RULES
OF THE
Pennsylvania Railroad Company,
FOR THE GOVERNMENT
OF THE
Transportation Department.

Prepared by the General Manager, and approved by the President and
Board of Directors, September 11th, 1889;

ALSO APPROVED BY THE BOARDS OF DIRECTORS OF

THE NORTHERN CENTRAL RAILWAY COMPANY,
THE PHILADELPHIA, WILMINGTON & BALTIMORE RAILROAD COMPANY
THE BALTIMORE & POTOMAC RAILROAD COMPANY,
THE WEST JERSEY RAILROAD COMPANY,
THE CAMDEN & ATLANTIC RAILROAD COMPANY,

AND BY THE

TRUSTEES OF THE ALEXANDRIA & FREDERICKSBURG RAILWAY.

FOR THE LINES CONTROLLED BY THESE COMPANIES AND TRUSTEES, AND
ASSOCIATED IN OPERATION WITH THE PENNSYLVANIA RAILROAD.

TO TAKE EFFECT OCTOBER 1ST, 1889.

PHILADELPHIA:
STEPHEN GREENE, PRINTER,
No. 27 South Fifth Street,
1889.
## INDEX

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Notice</td>
<td>5</td>
</tr>
<tr>
<td>General Rules</td>
<td>7</td>
</tr>
<tr>
<td>Standard Time</td>
<td>9</td>
</tr>
<tr>
<td>Time-Tables</td>
<td>10</td>
</tr>
<tr>
<td>Signals</td>
<td>12</td>
</tr>
<tr>
<td>Train Signals</td>
<td>13</td>
</tr>
<tr>
<td>Whistle Signals</td>
<td>15</td>
</tr>
<tr>
<td>Whistle-Cord Signals</td>
<td>16</td>
</tr>
<tr>
<td>Lamp Signals</td>
<td>17</td>
</tr>
<tr>
<td>Fixed Signals</td>
<td>18</td>
</tr>
<tr>
<td>Use of Signals</td>
<td>18</td>
</tr>
<tr>
<td>Classification of Trains</td>
<td>20</td>
</tr>
<tr>
<td>Movement of Trains</td>
<td>21</td>
</tr>
<tr>
<td>Block Signals</td>
<td>31</td>
</tr>
<tr>
<td>Train Masters</td>
<td>35</td>
</tr>
<tr>
<td>Train Dispatchers</td>
<td>36</td>
</tr>
<tr>
<td>Station Masters</td>
<td>37</td>
</tr>
<tr>
<td>Passenger Conductors</td>
<td>38</td>
</tr>
<tr>
<td>Passenger Brakemen</td>
<td>39</td>
</tr>
<tr>
<td>Baggage men</td>
<td>40</td>
</tr>
<tr>
<td>Yard Masters</td>
<td>42</td>
</tr>
<tr>
<td>Role</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Freight Conductors,</td>
<td>42</td>
</tr>
<tr>
<td>Freight Brakemen,</td>
<td>44</td>
</tr>
<tr>
<td>Station Agents,</td>
<td>45</td>
</tr>
<tr>
<td>Baggage Agents,</td>
<td>46</td>
</tr>
<tr>
<td>Division Operators,</td>
<td>47</td>
</tr>
<tr>
<td>Telegraph Operators,</td>
<td>47</td>
</tr>
<tr>
<td>Telegraph Repairmen,</td>
<td>50</td>
</tr>
<tr>
<td>Road Foremen of Engines,</td>
<td>51</td>
</tr>
<tr>
<td>Enginemen,</td>
<td>52</td>
</tr>
<tr>
<td>Firemen,</td>
<td>53</td>
</tr>
<tr>
<td>Master Mechanics and General Foremen of Car Shops,</td>
<td>54</td>
</tr>
<tr>
<td>Engine-House Foremen,</td>
<td>55</td>
</tr>
<tr>
<td>Shop Clerks,</td>
<td>56</td>
</tr>
<tr>
<td>Foremen of Car Inspectors,</td>
<td>56</td>
</tr>
<tr>
<td>Supervisors,</td>
<td>57</td>
</tr>
<tr>
<td>Master Carpenters,</td>
<td>59</td>
</tr>
<tr>
<td>Track Foremen,</td>
<td>59</td>
</tr>
<tr>
<td>Road and Bridge Watchmen,</td>
<td>62</td>
</tr>
<tr>
<td>Switchmen,</td>
<td>63</td>
</tr>
<tr>
<td>Movement of Trains by Telegraphic Orders,</td>
<td>65</td>
</tr>
<tr>
<td>Forms of Train Orders,</td>
<td>75</td>
</tr>
</tbody>
</table>
GENERAL NOTICE.

These rules, and the special rules and orders 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 employees, and for the proper care of the property and interests of the company.

The efficiency of such rules and orders depends upon their being fully complied with.

Employees are required to be polite and considerate in their intercourse with the public and with one another; remembering that the reputation and prosperity of the company depend, not only upon the promptness with which its business is conducted, but also upon the manner in which its patrons are treated by its employees.

CHAS. E. PUGH,
General Manager.
RULES OF THE PENNSYLVANIA RAILROAD COMPANY

GENERAL RULES.

1. The rules herein set forth apply to and govern all roads operated by the Pennsylvania Railroad Company.

They shall take effect October 1st, 1889, and supersede all prior rules and instructions, in whatsoever form issued, which are inconsistent therewith.

2. In addition to these rules, the time-tables will contain special instructions, as the same may be found necessary. Special instructions, whether in conflict with these rules or not, which may be given by proper authority, whether upon the time-tables or otherwise, shall be fully observed while in force.

3. The head of each department must be 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 and the action taken thereon.
4. Every employee whose duties are in any way prescribed by these rules, must always have a copy of them at hand when on duty, and must be conversant with every rule. He must render all the assistance in his power in carrying them out, and immediately report any infringement of them to the head of his department.

5. The fact that any person enters, or remains in the service of the company, will be considered as an assurance of willingness to obey its rules. No one will be excused for the violation of any of them, even though not included in those applicable to his department.

6. If in doubt as to the meaning of any rule or special instructions, application must be made at once, to the proper authority, for an explanation. Ignorance is no excuse for neglect of duty.

7. All employees will be regarded as in the line of promotion, advancement depending upon the faithful discharge of duty and capacity for increased responsibility.

8. If an employee 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 the employee’s previous good conduct.

9. Every employee, while on duty connected with the trains on any division of the road, is
under the authority and must conform to the orders of the Superintendent of that division.

10. Employees must wear the prescribed badges or uniforms while on duty, and are required to be neat in appearance, polite and obliging.

Smoking on passenger trains, or while on duty at stations, or in or about the shops, is prohibited.

The use of intoxicating drinks while on duty is prohibited. Their habitual use is a sufficient cause for dismissal.

11. All persons on duty on trains or at stations, whether employees or not, are subject to the rules governing employees of the company.

STANDARD TIME.

12. Observatory standard time is the only recognized standard and will be transmitted from Allegheny Observatory to the designated offices.

13. The standard time will be telegraphed to all points from the designated offices at 2:00 P. M., Eastern time, daily.

14. Certain clocks will be designated on each division as standard clocks.

15. Where station clocks are provided, station agents must see that they show correct time, but trainmen must not take time from such clocks unless they are also designated as standard clocks.

16. Each conductor and engineman must have a reliable watch, which has been examined and
certified to on the prescribed form by an inspector appointed by the company, and must file such certificate with the proper designated officer before he is allowed to take charge of a train or engine. Watches must be examined and certificates renewed every six months.

17. Each conductor and engineman must regulate his watch by a designated standard clock before starting on each daily run or trip, and register his name and the time at which he regulated his watch on a form provided for that purpose.

18. Conductors and enginemen whose duties prevent them from having access to a standard clock must compare daily with, and regulate their watches by, those of conductors or enginemen who have standard time and have registered their names as above provided.

TIME-TABLES.

19. A time-table is the general law governing the arriving and leaving time of all regular trains at all stations. Time-tables will be issued from time to time, as may be necessary. The times given for each train on the time-table are the schedule of such train.

20. Each time-table, from the moment it takes effect, supersedes the preceding time-table, and all special instructions relating thereto, and trains
shall be run as directed thereby, subject to the rules. All regular trains on the road, running according to the preceding time-table, shall, unless otherwise directed, assume the times and rights of trains of corresponding numbers on the new time-table.

21. Upon the time-table not more than two sets of figures are shown for a train at any point. When two times are shown, the earlier is the arriving time and the later the leaving time. When one time is shown it is the leaving time unless otherwise indicated.

Regular meeting or passing points are indicated on the time-table 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 other trains are to meet or pass it between those times.

The numbers of trains that are to meet or pass are shown in small type adjoining the full-faced type.

In all cases trains are required to clear and follow as per Rules 85 to 90, inclusive.

22. On the employees' time-table the words "daily," "daily, except Sunday," &c., printed at the head and foot in connection with a train, indicate how it shall be run. The figures given at intermediate stations shall not be taken as indicating that a train will stop unless the rules
require it. The following signs placed before the figures indicate:—

“s”—regular stop;

“f”—stop on signal to receive or discharge passengers or freight;

“¶”—stop for meals.

Trains are designated by numbers and their class is indicated on the time-tables.

SIGNALS.

23. Conductors, enginemen, firemen, brakemen, station agents, telegraph operators, switchmen, track foremen, road and bridge watchmen, and all other employees whose duties may require them to give signals, must provide themselves with the proper appliances and keep them in good order and always ready for immediate use.

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

25. Red signifies danger, and is a signal to stop.

26. Green signifies caution, and is a signal to go slowly.

27. White signifies safety, and is a signal to go on.
28. Green and white is a signal to be used to stop trains at flag stations for passengers or freight.

29. Blue is a signal to be used by car inspectors.

30. An explosive cap or torpedo, placed on the top of the rail, is a signal to be used in addition to the regular signals.

The explosion of one torpedo is a signal to stop; the explosion of two torpedoes not more than two hundred feet apart is a signal to reduce speed and look out for a danger signal.

31. 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 stop, and not proceed until it is burned out.

32. A flag or lamp swung across the track or a hat or any object waved violently by any person on the track, signifies danger, and is a signal to stop.

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**TRAIN SIGNALS.**

33. 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.
34. Each train running after sunset, or when obscured by fog or other cause, must display the head light in front and two or more red lights in the rear. Yard engines must display two green lights instead of red, except when provided with a head light on both front and rear.

35. Each car on a passenger train while running must be in communication with the engine. In the absence of an equivalent appliance, a bell-cord must be attached to the signal bell of the engine, passing through or over the entire length of the train and secured to the rear end of it.

36. 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 time-table rights as the train carrying the signals.

37. 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.

38. A blue flag by day and a blue light by night, placed on the end of a car, denote that car inspectors are at work under or about 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.

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

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WHISTLE SIGNALS.

39. One long blast of the whistle is the signal for approaching stations, railroad crossings and junctions, (thus, —).

40. One short blast of the whistle is the signal to apply the brakes—stop, (thus, —).

41. Two long blasts of the whistle is the signal to throw off the brakes, (thus, — —).

42. Two short blasts of the whistle is an answer to any signal, except “train parted,” (thus, — —).

43. Three long blasts of the whistle, to be repeated until answered as provided in Rule No. 62, is a signal that the train has parted, (thus, — — —).

44. Three short blasts of the whistle, when the train is standing, to be repeated until answered, as provided in Rule No. 61, is a signal that the train will back, (thus, — — —).

45. Four long blasts of the whistle is the signal to call in a flagman, (thus, — — — —).

46. Four short blasts of the whistle is the on-
gineman's call for signals from switchmen, watchmen, trainmen and others, (thus, - - - -).

47. Five short blasts of the whistle is a signal to the flagman to go back and protect the rear of the train, (thus, - - - - -).

48. One long followed by two short blasts of the whistle 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 of the same or inferior class to the signals displayed, (thus, — — —).

49. Two long followed by two short blasts of the whistle is the signal for approaching road crossings at grade, (thus, — — — —).

50. A succession of short blasts of the whistle is an alarm for persons or cattle on the track, and calls the attention of trainmen to danger ahead.

WHISTLE-CORD SIGNALS.

51. One blast of the signal whistle, when the train is standing, is the signal to start.

52. Two blasts of the signal whistle, when the train is running, is the signal to stop at once.

53. Two blasts of the signal whistle, when the train is standing, is the signal to call in the flagman.
54. Three blasts of the signal whistle, when the train is *running*, is the signal to stop at the next station.

55. Three blasts of the signal whistle, when the train is *standing*, is the signal to back the train.

56. Four blasts of the signal whistle, when the train is *running*, is the signal to reduce speed.

57. When one blast of the signal whistle is heard while a train is *running*, the engineman must immediately ascertain if the train is parted, and, if so, be governed by Rule No. 103.

58. Signals of the same number of sounds have the same significance when given by other appliances.

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**LAMP SIGNALS.**

59. A lamp swung across the track is the signal to stop.

60. A lamp raised and lowered vertically is the signal to move ahead.

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

62. A lamp swung vertically in a circle at arm's length across the track, when the train is *running*, is the signal that the train has parted.
63. A flag, or the hand, moved in any of the directions given above, will indicate the same signal as given by a lamp.

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**FIXED SIGNALS.**

64. Fixed signals are placed at junctions, railroad crossings, stations and other points that require special protection. Special instructions will be issued indicating their position and use.

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**USE OF SIGNALS.**

65. 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.

66. The unnecessary use of the whistle is prohibited. When necessary in shifting at stations and in yards, the engine bell should be rung, and the whistle used only when required by rule or law, or when necessary to prevent accident.

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

68. When a danger signal, except a fixed signal,
is displayed to stop a train, it must be acknowledged as provided in Rule No. 42.

69. The engine bell must be rung before starting a train, and when running through tunnels and along the streets of towns or cities.

70. 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 whistling-posts.

71. When two or more engines are coupled to the head of a train, the leading engine only shall display the signals as provided in Rules Nos. 36 and 37.

72. One flag or light displayed as a classification signal will be regarded the same as if two were displayed, but conductors and enginemen will be held responsible for the proper display of all train signals.

73. When a train is being pushed by an engine, except when shifting and making up trains in yards, a white light must be displayed on the front of the leading car at night or when the train is obscured by fog or other cause.

74. When a train turns out to meet or pass another train, the red lights must be removed and green displayed as soon as the track is clear, but the red must again be displayed before returning to its own track.

Head-lights on engines when on side tracks
or at the end of double tracks, waiting for trains, must be covered as soon as the track is clear and the train has stopped.

75. The combined green and white signal is to be used to stop a train only at the flag stations designated by the schedule of that train. 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.

76. White signals must be used by watchmen at public road and street crossings, to prevent persons and teams from crossing when trains are approaching. Danger signals must be used only when necessary to stop trains.

77. Torpedoes must not be placed near stations or road crossings, where persons are liable to be injured by them.

78. All signals must be used strictly in accordance with the rules, and trainmen must keep a constant lookout for signals.

CLASSIFICATION OF TRAINS.

79. All trains are designated as regular or extra. Regular trains are those represented on the time-table, and may consist of one or more sections. All sections of a train, except the last, must display signals as provided in Rule No. 36.
Extra trains are those not represented on the time-table, and may be run without notice. An engine without cars, in service on the road, shall be considered a train.

80. All regular trains are classified on the time-table with regard to their priority of right to the track; trains of the first-class being superior to those of the second and all succeeding classes, and trains of the second-class being superior to those of the third and all succeeding classes; and so on indefinitely. The terms passenger, freight or mixed are descriptive and do not refer to class.

81. Extra trains may be distinguished as:—

   Passenger Extra;
   Freight Extra;
   Work Train Extra.

82. All extra trains are of inferior class to all regular trains of whatever class.

MOVEMENT OF TRAINS.

83. A train of inferior class must in all cases keep out of the way of a train of superior class.

84. On single track, all trains in one direction, specified on the time-table, have the absolute
right of track over trains of the same class running in the opposite direction.

85. When trains of the same class meet on single track, the train not having right of track must take the siding and be clear of the main track before the leaving time of the opposing train; but such train must not pass the switch to back in on a siding, until after the arrival of the opposing train, unless otherwise directed by special instructions. When necessary to back in on the siding, before passing the switch a flagman must be sent out in the direction of the opposing train as per rule No. 99.

86. When a train of inferior class meets a train of superior class on single track, the train of inferior class must take the siding and clear the train of superior class five minutes. A train of inferior class must keep five minutes off the time of a train of superior class following it.

87. A train must not leave a station to follow a passenger train until five minutes after the departure of such passenger train, unless some form of block signal is used.

88. Passenger trains running in the same direction must keep not less than five minutes apart, unless some form of block signal is used.

89. Freight trains following each other must keep not less than five minutes apart, except in closing up at stations or at meeting and passing
points, unless some form of block signal is used.

90. No train must 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, or unless it has the full time allowed between stations, as shown on the time-table, on the margin or otherwise, to make the meeting or passing point, and clear the track by the times required by Rules Nos. 85 and 86.

91. 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 provided in Rule No. 99.

91a. On a passing siding, to be used by trains in either direction, trains must run expecting to meet opposing trains, and at a speed not exceeding six miles per hour, and must not pass the centre, except under full protection of danger signals in advance.

When trains meet on a siding, the train nearest the switch must be backed, under full protection of danger signals in advance, in the direction in which the train is moving. Where there are crossing switches they must be used, when the backing of either train from the siding on to the main track can be avoided.
The centre of a siding is indicated by the position of the telegraph station or a designating post.

The use of long sidings used partly as running tracks will be regulated by special rules.

92. Except at meeting or passing points, as provided in Rules Nos. 85 to 91, inclusive, no train must arrive at a station in advance of its schedule arriving time, when shown.

No train must leave a station in advance of its schedule leaving time.

93. All trains must stop at schedule meeting or passing points on single track, if the train to be met or passed is of the same class, 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 the train to be met or passed in going on the siding.

When the expected train of the same class is not found at the schedule meeting or passing point, the train having right of track must approach all sidings prepared to stop, until the expected train is met or passed.

94. All trains must approach the end of double track, junctions, railroad crossings at grade, and drawbridges, prepared to stop, and must not proceed until the switches or signals are seen to be right, or the track is plainly seen to be clear. Where required by law, all trains must stop.

95. No train must leave a junction, a terminal
or other starting point, or pass from double to single track, until it is ascertained that all trains due, which have the right of track against it, have arrived.

96. Abolished.
97. Abolished.

98. 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 baggageman must take the place of the front brakeman whenever necessary.

99. When a train stops or is delayed, under circumstances in which it may be overtaken by a following train, the flagman must go back immediately with danger 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.

100. Freight trains having work to do 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 full protection is given as per Rule No. 99.

101. When a train on double track turns out on to the opposite track to allow a train of
superior class running in the same direction to pass, and while waiting, a train of superior class from the opposite direction arrives, the train of inferior class may cross back and allow it to pass, provided the other train of superior class is not in sight; and also provided that full protection is given as per Rule No. 99.

102. When it is necessary for a train on double track to turn out on to the opposite track, to allow a train of superior class running in the same direction to pass, and a train of superior class running in the opposite direction is due, full protection must be given, as per Rule No. 99, in the direction of the following train, and the train of inferior class must not cross over until one of the trains of superior class arrives. Should the following train of superior class arrive first, full protection must be given, as per Rule No. 99, in the direction of the overdue train of superior class, before crossing over. Great caution must be used, and good judgment is required, to prevent detention to either train of superior class. The preference should always be given to the train having superior right.

103. If a train should part while in motion, trainmen must use great care to prevent the detached parts from coming into collision. Engine-men must give the signal as provided in Rule No. 43, 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 providing full protection, as per Rule No. 99, in the direction in which the train is to be backed, 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.

An exception will only be made to the above when it is known that the detached portion has been stopped, and when the whole occurrence is in plain view, no curves or other obstructions intervening, so that signals can be seen from both portions of the train. In that event the conductor and engineman may arrange for the recoupling, using the greatest caution.

104. When a train is being pushed by an engine, except when shifting and making up trains in yards, a flagman must be stationed in a conspicuous position on the front of the leading car, so as to perceive the first sign of danger and immediately signal the engineman.

105. 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 provided in Rule No. 88 or No. 89.

106. A train which is delayed, and falls back on the time of another train of the same class, does not thereby lose its rights.

107. Regular trains twelve hours or more behind their schedule time lose all their rights.

108. 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, to the next telegraph office which is open, where it will report to the Superintendent. The disabled train will assume the rights of the last train thus passing it, till the next telegraph office is reached.

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

110. Signals carried by a train for a following train, will be displayed or removed on order from the Superintendent. Yard masters are authorized to give such orders for freight trains.

111. Extra trains must not be run on single track without orders from the Superintendent.

112. When signals displayed for a following train on single track are taken down at any point before the following train arrives, the conductor must inform the Superintendent promptly by telegraph, and also the operator or switchman;
and the latter, unless there is some other provision for the purpose, 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 or other provision for the purpose, the conductor 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, unless there is some other provision for the purpose, 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, or other provision for the purpose, a flagman must be left to notify opposing trains that it has arrived.

113. Work trains will be run as extras under special orders, and will be assigned working limits.

114. A train approaching a station where a passenger train is receiving or discharging passengers, must be stopped before reaching the passenger train.

115. Enginemen must observe trains on the opposite track and if they are running too closely together call attention to the fact.
116. No person will be permitted to ride on an engine except the engineman, fireman and other designated employees, in the discharge of their duties, without a written order from the proper authority.

117. Conductors and flagmen will be held equally responsible for the proper adjustment of the switches used by them and the trainmen, 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 trainmen of the following train is at the switch and takes charge of it.

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

119. No train shall leave a station without a signal from its conductor.

120. 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.

121. In all cases of doubt or uncertainty, take the safe course and run no risks.
201. The section of track between two block stations is termed a "block."

Trains running by block signal rules are to be governed absolutely by the fixed signals at block stations and will not observe Rules Nos. 87, 88 and 89.

202. The block signals are absolute or permissive. For the absolute block they will display red or white; for the permissive block, red, green or white.

Red indicates that the block is not clear, and means stop. White indicates that the block is clear, and is permission to proceed. Green indicates that there are one or more trains on the block, and is permission to proceed, with this knowledge.

Where a semaphore arm is used, a horizontal position means the same as red; nearly vertical, the same as white; and inclined midway between those positions, the same as green.

203. 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.

204. The signal must always display red, excepting when changed to white or green to permit a train to pass. As soon as the whole of a train
has passed the signal, and not before, it must be returned to red. When displaying white or green, the signal must be held by the hand and not fastened.

205. No train must pass a block station while red is displayed, excepting under the circumstances herein provided for.

A train approaching a block station must so run that it can be stopped before the engine passes the signal, if the signal to proceed is not displayed.

A train must not be backed after stopping at a block station. If from any cause the engine shall have passed the signal without the signal to proceed having been displayed, the conductor will personally direct the engineman to proceed, after the proper signal is displayed.

In the absence of any signal at a block station, trains must stop and ascertain the cause.

If a train arrives at a block station where the operator is absent or disabled, or where the signal is not working, and orders cannot be obtained, the train shall proceed as if green were displayed. If there is an operator on duty and he cannot get orders for the train, he must give it written notice of the reason for the proper signal not being displayed.

If the telegraph line fails after a train enters a block, and the block cannot be ascertained to be clear for an approaching train, such train shall be
stopped by red and notified by the operator in writing. Green shall then be displayed for the train to proceed. Where the absolute block is used, it shall proceed, after getting such notice, as if green were displayed.

206. When a train approaches a block station, white will be displayed, if there is no train upon the block ahead.

207. Where the absolute block is used, red must continue to be displayed after a train has entered a block, until it has cleared it.

208. Where the permissive block is used, red must continue to be displayed after a passenger train has entered a block until it has cleared it. After any other than a passenger train has entered a block, and has not cleared it, green must be displayed for any following train approaching. If the following train is a passenger train, it must first be stopped by red and notified that there is a train ahead, unless the latter has had time to reach a crossing or siding on the block.

209. When a train is required to cross over to the opposite track between block stations, the conductor, before crossing over, must so notify the operator at the block station to be last passed. This operator must notify the operator at the next block station in the direction in which the train is moving, who must display green for any train approaching on the opposite track, until informed
that the train that was to cross over has reached one of the block stations. The train must not enter the block until the conductor is informed that the operator at the next block station has been so notified, and Rules Nos. 100, 101 and 102 must be observed.

210. At starting and junction points trains must not enter on the main track until the signal to proceed is given. This signal must not be given until the train has been protected on any track it is to enter upon or cross. Such protection must be by notice to the block stations in the proper directions and by the use of signals as required by the rules, or by fixed distant signals.

211. Operators must promptly report to the next block stations in each direction the movement of trains passing their stations. A train must not be reported as having passed until the rear end has passed at least 100 yards beyond the block signal.

212. When a passenger train is stopped by the block signal at a station where it receives or discharges passengers, it 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.

213. If a train passing a block station has no markers displayed, the operator must notify the
operator at the next block station ahead, who must signal the train as per Rule No. 62, and the train must be governed accordingly. Notice must also be given to the block station in the rear, and the intermediate block in that direction must not be considered clear until information is received from the conductor that he has all his train.

214. An operator having orders for a train must display a red, or train order, signal, in addition to the block signal.

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

"5" Is the track clear?

"No 1" Track is not clear—hold the train.

"OK 35" Track is clear—let train come on.

216. The rules relating to Block Signals do not relieve trainmen from observing all rules in regard to the protection of their trains.

TRAIN MASTERS.

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

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

Assistant Train Masters, in the particular duties or districts assigned them, have the same authority as train masters, and will act for them in their absence, as may be directed.

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**TRAIN DISPATCHERS.**

218. Train dispatchers report to and receive their instructions from the Superintendent.

It is their duty to issue telegraphic orders, for the movement of trains, in the name of the Superintendent; see that they are transmitted and recorded in the manner prescribed; and have a record kept showing the time each train passes each telegraph office, the time the dispatcher and the operators in their offices go on and off duty, and important incidents which occur while on duty.

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

In the absence of the Division Operator, the train dispatchers are responsible for the deportment and discipline of the operators.

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**STATION MASTERS.**

219. Station masters report to and receive their instructions from the Superintendent, and must obey the orders of the Train Master.

They have charge of the passenger stations where they are located, and of the persons employed therein.

It is their duty to see that the stations and various apartments are kept in proper condition; preserve order about the stations, and prevent confusion and delay in seating passengers and receiving and delivering baggage; and attend courteously to the comfort and wants of passengers, and see that the employees do the same.

They must see that the cars in trains starting from their stations are inspected, cleaned and properly equipped; that the trainmen are ready for duty at the appointed times, with the necessary signals and other appliances; and that the trains are properly made up, and leave on time.

They must see that all official orders and notices are posted on the bulletin board.
PASSENGER CONDUCTORS.

220. Passenger conductors report to and receive their instructions from the Train Master. They must obey the orders of station masters, and conform to instructions issued by the accounting and passenger departments and the Treasurer.

The conductor 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 tickets, 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 or mail cars, or violate in any respect, the regulations provided for their safety; and maintain good order, and not allow drunken or disorderly persons to get on the train.

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

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

PASSENGER BRAKEMEN.

221. Passenger brakemen report to and receive their instructions from the Train Master. While on duty they are under the direction of the conductor. At stations they must obey the orders of station masters.

It is the duty of brakemen to attend to the brakes; 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, and in preserving order; and in all things requisite for the prompt and safe movement of the train, and the comfort of passengers.

They must report for duty at the appointed time; assist in making up their trains if necessary; give polite attention to the wants of passengers, avoiding unnecessary conversation; when
necessary to pass through sleeping cars, do so quietly, so as not to disturb passengers; announce at each stopping-place the name of the station, and the length of the stop if more than two minutes; and, when approaching the next station at which the train stops, announce distinctly its name, thus: "The next station is —,” adding "flag station" when the fact requires it.

When not engaged in duty elsewhere, the brakeman must stand at the front door of the car, ready to respond to the engineman’s signal. The post of the rear brakeman (or flagman) is on the last car of the train, which he must not leave except to go back to protect the train, which he must do immediately, in cases in which 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; and if the train should part, the flagman must immediately stop the rear portion and send forward the most reliable person he can secure, to make danger signals until the front portion comes back, while he protects the rear.

BAGGAGEMEN.

222. Baggage men report to and receive their instructions from the Train Master. While on
duty they are under the direction of the conductor. At stations they must obey the orders of station masters. They must conform to the instructions issued by the accounting and passenger departments.

It is their duty to receive, take care of, and correctly deliver baggage carried on the trains; check baggage at stations where there are no baggage agents; collect, report, and remit the proper charge for excess over the amount of baggage allowed each passenger; take charge of and promptly deliver letters and packages forwarded on railroad business or addressed to officers or agents; and attend to the lights and stoves in the baggage cars while on duty.

They 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 the front brakeman when he has gone out to protect the train.

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

223. Yard masters report to and receive their instructions from the Train Master.

They have charge of the yards where trains are made up, and of the men employed, and the movement of trains and distribution of cars, therein.

It is their duty to see that trainmen and engines are ready for duty at the appointed time; that trains are properly made up and leave on time; that conductors are furnished with manifests for cars leaving their stations; that manifests are received for cars arriving; that doors of loaded cars are properly secured; that cars are inspected, and those needing repairs sent to the shop; that records and reports are made in accordance with instructions; and that all official notices are posted on the bulletin board.

They must be familiar with the rules of the freight service, and the duties of employees connected with freight trains; require the efficient discharge of those duties in their yards; and report all violations of the rules coming under their notice.

When signals are to be carried by trains for following sections, the yard master must see that this is done.

FREIGHT CONDUCTORS.

224. Freight conductors report to and receive their instructions from the Train Master, and must obey the orders of yard masters.
The conductor 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 have a reliable watch and a copy of the time-table; examine the bulletin board before, and at the end of, each trip; and compare time with the engineman before starting, and see that he has a copy of the time-table.

He must report for duty at the appointed time, with his trainmen; 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 brakemen occupy their proper places on the train and use the brakes properly; handle freight with care, using every effort to prevent loss or damage; keep the car doors fastened, except when loading or unloading; and not permit unauthorized persons to enter the cars or handle freight or ride upon the train.

He must not move cars on which the load is beyond their safe capacity or exceeds the authorized quantity or dimensions, or is improperly placed; and when cars are left on a siding, he must see that the brakes are put on tightly and every precaution taken to prevent them from being improperly moved.
FREIGHT BRAKEMEN.

225. Freight brakemen report to and receive their instructions from the Train Master. They must obey the orders of yard masters. When on duty they are under the direction of the conductor.

It is the duty of brakemen 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 necessary for the safe and prompt movement of the train.

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

When not engaged in duty elsewhere, brakemen must occupy the posts assigned them. The post of the rear brakeman (or flagman) is on the last car, which he must not leave except to protect the rear of the train or to attend the switches used by the train. The flagman, in cases where the rules require it, must immediately go back with danger signals 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; and if the train should part, the flagman must immediately stop the rear portion and send forward the most reliable person he can secure, to make danger
signals until the front portion comes back, while he protects the rear. An assisting engine on the rear is a part of the train and the flagman will be governed accordingly.

Brakemen must stop their trains at stations and control them in descending heavy grades, without waiting for signal from the engineman, and must be careful to avoid the sliding or heating of the wheels.

STATION AGENTS.

226. Station agents report to and receive their instructions from the Superintendent. They must conform to the instructions issued by the passenger, freight and accounting departments, and the Treasurer.

First-class agents are required to devote their time exclusively to the business of the company. Second-class agents may be permitted to engage in other business when it does not interfere with the proper discharge of their duties.

The station agent 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, and keep the buildings and grounds in proper condition.

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 employees at the station and must see that they perform their duties properly; promptly report to the Superintendent 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 road.

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 the train.

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.

227. Baggage agents report to and receive their instructions from the Superintendent. They must obey the orders of station masters or station agents, and conform to the instructions issued by the passenger and accounting departments.

It is the duty of the baggage agent to receive and check baggage, and deliver it to the baggage-men of the trains; take charge of baggage put off
trains at his station; handle baggage carefully; be civil and obliging to passengers, and require them to show their tickets before checking their baggage, in order to avoid errors in route or destination.

He must keep a supply of the necessary checks, secure them from theft or loss, and promptly return those belonging to other stations.

DIVISION OPERATORS.

228. 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 supplies.

He has charge of the operators and the telegraph repairmen on his division; will direct them with regard to their duties, and see that they understand and obey them, and are provided with the necessary signals and supplies.

TELEGRAPH OPERATORS.

229. Telegraph operators report to and receive their instructions from the Division Operator, and in his absence from the train dispatchers. An operator at a station must obey the instructions
of the station master or station agent, when they do not interfere with his duties as operator.

Operators are required to be constantly on duty during the hours assigned them, and must not leave their offices without permission. Offices are in charge of the day operators. 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 by each other, and those going off duty must inform those taking their places respecting unfinished business and the position of trains.

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

Each operator must keep a register of the time at which trains pass his office, and such other offices as may be required; give particular attention to the adjustment of his instruments, and be ready at all times to receive train orders; in transmitting, receiving and delivering train orders conform to the prescribed rules; keep a full set of signals, in good order and ready for use, and use them in accordance with the rules; and observe the rear of trains and report at once to the Superintendent and the next telegraph office, if markers or red lights are not displayed, as required by Rules No. 33 and No. 34.
Operators must be courteous in their intercourse with one another, and with persons transacting business at their offices, and must use no improper language over the wire. They must not take students or leave their offices in charge of other operators, without permission; and must not permit employees or others to frequent their offices. They must not receive messages to be transmitted free, unless signed by, or addressed to, an officer, agent or employee, and on each message sent and received must place the date, the time and the initials of the operator who sent or received it. They must preserve messages sent, and promptly deliver those received; and must consider all messages confidential, and 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.

If the telegraph line fails at an office for an unusual length of time, the operator 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 telegraph repairman cannot reach promptly, the operator must immediately notify the track foreman.

Operators will use the following signals:—

"39" for messages of the President, Vice-Presidents, and General Manager, indicating that they have preference over all other business excepting train orders.
"55," meaning "this message is of great importance," for messages of General Superintendents and Division Superintendents.

"8" meaning "close your key, you are breaking circuit."

Operators must not contend for circuit. If an operator interrupts while another is writing, except for a train order, indicated by "31" or "19," or for an important message, indicated by "39" or "55," the operator writing will say "8," and if the request is not complied with, keep his key closed until he can proceed without interruption, and then report the case in writing.

The telegraph is not to be used for the transmission of communications which may be sent by train without detriment to the company's interests, and operators should report any such cases observed.

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TELEGRAPH REPAIRMEN.

230. Telegraph repairmen report to and receive their instructions from the Division Operator.

It is their duty to keep the poles in proper position, and the wires connected, insulated and clear of all obstructions; and make all necessary repairs, calling on the track foremen for assistance when required.

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

They must always be provided with a full set of tools and be ready to respond immediately to any orders they 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. They must report each morning the part of the road they will be on during the day.

ROAD FOREMEN OF ENGINES.

231. The Road Foreman of Engines reports to and receives his instructions from the Superintendent.

It is his duty to frequently ride upon the engines and instruct enginemen and firemen in regard to the proper performance of their duties and the economical use of fuel and stores; see that engines are in good working order and properly equipped; ascertain the capacity of the engines for generating steam, and see that the proper pressure is not exceeded; report the proper number of cars to be allotted each class of engines, and whether more or less than the proper number are given them; and report the qualifications of enginemen and
firemen, and any violation of rules or neglect of duty which may come to his knowledge.

The Road Foreman of Engines must consult and advise with the master mechanics and engine-house foremen, respecting the condition and requirements of the engines, and advise with the Superintendent upon all matters relating to their economical and efficient operation.

ENGINEMEN.

232. Enginemen report to and receive their instructions from the Road Foreman of Engines. They must obey the orders of the Train Master. They 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 they are under the direction of the engine-house foreman.

The engineman must have a reliable watch, a copy of the time-table and a full set of signals, examine the bulletin board before starting on, and at the end of, each trip, and compare time with the conductor of his train before starting.

He must report for duty at the appointed time; see that the engine is in good working order and
furnished with the necessary supplies; give checks for fuel and stores received; assist in shifting and making up the train when required.

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; stop and inquire respecting any signal not understood, and report any neglect of duty observed; 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 only at points specially designated; report the condition of the engine at the end of each trip; and assist in making repairs when called upon.

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

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FIREMEN.

233. Firemen report to and receive their instructions from the Road Foreman of Engines. They must obey the orders of the Train Master, and when at the engine-houses they are under the direction of the engine-house foremen. When with
the engine, the fireman must obey the orders of the engineman respecting the proper use of fuel and performance of his duties.

The fireman must report for duty at the appointed time; assist in shifting and making up the train when required; 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; assist in cleaning the engine after each trip, and 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, which he must be prepared to use promptly; and must examine the bulletin board before starting on, and at the end of, each trip.

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MASTER MECHANICS AND GENERAL FOREMEN OF CAR SHOPS.

234. 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.

They are responsible for the proper and economical management of the shops, and for the discipline, and proper discharge of the duties, of
the persons employed therein; for the economical use of 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 service.

They must adhere to the authorized standards in construction or repairs, unless otherwise instructed; and must keep a daily record of the time made and rate of pay of workmen, and of the time employed, and quantity and cost of material used on each piece of work.

They 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 they must not allow visitors in the shops without permits, nor allow them to converse or interfere with the workmen.

Master mechanics must advise with the Road Foreman 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.

ENGINE-HOUSE FOREMEN.

235. Engine-house foremen report to and receive their instructions from the master mechanics. Engine-house foremen have charge of the engine-
houses and the workmen employed therein. It is their duty to see that the engine-houses are kept clean and in good order; that the workmen perform their duties properly; that the supplies are economically used; that the engines 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. They must see that all official orders and notices are posted on the bulletin board.

SHOP CLERKS.

236. Shop clerks report to and receive their instructions from the Superintendent. They must obey the orders of the master mechanics or general foremen, and make reports as directed by the accounting and motive power departments.

It is the duty of shop clerks to record and report the time made by each workman; the time employed and material used on each piece of work; the fuel and stores used; the time made by enginemen and firemen; with such other records and reports as may be directed.

FOREMEN OF CAR INSPECTORS.

237. Foremen of car inspectors report to and receive their instructions from the Superintendent,
and must obey the orders of the Superintendent of Motive Power, or of station masters or yard masters.

It is their duty to inspect all cars passing their stations; make needed repairs, and send to the shop cars not fit for service.

They must see that cars in passenger trains are properly washed, equipped, and warmed; that all the fixtures are clean and in good order and ready for use; and that the load on freight cars is properly placed, and does not exceed the safe capacity, nor the authorized quantity or dimensions.

When inspecting cars they must protect themselves by placing a blue signal on the end of each car or train, as per Rule No. 38.

SUPERVISORS.

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

Supervisors have charge of the repairmen and other laborers employed on their respective divisions, and must see that they perform their duties properly; discipline them for neglect of duty; and keep account of and report their time in the manner prescribed. They are responsible for keeping the track and road-bed, bridges, culverts, telegraph line and everything pertaining to the roadway, in repair.
They must frequently pass over their divisions; 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 road.

They must know that the persons under their 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 road; have the standard time, and compare with each foreman once a week or oftener; 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 the safety of the road; and make careful inquiry and report fully in writing, respecting any accident, or cases of personal injury to passengers, employees and others, on their divisions.

Supervisors must be familiar with the instructions issued for the government of trains and trainmen, and report any neglect of duty or violation of the rules that comes under their notice.
239. The master carpenter reports to and receives his instructions from the Assistant Engineer. He has charge of the repairs of bridges and other structures, and will promptly report any defects observed. He will employ such workmen as may be necessary, subject to the approval of the Assistant Engineer, and see that they perform their duties properly.

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

When repairing bridges or other structures, he must keep the main track safe for the passage of trains, and, when necessary to obstruct it, see that full protection is provided in either direction from which trains may come.

He will arrange with the supervisor for the distribution of material and for assistance he may require.

240. Track foremen report to and receive their instructions from the supervisor.

They have charge of the repairs on their respective sub-divisions, and are responsible for the proper inspection and safety of the track, bridges and culverts.
They 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; that the proper slopes and ditches are preserved, and that the drainage is not interfered with.

They must engage in work personally, and see that watchmen and other workmen faithfully perform their duties, and suspend any one for neglect or misconduct, and report the same to the supervisor.

They must compare time each day with the clock at the nearest telegraph office, or with the conductor of a train; carefully observe signals displayed by trains; and be sure, before obstructing the track, that all trains and sections of trains that are due have passed.

They 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 road; watch the telegraph line and keep the poles in proper position; reset poles and unite wires when necessary; report promptly any derangement of the wires; assist the telegraph repairman when necessary; see that water stations are kept in order and report
any failure in the water supply; render prompt assistance in cases of accident, or delay to trains; and see that old material is gathered up, and that their sub-divisions are kept in neat and proper condition. During heavy storms they must detail all hands to watch the road and take every precaution to prevent accident.

They must run their hand-cars and trucks with great caution, always keeping a lookout for extra trains, and fully protect themselves by signals where necessary. They must not run within twenty minutes of the time of any regular train, nor in the wrong direction on double track. They must not permit their hand-cars or trucks to be used, unless they accompany them, nor to be run on Sunday or after dark, without special authority from the Superintendent, nor to be attached to trains in motion; and when they 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.

They are permitted to use the track in making repairs to within ten minutes of the time of a regular train, but must never so use or otherwise obstruct the track without first displaying a danger signal a sufficient distance in either direction from which trains may come, 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.
They must always be prepared for the arrival of extra trains. 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.

ROAD AND BRIDGE WATCHMEN.

241. Watchmen report to and receive their instructions from the track foreman.

Road watchmen 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. They must examine buildings and other property of the company, and protect them from theft and fire.

Should an obstruction to the track occur, the watchman must at once display a danger signal in either direction from which trains may come 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.

Bridge watchmen must keep a supply of water on the bridges 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 bridges; frequently examine the timber and iron work of their bridges and report any decay or defect; and prevent all persons, except employees, from crossing the bridges.

Watchmen must observe the speed of passing trains and report any violation of the rules. When their time is not wholly occupied with watching, they will attend to such other duties as may be directed.

SWITCHMEN.

242. Switchmen report to and receive their instructions from the supervisor. In yards they report to and are under the direction of the yard master or station master.

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

They must keep the switches locked for the main track, except when passing trains to or from another track, and must watch for approaching trains and give the safety signal if all is right.
Where 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 trains due which have not passed.
MOVEMENT OF TRAINS

BY

TELEGRAPHIC ORDERS.

500. Special orders, directing movements varying from, or additional to, the time-table, will be issued by the authority and over the signature of the Superintendent. They are not to be used for movements that can be provided for by rule or time-table. They must not contain information or instructions not essentially a part of them.

They must be brief and clear, and the prescribed forms must be used when applicable; and there must be no erasures, alterations or interlineations.

501. Each order must be given in the same words to all persons or trains directly affected by it, so that each shall have a duplicate of what is given to the others. Preferably an order should include but one specified movement.

502. Orders will be numbered consecutively for each day as issued, beginning with No. 1 at midnight.

(65)
503. 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 a person acting as pilot. A copy for each person addressed must be supplied by the operator.

504. Each order must be written in full in a book provided for the purpose at the Superintendent's office; and with it must be recorded the names of trainmen and others who have signed for the order, the time and signals, showing when and from what offices the order and responses were transmitted, and the train dispatcher's initials. These records must be made at once on the original copy, and not afterward from memory or memoranda.

505. The terms "superior right" and "inferior right" in these rules, refer to the rights of trains under the time-table and train rules and not to rights under special orders.

506. When an order is to be transmitted, the signal "31," (as provided in rule No. 509), or the signal "19," (as provided in Rule No. 511), meaning "train order," will be given to each office addressed, followed by the word "copy," and a figure indicating the number of copies to be made, if more or less than three—thus, "31 copy 5," or "19 copy 5."

507. An order, to be sent to two or more offices, must be transmitted simultaneously to as many as
practicable. The several addresses must be in the order of superiority of rights of trains, and each office will take only its proper address. When not sent simultaneously to all, the order must be sent first for the train having the superior right of track.

508. Operators receiving orders must write them out in manifold during transmission, and make the requisite number of copies at one writing, or trace others from one of the copies first made.

509. When an order has been transmitted, preceded by the signal "31," operators receiving it must, unless otherwise directed, repeat it back at once from the manifold copy, and in the succession in which their several offices have been addressed. Each operator repeating must observe whether the others repeat correctly. After the order has been repeated correctly by the operators required at the time to repeat it, the response "O K," authorized by the train dispatcher, will be sent, simultaneously, to as many as practicable, naming each office. Each operator must write this on the order, with the time, and then reply "i i O K," with his signal.

Those to whom the order is addressed must then sign their names to the copy of the order to be retained by the operator, and he will send their signatures to the Superintendent. The response "complete," with the Superintendent's initials,
will then be given, when authorized 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 will then deliver a copy to each person included in the address, and each must read his copy aloud to the operator.

510. For an order preceded by the signal “31,” “complete” must not be given to the order for delivery to a train of inferior right, until “O K” has been given to and acknowledged by the operator who receives the order for the train of superior right. Whenever practicable, the signatures of the conductor, engineman and pilot of the train of superior right, must be taken to the order and “complete” given, before the train of inferior right is allowed to act on it.

After “O K” has been given and acknowledged, 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 telegraph fails before an office has received and acknowledged “O K” to an order preceded by the signal “31,” the order at that office is of no effect, and must be there treated as if it had not been sent.

511. When an order has been transmitted, preceded by the signal “19,” operators receiving
It must, unless otherwise directed, repeat it back at once from the manifold copy, and in the succession in which the several offices have been addressed. Each operator repeating must observe whether the others repeat correctly. After the order has been repeated correctly, the response "complete," with the Superintendent's initials, will be given, when authorized by the train dispatcher. Each operator receiving this response must write on each copy the word "complete," the time, and his last name in full, and reply "I i complete" with his signal, and will personally deliver the order to the persons addressed, without taking their signatures.

512. For an order preceded by the signal "19," "complete" must be given and acknowledged for the train of superior right before it is given for the train of inferior right.

If the telegraph fails before an office has received and acknowledged the "complete" to an order preceded by the signal "19," the order at that office is of no effect, and must be treated as if it had not been sent.

513. The order, the "O K" and the "complete" must each, in transmitting, be preceded by "31" or "19," as the case may be, and the number of the order, thus, "31, No. 10," or "19, No. 10." In transmitting the signatures they must be preceded by "31," the number of the order,
and the train number, thus, "31, No. 10, Train No. 5." After each transmission and response the sending operator must give his signal.

514. The operator who receives and delivers an order must preserve the lowest copy. On this must appear the signatures of those who sign for the order; and on it he must record the time when he receives it, the responses, the time when they are received, his own name, the date, and the train number, in the places provided in the blanks. These copies must be sent to the Superintendent.

515. Orders used by conductors must be sent by them daily to the Superintendent.

516. Enginemen will place their orders in the clip before them until executed.

517. For orders delivered at the Superintendent's office the requirements as to record and delivery will be the same as at other points.

518. When necessary to give orders to persons in charge of work requiring the use of track in yards or at other points, authorizing such use when trains are late, they must be delivered in the same way as to conductors of trains.

519. An order to be delivered to a train at a point not a telegraph station, or while the office is closed, must be addressed to

"C. and E., No. —— (at ——) or (between—
and ——), care of ——;"

and forwarded and delivered by the conductor or
other person in whose care it is addressed. "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 at once advise the train dispatcher of its having been received, and forward it immediately 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 ordinary way.

Orders must not be sent in the manner herein provided, to trains the rights of which are thereby restricted.

520. When a train is named in an order, all its sections are included unless particular sections are specified, and each section included must have copies addressed and delivered to it.

521. Meeting orders must not be sent for delivery to trains at the meeting point, if it can be avoided. When it cannot be avoided, special precautions must be taken by the train dispatchers and operators to insure safety.

There should be, if possible, at least one telegraph office between those at which opposing trains receive meeting orders.
Orders should not be sent an unnecessarily long time before delivery, nor to points unnecessarily distant from where they are to be executed. No orders, except those affecting the train at that point, should be delivered to a freight train at a station where it has much work, until after the work is done.

522. A train, or any section of a train, must be governed strictly by the terms of orders addressed to it, and must not assume rights not conferred by such orders. In all other respects it must be governed by the train rules and time-table.

523. Orders once in effect continue so until fulfilled, superseded or annulled. Orders held by, or issued for, a regular train, are to be considered as annulled when the train has lost its rights as provided by Rule No. 107, and other trains will be governed accordingly.

524. Except where trains are governed by block signals, a fixed signal must be used at each train order office, which shall display red at all times when there is an operator on duty, except when changed to white, to allow a train to pass after getting orders, or one for which there are no orders.

When red is displayed all trains must stop and not proceed as long as red is displayed. The signal must be returned to red as soon as the whole of a train has passed and not before. It must be fastened at white only when no operator is on
duty. This signal must also display red to hold trains running in the same direction the required time apart. Operators must be prepared with other signals to use promptly, if the fixed signal should fail to work properly. If a signal is not displayed at a night office, trains which have not been previously notified must stop and inquire the cause, and report the facts to the Superintendent from the next open telegraph office.

When a semaphore is used, the arm means red when horizontal, and white when nearly vertical.

525. Operators will promptly record, and report to the Superintendent, the time of departure of all trains, and the direction in which extra trains are moving. They will record the time of arrival of trains, and report it when so directed.

526. Regular trains will be designated in orders by their schedule numbers, as “No. 10,” “1st No. 10,” or “2nd No. 10,” adding engine numbers if desired; extra trains by engine numbers, as “Extra 798.” All other numbers will be designated by figures. The direction of the movement of extras will be added when necessary, as “East” or “West.” Time will be stated in figures only.

527. The following signs and abbreviations may be used:

- Initials for Superintendent’s signature.
- Such office and other signals as are arranged by the Superintendent.
C & E—for conductor and engineman.
O K—as provided in these rules.
Min—for minutes.
Junc—for junction.
Frt—for freight.
No—for number.
Eng—for engine.
Sec—for section.
Opr—for operator.
9—to clear the line for train orders, and for operators to ask for train orders.
31 or 19—for train order, as provided in the rules.
The usual abbreviations for the names of the months.
FORMS OF TRAIN ORDERS.

Form A.—Fixing Meeting Point for Opposing Trains.

— and — will meet at ——.

EXAMPLES.

No. 1 and No. 2 will meet at Bombay.
No. 3 and 2nd No. 4 will meet at Halifax.
No. 5 and Extra 95 will meet at Hong Kong.
Extra 652 North and Extra 231 South will meet at Yokohama.

Trains receiving this order will, with respect to each other, run to the designated point and having arrived there will pass in the manner provided by the rules.

Form B.—Authorizing a Train to Run Ahead of or Pass Another Train Running in the Same Direction.

(1.) —— will pass —— at ——.
(2.) —— will run ahead of ——, from —— to ——.

EXAMPLES.

(1.) No. 1 will pass No. 3 at Khartoum.
(2.) No. 4 will run ahead of No. 6 from Bengal to Madras.

When under this order 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.
Form C.—Giving a Train of Inferior Right the Right of Track Against an Opposing Train of Superior Right.

—— has right of track against —— to ——.

EXAMPLES.

(1.) No. 2 has right of track against No. 1, Mecca to Mirbat.

(2.) Extra 37 has right of track against No. 3, Natal to Ratlan.

[Note.—The terms “superior right” and “inferior right,” here and elsewhere in these rules, refer to the rights of trains under the time-table and train rules, and not to rights under special orders.]

This order gives a train of inferior right the right of track against one of superior right, to a designated point.

If the trains meet at the designated point, the train of inferior right must take the siding, unless the rules or orders otherwise indicate.

Under this order, as illustrated by example (1), if the train of superior right reaches the designated point before the other arrives it may proceed, provided it keeps clear of the schedule time of the train of inferior right as many minutes as the inferior train was before required by the train rules to keep clear of the superior train.

If the train of superior right, before meeting, reaches a point beyond that named in the order, the conductor must stop the other train where it is met and inform it of his arrival.
Under example (2) the train of superior right cannot go beyond the designated point until the extra train arrives.

When the train of inferior right has reached the designated point, the order is fulfilled, and the train must then be governed by time-table and train rules or further orders.

The following modification of this form of order will be applicable for giving a work train the right of track over all other trains, in case of a wreck or break in the track:

**EXAMPLE.**

Work Train Extra 275 has right of track over all trains between Stockholm and Edinburgh from 7 P. M. ———.

This gives the work train the exclusive right of the track between the points designated.

**Form D.—Giving all Regular Trains the Right of Track Over a Given Train.**

All regular trains have right of track against ——— between ——— and ———.

**EXAMPLE.**

All regular trains have right of track against No. 1 between Moscow and Berlin.

This order gives, to any regular train of inferior right receiving it, the right of track over the
train named in the order, and the latter must clear
the schedule times of all regular trains, the same
as if it were an extra.

Form E.—Time Orders.

(1.) —— will run —— late from —— to ——.
(2.) —— will wait at —— until —— for ——.

EXAMPLES.

(1.) No. 1 will run 20 min. late from Joppa to Mainz.
(2.) No. 1 will wait at Muscat until 10 A. M. for No. 2.

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

Under Form (2) the train of superior right
must not pass the designated point before the time
given, unless the other train has arrived. The
train of inferior right is required to run with
respect to the time specified, the same as before
required to run with respect to the regular sched­
ule time of the train of superior right.
FORM F.—FOR SECTIONS OF REGULAR TRAINS.

— will carry signals — to — for —.

EXAMPLES.

No. 1 will carry signals Astrakhan to Cabul for Eng. 85.

2nd No. 1 will carry signals London to Dover for Eng. 90.

This may be modified as follows:—

Engines 70, 85 and 90 will run as 1st, 2nd and 3rd Sections of No. 1 London to Dover.

For annulling a section:—

Eng. 85 is annulled as second section of No. 1 from Dover.

If there are other sections following add:—

Following sections will change numbers accordingly.

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

FORM G.—FOR ARRANGING A SCHEDULE FOR AN EXTRA TRAIN.

Eng. —— will run extra, leaving —— on —— on the following schedule, and will have the right of track over all trains:—

Leave ——.

“ ——.

Arrive ——.
EXAMPLE.

Eng. 77 will run extra, leaving Turin on Thursday, February 17th, on the following schedule, and will have the right of track over all trains:—

Leave Turin 11.30 P. M.
“ Pekin 12.25 A. M.
“ Canton 1.47 A. M.

Arrive Rome 2.22 A. M.

The order may be varied by specifying particular trains over which the extra shall or shall not have right of track, and any train over which the extra is thus given the right of track, must clear its time as many minutes as such train is required to clear the schedule time of a first-class train.

Form H.—Extra Trains.

— will run extra from —— to ——.

EXAMPLES.

(a.) Eng. 99 will run extra from Berber to Gaza.

A train receiving an order to run extra is not required to guard against opposing extras, unless directed by order to do so, but must keep clear of all regular trains as required by rule.

A "work train" is an extra, for which the above form will be used for a direct run in one direction. The authority to occupy a specified
portion of the track, as an extra while working, will be given in the following form:—

(b.) Eng. 292 will work as an extra from 7 A. M. until 6 P. M. between Berne and Turin.

The working limits should be as short as practicable, and changed as the progress of the work may require. The above may be combined, thus:—

(c.) Eng. 292 will run extra from Rome to Berne, and work as an extra from 7 A. M. until 6 P. M. between Berne and Turin.

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

When it is anticipated that a work train may be where it cannot be reached for meeting or passing 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 a designated extra, in the following form:—

(d.) Work Train Extra 292 will keep clear of Extra 223, south, between Antwerp and Brussels after 2.10 P. M.

In this case, extra 223 must not pass either of the points named before 2.10 P. M., at which
time the work train must be out of the way between those points.

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

(e.) Extra 76 will protect itself against work train extra 95 between Lyons and Paris.

This may be added to the order to run extra.

A work train when met or overtaken by an extra must allow it to pass without unnecessary detention.

When the conditions are such that it may be considered desirable to require that work trains shall at all times protect themselves while on working limits, this may be done under the following arrangement. To example (b) add the following words:

(f.) protecting itself against all trains.

A train receiving this order must, whether standing or moving, protect itself within the working limits, and in both directions on single track, against all trains.

When an extra receives orders to run over working limits, it must be advised that the work
train is within those limits, by adding to example (a) the words:—

(g.) Eng. 292 is working as an extra between Berne and Turin.

A train receiving this order must run expecting to find the work train within the limits named.

Form J.—Holding Order.

Hold ——.

EXAMPLES.

(1.) Hold No. 9.
(2.) Hold all trains east.

As any order for which “O K” has been given and acknowledged operates as a holding order for the train to which it is addressed, this form will be used only in special cases, to hold trains until orders can be given, or for some other emergency. The reason for holding may be added, as:—

“for orders.”

This order is not to be used for holding a train, while orders are given to other trains against it, which are not at the same time given to it in duplicate. It must be respected by conductors and enginemen of trains thereby directed to be held, as if addressed to them. Conductors, when informed of the order, must sign for it, and their signatures must be sent, and “complete” obtained.
When a train has been so held, it must not go until the order to hold is annulled, or an order is given in the form:—

"—— may go."

This must be addressed to the person or persons to whom the order to hold was addressed, and must be delivered in the same manner.

Form K.—Annulling a Schedule Train.

—— of —— is annulled.

EXAMPLES.

(1.) No. 1 of Feb. 29th is annulled.
(2.) No. 3 due to leave Naples Saturday, Feb. 29th, is annulled.

Adding "from Ayr," or "between Ayr and Greenock," when appropriate.

This order takes away all rights of the train annulled, and authorizes any train or person receiving it to use the track as if the train annulled were not on the time-table.

If a train is annulled to a point named, its rights beyond that point remain unaffected.

The train dispatcher may direct any operator to omit repeating back an order annulling a train until he has occasion to deliver it.

When a train has been annulled it must not be again restored under its original number by special order.
Form L.—Annulling or Superseding an Order.

Order No. —— is annulled.

This will be numbered, transmitted, and signed for as other orders.

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 superseding another may be given, adding “This supersedes order No. ——,” or adding “instead of ——.”

Example.

No. 1 and No. 2 will meet at Sparta, instead of at Thebes.

An order which includes more than one specified movement must not be superseded.

An order that has been annulled or superseded must not be again restored by special order under its original number.

In the address of an order annulling or superseding another order, the train first named must be that to which rights were given by the order annulled or superseded, and, when the order is not transmitted simultaneously to all concerned, it must be sent to the point at which that train is to receive it and the required response first received before the order is sent for other trains.
Standard Train Order Blank for 19 Order.

BOUND HERE.

PERFORATED LINE.

PENNSYLVANIA RAILROAD COMPANY.

TELEGRAPHIC TRAIN ORDER No. .............

Superintendent's Office, Philadelphia, March 27, 1886.

To O. & E. of No. 18, at Lancaster.

Conductor and Engineman must each have a copy of this order.

Rec'd 2:15 P. M. Made Complete at 2:16 P. M. Rec'd by Jones Op'r.
SPECIFICATIONS FOR TRAIN ORDER FORM AND BOOKS FOR OPERATORS FOR 19 ORDERS.

Form as here shown. Blank space for order 4 inches with no lines. The mode of filling the blanks is indicated by small type.

Form 6¾ x 6 inches below perforated line. Book 6¾ x 7¾ inches.


Paper opaque, green, sized, and of such thickness as to admit of making 7 good copies with No. 4 Faber pencil.

To be used with Carbon Paper, 6¾ x 7 inches, and a stiff un, same size, corners rounded.
# Standard Train Order Blank for 31 Order

**BOUND HERE.**

**PERFORATED LINE.**

**PENNSYLVANIA RAILROAD COMPANY.**

**TELEGRAPHIC TRAIN ORDER No.**

SUPERINTENDENT'S OFFICE, Philadelphia, March 21, 1885.

<table>
<thead>
<tr>
<th>Form</th>
<th>To</th>
<th>of</th>
<th>No. 13</th>
<th>at</th>
<th>Lancaster</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>C &amp; E</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Conductor and Engineman must each have a copy of this order.

<table>
<thead>
<tr>
<th>Time received</th>
<th>O. K.</th>
<th>given at</th>
<th>2.15 A. M.</th>
<th>2.16 A. M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conductor</td>
<td>Engineman</td>
<td>Train</td>
<td>Made</td>
<td>At</td>
</tr>
<tr>
<td>Jones</td>
<td>Brown</td>
<td>13</td>
<td>Complete</td>
<td>2.20</td>
</tr>
</tbody>
</table>
SPECIFICATIONS FOR TRAIN ORDER FORM AND BOOKS FOR OPERATORS FOR 31 ORDERS.

Form as here shown. Blank space for order 4 inches with no lines. The mode of filling the blanks is indicated by small type.

Form 6½ x 9¼ inches below perforated line. Book 6½ x 10¼ inches.


Paper opaque, white, sized, and of such thickness as to admit of making 7 good copies with No. 4 Faber pencil.

To be used with Carbon Paper, 6¾ x 9 inches, and a stiff tin, same size, corners rounded.