



Jacob Featherman

Elmira

New York

RULES FOR THE GOVERNMENT
OF THE
Transportation Department
OF THE
PENNSYLVANIA RAILROAD COMPANY.

Prepared by the General Manager, and approved by the President and Board
of Directors, June 28th, 1882.

To take effect September 1st, 1882.

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SPECIAL NOTICE.

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

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

FRANK THOMSON,
General Manager.

RULES

OF THE

PENNSYLVANIA RAILROAD COMPANY.

GENERAL RULES.

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

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

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

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

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

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

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

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

9. Every employe while on duty connected with the trains on any Division of the Road, will be under the authority, and conform to the orders of the Superintendent of that Division.

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

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

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

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

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

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

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

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

S I G N A L S.

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

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

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

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

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

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

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

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

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

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

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

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

TRAIN SIGNALS.

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

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

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

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

32. Two Green Flags by day, and two Green Lights by night, displayed in the places provided for that purpose *on the front of an Engine*, denote that the train is followed by another train, running on the same schedule, and entitled to the same rights, as the train carrying the Signals.

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

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

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

WHISTLE SIGNALS.

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

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

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

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

39. Three *long* blasts of the Whistle, is a signal that the train has parted. (Thus — — —)

40. Three *short* blasts of the Whistle, when the train is *standing*, is a signal that the train will back. (Thus — — —)

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

42. Four *long* blasts of the Whistle, is a signal to call in the Flagman or Signalman.

(Thus — — — —)

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

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

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

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

BELL CORD SIGNALS.

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

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

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

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

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

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

LAMP SIGNALS.

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

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

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

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

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

FIXED SIGNALS.

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

RULES GOVERNING THE USE OF SIGNALS.

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

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

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

62. When a Danger Signal (except Fixed Signals and the Block Signal at Block Stations), is displayed to stop a train, it must be acknowledged as per Rule No. 46.

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

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

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

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

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

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

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

70. A White Light must be displayed on the forward end of a train at night, or when obscured by fog or other cause, when it is run backward, or when cars are pushed ahead of the Engine. (See Rule No. 101.)

71. When a train turns out to allow another train to pass, the Red Lights must be removed and Green displayed, as soon as the track is clear for the following train; but the Red must be displayed before crossing back to its own track.

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

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

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

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

TRAIN RULES.

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

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

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

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

80. When a Freight Train meets a Passenger Train on Single Track, the Freight Train must take the Siding, and clear the Passenger Train ten minutes.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

nearest to the train, but the *two* Explosive Caps must be left on the rail as a Caution Signal to any following train.

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

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

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

98. When it is necessary for a Freight Train to turn out on Double Track to allow a Passenger Train running in the same direction to pass, and a Passenger Train running in the opposite direction is due, a Flagman must be sent back with Danger Signals as per Rule No. 95, not less than 1200 yards in the direction of the following train, and the Freight Train must not cross over until one of the Passenger Trains arrives. Should the following Passenger Train arrive first, a Signalman must be sent forward on the opposite track with Danger Signals as per Rule No. 95, not less than 1200 yards in the direction of the overdue Passenger Train before crossing over. Great caution must be used, and good judgment is required to prevent detention to either Passenger Train. The preference should always be given to the Passenger Train of superior class.

99. If an accident or obstruction, make it necessary to move a train in the wrong direction on Double Track, or to cross over to the opposite track to pass around the obstruction, Passenger Trains may do so, but the utmost caution must be used. The Conductor, before the train is backed, must send the Flagman with Danger Signals not less than *one mile* in the direction in which the train is to be backed, and he must keep this distance from the rear of the train ; as an additional

precaution, a Signalman must also be kept 900 yards from the rear of the train until the Crossing is reached. Before the train crosses to the opposite track, the Fireman must be sent forward with Danger Signals, and he must keep not less than *one mile* in advance, and the Baggage Master must also be kept 900 yards in advance of the train until it crosses back to its own track.

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

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

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

The front portion will have the right to go back regardless of all trains, to recover the detached portion, first sending a Signalman with Danger Signals 900 yards in advance, and running with

great caution, at a speed not exceeding four miles per hour. On Single Track, all the precautions required by the Rules must also be taken to protect the train against opposing trains. *The detached portion must not be moved or passed around until the front portion comes back.* This Rule applies to trains of every class.

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

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

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

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

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

An order sent by telegraph must be immediately repeated back by the Operator receiving it, and if correctly repeated, the response "O K" will be given. The Conductor and Engineman will then sign the order, and the Operator will send their signatures to the Superintendent. When he has replied "Correct," the Operator will write the word "Correct" on each copy of the order, with the time "Correct" was received, and deliver one copy to the Conductor and one to the Engineman, which they will read, while the Operator reads the order to them aloud.

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

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

Freight Trains will display Signals for a following train, when ordered to do so by Train Masters, or Yard Masters.

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

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

If Signals are taken down at a point where there is no Operator or Switchman, the Engineman must notify all opposing trains of the same or inferior class, until he reaches the next Telegraph Office, when he must inform the Superintendent, and the Operator must notify all opposing trains of the same or inferior class, until directed otherwise by the Superintendent.

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

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

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

112. A train approaching a Station where a Passenger Train is receiving or discharging passengers, must be stopped before reaching the Passenger Train.

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

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

115. No person will be permitted to ride on an Engine without an order from the Superintendent, or Superintendent of Motive Power, except the Engineman, Fireman, Road Foreman of Engines, Train Masters, Assistant Engineers, and Supervisors on their respective Divisions; and Conductors in the discharge of their duties.

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

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

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

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

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

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

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

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

MIDDLE SIDING OR THIRD TRACK RULES.

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

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

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

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

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

BLOCK SIGNAL RULES FOR DOUBLE TRACK.

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

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

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

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

132. When Passenger Trains are stopped by the Block Signal at Stations where they receive

or discharge passengers, they may run to the platform, and if the Block Signal cannot be seen by the Engineman, the Conductor will, after the proper signal is displayed, personally direct him to proceed.

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

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

135. Operators must report promptly to the next Block Station in the rear, and then to the next Block Station ahead, the movement of trains passing their Stations, but a train must not be re-

ported until the rear end has passed at least 100 yards beyond the Block Station.

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

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

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

139. When Freight Trains are within thirty minutes of a Passenger Train's time, Operators

will keep them only *two* minutes apart to enable them to close in, and clear the Passenger Train according to Rule.

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

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

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

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

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

“5” (Is the track clear?)

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

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

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

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

RULES FOR TRAIN MASTERS.

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

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

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

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

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

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

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

RULES FOR TRAIN DISPATCHERS.

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

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

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

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

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

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

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

RULES FOR STATION MASTERS.

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

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

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

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

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

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

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

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

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

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

RULES FOR PASSENGER CONDUCTORS.

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

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

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

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

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

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

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

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

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

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

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

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

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

184. If compelled by accident, or other cause, to move at an unusually slow rate of speed, or to stop their trains on the Main Track, they must take immediate action to secure the safety of their own train, and trains approaching in either direction. They must constantly keep in mind that *nothing* will justify a collision between trains, and that the prompt use of signals according to the Rules, will prevent it. When they have taken every precaution to insure the safety of their own, and approaching trains, they will then report to the Superintendent from the nearest Telegraph Station.

RULES FOR PASSENGER BRAKEMEN.

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

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

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

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

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

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

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

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

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

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

195. The post of the rear Brakeman (or Flagman) is on the last car in the train, which he must not leave, except to protect the train. He must be provided with, and display the required Signals on the rear of the train, and in case of detention or accident, must immediately go back as

per Rules Nos. 92 and 95, without waiting for a signal from the Engineman, or instructions from the Conductor. The front Brakeman is charged with the duty of protecting the front of the train in like manner, whenever the Fireman is unable to leave the Engine.

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

RULES FOR BAGGAGE MASTERS.

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

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

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

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

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

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

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

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

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

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

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

RULES FOR YARD MASTERS.

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

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

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

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

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

213. They must see that the Engines with their crews, and the Conductors and train men are ready for duty at the appointed time, and that both Enginemen and Conductors are provided

with the Time-table, signals, lamps, and all other things required for the safety and proper management of their trains.

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

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

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

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

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

RULES FOR FREIGHT CONDUCTORS.

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

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

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

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

223. They must have a reliable watch, regulated by the standard clock; and be provided with the Time-table—to which they are required to

conform in running their trains; and with a full set of signals, which they must display and use in the position and manner required by the Rules.

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

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

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

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

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

229. They must procure a manifest from the Station Agent or Yard Master, for every car with

lading attached to their trains, which they will deliver to the Station Agent or Yard Master where the freight or cars are left. Should the freight or cars be delivered at a point where there is no Agent, the manifest must be delivered to the Agent at the next Station beyond.

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

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

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

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

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

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

236. When freight is transferred from one car to another, they must note upon the manifest the number of the car into which the freight is loaded, also the place where the transfer is made, and the condition of the freight.

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

238. If compelled by accident, or other cause, to move at an unusually slow rate of speed, or to stop their trains on the Main Track, they must take immediate action to secure the safety of their own train, and trains approaching in either direction. They must constantly keep in mind that *nothing* will justify a collision between trains, and that the prompt use of signals according to the Rules, will prevent it. When they have taken every precaution to insure the safety of their own, and approaching trains, they will then report to the Superintendent from the nearest Telegraph Station.

RULES FOR FREIGHT BRAKEMEN.

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

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

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

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

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

244. They must not leave their brakes while the train is in motion, nor take any other posi-

tion on the train than that assigned them by the Conductor.

245. They must stop their trains at Stations, and control them when descending heavy grades, without the signal of the Engineman. The brakes must not be applied so as to slide the wheels, and they should be frequently changed from one car to another, to avoid heating the wheels.

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

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

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

RULES FOR STATION AGENTS.

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

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

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

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

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

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

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

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

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

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

259. They must not receive freight to be forwarded which is not in condition for safe transportation, and the destination distinctly marked thereon. They must see that cars are properly loaded, and that the lading does not exceed the authorized height or width.

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

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

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

261. They must make correct entries of the marks, description, and weight of articles, with the classification and rate of charge. From this original entry the manifest is to be made, one copy of which must be sent to the Auditor by the first Passenger Train, and one copy to the Agent

who is to receive the freight. Road manifests for full car loads will be sent by Passenger Train to the Agent who is to receive the freight, and a card manifest furnished the Conductor or Yard Master. Manifests for way freight in less than car loads must accompany the car. All freight manifested to points where there is no Agent, must be released and prepaid; the manifest must be made to the point where the freight is to be left, provided it appears on the Freight Tariff. All freight not prepaid, must be charged to the Agent at the point of delivery.

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

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

RULES FOR STATION BAGGAGE AGENTS.

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

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

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

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

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

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

270. They must not receive a corpse for transportation without a Physician's certificate that it is free from contagion ; it must be securely enclosed in a box, and accompanied with a first-class ticket, which they will deliver to the Baggage Master of the train.

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

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

RULES FOR DIVISION OPERATORS.

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

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

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

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

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

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

RULES FOR TELEGRAPH OPERATORS.

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

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

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

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

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

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

284. When trains are behind time, they must give particular attention to the adjustment of their relays and be ready to receive Train Orders; when holding a train for orders, they must signal it in person, and not depend upon any one else to do so.

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

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

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

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

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

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

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

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

292. All messages sent and received must be dated, timed, and have written on them the in-

initials of the Operator who sent or received them. Messages sent must be preserved for reference, and those received must be delivered promptly.

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

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

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

296. Contention for circuit will not be permitted; should the circuit be interrupted while an Operator is writing, he will stop immediately to ascertain the cause; if it be another Operator

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

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

RULES FOR LINE REPAIRMEN.

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

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

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

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

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

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

RULES FOR ROAD FOREMEN OF ENGINES.

304. Road Foremen of Engines report to, and receive their instructions from the Superintendent.

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

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

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

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

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

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

RULES FOR ENGINEMEN.

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

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

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

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

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

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

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

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

319. They must obey promptly all signals given by Station Agents, Telegraph Operators, Track Repairmen, Watchmen, Conductors, and train-men, even if they think such signals unnecessary. When in doubt as to the meaning of a signal, they must stop and ascertain the cause, and if a wrong signal is shown, they must report the fact to the Superintendent.

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

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

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

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

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

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

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

RULES FOR FIREMEN.

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

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

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

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

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

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

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

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

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

RULES FOR MASTER MECHANICS AND GENERAL FOREMEN OF CAR SHOPS.

336. Master Mechanics, and General Foremen of Car Shops report to, and receive their instructions from the Superintendent. They must obey the orders of the Superintendent of Motive Power.

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

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

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

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

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

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

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

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

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

345. They must not permit work to be done in the shops at night or on Sunday, unless absolutely necessary; they must prohibit lights in the shops after working hours, except those required by the Watchmen on duty.

346. They must not allow strangers to visit the shops without a permit, and will observe that they do not converse or interfere with the workmen.

RULES FOR ENGINE HOUSE FOREMEN.

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

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

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

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

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

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

RULES FOR SHOP CLERKS.

353. Shop Clerks report to, and receive their instructions from the Superintendent.

354. They must obey the orders of the Master Mechanic or General Foreman, and keep their accounts and make reports as directed by the Auditor, or Chief Motive Power Clerk.

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

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

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

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

RULES FOR FOREMEN OF CAR INSPECTORS.

359. Foremen of Car Inspectors report to, and receive their instructions from the Superintendent. They must obey the orders of the Superintendent of Motive Power. They are under the direction of Yard or Station Masters.

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

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

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

363. They must see that the cars running in Passenger Trains are supplied with fresh water, and the necessary amount of ice; that fires are lighted

at the proper time; that the coal boxes are filled; and that the lamps are properly trimmed and filled.

364. They must see that Freight cars are not loaded beyond their safe capacity, and that the lading is properly distributed, and does not exceed the authorized height or width.

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

RULES FOR WOOD AND COAL STATION KEEPERS.

366. Station Keepers report to, and receive their instructions from the Master Mechanic; at points where there are no shops, they are under the direction of the Supervisor.

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

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

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

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

RULES FOR SUPERVISORS.

371. Supervisors report to, and receive their instructions from the Assistant Engineer.

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

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

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

375. They must know that every Foreman, Watchman, and Switchman under their charge

understands the Rules and the use and object of all signals.

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

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

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

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

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

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

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

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

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

RULES FOR MASTER CARPENTERS.

385. Master Carpenters report to, and receive their instructions from the Assistant Engineer.

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

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

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

389. When repairing bridges or other structures, they must keep the Main Track safe for the passage of trains, and when necessary to obstruct it they will see that Danger Signals are displayed in the proper direction, at a distance of at least 500 yards.

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

RULES FOR TRACK FOREMEN.

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

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

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

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

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

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

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

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

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

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

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

full speed is an obstruction, and must not be attempted without using the above precaution.

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

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

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

405. They must closely watch all points where obstructions are likely to occur, carefully examine the slopes of cuts, and remove promptly any rocks, stumps, or masses of earth that are liable to fall or slide.

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

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

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

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

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

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

RULES FOR ROAD AND BRIDGE WATCHMEN.

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

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

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

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

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

417. They must prevent all persons except employes from crossing the bridges.

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

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

RULES FOR SWITCHMEN.

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

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

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

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

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

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



