or engines must make final stop at least ten (10) feet from bumping post.

24. When a train is ready for back-up movement, a qualified employe must first identify himself to the engineman and then make air test through back-up hose, followed by back-up communicating signal. He will then give proper hand or lamp signal and give another communicating signal to the engineman. In the absence of any of these signals the engineman must

not move without a thorough understanding with the employe who is to handle the back-up movement.

25. While trains are standing in the Union Station train and Pullman employes must station themselves at openings, so far as practicable, to inspect transportation or ascertain destination of passengers before allowing them to board their train.

26. It is forbidden to make a running switch, "kick" cars, or detach the engine from cars while in motion.

27. Employes of any railroad must not stand on the track in front of an approaching engine or car for the purpose of boarding the same.

28. Trainmen must not permit any person to ride on the rear of passenger trains in backward motion.

29. Equipment will be placed in trains as directed by proper authority.

30. When a station platform does not accommodate all the exits, train and Pullman employes must direct passengers to pass through the train to a location where they can leave with safety.

31. Train and Pullman employes must have equipment occupied by passengers properly lighted before entering or leaving Union Station, and while discharging or receiving passengers.

32. Toilet room doors must be closed and locked while trains are between Roosevelt Road and Lake Street.

33. When necessary to uncouple electric light equipment, both ends of connectors must be taken down; leaving one end of the connector in socket and the other end hanging creates a personal injury and fire hazard.

34. Train detentions, accidents, and personal injuries occurring between 22nd Street and Western Avenue must be promptly reported to the Station Master.

Instructions Governing the Operation of Chicago Union Station Signal System for Starting Trains and Engines

The signal system for starting trains or engines is composed of one three-color light signal, suspended from the trainshed, for each station track. On the south, these signals are located at the first trainshed column south of Jackson Blvd.; on the north, at the first trainshed column north of Adams Street. These signals show lights in both directions. There are also push buttons located on trainshed columns approximately every 250 feet for use of conductors or engine-men, push buttons and colored lights at gates for use of ticket examiners, and push buttons and colored lights in towers for use of train directors.

For Departing Through Trains.

One and one-half minutes before the departing time of a through train, conductor will press button nearest the track from which the train is about to leave. This will cause red light to appear in trainshed and in tower, and will indicate the train is ready to leave. The train director will then press button, which will cause trainshed light to change to lunar white, light a yellow light at gate, and change tower light from red to yellow. When train is ready to depart, ticket examiner will close gate and immediately press button, which will change the trainshed and gate lights to green. This is an indication to conductors that passengers have passed through the gate and gate is closed. The train may then proceed upon receipt of proper interlocking signal.

In event it becomes necessary to hold for mail after either red or lunar white light has been displayed and before green light has been displayed, the train director will extinguish trainshed and gate lights and then conductor will contact mail transfer clerk for further in-

structions. As soon as advised mail has been loaded conductors will again operate train starting signals.

For Departing Suburban Trains.

Ten seconds before leaving time, conductor will press button nearest to track from which train is about to leave. This will cause red light to appear in trainshed and in tower, and will indicate to train director that train is ready to leave. The train director will then press button, which will cause trainshed light to change to lunar white, light a yellow light at gate, and change tower light from red to yellow. The train may then proceed upon receipt of proper interlocking signal.

For Trains or Engines Backing out of Station.

Before train or engine is started to back out of station, the person in charge of movement will press button nearest the track on which train or engine is standing. This will cause a red light to appear in trainshed and in tower. The train director will then press button, which will cause trainshed and tower lights to change to lunar white. The back-up movement may then be made providing the proper interlocking signal is received.

If there are two or more trains or engines on the same track, the train or engine first entering the trainshed will not give or receive any indications on starting system until the signals for the operation of other trains or engines arriving have been completed.

Trains or engines standing on station tracks must not move until a lunar white light has been received in trainshed signal. This permits movement to the interlocking signal only; movement beyond that point must be made in accordance with signal indications.

CHICAGO UNION STATION COMPANY

CLEARANCE CARD

Chicago, 19.....

To Engineman or Employee in Charge of Movement:

..... R. R. Train No. on Track

Signal cannot be cleared.

This Clearance Card is authority to pass Stop Signal for Track
You may proceed to the next signal.

.....
Train Director

The Engineman or employee in charge of movement receiving this card properly filled in and signed by the Train Director may proceed as indicated.

(To be printed on green paper)

INTERLOCKING RULES

Definitions

Interlocking—An arrangement of switch, lock and signal appliances, so interconnected that their movements must succeed each other in a predetermined order.

Interlocking Plant—An assemblage of switch, lock and signal appliances, interlocked.

Interlocking Station—A place from which an interlocking plant is operated.

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

Interlocking Signals—The fixed signals of an interlocking plant.

Signals indicate the point at which a train or engine is required to stop when the route is not clear, and in Union Station territory may govern the approach to the next signal in advance.

SIGNAL INDICATIONS

(Fig. 1)

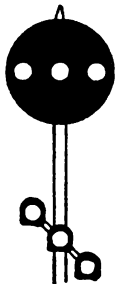


(Fig. 2)

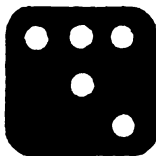


Indication—Stop
Name—Stop Signal

(Fig. 3a)



(Fig. 3)



(Fig. 4)



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

Name—Restricting Speed Signal.

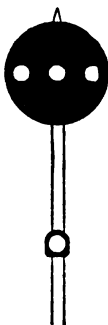
(C. U. S. Co. Book of Rules—Insert No. 3; page 18—2-1-42)

SIGNAL INDICATIONS

(Fig. 5)



(Fig. 5a)



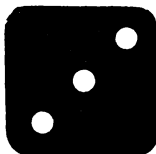
Indication—Stop; then proceed at restricted speed.

Name—Stop-and-Proceed Signal.

(C. U. S. Co. Book of Rules—Insert No. 4; page 19—2-1-42)

SIGNAL INDICATIONS

(Fig. 6)



Indication—Approach next signal prepared to stop. A train or engine exceeding a speed of 15 miles an hour must reduce at once to this speed.

Name—Approach Signal.

(Fig. 7)



Indication—Approach next signal prepared to stop. A train or engine exceeding a speed of 7 miles an hour must reduce at once to this speed.

Name—Approach Slow Speed Signal.

SIGNAL INDICATIONS

(Fig. 8)



Indication—Proceed at a speed not exceeding 30 miles an hour.

Name—Clear Signal.

(Fig. 9)



Indication—Proceed at a speed not exceeding 15 miles an hour.

Name—Clear Slow Speed Signal.

INTERLOCKING RULES

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

Trains or engines must not pass an interlocking stop signal without receiving instructions from the train director.

Telephones for communicating with train director are located as follows:

Roosevelt Road,
Taylor Street,
Polk Street,
Midway between Washington &
Randolph Streets,
Canal Street.

Train Directors

102. Train directors report to, and receive instructions from the Station Master, or his representative.

103. Train Directors are responsible for the observance of all rules, regulations, and instructions to assistant train directors and levermen, and must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of their duties as train directors, and will maintain such records of trains, engines, switching movements, etc., as directed, in the prescribed form.

104. Train directors are responsible for the use and operation of push buttons in the upper lever light spaces of levers 66, 70, 72, 74, 76, 78, and 80, in Harrison Street interlocking station.

Assistant Train Directors

105. Assistant Train Directors report to, and receive instructions from the Train Director, and must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of their duties as assistant train directors.

In the absence of the Train Director the Assistant Train Director will take charge, and is responsible for the proper performance of all the duties of the Train Director.

Levermen

106. Levermen report to, and receive instructions from the Train Director, or in his absence, the Assistant Train Director, and must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of their duties as levermen.

107. Levermen must not permit unauthorized persons to enter the interlocking station.

108. Operating appliances must be used only by those charged with that duty, and as directed by the rules.

109. Signal levers must be kept in the position displaying the most restrictive indication, except when signals are to be cleared for an immediate train or engine movement, and must be restored to such position immediately thereafter.

110. Operating appliances must be operated carefully with a uniform movement. If any irregularity indicating disarranged connections is detected in their working, signals must be restored so as to display their most restrictive indication and their operation discontinued until necessary repairs have been made.

Any defects in the interlocking plant must be promptly reported to the signal maintainer and Station Master.

111. When proper indication cannot be given clearance card must be used, except as provided in Rule 101 (Par. 2).

112. Levermen must have the proper appliances for hand signaling ready for immediate use.

113. When a route is set the signals must be operated sufficiently in advance of approaching trains or engines to avoid delay.

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

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

116. Levermen must not attempt to move a switch lever unless the switch lever light is illuminated.

117. Levers in interlocking machines are equipped with locking devices to check the normal position of signals, the normal and reverse position of other functions, and to lock all switch levers controlling switches in the route set up immediately following the acceptance by trains or engines of the signals governing the route. Should these locking devices fail to release after two or three trials of the lever, before releasing the lever the following precautions must be taken:

(a) In case of failure of a detector lock the lever must not be released until it is known that no train or engine is on, or approaching switches controlled by the lever affected.

(b) If a signal lever cannot be restored to its normal position the lever must not be released until it is known that all signals controlled by that lever are in stop position, and the next signal governing the approach of trains or engines to such signals is in stop, restricted, or approach position.

(c) If a switch lever cannot be restored to normal or reverse position, the lever must not be released until it is known that the switch and the lever are in corresponding positions, and the switch is safe for a train or engine to pass over it.

118. If necessary to disconnect a signal, switch, derail, lock, circuit, or any portion of the interlocking plant, all switches, derails, or other appliances affected must be safely secured.

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

120. Levermen must not make, nor permit any unauthorized repairs, alterations, or additions to the plant.

121. A switch or lock must not be moved when any portion of a train or engine is standing on or closely approaching the switch or circuit.

122. If a train or engine over-runs a stop signal, the fact must be promptly reported to the signal maintainer and Station Master.

123. If there is a derailment, or if a switch is run through, or if any damage occurs to the track or interlocking plant, the signals must be restored so as to display their most restrictive indication, and no train or engine movement permitted until all parts of the

interlocking plant and track liable to damage have been examined and are known to be in a safe condition.

124. During cold weather, the levers must be moved as often as may be necessary to keep connections from freezing. During storms, or while snow is drifting, special care must be used in operating switches. If the force whose duty it is to keep these switches clear is not on hand promptly when required, the fact must be reported to the Station Master.

125. Levermen must closely observe lights on illuminated track diagram and lever lights on interlocking machines, and report at once to signal maintainer any "flickering" of lights or any unusual operation of lights.

When a train or engine is moved on rusted or sanded rails, lights on illuminated track diagram must be closely observed. If lights "flicker" or remain lighted when train or engine is on the track circuit, switch levers must not be moved until it is known that the train or engine has cleared the switch.

126. When a signal lever is reversed or returned to normal position, levermen must observe the red light in lower lever light space. If signal lever is reversed and lower lever light remains lighted, it indicates that signal is in stop position. If required to move a train or engine, push button directly behind normal position must be operated. If upon restoring lever to normal indication point the lever light fails to light, action must be taken as directed in rule 117 (b). When signal levers are in normal position, lever lights are not lighted.

127. Push buttons in upper lever light spaces of levers, 66, 70, 72, 74, 76, 78, and 80, in Harrison Street interlocking station, must not be used or operated except as directed by train director.

SPECIAL RULES FOR EMPLOYEES

Supervisors of Transportation

201. The Supervisor of Transportation reports to, and receives his instructions from the Station Master, and must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of his duties as Supervisor of Transportation.

The Supervisor of Transportation, in the duties assigned to him, or in the absence of the Station Master, has the same authority as the Station Master.

Assistant Station Masters

202. The Assistant Station Master reports to, and receives his instructions from the Station Master, and must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of his duties as Assistant Station Master.

It is his duty to see that the station and various apartments are kept in proper condition, preserve order about the station, and prevent confusion and delay to passengers; attend courteously to the comfort and wants of passengers, and see that employes do the same; he must see that trains are dispatched at the proper time.

The Assistant Station Master, in the duties assigned to him, or in the absence of the Station Master, has the same authority as the Station Master.

Signal Foremen

203. The Signal Foreman reports to, and receives instructions from the Supervisor of Signals, or his designated representative, and is responsible for the observance of all rules, regulations, and instructions to Signal Maintainers; he must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of his duties as Signal Foreman.

Signal Maintainers

204. The Signal Maintainer reports to, and receives instructions from the Signal Foreman, must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of his duties as Signal Maintainer, and is responsible for the inspection, adjustment, and proper maintenance of signal and interlocking appliances.

205. Frequent and thorough inspection of signal and interlocking appliances must be made. After an electrical storm, maintainers must promptly inspect all appliances liable to damage.

206. Repairs, alterations, or additions to the plant must be made only as directed by proper authority.

207. In case of repairs, alterations, failures, or damage to interlocking, information must be given to the train director concerning the appliance affected, and proper arrangements made for the safe movement of traffic until such repairs or alterations are completed.

208. When necessary to remove or disconnect any essential apparatus for replacement, repairs, inspection, testing or cleaning, train or engine movement must not be permitted over the route involved, unless levers and operating units affected are properly secured, or until the apparatus has been restored and the devices are known to be in proper working order.

209. Traffic levers must not be released until proper arrangements have been made with the train director.

210. Indication or detector locks on interlocking machines must not be released by hand except in case of emergency or when necessary for repairs, alterations, or inspection. When a lock is released by hand, the maintainer must make a proper record thereof on his daily report.

To release a lock by hand, the following precautions must be taken.

(a) In case of failure of a detector lock, the lever must not be released until it is known that no train or engine is on or approaching switches controlled by the lever affected.

(b) If a signal lever cannot be restored to its normal position, the lever must not be released until it is known that all signals controlled by that lever are in stop position, and the next signal governing the approach of trains or engines to such signals is in stop, restricted, or approach position.

(c) If a switch lever cannot be restored to normal or reverse position, the lever must not be released until it is known that the switch and the lever are in corresponding positions, and the switch is safe for a train or engine to pass over it.

211. Levers which have been disconnected or rendered inoperative must be secured in proper position.

212. If necessary to disconnect an interlocked switch or its equivalent, all switches affected must be safely secured in the following manner before any train or engine is permitted to pass over the disconnected part:

(a) The closed point must be held against the stock rail by a spike in the head tie, the spike to pass through the tie plate.

(b) The locking dog must be inserted through lock rod if possible.

(c) The controlling lever must be secured in the position corresponding to that of the switch.

(d) The air for the switch must be turned off.

Upon completion of repairs, the maintainer will test the levers by manipulation before surrendering jurisdiction of the machine.

Track Foremen

213. The Track Foreman reports to, and receives instructions from the Supervisor of Track, or his designated representative, and is responsible for the observance of all rules, regulations, and instructions to track laborers; he must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of his duties as Track Foreman.

214. He has charge of maintenance and repair work on his section and is responsible for the safety of track, bridges, and crossings; must know that track is in good line and surface, properly spiked and bolted, and in proper gauge, that cross-ties are properly spaced, lined, and tamped, and that the roadbed is in good condition; must see that track drains are kept properly cleaned; must see that old material is gathered up, and that his section is maintained in a neat and proper condition. During storms he must provide sufficient force to protect the railroad, and must render prompt assistance in case of accident or delay to trains.

215. He must provide himself with a reliable watch, and must compare the time each day with a standard clock.

216. He must see that employes assigned to him faithfully perform their duties; he must instruct his men in the proper use of tools provided for them, and in the exercise of care to avoid injury to themselves and others.

217. He must not permit anything to be placed where it will endanger employes, trains or engines; when not in use, hand cars or trucks must be kept locked and at a safe distance from the track.

218. He must observe signals displayed by trains or engines; must not permit movement of hand cars or

trucks without proper authority, and must promptly clear the track for trains or engines; he must not operate hand cars or other track cars except with at least one man facing in either direction.

219. He must prevent encroachment on the right-of-way and other property of the Company.

220. Any work or condition that interferes with the safe movement of trains or engines is an obstruction, and must not be permitted without authority from the Supervisor of Track. When such authority has been granted, proper protection in each direction must be provided before the work is started. In interlocking territory, if necessary, signals must be set to display their most restrictive indication until the track is ready for service, and signals or interlocking are in proper working order.

221. Track jacks and other heavy devices or tools must not be used between rails except when proper protective measures have been provided.

Enginemen

222. The Engineman reports to, and receives his instructions from the Master Mechanic, Road Foreman of Engines, or other designated officer of his respective railroad and while on Chicago Union Station Company's tracks or tracks under its jurisdiction, must conform to instructions of the Station Master or his representative; he must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of his duties as Engineman.

223. He must comply with the directions of the conductor as to starting, stopping, and the general management of the train, unless such instructions endanger the safety of the train or require a violation of rules, and is responsible for the observance of all rules,

regulations, and instructions to his fireman and for his prompt and efficient discharge of duty.

224. He must have a standard watch, compare time before commencing work, and if necessary adjust his watch to show the correct time; examine and familiarize himself with special instructions as posted by the railroads on bulletin boards at prescribed locations.

225. The engineman is responsible for the movement, safety, and proper care of the engine. He must make the safety of the train and engine of first importance in the discharge of duty. Should there be a doubt as to the safety of proceeding from any cause, the engineman will consult with the conductor and be equally responsible with him for the safe and proper handling of the train or engine; he must be vigilant and cautious, not trusting alone to signals or rules for safety.

226. Start carefully upon receipt of proper signal, avoid slipping driving wheels, and observe markers or have fireman do so to know that train is complete; keep a constant lookout, carefully observe all signals, and observe signals displayed by other trains.

227. Keep a constant lookout on the track for signals and obstructions, and, when practicable, see that the fireman does the same; acknowledge all signals except fixed signals; stop and inquire with respect to any signal not clearly understood; see that the train or engine is protected, and exercise every care to prevent accident or injury to persons; do not move train while passengers are boarding or leaving it; use every precaution to prevent fire, and do not permit burning waste, hot cinders, or any other thing to be thrown or dropped from the engine.

228. It is the engineman's duty to see that the engine is in good working order and equipped with the necessary tools, supplies, and signals, in good order;

keep flagman's day and night signals in the cab ready for use in an emergency; do not permit any person to ride on the engine without authority, except officers, their assistants, and employes in discharge of their duty; prevent the emission of smoke or gas when approaching or standing in the Union Station or Mail Terminal; must not permit the overflow from the injector to run while passing over switches or interlocking appliances or while standing in the Union Station; have water at a height in the boiler that will permit using the injector if necessary when standing; keep the fire in a condition that will make it possible to prevent blowing off steam; exercise care and good judgment in starting and stopping the train, and in moving or coupling cars, to avoid disturbance to passengers, injury to persons, or damage to property; do not leave the engine except in case of actual necessity, and, then, leave the fireman in charge.

229. After leaving Union Station the engineman must make an application of the air, and know that the brakes on the engine or train are in proper working order.

230. During foggy or stormy weather the engineman must not attempt to make up time between 22nd Street and Western Avenue, and must exercise extreme care with respect to the proper observance of signals.

231. The use of sand, except in emergency, shaking grates or dumping cinders, is prohibited; boilers must not be blown out.

232. When in charge of an engine to which no conductor is assigned the engineman will perform the duties of, and conform to the rules relating to conductors.

233. At night, when standing or moving about yards, engines without cars must display a red light on the rear.

Firemen

234. The Fireman reports to, and receives his instructions from the Master Mechanic, Road Foreman of Engines, or other designated officer of his respective railroad and while on Chicago Union Station Company's tracks or tracks under its jurisdiction, must conform to instructions of the Station Master or his representative; he must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of his duties as Fireman. While on duty he is under the direction of the engineman.

235. He must have a standard watch; compare time before commencing work, and if necessary adjust his watch to show the correct time; examine and familiarize himself with special instructions as posted by the railroads on bulletin boards at prescribed locations.

236. It is his duty to familiarize himself with the rules for enginemen, and their proper application; be familiar with the rules that apply to the protection of trains and the use of signals; give immediate notice to the engineman of any signals or indication of danger or obstruction, or if there is reason to believe the engine has struck a person or object on the track; take charge of the engine during the absence or incapacity of the engineman, and do not leave it until he returns; protect the train or engine when necessary; exercise every care to prevent accident or injury to persons; be on watch if the engineman is required to look away from the track in front, until he can resume his lookout; be sure to receive the proper signal for starting the train before reporting "all right" to the engineman; assist in making repairs when required.

237. When practicable, the fireman must keep a constant lookout on the track for signals and obstructions; observe signals displayed by other trains, and to observe markers to know that train is complete.

238. Shaking grates or dumping cinders is prohibited; boilers must not be blown out; use every precaution to prevent fire, and do not permit burning waste; hot cinders, or any other thing to be thrown or dropped from the engine; avoid firing so as to cause the emission of black smoke or gas when approaching or standing in the Union Station or Mail Terminal; must not permit the overflow from the injector to run while passing over switches or interlocking appliances or while standing in the Union Station; have water at a height in the boiler that will permit using the injector if necessary when standing; keep the fire in a condition that will make it possible to prevent blowing off steam.

239. Do not run the engine in the absence of the engineman, unless in an emergency you are directed to do so by the conductor, or other proper authority.

Passenger Conductors

240. The Passenger Conductor reports to, and receives his instructions from the Train Master or other designated officer of his respective railroad and while on Chicago Union Station Company's tracks, or tracks under its jurisdiction, must conform to instructions of the Station Master or his representative; must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of his duties as Passenger Conductor, and is responsible for the observance of all rules, regulations, and instructions to trainmen and other employes assigned to the train.

241. He is responsible for the movement, safety, and proper care of the train, and for the vigilance and conduct of the men employed thereon, and must promptly report to the proper authority any misconduct, neglect of duty, or violation of rules. He must make the safety of the train of the first importance in the discharge of duty. Should there be a doubt as to the safety of pro-

ceeding from any cause, the conductor will consult with the engineman and be equally responsible with him for the safe and proper handling of the train; he must be vigilant and cautious, not trusting alone to signals or rules for safety.

242. He must have a standard watch; compare time before commencing work, and if necessary adjust his watch to show the correct time; examine and familiarize himself with special instructions as posted by the railroads on bulletin boards at prescribed locations.

243. Unless otherwise instructed he must be in attendance at the train, in prescribed uniform, before leaving time, to inspect transportation or ascertain destination of passengers before allowing them to board the train; remain in attendance at the train, in uniform, until passengers have been discharged; see that trainmen do not change uniform clothing or caps, and that they are at their post on the platform to assist passengers leaving the train and to give them all necessary information; see that trainmen do not uncouple cars, air brake or other hose, or collect lamps, flags, etc., until that duty has been performed.

244. He must assist in making up the train when necessary; see that the train and engine are provided with full sets of signals, properly displayed; ascertain that the brakes and other appliances are in proper order; see that markers are displayed at rear of train except when otherwise prescribed.

245. He must not allow passengers to ride on car platforms, or in express or mail cars, or in baggage cars unless so authorized.

246. Do not start the train from Union Station until inspectors or others working about the train have given due notice that their work is finished, movement of passengers has ceased (except suburban trains), and the proper signal given by trainmen, and then only as pro-

vided in the instructions for use of the signal system for starting trains or engines (See page 14).

247. Prior to the time of departure a trainman must pass through the coaches and announce the stations or territory to which the train will carry passengers. Stopping outbound trains for belated passengers is not permitted.

248. It is his duty to assist passengers when practicable, see that they are properly directed, attend courteously to their comfort and wants, avoid any unnecessary conversation or loud talking, and see that other train and Pullman employes do the same; see that women, children, and infirm persons are assisted on and off trains, and be especially careful in such cases not to give the starting signal prematurely; prevent as far as possible passengers getting on or off the train while in motion, or at other than the regular station stop; see that vestibule doors and gates are kept closed (except on the platform side of train) while standing in the Union Station; he must not permit persons to board the train who are not in condition to take care of themselves (unless accompanied by someone competent to take care of them), or whose conduct might endanger their own lives or jeopardize the comfort or safety of other passengers on the train.

249. He must have equipment occupied by passengers properly lighted before entering Union Station, and while discharging or receiving passengers, and is responsible for the proper heating and ventilation of such cars. Toilet room doors must be closed and locked while train is between Roosevelt Road and Lake Street.

250. He must see that as little noise as possible is made in and about sleeping cars at night, and avoid any confusion, conversation, action, or noise that might be disturbing to passengers.

251. When a station platform does not accommodate all the exits, direct passengers to pass through the train to an opening where they can leave with safety.

252. When necessary for a doctor to meet an inbound train, or when ambulance or invalid chair is required to remove a passenger from the train, advance notice of such requirement must be given to the Station Master, by wire if possible, to avoid delay or confusion.

253. The conductor is responsible, so far as practicable, for the prompt and proper delivery of messages to officers or other persons on the train.

254. Train detentions, accidents, and personal injuries occurring between 22nd Street and Western Avenue must be promptly reported to the Station Master. When reporting accidents involving injury to persons, loss of life, or damage to property, furnish a full and exact statement of the facts, together with the names and addresses of all persons injured and of as many witnesses as possible. In case of serious accident to a train carrying passengers, secure the names and addresses of all persons on the train, if possible.

Passenger Trainmen

255. The Passenger Trainman reports to, and receives his instructions from the Train Master or other designated officer of his respective railroad; when on Chicago Union Station Company's tracks, or tracks under its jurisdiction, he must conform to the instructions of the Station Master or his representative, and must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of his duties as Passenger Trainman. While on duty he is under the direction of the conductor.

256. He must have a standard watch; compare time before commencing work, and if necessary adjust his

watch to show the correct time; examine and familiarize himself with special instructions as posted by the railroads on bulletin boards at prescribed locations.

257. Unless otherwise instructed, he must be in attendance at the train, in prescribed uniform, before leaving time, to inspect transportation or ascertain destination of passengers before allowing them to board the train; remain in attendance at the train, in uniform, until passengers have been discharged; and must not uncouple cars, air brake or other hose, or collect lamps, flags, etc., until that duty has been performed.

258. It is his duty to see that markers are displayed at rear of train, and that all necessary supplies, including signals, are on hand, in good condition, and in their proper place, attend to all required tests of air brakes, steam heating apparatus, and air signal appliances; see that equipment occupied by passengers is properly lighted before entering Union Station, and while receiving or discharging passengers; attend to the proper heating and ventilation of cars; turn seats with care to face toward the front of the train; see that toilet room doors are closed and locked while train is between Roosevelt Road and Lake Street; see that vestibule doors and gates are kept closed (except on platform side of train) while standing in the Union Station; assist in preserving order on and about the train; report promptly to the conductor any case of disorder or disturbance.

259. Be respectful and attend courteously to the convenience, comfort and wants of passengers, especially women and children traveling alone and invalids, avoiding any familiarity and unnecessary or loud conversation, either with passengers or other employes; see that as little noise as possible is made in and about sleeping cars at night, and avoid any confusion, conversation, action, or noise that might be disturbing to passengers; avoid any disputes or the use of improper

language; assist passengers, especially women, children, and aged or infirm persons on and off trains; being careful in such cases not to give the starting signal prematurely; prevent as far as possible passengers getting on and off trains while in motion, or at other than the regular station stop. If any passengers are obliged to stand, go through the train and request all persons occupying more than one seat to make room to seat them, calling the passengers' attention to the fact that there are seats at the front or rear of the train.

260. When entering the Union Station, the passenger trainman must distinctly announce the station, when practicable, in each car occupied by passengers, and remind them to remove their baggage and other property.

261. Prior to the time of departure a trainman must pass through the coaches and announce the stations or territory to which the train will carry passengers. Stopping outbound trains for belated passengers is not permitted.

262. When a station platform does not accommodate all the exits, direct passengers to pass through the train to an opening where they can leave with safety.

263. A passenger trainman, when acting as flagman, will take a position at the rear of the train with flagman's signals, and is responsible for the proper performance of all duties assigned to a flagman. He must go back immediately to protect the train, where the rules require it, without waiting for signal or instructions to do so; when more than one trainman is used on a train the rear trainman must perform this duty, and the front trainman must in like manner protect the front of the train as required by the rules.

264. Trainmen acting as pilots must not permit any person to ride on the rear of passenger trains in back-

ward motion, and must not allow passengers to ride on car platforms, in express or mail cars, or in baggage cars unless so authorized.

Train Baggage-men

265. The Train Baggage-man reports to, and receives his instructions from the Train Master or other designated officer of his respective railroad, and while on duty must conform to the instructions of the conductor; he must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of his duties as Train Baggage-man.

266. He must report for duty at the appointed time, and remain in the baggage car while on duty unless otherwise instructed.

267. It is his duty to receive, receipt for, take care of, and otherwise handle or deliver baggage carried on the train, U. S. mail, railroad mail, railroad material or supplies, and express carried in the baggage car; report all loss, damage, or irregularity in handling baggage, U. S. or railroad mail, railroad material or supplies, and express.

268. He must not permit any person to ride in the baggage car except employes in the proper discharge of their duties, authorized officers, or passengers in possession of proper written authority.

Yard Conductors

269. The Yard Conductor reports to, and receives his instructions from the Train Master or other designated officer of his respective railroad and while on Chicago Union Station Company's tracks, or tracks under its jurisdiction, must conform to instructions of the Station Master or his representative; he must observe the Rules of the Operating Department and

instructions to other classes of employes that relate in any way to the proper discharge of his duties as Yard Conductor, and is responsible for the observance of all rules, regulations, and instructions to trainmen and other employes assigned to the train or engine.

270. He is responsible for the movement, safety, and proper care of the train and for the vigilance and conduct of the men employed thereon, and must promptly report to the proper authority any misconduct, neglect of duty, or violation of rules. He must make the safety of the train of the first importance in the discharge of duty. Should there be a doubt as to the safety of proceeding from any cause, the conductor will consult with the engineman and be equally responsible with him for the safe and proper handling of the train; he must be vigilant and cautious, not trusting alone to signals or rules for safety.

271. He must have a standard watch; compare time before commencing work, and if necessary, adjust his watch to show the correct time; examine and familiarize himself with special instructions as posted by the railroads on bulletin boards at prescribed locations.

272. He must see that the train and engine are provided with full sets of signals, properly displayed; ascertain that the brakes and other appliances are in proper order; see that markers are displayed at rear of train except when otherwise prescribed.

273. When necessary to move cars the conductor must first see that all persons working in or about the same are notified, and give them sufficient time to move out of danger; he must see that subordinates are familiar with their duties, and instruct them in the performance of the work.

274. See that as little noise as possible is made in and about sleeping cars at night, avoid any confusion,

conversation, action, or noise that might be disturbing to passengers, and see that other train employes do the same.

275. When moving freight cars see that all doors are properly secured; pay special attention to the securing of swinging doors on refrigerator cars; make frequent inspections of the condition of cars as opportunity offers while enroute.

276. Promptly report, and exercise particular care in the handling of cars which are improperly or too heavily loaded, which have defects that endanger trainmen, or are not in safe condition to move.

277. Train detentions, accidents and personal injuries occurring between 22nd Street and Western Avenue must be promptly reported to the Station Master. When reporting accidents involving injury to persons, loss of life, or damage to property, furnish a full and exact statement of the facts, together with the names and addresses of all persons injured and of as many witnesses as possible.

Yard Brakemen (Switchmen)

278. The Yard Brakeman (Switchman) reports to, and receives his instructions from the Train Master or other designated officer of his respective railroad and while on Chicago Union Station Company's tracks, or tracks under its jurisdiction, must conform to instructions of the Station Master or his representative; must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of his duties as Yard Brakeman (Switchman). While on duty he is under the direction of the conductor.

279. He must have a standard watch; compare time before commencing work, and if necessary adjust his

watch to show the correct time; examine and familiarize himself with special instructions as posted by the railroads on bulletin boards at prescribed locations.

280. It is his duty to see that markers are displayed at rear of train except when otherwise prescribed, and that all necessary supplies, including signals, are on hand, in good condition, and in their proper place; attend to all required tests of air brakes and air signal appliances; see that as little noise as possible is made in and about sleeping cars at night, and avoid any confusion, conversation, action, or noise that might be disturbing to passengers.

281. The yard brakeman (switchman), when acting as flagman, will take a position at the rear of the train with flagman's signals, and is responsible for the proper performance of all duties assigned to a flagman. He must go back immediately to protect the train, where the rules require it, without waiting for signal or instructions to do so; when more than one brakeman (switchman) is used on a train the rear brakeman (switchman) must perform this duty, and the front brakeman (switchman) must in like manner protect the front of the train as required by the rules.

282. The brakeman (switchman) acting as pilot must not permit any person to ride on the rear of a passenger train in backward motion.

283. When a switch is changed, see that the points move the full distance and that the switch signal gives the proper indication; the switch must be fastened as soon as thrown either way. Report any neglect or carelessness on the part of any trainman or other employe in handling switches, or on the part of engine-men of trains or engines approaching or passing over switches.

Pilots

284. The Pilot reports to, and receives his instructions from the Train Master or other designated officer of his respective railroad and while on Chicago Union Station Company's tracks, or tracks under its jurisdiction, must conform to instructions of the Station Master or his representative; must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of his duties as Pilot.

285. He must have a standard watch; compare time before commencing work, and if necessary adjust his watch to show the correct time; examine and familiarize himself with special instructions as posted by the railroads on bulletin boards at prescribed locations.

Switchtenders

286. The Switchtender reports to, and receives his instructions from the Station Master or his designated representative, and must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of his duties as Switchtender; when on duty he must conform to the instructions of the Train Director.

287. He must have a standard watch; compare time before commencing work, and if necessary adjust his watch to show the correct time; examine and familiarize himself with special instructions.

288. He is required to be constantly on duty during the hours assigned to him; when in charge of switches he is responsible for their safe working, and at all times must be watchful, careful, and closely attentive to duty; prevent accident either from neglect to display signals, failure to throw switches properly, leaving them unlocked or unfastened, setting them for the wrong track, or unfastening switch while train or engine is passing.

289. He must familiarize himself with all signal rules, the arrangement of tracks where switching is required, and the movements and rights of trains or engines using them; operate the switches under his charge for trains or engines using them; be constantly on the watch for approaching trains or engines, and be sure that the proper signal is displayed for each; when in charge of main track switches, be in plain sight of enginemen of all approaching trains or engines, and take careful notice as they pass to see that all is in proper order and be able to give a clear report of anything happening out of the usual course.

290. He must, when practicable, keep the switches secured for the main track; when a switch is changed see that the points move the full distance and that the switch signal gives the proper indication; the switch must be fastened as soon as thrown either way.

291. It is his duty to examine thoroughly the switches to be operated and see by actual trial that they are in complete working order, including all connections, targets, lamps, and other signals; inspect also the condition of the frogs, rails, and crossings, and quickly remove ice, snow, or any other obstruction to the safe passage of trains or engines; make such minor temporary repairs as may be needed, and report at once to the proper authority all defects, breakage, or difficulty in operation, and see that signals are used as required by the rules; when any breakage occurs, or repairs are being made, see that the proper signals are displayed; report any neglect or carelessness on the part of any trainman or other employe in handling switches, or on the part of enginemen of trains or engines approaching or passing over switches.

292. He must not leave his post without proper authority or until relieved by the designated relief, and must transmit to the person relieving him any special

instructions or arrangements which may have been communicated to him by proper authority, furnish him with full information of all trains overdue, and give any other information necessary for his guidance and for the safety of trains or engines.

293. Where switch-houses are provided, do not permit any unauthorized person to be in or about them; keep the premises in clean and neat condition.

Telegraph Operators

294. The Telegraph Operator reports to, and receives his instructions from the Station Master, and must, when practicable, conform to the instructions of the division operators or train dispatchers of the several railroads; he must observe the Rules of the Operating Department and instructions to other classes of employes that relate in any way to the proper discharge of his duties as Telegraph Operator.

295. He is required to be constantly on duty during the hours assigned to him, and must not leave the office without proper authority or until properly relieved; the operator going off duty must give written transfer of all train orders in effect to relieving operator and inform the operator coming on duty of any unfinished business.

296. He must give particular attention to the adjustment of telegraph instruments, exercise care in the use of such instruments and telephones, and be ready at all times to receive train orders.

297. In case of wire failure, every effort will be made to report the fact to the proper officer and to restore means of communication at the earliest possible time.

298. He must not permit employes or others to frequent the telegraph office, and must not receive messages to be transmitted free unless signed by an

officer, agent, or other authorized person. On each message sent or received, he must enter the date, time, office call, and signal of the operators who send and receive it. Messages sent must be preserved, and those received promptly delivered; all messages must be considered as confidential, and must not be disclosed to any person other than the one to whom addressed, nor will they be made the subject of any conversation or remarks.

299. "GB" telegraph office at Chicago Union Station is in charge of the day operator.

MISCELLANEOUS INSTRUCTIONS

401. Employees whose hours of service are restricted by the Hours of Service law must take action through the proper officer to avoid excess service.

Employees called for service before expiration of full legal "off duty" period must report the fact to the proper officer before going on duty.

402. Employees whose vision requires the use of glasses and whose duties require them to distinguish the position or color of signals, must wear the proper glasses while on duty.

403. When required employees must wear goggles of an approved type.

404. When personal injury resulting from use, handling, or movement of equipment occurs to employees or others, immediate inspection of such equipment must be made by the employee in charge, working parts tested if necessary, to determine cause of failure, if any, and conditions reported to the proper official.

405. Employees are forbidden to throw garbage, bottles, paper, ashes, or refuse of any kind from cars

or engines. Passenger trainmen and Pullman employees must not permit the throwing of such matter from trains, including dining, sleeping, parlor, business or private cars.

406. The sale of books, pamphlets, souvenirs, or any other articles in Union Station or on trains by others than authorized persons, soliciting of alms, distribution of hotel cards, advertising matter, or literature not directly connected with the business of the railroads, is prohibited.

407. A person suffering from smallpox, Asiatic cholera, yellow fever, bubonic plague, diphtheria, scarlet fever or typhus fever will not be accepted for transportation.

408. A person suffering from typhoid fever, glanders, anthrax, leprosy, puerperal fever, erysipelas or measles may be accepted for transportation, provided an entire car is set aside for the afflicted person and that the individual sick is accompanied by a competent attendant with ample facilities for disinfecting excreta prior to disposing of same through the usual train closet.

Permission must always be obtained from the local representative of the State Health Department in advance, and complete arrangements must be made for disinfection of car at the end of the journey. The state holds the carrier responsible for any neglect of these provisions.

409. Blind persons and those of mental infirmities, who are not capable of traveling alone, will not be carried unless accompanied by a caretaker. Blind persons who are known to be capable of traveling alone will not require a caretaker, and may purchase tickets and will be given such assistance by station employees, trainmen, and Pullman employees in getting on or off

trains, or while on trains, as may be necessary for their safety.

410. Station employes and others must do their work as quietly as possible, avoiding any unnecessary noise, to prevent disturbance of passengers occupying sleeping cars.

411. Employes must co-operate with messengers to effect delivery of commercial telegrams to passengers; messengers will be permitted to pass through trains if sufficient time remains for them to do so with safety.

412. When a car or engine is rerailed it must be carefully inspected for bent axle or other defects, and arrangements made for inspection at the first opportunity by competent inspectors.

413. The use of telephones for other than business pertaining to the railroads is prohibited.

