

**THE  
PENNSYLVANIA  
RAILROAD  
  
GENERAL RULES**

**FOR EMPLOYEES NOT OTHERWISE SUBJECT TO  
THE RULES FOR CONDUCTING TRANSPORTATION**



**T**he rules herein set forth govern the railroads operated by the Pennsylvania Railroad and must be observed by all employes whose duties are affected thereby and who are not otherwise subject to the "Rules For Conducting Transportation". They supersede all previous rules and instructions inconsistent therewith.

**J. A. SCHWAB**  
*General Manager,  
Eastern Region*

**M. S. SMITH**  
*General Manager,  
Central Region*

**J. D. MORRIS**  
*General Manager,  
Western Region*

**C. I. CLUGH**  
*Works Manager*

- 1. Safety is of the first importance in the discharge of duty. Obedience to the rules is essential to safety.**
- 2. To enter or remain in the service is an assurance of willingness to obey the rules.**
- 3. The welfare of the Company depends upon the confidence of its patrons in the integrity and trustworthiness of all employes and in their ability to properly perform their assigned tasks safely and efficiently. The service demands the faithful, intelligent and courteous discharge of duty.**
- 4. To obtain promotion, ability must be shown for greater responsibility.**
- 5. If in doubt as to the meaning of any rule or instruction, employes must apply to proper authority for an explanation.**
- 6. Employes must pass the required examinations.**
- 7. Employes must devote themselves exclu-**

sively to the Company's service while on duty, render every assistance in their power in carrying out the rules and instructions, and report to the proper official any violation thereof.

**8.** To enter or remain in the service, employees must be of good moral character and must conduct themselves at all times, whether on or off Company property, in such manner as not to bring discredit upon the Company.

**9.** Participation in any unauthorized activity while on duty or while on Company property which may interfere with the performance of the work of any employee is prohibited.

**10.** The use of intoxicants by employees available for or while on duty is sufficient cause for dismissal.

**11.** Smoking is prohibited where inflammable or explosive material is used or stored.

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

**13.** Where badges or uniforms are prescribed, employes must wear them while on duty. Uniformed employes, and others having contact with the public, must be neat in appearance.

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

**15.** In case of danger of damage to, or loss of railroad property by fire, theft, or other causes, employes must unite to protect it.

They must exercise care in the use of railroad property, and when leaving the service, must return property entrusted to their care.

Property of the railroad, as well as freight and articles found on cars, right-of-way, or elsewhere on Company property must be cared for and properly reported, and must not be removed from Company premises without first securing proper authority.

**16.** Employes must exercise care to avoid injury to themselves and others.

**17.** Employees must not divulge to any person outside the railroad, any information regarding the railroad, or transactions of the railroad with shippers, suppliers, or others, which might be used to the disadvantage of the railroad.

**18.** Personal injuries to employees must be reported immediately to the head of the department, and if medical service was rendered, the name of the attending physician included.

**19.** In all cases of doubt or uncertainty the safe course must be taken.









