





**RULES AND REGULATIONS**  
**FOR THE**  
**GOVERNMENT**  
**OF THE**  
**Transportation Department**  
**OF THE**  
**PENNSYLVANIA RAIL ROAD:**  
**INCLUDING THE SUBSTANCE OF ALL GENERAL ORDERS ISSUED PREVIOUS TO**  
**APRIL 1st, 1864.**

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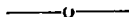
**PREPARED BY THE GENERAL SUPERINTENDENT,**  
*And Approved by the President of the Pennsylvania Rail Road Co.*

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## **SPECIAL NOTICE.**



All Officers, Agents and Employees, are hereby informed, that they are required, by these Rules and Regulations, and by their own interest, as well as the interest of the Company, to be polite and considerate in their intercourse with the Patrons of the Road. The reputation and prosperity of the Road depend greatly upon the promptness with which its business is conducted, and the manner in which its Customers are treated by the Officers and Employees.

They must always remember, that in accepting office or position in the service of the Company, they are bound thereby to obey strictly the Rules and Regulations issued from time to time by their superior Officers.

All Rules and Regulations, heretofore issued, inconsistent with the Rules and Regulations contained in this Book, are hereby rescinded and repealed.

Special Regulations, and Schedules for running Trains, will, from time to time, be issued, as may be deemed necessary

**ENOCH LEWIS,**  
*Gen'l Superintendent.*



# RULES

OF THE

## Pennsylvania Rail Road.

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### GENERAL RULES.

1.—The Rules and Regulations, Special Orders and Official Directions, issued from time to time, by the Transportation Department of the Pennsylvania Rail Road, being designed for the security of the lives of Passengers, and of Property entrusted to the Company for transportation over their Road, as well as for the security of Employees engaged therein, and for the proper care and oversight of the property and interests of the Company entrusted to this Department of the service: every Employee is expected, and will be required, to yield a willing and cheerful obedience thereto. When an Individual enters or remains in the

service of the Company, it will be considered as in itself an expression of willingness so to do.

2.—Ignorance in no case will be accepted as an excuse for neglect or omission of duty. If not supplied with the Rules and Regulations, Employees must apply for them to the Head of their Sub-Department, to the Division Superintendent, or Resident Engineer. If in doubt of the true meaning or interpretation of any Rule, Regulation, Order or Special Direction, they must take an early opportunity to obtain a full explanation from the proper source.

3.—Every Officer of the Company should keep himself perfectly conversant with the Rules and Regulations, supply copies of them to his subordinates, and explain them when it may be necessary to do so, and see that they are properly understood; enforce obedience to them and report to the proper Officer all violations of them, coming under his notice, as well as the action taken upon such violations.

4.—Officers or Employees of the Company will not be permitted to absent themselves from the duties of their post without the consent of the Head of the Department or



Sub-Department to which they may be attached.

5.—Every Employee, when on duty connected with the Trains of the Pennsylvania Rail Road Company, while on any Division of the Road, will be under the authority, and conform to the orders of the Superintendent of that Division.

6.—Disobedience of Orders, violation of Rules, or neglect of duty, will always be considered a sufficient cause for dismissal from the service of the Company: but fines, forfeit of wages or suspension from duty, may be substituted, with the approval of the General Superintendent. Fines and forfeit of wages, thus imposed, will not be taken as a source of revenue to the Company, but will be held in trust, for the benefit of those who are faithful in the discharge of duty, and will be used by the General Superintendent to assist them in defraying expenses, arising from unavoidable accidents or sickness, and for other charitable purposes.

7.—Employees, of every grade, will be considered in the line of promotion, dependent upon the faithful discharge of

duty, qualifications, and capacity for assuming increased responsibilities.

8.—The regular compensation of Officers and Employees covers all risk or liability to accident.

9.—If an Employee is disabled by sickness or any other cause, the right to claim compensation is not recognized. Allowances, when made in such cases, will be as a gratuity, justified by the circumstances of the case and the previous good conduct of the party.

10.—The General Superintendent is the authorized Agent of the Company for the purchase of Supplies and Materials for the use of the Transportation Department. He may authorize the Division Superintendents, and Chief or Resident Engineers to make purchases, subject to his approval, or appoint a Supply Agent, who will attend, under his directions, to the purchase of Supplies. No other persons are allowed to use the credit of the Company.

11.—Division Superintendents and Resident Engineers are authorized to pass their immediate Employees over their respective Divisions, in the discharge of their duties.

12.—Passenger Conductors, Baggage

Masters, Brakemen, Depot Masters and their Assistants, and Express Messengers, when on duty, must be distinguished by suitable Badges, conspicuously displayed.

13.—Mail Agents, Express Messengers, and other Individuals using the Pennsylvania Rail Road, either in charge of the Cars of Individuals or of Companies, engaged in transacting business on the Pennsylvania Rail Road; or Individuals engaged in transacting business for themselves, or for others, on the Cars of the Pennsylvania Rail Road Company, provided for that purpose, and who have not paid their Fare as Passengers, will be considered Employees of the Pennsylvania Rail Road Company, whilst with the Trains of said Company, and subject to the Rules and Regulations governing their Employees. The fact of their being engaged for themselves or others, either on the Cars of Individuals or other Companies, or on the Cars of the Pennsylvania Rail Road Company, will be considered in itself as an agreement, on their part, to observe and obey the Rules and Regulations aforesaid.

14.—Implicit obedience to the Rules and Regulations, Special Orders, and Official Directions, is required.

15.—**No altercation** with any person will be permitted—no matter what the provocation may be. Strict propriety of conduct, and the avoidance of profane or indecent language, in the presence of Passengers, and in the transaction of business with others, and with one another, is required.

16.—Rudeness or incivility to Passengers will, in all cases, meet with immediate punishment.

17.—Smoking in or about the Shops and the Depots, on the Engines, or on Passenger Trains, is prohibited.

18.—The use of intoxicating drinks, whilst on duty, is prohibited. Persons known to be in the habitual use of them will not be retained in the service. Any Employee known to have been intoxicated while on duty will be immediately dismissed.

## SIGNALS.

1.—**Every Conductor, Engineer, Train Hand, Station Agent, Telegraph Operator, Foreman of Division, Road, Switch and Bridge Watchmen, or other Employee** of the Company, having to make

Signals, is required to provide himself with them, keep them on hand, in good order, and in readiness for immediate use.

2.—**Red** signifies **Danger**, and is a Signal to **stop**.

3.—**Blue** signifies **Caution**, and is a Signal to go **slowly**.

4.—**White** signifies **Safety**, and is a Signal to **go on**.

5.—**Green** is a Signal for a **Flag Station**.

6.—**An Exploding Cap or Torpedo is an Extra Danger Signal**.

7.—A Red Flag, displayed by day, or a Red Light, by night—a Lantern swung across the Track—a Torpedo exploded thereon—a Flag—Hat—or any object waved violently by any person on the Track—signifies **Danger**, and is a Signal to **stop**.

Red Flags or Red Lanterns must never be used as Signals of Caution only, but **always** as Danger Signals.

8.—A Blue Flag, by day, and a Blue Light, by night, is the proper **Caution Signal** to be used.

9.—A White Flag, by day, and a stationary White Light, by night, is the proper **Safety Signal** to be used.

10.—A Green Flag, by day, and a Green

Light, by night, is the proper Signal to be used at Flag Stations, to stop Passenger Trains for Way Passengers, or Freight Trains for Local Freight.

11.—The Extra Danger Signal is the explosion of a large Percussion Cap, or Torpedo, which is to be secured to the top of the Rail by clamps. The explosion of this Signal is a warning to **stop** the Train immediately. Exploding Signals are used at night, in foggy weather, and in cases of accident or emergency, when other Signals can not be distinctly seen or relied upon; and as per Train Rule No. 32, or when Flagmen are called in previous to the arrival of the following Train.

12.—The use of the Exploding Signal is to be in addition to the regular day and night Signals, which must, **in all cases**, also be exhibited and used.

## TRAIN SIGNALS.

1.—Each Train, or Engine without a Train, while running after sunset, or during the day, in foggy weather, must display one White Head-Light in front of the Engine, and two

Red Lights in the rear of the Train or Engine.

2.—Each Passenger Train, while running, must have a Bell Cord attached to the Signal Bell of the Locomotive, passing through or over the entire length of the Train, and secured to the rear end of the hind Car.

3.—Each Freight Train, while running by day, must display two Red Flags as MARKERS, on the sides of the rear Car of the Train, to enable the Train Men to know that the whole of their Train is attached to the Engine. The Signal Lamps, carried at night, must be attached to the sides of the rear Car, for the same purpose.

4.—Every Engine, with or without a Train, while passing through the Allegheny Tunnel, whether by day or night, must display a Red Light in the rear.

5.—A Red Flag, by day, and a Red Light, by night, carried in front of an Engine, denotes that the Engine or Train is followed by another Engine or Train, running on the same Schedule. The Engine or Train, thus signalled, will be entitled to the same Schedule rights and privileges as the Engine or Train carrying the Signal. That there may be no mistake in the observance of this Signal,

Engines must carry two Red Flags by day, or two Red Lights, by night, when Flagging for Trains following on the same Schedule. Engineers and Firemen will be held responsible for the proper display of Signals on their respective side of the Engine.

## ENGINEERS' SIGNALS.

### BY WHISTLE.

1.—The Whistle shall be sounded as an Alarm Signal, when approaching a Station or Road Crossing.

2.—A succession of short blasts of the Whistle is an alarm for Cattle, and calls the attention of the Train Men to danger.

3.—One blast of the Whistle, when running, is a Danger Signal, and is a notice to apply the Brakes.

4.—Two blasts of the Whistle is a notice to throw off the Brakes.

5.—Three blasts of the Whistle is a Signal for the Engine to back.

6.—Four blasts of the Whistle is a Signal to call in the Flagman or Signal-man.

7.—The ringing of the Engine Bell, while



the Train is standing, is a Signal for Passengers to take their seats.

## CONDUCTORS' SIGNALS.

### BY BELL CORD.

1.—A tap of the Signal Bell, when the Engine is standing, is a notice to start.

2.—A tap of the Signal Bell, when the Engine is running, is a notice to **stop**.

3.—Two taps of the Signal Bell, when the Engine is running, is a notice to stop at the next Station.

4.—Three taps of the Signal Bell, when the Engine is running, is a notice to slacken speed and look out for the cause of it.

5.—Three taps of the Signal Bell, when the Engine is standing, is a notice to back the Train.

## SIGNALS BY LAMP.

1.—A Lamp swung across the Track, is a Signal to **stop**.

2.—A Lamp raised and lowered vertically, is a Signal to move ahead.

3.—A Lamp swung in a circle, is a Signal to back.

4.—A stationary White Light, displayed at night, is a Signal that the Track is clear.

## TRAIN RULES.

1.—**No Engine shall push a Passenger Train**, but draw it, except in case of accident or obstruction, and then only to the nearest Crossing or Siding.

2.—**Passenger Trains** must be run always with the Express Car first, the Baggage Car next, and the Passenger Cars behind. When Freight Cars are run with a Passenger Train, they must always be run next to the Engine. **This must never be omitted, however inconvenient it may be.**

3.—**Passenger Trains must not be started**, nor run, without a Bell Cord, connecting the hindmost Car with the Signal Bell of the Engine.

4.—**Passenger Trains must not** be run without the Patent Brakes connected, when such have been provided.

5.—**Passenger Conductors and Brakemen** should distinctly announce the name of

the Station, and also the time of stopping, when it exceeds 2 minutes.

6.—**Passenger Conductors and Brakemen** should direct Passengers to alight on the Platforms provided for their use.

7.—**Passengers must not** be allowed to stand upon the Platforms of the Cars, while the Train is in motion, nor to ride in the Baggage or Express Cars.

8.—**Passengers shall not be carried on Freight Trains.**

9.—When running on the Single Track, **Passenger Trains** in one direction (which will always be specified on the Schedule,) **will have the preference of Road for 20 minutes.**

When a **Passenger Train**, which has not the preference of Road, is behind time, it must keep the Main Track clear at all Stations for the Passenger Train which has the preference of Road, until its full Schedule time, and the twenty minutes preference, has expired, **and then proceed, running curves.**

**The Rule is---**When either Train is delayed, the Train which has the preference of Road has the right to run twenty minutes on the time of the

**Train which has not the preference of Road.**

The Train which has not the preference of Road, waits twenty minutes on the time of the Train which has the preference of Road. They then proceed, running curves until they meet.

By running curves is understood to run at a rate **not exceeding** four miles per hour, **with a Flagman one-fourth of a mile in front of the Engine**, at all points where the Track cannot be seen one-fourth of a mile in advance.

When the **Regular Passing-place** of Passenger Trains on time is at a point on the Double Track—if the Train which has the preference of Road is behind time, the opposing Train will proceed at its Schedule rate until it arrives at the End of the Double Track. If the Train which has the preference of Road is still behind time at that point, the opposing Train will wait there until it is twenty minutes behind its own time at the End of the Double Track, and then proceed, running curves according to Rule.

**10.—A Passenger Train**, when running on the Single Track, leaving a Station and

expecting to meet an opposing Passenger Train at the next Station, must run according to Train Rule No. 9, unless it has the full Schedule time between those Stations.

11.—When running on a Single Track, **Freight Trains** will wait for each other at Passing-places **thirty minutes** after their leaving time on the Schedule, and then proceed with great caution, sending a Signalman, with Danger Signals in hand, around every curve, and on straight lines, in foggy weather, when the Track cannot be seen for more than one-fourth of a mile in advance, and keeping at least **thirty minutes** behind time until the expected Train is passed. Freight Trains delayed, when running to meet opposing Trains of the same class, shall have the right, before beginning to run curves, to run 30 minutes upon the Schedule time of the opposing Trains, until they are met, or the Passing-place is reached, keeping 20 minutes off the time of all Passenger Trains. **There is no preference of Road given to Freight Trains in either direction.** If one, two, three or more Trains are following each other, the Rule is the same—**wait thirty minutes** behind Schedule time, if they are not all in, and then

proceed, running curves, until the Trains are met. By running curves is understood to run at a rate **not exceeding** four miles per hour, **with a Flagman well ahead of the Engine.**

12.—**A Freight Train**, when running on a Single Track, leaving a Station and expecting to meet an opposing Freight Train at the next Station, must run according to Train Rule No. 11, unless it has the full Schedule time between those Stations. A Freight Train must not leave a Station or Siding, unless by proceeding at the Schedule speed for that Train, it can reach the next Passing-place or Station **twenty minutes** before the time of arrival of a Passenger Train following it; or twenty minutes before the time of departure of an opposing Passenger Train on the same Track.

13.—Conductors and Engineers are held equally responsible for running curves, and in case of accident, both will be liable to dismissal, if any precaution has been omitted, even though the Rules should not have provided for the case.

14.—All Trains must stop at Schedule Passing-places on Single Track, also on Double Track when passing Trains moving in the

same direction, unless the Switches are plainly seen to be right and the Track clear. In that case a speed not exceeding four miles per hour can be maintained (the Engine Bell to be rung constantly) in approaching and passing such points and Trains. Engineers and Conductors will be held responsible for the strict observance of this important Rule.

15.—Trains must be run with great caution into other Stations, when expected Trains are not found at the Passing-places designated on the Schedule. The point at which Trains should stop, or approach cautiously, at Passing-places, is the Switch used by opposing Trains to go in on Sidings, or to cross over to the opposite Track.

16.—In all cases when Trains of the same class meet on Single Track, they must keep to the right in passing, except as provided for in Train Rule No. 9, for Passenger Trains having preference of Track, and except where a Siding has but one connection; when, if it is connected at the eastern end, the Westward Trains must go on the Siding, and if at the western end, the Eastward Trains, unless a special arrangement is made by the Division Superintendent.

17.—As a general Rule, when Trains meet on a Single Track between Stations, the Train nearest to a Siding should be backed, subject to the senior Conductor's decision, provided it does not endanger the safety of either Train or violate a Rule.

18.—If **Passenger Trains** are behind time, **Freight Trains must wait until they arrive**, unless written orders to the contrary have been received from the Division Superintendent.

19.—**Freight Trains**, following each other, must be kept one mile or more apart, except in closing up under Signal of Obstruction, to render assistance, when specially requested; or in closing up at Passing-places. No Train of any description should leave a Station within five minutes of another Train, unless it be for a short distance, to a Halting-place, to enable another Train to obtain needed accommodation.

20.—Where Trains are running on Double Track, if Passenger Trains are detained, and have not arrived 30 minutes after they are due, Freight Trains will have the right to cross over to the other Track, for the purpose of receiving or delivering Cars at Stations or Sidings, or to permit Freight Trains run-



ning in a contrary direction to proceed; **provided the Flagman has been sent with Signals, not less than 900 yards in the direction of the expected Train, before the Switches are changed or the Engine moved.** When Passenger Trains are 30 minutes, or more, behind their own time, they will **approach** all Stations, Sidings and Crossing Switches **with great caution.**

21.—When it becomes necessary to Flag a Train in both directions, it will be the duty of the Fireman to Flag the front. The Engineer, as well as the Conductor, is required to know that the Fireman performs this duty.

22.—When a Freight Train crosses over to the opposite Track to allow a Passenger Train, running in the same direction, to pass it, and while it is waiting for it, a Passenger Train in an opposite direction arrives, the Freight Train may cross back and allow it to pass; **provided the other Train is not in sight, and also provided that a Signal-man has been sent with Danger Signals not less than 900 yards in the direction of the expected Train, and the utmost caution is used.**

23.—**No Train** shall be started from a Station **before** the time stated for it on the Schedule, except when several Freight Trains are running on one Schedule. At all points where no Train in an opposite direction is due, the Leading Train may be run 15 minutes ahead of Schedule time, and the others follow at intervals of 5 minutes.

If any Train is run more than 15 minutes ahead of time, it will be considered sufficient cause for the dismissal of Conductor and Engineer.

24.—If an obstruction or accident on the Road makes it necessary to move an Engine or Train in the wrong direction, on either Track, or to cross on to and use the opposite Track to pass around such obstruction, the utmost caution must be used. Unless a special arrangement shall have been made for that Engine or Train, by the Division Superintendent, the Conductor of the obstructed Train, or, in his absence, the Engineer, before the Engine is moved, will send a Flagman, or some other competent person, with Danger Signals, not less than 900 yards in advance, in the direction in which the Train is to be backed or moved, (**provided the next Crossing can be reached not less**

**than 20 minutes before any Train running on that Track is due at that point.)**

Whilst moving, the Engineer will frequently sound his Whistle, and will run at a speed not exceeding four miles per hour, so as to enable the Signal-man to keep not less than 900 yards in advance. The Train or Engine thus moved, must only be backed or run to the next Station or Crossing. When a Train is backed, the Conductor must station himself on the top of the hindmost Car, or in a position so conspicuous as to perceive the first sign of danger, and give immediate Signal to the Engineer.

25.—In passing Stations or Sidings, **Freight Trains** should approach them with caution, and the speed must not exceed 6 miles per hour. When following other Trains, on the same Schedule, they must take care to make themselves entirely sure that they are at least the proper distance from the Trains immediately preceding them; run around curves slowly, and approach all Stations with caution, until certain that the Track is clear.

26.—**Freight Trains, and also Ballast, Wood, or other Irregular Trains, or Engines without Trains, must be clear of**

the Main Track not less than 20 minutes before Passenger Trains are due.

27.—**A Freight Train, also a Ballast, Wood, or other Irregular Train,** or an Engine without a Train, when passed by a Passenger Train moving in the same direction, must not start to follow it until at least **ten minutes** after its departure, and must then follow with great caution.

28.—**Ballast, Wood, or other Irregular Trains,** must keep out of the way of all **Regular Trains not less than 20 minutes.** If a Ballast or other Irregular Train is Flagged by a Regular Train, it becomes Regular. (See Rule 5 under head of Train Signals.)

29.—**No Wood, Ballast or Irregular Train,** or Engine without a Train, not Flagged by a Regular Train, shall **exceed a speed of 20 miles per hour,** without a special order from the Division Superintendent.

30.—**Wood, Ballast, and all Extra Trains,** must make constant use of the Caution and Danger Signals, and sound the Whistle frequently while in motion.

31.—Trains following each other, will approach Stations with caution, expecting to

find Trains ahead of them standing there. Engineers will be held responsible for coming in collision with Trains ahead of them at Stations, when, by approaching cautiously, the accident could have been avoided.

32.—When an accident occurs to a Train, by which the Road is obstructed, the Hind Brakeman shall immediately go back with Danger Signals, not less than 900 yards, to stop any Engine or Freight Train which may be following. If a Passenger Train is next due, he shall continue to go back, placing Explosive Signals on the Rail at intervals of 500 yards, until he is not less than one mile from the hind end of his Train, and has reached a point where his Danger Signal can be seen not less than one-fourth of a mile, by the Engineer of the approaching Passenger Train; and he must remain in such a position until the Train that is due has arrived, or until he is recalled by the Whistle of his own Engine. If no following Train has arrived, when he is thus recalled, he must leave two Explosive Signals on the Rail, as a caution to any following Train. If the accident occur upon Single, or if on Double Track, and both Tracks are obstructed, it is the duty of the Fire-

man to go forward a like distance, and to use the same precautions to protect the Train from any Train coming in an opposite direction. The Engineer, as well as the Conductor, is required to know that the Fireman performs this duty.

33.—**Trains** shall be run uniformly and steadily between Stations, and delayed as little as possible for Fuel and Water, and for the transaction of regular business required at Stations.

34.—**All Trains must be run slowly over Bridges.** The highest rate of speed allowed in passing over **Wooden Bridges**, is ten miles per hour, or six minutes to the mile.

Special directions, regulating the speed over other Bridges, will be given, from time to time, by the General or Division Superintendent, as may be found necessary.

35.—The passing of Trains in opposite directions on Bridges should be avoided.

36.—If a Train should break while in motion, great care and good judgment are required on the part of the Train Hands, to prevent the detached parts from coming in violent contact. Engineers must be careful not to stop the front part of the

Train suddenly; but when the accident is discovered, must give the Alarm Whistle for Cattle, to draw the attention of the Train Men to the accident, and run a sufficient distance (if possible to a straight line and ascending grade,) to enable the Train Men to stop the detached portion.

37.—In case a Freight Train parts on the Road, and the Train Men on the front portion discover the loss before reaching a Telegraph Office, they shall have the right to go back on the same Track until they find it, first sending a Flagman back with Danger Signals **not less than 900 yards**, and moving at a speed **not exceeding 4** miles per hour in order to allow the Flagman to keep the required distance in advance—**Provided, that in doing so they keep 20 minutes off the time of any Passenger Train.**

Passenger Trains, finding a detached portion of a Freight Train on the Main Track, have a right to couple to it and push it to a Siding, **first** sending a Man with Danger Signals **not less** than 900 yards in advance, and moving the detached portion of Freight Train at a speed **not exceeding 4** miles per hour, keeping the Flagman the required

distance in advance. If they are unable to push it, they may pass around it, taking the precautions prescribed in Train Rule No. 24 for passing around obstructions.

Freight Trains, finding a detached portion of a Train on the Main Track, **may** push it, by coupling it to their Engine, and by first sending a man ahead 900 yards with proper Signals, and moving at a rate **not exceeding 4** miles per hour, until the first portion of the broken Train is overtaken.

If a **Passenger Train** is parted on the Road, the detached portion **must not be moved** without special orders from the Division Superintendent, but must **remain where found** until the front part comes back, **running according to Rule.**

38.—**Trains** approaching Stations on the Double Track where a **Passenger Train** may be standing, receiving or discharging Passengers, **must be stopped** before reaching the Passenger Train, and not go forward until the Passenger Train moves on or Signal is given to come on.

39.—When passing or meeting Trains on Sidings, passing through Tunnels, or passing or meeting Trains on Double Track, Fire-



men must not fail to ring the Bell or sound the Whistle.

40.—**No Extra Train or Engine**, except as provided for in the Rules, shall be sent over the Road, without an order from the Division Superintendent.

41.—In all cases where an Extra Train or Engine is to follow another, notice must be given of the intention to the forward Train.

42.—**Conductors of Trains** must attend to Switches used by their Engines or Trains, and they will be held responsible for the proper adjustment of the Switches which may have been used by them, except where a regular **Switchman** is stationed, and at points provided for on the Schedule. When there is more than one Train to use a Switch, Conductors must not leave the Switch open for following Trains, even when in sight, **unless the Conductor of the following Train is at the Switch and takes charge of it.**

43.—**Engineers** must approach Switches and Stations cautiously, and have their Trains under control, until the Safety Signal is received, or they can see that all is right and clear for their Trains.

44.—In passing Switches at the End of

Double Track, or in passing off or on to Sidings, the speed of Trains or Engines must not exceed 4 miles per hour.

45.—**Engineers** must bring their Trains to a full stop at the End of Double Track, unless the Switches are plainly seen to be right, in which case they will be governed by Train Rule No. 44. No excuse will be received for running off at Switches at the End of Double Track. Engineers must see that they are right before passing over them.

46.—**Engineers** must sound the Whistle at least one-quarter of a mile from every Road Crossing, and the sound must be repeated at intervals, or the Engine Bell rung, until the Road Crossing is passed. No excuse will be received for accidents that may occur through neglect of this precaution.

47.—**No person, except the Engineer, Fireman, Road Foreman of Engines, Train Masters, Resident Engineers and Supervisors, in the discharge of their duties on their respective Divisions,** will be permitted to ride on the Engine or Tender, without a written order from the Division Superintendent or Superintendent of Motive Power and Machinery—except Conductors in cases of accident or extreme

danger, **or in the discharge of their duties.** The duties referred to consist only in keeping a look-out ahead on straight lines more than one-fourth of a mile in length, and in seeing that a safe rate of speed is maintained by their Engines, when they are running curves and expecting to meet Trains moving in an opposite direction. **At all other times** (except when Engines have no Cars attached), Freight Conductors will be required **to ride on their Trains**, and Engineers will be held equally responsible with Conductors for disobedience of this Rule.

48.—**No Train** should start without a Signal from its Conductor. The Engineer must always give notice before starting, by the sound of his Bell or Whistle.

49.—**Any Employee**, noticing a disobedience or neglect of Rule, is required to report it to the proper Officer.

50.—All accidents, uncoupling of Trains, killing of Cattle, failure in any way of the Engines, or defects in the Road or Bridges, **must** be reported to the Division Superintendent, by Telegraph, from the first Station, and in writing at the end of the trip.

51.—Agents, Watchmen and Track Repairers must not fail to report Engineers

who run beyond the maximum speed allowed, or leave any Station ahead of time.

52.—No verbal message, respecting the movements of Trains, or the condition of the Track or Bridges, shall be sent, except in cases of pressing necessity. **All such messages must be sent in writing, to avoid the possibility of misconstruction.**

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

## RULES FOR ROAD FOREMEN OF ENGINES.

1.—**Road Foremen of Engines** will be nominated by the Superintendent of Motive Power and Machinery, and must report to him in regard to the condition of the Engines—their use of Fuel and consumption of Stores—in such manner, and at such times as he may direct. They should consult and advise frequently with the Shop Foremen in regard to the daily condition and requirements of the Engines running upon their Division of the Road.

2.—It will also be their duty to report daily to the Division Superintendent in re-

lation to occurrences upon the Road—in regard to the qualifications of Engineers and Firemen, or any violation of Rules which may come to their knowledge, in such manner and detail as the Division Superintendent may prescribe.

3.—The Special duty of the Road Foreman of Engines will be to look after the firing and working of Engines while upon the Road, and particularly the proper and economical use and management of Coal as Fuel, with a view to obtaining the best results in the consumption of Fuel and the cost of repairs to the Locomotives.

For this purpose he is authorized and required to ride as frequently as his strength will permit upon Engines, on his own Division, in order to give instructions upon this point to Engineers and Firemen, who are hereby required to obey his directions. He is also required to give attention to the equipment of Engines, and to see that they are provided with every article required by Rule, or necessary to their proper and efficient working; to ascertain by frequent enquiry and observation that the Boilers are properly washed out and the Water Spaces thoroughly cleaned; to give personal atten-

tion to the condition of the Safety Valves, Spring Balances and Steam Guages, to know that they are in good working order, and that an undue pressure of Steam is not carried on the Boilers; to give particular attention to the capacity of the Engines for generating Steam, and when it is made more freely than is required, to have it regulated by enlarging the Blast Pipes and by diminishing the activity of the fire, so that the Engine will work easier and with a smaller consumption of Fuel.

## RULES FOR ENGINEERS.

1.—**Engineers**, when in the Shops, are under the direction of the Foreman of Shop.

2.—When on the Road, they are under the direction of the Division Superintendent.

3.—They are under the direction of the Road Foreman of Engines as regards the proper use of Fuel, proper working of their Engines, proper supply of the necessary Tools, &c.

4.—When on duty on the Road, they must provide themselves with a Watch, which will be furnished by the Division

Superintendent, which they must compare with and regulate by the Standard Clocks of the Company, at the commencement of each trip; and they will be held responsible for its safe keeping.

5.—They must have in their possession a copy of the Rules and Regulations of the Transportation Department, and a proper Schedule for the running of Trains; and must know that their Engine is in good working condition before starting.

6.—They must give particular attention to the **Special Directions**, marked on their Schedules, relative to the running of the Trains.

7.—They will be furnished with a set of Tools, as per list posted in the Engine Houses, and be held responsible for their safe keeping and **always being on the Engine in proper working condition.** Should any of the Tools be lost or broken, Engineers must immediately report the fact to the Foreman of Shop or Road Foreman of Engines, **and have them replaced.** They must keep themselves provided with Explosive Signals, Signal Flags and Signal Lamps, and keep them always at hand and in order for immediate use. Their Head-

Lights must be in order for lighting before starting, and must be lighted immediately after sunset, or in foggy weather.

8.—They are under the orders of the Conductor of the Train so far as relates to the starting, stopping, speed and general management of the Train, shifting Cars, &c.; but the Conductor has no authority to direct the Engineer to run in advance of his Schedule time; nor will the Engineer be excusable in obeying any order from the Conductor, that may endanger the safety of the Train, or require a violation of Rule.

9.—They must take on Cars to the full capacity of their Engines, when directed by the Dispatcher or Conductor.

10.—They will be responsible for having their Engine in good working order, supplied with the necessary Stores and Tools; the Tender full of Fuel and Water, and the Steam up at such time as the Dispatcher may direct.

11.—At the proper time they must place their Engine in front of the Train, and after that, and until the end of the trip, they are under the orders of the Conductor. In case of accident, they must disconnect their Engine from the Train, and proceed as di-



rected by the Conductor, (**subject to Rule for Engineers, No. 8.**) They must obey promptly all Signals given, whether by Station Agents, Telegraph Operators, Track Repairers, Conductors or Train Men, so far as the safe and proper working of their Engine will permit, **even though they may think such Signals unnecessary.**

12.—They must run uniformly and steadily between Stations—delay as little as possible for Fuel and Water, and take great care that the Fuel is so loaded as not to fall from the Tender. They must report to the Division Superintendent any failure in the supply of Fuel or Water at the Stations, all defects in the Track, and neglect of Train Men, Watchmen, Track Men or others, that may endanger the safety of the Trains, or interfere with the proper working of the Road.

13.—They must approach Switches and Stations cautiously, and have their Trains under control, until the Safety Signal is received, or they can see that all is right and clear for their Train.

14.—They must not pass Switches at the End of Double Track, or pass off or on to Sidings, at a speed exceeding 4 miles per hour, and will be governed by Train Rule

No. 45 when Switches cannot plainly be seen.

15.—The Throttle Valve must be closed before reaching Bridges; and no Steam used while passing over them, if it can be avoided.

16.—They must sound the Whistle when approaching Stations, Towns, Villages or Road Crossings, at least one-quarter of a mile in advance of them, and have the Engine Bell rung while passing through or over them, and when passing other Trains; but the Whistle must not be used in the Streets of Towns or Villages, or at Stations, when it can be avoided. (See Train Rule No. 46.) They must approach Stations carefully, with their Trains under command, so as not to run past the Platform where they are to stop; and use great caution in passing Stations. They must always start and stop their Trains with care and without sudden jerking, so as to avoid breaking Couplings and doing other injury.

17.—If part of a Train should break loose while in motion, great care and judgment are required on the part of the Engineer. He must not stop his Engine suddenly, but with great caution, so that the detached

parts may not come in violent contact. (See Train Rule No. 36.)

18.—Engineers perceiving an Engine or Train on opposite Track, obscured by Steam or Smoke, must approach with caution, and stop, if necessary.

19.—When an Engine, without a Conductor, shall be partially disabled on the Main Track, and can reach a Station or Siding without danger from an opposing Train, it will be the duty of the Engineer to send his Fireman at least 900 yards in the rear of his Engine, with Danger Signals, to follow the Engine at that distance, until it reaches a Siding or assistance arrives.

20.—When an Engine, without a Conductor, is disabled, and cannot reach a Station or Siding, or is obliged, from any cause, to remain on the Main Track, the Engineer must send the Fireman not less than 900 yards in the direction necessary to protect his Engine. When necessary to protect it in both directions, he shall go himself in the direction of greatest danger, until assistance arrives; and in case a Passenger Train is due he will be governed by Train Rule No. 32.

21.—They must not throw off, nor allow

to be thrown off, pieces of Wood from the Engine or Tender, while in motion. If Wood is found too large to enter the Fire-door, it must be carried to the next Wood Station.

22.—They must use every precaution against fire in dry weather, or when passing Bridges, Buildings, Woods or Fields, where combustible matter abounds.

23.—They must not throw from the Engine burning Cotton Waste, Rags or hot Cinders.

24.—They must report the condition of the Spark Arresters at the end of every trip.

25.—They should not leave their Engine during the trip, except in cases of urgent necessity, and before doing so, they must throw it out of gear, shut off the Steam, put on the Tender Brake, and leave the Fireman, or some other competent person, in charge of it. **On no account must the Engine be left without some responsible person on it**—except in the emergency explained in Rules for Engineers No. 20.

26.—When an Engine is standing, the spare Steam should be turned into the Ten-

der, so as to allow as little as possible to escape by the Safety Valves.

27.—They must report the condition of their Engines to the Foreman of the Shops at the end of each trip; and will assist, when called upon, in making any repairs that may be necessary. When not in active service on the Road, they will be employed in the Shop, under Shop Rules.

28.—They will be given Checks for Wood, Oil and Tallow; and no Fuel or Stores will be furnished, except on presentation of such Checks. They should be careful to keep their Checks clean, and not deface them.

29.—When in doubt as to the meaning of a Signal, **they must stop and ascertain the cause.**

30.—When a Danger Signal is shown, which ought not to be shown, they must report the circumstance to the Division Superintendent.

31.—**Conform strictly to Engineers' Signals by Whistle.** No irregular Whistling will be allowed.

32.—If at any time in doubt of the full meaning or interpretation of an order, they should take the first opportunity to get a full explanation.

**33.—In all cases of doubt they must take the safe course.**

## **RULES FOR FIREMEN.**

**1.—Firemen**, when in the Shop, are under the direction of the Foreman of Shop; when on the Road, they are under the direction of the Engineer.

**2.—**They will receive directions from the Road Foreman of Engines regarding the proper use of Fuel and manner of firing.

**3.—**They must be with their Engines at least 30 minutes before the time of starting, and conform to any directions they may receive from the Engineer or Foreman of Shop.

**4.—**They must assist in cleaning and polishing their Engines after every trip, and in making repairs, when their assistance is so required; also in oiling when running.

**5.—**They must take charge of the Engine, if the Engineer should at any time be absent, and will suffer no person, not duly authorized, to be upon it.

**6.—**They must supply the Engine regularly with Fuel and Water, at the discretion of the Engineer, and use the Tender

Brake in accordance with his order and with the Signals.

7.—They should, when not engaged with other duties, assist in keeping a constant look-out upon the Track, and must instantly give the Engineer notice of any obstruction that they may perceive.

8.—They will, on no account, attempt to run an Engine, in the absence of the Engineer, without permission from the Division Superintendent, unless under some sudden and dangerous emergency whilst on the Road, or when directed to do so by the Conductor or some Officer in authority.

9.—Should the Engineer at any time leave the Engine, while standing, with Steam up, in charge of the Fireman, the latter must not leave his post until the return of the Engineer, under penalty of dismissal.

10.—When not in active service on the Road, they may be required by the Foreman of the Shop to work in the Shops under Shop Rules.

## RULES FOR DEPOT MASTERS.

1.—**Depot Masters** are attached to the

Passenger service at the Terminal Stations, and at other prominent Stations when necessary.

2.—They will receive their instructions from the Division Superintendent, to whom they must make all communications respecting their duties.

3.—They must make themselves familiar with the Rules and Regulations of the Company, and with the particular duty of every Employee whose position on the Trains brings him to their Station, and shall require the prompt and efficient discharge of that duty at their respective Depots.

4.—They must preserve order, system and regularity in the discharge of duty on the part of those in the service of the Company who are attached to their Depot, or who are connected with the business of the Station. They should use all proper means to avoid confusion, and prevent delays in seating Passengers, and in receiving and delivering Baggage. They may use the Telegraph, and other facilities afforded by the Company, to trace out and return to its proper owner all Missing or Unclaimed Articles of Baggage.

5.—They must keep the Depot, and its



various apartments, in proper order for the comfort and convenience of Passengers, and for the security of Baggage.

## RULES FOR PASSENGER CONDUCTORS.

**1.—Conductors of Passenger Trains** receive their instructions from the Division Superintendent, to whom they must make all communications respecting their duties. They must report to them promptly all failures or neglect of duty that may come under their observation; and anything that may interfere with the safety of the Road.

**2.—**They are responsible for the safety, regularity and proper care of their Tram, and will be held equally responsible with the Engineer for obedience to all Special Orders in regard to its movement.

**3.—**They must report themselves to the Depot Master for duty, with their Train Men, Signals and other Fixtures, in readiness to take charge of their Trains, at least 30 minutes previous to the Schedule time for starting; and as much earlier as they may be required, to assist in the proper

shifting and making up of their Trains; and will be held responsible for the conduct of all Employees on their Train, and for the movable articles which may be entrusted to them, such as Signals, Tools, Oil-Cans, &c.

4.—They must keep a good and reliable Watch always in their possession whilst on duty; regulate it by the standard Clock of the Company before starting with their Train, and see that the Engineer of their Train has a Watch in his possession which has been regulated by the same standard Clock of the Company, and compared with it and with the Watch in their possession.

5.—They must provide themselves with a full set of Signals, have them placed in their Train, convenient for immediate use, and when running, by day or by night, will display and use them in the manner and positions required by the Rules, and see that the Engineer of their Train has the required Signals in his possession, ready for immediate use, and that he displays them in the manner required by the Rules.

6.—They must provide themselves with the proper Schedules, and the Rules and Regulations to which they are required to conform in running their Trains; and will

acquaint themselves therewith, and see that the Engineer of their Train has copies of the same in his possession, and properly understands them.

7.—They must make themselves acquainted with the duties of the Engineers, Baggage Masters, Brakemen, Express Messengers, Mail Agents, and the Rules and Regulations applicable to them, enforce said Rules and Regulations upon their Trains, and report to the Division Superintendent all insubordination, neglect of duty, or misconduct. They must see that their Trains are made up in conformity to Train Rule No. 2.

8.—They must remember that the popularity of the Route depends greatly upon the manner in which Passengers are treated by Conductors and Train Men. They are expected to be courteous to all, answer all questions civilly, make Passengers as comfortable as circumstances will permit, and bear in mind that no provocation will justify rudeness or incivility toward them.

9.—They should know that the running gear of the Cars in their Train has been inspected at terminal and other Stations required; and they will also, with the assist-

ance of the Brakemen, examine it at all Stations where they take Fuel and Water, and oftener if necessary.

10.—They should know that the Patent Brakes (when on Cars provided with them) are in working order and are used, and they must see that the Brakemen are at their posts the same as if the Patent Brakes were not in use.

11.—They should, at all times, be certain that Cars have not become detached from their Train, and been left on the Main Track.

12.—They should run no more Passenger Cars with their Trains than are necessary for the ordinary or anticipated travel, and for the comfort and convenience of Passengers. They must use proper exertions to induce Passengers to purchase Tickets from the Station Agents of the Company, before taking their seats in the Cars. They must see that their Passengers are properly seated before starting their Trains, and must not allow them to ride on the Locomotive, the Platforms of the Cars, in the Baggage, Express or Mail Cars, nor to violate in any way the Rules and Regulations of the Road.

13.—They must collect a Ticket or Fare from each Passenger in their Train, and re-

port the same to the Auditor, in the manner and form prescribed. Any Passenger refusing to pay Fare, must be put off the Train at the first Station, without using unnecessary violence. They must carefully note, in their Daily Reports, the time of arrival at and departure from the several Stations, and any other information required; and should any delay occur, they shall distinctly telegraph the cause to the Division Superintendent from the first Telegraph Station, and make a full report in writing to him at the end of the trip, with such other information incident thereto, as may be of interest or value for future reference.

14.—At Stopping-places, they should distinctly announce the name of the Station, and when halting for more than two minutes, the time should be distinctly announced.

15.—They must attend to the adjusting of Switches, (except at points where a regular Switchman is on duty,) when used by their Engines or Trains. It is the duty of Engineers to approach Switches and Stations cautiously, and to have their Trains under control until the Safety Signal is received, or until they see that all is right and clear

for their Trains. Conductors must enforce obedience to this and all other Rules affecting the safety of their Trains.

16.—If compelled, by accident, or other cause, to stop their Train on the Main Track, or to move at an unusually slow rate of speed, they must take the most prompt action to secure their own Train, and Trains approaching in either direction, against the possibility of collision. They must constantly keep in mind, that nothing will justify a collision between Trains, and that the prompt use of the Signals according to Rules, will prevent it. When they have taken every precaution, and have ensured the safety of their own and approaching Trains, measures must then be taken by them to send intelligence to the Stations nearest them, and to the Division Superintendent.

17.—They must report to the Division Superintendent all defects observable in the Road-way; all deficiencies in the supply of Fuel and Water, and any inattention or neglect on the part of Station Agents, Supervisors, Foremen of Road Repairs, Watchmen, or of the Men under their special charge.

18.—They must report to the Division Superintendent all Mail failures, and note them on their Train Reports.

19.—If, at any time, in doubt of the true meaning or interpretation of an order, they should take the first opportunity to get a full explanation.

20.—**In all cases of doubt take the safe course.**

## RULES FOR PASSENGER BRAKEMEN.

1.—**Passenger Brakemen** receive their instructions from the Division Superintendent, to whom they must make all communications respecting their duties. They will report for duty to the Depot Master, and at the time appointed, open the doors of the Cars and assist the Conductor in the proper disposition of the Passengers. While on the Train, they are under the immediate direction of the Conductor, whose orders they must obey.

2.—They will be furnished with a full set of Train Signals, which they must keep near at hand, ready for immediate use.

3.—They are charged with the manage-

ment of the Brakes, according to circumstances and the Signals of the Engineer. If Passengers are upon the Platform while the Train is in motion they must notify them that it is a violation of the Rules; if they insist upon remaining there, report the fact to the Conductor.

4.—The post of the rear Brakeman or Flagman is on the hind Car, which he must not leave while the Train is in motion, except to protect the Train, when the Engine of his Train is disabled, or there is danger of collision from Trains following. He should be provided with the Signals for the rear of the Train, which must be displayed, as required by Rules for Train Signals. (See Train Signals No. 1.)

5.—In case of accident or detention to their Train, it is their duty to use the precautionary measures prescribed by the Rules to protect Trains. (See Train Rule No. 32.)

6.—In case the Train parts, the rear Brakeman must immediately put on the Brakes and stop the Cars. If a Road Hand is near, he should direct him to go ahead, not less than 900 yards, and make Danger Signals, or secure the assistance of some one in the Train for that purpose, until the first



portion of the Train comes back, while he secures the rear of the Train, by going back, not less than 900 yards, displaying the regular Danger Signals, and placing the extra Danger Signals on the Rail. He will be governed by Train Rule No. 32 when Passenger Trains are due.

7.—As soon as the Train is completely stopped, at a Station, they should open the doors of the Cars and **announce in a loud voice** the name of the Station, and the length of the stop, when it exceeds 2 minutes. They must assist the Passengers to alight, giving them politely, but without unnecessary conversation, the information they may desire of them; then examine the running gear of the Cars next to them, and be ready to take their posts again, before the Signal is given to start; and finally, aid the Conductor in all things requisite to secure the prompt and safe movement of the Train, and promote the comfort of Passengers.

8.—They must, at Wood and Water Stations, assist in loading Fuel on the Tender, when required; also aid the Conductor in the inspection of Cars at Stations where time permits.

9.—They will have charge of the Lights, Stoves, Water and Gas Fixtures.

10.—They must not apply the Brakes so hard as to cause the Wheels to slide.

## RULES FOR GENERAL BAGGAGE AGENT.

1.—**The General Baggage Agent** is under the direction of the Division Superintendent who has charge of the Baggage Department.

2.—He must exercise a general supervision over all arrangements connected with the checking of Baggage over the Pennsylvania Rail Road and connecting lines.

3.—He must visit the principal Stations frequently, and see that Station Baggage Agents and Baggage Masters are provided with a full assortment of Checks, and that matters pertaining to the receipt, transportation or delivery of Baggage, as well at all points on the Pennsylvania Rail Road, as to and from connecting Roads, are satisfactorily attended to.

4.—He must give special attention to the prompt recovery of delayed or Missing Baggage, and for this purpose should require

Station Agents, Station Baggage Agents and Baggage Masters to report to him by Telegraph, without delay, every case where Passengers fail to receive their Baggage by the proper Train.

5.—He must require Station Baggage Agents and Baggage Masters to report promptly and fully to him all Unclaimed Baggage left in their hands, giving a description of such Baggage, No. of Check, and all particulars connected with its receipt by the Company.

6.—He will return to the Auditor, an account of all money received by Baggage Masters and Station Baggage Agents, in such manner and form as may be prescribed.

## RULES FOR BAGGAGE MASTERS.

1.—**Baggage Masters on Through Passenger Trains** will receive their instructions from the Division Superintendent placed in charge of the Baggage Department, to whom they must make all communications respecting their duties.

2.—**Baggage Masters on Local Passenger Trains** are under the charge of the Superintendent of the Division to which they are attached.

3.—While on the Train, they are under the immediate direction of the Conductor, whose orders they must obey.

4.—At terminal Stations, they are under the immediate charge of the Depot Masters, whose orders they must obey.

5.—They are charged with the duty of receiving, taking care of, and delivering the Baggage of Passengers. In the performance of these duties they must be civil to Passengers, careful not to injure the Baggage delivered to them, and expeditious in handling it.

6.—They must make themselves thoroughly acquainted with all the Baggage Rules and Regulations, which may from time to time be published for their government.

7.—They are responsible for the safe keeping of the through and way Checks which may be allotted to them, and for any other Company property entrusted to their care.

8.—They are strictly prohibited from receiving any perquisite for the transportation of Baggage, or any other article, in the Baggage Cars of the Company, except such as the Division Superintendent may author-

ize them to take in their charge, at fixed rates, as perquisites, for special care and attention, which shall not be taken as Baggage, but at the risk of the Baggage Master.

9.—They should Check every piece of through or way Baggage which they receive.

10.—They are not allowed to carry Packages, Money, or other valuables. Business of this kind must be done through the Express Messengers or Agents.

11.—They must pay over to the Agents, at terminal Stations, at the end of each trip, all money collected for extra Baggage, in accordance with Baggage Regulations, take a receipt therefor, and send, with report, to the General Baggage Agent, in manner and form prescribed.

12.—When Baggage is lost in consequence of the carelessness of a Baggage Master, he shall be liable to the Company for the value thereof.

13.—They must make such Daily, Monthly, and other Reports, as may be required of them according to prescribed Forms.

14.—They must not permit any one to ride in their Baggage Car, except Mail and

Express Messengers in discharge of their duties, without the order of the Division Superintendent.

15.—They must not smoke in the Baggage Cars, nor permit others to do so.

16.—They must be particularly careful to avoid all accidents from fire, especially while using Stoves in their Cars.

17.—They must apply their Brakes promptly in accordance with the Signals from the Engineer.

## RULES FOR STATION BAGGAGE AGENTS.

1.—**Station Baggage Agents** are under the direction of the Station Agent, but will receive their instructions in regard to conducting the Baggage business from the General Baggage Agent.

2.—They should receive from Passengers all Baggage to be forwarded, and Check and mark it plainly. They must deliver it to the Baggage Masters of the Trains, and take charge of all the Baggage left with them by the Baggage Masters.

3.—When Passengers make claim for **Lost Baggage**, of any Station Baggage

Agent, he must take an accurate and particular description of the Article lost, and of its contents and value, with the date and name of the Train on which it was lost, and immediately forward the same to the General Baggage Agent, at the same time making search and inquiries in reference to it. When Baggage remains at a Station more than one month, the Station Baggage Agent, unless the Owner is known, must send it to the General Baggage Agent's Office, with a card on it, stating from what Station it is sent, and when and by what Train it was left; also advise the General Baggage Agent by letter of the same. In no case is any person connected with the Company authorized or permitted to take charge of an Article, to be carried in any Passenger Train, unless a person accompanies it.

4.—All persons authorized to Check, mark, forward or deliver Baggage, must use the greatest care to **avoid mistakes**. Baggage must in all cases be handled with such care as to prevent its injury, and remove all just causes of complaint by Passengers on that subject. A violation of this Rule will subject the party in fault to the

payment of whatever damage is imposed on the Company by his negligence.

5.—**Baggage Checks** must be kept at all times in a secure place, and they must not be exposed to theft and loss. They must be returned to the General Baggage Agent **promptly**, and not allowed to accumulate. Station Baggage Agents must apply to the General Baggage Agent for such Supplies as they require, instead of furnishing each other.

6.—Eighty pounds of personal Baggage **are allowed** each Passenger. All Articles other than personal Baggage, and all excess of personal Baggage, should be charged for at extra Baggage rates, as fixed from time to time. The money received for extra Baggage must be paid over daily to the Agent, a receipt taken therefor, and sent, with report, to the General Baggage Agent, in manner and form prescribed.

7.—No **Corpse** shall be received for transportation unless it is securely enclosed in a tight and strong Box. The price to be charged for its transportation in a Passenger Train is double the First Class Fare.



## RULES FOR TRAIN MASTERS AND ASSISTANTS.

1.—**Train Masters and Assistant Train Masters** receive their instructions from the Division Superintendent, to whom they must make all communications respecting their duties. They will take charge of the Division, in the name of the Division Superintendent, during his temporary absence from his Office, or of such portion of it as may be assigned to them.

2.—They must exercise a general supervision over all Employees connected with the Freight Trains, and will see that the Rules and Regulations are fully understood and observed by them; they may suspend them for violation of Rule or neglect of duty, and report the case to the Division Superintendent.

They must give special attention to the time consumed by Freight Trains at Water Stations and points where Train Men stop for meals, and should see that there is no unnecessary delay.

They must see that Cars, Car Trucks, &c., are not allowed to remain off the Track at Stations or Sidings, and that parts of broken

Cars are gathered up without delay and sent to the terminus of the Division. They must also attend to such special duties as may be given them, from time to time, by the Division Superintendent, and in the performance of those duties will be respected accordingly.

3.—They must carry the correct standard time and compare frequently with Train Hands. In case of accident or detentions to Trains, they must proceed at once to the place, direct the disposition of the wrecking force, and assist in removing the obstruction. In such cases they should be particular to see that every precaution is taken by Train Hands and others to ensure the safety of approaching Trains; to protect the property of the Company, and that of others entrusted to their charge.

4.—They must attend, in concert with the Division Superintendent, to the proper distribution of Cars for the supply of Stations on their Divisions, when they can be spared, and see that loaded Cars are forwarded without delay.

5.—They must report to the Division Superintendent promptly all failures or neglect on the part of Employees, that may come

under their observation; also, all defects in the Track, failures in the supply of Water and Fuel, or anything that may, in their opinion, interfere with the prompt and safe working of the Road.

6.—They will be supplied with a list of Missing and Unclaimed Goods, of delayed and Missing Cars, and must render such service as may be required in tracing up and returning them to their proper destination.

## RULES FOR YARD DESPATCHERS.

1.—**Yard Despatchers** are under the direction of the Train Master, and must communicate with him respecting their duties.

2.—They are in charge of the Yards and Sidings at terminal Stations and dividing points, and of the Yard force employed at those points, and the movement of Trains therein.

3.—They must carry out the orders of the Division Superintendent and Train Master in regard to making up Trains, and apportioning them to the Motive Power furnished. They must have the Engines, with their Crews, in readiness to attach to the Trains, at the time required by the Schedule.

4.—They must see that the Conductors and Train Hands are ready for duty at the time required, and that both Engineers and Conductors have the correct time, proper Schedule, and all the Signals, Lamps, and other Fixtures, required by the Rules, for the safety and proper management of their Trains.

5.—They must see that the Yard is kept in proper condition; that Cars passing are properly inspected; that Cars requiring repairs are sent to the Shops; that Conductors are furnished with proper Manifests; that Cars are distributed as per instructions given from time to time; that doors of loaded Cars are locked, and that the Locks have not been interfered with, and that Trains are made up properly and in accordance with instructions.

6.—They must give the necessary directions for shifting and placing Cars in proper position in the Trains; and Engineers and Train Men are required to conform to their instructions.

7.—They must see that Conductors are furnished with proper Manifests for Cars coming to or passing their Station; also, that Conductors have taken up, and delivered to them, all Manifests, for Individual

or Company Cars, to their Station; and will, after ascertaining that the loading of Individual Cars corresponds with the Manifest, deliver them to Station Agent.

8.—They must examine the loading of private Cars, coming on the Pennsylvania Rail Road, and passing their Station, and know that the Individual in charge has a proper Manifest, which is correct and corresponds with the loading reported by him, before allowing such Cars to be attached to the Train. They must require one Brakeman to accompany each Individual Car, if the Individual has but one Car in charge; if he has more than one in charge, they must require a Brakeman to every 12 pairs of Wheels; two Brakemen when there are over 12 pairs of Wheels and not exceeding 24 pairs of Wheels; and in like proportion for any increased number.

9.—They will be held responsible for the safe condition and proper position of the Yard and Siding Switches, in use by them, and must report all defects in the Track and Switches to the Foreman in charge of Road Repairs, for immediate attention.

10.—They must not permit a Train to start in charge of an Engineer, Conductor or

Train Hand, who is unfit, under the Rules, to perform the duties assigned him, nor fail to report the fact at once to the Train Master.

11.—They must see that the Yard Clerk keeps a memorandum of the number and date of each Car arriving at or departing from their Stations, and makes a daily record of it in a Book provided for that purpose.

12.—They should spare no efforts to secure the prompt and correct despatch of Trains, in accordance with the Rules and Special Orders furnished, from time to time, for that purpose.

13.—They must report to the Train Master all disobedience of Rules coming under their notice; all cases of Cars arriving without proper Manifests or of Cars and Goods arriving in a damaged condition.

## RULES FOR FREIGHT CONDUCTORS.

1.—**Conductors of Freight Trains** receive their instructions from the Division Superintendent or Train Master, to whom they must make all communications respecting their duties. They must report to them promptly all failures or neglect of duty that

may come under their observation, all defects in the Track, failures in the supply of Fuel and Water, and anything that may, in their opinion, interfere with the safe and prompt working of the Road.

2.—They are responsible for the safety, regularity and proper care of their Train.

3.—They must report for duty, with their Train Men, Signals and other Fixtures, in readiness to take charge of their Trains, at least 30 minutes previous to the Schedule time for starting, and as much earlier as may be required, to assist in the proper shifting and making up of their Trains. They will be held responsible for the conduct of all Employees on their Trains, and for moveable articles which may be entrusted to them, such as Signals, Tools, Oil-Cans, &c.

4.—They must keep a good and reliable Watch always in their possession while on duty—regulate it by the standard Clock of the Company before starting with their Train, and see that the Engineer of their Train has a Watch in his possession, which has been regulated by the same standard Clock of the Company, and compared with it and with the Watch in their possession.

5.—They must provide themselves with a full set of Signals—have them placed in their Train, convenient for immediate use; and, when running, by day or by night, shall display and use them in the manner and positions required by the Rules. They must see that the Engineer of their Train has the required Signals in his possession also, ready for immediate use, and that he displays and uses them in the manner required by the Rules.

6.—They must provide themselves with the proper Schedules, and the Rules and Regulations, to which they are required to conform in running their Trains, and must acquaint themselves therewith; and see that the Engineer of their Train has copies of the same in his possession, and properly understands them.

7.—They must procure a Manifest from the Station Agent or Despatcher, for every Car, with lading, attached to their Train, which they will deliver to the Station Agent where the Goods or Cars are left. Should the Goods or Individual Cars be delivered at points where the Company has no Agent, then the Manifests must be delivered to the



Freight Agent at the next more distant Station.

8.—They must not haul Individual or Company Cars from an intermediate Siding or private Switch, unless proper Manifests have been furnished them by the Agent at the Station next to and before reaching such intermediate Siding or private Switch, unless Special Directions are given by the Division Superintendent to the contrary. In such case they should only be taken by them to the Regular Station, specified by the Division Superintendent, where they must be reported to the Agent, and Manifests procured.

9.—Conductors must not haul Individual Cars until they are provided with the required number of Brakemen, unless they are otherwise specially ordered by the proper Officer. Individual Cars must be forwarded by Agents on regular Road Manifests, and Freight Conductors must deliver the Manifests to Agents in the same manner as they do those for Company Cars.

10.—They must station their Brakemen at their respective posts on the Train; see that they keep their position; know that the Brakes are in good order, and properly

used, according to circumstances and to the Signals of the Engineer, and cause them to be applied whenever the speed of the Train exceeds the maximum speed allowed by the Rules.

11.—They must particularly avoid giving cause of detention to Passenger Trains.

12.—They must attend to the delivery of all Way Freight, according to the Manifests or Memorandums furnished them, delaying the Train as little as possible in its delivery. No Freight should be left short of its destination, unless the Car is unfit to run, and the facilities and time for transshipping the Goods cannot be secured, or the Engine cannot pull the Train; in which cases Cars containing Way Freight will be left in preference to Through Freight. The Car so left must be placed upon a Siding, and given in charge of the Station Agent, or, in his absence, in charge of one of the Brakemen detailed for that purpose. Should a Car be left behind, notice of the fact must be forwarded by Telegraph from the next Station to the Division Superintendent, and a note made of it on their Report. If Cars are left, containing Live Stock, or Articles of a perishable nature, Conductors of Trains

following must not fail to attach them to their Trains, even if it be necessary to leave other Cars with Goods of a less perishable nature, to enable them to do so.

13.—When Freight is left at a point where the Company has no Agent—and the Consignee is not there to receive it, the Conductor must call the attention of the Train Men to the number and condition of the Packages, and note the names of said Train Men on the Manifest, as witnesses to the correct delivery of the same, as specified therein.

14.—When Cars are left on a Siding, they must see that the Brakes are put on tightly, and every precaution taken to prevent them from being moved, so as to interfere with Trains passing on the Main Track.

15.—Live Stock must be watered as opportunity offers, when request is made by the persons in charge.

16.—**They must not permit Passengers to be carried on Freight Trains.**

17.—Drovers or Agents, in charge of Live Stock, when carried on the Trains, must in all cases be provided with passes or permits from the proper Officers.

18.—They must carefully enter upon their

Cards the Numbers of Cars taken from or left at each Station, and the time of arrival and departure of their Trains.

19.—When any serious detention occurs, they must telegraph the cause from the first Telegraph Station, and report in full, in writing, to the Division Superintendent or Train Master at the end of the trip.

20.—They must at all times be certain that no Cars have become detached from their Train, and been left on the Main Track.

21.—They must, with the assistance of the Train Men, inspect the running gear of their Cars when they arrive at Stations, and may stop their Trains for that purpose, if necessary.

22.—They must handle all Freight with care, and use every effort to prevent any injury to it or to the Cars, particularly when attaching them to, or detaching them from the Trains. They must make regular Reports in accordance with prescribed Forms.

23.—They will be charged with Freight lost or damaged through negligence while under their charge.

24.—They must attend to adjusting Switches used by them, except at points where a regular Switchman is on duty. It is the duty

of Engineers to approach Switches and Stations cautiously, and to have their Trains under control until the Safety Signal is received, or they see that all is right and clear for their Trains. Conductors must enforce obedience to this and all other Rules affecting the safety of their Trains.

25.—They will be held responsible for the safe keeping and the proper use of Switch and Car Keys furnished them. They must not permit any person, not duly authorized, to enter the Cars on their Trains.

26.—If they are compelled, by accident or other causes, to stop their Trains on the Main Track, or move at an unusually slow rate of speed, each Conductor must take the most prompt action to secure his own Train, and Trains approaching in either direction, against the possibility of collision. They must constantly keep in mind, that nothing will justify a collision between Trains, and that the prompt use of the Signals according to Rules, will prevent it. When they have taken every precaution, and ensured the safety of their own Train and approaching Trains, measures must be taken by them to send intelligence to the Stations nearest them, and to the Division Superintendent.

27.—They must, in all cases, when the Train is coming to a halt or stop, require the hind Brakeman to go back immediately, with the proper Signals, at least 900 yards, to stop all approaching Trains, and when Passenger Trains are due conform to Train Rule No. 32.

28.—If at any time in doubt of the true meaning or interpretation of an order, they must take the first opportunity to get a full explanation.

29.—**In all cases of doubt take the safe course.**

## RULES FOR FREIGHT BRAKEMEN.

1.—**Freight Brakemen** receive their instructions from the Division Superintendent or Train Master, to whom they must make all communications respecting their duties. While on the Train they are under the immediate orders of the Conductor, whose instructions they must obey.

2.—Before the commencement and at the end of each trip, they must attend to such duties as may be assigned to them by the Conductor or Despatcher.

3.—They must assist in receiving, loading, and unloading Freight, if required.

4.—They are charged with the management of the Brakes, according to circumstances and the Signals of the Engineer, and must not leave them while the Train is in motion, or take any other position on the Train than that assigned to them by the Conductor.

5.—The post of the rear Brakeman, or Flagman, is on the hind Car, which he must not leave, while the Train is in motion, except to protect the Train, when the Engine of his Train is disabled, or there is danger of collision from Trains following. He should be provided with the proper Train Signals, which must be promptly used and displayed, as required by Rules for Train Signals.

6.—In case of accident or detention to their Train, it is their duty to use the precautionary measures prescribed by the Rules to protect their Trains. (See Train Rule No. 32.)

7.—If the Train part, the rear Brakeman shall immediately put on the Brakes and stop the Cars. If a Road Hand is near, he shall direct him to go ahead not less than 900 yards, and make Danger Signals, or secure the assistance of some one on the Train for that purpose, until the first portion of

the Train returns, while he secures the rear of the Train by going back not less than 900 yards, displaying the regular Danger Signals, and placing the extra Danger Signals on the Rail. He will be governed by Train Rule No. 32 when Passenger Trains are due.

8.—At every Stopping-place they must examine the running gear of the Cars placed under their care, and supply Oil, when necessary, under the direction of the Conductor.

9.—Brakemen must not apply the Brakes so hard as to cause the Wheels to slide.

## RULES FOR EMIGRANT CONDUCTORS.

1.—**Emigrant Conductors** receive their instructions from the Division Superintendent, to whom they must make all communications respecting their duties.

2.—They must acquaint themselves with all the Rules and Regulations pertaining to the management and safety of Trains, provide themselves with a full set of Signals, and use them promptly, whenever necessity requires.

3.—When Emigrant Cars are attached to



a regular Train in charge of a Conductor, the movements of the Train shall be directed by the Conductor of that Train; but the Emigrant Conductor will be held equally responsible with him for the safety of the Passengers.

**4.—They must not permit Passengers to ride on the Platforms of the Cars.**

5.—They must give especial attention to the safety and comfort of their Passengers, and not permit them to be treated with rudeness under any circumstances.

6.—They must receive and deliver Emigrant Baggage, as prescribed by the Baggage Rules and Regulations.

7.—They must collect a Ticket or Fare from each Passenger in their Train, and report the same to the Auditor, in manner and form prescribed. Any Passenger refusing to pay Fare, must be put off at the first Station, without using unnecessary violence.

8.—They must carefully note on their Daily Reports, the time of arrival at, and departure from the several Stations.

9.—They must report promptly all failures or neglect of duty that come under their observation.

## RULES FOR CAR INSPECTORS.

1.—**The General Car Inspector** is under the direction of the Superintendent of Motive Power and Machinery, to whom he must make his reports.

2.—He must maintain the repairs of the Cars of the Company and their Fixtures, so as to render them efficient for service to the full limit of capacity allowed.

3.—He must require the owners of Individual Cars in use on the Pennsylvania Rail Road, to maintain them in the same repair and efficiency as those of the Pennsylvania Rail Road Company.

4.—He will be assisted by such Local Inspectors as may be found necessary, and the General Superintendent may approve.

5.—Local Inspectors must obey the instructions of the Division Superintendent.

## RULES FOR SPECIAL AGENTS.

Agents in charge of the United States Mails, Messengers of Express Companies, and Individuals in charge of private Cars, while with the Trains of the Pennsylvania Rail Road Company, must consider them-

selves Employees of the Pennsylvania Rail Road Company in all matters connected with the movement and government of the Trains, and must conform to the directions of the Conductors thereof.

## RULES FOR STATION AGENTS.

1.—The Agents in charge of the Stations of the Company are of two Classes, viz:—First and Second Class Agents. The First Class Agents are paid a fixed salary, and are required to devote themselves entirely to the business of the Company, except in special cases. The Second Class Agents are not paid a fixed salary, but derive their compensation from Commissions, which they are allowed to charge on Freight in Company Cars in addition to the regular transportation charges of the Company, and are not prohibited from engaging in other employment, so long as it does not interfere with the proper discharge of duties to the Company. When they are required to attend to the Passenger traffic of the Company, they are paid a fixed salary for that service.

2.—Station Agents have the charge of the

Books, Papers, Buildings, Sidings and Grounds of the Company, and of the property entrusted to the Company in the transaction of business at their respective Stations; and will be held responsible for their safe keeping and proper care; and also, for the proper employment and deportment of the Employees of the Company at their Stations.

3.—When Cars are left at a Station they must be taken in charge by the Agent, and secured by him against being pushed by evil disposed persons, or being blown by the wind, so as to interfere with the safety of Trains using the Main Track.

4.—They must keep the Depot Buildings and the Grounds connected with them, clean and in good order for the accommodation of Passengers and the reception of Freight; and must preserve order in and about their Stations.

5.—The general Rules and Regulations of the Company governing the transportation of Passengers and Freight, must be kept posted in their Depots, and in places where they can be readily seen and read by the public.

6.—They are prohibited from selling

Tickets to persons who are not in a proper condition to take care of themselves, or whose condition might endanger their lives, or make them a source of annoyance to others in the Train.

7.—They are prohibited from receiving Local Freight to be forwarded, the destination of which is not distinctly marked and made known to them, and which is in such condition that its safe transportation, and the transportation of other Articles, in the same Car, shall be endangered by it. Exception may be made to marking each Article when a full Car load, unpacked, is shipped by one Consignor to one Consignee.

8.—They are prohibited from selling Tickets or delivering Goods on credit. **The Terms are Cash.**

9.—They must keep their accounts, make their Reports, and pay over their Cash in such manner and form, and at such time, as the Auditor and Treasurer shall direct. Money received for Extra Baggage should be included in their Monthly Report.

10.—All Freight on the Way Bills not marked as prepaid, must be charged to the Agent of the Station where it is left.

11.—They shall make correct entries in

the Receiving Books of the Company of the Weight, Marks and Description of Articles, and other particulars required by the Books and Forms in use by the Company for that purpose, with the Classification and Rate of Charge; which Weight, Marks, Description, &c., Classification and Rate of Charge, shall be the original entry from which the Manifest shall be made, one copy of which shall be sent to the Auditor's Office by Passenger Train, and one copy sent to the Agent who is to receive the Freight. The copy sent to the Agent who is to receive the Freight, may be sent by Passenger Train, or by the Conductor of the Train who is to deliver the Freight. When sent direct to the Agent by Passenger Train, a Memorandum Manifest must be furnished to the Conductor.

12.—They must examine each Way Bill received by them before delivering the Freight, and correct errors. When errors are found and corrected, they must report them to the Agent forwarding and to the Auditor's Office. The Way Bills or Manifests of Freight received, must be correctly entered on the Books of the Company, and in the manner and form required by the Books and Forms which are furnished for

that purpose; and the Manifests filed in the order in which they are reported to the Auditor, and carefully preserved for reference.

13.—All Freight to be left at places where the Company has no Agent, must be pre-paid, and the Freight charged thereon to the next more distant regular Station; but the Manifest is to be made to the place where the Articles are to be left, provided the place is mentioned on the Freight Tariff, and care taken to enter the items thus charged into the pre-paid column. If Agents fail to exact pre-payment on Freight to such intermediate points, they will be held responsible for the full amount of the Freight. Duplicate Manifests must be prepared, and one sent to the Agent of the Station to which the Freight is charged, the other must be given to the Conductor of the Train who is to deliver it, or be sent to him through the Despatcher at the point where said Conductor is to take it in charge for delivery. Agents receiving Manifests for Freight to be delivered at places where the Company has no Agent, must require of the Conductor who delivers it, a certificate or endorsement on his Manifest,

that it has been delivered by him, and must not fail to make inquiry of the Conductor as to the fact of its delivery, in case the Conductor should fail to report it. Agents having Goods, destined for a point on the Road not named on the Freight Tariff, should, before agreeing to deliver them, know that the Freight Train is authorized to stop at the point where the Articles are to be left.

14.—A receipt must be given to the Consignor, and when required by the shipper, a duplicate for the Consignee.

15.—Bills must be issued against Consignees.

16.—They must make Daily and Monthly returns to the Auditor, at the time and in the manner and form prescribed by him.

17.—They must report the business of their Station to the General Superintendent whenever required.

18.—They are required to have a general oversight over Telegraph Operators, to know that they are at their posts at the proper time, that they properly conduct themselves and attend to their duties, that they keep on hand the regular Signals as required by Rule No. 50 (Book of Telegraph Rules) for Operators, and that the Signals are in



order ready for use. They must also assist them, when necessary, in flagging Trains, and see that they carry out Rule 46 (Book of Telegraph Rules) for Operators.

19.—They must be particular to report to the Division Superintendent when disabled Cars, or Freight for other Stations, are left at their Station, giving Marks, &c., of Goods, and procure orders, without delay, for the disposition of such Cars or Goods.

20.—They must report to the Division Superintendent all deviation from the Rules and Regulations of the Company by Officers or other Employees of the Company. They must use all proper means to secure traffic for the Road, avoid giving offence, and act at all times with the view of accommodating the public and promoting the best interests of the Company.

## RULES FOR SUPERVISORS.

1.—**Supervisors** are under the orders of the Resident Engineer, to whom they must make all reports.

2.—They should know that every Employee of the Company, under their charge, is fully acquainted with the Rules and Reg-

ulations of his Department, and with the use and object of the Signals.

3.—They must make themselves acquainted with the instructions issued for the government of Trains, and Train Hands, including Engineers, and report to the Resident Engineer any neglect of duty on their part.

4.—They must take charge of the Repair Hands, and other Workmen, engaged on their Division, whether employed by the Company or Contractors, and oblige them to perform their duty. They must keep a strict account of the time of those employed by the Company, and report the same in manner and form as prescribed by the Resident Engineer.

5.—They should pass over their Division as frequently as local duties will admit.

6.—They must, whenever there is an opportunity, compare time with each of the Foremen, and see that the time of the General Office is uniformly kept by every Foreman and Station Agent along their Division.

7.—They must pass frequently over their Division, notice every defect in Track, examine Bridges minutely, also Culverts and

Water-courses, watch carefully the condition of Rocks and other objects that may form obstructions, if they become loosened by the action of rain or frost, and have them removed when it can be done with safety. They must not allow Trees to stand so near the Track that the tops or branches, in case they blow down, or are broken off by storms, would be likely to fall upon the Rails; or bushes that will touch the Cars, or interfere with the view of the Engineer; and shall attend to anything else, even though not specified, which may be necessary to secure safety and avoid delays in the management of the business of the Road.

8.—They are required to take notes, in passing over their Division, from which a Monthly Report is to be prepared, showing the condition of each Sub-Division, stating particularly whether any accident has occurred from slides, irregularity of surface of Track, obstructions caused by neglect of Foremen, or other causes, and promptly discharge any Foreman, Road, Bridge or Switch Watchman, or other Employee, for neglect of duty.

9.—They are required to charge off from the Diary of each Foreman on the Check

Rolls, the division of labor as performed on each Division during the month, and to return it at the end of each month to the Resident Engineer, together with an account of all Material of every kind on hand and received during the month, and whatever may be required on his Division; also, an account of the number and condition of Tools, and what may be required.

10.—They must be particularly careful to make such arrangements as will secure a full supply of Fuel and Water at all the Stations along the Road, ready for immediate use. They must measure the Wood delivered at Stations, or along the line of the Road, and keep a Wood Book, in which shall be noted the quantity delivered, consumed and remaining on hand at each Station; a report of which in detail shall be made every month to the Resident Engineer.

11.—Before the commencement of cold weather they must make a careful examination of the condition of the Road, and see that all Material is removed to the level of the Rail at a distance of three feet from it, giving a clear width of eleven feet for Snow Ploughs, and require the Foremen to keep the Road cleared to this width, at the level

of the Rail, while the season for Snow continues; and have everything in complete order for removing obstructions in the winter.

12.—They must attend in person to the removal of Snow from the Track when it is of sufficient depth to become an obstruction, and in cuts and at exposed points they will use proper precautions to prevent its accumulation.

13.—When an accident of any description occurs to Trains; in all cases of personal injury on the Road, whether to Passengers, Employees or Strangers; in cases of damage by fire to Buildings, Fences, Wood, or any other property caused, or supposed to be caused, by sparks from Locomotives; and in all cases of injury or obstruction to the Track of any description, it is the duty of the Supervisor to repair promptly to the locality, and, after taking the most effectual measures to remedy the difficulty, to collect as full information as possible in regard to the occurrence. In obtaining evidence it will be necessary for the Supervisor to exercise his judgment in urging inquiry upon such points as are necessary to afford a satisfactory explanation

of the case, by questioning Employees, Persons residing adjacent, or any others conversant with the matter.

The result of the examination must be reported in writing to the Resident Engineer, as soon as possible, in every case.

Everything that causes an obstruction on the Track, or that is connected with the Police of the Road, comes under the notice of the Supervisor, and requires his attention.

## RULES FOR FOREMEN OF ROAD REPAIRS.

1.—**The Foremen of Road Repairs** are under the immediate direction of the Supervisor, and must report to him. They have charge of the Police and Repairs on their respective Sub-Divisions, and will be held responsible for the condition and watching of the Road, and all its appurtenances.

2.—Each Foreman is required to pass over the whole extent of his Division at least once a day, and to observe particularly the condition of the Main Track, Sidings, Road-bed, common Road Crossings, Bridges, Culverts, &c., and execute such repairs as

may be necessary; attention being paid to preserving a uniform surface to the Track, particularly at the joinings of the Rails. The inspection should be made early, before the Day Trains commence running. Where obstructions are likely to occur, the Track must be examined, if possible, not more than 30 minutes in advance of Passenger Trains.

3.—He is expected to engage, personally, in all work necessary to keep his Division in complete order, and will not, without the consent of the Supervisor, employ more than his regular force, unless a slide or other emergency shall require it; in which event he must, without waiting for further instructions, proceed to employ as many Hands as may be necessary, and report the fact by the earliest opportunity to the Supervisor.

4.—When there is danger of slides he must carefully examine the slopes, and where Rocks, Stones, Stumps or masses of Earth become loosened from any cause, so that there is a possibility that they may fall upon the Road, he shall cause them to fall at such times as will allow their removal before the passage of a Train, using the ne-

cessary precautions to prevent them breaking a Rail or otherwise injuring the Track. He will not allow Wood or other Materials to be piled within six feet of the Track.

5.—A Danger Signal must be conspicuously displayed upon the Road whenever an obstruction occurs, whether a Train is expected or not, as a Signal to Engineers to stop. A Red Flag, on an Engine, by day, or a Red Light, by night, is to give notice that an Extra Train is to follow at a short interval. When an obstruction occurs and no Flag or Board is at hand, a Man must be sent to give notice to Trains by holding up both Hands, and waving a Hat or Handkerchief. As Extra Trains or Engines may pass over the Road without previous notice, Foremen must always be prepared for them. (See Signals and Train Rules.)

By the word obstruction, is meant anything that may interfere with the passage of Trains. The displacement of a Rail, or the use of a Hand Car or Truck on the Track, is an obstruction, and should not be attempted without due regard to the precautions above mentioned.

6.—Particular attention must be paid to keeping the Ditches and Culverts clear of



obstructions, and such new ones must be made as the Supervisor may direct. The Road Ditches must be kept open at all times, and be made of such size as will pass the water freely during heavy rains. Great care must be taken, in removing dirt, to keep the Ballast clean, and no Material should be so placed at the side of it as to prevent the water from passing out of the Ballast during a rain. The Channels or Streams, for a considerable distance above the Road, should be occasionally examined, and brush, drift, and other obstructions removed. During heavy rains and storms all hands must be placed on duty, and the whole Division closely watched.

7.—The condition of the Track will be examined by the Supervisor at every visit, and notes taken, from which a Monthly Report must be prepared, exhibiting the condition of each Sub-Division, and stating particularly, whether any accident has occurred from slides, irregularity of surface, obstructions, neglect or other causes. These reports will be examined and filed, and for any carelessness or inattention to duty on the part of a Foreman, or for any instance

of intemperance, he shall promptly be discharged.

8.—Where there are private Sidings, it is the duty of the Foreman to see that the Rules and Conditions under which they have been granted are complied with; and particularly that temporary Switch-irons, when used, are immediately removed from the Track, so as to offer no obstruction to Trains.

9.—Track Repairers must notice every Engine that passes, and if a Red Flag is observed upon any one, care must be taken that no obstruction is placed, or left upon the Track, before the passage of the next Train.

10.—Each Foreman must keep a Diary of work done, and Material consumed; also an account of Materials and Tools received, and from whom; also for what purpose Material is used; and if delivered to other parts of the Road, the name of the person and Sub-Division to which they are taken, must be noted in his Material Book. He must also report monthly the number and condition of Tools. All property belonging to the Company on his Sub-Division is in his charge, and he will be held personally responsible for its safe keeping. He must have a Depot for

Materials upon his Sub-Division, and not allow any Iron Rail, Chairs, Spikes, or other old Material to be scattered along the Road, but have it brought together in one place.

11.—The Foremen on the line of the Pennsylvania Rail Road are directed, as a part of their duties, to attend to the Magnetic Telegraph. They are required to unite the Wires when broken, keep the Poles in proper position, and re-set them when thrown down or when they are in danger of falling; also, to render any required assistance to the Telegraph Repairer. An accurate account of the time employed in this service, is to be kept, and returned monthly to the Supervisor.

12.—Foremen and Watchmen on the Pennsylvania Rail Road are directed to remove from the vicinity of Bridges all combustible Materials, allowing nothing to remain within one-fourth of a mile, along the Track in either direction, that could conveniently be carried and used for incendiary purposes.—They must also examine particularly the masonry at the top of the Piers and Abutments, remove chips and all similar substances therefrom, and as much as possible protect the timber at the tops of the walls from contact

with combustible Materials. They must also remove from the vicinity of the Track all Cross-ties, Iron Rails, or whatever else might be used in forming obstructions on the Road. The utmost vigilance must be used to detect and bring to punishment all persons who place obstructions on the Track. Liberal rewards will be given for information that will lead to conviction.

13.—They must see that Watchmen attend to their duties, by visiting them frequently at night, and if found off duty, discharge them promptly.

14.—They must see that the Water Stations are kept in order, and are supplied with water, and frequently inspect the line of Water-pipes, and see that they are free from defects and obstructions.

15.—Foremen are required to assist in removing Cars, broken and left upon the Road, and place them upon the nearest Siding without delay, and will render any assistance required in case of accident.

16.—It is the duty of the Foreman to note the time of Trains. If they run ahead of time, or the Train Hands, or any other persons connected with the Road, violate the Rules, he must report them to the

Supervisor. Should he fail to do so, it will be sufficient reason for making him a party to the violation, and subject him to punishment. (See Train Rule No. 19.)

17.—When it is necessary to discharge or suspend from duty any Employee under their direction, Foremen will report the case promptly to the Supervisor for his approval; and no addition should be made to the number of Employees without the consent of the Supervisor—except in case of sudden emergency, as provided for in Rule for Road Foremen of Repairs, No. 3.

18.—In all cases of accident or danger, report promptly to the Supervisor.

## RULES FOR ATTENDANTS AT WOOD, WATER AND COAL STATIONS.

1.—**Attendants at Wood, Water and Coal Stations** are under the immediate direction of the Supervisor, and must report to him. They must devote their whole time to the service of the Company, under such arrangements as may be made in each case. When paid by the month, all time not actually employed in assisting to load Engines, must be devoted to the preparation of Fuel.

2.—Wood must be ranged upon the Plat-

forms in half-cord piles, and the number of cords, quarters, and half-cords taken by each Engine, as shown by graduated standards, must be marked upon the Wood Roll. Returns of the whole amount consumed by each Engine, the amount of Wood delivered, and the balance on hand, must be made to the Supervisor on the first day of each month. Failure to conform punctually and accurately to this Rule will be regarded as evidence of neglect or incompetency.

3.—All Wood consumed will be paid for according to the number of Wood-Checks received by the Station Keeper from the Engineers; and he is not to deliver them Wood without receiving a Check for it.

4.—A sufficient number of the small Cars provided at Coal Stations must be kept filled to supply Engines, at all times, without delay; and the same Rules shall be observed in regard to receiving Checks and making reports, as are prescribed for Wood.

5.—Station Keepers must examine the Checks, see that they correspond, in number, with the Engine taking Wood or Coal, and receive no Checks that do not belong to that Engine.

6.—If an Engine receives Wood or Coal

without a proper Check being given in return, the Station Keeper must make a note of the fact upon his Monthly Report; in addition to which he should make an immediate report of the same to the Supervisor, giving the date of the occurrence, the number of the Engine, and any other particulars necessary.

7.—It is the duty of the Attendants to keep up, if possible, a regular supply of Water at all times. In Winter, to keep fires in the Tank-houses or at Reservoirs, to prevent freezing, and carefully examine Pipes and Water Tanks, and thaw the Pipes should they be frozen. Should there be any obstruction in Water-pipes between the Station and the Head, he must immediately report to the Foreman of the Sub-Division.

8.—The best Wood must be carefully selected for the fast Passenger Trains, and the Attendant must not allow it to be used by Freight Engines. If taken by any Engine, contrary to directions, the fact should be reported.

## RULES FOR BRIDGE WATCHMEN.

1.—**Watchmen on Bridges** must keep a constant supply of Water upon the Bridge

at such intervals as may be required by the Supervisor.

2.—They must follow every Train, with a bucket of water in hand, and extinguish any coals that may have fallen from the Engine.

3.—Where the Road-way is on the top, they must pass through and underneath the Bridge, at least once every day, to examine the timber, and report any failure or decay thereof to the Supervisor.

4.—They must prevent all persons, not duly authorized, from crossing the Susquehanna Bridge, and such other Bridges as the General Superintendent may direct.

5.—When required, they must keep a Time Book, and note the exact time occupied by each Train in passing, and the hour of the day at which it passed.

6.—In Winter they must remove all Snow from off the Bridge and Track as quickly as possible after it has fallen.

## RULES FOR ROAD AND SWITCH WATCHMEN.

1.—**Each Road Watchman** must pass over the Road in advance of each set of Trains, carefully examine the Rails, in pass-



ing Switches try them and look at the connection; at Sidings see that Cars are six feet from Main Track, and if Penn'a R. R. Cars are loaded and left unlocked, shut the doors; examine the piles of Wood; also, Buildings and other property of the Company requiring watching. Should obstructions to the Track occur of too large a size for him to remove, he must, if time will allow before Trains are due, immediately notify the Sub-Division Foreman, and assist in the removal; but he must in no case leave the Road, to give such notice or procure assistance, unless he can return and be in readiness to give warning to approaching Trains, at least **20 minutes** before they are due; and in giving such warning he must have his Danger Signals at least 900 yards from the point obstructed; and when Passenger Trains are due conform to Train Rule No. 32. If Trains, which are due, have not passed before the Night Watchman goes off duty, he must report the fact to the Sub-Division Foreman, and any other circumstances which might require attention.

2.—All Watchmen will be required, when paid for their whole time, to appropriate it to the service of the Company, and attend

to such duties as the Supervisor or Sub-Division Foreman may assign them.

3.—**All Road, Bridge and Switch Watchmen** are under the immediate direction of the Sub-Division Foremen, and must report to them.

### RULES FOR SWITCH TENDERS.

1.—**Switch Tenders** are under the direction of the Supervisor, and must report to him.

2.—The Switches must be kept right for the Main Track, and locked, except when passing a Train to the Siding or opposite Track.

3.—At points where Switch Tenders are stationed, they must examine carefully the slide Rail and Fixtures connected with the Switches, within twenty minutes of the time of all Regular Trains to pass it. When the Trains are due, they must station themselves at the Switch Post, and give the Safety Signal, if all is right. If all is not right, they must leave the Switch not less than twenty minutes before the time the Train is due, and give the Danger Signal **not less than 900 yards from the Switch**, in the direction the Train

is to come; and when Passenger Trains are due, conform to Train Rule No. 32. The duties are simple, easily understood and remembered, but they require great care, attention and watchfulness, for any neglect may cause very serious accidents. They are, therefore, required always to be on the watch, and will be held to strict accountability for any neglect of duty.

4.—The Key of the Switch Post must not be entrusted by the Switch Tender to any other person, unless from sickness or other sufficient cause, he is unable to attend to his duty, in which case, the person who acts for him must be approved of by the Supervisor, or Sub-Division Foreman.

5.—In changing watch, the Switch Tender going off duty, must in all cases state to the Switch Tender taking his place, what Trains, that are due, have not passed; and he shall in no case leave his post until relieved by another Switch Tender.

## RULES FOR FOREMEN OF MACHINE SHOPS.

1.—**Foremen of Machine Shops** receive their instructions from the Superintendent of

Motive Power and Machinery, to whom they must make their communications respecting their duties. They must report to him promptly all failures or neglect of duty, that may come under their notice, and in his absence report to the Division Superintendent. They must obey all orders of the Division Superintendent.

2.—They must keep a daily memorandum of the names of their Workmen, the time of service and rate of pay.

3.—They must keep a record of the time employed, and Material used on each job of work, and the cost of the same, in accordance with such Forms as may be furnished them; and must keep separately and charge to each Locomotive Engine, all work for repairs or alterations that may be expended upon it.

4.—They must observe the following Rule in allowing time to Shop Hands, viz:

Ten hours will be considered a regular day's work for men who are employed by the day.

Overtime may be allowed at the regular rate of pay, when authorized by the Foreman of the Shop.

In case of accident or pressing necessity,

all hands are liable to be called upon. On such occasions they will be allowed regular pay for day's service; pay and half pay for night's service; and when called away from home, the expense of meals.

In cases where absolute necessity requires Sunday, or night work, the Foreman will select such men only as the service requires, and allow them time and half time.

The salaries paid to those who are employed by the Month, will be considered a full equivalent for the duty they are called upon to perform: it being understood that their compensation covers contingencies for extra services that may be required of them, unless their duties are local. In such case, the extra expenses so incurred, when they are called away from home, will be allowed them.

Persons running Stationary Engines are excepted. They will be paid for extra running, when it is required of them, but no extra pay will be allowed for the ordinary repairs which it is the duty of the Engineer to make in order to keep the Engine in proper working order. When extraordinary repairs are required, the Foreman of the Shop will direct them.

5.—They will not allow work to be done in the Shops at night, or on Sundays, (except in the cases before mentioned,) and under no other circumstances will any lights be allowed in the Workshops after working hours—except those required by the regular Watchmen on duty.

6.—They shall not make, nor permit changes to be made, in the general or detail arrangement of Locomotives, while under repairs at their Shops, nor finish extra parts of their Machinery, without special orders from the Superintendent of Motive Power and Machinery.

7.—They are responsible for the Machinery and Tools of the Shop under their charge, and must require their Workmen to keep them clean; to have a place for everything and everything in its place; and will make such reports as may be required in regard to the condition of their Shop and the Tools and Machinery therein.

8.—They are responsible for sending out any Engine not in proper condition for service. They must see that the Engines are supplied with the proper Tools and Fixtures; with Lamps, and all other necessary Signals; and must never suffer an Engine to

leave the Shop for the Road without a Fender, or Cow-catcher, to remove Cattle or other obstructions from the Track. In winter, when necessary, Snow Ploughs must be provided.

9.—They are responsible for the Stores, and must see that each Engine is charged with the Oil, Waste, Tallow and other Stores furnished to it; also, for the Tools with which the Engine is supplied; and they will require the Engineer at the end of each month to account for any that may be missing.

10.—Strangers are not allowed to visit the Shops without special permission. Permission may be obtained on application at the Clerk's Office.

11.—Visitors must not interfere with the Shop Hands on duty.

12.—No Smoking is allowed in the Company's Shops or Depots.

## RULES FOR SHOP CLERKS.

1.—**Shop Clerks** are under the orders of the Division Superintendent. They must obey the instructions of the Superintendent of Motive Power and Machinery, in all mat-

ters connected with the operations of the Shop.

2.—They must be on duty at the Shop not less than 10 minutes before the time of commencing work, and shall mark the time of each Workman as he enters.

3.—All Workmen employed by the Pennsylvania Rail Road Company, at their Shops, are required to be at their proper places, ready to commence work at the exact time specified.

4.—If they are not at their proper places and ready to commence work at these hours, they may report themselves not less than 5 minutes before the next two succeeding hours.

5.—They must report themselves both to the Foreman in charge, and to the Time Keeper.

6.—Special hours may be allotted by the Superintendent of Motive Power and Machinery or Foreman of Shops, for those whose regular duties require them to go on duty in advance of the regular hours. The compensation of such Workmen will be fixed to cover such extra time, and their day's work reckoned as 10 hours, provided the whole time does not exceed 10 hours and 30 min-



utes between 6.45 A. M. and 6 P. M. of any one day.

7.—They must record the time of each Workman, specifying how he has been employed, and the time spent on each piece of work, and rate of pay.

8.—They must ascertain the weight and value of Material used on each piece of work, and record the same to its proper account.

9.—They will receive from the Storekeepers the reports of Oil and Waste, and from the Supervisor a report of Fuel consumed by each Engine, and from these statements they must compile a Monthly Report of the number of miles run by each Engine, the whole amount of Fuel, Oil and Waste consumed by each, and the amount of each per mile run.

10.—They must also prepare, from the Diary, a Monthly statement of the number of miles run by each Passenger, Baggage and Freight Car.

11.—They must make a Monthly Report of the whole amount of Labor and Material, with the cost of the same, upon each Engine, Passenger and Baggage Car, and the cost of repairs per mile run; also the average cost, per mile run, of repairs on Freight Cars.

12.—They must post upon the publishing board, in the Engine House, the Monthly Report of the performance of each Engine, and the consumption of Fuel, Oil, Waste and other Stores.

13.—They must copy all orders issued from the Division Superintendent's Office, or the Office of the Superintendent of Motive Power and Machinery, having reference to the duties of Engineers and others, and will direct their attention thereto.

14.—They must keep the Rules and Orders which refer to Engineers and Employees of the Shop, constantly posted conspicuously in the Engine Houses and Shops.

15.—They must keep separate accounts of all accidents, the repairs of which were made at their Station, stating the time and place and the expenses of repairs on each, and report the same Monthly to the Chief Clerk of the Motive Power Department.

## REGULATIONS FOR THE CONSTRUCTION AND USE OF PRIVATE SIDINGS.

1.—Each Individual, Association, or Incorporated Company, who may be entitled to a Siding for his or their use, connected

with the Pennsylvania Rail Road, shall build the same at his or their own cost, according to the plan of the Engineer of said Company, subject to his approval, and must maintain the same in good order at all times.

2.—The connection of the Siding with the Track of the Pennsylvania Rail Road, from the Switch-Rails to a point outside of the Frog, must be constructed by the Workmen of the Pennsylvania Rail Road Company, and the expense for Labor and Materials shall be paid by the party owning the Siding.

3.—The Owner or Owners of the Siding must give security in the sum of three thousand dollars, to pay all damages that may occur from negligence in the use of the Siding.

4.—Owners of Sidings are particularly cautioned to have Cars, standing on the Sidings, chained or otherwise secured, so that they cannot come to where the space between the Siding and Main Track is less than six feet.

5.—The Rail Road Company reserve the right to remove the connection, if continued neglects occur in the use of the Siding, after notice has been given.

6.—Applications for the privilege to con-

struct Sidings, must be made in writing, to the General Superintendent of the Pennsylvania Rail Road, at Altoona.

### PROCEDURE IN CASE OF LOST OR DAMAGED FREIGHT OR BAGGAGE.

1.—When a demand is made against the Company for compensation for Freight, lost in transportation, the claimant must produce the receipt from the Shipping Agent, to show the actual receipt and shipment, by an authorized Agent of the Company, of the Goods said to have been lost. The original bill of the Article or Articles must also be presented, accompanied by an affidavit that it is correct in every particular, and subscribed to by a Justice of the Peace, known to be such by one of the Agents of the Company, who must certify to the fact.

2.—The Receiving Agent must promptly forward these papers to the Superintendent of Transportation, with a full report of all the particulars, as far as he can procure the information, the name of Conductor, date, direction of Train, &c. He must also make diligent search for the Missing Goods, and report what he has done, in like manner.

In case of damage, the Agent will ascertain from the Toll-sheet, or receipts, whether the Articles were carried at the risk of the Company, or of the Owner; also, whether they were in proper condition when shipped. If the Company is liable, he will then name an appraiser, the Consignee a second, and the two a third, who will estimate and make a written report upon the amount of damage, which report, with the name of the Conductor, and a full statement of particulars, must be forwarded to the Superintendent of Transportation.

3.—When Baggage is lost, the loser should be required to produce evidence, by the presentation of the Company's Check, that the Baggage was placed in the charge of the proper Agent of the Pennsylvania Rail Road Company, and that it was not delivered, when applied for, on the arrival of the Train, at its place of destination. A list of contents must be prepared, sworn to as correct in every particular, and that the charge is not above the actual value, and with the date, direction and specification of Train, name of Baggage-Master, and other particulars, must be sent to the Office of the General Baggage Agent.





