No. 8797

THE PENNSYLVANIA RAILROAD COMPANY
PHILADELPHIA, BALTIMORE & WASHINGTON RAILROAD COMPANY
NORTHERN CENTRAL RAILWAY COMPANY
WEST JERSEY & SEASHORE RAILROAD COMPANY

RULES

FOR THE GOVERNMENT

OF THE

Transportation Department

Prepared by the General Manager, and approved by the President and Board of Directors.

To take effect May 29, 1910.
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The rules herein set forth govern the railroads directly operated by the Pennsylvania Railroad Company, and also the railroads operated by the several other companies east of Pittsburgh and Erie included in that Company's system.

They take effect May 29, 1910, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

W. HEYWARD MYERS,

General Manager.
GENERAL NOTICE.

No officer, agent or employe shall, directly or indirectly, hold any interest or be concerned in any undertaking which may interfere with the full discharge of his duty to the Company, or with the Company's full discharge of its duty to the public.

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

Obedience to the rules is essential to the safety of passengers and employes, and to the protection of property.

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

To obtain promotion capacity must be shown for greater responsibility.

Employes, in accepting employment, assume its risks.
GENERAL RULES.

A. Employes whose duties are prescribed by these rules must provide themselves with a copy.

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.

C. Employes must pass the required examinations.

D. Persons employed in any service on trains 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.

F. Any violation of the rules or special instructions must be reported.

G. The use of intoxicants by employes while on duty is prohibited. Their habitual use, or the frequenting of places where they are sold, is sufficient cause for dismissal.

H. The use of tobacco when on duty in or about passenger stations, or on passenger cars, and smoking in or about shops or freight stations, is prohibited.

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

K. Persons authorized to transact business at stations or on trains must be orderly and avoid annoyance to patrons.
L. In case of danger to the Company's property employes must unite to protect it.

M. Accidents, detention of trains, failure in the supply of water or fuel, or defects in track, bridges or signals, must be promptly reported by wire to the Superintendent.

N. Employes while on duty connected with the trains on any division are under the authority and must conform to the orders of the officers of that division.

O. Employes must examine and know for themselves that grab-irons, brake-shafts and attachments, running-boards, steps and all other parts of cars and engines which they are to use, and all mechanical appliances, tools, supplies and facilities of every kind of which they must make use in performing their duties, are in proper condition. If not, they must put them so or report them to the proper person and have them put in order before using.
GENERAL DEFINITIONS.

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

Regular Train.—A train authorized by a time-table schedule.

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

Extra Train.—A train not authorized by a time-table schedule. It must be designated as—
Extra—for any extra train except passenger train extra or work train extra;
Passenger extra—for passenger train extra;
Work extra—for work train extra.

Superior Train.—A train having precedence over another train.

Train of Superior Right.—A train given precedence by train order.

Train of Superior Class.—A train given precedence by time-table.

Train of Superior Direction.—A train given precedence in the direction specified by the time-table as between trains of the same class.

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

Schedule.—That part of a time-table which prescribes class, direction, number and movement for a regular train.
DIVISION.—That portion of a railroad assigned to the supervision of a Superintendent.

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

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

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

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

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

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

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

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

TRAIN-ORDER SIGNAL.—A signal displayed in the place provided therefor, in addition to a fixed signal, when orders are to be delivered to a train.
Yard.—A system of tracks within defined limits provided for the making up of trains, storing of cars and other purposes, over which movements not authorized by time-table, or by train order, may be made, subject to prescribed signals and regulations.

Yard Engine.—An engine assigned to yard service and working within yard limits.

Pilot.—A person assigned to a train when the engineman or conductor, or both, are not fully acquainted with the physical characteristics, or rules of the railroad, or portion of the railroad over which the train is to be moved.
TRAIN RULES.

NOTE.—UNLESS OTHERWISE SPECIFIED, THESE RULES ARE APPLICABLE WITHOUT RESPECT TO THE NUMBER OF TRACKS.

STANDARD TIME.

1. The 75th Meridian, or Eastern time, is the standard and will be transmitted to all points at 2.00 a. m. and 2.00 p. m., daily, at which time clocks must be adjusted to show correct time.

2. Conductors, enginemen and other designated employes must use reliable watches.

3. Conductors, enginemen and other designated employes must, before starting on each daily run or trip, compare their watches with a clock designated as a standard clock and adjust them to show correct time.

Conductors, enginemen and other designated employes, not having access to a standard clock, must compare their watches daily with those of conductors or enginemen who have standard time and adjust them to show correct time.
TIME-TABLES.

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

Schedules on each division date from their initial stations on such division.

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

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

Unless otherwise indicated, the time applies to the switch where an inferior train enters the siding; where there is no siding it applies to the place from which fixed signals are operated;
where there is neither siding nor fixed signal, it applies to the place where traffic is received or discharged.

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

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

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

Where there are one or more trains to meet or pass a train between two times, or more than one train to meet a train at any station, attention is called to it by small type adjoining the full-faced type, or by a symbol.

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

s—Regular stop;

f—Stop on signal to receive or discharge passengers or freight.
SIGNAL RULES.

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

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

9. Night signals are to be displayed from sunset to sunrise. When weather or other conditions obscure day signals, night signals must be used in addition.

10. VISIBLE SIGNALS.

COLOR SIGNALS.

<table>
<thead>
<tr>
<th>Color</th>
<th>Indication</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Red.</td>
<td>Stop.</td>
</tr>
<tr>
<td>(b) Green.</td>
<td>Proceed with caution, and for other uses prescribed by the Rules.</td>
</tr>
<tr>
<td>(c) White.</td>
<td>Proceed, and for other uses prescribed by the Rules.</td>
</tr>
<tr>
<td>(d) Green and white.</td>
<td>Flag stop. See Rule 28.</td>
</tr>
<tr>
<td>(e) Blue.</td>
<td>See Rule 26.</td>
</tr>
</tbody>
</table>

11. A fusee on or near the track burning red is an extra signal and indicates stop.
### 12. Hand, Flag and Lamp Signals

<table>
<thead>
<tr>
<th>Manner of Using</th>
<th>Indication</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Swung across the track.*</td>
<td>Stop.</td>
</tr>
<tr>
<td>(b) Raised and lowered vertically.†</td>
<td>Proceed.</td>
</tr>
<tr>
<td>(c) Swung vertically in a circle at half arm's length across the track, when the train is standing.‡</td>
<td>Back.</td>
</tr>
<tr>
<td>(d) Swung vertically in a circle at arm's length across the track, when the train is running.§</td>
<td>Train has parted.</td>
</tr>
<tr>
<td>(e) Swung horizontally above the head, when the train is standing.¶</td>
<td>Apply air brakes.</td>
</tr>
<tr>
<td>(f) Held at arm's length above the head, when the train is standing.°</td>
<td>Release air brakes.</td>
</tr>
<tr>
<td>(g) Held horizontally at arm's length, when the train is moving.♀</td>
<td>Reduce speed.</td>
</tr>
</tbody>
</table>

* Illustrated by diagram on page 57.  
† Illustrated by diagram on page 58.  
‡ Illustrated by diagram on page 58.  
§ Illustrated by diagram on page 59.  
¶ Illustrated by diagram on page 60.  
° Illustrated by diagram on page 61.  
♀ Illustrated by diagram on page 61.

13. Any object waved violently by any one on or near the track is a signal to stop.
### AUDIBLE SIGNALS.

#### 14. ENGINE WHISTLE SIGNALS.

**NOTE.**—THE SIGNALS PRESCRIBED ARE ILLUSTRATED BY “o” FOR SHORT SOUNDS; “—” FOR LONGER SOUNDS. THE SOUND OF THE WHISTLE SHOULD BE DISTINCT, WITH INTENSITY AND DURATION PROPORTIONATE TO THE DISTANCE SIGNAL IS TO BE CONVEYED.

<table>
<thead>
<tr>
<th>Sound</th>
<th>Indication</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) o</td>
<td>Stop. Apply brakes.</td>
</tr>
<tr>
<td>(b) — —</td>
<td>Release brakes.</td>
</tr>
<tr>
<td>(c) — o o o</td>
<td>Flagman go back and protect rear of train.</td>
</tr>
<tr>
<td>(d) — — — —</td>
<td><strong>(SINGLE AND DOUBLE TRACK.)</strong> Flagman return from west or south. <strong>(THREE, OR MORE TRACKS.)</strong> Flagman on passenger track return from west or south.</td>
</tr>
<tr>
<td>(da) — — — o</td>
<td><strong>(THREE, OR MORE TRACKS.)</strong> Flagman on freight track return from west or south.</td>
</tr>
<tr>
<td>(e) — — — —</td>
<td><strong>(SINGLE AND DOUBLE TRACK.)</strong> Flagman return from east or north. <strong>(THREE, OR MORE TRACKS.)</strong> Flagman on passenger track return from east or north.</td>
</tr>
<tr>
<td>(ea) — — — — o</td>
<td><strong>(THREE, OR MORE TRACKS.)</strong> Flagman on freight track return from east or north.</td>
</tr>
<tr>
<td>(f) — — —</td>
<td>When running, train parted; to be repeated until answered by the signal prescribed by Rule 12 (d).* Answer to 12 (d).*</td>
</tr>
<tr>
<td>(g) o o o</td>
<td>Answer to any signal not otherwise provided for.</td>
</tr>
<tr>
<td>(h) o o o</td>
<td>When train is standing, back. Answer to 12 (c)† and 16(c). When train is running, answer to 16 (d).</td>
</tr>
<tr>
<td>(j) o o o o</td>
<td>Call for signals.</td>
</tr>
<tr>
<td>(k) — o o</td>
<td><strong>(SINGLE TRACK.)</strong> To call the attention of extra trains or trains of the same or inferior class or inferior right to signals displayed for a following section.</td>
</tr>
<tr>
<td>(l) — — o o</td>
<td>Approaching public crossings at grade.</td>
</tr>
<tr>
<td>(m)—————</td>
<td>Approaching stations, junctions and railroad crossings at grade.</td>
</tr>
</tbody>
</table>

* Illustrated by diagram on page 59.
† Illustrated by diagram on page 58.

A succession of short sounds of the whistle is an alarm for persons or cattle on the track.
15. The explosion of two torpedoes, not more than 200 feet apart, is a signal to reduce speed and look out for a stop signal or track obstruction. The explosion of one torpedo will indicate the same as two, but the use of two is required.

16. **COMMUNICATING SIGNALS.**

<table>
<thead>
<tr>
<th>Sound</th>
<th>Indication</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Two</td>
<td>When train is standing, start.</td>
</tr>
<tr>
<td>(b) Two</td>
<td>When train is running, stop at once.</td>
</tr>
<tr>
<td>(c) Three</td>
<td>When train is standing, back.</td>
</tr>
<tr>
<td>(d) Three</td>
<td>When train is running, stop at next station.</td>
</tr>
<tr>
<td>(e) Four</td>
<td>When train is standing, apply or release air brakes.</td>
</tr>
<tr>
<td>(f) Four</td>
<td>When train is running, reduce speed.</td>
</tr>
<tr>
<td>(g) Five</td>
<td>When train is standing, call in flagman.</td>
</tr>
<tr>
<td>(h) Five</td>
<td>When train is running, increase speed.</td>
</tr>
</tbody>
</table>

**TRAIN SIGNALS.**

17. The headlight will be displayed to the front of every train by night.

18. Yard engines will display the headlight to the front and rear by night. When not provided with a headlight at the rear, two white lights must be displayed. Yard engines will not display markers.
19. (SINGLE TRACK.) The following signals will be displayed, one on each side of the rear of every train, as markers, to indicate the rear of the train:

By day:
Green flags.*

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

Trains with cabin car on the rear will, in addition to the above signals, display on the rear of the train a top light showing red to the rear and green to the front, except when the train is clear of the main track, when the top light will show green to the front and rear.

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

By day:
Green flags.*

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

When clear of main track: Green lights to the front, side and rear.‡

* Illustrated by diagram on page 70.
† Illustrated by diagram on page 71.
‡ Illustrated by diagram on page 72.
§ Illustrated by diagram on page 73.
Trains with cabin car on the rear will, in addition to the above signals, display on the rear of the train a top light showing red to the rear and green to the front, except when the train is turned out against the current of traffic, or is clear of the main track, when the top light will show green to the front and rear.

19b. (THREE, OR MORE TRACKS.) The following signals will be displayed, one on each side of the rear of every train, as markers, to indicate the rear of the train:

By day:

Green flags.*

By night:

On Passenger track with the current of traffic:

Green lights to the front and side and red lights to the rear. †

On freight track with the current of traffic, or on any track against the current of traffic:

Green lights to the front and side, a green light to the rear on the side next the passenger track on which the current of traffic is in the direction the train is moving, and a red light to the rear on the opposite side. ‡

When clear of main track: Green lights to the front, side and rear. ‡

Trains with cabin car on the rear will, in addition to the above signals, display on the rear of the train a top light showing red to the rear and green to the front, except when on any track other than the passenger track with the current of traffic, when the top light will show green to the front and rear.

* Illustrated by diagram on page 70.
† Illustrated by diagram on page 71.
‡ Illustrated by diagram on page 72.
§ Illustrated by diagram on page 74.
20. All sections, except the last, will display two green flags, and, in addition, two green lights by night, in the places provided for that purpose on the front of the engine.*

20a. (Double, three, or more tracks.) On portions of the railroad so specified on the time-table, the display of green flags and green lights, as prescribed by Rule 20, will be omitted.

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

21a. (Double, three, or more tracks.) On portions of the railroad so specified on the time-table, the display of white flags and white lights, as prescribed by Rule 21, will be omitted on all extra trains, except passenger extras.

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

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

* Illustrated by diagrams on pages 66 and 67.
† Illustrated by diagrams on pages 62 and 63.
24. When cars are pushed by an engine (except when shifting or making up trains in yards) a white light must be displayed on the front of the leading car by night.*

24a. When an engine is running backward without cars, or at the front of a train pulling cars, a white light must be displayed by night on the rear of the tender if not equipped with a headlight.†

25. Each car on a passenger train must be connected with the engine by a communicating signal appliance.

26. A blue flag by day and a blue light by night, displayed at one or both ends of an engine, car or train, indicates that workmen are under or about it; when thus protected it must not be coupled to or moved. Workmen will display the blue signals and the same workmen are alone authorized to remove them. Other cars must not be placed on the same track so as to intercept the view of the blue signals, without first notifying the workmen.

USE OF SIGNALS.

27. 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, and the fact reported to the Superintendent.

* Illustrated by diagrams on pages 76 and 77.
† Illustrated by diagram on page 78.
28. The combined green and white signal is to be used to stop a train only at the flag stations indicated on its schedule. When it is necessary to stop a train at a point that is not a flag station on its schedule, a red signal must be used.

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

30. The engine-bell must be rung when an engine is about to move; when running through tunnels; along the streets of towns and cities; and when passing a train standing on an adjacent track.

31. The engine-bell must be rung on approaching every public road crossing at grade, and until it is passed; and the whistle must be sounded at all whistling-posts.

32. The unnecessary use of either the whistle or the bell is prohibited. They will be used only as prescribed by rule or law, or to prevent accident.

32a. The whistle must not be sounded while passing a passenger train, except in cases of danger.

33. Watchmen stationed at public road and street crossings must use red signals only when necessary to stop trains.
34. Torpedoes must not be placed near stations, road crossings, main track switches or in yards, where persons are liable to be injured by them.

**SUPERIORITY OF TRAINS.**

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

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

Right is superior to class or direction.

Direction is superior as between trains of the same class.

Superiority by direction is limited to single track.

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

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

73. Extra trains are inferior to regular trains.

**MOVEMENT OF TRAINS.**

81. (DOUBLE, THREE, OR MORE TRACKS.) Trains must run with the current of traffic, unless otherwise directed by proper authority.
82. Time-table schedules, unless fulfilled, are in effect for twelve hours after their time at each station.

Regular trains twelve hours behind either their schedule arriving or leaving time at any station lose both right and schedule, and can thereafter proceed only as authorized by train order.

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

83a. (Double, Three, or More Tracks.) A train must not leave its initial station on any division, or a junction, or other starting point, until it has been ascertained whether all superior trains due have left, unless otherwise provided.

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

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

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

86. An inferior train must clear the time of a superior train, in the same direction, not less than five minutes; but must be clear at the time a first-class train, in the same direction, is due to leave the next station in the rear where time is shown, unless otherwise provided.
87. (SINGLE TRACK.) An inferior train must keep out of the way of opposing superior trains, and failing to clear the main track by the time required by rule must be protected as prescribed by Rule 99.

Extra trains will be governed by train orders with respect to opposing extra trains.

88. (SINGLE TRACK.) At meeting points between trains of the same class, the inferior train must clear the main track before the leaving time of the superior train.

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

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

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

90. (SINGLE TRACK.) Trains must stop at schedule meeting stations, if the train to be met is of the same class, unless the switch is right and the track clear.

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

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

90a. On a siding used by trains in both directions, trains must run expecting to meet opposing trains.

91. Unless some form of block signals is used, trains in the same direction must keep at least five minutes apart, except in closing up at stations.

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

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

93. (SINGLE TRACK.) Within yard limits the main track may be used clearing first-class trains as prescribed by the rules and protecting against other regular trains. Extra trains must move within yard limits prepared to stop unless the main track is seen or known to be clear.

NOTE.—YARD LIMITS WILL BE INDICATED BY YARD LIMIT BOARDS.

93a. (DOUBLE, THREE, OR MORE TRACKS.) Within yard limits the main tracks may be used clearing first-class trains as prescribed by the rules and protecting against other regular and extra trains.

NOTE.—YARD LIMITS WILL BE INDICATED BY YARD LIMIT BOARDS.
94. A train which overtakes another train so disabled that it cannot proceed will pass it, if practicable, and if necessary will assume the schedule and take the train orders of the disabled train, proceed to the next available telegraph or telephone office, and there report to the Superintendent. The disabled train will assume the right or schedule and take the train orders of the last train with which it has exchanged, and will when able proceed to and report from the next available telegraph or telephone office.

94a. (SINGLE TRACK.) When a train, unable to proceed against the right or schedule of an opposing train, is overtaken between stations by an inferior train or a train of the same class having right or schedule which permits it to proceed, the delayed train may, after proper consultation with the following train, precede it to the next available telegraph or telephone office, where it must report to the Superintendent. When opposing trains are met under these circumstances, it must be fully explained to them by the leading train that the expected train is following.

95. Two or more sections may be run on the same schedule.
Each section has equal time-table authority.
95a. A train must not display signals for a following section without orders from the Superintendent or such officer as he may designate.

96. (SINGLE TRACK.) When signals displayed for a section are taken down at any point before that section arrives, the conductor will, if there be no other provision, arrange in writing with the operator, or if there be no operator, with the switch tender, or in the absence of both, with a flagman left there for that purpose, to notify all opposing inferior trains or trains of the same class leaving such point, that the section for which signals were displayed has not arrived.

97. (SINGLE TRACK.) Extra trains must not be run without orders from the Superintendent.

97a. (DOUBLE, THREE, OR MORE TRACKS.) Extra trains must not be run without orders from the Superintendent or Yard Master, unless otherwise provided.

98. Trains must approach the end of double track, junctions, railroad crossings at grade, and drawbridges, prepared to stop, unless the switches and signals are right and the track is clear. Where required by law, trains must stop.
99. When a train stops or is delayed, under circumstances in which it may be overtaken by another train, the flagman must go back immediately with stop signals a sufficient distance to insure full protection. When recalled he may return to his train, first placing two torpedoes on the rail when the conditions require it.

The front of a train must be protected in the same way, when necessary, by the fireman.

99a. When the conditions require it a fusee must be used. A train finding a fusee burning on or near its track must, after having stopped, remove the fusee and proceed cautiously looking out for a stop signal.

100. When the flagman goes back to protect the rear of his train, the next brakeman must take his place on the train. On passenger trains the baggageman must take the place of the brakeman when necessary.

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

The front portion will then go back, to recover the detached portion, running with caution and following a flagman. The detached portion must not be moved or passed until the front portion comes back.

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

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

102. When cars are pushed by an engine, a trainman must take a conspicuous position on the front of the leading car.

If signals from the trainmen cannot be seen from the engine it must be stopped immediately.

102a. When a train is shifting over a crossing where there is no watchman, a trainman must be stationed on the crossing to give warning to persons using same.

103. Messages or orders respecting the movement of trains or the condition of track, bridges or signals must be in writing.

104. Switches must be left in proper position after having been used. Conductors and flagmen are responsible for the position of the switches used by them and the other trainmen, except where switch tenders are stationed.

A switch must not be left open for a following train unless in charge of a trainman of such train.
104a. While a train is waiting to cross over and during the passage of another train on any main track, both switches of any cross-over leading to such track must be secured in the normal position.

105. Both conductors and enginemen are responsible for the safety of their trains and, under conditions not provided for by the rules, must take every precaution for their protection.

106. In all cases of doubt or uncertainty the safe course must be taken and no risks run.

150. (DOUBLE TRACK.) Trains must keep to the right, unless otherwise provided.

151. (THREE, OR MORE TRACKS.) The use of these tracks both as to the class and the current of traffic, will be designated on the time-table or by special instructions.

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

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

In permitting trains to pass after crossing over, preference must be given to the train of greatest importance.
153. Trains must use caution in passing a train receiving or discharging passengers at a station, and must not pass between it and the platform at which the passengers are being received or discharged.

153a. When an extra train is receiving or discharging passengers, or a regular train making other than schedule stops, or making schedule stops on other than its assigned track, the conductor and engineman must see that passengers are protected against other trains.

154. Should a train carrying mail be diverted from its regular track, so that mail cannot be caught from crane, or delivered with safety, the train must stop to receive or deliver the mail, and the trainmen give the necessary assistance to mail clerks.

MOVEMENT BY TRAIN ORDERS.

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

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

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

203. Train orders must be numbered consecutively each day, beginning with No. 1 at midnight.
204. Train orders must be addressed to those who are to execute them, naming the place at which each is to receive his copy. Those for a train must be addressed to the conductor and engineman, and also to any one who acts as its pilot. A copy for each person addressed must be supplied by the operator.

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

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

206. Regular trains will be designated in train orders by their numbers, as "No. 10" or "2nd No. 10," adding engine numbers of inferior trains. Extra trains by engine numbers, as "Extra 798" with the direction, when necessary, as "East" or "West." Other numbers will be stated in figures only, except time, which will be stated in words and duplicated in figures.
207. To transmit a train order, the signal "31" or the signal "19" must be given to each office addressed, the number of copies being stated, if more or less than three—thus, "31 copy 5," or "19 copy 2."

208. A train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable. The several addresses must be in the order of superiority of trains, each office taking its proper address. When not sent simultaneously to all, the order must be sent first to the superior train.

209. Operators receiving train orders must write them in manifold during transmission and if they cannot at one writing make the requisite number of copies, must trace others from one of the copies first made.

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

Those to whom the order is addressed must then sign it, and the operator will then send their signatures preceded by the number of the order to the Superintendent. The response "complete," and
the time, with the initials of the Superintendent, will then be given by the train dispatcher. Each operator receiving this response will then write on each copy the word “complete,” the time, and his last name in full, and then deliver a copy to each person addressed, which they will compare while the operator reads the order to them aloud.

211. When a “19” train order has been transmitted, operators must, unless otherwise directed, repeat it at once from the manifold copy, in the succession in which the several offices have been addressed. Each operator receiving the order should observe whether the others repeat correctly. When the order has been repeated correctly by an operator, the response “complete,” and the time, with the initials of the Superintendent, will be given by the train dispatcher. The operator receiving this response will then write on each copy the word “complete,” the time, and his last name in full, and personally deliver a copy to each person addressed without taking his signature.

When a “19” train order restricting the superiority of a train is issued for it at the point where such superiority is restricted, the train must be brought to a stop before delivery of the order.

212. A train order may, when so directed by the train dispatcher, be acknowledged without repeating, by the operator responding: “X” “(Number of Train Order) to (Train Number),” with the operator’s initials and office signal. The operator must then write on the order his initials and the time.
213. "Complete" must not be given to a train order for delivery to an inferior train until the order has been repeated or the "X" response sent by the operator who receives the order for the superior train.

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

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

215. The operator who receives or delivers a train order must preserve a copy.

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

217. A train order to be delivered to a train at a point not a telegraph or telephone station, or at one at which the office is closed, must be addressed to

\[ C \text{ and } E \text{ (Train Number) at (Station) care of (Person delivering)} \]

and forwarded and delivered by the conductor or other person in whose care it is addressed. When form "31" is used, "complete" will be given upon the signature of the person by whom the order is to be delivered, who must be supplied with copies for the conductor and engineman addressed, and a copy upon which he shall take their signatures. This
copy he must deliver to the first operator accessible, who must preserve it, and at once transmit the signatures of the conductor and engineman to the Superintendent.

Orders so delivered to a train must be compared by those receiving them with the copy held by the person delivering, and acted on as if “complete” had been given in the usual way.

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

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

219. An operator must not repeat or give the “X” response to a train order for a train which has been given a signal permitting it to proceed, or the engine of which has passed his Train-order signal, until he has displayed the Stop-signal and the conductor and engineman have reported for orders.

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

Orders held by, or issued for, or any part of an order relating to, a regular train become void when such train loses both right and schedule as prescribed by Rules 4 and 82, or is annulled.
221. Unless some form of block signals is used, a fixed signal must be used at each train-order office, which shall indicate Stop when there is an operator on duty, except when changed to Proceed to allow a train to pass after getting train orders, or for which there are no orders. A train must not pass the signal while Stop is indicated. The signal must be returned to Stop as soon as a train has passed. This signal must also be used to hold trains running in the same direction the required time apart.

Operators must have the proper appliances for hand signaling ready for immediate use if the fixed signal should fail to work properly. If a signal is not displayed at a night office, trains which have not been notified must stop and ascertain the cause, and report the facts to the Superintendent from the next available telegraph or telephone office.

Where the semaphore is used, the arm indicates Stop when horizontal and Proceed when in a vertical or nearly vertical position.

222. Operators will promptly record and report to the Superintendent the time of departure of all trains and the direction of extra trains. They will record the time of arrival of trains and report it when so directed.

They will observe the rear of trains and report at once to the Superintendent if the proper signals are not displayed.
The following signs and abbreviations may be used:

- Initials for signature of the Superintendent.
- Such office and other signals as are arranged by the Superintendent.
- C & E for Conductor and Engineman.
- X for Train will be held until order is made "complete."
- O for Train Report.
- No. for Number.
- Eng. for Engine.
- Sec. for Section.
- Psgr. for Passenger.
- Frt. for Freight.
- Mins. for Minutes.
- Jct. for Junction.
- Dispr. for Train Dispatcher.
- Opr. for Operator.

31 or 19 to clear the line for train orders, and for operators to ask for train orders.

The usual abbreviations for the names of the months and authorized abbreviations for stations.
FORMS OF TRAIN ORDERS.

Form A. (SINGLE TRACK.) Fixing Meeting Points for Opposing Trains.

(1.) ______ meet ______ at ______.
(2.) ______ meet ______ at ______ ______ at ______ (and so on).

EXAMPLES.

(1.) No 2 meet No 1 Eng 981 at B.
    2nd No 4 meet No 3 Eng 946 at B.
    No 5 meet Extra 95 east at B.
    Extra 652 north meet Extra 231 south at B.

(2.) No 2 and 2nd No 4 meet No 1 Eng 981 and No 3 Eng 946 at C and Extra 95 west at D.
    No 1 Eng 981 meet No 2 at B 2nd No 4 at C and Extra 95 east at D.

Trains receiving these orders will run with respect to each other to the designated points and there meet in the manner provided by the rules.
Form B. Directing a Train to Pass or Run Ahead of Another Train.

(1.) ______ pass ______ at ______.
(2.) ______ pass ______ when overtaken.
(3.) ______ run ahead of ______ ______ to ______.
(4.) ______ pass ______ at ______ and run ahead of ______ ______ to ______.

EXAMPLES.

(1.) No 1 pass No 3 at K.
(2.) No 6 pass No 4 when overtaken.
(3.) Extra 594 east run ahead of No 6 M to B.
(4.) No 1 pass No 3 at K and run ahead of No 7 M to Z.

When under (1) a train is to pass another, both trains will run according to rule to the designated point and there arrange for the rear train to pass promptly.

Under (2), both trains will run according to rule until the second-named train is overtaken and then arrange for the rear train to pass promptly.

When an inferior train receives an order to pass a superior train, right is conferred to run ahead of the train passed from the designated point.
Form C. (SINGLE TRACK.) Giving Right to a Train Over an Opposing Train.

______ has right over ______ ______ to ______.

EXAMPLES.

(1.) No 1 Eng 814 has right over No 2 G to X.  
(2.) Extra 37 east has right over No 3 F to A.

This order gives right to the train first named over the other train between the points named.  
If the trains meet at either of the designated points, the first-named train must take the siding, unless the order otherwise prescribes.  
Under (1), if the second-named train reach the point last named before the other arrives, it may proceed, keeping clear of the opposing train as many minutes as such train was before required to clear it under the rules.  
Under (2), the regular train must not go beyond the point last named until the extra train has arrived, unless directed by train order to do so.
Form E. Time Orders.

(1.) ______ run ______ late ______ to ______.
(2.) ______ run ______ late ______ to ______ and ______ late ______ to ______.
(3.) ______ wait at ______ until ______ for ______.
(4.) ______ wait at ______ until ______ at ______ until ______ at ______ until ______.

EXAMPLES.

(1.) No 1 run twenty 20 mins late A to G.
(2.) No 1 run twenty 20 mins late A to G and fifteen 15 mins late G to K.
(3.) No 2 wait at H until nine fifty nine 9 59 a.m. for No 1 Eng 164.
(4.) No 1 and No 3 wait at N until nine fifty nine 9 59 a.m. at P until ten thirty 10 30 a.m. at R until ten fifty five 10 55 a.m.

(1) and (2) make the schedule time of the train named, between the stations mentioned, as much later as stated in the order, and any other train receiving the order is required to run with respect to this later time, as before required to run with respect to the regular schedule time. The time
in the order should be such as can be easily added to the schedule time.

Under (3), the train first named must not pass the designated point before the time given, unless the other train has arrived. The train last named is required to run with respect to the time specified at the designated point, or any intermediate station where schedule time is earlier than the time specified in the order, as before required to run with respect to the schedule time of the train first named.

Under (4), the train (or trains) named must not pass the designated points before the times given. Other trains receiving the order are required to run with respect to the time specified at the designated points, or any intermediate station where schedule time is earlier than the time specified in the order, as before required to run with respect to the schedule time of the train (or trains) named.
Form F. For Sections.

(1.) ______ display signals and run as ______ ______ to ______.
(2.) ______ run as ______ ______ to ______.
(3.) ______ display signals ______ to ______ for ______.
(6.) ______ is withdrawn as ______ at ______.
(7.) ______ instead of ______ display signals
and run as ______ ______ to ______.
(8.) ______ take down signals at ______.
(9.) ______ and ______ reverse positions
as ______ and ______ ______ to ______.

EXAMPLES.

(1.) Eng 20 display signals and run as 1st No 1 A to Z.
(2.) Eng 25 run as 2nd No 1 A to Z.
(3.) No 1 display signals A to G for Eng 65.
These examples may be modified as follows:
(4.) Engs 20 25 and 99 run as 1st 2nd and 3rd No 1 A to Z.
(1) is to be used when the number of the engine for which the signals are displayed is unknown and is to be followed by (2), both being single order examples.
Under (2) and (3) the engine named will not display signals.
Under (4) the engine last named will not display signals.

For changing sections:
To add an intermediate section the following modification of (1) will be used:

(5.) *Eng 85 display signals and run as 2nd No 1 N to Z. Following sections change numbers accordingly.*

Under (5) Engine 85 will display signals and run as directed and following sections will take the next higher number.

To drop an intermediate section the following will be used:

(6.) *Eng 85 is withdrawn as 2nd No 1 at H. Following sections change numbers accordingly.*

Under (6) Engine 85 will drop out at "H" and following sections will take the next lower number.

To substitute one engine for another on a section, the following will be used:

(7.) *Eng 18 instead of Eng 85 display signals and run as 2nd No 1 R to Z.*

Under (7) Engine 85 will drop out at "R" and Engine 18 will run as directed. Following sections, if any, need not be addressed.

If Engine 85 is last section the words "display signals and" will be omitted.
To discontinue the display of signals the following will be used:

(8.) 2nd No 1 take down signals at D.

Under (8) 2nd No. 1 will take down signals as directed and a following section must not proceed beyond the point named.

To pass one section by another, the following will be used:

(9.) Engs 25 and 99 reverse positions as 2nd and 3rd No 1 H to Z.

Under (9) Engine 99 will run ahead of Engine 25 "H" to "Z," and, if necessary, both engines will arrange signals accordingly. Following sections, if any, need not be addressed.

The character of a train for which signals are displayed may be stated. Each section affected by the order must have copies, and must arrange signals accordingly.

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

(1.) Eng____ run extra ______ to ______.
(2.) Eng____ run Passenger extra_______ to______.
(3.) Eng____ run extra ______ to ______ and return.
(4.) Eng____ run extra_______ to ______ and return to______.

EXAMPLES.

(1.) Eng 99 run extra A to F.
(2.) Eng 99 run Passenger extra A to F.
(3.) Eng 99 run extra A to F and return.
(4.) Eng 99 run extra A to F and return to C.

Under (3) and (4) the extra must go to “F” before returning.
Form H. (SINGLE TRACK.) Work Extra.

(1.) _______ run Work extra _______ until _______ between _______ and _______.

EXAMPLES.

(1.) Eng 292 run Work extra seven one 7 01 a.m. until six one 6 01 p.m. between F and G.

The above may be combined with (1) Form G, thus:

(2.) Eng 292 run extra A to F and Work extra seven one 7 01 a.m. until six one 6 01 p.m. between F and G.

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

When an order has been given to run Work extra between designated points, no other extra train shall be authorized to run over that part of the track without provision for passing the Work extra.

When it is anticipated that a Work extra may be where it cannot be reached for orders, it may be directed to report for orders at a given time and place, or an order may be given that it shall clear the track for (or protect itself after a certain hour against) a designated extra train by adding to (1) the following words:

(3.) And keep clear of (or protect against) Extra 352 west between F and G after two ten 2 10 p.m.
Under (3) the Work extra must be clear of the main track or protected (as the order may require) before 2.10 p.m.

Extra 352 must not enter the working limits before 2.10 p.m., and will then run expecting to find the Work extra clear of the main track or protecting itself (as the order may require).

When the movement of an extra train over the working limits cannot be anticipated by these or other orders to the Work extra, an order must be given to such extra train, to protect itself against the Work extra in the following form:

(4.) Extra 319 east protect against Work extra 292 between F and G.

This may be added to (1) Form G, thus:

(5.) Eng 319 run extra A to H and protect against Work extra 292 between F and G.

When it is desirable that a Work extra shall at all times protect itself within working limits, it may be done by adding to (1) the following words:

(6.) Protecting itself.

A Work extra receiving this order must, whether standing or moving, protect itself within the working limits in both directions.
Before an Extra train is given orders to run over working limits it must be given a copy of the order sent to the Work extra. A Work extra when met or overtaken by an Extra train must allow it to pass.

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

(7.) *Work extra 292 protect against No 79, between F and G.*

A Work extra receiving this order may work upon the time of the train mentioned in the order protecting itself.

The regular train receiving this order must run expecting to find the Work extra protecting itself within the limits named.

**Form J. Holding Order.**

Hold _______.

**EXAMPLES.**

_Hold No 2._

_Hold all (or _______ward) trains._

This order will be addressed to the operator and acknowledged in the usual manner.

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

_______ _may go._

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

_____ of _____ is annulled _____
to ______.

EXAMPLES.
No 1 of Feb 29th is annulled A to Z.
2nd No 5 of Feb 29th is annulled E to G.
The schedule or section annulled becomes void between the stations named and cannot be restored.

Form L. Annulling an Order.

Order No ______ is annulled.

EXAMPLE.
Order No 10 is annulled.

If an order which is to be annulled has not been delivered to a train, the annulling order will be addressed to the operator, who will destroy all copies of the order annulled but his own, and write on that:
Annulled by Order No ______.
An order which has been annulled must not be reissued under its original number.

Form M. Annulling Part of an Order.

That part of Order No ______ reading ______ is annulled.

EXAMPLE.
That part of Order No 10 reading No 2 meet (or pass) No 1 Eng 981 at B is annulled.
Form P.  Superseding an Order or a Part of an Order.

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

(1.) ______ meet (or pass) ______ at ______ instead of ______.
(2.) ______ has right over ______ ______
    to ______ instead of ______.
(3.) ______ display signals for ______ ______
    to ______ instead of ______.

EXAMPLES.

(1.) No 2 meet (or pass) No 1 Eng 981 at C
    instead of B.
(2.) No 1 Eng 814 has right over No 2 G to R instead of X.
(3.) No 1 display signals for Eng 85 A to Z
    instead of G.

An order which has been superseded must not be reissued under its original number.
Form R. (DOUBLE, THREE, OR MORE TRACKS.) Providing for a Movement Against the Current of Traffic.

(1.) ______ has right over opposing trains on ______ track ______ to ______.

(2.) After ______ arrives ______ has right over opposing trains on ______ track ______ to ______.

EXAMPLES.

(1.) No 1 has right over opposing trains on No 2 (or ______ ward) track C to F.

(2.) After No 4 Eng 981 arrives No 1 has right over opposing trains on No 2 (or ______ ward) track C to F.

A train must not be moved against the current of traffic until holding orders have been issued and the track on which it is to run has been cleared of opposing trains.

Under these orders the designated train must use the track specified between the stations named.
Standard Train Order Blank for 31 Order.
The mode of filling the blank is indicated by small type.

TRAIN ORDER No. 10
Superintendent's Office March 24, 1910

To ........................................ At ........................................

X (Initials,) Opr.: 1:45 A.M

EACH PERSON ADDRESSED MUST HAVE A COPY OF THIS ORDER

Repeated at 2:10 A.M

<table>
<thead>
<tr>
<th>Conductor</th>
<th>Engineman</th>
<th>Train</th>
<th>Made</th>
<th>Time</th>
<th>Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones</td>
<td>Brown</td>
<td>45</td>
<td>Complete</td>
<td>2:20 a.m</td>
<td>Black</td>
</tr>
</tbody>
</table>


Standard Train Order Blank for 19 Order.
The mode of filling the blank is indicated by small type.

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FORM 19

COMPANY FORM 19

TRAIN ORDER No. 11

Superintendent's Office March 24 1910

To ____________________________ At ____________________________

X ____________________________ Opr.; 1130 PM

(Initials.)

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EACH PERSON ADDRESSED MUST HAVE A COPY OF THIS ORDER

Made Complete time 1131 PM Black Opr.
DIAGRAMS OF HAND, FLAG AND LAMP SIGNALS.

NOTE.—THE HAND, OR A FLAG, MOVED THE SAME AS THE LAMP AS ILLUSTRATED IN THE FOLLOWING DIAGRAMS, GIVES THE SAME INDICATION.

STOP.
Swung across the track.
See Rule 12 (a).
PROCEED.
Raised and lowered vertically.
See Rule 12 (b).

BACK.
Swung vertically in a circle at half arm's length across the track.
See Rules 12 (c) and 14 (h).
TRAIN HAS PARTED.
Swung vertically in a circle at arm's length across the track.
See Rules 12 (d) and 14 (f).
APPLY AIR BRAKES.

Swung horizontally above the head.

See Rule 12 (e).
RELEASE AIR BRAKES.
Held at arm’s length above the head.
See Rule 12 (f).

REDUCE SPEED.
Held horizontally at arm’s length.
See Rule 12 (g).
DIAGRAMS OF TRAIN SIGNALS.

NOTE.—THE DIAGRAMS ARE INTENDED TO ILLUSTRATE THE GENERAL LOCATION OF THE TRAIN SIGNALS, NOT THE EXACT MANNER IN WHICH THEY ARE TO BE ATTACHED.

COMBINATION LAMPS WITH FOUR ILLUMINATED COLORED FACES ARE REPRESENTED IN THE DIAGRAMS.

ENGINE RUNNING FORWARD BY DAY AS AN EXTRA TRAIN.
White flags at A A.
See Rule 21.
ENGINE RUNNING FORWARD BY NIGHT AS AN EXTRA TRAIN.

White flags and white lights at A A.

See Rule 21.
ENGINE RUNNING BACKWARD BY DAY AS AN EXTRA TRAIN, WITHOUT CARS, OR AT THE REAR OF A TRAIN PUSHING CARS.

White flags at A A.
See Rule 21.
Green flags at B B, as markers.
See Rules 19, 19a and 19b.
ENGINE RUNNING BACKWARD BY NIGHT AS AN EXTRA TRAIN, WITHOUT CARS, OR AT THE REAR OF A TRAIN PUSHING CARS.

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

Lights at B B, as markers, green in direction engine is moving.
See Rules 19, 19a and 19b.
ENGINE RUNNING FORWARD BY DAY DISPLAYING SIGNALS FOR A FOLLOWING SECTION.

Green flags at \( A A \).

See Rule 20.
ENGINE RUNNING FORWARD BY NIGHT Displaying SIGNALS FOR A FOLLOWING SECTION.
Green flags and green lights at A A.
See Rule 20.
ENGINE RUNNING BACKWARD BY DAY, WITHOUT CARS, OR AT THE REAR OF A TRAIN PUSHING CARS, AND DISPLAYING SIGNALS FOR A FOLLOWING SECTION.

Green flags at A A.
See Rule 20.

Green flags at B B, as markers.
See Rules 19, 19a and 19b.
ENGINE RUNNING BACKWARD BY NIGHT, WITHOUT CARS, OR AT THE REAR OF A TRAIN PUSHING CARS, AND DISPLAYING SIGNALS FOR A FOLLOWING SECTION.

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

Lights at B B, as markers, green in direction engine is moving.
See Rules 19, 19a and 19b.
REAR OF TRAIN BY DAY.
Green flags at A A, as markers.
See Rules 19, 19a and 19b.
REAR OF TRAIN BY NIGHT WHEN ON MAIN TRACK.
   See Rule 19.
REAR OF TRAIN BY NIGHT WHEN ON MAIN TRACK WITH
   THE CURRENT OF TRAFFIC.
   See Rule 19a.
REAR OF TRAIN BY NIGHT ON PASSENGER TRACK WITH
   THE CURRENT OF TRAFFIC.
   See Rule 19b.
   Lights at A A, as markers, green to the front.
REAR OF TRAIN BY NIGHT WHEN CLEAR OF MAIN TRACK.

Lights at A A, as markers, green to the front.

See Rules 19, 19a and 19b.
REAR OF TRAIN BY NIGHT WHEN TURNED OUT AGAINST THE CURRENT OF TRAFFIC.

Lights at A A, as markers, green to the front.

See Rule 19a.
REAR OF TRAIN BY NIGHT ON FREIGHT TRACK WITH THE CURRENT OF TRAFFIC, OR ON ANY TRACK AGAINST THE CURRENT OF TRAFFIC.

Lights at A A, as markers, green to the front.

See Rule 19b.
ENGINE RUNNING FORWARD BY DAY, WITHOUT CARS, OR AT THE REAR OF A TRAIN PUSHING CARS.
Green flags at A A, as markers.
See Rules 19, 19a and 19b.

ENGINE RUNNING FORWARD BY NIGHT, WITHOUT CARS, OR AT THE REAR OF A TRAIN PUSHING CARS.
Lights at A A, as markers, green to the front.
See Rules 19, 19a and 19b.
PASSENGER CARS BEING PUSHED BY AN ENGINE BY NIGHT.
White light on front of leading car.
See Rule 24.
FREIGHT CARS BEING PUSHED BY AN ENGINE BY NIGHT.
White light on front of leading car.
See Rule 24.
ENGINE RUNNING BACKWARD BY NIGHT, WITHOUT CARS, OR AT THE FRONT OF A TRAIN PULLING CARS.

White light on tender.
See Rule 24a.
BLOCK SIGNAL RULES.

DEFINITIONS.

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

Block Station.—A place from which block signals are operated.

Block Signal.—A fixed signal controlling the use of a block.

Home Block Signal.—A fixed signal at the entrance of a block to control trains in entering and using said block.

Distant Block Signal.—A fixed signal used in connection with a home (and advance if used) block signal, to regulate the approach thereto.

Advance Block Signal.—A fixed signal used in connection with a home block signal to sub-divide the block in advance.

Block System.—A series of consecutive blocks.

Manual Block System.—A block system in which the signals are operated manually.

Controlled Manual Block System.—A block system in which the signals are operated manually, and so constructed as to require the co-operation of the signalmen at both ends of the block to display a Clear, or Caution, home (or advance if used) signal.
AUTOMATIC BLOCK SYSTEM.—A block system in which the signals are operated by electric, pneumatic or other agency actuated by a train, or by certain conditions affecting the use of a block.
MANUAL BLOCK SYSTEM.

Rules 301 to 375, inclusive, will not be effective except by special instructions.

301. HOME (AND ADVANCE IF USED) BLOCK SIGNALS.

<table>
<thead>
<tr>
<th>SIGNAL</th>
<th>OCCASION FOR USE</th>
<th>INDICATION</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color</td>
<td>The signal will be displayed when</td>
<td>For enginemen and trainmen.</td>
<td>As used in rules.</td>
</tr>
</tbody>
</table>

(a) Red.  
(b) Green.  
(c) White.  

<table>
<thead>
<tr>
<th>Signal</th>
<th>Occasion for Use</th>
<th>Indication</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>(d) Green.</td>
<td>Home (or advance if used) signal is at stop.</td>
<td>Proceed prepared to stop at home (and advance if used) signals.</td>
<td>Caution-signal.</td>
</tr>
<tr>
<td>(e) White.</td>
<td>Home (and advance if used) signals are at caution or clear.</td>
<td>Proceed.</td>
<td>Clear-signal.</td>
</tr>
</tbody>
</table>

Where the semaphore is used, the governing arm is displayed to the right of the signal mast as seen from an approaching train, and the indications are given by positions:

Horizontal as the equivalent of (a) Stop.
Diagonal,* midway between (a) Stop and (c) Proceed, as the equivalent of (b) Proceed with caution.
Vertical or nearly vertical* as the equivalent of (c) Proceed.

DISTANT BLOCK SIGNALS (IF USED).

<table>
<thead>
<tr>
<th>SIGNAL</th>
<th>OCCASION FOR USE</th>
<th>INDICATION</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color</td>
<td>The signal will be displayed when</td>
<td>For enginemen and trainmen.</td>
<td>As used in rules.</td>
</tr>
</tbody>
</table>

(d) Green.  
(e) White.  

*Above or below the horizontal.
MANUAL BLOCK SYSTEM.—CONTINUED.

Where the semaphore is used, the governing arm is displayed to the right of the signal mast as seen from an approaching train, and the indications are given by positions:

Horizontal as the equivalent of (d) Proceed prepared to stop at home (and advance if used) signals.

Vertical or nearly vertical* as the equivalent of (e) Proceed.

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

302a (DOUBLE, THREE, OR MORE TRACKS.) On portions of the railroad so specified on the time-table, trains will run with the current of traffic by block signals whose indications will supersede time-table superiority; but a train having work to do between two passing stations must conform to Rules 86 and 365b between such stations.

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

304. When a train is turned out against the current of traffic, Manual Block Signal Rules must be observed.

*Above or below the horizontal.
The normal indication of Home (and Advance if used) Block Signals is Stop; of Distant Block Signals (if used) Caution.

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

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

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

315. A block record must be kept at each block station.

316. The prescribed communicating code is as follows:

**NOTE.—WHEN THE TELEPHONE IS USED, THE DEFINITION OF THE CODE MUST BE SPEAKEN.**

1—Display Stop-signal.
13—I understand.
17—Display Stop-signal. Train following.
2—Block clear.
3—Block wanted for train other than passenger.
36—Block wanted for passenger train.
4—Train other than passenger has entered block.
46—Passenger train has entered block.
MANUAL BLOCK SYSTEM.—CONTINUED.

5—Block is not clear of train other than passenger.
56—Block is not clear of passenger train.
7—Train following.
8—Opening block station. Answer by record of trains in the extended block.

Where a blank is shown after a code signal in the following rules, the designation of the train, and the direction of extra trains, must be included in giving the signal.

317. (FOR ABSOLUTE BLOCK FOR FOLLOWING AND OPPOSING MOVEMENTS ON THE SAME TRACK.)

To admit a train to a block the signalman must examine the block record, and if the block is clear, give “1 for ——” to the next block station in advance. The signalman receiving this signal, if the block is clear, must display the Stop-signal to opposing trains and reply “2 for ——.” If the block is not clear, he must reply “5 of ——,” or “56 of ——.” The signalman at the entrance of the block must then display the proper signal indication.

A train must not be admitted to a block unless it is clear, except as provided in Rule 332 or by train order.

When two or more tracks are being used in the same direction, each signalman, in addition to giving the prescribed code signals, must also indicate the track.
MANUAL BLOCK SYSTEM.—CONTINUED.

317a. (For Absolute Block for Opposing Movements and Permissive Block for Following Movements on the Same Track.)

To admit a train to a block the signalman must examine the block record, and if the block is clear, give "1 for ——" to the next block station in advance. The signalman receiving this signal, if the block is clear, must display the Stop-signal to opposing trains and reply "2 for ——." If the block is not clear, he must reply "5 of ——," or "56 of ——." The signalman at the entrance of the block must then display the proper signal indication.

A train must not be admitted to a block which is occupied by an opposing train or by a passenger train, and a passenger train must not be admitted to a block which is occupied by any train, except as provided in Rule 332 or by train order.

To permit a train other than a passenger train to follow a train other than a passenger train into a block, the signalman must give "17 for ——" to the next block station in advance. The signalman receiving this signal, if there is no passenger train in the block, must reply "5 of —— 13 for ——." The approaching train will then be admitted to the block under Caution-signal.

When two or more tracks are being used in the same direction, each signalman, in addition to giving the prescribed code signals, must also indicate the track.

317b. When, under Rule 317 or 317a, a signalman gives or receives "2" or "13," this information, with the train number and time given or received, must be entered on the block record at both offices.
MANUAL BLOCK SYSTEM.—CONTINUED.

318. (FOR ABSOLUTE BLOCK FOR FOLLOWING MOVEMENTS ONLY.)

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

A train must not be admitted to a block unless it is clear, except as provided in Rule 332 or by train order.

When two or more tracks are being used in the same direction, each signalman, in addition to giving the prescribed code signals, must also indicate the track.

318a. (FOR PERMISSIVE BLOCK FOR FOLLOWING MOVEMENTS ONLY.)

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

A train must not be admitted to a block which is occupied by a passenger train, and a passenger
train must not be admitted to a block which is occupied by any train, except as provided in Rule 332 or by train order.

A train other than a passenger train may be permitted to follow a train other than a passenger train into a block under Caution-signal without giving "3" to the next block station in advance.

When two or more tracks are being used in the same direction, each signalman, in addition to giving the prescribed code signals, must also indicate the track.

319. When a train enters a block and has passed the home block signal and the signalman has seen the markers, he must display the Stop-signal, and when the rear of the train has passed 300 feet beyond the home block signal he must report the train and the time to the next block station in the rear and advance.

This information must be entered on the block records.

320. Unless otherwise provided, signalmen must not ask for the block until they have received a report of the train from the next block station in the rear.

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

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

323. ____________.

324. Should a train pass a block station without markers or in two or more parts, the signalman must give Train-parted signal to all of the detached parts and must display Stop-signal for all trains running in the same direction and notify the signalman at the next block station in each direction. If all of the train has not passed his block station, he must display Stop-signal for all trains running in the opposite direction. The signalman in advance, having received notice of a train entering a block without markers or in two or more parts, must stop any train running in the opposite direction. The Stop-signal must not be displayed to the engineman of the divided train if the train can be admitted to the block in advance under Block Signal Rules, but the Train-parted signal must be given. The signalman in the rear must stop all trains running in the same direction as the parted train.

Should a train in either direction be stopped from this cause, it may be permitted to proceed when it is known that its track is not obstructed.
325. A signalman informed of any obstruction in a block must immediately notify the signalman at the other end of the block and each must display stop-signals to all trains that may be affected and must not permit any train to proceed until it is known that its track is not obstructed.

326. When a train clears a block at or between block stations, the signalman, when he knows that it is clear, must report the train and the time to the signalman at the other end of that block.

The signalman must obtain control of the block before permitting a train to enter the block between block stations.

327. To permit a passenger train to cross over or return, the signalman must examine the block record, and if all the blocks affected are clear of approaching trains he must arrange with the signalman at the next block station in each direction to protect the movement, and when the proper signals have been displayed permission may be given. Until the block is clear no train must be admitted in the direction of the cross-over switches.

To permit a train other than a passenger train to cross over or return, the signalman must examine the block record, and if all the blocks affected are clear of approaching trains that have been admitted to the blocks under a Clear-signal, he must arrange
with the signalman at the next block station in each direction to protect the movement, and when the proper signals have been displayed permission may be given. Until the block is clear no train must be admitted in the direction of the cross-over switches, except as provided in Rules 317a or 318a.

All cross-over movements must be entered on the block records.

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

329. If necessary to stop a train for which a Clear, or Caution, home or advance block signal has been displayed and accepted, the signalman must give hand signals in addition to displaying the Stop-signal.

330. A signalman having orders for a train must display the block signal at Stop and, in addition, the Train-order signal. He may permit trains so stopped to proceed under block signal rules after complying with rules for Movement by Train Orders.

331. If from the failure of block signal apparatus the block signal cannot be changed from the normal indication, a signalman having information from the signalman at the next block station in advance that the block is clear,
or that it is clear of an opposing train, but is occupied by a train which may be followed by another train in the same block, may admit a train to the block by the use of Clearance Card (Form C).

331a. ____________.

332. If from any cause a signalman be unable to communicate with the next block station in advance, he must stop every train approaching in that direction. Should no cause for detaining the train be known, it may then be permitted to proceed with a Caution Card (Form D) and under Stop-signal.

333. Signalmen must have the proper appliances for hand signaling ready for immediate use. Hand signals must not be used when the proper indication can be displayed by the block signals, except as provided in Rule 329, 342 or 375. When hand signals are necessary they must be given from such a point and in such a way that there can be no misunderstanding on the part of enginemen or trainmen as to the signals, or as to the train or engine for which they are given.

334. Signalmen will be held responsible for the care of the block station, lamps and supplies; and of the signal apparatus, unless provided for otherwise.
335. Lights in block stations must be so placed that they cannot be seen from approaching trains.

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

337. If a train over runs a Stop-signal, the fact must be reported to the Superintendent.

338. If a Stop-signal is disregarded, the fact must be reported to the next block station in advance and then to the Superintendent.

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

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

340. A block station must not be closed except upon authority of the Superintendent.
341. A block station must not be closed until the block in each direction is clear of all trains.

To close a block station, the signalman must give "9" to the next block station in each direction, and when he receives "13" enter it on his block record with the time it is received from each block station.

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

342. When a block station is open at an irregular hour, signalmen must use hand signals, in addition to block signals, to give the required indications until all trains have passed which have not been notified by train order or by special instructions that the block station is open. Signalmen must take special precautions to call the attention of trains approaching the block station to the indications of the signals.

343. Signalmen must not permit unauthorized persons to enter the block station.

Enginemen and Trainmen.

361. Block signals for a track apply only to trains running with the current of traffic on that track.
MANUAL BLOCK SYSTEM.—CONTINUED.

361a. A train approaching a block station on a track for which there is no block signal must stop and ascertain from the signalman the condition of the block ahead, unless a signal to proceed is given by the signalman with a white or green flag by day or a white or green light by night.

If the block station is also an interlocking station, Rule 661a must be observed.

362. Trains must not pass a Stop-signal without receiving a Caution Card (Form D), a Clearance Card (Form C) or a train order authorizing them to do so.

If, from any cause, a passenger train receives a Caution home or advance block signal, the engineman must stop and before proceeding must report the fact to the Superintendent by wire.

363. An engineman holding a Caution Card (Form D) must deliver it to the signalman at the next block station and personally obtain from him permission to proceed.

364. Unless directed by special instructions, when two or more trains have been coupled and so run past any block station, they must be uncoupled only at a block station and the signalman notified.
MANUAL BLOCK SYSTEM.—CONTINUED.

365. When a train clears a block between block stations, conductor or engineman must report clear to the signalman. A train must not enter a block nor cross from one track to another at a block station, or between block stations, without proper block signals or permission from the signalman.

In the absence of a block signal, the conductor or engineman must obtain from the signalman permission to enter, and ascertain condition of the block. If information concerning the block is received by the conductor, he must personally give it to the engineman.

365a. A train having passed beyond the limits of a block, must not back into that block without permission from the signalman.

365b. Inferior trains, in clearing superior trains as required by the rules, must, in addition, clear the block for regular passenger trains.

366. When it is necessary for a train to cross over, the conductor or engineman before crossing or returning, must notify the signalman and obtain permission to do so.

366a. A train must not cross over between block stations and run either in the opposite direction, or in the same direction on another track, without orders from the Superintendents or permission from the signalman.
MANUAL BLOCK SYSTEM.—CONTINUED.

367. Enginemen and trainmen must not proceed on hand signals as against block signals.

368. The engineman of a train which has parted must sound the whistle signal for Train-parted on approaching a block station.

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

370. ____________.

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

372. If a train is stopped by a block signal the conductor and engineman must immediately ascertain the cause.

373. ____________.

374. A block station must not be considered as closed, except as provided on the time-table or by special instructions.

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

Rules 401 to 475, inclusive, will not be effective except on portions of the railroad so specified on the time-table, or by special instructions.

401. HOME (AND ADVANCE IF USED) BLOCK SIGNALS.

<table>
<thead>
<tr>
<th>SIGNAL</th>
<th>OCCASION FOR USE</th>
<th>INDICATION</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color.</td>
<td>The signal will be displayed when</td>
<td>For enginemen and trainmen.</td>
<td>As used in rules.</td>
</tr>
<tr>
<td>(a) Red.</td>
<td>Block is not clear.</td>
<td>Stop.</td>
<td>Stop-signal.</td>
</tr>
<tr>
<td>(b) Green.</td>
<td>Block is not clear.</td>
<td>Proceed with caution.</td>
<td>Caution-signal.</td>
</tr>
<tr>
<td>(c) White.</td>
<td>Block is clear.</td>
<td>Proceed.</td>
<td>Clear-signal.</td>
</tr>
</tbody>
</table>

Where the semaphore is used, the governing arm is displayed to the right of the signal mast as seen from an approaching train, and the indications are given by positions:

Horizontal as the equivalent of (a) Stop.

Diagonal,* midway between (a) Stop and (c) Proceed, as the equivalent of (b) Proceed with caution.

Vertical or nearly vertical* as the equivalent of (c) Proceed.

DISTANT BLOCK SIGNALS.

<table>
<thead>
<tr>
<th>SIGNAL</th>
<th>OCCASION FOR USE</th>
<th>INDICATION</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color.</td>
<td>The signal will be displayed when</td>
<td>For enginemen and trainmen.</td>
<td>As used in rules.</td>
</tr>
<tr>
<td>(d) Green.</td>
<td>Home (or advance if used) signal is at stop.</td>
<td>Proceed prepared to stop at home (and advance if used) signals.</td>
<td>Caution-signal.</td>
</tr>
<tr>
<td>(e) White.</td>
<td>Home (and advance if used) signals are at caution or clear.</td>
<td>Proceed.</td>
<td>Clear-signal.</td>
</tr>
</tbody>
</table>

*Above or below the horizontal.
CONTROLLED MANUAL BLOCK SYSTEM.—CONTINUED.

Where the semaphore is used, the governing arm is displayed to the right of the signal mast as seen from an approaching train, and the indications are given by positions:

Horizontal as the equivalent of (d) Proceed prepared to stop at home (and advance if used) signals.

Vertical or nearly vertical* as the equivalent of (e) Proceed.

402. Controlled manual block signals control the use of the blocks, and their indications supersede time-table superiority and take the place of train orders; they do not dispense with the use or the observance of other signals whenever and wherever they may be required.

403. ___________

Signalmen.

411. The normal indication of Home (and Advance if used) Block Signals is Stop; of Distant Block Signals, Caution.

412. Signals must be operated carefully and with a uniform movement. If a signal fails to work properly its operation must be discontinued and the signal secured so as to display the normal indication until repaired.

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

*Above or below the horizontal.
CONTROLLED MANUAL BLOCK SYSTEM.—CONTINUED.

414. Signalmen must not make nor permit any unauthorized repairs, alterations or additions to the apparatus.
If any electrical or mechanical appliance fails to work properly, the Superintendent and the signal repairman must be notified.

415. A block record must be kept at each block station.

415a. Block signal instruments must be used only by signalmen and as directed by the rules.

416. The prescribed communicating code is as follows:

**NOTE.—WHEN THE TELEPHONE IS USED, THE DEFINITION OF THE CODE MUST BE SPOKEN.**

1—Display Stop-signal.
13—I understand.
17—Display Stop-signal. Train following.
2—Block clear.
4—Train other than passenger has entered block.
46—Passenger train has entered block.
5—Block is not clear of train other than passenger.
56—Block is not clear of passenger train.
7—Train following.
52—Train has passed switch. Answer by repeating.
Where a blank is shown after a code signal in the
following rules, the designation of the train, and the direction of extra trains, must be included in giving the signal.

417. (FOR ABSOLUTE BLOCK FOR FOLLOWING AND OPPOSING MOVEMENTS ON THE SAME TRACK.)

To admit a train to a block the signalman must examine the block record, and if the block is clear, give “1 for ——” to the next block station in advance. The signalman receiving this signal, if the block is clear, must display the Stop-signal to opposing trains, reply “2 for ——” and unlock. If the block is not clear, he must reply “5 of ——,” or “56 of ——.” The signalman at the entrance of the block must then display the proper signal indication.

A train must not be admitted to a block unless it is clear, except as provided in Rule 432 or by train order.

417a. (FOR ABSOLUTE BLOCK FOR OPPOSING MOVEMENTS AND PERMISSIVE BLOCK FOR FOLLOWING MOVEMENTS ON THE SAME TRACK.)

To admit a train to a block the signalman must examine the block record, and if the block is clear, give “1 for ——” to the next block station in advance. The signalman receiving this signal, if the block is clear, must display the Stop-signal to opposing trains, reply “2 for ——” and unlock. If the block is not clear, he must reply “5 of ——,” or “56 of ——.” The signalman at the entrance of the block must then display the proper signal indication.

A train must not be admitted to a block which is
CONTROLLED MANUAL BLOCK SYSTEM.—CONTINUED.

occupied by an opposing train or by a passenger train, and a passenger train must not be admitted to a block which is occupied by any train, except as provided in Rule 432 or by train order.

To permit a train other than a passenger train to follow a train other than a passenger train into a block, the signalman must give “17 for—” to the next block station in advance. The signalman receiving this signal, if there is no passenger train in the block, must reply “5 of—13 for—.” The approaching train will then be admitted to the block under Caution-signal.

417b. When, under Rule 417 or 417a, a signalman gives or receives “2” or “13,” this information, with the train number and time given or received, must be entered on the block record at both offices.

418.  

418a.  

419. When a train enters a block and has passed the home block signal and the signalman has seen the markers, he must display the Stop-signal, and when the rear of the train has passed 300 feet beyond the home block signal he must report the train and the time to the next block station in the rear and advance.

This information must be entered on the block records.
CONTROLLED MANUAL BLOCK SYSTEM.—CONTINUED.

420. Unless otherwise provided, signalmen must not ask for the block until they have received a report of the train from the next block station in the rear, nor unlock the next block station in the rear until the block is asked for by that block station.

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

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

423. 

424. Should a train pass a block station without markers or in two or more parts, the signalman must give Train-parted signal to all of the detached parts and must display Stop-signal for all trains running in the same direction and notify the signalman at the next block station in each direction. If all of the train has not passed his block station, he must display Stop-signal for all trains running in the opposite direction. The signalman in advance, having received notice of a train entering a block without markers or in two
or more parts, must stop any train running in the opposite direction. The Stop-signal must not be displayed to the engineman of the divided train if the train can be admitted to the block in advance under Block Signal Rules, but the Train-parted signal must be given. The signalman in the rear must stop all trains running in the same direction as the parted train.

Should a train in either direction be stopped from this cause, it may be permitted to proceed when it is known that its track is not obstructed.

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

426. When a train clears a block at or between block stations, the signalman, when he knows that it is clear, must report the train and the time to the signalman at the other end of that block.

The signalman must obtain control of the block before permitting a train to enter the block between block stations.

427. 

428. When, as provided in Rule 464, coupled trains have been separated, the signalman must regard each portion as an independent train.
CONTROLLED MANUAL BLOCK SYSTEM.—CONTINUED.

429. If necessary to stop a train for which a Clear, or Caution, home or advance block signal has been displayed and accepted, the signalman must give hand signals in addition to displaying the Stop-signal.

430. A signalman having orders for a train must display the block signal at Stop and, in addition, the Train-order signal. He may permit trains so stopped to proceed under block signal rules after complying with rules for Movement by Train Orders.

431. If from the failure of block signal apparatus the block signal cannot be changed from the normal indication, the signalman will be governed by instructions from the Superintendent. If, at the same time, the signalman be unable to communicate with the Superintendent, he will be governed by Rule 432.

431a. ————

432. If from any cause a signalman be unable to communicate with the next block station in advance, he must set his block instrument in normal position, stop every train approaching in that direction and be governed by instructions from the Superintendent. If, at the same time, the signalman be unable to communicate with the Superintendent, he will, after any train for which "2" or "13" had been given to the next block station in advance has cleared the block, permit regular trains to proceed with a Caution Card (Form F) and under Stop-signal.
CONTROLLED MANUAL BLOCK SYSTEM.—CONTINUED.

433. Signalmen must have the proper appliances for hand signaling ready for immediate use. Hand signals must not be used when the proper indication can be displayed by the block signals, except as provided in Rule 429. When hand signals are necessary they must be given from such a point and in such a way that there can be no misunderstanding on the part of enginemen or trainmen as to the signals, or as to the train or engine for which they are given.

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

435. Lights in block stations must be so placed that they cannot be seen from approaching trains.

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

437. If a train over runs a Stop-signal, the fact must be reported to the Superintendent.

438. If a Stop-signal is disregarded, the fact must be reported to the next block station in advance and then to the Superintendent.
Signalmen must not permit unauthorized persons to enter the block station.

Enginemen and Trainmen.

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

462. Trains must not pass a Stop-signal without receiving a Caution Card (Form F) or a train order authorizing them to do so; nor must an engine returning to its train in the block pass a Stop-signal without receiving a Clearance Card (Form C).

If, from any cause, a passenger train receives a Caution home or advance block signal, the engineman must stop and before proceeding must report the fact to the Superintendent by wire.

463. An engineman holding a Caution Card (Form F) must deliver it to the signalman at the next block station and personally obtain from him permission to proceed.
CONTROLLED MANUAL BLOCK SYSTEM.—CONTINUED.

464. Unless directed by special instructions, when two or more trains have been coupled and so run past any block station, they must be uncoupled only at a block station and the signalman notified.

465. When a train clears a block between block stations, conductor or engineman must report clear to the signalman. A train must not enter a block nor cross from one track to another at a block station, or between block stations, without proper block signals or permission from the signalman.

In the absence of a block signal, the conductor or engineman must obtain from the signalman permission to enter, and ascertain condition of the block. If information concerning the block is received by the conductor, he must personally give it to the engineman.

465a. A train having passed beyond the limits of a block, must not back into that block without permission from the signalman.

466. When it is necessary for a train to cross over, the conductor or engineman before crossing or returning, must notify the signalman and obtain permission to do so.
CONTROLLED MANUAL BLOCK SYSTEM.—CONTINUED.

466a. A train must not cross over between block stations and run either in the opposite direction, or in the same direction on another track, without orders from the Superintendent or permission from the signalman.

466b. A train having entered a block on a track used in both directions, must not run in the opposite direction on that track without permission from the signalman.

467. Enginemen and trainmen must not proceed on hand signals as against block signals.

468. The engineman of a train which has parted must sound the whistle signal for Train-parted on approaching a block station.

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

470. ————

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

472. If a train is stopped by a block signal the conductor and engineman must immediately ascertain the cause.

473. ————

474. ————

475. ————
AUTOMATIC BLOCK SYSTEM.

Rules 501 to 508, inclusive, will not be effective except by special instructions.

501. HOME BLOCK SIGNALS (THREE POSITION).

<table>
<thead>
<tr>
<th>SIGNAL</th>
<th>Occasion for Use</th>
<th>Indication</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color</td>
<td>The signal will appear when</td>
<td>For enginemen and trainmen.</td>
<td>As used in rules.</td>
</tr>
<tr>
<td>(a) Red</td>
<td>Block is not clear.</td>
<td>Stop.</td>
<td>Stop-signal.</td>
</tr>
<tr>
<td>(b) Green</td>
<td>Block is clear.</td>
<td>Approach next home signal prepared to stop.</td>
<td>Caution-signal.</td>
</tr>
<tr>
<td>(c) White</td>
<td>Block is clear.</td>
<td>Proceed.</td>
<td>Clear-signal.</td>
</tr>
</tbody>
</table>

Where the semaphore is used, the governing arm is displayed to the right of the signal mast as seen from an approaching train, and the indications are given by positions:

Horizontal as the equivalent of (a) Stop.

Diagonal,* midway between (a) Stop and (c) Proceed, as the equivalent of (b) Approach next home signal prepared to stop.

Vertical* as the equivalent of (c) Proceed.

501a. HOME BLOCK SIGNALS (TWO POSITION).

<table>
<thead>
<tr>
<th>SIGNAL</th>
<th>Occasion for Use</th>
<th>Indication</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color</td>
<td>The signal will appear when</td>
<td>For enginemen and trainmen.</td>
<td>As used in rules.</td>
</tr>
<tr>
<td>(a) Red</td>
<td>Block is not clear.</td>
<td>Stop.</td>
<td>Stop-signal.</td>
</tr>
<tr>
<td>(c) White</td>
<td>Block is clear.</td>
<td>Proceed.</td>
<td>Clear-signal.</td>
</tr>
</tbody>
</table>

Where the semaphore is used, the governing arm is displayed to the right of the signal mast as seen from an approaching train, and the indications are given by positions:

* Above or below the horizontal.
AUTOMATIC BLOCK SYSTEM.—CONTINUED.

Horizontal as the equivalent of (a) Stop.
Diagonal* as the equivalent of (c) Proceed.

Where a single disc is used for two indications these are given by position of a red disc as seen from an approaching train:

Disc displayed as the equivalent of (a) Stop.
Disc withdrawn as the equivalent of (c) Proceed.

DISTANT BLOCK SIGNALS (TWO POSITION).

<table>
<thead>
<tr>
<th>Signal</th>
<th>Occasion for Use</th>
<th>Indication</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color</td>
<td>The signal will appear when</td>
<td>For enginemen and trainmen.</td>
<td>As used in rules.</td>
</tr>
<tr>
<td>(d) Green.</td>
<td>Home signal is at stop.</td>
<td>Proceed prepared to stop at home signal.</td>
<td>Caution-signal.</td>
</tr>
</tbody>
</table>

Where the semaphore is used, the governing arm is displayed to the right of the signal mast as seen from an approaching train, and the indications are given by positions:

Horizontal as the equivalent of (d) Proceed prepared to stop at home signal.
Diagonal* as the equivalent of (e) Proceed.

Where a single disc is used for two indications these are given by position of a green disc as seen from an approaching train:

Disc displayed as the equivalent of (d) Proceed prepared to stop at home signal.
Disc withdrawn as the equivalent of (e) Proceed.

* Above or below the horizontal.
AUTOMATIC BLOCK SYSTEM.—CONTINUED.

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

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

503a. When a train is turned out against the current of traffic, Manual Block Signal Rules must be observed.

503b. A train having passed beyond the limits of a block, must not back into that block without orders from the Superintendent.

503c. When a train clears a block between block signals, conductor or engineman must report clear to the signalman. A train must not enter a block between block signals without permission from the signalman, and after receiving such permission may proceed as prescribed by Rule 504.

503d. When it is necessary for a train to cross over, the conductor or engineman before crossing or returning, must notify the signalman and obtain permission to do so.

503e. A train must not cross over at any point and run either in the opposite direction, or in the same direction on another track, without orders from the Superintendent or permission from the signalman.
AUTOMATIC BLOCK SYSTEM.—CONTINUED.

503f. Both switches of a cross-over must be opened before a train starts to make a cross-over movement, and the movement must be completed before either switch is restored to normal position.

504. When a train is stopped by an automatic block signal, if the signal does not clear at once train may proceed, running with caution, expecting to find a train in the block, broken rail, or switch not properly set.

(PERMISSION TO PASS AN AUTOMATIC HOME BLOCK SIGNAL AT STOP DOES NOT APPLY TO OTHER HOME BLOCK SIGNALS OR INTERLOCKING SIGNALS.)

505. 

506. When a train is stopped by a signal which is evidently out of order, the fact must be reported to the Superintendent.

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

508. Unless directed by special instructions, when two or more trains have been coupled and so run past any block station, they must be uncoupled only at a block station and the signalman notified.
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.

INTERLOCKING SIGNALS.—The fixed signals of an interlocking plant.

HOME INTERLOCKING SIGNAL.—A fixed signal at the point at which trains are required to stop when the route is not clear.

DISTANT INTERLOCKING SIGNAL.—A fixed signal used in connection with a home interlocking signal to regulate the approach thereto.

DWARF INTERLOCKING SIGNAL.—A low fixed signal.
INTERLOCKING.—CONTINUED.

601. HOME INTERLOCKING SIGNALS.

<table>
<thead>
<tr>
<th>SIGNAL</th>
<th>OCCASION FOR USE</th>
<th>INDICATION</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color</td>
<td>The signal will be displayed when</td>
<td>For enginemen and trainmen.</td>
<td>As used in rules.</td>
</tr>
<tr>
<td>(a) Red</td>
<td>Route is not clear.</td>
<td>Stop.</td>
<td>Stop-signal.</td>
</tr>
<tr>
<td>(b) Green</td>
<td>Route is not clear.</td>
<td>Proceed with caution.</td>
<td>Caution-signal.</td>
</tr>
<tr>
<td>(c) White</td>
<td>Route is clear.</td>
<td>Proceed.</td>
<td>Clear-signal.</td>
</tr>
</tbody>
</table>

Where the semaphore is used, the governing arm is displayed to the right of the signal mast as seen from an approaching train, and the indications are given by positions:

Horizontal as the equivalent of (a) Stop.

Diagonal,* midway between (a) Stop and (c) Proceed, as the equivalent of (b) Proceed with caution.

Vertical or nearly vertical* as the equivalent of (c) Proceed.

DISTANT INTERLOCKING SIGNALS.

<table>
<thead>
<tr>
<th>SIGNAL</th>
<th>OCCASION FOR USE</th>
<th>INDICATION</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color</td>
<td>The signal will be displayed when</td>
<td>For enginemen and trainmen.</td>
<td>As used in rules.</td>
</tr>
<tr>
<td>(d) Green</td>
<td>Home signal is at stop.</td>
<td>Proceed prepared to stop at home signal.</td>
<td>Caution-signal.</td>
</tr>
<tr>
<td>(e) White</td>
<td>Home signal is at caution or clear.</td>
<td>Proceed.</td>
<td>Clear-signal.</td>
</tr>
</tbody>
</table>

Where the semaphore is used, the governing arm is displayed to the right of the signal mast as seen from an approaching train, and the indications are given by positions:

Horizontal as the equivalent of (d) Proceed prepared to stop at home signal.

Vertical or nearly vertical* as the equivalent of (e) Proceed.

*Above or below the horizontal.
INTERLOCKING.—CONTINUED.

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

Signalmen.

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

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

613. Signal levers must be kept in the position displaying the normal indication, except when signals are to be cleared for an immediate train or engine movement.

613a. When an interlocking signal is also a block signal, the signalman must know the switches through the interlocking are right before permitting a train to proceed under signal in stop position as provided in Rules 331, 332, 431 and 432.

614. When the route is clear the signals must be cleared sufficiently in advance of approaching trains to avoid delay.

614a. Within home signal limits, movements may be made without regard to the superiority of trains.

Movements to tracks against the current of traffic beyond home signal limits must not be made except under the protection of a flagman.
INTERLOCKING.—CONTINUED.

615. Signals must be restored so as to display the normal indication as soon as the train or engine for which they were cleared has passed the signal.

616. If necessary to change any route for which the signals have been cleared for an approaching train or engine, 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.

617. A switch, or lock, must not be moved when any portion of a train or an engine is standing on, or closely approaching, the switch or detector bar.

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

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

620. If a signal fails to work properly its operation must be discontinued and the signal secured so as to display the normal indication until repaired.
621. Signalmen must observe, as far as practicable, whether the indications of the signals correspond with the positions of the levers.

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

If any electrical or mechanical appliance fails to work properly, the Superintendent and the repairman must be notified, and only duly authorized persons permitted to make repairs.

623. If there is a derailment or if a switch is run through, or if any damage occurs to the track or interlocking plant, the signals must be restored so as to display the normal indication, and no train or switching movement permitted until all parts of the interlocking plant and track liable to consequent injury have been examined and are known to be in a safe condition.

624. If necessary to disconnect a switch from the interlocking apparatus the switch must be securely fastened.

625. During storms or drifting snow special care must be used in operating switches. If the force whose duty it is to keep the switches clear is not on hand promptly when required, the fact must be reported to the Superintendent.
626. 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 repairmen that the switches are properly set for such movements.

627. Signalmen should note the condition of all passing trains. Should there be any indication of conditions endangering any train, the signalman must take such measures for the protection of trains as may be practicable.

628. If a signalman has information that an approaching train has parted he must clear the route for the parted train, and give it the Train-parted signal.

629. Signalmen must have the proper appliances for hand signaling ready for immediate use. Hand signals must not be used when the proper indication can be displayed by the interlocking signals. When hand signals are necessary they must be given from such a point and in such a way that there can be no misunderstanding on the part of enginemen or trainmen as to the signals, or as to the train or engine for which they are given.

630. 

631. Signalmen will be held responsible for the care of the interlocking station, lamps and supplies; and of the interlocking plant, unless provided for otherwise.
632. Lights in interlocking stations must be so placed that they cannot be seen from approaching trains.

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

634. If a train or engine over runs a Stop-signal, the fact must be reported to the Superintendent.

635. Signalmen must not permit unauthorized persons to enter the interlocking station.

**Enginemen and Trainmen.**

661. Trains or engines must be run to but not beyond a signal indicating Stop, except as provided in Rule 663.

661a. A train approaching an interlocking station on a track for which there is no signal must stop clear of the interlocking and be governed by instructions from the signalman in making a movement through the interlocking.

661b. Within home signal limits movements may be made without regard to the superiority of trains, and enginemen and trainmen are relieved from observing Rule 152.

Movements to tracks against the current of traffic beyond home signal limits must be protected as prescribed by Rule 99.
662. If a Clear, or Caution, signal, after being accepted, is changed to a Stop-signal before it is reached, the stop must be made at once. Such occurrence must be reported to the Superintendent.

663. Enginemen and trainmen must not proceed on hand signals as against interlocking signals until they are fully informed of the situation and know that they are protected. Trainmen must not give proceed hand signals conflicting with indications of interlocking signals.

664. The engineman of a train which has parted must sound the whistle signal for Train-parted on approaching an interlocking station.

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

666. In recoupling a parted train the switches must not be obstructed by any portion of the train without permission from the signalman. When a parted train has been recoupled the signalman must be notified.

667. Sand must not be used over movable parts of an interlocking plant.

668. ————-.
INTERLOCKING.—CONTINUED.

669. Trains or engines stopped by the signalman in making a movement through an interlocking plant, must not move in either direction until they have received the proper signal or permission from him.

Repairmen.

681. Repairmen are responsible for the inspection, adjustment and proper maintenance of all the interlocking plants assigned to their care.

682. When the condition of switches or track does not admit of the proper operation or maintenance of the interlocking plant, the fact must be reported to the Superintendent.

683. When any part of an interlocking plant is to be repaired a thorough understanding must first be had with the signalman, in order to secure the safe movement of trains and engines during repairs. The signalman must be notified when the repairs are completed.

684. If necessary to disconnect any switch it must be securely fastened before any train or engine is permitted to pass over it.

685. Alterations or additions to an interlocking plant must not be made unless properly authorized.
CLEARANCE CARD

Station, ___________ M. ___________ 191

To Conductor and Engineman: Train No. ___________.

I have __________________ orders for your train.

Stop-signal is displayed for ________________________.

__________________________  Operator.

This does not affect any orders you may have received.

The Conductor and Engineman must each have a copy of this card, and see that their train is correctly designated above.
FORM

CLEANACE CARD

Block Station, M.  191

To Conductor and Engineman: Train No. on track.

Signal cannot be cleared; proceed as though signal was displayed.

Signalman.

When a block signal is also an interlocking signal, the signalman must know the switches through the interlocking are right before issuing this card.

This card must be used only in case of failure of block signal apparatus, and when block has been duly reported clear by the signalman at the block station in advance, or that it is clear of an opposing train, but is occupied by a train which may be followed by another train in the same block. The conductor and engineman receiving it properly filled out and signed by the signalman, may proceed as directed above.
CAUTION CARD

Block Station, M. 191

To Conductor and Engineman: Train No. _____ on _____ track.

Means of communication have failed. You may proceed with caution under Stop-signal, expecting to find track obstructed.

Signalman.

When a block signal is also an interlocking signal, the signalman must know the switches through the interlocking are right before issuing this card.

Conductors and enginemen receiving this card properly filled out and signed by the signalman, may proceed with the train under control prepared to stop short of any obstruction in the block.
CAUTION CARD

Block Station, M. 191

To Conductor and Engineman: Train No. _______ on _______ track.

Means of communication have failed. You may proceed with caution under Stop-signal, expecting to find track obstructed.

Signalman.

When a block signal is also an interlocking signal, the signalman must know the switches through the interlocking are right before issuing this card.

Conductors and enginemen receiving this card properly filled out and signed by the signalman, may proceed with the train under control prepared to stop short of any obstruction in the block.
GENERAL REGULATIONS FOR EMPLOYES.

Train Masters.

701. The Train Master reports to and receives his instructions from the Superintendent.

It is his duty to take charge of the movement of the traffic; exercise supervision over the men employed on trains, see that they understand and observe the rules and discipline them when necessary; in case of detention of trains by accident or obstruction, go to the place if necessary, take general charge of clearing the railroad, and see that proper precautions are taken to insure the safety of trains and property.

An Assistant Train Master, in the district assigned him, has the same authority and performs the same duties as the Train Master.

Station Masters.

702. The Station Master reports to and receives his instructions from the Superintendent or such officer as he may designate.

He has charge of the passenger station where he is located, and of the persons employed therein.

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 in seating passengers and receiving and delivering baggage; attend courteously to the comfort and wants of passengers, and see that the employes do the same. He must see that the cars in trains starting from his station
are inspected and properly equipped, cleaned, heated and lighted; that the trainmen are ready for duty at the appointed time, with the necessary signals and other appliances, and that the trains are properly made up, and dispatched at the proper time.

An Assistant Station Master, in the duties assigned him, has the same authority as the Station Master.

**Passenger Conductors.**

703. The Passenger Conductor reports to and receives his instructions from the Train Master. He must obey the orders of Station Masters and Yard Masters, and conform to instructions issued by the Accounting, Passenger and Treasury Departments.

He must report for duty at the appointed time, and see that the trainmen are ready for duty; assist in making up his train when necessary; see that the engine and train are provided with full sets of signals; and ascertain that the cars have been inspected and properly equipped, cleaned, heated and lighted, and that the brakes and other appliances are in proper order.

He must have a reliable watch and a copy of the time-table; examine the bulletin-board before each trip; compare time with the engineman before starting, and see that he has a copy of the time-table.
He must show his train orders to the trainmen. He is responsible for the movement, safety, and proper care of his train, and for the vigilance and conduct of the men employed thereon, and must report any misconduct or neglect of duty.

It is his duty to ascertain that passengers are provided with proper transportation, collect fare from those who are not, and put off, at a convenient station, any who refuse to pay fare; attend courteously to the comfort and wants of passengers, and see that his trainmen do the same; see that passengers are properly seated, and not allow them to ride on the platforms or in the baggage, express or mail cars, or violate, in any respect, the regulations provided for their safety; maintain good order, and not allow drunken or disorderly persons to get on the train.

**Passenger Brakemen.**

704. The Passenger Brakeman reports to and receives his instructions from the Train Master. He must obey the orders of Station Masters and Yard Masters. While on duty he is under the direction of the conductor.

He must report for duty at the appointed time; assist in making up his train when required; give polite attention to the wants of passengers, avoiding unnecessary conversation. When passing through sleeping cars, do so quietly, so as not to disturb passengers; at each station stop announce distinctly the name of the station; where trains are to stop for meals, make such announcement and the length of stop.
It is his duty to attend to the brakes when necessary; be provided with, take care of, and properly display train signals; attend to the lighting, heating and ventilation of the cars; open and close the car doors, and assist the conductor in the proper disposition of passengers, in preventing them from riding on the platforms, or in any way violating the regulations provided for their safety; in preserving order; and in all things requisite for the safe and prompt movement of the train and the comfort of passengers.

He must immediately go back to protect the train, where the rules require it, without waiting for signal or instructions to do so. When more than one brakeman is used on a train the rear brakeman must perform this duty, and the front brakeman must in like manner protect the front of the train when the fireman cannot leave the engine.

**Baggagemen.**

705. The Baggageman reports to and receives his instructions from the Train Master. He must obey the orders of Station Masters and Yard Masters. He must conform to instructions issued by the Accounting and Passenger Departments. While on duty he is under the direction of the conductor.

He must report for duty at the appointed time; handle baggage carefully; be civil and obliging to passengers, and remain in the baggage car while on duty, except when required to take the place of a trainman.
It is his duty to receive, take care of and correctly deliver baggage carried on the train, and U. S. mail carried in the baggage car; check baggage at stations where there are no baggage agents; take charge of and promptly deliver letters and packages forwarded on railroad business or addressed to officers or agents; and attend to the light and heat in the baggage cars while on duty.

He must report all loss, damage or irregularity in handling baggage, U. S. mail, letters and packages, promptly to the Train Master of the division on which it occurred.

He must not carry letters, packages, money or other valuables not authorized by the regulations, and must not permit any one to ride in the baggage car except mail agents, express agents, and news agents, in the discharge of their duties, and authorized officers.

**General Yard Masters.**

706. The General Yard Master reports to and receives his instructions from the Train Master. He has charge of yards, of the men employed, and movement of trains therein and distribution and movement of cars within assigned districts.

It is his duty to see that train crews and engines are ready for duty at the appointed time; that trains are properly made up and dispatched at the proper time; that conductors are furnished with way-bills for cars leaving; that way-bills are received for cars arriving; that doors of cars are
properly secured; that cars are inspected and proper disposition made of those needing repairs; that cars are not unnecessarily delayed in yards, and that records and reports are made in accordance with instructions.

He must be familiar with the rules governing, and the duties of employes connected with train service; require efficient discharge of such duties in yards, and report all violations of the rules coming under his notice.

An Assistant General Yard Master, a Yard Master or an Assistant Yard Master, in the district assigned him, has the same authority and performs the same duties as the General Yard Master.

**Freight Conductors.**

707. The Freight Conductor reports to and receives his instructions from the Train Master. He must obey the orders of Yard Masters.

He must report for duty at the appointed time, and see that the trainmen are ready for duty; see that he has the proper way-bills for the cars to be moved; assist in making up his train when necessary; see that the engine and train are provided with full sets of signals; see that the couplings and brakes are in good order before starting, and inspect them as frequently as opportunity permits; see that the trainmen occupy their proper places on the train, handle freight with care, using every effort to prevent loss or damage; see that doors of cars are properly
secured, and not permit unauthorized persons to enter the cars, handle freight or ride upon the train.

He must have a reliable watch and a copy of the time-table; examine the bulletin-board before each trip; compare time with the engineman before starting, and see that he has a copy of the time-table.

He must show his train orders to the flagman.

He is responsible for the movement, safety, and proper care of his train, and for the vigilance and conduct of the men employed thereon, and must report any misconduct or neglect of duty.

He must not move cars from stations without proper way-bills and must see that they are in safe condition to be moved. When necessary to move cars on station or loading tracks, or to place cars thereon, he must first see that all persons loading or unloading cars thereon are notified, and when cars are left on a siding he must see that they are properly secured by brakes and every precaution taken to prevent them from being improperly moved.

**Freight Brakemen.**

708. The Freight Brakeman reports to and receives his instructions from the Train Master. He must obey the orders of Yard Masters. While on duty he is under the direction of the conductor.

He must report for duty at the appointed time and assist in making up his train.
It is his duty to attend to the brakes; be provided with, take care of, and properly display train signals; assist the conductor in loading or unloading freight, in inspecting the cars, and in all things requisite for the safe and prompt movement of the train.

When not engaged in duty elsewhere, he must occupy the post assigned to him. The post of the rear brakeman (or flagman) is on the last car. He must immediately go back to protect the train, where the rules require it, without waiting for signal or instructions to do so. The front brakeman must in like manner protect the front of the train when the fireman cannot leave the engine. An assisting engine on the rear is a part of the train and the flagman will be governed accordingly.

**Switch Tenders.**

**709.** The Switch Tender reports to and receives his instructions from the Train Master. In yards he reports to and is under the direction of the Yard Master or Station Master.

It is his duty to operate the switches under his charge for trains using them; to keep the switches in good condition and clear of snow or other obstruction, and promptly report defects.

He must keep the switches secured for the main track, except when passing trains to or from another track, and must watch for approaching trains and give a signal to proceed if all is right.

Where day and night switch tenders are
employed, they must not leave their posts until relieved, and the one going off duty must inform the one coming on, of trains due which have not passed.

**Supervising Agents.**

710. The Supervising Agent reports to and receives his instructions from the Superintendent. He has charge of the station agents and baggage agents, and must see that they perform their duties properly.

**Station Agents.**

711. The Station Agent reports to and receives his instructions from the Supervising Agent or such officer as the Superintendent may designate. He must conform to the instructions issued by the Accounting, Passenger, Freight and Treasury Departments.

At first class agencies he is required to devote his time exclusively to the business of the Company. At less important agencies he may, when authorized by the Superintendent, engage in other business when it does not interfere with the proper discharge of his duties.

He has charge of the Company's books and papers, and of the buildings, sidings and grounds at his station; and must preserve order in and about the station, keep the buildings and grounds in proper condition, and give proper attention to fire protection.

It is his duty to attend to the sale of tickets and the receiving, delivering and forwarding of
freight, and collections for the same; see that cars are promptly loaded or unloaded and forwarded; keep the accounts, and make reports and remittances, in the manner prescribed.

He has charge of the employes at the station and must see that they perform their duties properly; promptly report any misconduct or violation of the rules, and anything that is observed that is prejudicial to the Company's interests or may interfere with the safe and economical working of the railroad.

He must report all local matters which may affect the interests of the Company.

He 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 trains.

He must see that cars left at the station have the brakes applied and are not moved by unauthorized persons, or shifted so as to interfere with the safety of trains.

Baggage Agents.

712. The Baggage Agent reports to and receives his instructions from the Supervising Agent or such officer as the Superintendent may designate. He must obey the orders of the Station Master or the Station Agent, and conform to the instructions issued by the Accounting and Passenger Departments.
It is his duty to receive and check baggage, and deliver it to the baggagemen on trains; take charge of baggage unloaded at his station; handle baggage carefully; be civil and obliging to passengers, and require them to show proper transportation before checking their baggage.

He must promptly report all loss, damage or irregularity in handling baggage, U. S. mail, letters, packages and baggage checks.

Division Operators.

713. The Division Operator reports to and receives his instructions from the Superintendent. He is responsible for the condition and proper working of the wires and instruments, the prompt transmission of messages, and the economical use of material and supplies.

He has charge of operators and linemen; will direct them with regard to their duties, and see that they understand and obey the rules and discipline them when necessary. He will see that the necessary signals and supplies are provided.

Train Dispatchers.

714. The Train Dispatcher reports to and receives his instructions from the Superintendent or such officer as he may designate. He must obey the orders of the Division Operator.
It is his duty to issue orders for the movement of trains in the name of the Superintendent; see that they are transmitted and recorded in the manner prescribed; have a record kept showing the time each train passes designated stations or offices; the time the train dispatcher and the operators in his office go on and off duty, and important incidents which occur while he is on duty.

A train dispatcher, to be relieved by another, must not go off duty until so relieved, and must explain, in writing, to the train dispatcher relieving him, the train orders in force and give other information necessary for his guidance.

**Operators.**

715. The Telegraph, Telephone and Signalman Operator, reports to and receives his instructions from the Division Operator. An operator at a station must conform to the instructions of the Station Master or Station Agent, when they do not interfere with his duties as operator.

He is required to be constantly on duty during the hours assigned him, and must not leave his office without permission. The office is in charge of the day operator. Where two or more operators are employed during the day or night, there must be always one on duty. Where both day and night operators are employed, they must not leave their posts until relieved, and those going off duty must inform those taking
their places respecting unfinished business and the position of trains.

He must not leave his office when a train is at the station, unless required by business connected with the train.

He must keep a record of the time at which trains pass his office, and such other offices as may be required.

He must give particular attention to the adjustment of his instruments, and be ready at all times to receive train orders.

He must take students when authorized. He must not permit employes or others to frequent his office. He must not receive messages to be transmitted free, unless signed by an officer, agent, employe, or other authorized person, or a reply thereto, and on each message sent and received must appear the date, the time, the office call and the signal of the operators who sent and received it. He must preserve messages sent, and promptly deliver those received; and must consider all messages confidential, and not permit them to be read by any person except those to whom they are addressed, nor make their contents the subject of conversation or remark.

If the means of communication fail for an unusual length of time, he must test the wires and report, if possible, on which side of his office the failure is. If it is at a point which the lineman cannot reach promptly, he must immediately notify the track foreman.


Linemen.

716. The Lineman reports to and receives his instructions from the Division Operator. It is his duty to keep the poles in proper position, the wires connected, insulated and clear of all obstructions, and make all necessary repairs, calling on the track foreman for assistance he may require. He must keep a diagram and record of the wires, and change in wires, in the district assigned him.

He must frequently pass over his district and observe the condition of the line and the connections at the offices, and promptly report anything observed that may interfere with the proper working of the line.

He must always be provided with a full set of tools and be ready to respond immediately to any orders he may receive, and must supply the operators and track foremen with wire and insulators, and instruct them in regard to splicing the wire and making other repairs. He must report each morning the part of the district he will be in during the day.

Road Foremen of Engines.

717. The Road Foreman of Engines reports to and receives his instructions from the Superintendent. He must confer with the Master Mechanic relating to the mechanical requirements and efficiency of engines.
It is his duty to frequently ride upon the engines, instruct enginemen and firemen in regard to the proper performance of their duties, the economical use of fuel and stores; see that engines are in good working order and properly equipped; know the proper tonnage rating for each class of engines; familiarize himself with the qualifications of enginemen and firemen, and exercise supervision over them, see that they understand and observe the rules and discipline them when necessary.

The Road Foreman of Engines must consult and advise with the Engine House Foremen, respecting the condition and requirements of the engines.

An Assistant Road Foreman of Engines, in the district assigned him, has the same authority and performs the same duties as the Road Foreman of Engines.

Enginemen.

718. The Engineman reports to and receives his instructions from the Road Foreman of Engines. He must obey the orders of the Train Master. He must obey the orders of Station Masters and Yard Masters as to shifting and making up trains, and those of conductors as to starting, stopping and general management of trains, unless they endanger the safety of the train or require violation of rules. When at the engine house he is under the direction of the Engine House Foreman.
He must report for duty at the appointed time; see that the engine is in good working order and furnished with the necessary signals and supplies; give checks for fuel and stores received, and assist in shifting and making up the train.

He must have a reliable watch and a copy of the time-table; examine the bulletin-board before each trip, and compare time with the conductor of his train before starting.

He must show his train orders to his fireman, also to the front brakeman when practicable.

He must exercise caution and good judgment in starting and stopping the train, and in moving and coupling cars, so as to avoid disturbance to passengers and injury to persons or property; keep a constant lookout on the track for signals and obstructions; acknowledge all signals except fixed signals; stop and inquire respecting any signal not understood; see that the front of the train is protected when necessary; use every precaution against fire, and not permit burning waste, hot cinders or any other thing to be thrown or dropped from the engine; clean the ash pan or front end only at points specially designated; report the condition of the engine at the end of each trip, assist in making repairs when called upon, and must report any misconduct or neglect of duty.

He must, after having seen a fixed signal affecting the movement of his train, call its indication to his fireman.
He must not permit any person to ride on the engine without authority.

He must not leave the engine during a trip except in case of necessity, and must then leave the fireman in charge.

Firemen.

719. The Fireman reports to and receives his instructions from the Road Foreman of Engines. He must obey the orders of the Train Master, and when at the engine house he is under the direction of the Engine House Foreman. When with the engine he must obey the orders of the engineman.

He must report for duty at the appointed time; examine the bulletin-board before each trip; assist in shifting and making up the train; assist the engineman in keeping a lookout on the track for signals and obstructions; take charge of the engine during the absence of the engineman; clean the engine and assist in making repairs when required. He must not run an engine in the absence of the engineman unless in some emergency he is directed to do so by the conductor, or some one in authority. He must be familiar with the rules that apply to the protection of trains and the use of signals.

He must protect the front of the train when necessary.

He must, after having seen a fixed signal affecting the movement of his train, call its indication to the engineman.
Master Mechanics.

720. The Master Mechanic reports to and receives his instructions from the Superintendent. He must obey the instructions of the Superintendent of Motive Power.

He is responsible for the proper and economical management of the shops and power plants, and for the discipline, and proper discharge of the duties, of the persons employed therein; for the economical use of material, fuel and stores, and for keeping the proper account of those supplied to engines and cars; and for engines and cars being in proper condition for efficient service, and for the proper maintenance of tools and machinery in his charge.

He must adhere to the authorized standards in construction and repairs; keep a daily record of the time made and rate of pay and earnings of workmen; the time employed and quantity and cost of material used on each piece of work.

He must not permit work to be done in the shops at night or on Sunday, unless absolutely necessary; nor permit lights in the shops after working hours, except those required by the watchmen on duty; and must not allow visitors in the shops without permits, nor allow them to converse or interfere with the workmen.
He must consult and advise with the Road Foreman of Engines respecting the economical performance of engines, and their mechanical requirements and efficiency.

An Assistant Master Mechanic, in the district assigned him, has the same authority and performs the same duties as the Master Mechanic.

**Engine House Foremen.**

721. The Engine House Foreman reports to and receives his instructions from the Master Mechanic. He must obey the orders of the Road Foreman of Engines with regard to the assignment of engines and the disposition of enginemen and firemen.

He has charge of the engine house and the workmen employed therein. It is his duty to see that the engine house is kept clean and in good order; that the workmen perform their duties properly; that the supplies are economically used; that the engines are prepared for service promptly and are in good working order and properly equipped, and that they are inspected and cleaned at the end of each trip, and reported for repairs when necessary; and that enginemen and firemen are ready for duty at the required time.

An Assistant Engine House Foreman, in the duties assigned him, has the same authority as the Engine House Foreman.
Foremen of Car Inspectors.

722. The Foreman of Car Inspectors reports to and receives his instructions from the Master Mechanic. He must obey the orders of Station Masters and Yard Masters.

It is his duty to see that all cars coming within his jurisdiction are inspected; make needed repairs, and send to the shop cars not fit for service.

He must see that cars in passenger trains are properly equipped, cleaned, heated and lighted; that all the fixtures are clean and in good order and ready for use; that the load on all cars is properly placed and does not exceed the safe capacity, nor the authorized quantity, and that neither car nor load exceeds standard dimensions.

He must require the men under his charge to exercise great care in displaying the signals as prescribed by Rule 26.

Car Inspectors.

723. The Car Inspector, in the absence of a foreman, will perform the same duties as the foreman in the district assigned him.

When inspecting or repairing cars he must protect himself by displaying a blue signal as prescribed by Rule 26.

Division Engineers.

724. The Division Engineer reports to and receives his instructions from the Superintendent.
He has charge of the maintenance of road-bed, culverts, bridges, track and buildings, and all other matters pertaining to the maintenance of way, and structures.

He must adhere to the authorized standards in construction and repairs.

An Assistant Division Engineer, in the district assigned him, has the same authority and performs the same duties as the Division Engineer.

**Master Carpenters.**

725. The Master Carpenter reports to and receives his instructions from the Division Engineer.

He has charge of the inspection and repairs of bridges, culverts, buildings and other structures, and of the men employed in the maintenance thereof.

He must adhere to the authorized standards in construction and repairs.

He must be familiar with the use and meaning of signals; see that they are understood and properly used by the persons employed under him; see that materials are safely kept and economically used.

When repairing bridges or other structures, he must keep the tracks safe for the passage of trains, and, when necessary to obstruct them, see that full protection is provided in both directions.

He will arrange with the Supervisor for the distribution of material and for assistance he may require.
Supervisors of Signals.

726. The Supervisor of Signals reports to and receives his instructions from the Division Engineer.

He has charge of the signal repairmen employed in his district.

He is responsible for the proper working of all interlocking apparatus and signals in connection therewith, and automatic signals.

He must make all repairs, but must not make nor permit any alterations without proper authority.

He must adhere to the authorized standards in construction and repairs.

He must know that the persons under his charge understand and obey the rules and understand the use and meaning of signals; see that materials are safely kept and economically used.

An Assistant Supervisor of Signals, in the district assigned him, has the same authority and performs the same duties as the Supervisor of Signals.

Supervisors.

727. The Supervisor reports to and receives his instructions from the Division Engineer.

He has charge of the track forces employed on his sub-division, and must see that they perform their duties properly; discipline them when necessary; and keep account of and report their time in the manner prescribed. He is responsible
for keeping the tracks, fences, road-bed, bridges, culverts, telegraph, telephone and signal lines, and everything pertaining to the roadway in repair.

He must frequently pass over his sub-division; observe the condition of the track and bridges; see that the proper slopes and ditches are preserved, and that culverts and drains are kept open; note anything liable to obstruct the track, and have it removed; and do everything necessary to secure the safety of the railroad.

He must know that the persons under his charge understand and obey the rules and understand the use and meaning of signals; see that materials are safely kept and economically used; attend in person to the removal of slides, snow or other obstructions; in case of accident take the necessary force to the place, and use every effort to clear the railroad; give attention to the water supply and report any defect or deficiency; keep an oversight of work performed by contractors or mechanics, and see that they do not endanger trains, and make careful inquiry and report fully in writing, respecting any accident, on his sub-division.

He must adhere to the authorized standards in construction and repairs.

An Assistant Supervisor, in the district assigned him, has the same authority and performs the same duties as the Supervisor.
Track Foremen.

728. The Track Foreman reports to and receives his instructions from the Supervisor.

He has charge of the repairs on his section, and is responsible for the safety of the track, bridges and culverts.

He must see that the track is in good line and surface, and properly spiked; that it is in true gauge; that the cross-ties are properly spaced, lined and tamped; that the road-bed is in good order; and that the proper slopes, ditches and drainage are preserved.

He must engage in work personally, and see that watchmen and other workmen under his charge faithfully perform their duties; discipline them when necessary, and report the same to the Supervisor.

He must have a reliable watch and compare time each day with the clock at the nearest telegraph or telephone office, or with the conductor of a train; a copy of the time-table; and must carefully observe signals displayed by trains.

He must watch points where obstructions are likely to occur; examine the slopes of cuts, and remove anything liable to fall or slide; remove combustible material from the vicinity of the track, bridges and buildings; extinguish fires that may occur along the railroad; watch the
telegraph, telephone and signal lines and keep the poles and wires in proper position; report promptly any derangement of the wires and assist the lineman when necessary, see that water stations are kept in order and report any failure in the water supply; see that fences are kept in repair; prevent encroachment on the right of way and other grounds of the Company; render prompt assistance in cases of accident, or delay to trains; and see that old material is gathered up, and that his section is kept in neat and proper condition.

He must not permit anything to be placed where it will endanger trains or employes, and during heavy storms he must detail sufficient force to watch the railroad and take every precaution to prevent accident.

He must obtain permission from the Superintendent before renewing rails, frogs or switches in the main track, except in emergency.

Any work that interferes with the safe passage of trains at full speed is an obstruction and must not be attempted without full protection in both directions.

In making repairs he may use the track to within ten minutes of the time of a regular train, but must never so use or otherwise obstruct the track without full protection in either direction from which trains may come. He must always be prepared for the arrival of extra trains.
He must not permit hand cars or trucks to be used unless he accompanies them, nor to be attached to trains in motion, and must properly clear regular trains.

He must not run his hand car without at least one man facing in each direction, nor without full protection. He must see that trucks, when used, are never so loaded as to prevent prompt removal on approach of a train, and that they are at all times fully protected. When hand cars or trucks are not in use they must be kept locked, and so secured that they cannot be so moved as to endanger the safety of trains.

He must run hand cars and trucks with great caution, always keeping a lookout for extra trains.

He must not permit his switch key to pass out of his possession, and must personally attend to the opening and closing of switches.

He must caution his men to exercise great care to avoid injury to themselves and others and will himself take special care under all conditions to guard against injury to them.

Track and Bridge Watchmen.

729. Track and Bridge Watchmen report to and receive their instructions from the Track Foreman.

The track watchman must carefully examine the track, and see that it is in safe condition;
that the switches are set and locked for the main track; that cars left on sidings fully clear the main track, and that the doors of loaded cars are secured. He must examine buildings and other property of the Company, and protect them from fire and other damage.

Should an obstruction to the track occur, the watchman must at once display stop signals in both directions and immediately send word, if possible, to the Track Foreman. Night watchmen, before going off duty, must notify the Track Foreman of the trains due which have not passed, and of any other matters requiring attention.

The bridge watchman must keep a supply of water on the bridge and follow each train with a bucket of water to extinguish fire or hot cinders that may have fallen from the engine; keep the coping of the abutments and piers clean; remove combustible matter from near the bridge; frequently examine the timber and iron work of the bridge and report any decay or defect; and prevent all persons, except employes, from crossing the bridge.

The watchman must observe the speed of passing trains and report any violation of the rules. When his time is not wholly occupied with watching, he will attend to such other duties as may be assigned him.
Captains of Police.

730. The Captain of Police reports to and receives his instructions from the Superintendent. He must conform to the instructions of the Superintendent of Police.

He is responsible for the proper guarding against depredation, fire or trespass, of the Company's property or that entrusted to its care, and shall have supervision of the men thus employed.

He shall, at the request of the conductor, assist in maintaining order on trains, and shall maintain order at stations and in yards, and so far as possible, protect the Company's patrons from annoyance by disorderly persons.

Unless otherwise directed, he has supervision over crossing watchmen and will see that they properly understand their duties, and fulfill them.

The Lieutenant of Police, in the duties or district assigned him, has the same authority and performs the same duties as the Captain of Police.

Crossing Watchmen.

731. The Crossing Watchman reports to and receives his instructions from the Captain of Police, unless otherwise directed.

He must exercise care to insure full protection at the crossing when trains are approaching.
He must use white signals at crossings to signal vehicles and pedestrians, and green signals at night on the crossing gates.

Red signals must be used only to stop trains.

He must keep his watch house clean and not permit unauthorized persons in or about the premises.

When two or more watchmen are employed during the day or night, there must always be one on duty. When both day and night watchmen are employed they must not leave their posts until relieved.