







RULES AND REGULATIONS

FOR THE

GOVERNMENT

OF THE

Transportation Department

OF THE

Pennsylvania Railroad Company

Printed by the General Manager and approved by the President and Board
of Directors of the Pennsylvania Railroad Co., July 8th, 1874.

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SPECIAL NOTICE.

All Employes 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 Patrons are treated by the Employes.

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 by their superior Officers.

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Rules and Regulations heretofore issued, inconsistent with the Rules and Regulations contained in this Book, are hereby rescinded.

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

A. J. CASSATT,
General Manager.

R U L E S

OF THE

PENNSYLVANIA RAILROAD COMPANY.

GENERAL RULES.

1. The Rules and Regulations, Special Orders and Official Directions, issued from time to time, by the Transportation Department of the Pennsylvania Railroad Company, being designed for the security of the lives of Passengers, and of Property entrusted to the Company for transportation, as well as for the security of Employes 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 Employe 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 to do so

2. Every Head of a Department should keep himself perfectly conversant with the Rules and Regulations, supply copies of them to his subordinates, explain them when it may be necessary to do so, 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

3. Ignorance will not be accepted as an excuse for neglect or omission of duty. If not supplied with the Rules and Regulations, Employes must apply for them to the Division Superintendent, or to the head of their Sub-department. If in doubt in regard to the true meaning of any Rule, Regulation, Order, or Special Direction, they must take an early opportunity to obtain a full explanation from the proper source.

4. Employes 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. Employes 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.

6. The regular compensation of Employees covers all risk or liability to accident.

7. 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 previous good conduct.

8. 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, or suspension from duty may be substituted, with the approval of the General Superintendent. Fines thus imposed, will not be taken as a source of revenue to the Company, but will be held in trust, by the General Superintendent, for the benefit of those who are faithful in the discharge of duty, and will be used to assist them in defraying expenses arising from unavoidable accidents or sickness, and for other charitable purposes.

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

10. Depot Masters and their Assistants, Baggage Agents, Passenger Conductors, Baggage Masters, and Brakemen, when on duty, must be distinguished by suitable Badges, conspicuously displayed.

11. All Employes entrusted with Switch Keys, and Keys of Passenger or Freight Cars, are required to give receipts for them to the Division Superintendent, and are not permitted to let them go out of their possession.

12. 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.

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

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

15. Any Employe noticing a disobedience or neglect of Rule, is required to report it to the proper Officer.

16. No Employe is allowed to use the credit of the Company, except those duly authorized by the General Manager.

17. Agents in charge of the United States Mails, Messengers of Express Companies, Sleeping-Car Conductors and Porters, News Agents, and individuals in charge of private Cars, while with the Trains of the Pennsylvania Railroad Company, must consider themselves Employes of the Pennsylvania Railroad Company, in all matters connected with the movement and government of the Trains, and must conform to the directions of the Conductors thereof.



SIGNALS.

18. Conductors, Enginemen, Firemen, Brakemen, Station Agents, Telegraph Operators, Foremen of Road Repairs, Switchmen, Road and Bridge Watchmen, and all other employes having to make Signals, are required to provide themselves with them, keep them on hand in good order, and always ready for immediate use.

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

20. **Green** signifies **Caution**, and is a Signal to **go slowly**.

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

22. **Green-and-White** is a Signal to be used to stop Trains at **Flag Stations**.

23. **Blue** is a Signal to be used by **Car Inspectors**.

24. **Flags** of the proper color must be used by day, and **Lamps** of the proper color must be used at night, or in foggy weather. Red Flags or Red Lanterns, must never be used as Caution Signals, **they always signify Danger—stop**.

25. A Lantern swung across the Track, a Flag, Hat, or **any object** waved violently by **any person** on the Track, signifies **Danger**, and is a Signal to **stop**.

26. An **Exploding Cap or Torpedo** clamped to the top of the rail, is an **Extra Danger Signal**, to be used **in addition** to the regular Signals, at night, in foggy weather, and in cases of accident or emergency, when other Signals cannot be distinctly seen or relied upon.

The explosion of **one** of these Signals, is a warning **to stop the Train immediately**:—the explosion of **two** of these Signals, is a warning **to check the speed of the Train immediately**, and look out for the regular Danger Signal.

27. A **Fusee** is an **Extra Caution Signal**, to be lighted and thrown on the Track at frequent intervals, by the Flagman of Passenger Trains at night, whenever the Train is not making Schedule speed between Telegraph Stations.

A Train finding a Fusee burning upon the Track **must come to a full stop**, and not proceed until it is burned out.

TRAIN SIGNALS.

28. *All Trains are designated as Regular, or Extra. Regular Trains are those represented on the Time Table. Extra Trains are those not represented on the Time Table, but running under special orders, and Work Trains running as per Rule No. 109.*

29. **Each Train**, or Engine without a Train, while running after sunset, or during the day in foggy weather, must display the **White Head Light** in front of the Engine, and two **Red Lights** in the rear of the Train or Engine, except Shifting Engines in yards, which will display **two Green Lights** instead of Red.

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

31. Each **Passenger Train** while running, must display **one Green Flag** at the rear by day, and **two Green Lights**, one on each side of the rear car at night, as Markers, to enable Operators and Enginemen to know that the whole of the Train is attached to the Engine.

32. Each **Freight Train** while running, must display **two Green Flags** by day, and **two Green Lights** at night, one on each side of the rear car, as Markers, to enable Operators and Train-men to know that the whole of the Train is attached to the Engine.

33. **Two Green Flags** by day, and **two Green Lights** at night, carried in front of an Engine, denote that the Engine or Train is followed by another Engine or Train, **running on the same Schedule**, The Engine or Train thus signaled, will be entitled to the same Schedule rights and privileges, as the Engine or Train carrying the Signals.

34. **Two White Flags** by day, and **Two White Lights** at night, carried in front of an Engine, denote that the Engine or Train is **Extra**. These Signals shall **always** be displayed by all Work and Extra Trains or Engines, except when running as a Regular Train.

35. A **Blue Flag** by day, and a **Blue Light** at night, placed in the Drawhead, or on the Platform or Step of a Car, at the end of a Train standing on Main Track or Sidings, denotes that Car Repairmen are at work **underneath the Cars**. The Car or Train thus protected, shall not be coupled to or moved, until the Blue Signal is removed by the Car Repairmen.

ENGINEMEN'S SIGNALS.

BY WHISTLE.

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

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

38. **Two** *short* blasts of the Whistle when **running**, is an answer to Signal of Conductor to **stop at next Station**. (Thus — —)

39. **Three** *short* blasts of the Whistle when **standing**, is a Signal that the **Engine or Train will back**. (Thus — — —)

40. **Three** *short* blasts of the Whistle when **running**, is a Signal to be given by Passenger Trains, when carrying Signals for a following Train, **to call the attention of Trains they pass to the Signals**. (Thus — — —)

41. **Four** *long* blasts of the Whistle is a Signal to **call in the Flagman or Signalman**. (Thus — — — —)

42. **Four** *short* blasts of the Whistle is the Engineman's **call for Signals**. (Thus — — — —)

43. **Two** *long* followed by **two** *short* blasts of the Whistle when **running**, is a Signal for approaching a Road Crossing at grade. (Thus — — — —)

44. **Five** *short* blasts of the Whistle, is a Signal to the Flagman to go back and **protect the rear of the Train**, (Thus — — — —)

45. A succession of *short* blasts of the Whistle is an alarm for Cattle, and calls the attention of Train-men to danger ahead.

46. A blast of the Whistle of five seconds duration, is a Signal for approaching Stations, Railroad Crossings, and Draw Bridges.

CONDUCTOR'S SIGNALS.

BY BELL CORD.

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

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

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

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

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

SIGNALS BY LAMP.

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

53. A Lamp raised and lowered vertically, is a Signal to **move ahead**.

54. A Lamp swung in a circle, is a Signal to **move back**.

GENERAL REGULATIONS GOVERNING THE USE OF SIGNALS.

55. Unnecessary sounding the Whistle is positively prohibited, as its excessive use impairs its value as a Signal of Danger.

56. When Shifting in Yards and at Stations, the Engine Bell should be rung, and the Whistle must only be used in cases of absolute necessity.

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

58. The Engine Bell must always be rung before starting an Engine or Train.

59. When passing or meeting Trains on Double Track or Sidings, and passing through Tunnels, or through the streets of Boroughs and Cities, the Engine Bell must be rung.

60. The Engine Bell must be rung from a point one-quarter of a mile from every Road Crossing, until the Road Crossing is passed, and the Whistle must be sounded at all Road Crossings at Grade, where Whistling-Posts are placed.

61. All Extra Trains must be protected with Danger Signals when standing, and the Whistle should be sounded frequently while in motion.

62. All Enginemen will note when Trains running on the opposite Track are following too closely, and signal them accordingly.

63. When **one** tap of the Signal Bell is heard while the Train is **running**, Enginemen will regard it as a warning that the Train has parted, and will immediately look back and ascertain if such is the case. Should the Signal be given from some other cause, they will govern themselves as circumstances may require.

64. When two or more Engines are coupled in a Train carrying Signals for a following Train, each Engine shall carry the Signals.

65. When one Flag or Light is carried in front of an Engine, it shall be regarded the same as if two were displayed, but Enginemen and Firemen will be held responsible for the proper display of all Signals required by the Rules.

66. No Train or Engine standing on a Siding, shall display Red Signals so as to appear as a Danger Signal to Trains running on the Main Track. When Trains turn out on either Single or Double Track, to allow Trains running in the same direction to pass, the **Red** Lights must be

removed or covered as soon as the Track is clear for the following Train, but they must be displayed before leaving the Siding, or crossing back to the opposite Track.

67. The combined Green-and-White Signal, is to be used only to stop Trains at the Flag Stations designated on the Time Table. When it is necessary to stop a Through Train at a point that is not a Flag Station for that Train, a Red Signal must be used.

68. Switch Signals will be arranged so as to show White when the Switch is set for the Main Track, and Red when set for the Siding, Crossing, or Junction.

69. Train-men are required to use all Signals strictly in accordance with the Rules, and they are specially directed to be always on the lookout for the Signals carried by other Trains.



TRAIN RULES.

70. **All Trains** in either direction when running on Double Track, will invariably **keep to the Right**.

71. All Trains will be classified on the Time Table in the order of their preference. **A Train of an inferior class, must in all cases keep out of the way of a Train of a superior class.**

72. When running on Single Track, **all Trains in one direction**, (to be specified on the Time Table) **will have the absolute right of Track, over Trains of the same or inferior class, running in the opposite direction.** Trains **not** having right of Track, will **keep entirely out of the way of Trains of the same or superior class, running in the opposite direction.**

73. When **two Trains of the same class meet** on Single Track, the Train **not** having right of Track, must take the Siding (except when it cannot enter without backing), and be clear of Main Track before the leaving time of the opposing Train.

74. In cases when a **Passenger Train** of an **inferior** class **meets** a Passenger Train of a **superior** class on Single Track, the Train of inferior class must take the Siding, and clear the time of the opposing Train **Five minutes**.

75. In cases when a **Freight Train** of an **inferior** class **meets** a Freight Train of a **superior** class on Single Track, the Train of inferior class must take the Siding, and clear the time of the opposing Train **Five minutes**.

76. In cases when a **Freight Train meets a passenger Train** on Single Track, the Freight Train must take the Siding, and clear the Passenger Train **Ten minutes**.

77. A Train of an inferior class **running ahead** of a Train of a superior class, must keep **Twenty minutes** off the time of the Train of superior class following it.

78. **Extra** Trains or Engines, must keep **Twenty minutes** off the time of Passenger Trains, and **Ten minutes** off the time of Freight Trains.

79. A **Passenger Train** must not leave a Station, expecting to meet, or to be passed at the next Station, by a Train having tile right of

Track, **unless it has full Schedule time** to make the meeting or passing point.

A **Freight Train** must not leave a station, expecting to meet, or to be passed at the next Station, by a Train having the right of Track, unless it can make the meeting or passing point **without exceeding its maximum speed, take the Siding, and be clear of Main Track**, before the time required by Rule to clear the opposing or following Train.

80. It must be distinctly understood, that a Train not having right of Track, **must be entirely clear of the Main Track** before the time it is required by Rule to clear an opposing Train, or a Train running in the same direction; if from any cause it should fail to do so, a Flagman must be sent out immediately to protect the Train, as per Rule No. 86.

81. When **two** or more **Passenger Trains** of the same class are running in the same direction, they must keep not less than **Fifteen minutes** apart.

82. A **Passenger Train** of an **inferior** class must not leave a Station to follow a Passenger Train of a **superior** class, until **Ten minutes** after the departure of the Passenger Train of superior class.

83. A **Freight Train**, or **Extra Train** or **Engine**, must not leave a Station to follow a Passenger Train, until **Ten minutes** after the departure of the Passenger Train.

84. **Freight Trains** following each other, must be kept not less than **Five minutes** apart, except in closing up at Stations or Passing places.

85. When a **Passenger Train** is delayed at at any of its regular stops more than **Five minutes**, the Flagman shall go back with Danger Signals to protect his Train, in accordance with Rule No. 86; and should a Passenger Tram stop at any **unusual point** on the Road, the Flagman shall go back **immediately** and be governed by the same Rule.

When a **Freight Train** stops at its regular stopping places, where the rear of the Train can be plainly seen by a following Train, at a distance of at least **one-half mile**, the Flagman shall go back with Danger Signals **not less than 100 yards**, and as much farther as may be necessary to insure stopping the following Train; but if the rear of his Train **cannot** be plainly seen at a distance of at least **one-half mile**, or if it stops at any point that is **not** its regular stopping place, the Flagman must go back **not less than 600 yards**—always

bearing in mind, that if from any cause his Train should be detained, so as to come within **Twenty minutes** of the time of a **Passenger Train following**, he must be governed strictly by Rule No. 86.

When it is necessary to cross over to the opposite Track, or to protect the front of the Train from any cause, the same precautions shall be observed by the Fireman, but if the Fireman is unable to leave the Engine, the Front Brakeman shall be sent in his place.

86. When an accident occurs to a Train, or if by any other cause the Road is obstructed, the Flagman shall immediately go back with Danger Signals to stop any Train or Engine which may be following. **At a point 600 yards from the rear of his Train** he shall place **One** Explosive Cap on the rail; **he shall then continue to go back at least 1200 yards from the rear of his Train**, and place **Two** Explosive Caps on the rail 3 yards apart, when he may return to a point **900 yards from the rear of his Train**, and he must remain there until recalled by the Whistle of his Engine, but if a Passenger Train is due, he must remain until it arrives. When recalled, **he will remove the Explosive Cap nearest to the Train**, but the

Two Explosive Caps must be left on the Rail, as a Caution Signal to any following Train.

If the accident occur upon Single Track, or if on Double Track, and both Tracks are obstructed, the Fireman shall go forward a like distance, and use the same precautions to protect the Train from any Train coming in an opposite direction. The Conductor as well as the Engineman is required to know that the Fireman performs this duty, and if from any cause the Fireman is unable to go forward promptly, the Front Brakeman shall be sent in his place.

87. When it becomes necessary for the Flagman to go back to protect the rear of his Train, the next Brakeman shall immediately take the Flagman's position on the Train, and remain there until relieved by the Flagman, and on Passenger Trains, the Baggage Blaster shall take the place of the Front Brakeman whenever necessary.

Conductors are required to strictly enforce this Rule.

88. 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 waiting, a Passenger Train in the opposite direction arrives, the Freight Train may cross back, and allow it to pass; **provided**, the other Passenger

Train is not in sight; **and also provided**, that a Flagman has been sent with Danger Signals, as per Rule No. 86, **not less than 1200 yards** in the direction of the expected Train.

89. When it, is necessary for a Freight Train to cross over to the opposite Track to allow a Passenger Train running in the same direction to pass it, and a Passenger Train running in the opposite direction is due, a Flagman must be sent back with Danger Signals as per Rule No. 86, **not less than 1200 yards** in the direction of the following Train, and the Freight Train will not cross over until one of the Passenger Trains arrive. Should the following Passenger Train arrive first, a Signal-man must be sent forward on the opposite Track with Danger Signals as per Rule, No. 83, **not less than 1200 yards** in the direction of the overdue Passenger Train before crossing over. Great caution must be used, and good judgment is required to prevent detention to either Passenger Train. The preference should always be given to the Passenger Train of superior class.

90. If a Train should break while in motion, great care is required on the part of Train-men, to prevent the detached parts from coming into violent contact. Enginemen must keep the front

part of the Train in motion until the detached portion is stopped.

91. In case a Train parts, the front portion will have the right to go back regardless of all Trains, to recover the lost portion, first sending a Signal-man with Danger Signals **900 yards in advance**, and running with great caution, at a speed **not exceeding Four miles per hour**, and on Single Track, taking all the precautions required by Rule to protect itself against opposing Trains. **The lost portion must not be moved or passed around until the front portion comes back.** This Rule applies to Trains of every class.

92. If an obstruction or accident, make it necessary to move an Engine or Train in the wrong direction on Double Track, or to cross over to the opposite Track to pass around such obstruction, obstructed trains may do so, but the most caution must be used. The Conductor of the obstructed train, (or in his absence, the Engineman), before the Engine is moved, will send a Signal-man with Danger Signals **not less than one mile** in advance, in the direction in which the Train is to be backed or moved. The Train or Engine thus moved must only be backed or run to the next Crossing, and while moving, the Engineman will frequently

sound his Whistle, and **not exceed a speed of Four miles per hour**, to enable the Signalman to keep the required distance in advance. Freight Trains must in all cases clear the time of Passenger Trains Twenty minutes.

93. When a Train is run backward (except when shifting and making up Trains in Yards), the Conductor must station himself on the top of the rear car, or in a position so conspicuous as to perceive the first sign of danger, and give immediate signal to the Engineman.

94. A Train becoming delayed and falling back on the time of another Train of the same class, does not lose its own rights, and will not take the time, or assume the rights of another Train, without written orders from the Division Superintendent.

95. A Train overtaking another Train of the same or superior class, will not run around it, except the Train ahead is disabled from accident, in this case, the Train passing the disabled train will assume its rights and report to the Division Superintendent from the next Telegraph Office.

The disabled Train will assume the rights of the last Train passing it, and report to the Division Superintendent from the next Telegraph Office.

96. All Special Orders for the movement of Trains must be given in writing, addressed to the Conductor and Engineman, and signed by the Division Superintendent. If sent by telegraph, the Operator receiving the order must immediately enter it in the Order Book, and repeat it back. **When the Division Superintendent responds that the order is "O. K.,"** he will prepare two copies, and deliver one to the Conductor, and one to the Engineman. **They must compare their copies with the original order in the Book, which they must sign,** and must not leave the Office until the Operator repeats their signatures to the Division Superintendent, and he replies that the order is correct. Train Orders must have written on them, "**correct,**"—the name of the Operator, the Office, the date, and the time they were made "correct."

Conductors and Enginemen must not run on any order that has not been made "correct," (*after they have signed for it,*) **or that has been erased or altered in any way, or that they do not fully understand.**

97. All messages respecting the movement of Trains, or the condition of Track or Bridges, must be sent in writing, to avoid the possibility of misconstruction.

98. Trains shall be run uniformly and steadily between Stations, and delayed as little as possible for Fuel and Water, and for the transaction of business at Stations.

When approaching Stations and Sidings, Enginemen must observe that the Switches are set right, and always look out for Signals.

When following other Trains on the same schedule, they must keep a sharp lookout for the Train immediately preceding them, especially when running around curves and closing in at Stations.

99. Trains approaching Stations on 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.

100. All Trains of the same class must stop at Schedule Meeting places on Single Track, unless the Switches are plainly seen to be right, and the Track clear. The point at which Trains should stop, is the Switch used by opposing Trains to go in on Sidings.

When the expected Trains are not found at the meeting places designated on the. Time-Table, Trains must approach all Sidings, prepared to stop, until the expected Train is met and passed.

101. All Trains must approach the end of Double Track, all Junction Switches, and Draw-Bridges at reduced speed, and come to a **full stop** unless the Switches or Signals are plainly seen to be right.

102. All trains must come to a **full stop** at all Railroad Crossings at Grade, unless the Signal is given for **clear track**, when the speed must not exceed Six miles per hour.

103. Passenger Trains shall be drawn, not pushed, except in case of accident or other emergency. When Express or Freight Cars are run with a Passenger Train, they must be placed next to the Engine.

104. No Train shall start without a signal from its Conductor, and Conductors must not give the signal, until they know that the Train is properly coupled.

105. No Engine or Train shall carry the Signals provided for in Rule No. 33, without orders from the Division Superintendent, Train Masters, or Yard Dispatchers.

106. No Passenger Train shall carry Signals for a following Train, without a written Order from the Division Superintendent.

107. On Single Track, when an Engine or Train leaves a Station (or any point on the Road) to which it has carried Signals for a following Train, before the following Train has arrived there, the Engineman must notify all Regular Trains that he meets, and all Extra Trains, until he reaches the next Telegraph Office, when he will report to the Division Superintendent that he has taken down the Signals.

108. No Extra Train or Engine, except Work Trains, shall be sent over the Road without a written Order from the Division Superintendent.

109. Work Trains have the right to the Road, keeping out of the way of Regular Trains, as per Rules No. 78 and 83.

They will always be assigned special limits, and must not use Track elsewhere, without a written Order from the Division Superintendent. Conductors must report to the Division Superintendent each morning the Track they will use during the day, and must not run beyond the points designated; after returning to Headquarters at night, they must report to the Division Superintendent's office, and not go out on the Main Track until the regular hour next morning, without a written Order from the Division Superintendent.

110. No person will be permitted to ride on the Engine or Tender without an order from the General or Division Superintendent, or Superintendent of Motive Power, except the Engineman, Fireman, Road Foreman of Engines, Train Masters, Assistant Engineers, and Supervisors in the discharge of their duties on their respective Divisions, and Conductors in cases of accident, or running to a meeting point.

111. Passengers shall not be carried on Freight or Work Trains.

112. All accidents, detention of Trains, 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 next Station.

113. 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 used by them, except where a regular Switchman is stationed.

When there is more than one Train to use a Switch, Conductors must not leave the Switch open for following Trains, unless the Conductor of the following Train is at the Switch, and takes charge of it.

114. Conductors and Enginemen are required to compare Time daily with the Standard Office Clock.

115. The maximum speed given on the Time-Table for each class of Trains, must not be exceeded.

116. No Train shall be started from, or pass a Station, before the time given for it on the Time-Table.

117. Conductors and Enginemen are held equally responsible for the violation of any of the Rules governing the safety of their Trains, *and for taking every precaution for the protection of their Trains, even if not provided for by the Rules.*

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

RULES TO BE OBSERVED IN USING MIDDLE SIDINGS OR THIRD TRACK.

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

120. A half-way Post will be placed in the centre of each Middle Siding: Trains in either direction may run to the half-way Post at a speed **not exceeding Six miles per hour**, but must not run beyond it except under the protection of Danger Signals.

121. When Trains pass the half-way Post, they must run at a speed **not exceeding Four miles per hour**, to enable the Signal-man to keep not less than 600 yards in advance of the Train.

122. When two Trains **meet** on a Middle Siding, the Train **nearest the Switch** shall

be backed, keeping a Flagman not less than 600 yards in advance; but when there are Crossing Switches in the centre of a Middle Siding, they must be used in all cases when the backing of either Train from the Siding on to the Main Track can be avoided.

123. All Trains are required to use Middle Sidings with great care; **they must invariably run expecting to meet an opposing Train,** whether opposing Trains are due or not.

RULES GOVERNING THE OPERATION OF THE BLOCK SYSTEM OF SIGNALS.

124. The Stationary Signal displayed at Block Stations will be **Red, White** signifies that the Block is entirely clear of Trains. **Green** signifies that Trains are moving on the Block.

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

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

127. When Passenger Trains are stopped by the Block Signal at Stations where they receive or discharge Passengers, they may run to the Platform, and in case the Block Signal cannot be

seen by the Engineman, the Conductor may give the order to proceed, after receiving the proper signal.

128. When running by Block-Signals, Rules Nos. 81, 82, and 83, are annulled.

129. When it is necessary for any Engine or Train **to cross over to the opposite Track** between Block Stations, Enginemen must stop and inform the Operator at the Block Station before crossing over.

130. **All Trains** must display Markers, as per Rules Nos. 31, and 32. Extra Passenger Trains will be governed by Rule No. 31, and all other Extra Trains by Rule No. 32.

131. Operators must report promptly to the next Block Station in the rear, and to the next Block Station in advance, the movement of Trains passing their Stations, but must not report a Train until the rear end has passed at least 100 yards beyond the Block Station.

132. The **Red** Signal must be displayed immediately after the departure of a Passenger Train, **and not raised until it has cleared the Main Track at, or passed the next Block Station.** *The Red Signal must be held up by hand, and never secured when raised.*

133. When a Freight, or Extra Train or Engine enters the Block, a **Red** Signal must be displayed for **at least Five minutes**, when if another Freight, or Extra Train or Engine approaches, and the preceding Train has not passed the next Block Station, they will be allowed to pass under a **Green** Signal.

134. Passenger Trains must be brought to a full stop by the **Red** Signal, if a Freight, or Extra Train or Engine is on the Block, and so notified before they are permitted to pass under the **Green** Signal, but in case there is a Crossing Switch, or Siding on the Block, which the Freight, or Extra Tram or Engine has had time to reach, they will not be stopped, but allowed to proceed under the **Green** Signal.

135. When Freight Trains get within Forty minutes of a Passenger Train's time, Operators will keep them only **Three** minutes apart, and when within Thirty minutes of a Passenger Train's time, only **two** minutes apart, to enable the Freight Trains to close in, and clear the Passenger Train according to Rule.

136. When a Passenger Train overtakes one or more Freight Trains delayed on the Main Track, and all Trains arrive close together at a Block Station where there is no Crossing, the Operator will

permit all the Trains to pass under a **Green** Signal, but will notify the Passenger Train of the number of Freight Trains ahead, and exact time the last Train passed.

137. If the Wires are interrupted when a **Passenger Train** is on the Block, the **Red** Signal must be displayed, and all following Trains notified and permitted to pass under the **Green** Signal. Should the interruption occur when **Freight Trains** are on the Block, the **Green** Signal will be given for following Trains of the same class, but **Passenger Trains** must be stopped by the **Red** Signal, notified of the cause, and permitted to proceed under the **Green** Signal.

138. When Operators are notified of the intention of an Engine or Train to cross over to the opposite Track, they will direct the next Block Station in the direction the Train or Engine is moving, to display the **Green** Signal for opposite track, thus keeping both tracks covered by a Green Signal, until the Train or Engine reaches one of the Block Stations.

139. If no Markers are displayed at the rear of a Train or Engine, the next Block Station must be notified to stop the Train, and the Block Station in the rear must also be notified that the Track is blocked, until information is received

from the Conductor at the Block Station in advance, that he has all the Cars in his Train.

140. Operators will be governed by the following Telegraph signals.

“5.” *Is the track clear?*

“No. 1.” *Track is not clear—hold the Train.*

“O. K., 35,” *Track is clear—let Train come on.*

141. Night Signals must be displayed from one hour before sunset until one hour after sunrise, also during the day in Foggy weather.

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



RULES FOR TRAIN MASTERS AND ASSISTANTS.

143. Train Masters, and Assistant Train Masters report to, and receive their instructions from the Division Superintendent.

144. They will take charge of the Division, or of such portion of it as may be assigned to them, in the name of the Division Superintendent, during his absence or sickness, and shall perform such other duties as he may from time to time direct.

145. They must exercise a general supervision over all employes in the Passenger and Freight service, and are directly responsible for those connected with Freight Trains, and will see that the Rules and Regulations are fully understood and observed by them. They may suspend them for violation of Rules, or neglect of duty.

146. They must report promptly to the Division Superintendent all failures or neglect on the part of employes, and anything that may come under their observation, that will interfere with the prompt and safe working of the Road.

147. They must carry the correct Standard Time, and compare frequently with Train-men, and particularly observe that they are furnished with all the necessary Signals, and use them strictly in accordance with the Rules.

145. They must give special attention to the prompt movement of Freight Trains, and see that there is no unnecessary delay in doing the work at Stations, or in taking Fuel and Water.

149. They must attend to the proper distribution of Cars for the supply of Stations on their Divisions, and see that all Cars are promptly loaded and unloaded, and forwarded without delay.

150. In case of accident or detention to Trains, they must proceed at once to the place, direct the disposition of the Wrecking Force, and assist, in removing the obstruction. They will see that every precaution is taken to insure the safety of approaching Trains, and protect all property either in charge of, or belonging to the Company.

RULES FOR DEPOT MASTERS.

151. Depot Masters report to, and receive their instructions from the Division Superintendent.

152. They will have charge of the Passenger Depots at the Terminal, and other important Stations, and of the Force employed at those points. They must attend to the making up and proper arrangement of Passenger Trains, and see that they leave promptly on time.

153. They must make themselves familiar with the rules and regulations of the Passenger service, and with the duty of every employe connected with Passenger Trains, and shall require the prompt and efficient discharge of that duty at their Stations.

154. They must see that the Conductors and Train-men are ready for duty at the time required, and that they are provided with all the Signals, Lamps, and other fixtures necessary for the safety, and proper management of their trains.

155. They must preserve order about their Stations, and prevent confusion and delay in seating Passengers, and receiving and delivering Baggage

156. They must keep the Depot and its various apartments in proper condition for the comfort and convenience of Passengers, and for the security of Baggage.

157. They must give respectful attention to the wishes of Travelers, and give all information requested, in a polite and satisfactory manner.

158. They will give special attention to the deportment of the Train-men toward Passengers, and will promptly report to the Division Superintendent, any rudeness or incivility that may come under their observation.

RULES FOR PASSENGER CONDUCTORS.

159. Conductors of Passenger Trains report to, and receive their instructions from the Division Superintendent.

160. They are responsible for the safety, regularity, and proper care of their Trains, for the conduct of the men employed thereon, for the heating and ventilation of the Cars, and for the Signals, Lamps, Tools, &c., entrusted to their care.

161. They must make themselves acquainted with the duties of Enginemen, Baggage Masters, Brakemen, Express Messengers, Mail Agents, Sleeping-Car Conductors and Porters, and News Agents, and enforce the rules and regulations applicable to them upon their Trains, and report to the Division Superintendent all insubordination, neglect of duty, or misconduct.

162. They must report themselves to the Depot Master for duty, with their Train-men, Signals, Lamps and other fixtures, in readiness to take

charge of their Trains, at least thirty minutes previous to the Schedule time for starting, and as much earlier as they may be required, to assist in the shifting and making up of their Trains.

163. They must provide themselves with the Time Table—to which they are required to conform in running their Trains; with a good reliable watch, regulated by the standard clock of the Company and with a full set of Signals, and when running will display and use them, in the manner and position required by the Rules.

164. They must always compare time with the Engineman of their Train before starting, and know that he is provided with the Time Table, and a full set of Signals.

165. They must know that the Cars in their Train have been inspected at terminal and other Stations required, and that the Air Brakes are in proper working order.

166. They must see that Passengers are properly seated, and will not allow them to stand on the Platforms of the Cars, ride in the Baggage, Express, or Mail Cars, nor to violate in any way the Rules and Regulations of the Company.

167. They must collect a Ticket or Fare from each Passenger, and make reports of the same in the manner and form prescribed by the auditor.

Any passenger refusing to pay Fare, must be put off the Train at the next Station, without using unnecessary violence.

168. They must be respectful and considerate in their intercourse with Passengers, giving them politely any information desired, and use every endeavor to contribute to their pleasure and comfort, consistent with the Rules of the Company, and the rights of other Passengers.

169. They must not permit drunken or disorderly persons to get on their Trains; they will maintain good order among the Passengers, and not allow those inclined to be unruly, to indulge in rudeness or profanity.

170. If compelled by accident, or other cause, to move at an unusually slow rate of speed, or stop their Train on the Main Track, they must take immediate 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 Signals according to the Rules, will prevent it. When they have taken every precaution to insure the safety of their own, and approaching Trains, they will then send intelligence from the nearest Telegraph Station, to the Division Superintendent.

RULES FOR PASSENGER BRAKEMEN.

171. Passenger Brakemen report to, and receive their instructions from the Division Superintendent. While on the Train, they are under the direction of the Conductor.

172. They are charged with the management of the Brakes, the proper display and use of Train Signals, and the Lights, Stoves, Water and Gas fixtures.

173. They will report for duty to the Depot Master at the time appointed, open the Doors of the Cars, and assist the Conductor in the proper disposition of the Passengers, and will aid him in all things requisite to the prompt and safe movement of the Train, and comfort of the Passengers.

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

175. They must give special attention to the proper heating and ventilation of the Cars, keeping a moderate uniform temperature, and see that the air does not become impure.

176. At all stopping places, they will announce the name of the Station, and the length of the stop when it exceeds two minutes, and also examine the running gear of the Cars as often as time will permit.

177. They must assist the Conductor in preserving order, and will not permit Passengers to stand upon the Platforms while the Train is in motion, nor to violate any of the other Rules of the Company.

178. They must be respectful to all Passengers, and give polite attention to their wishes, but will avoid unnecessary conversation.

179. When it is necessary to pass through Sleeping Cars, they will do so as quietly as possible, to avoid disturbing the Passengers.

180. They are required to stop their Trains at Stations, and control them when descending heavy Grades, without the Whistle signal of the Engineman.

181. When not engaged in other duties, they will stand at the Door of the Car, ready to respond to the signal of the Engineman, and they must occupy this position, whether the Train is equipped with Air Brakes or not.

182. The post of the rear Brakeman (or Flagman) is on the last Car in the Train, which he must not leave while the Train is in motion, except to protect the Train. He must be provided with, and display the Signals at the rear of the Train, strictly according to Rule, and in case of detention or accident, must immediately go back as directed in Rules Nos. 85 and 86, without waiting for a signal from the Engineman, or instructions from the Conductor. The front Brakeman is charged with the same duty, when from any cause the Fireman is unable to go forward to protect the front end of the Train.

183. In case the Train parts on the Road, the Flagman must immediately apply the Brakes and stop the Cars, and then send forward the most reliable person he can command, to make Danger Signals until the front portion of the Train comes back, while he protects the rear of the Train, according to Rule No. 86.

RULES FOR STATION BAGGAGE AGENTS.

184. Station Baggage Agents report to, and receive their instructions from the Division Superintendent.

185. They will obey all orders issued by the General Baggage Agent, and make reports in the manner and form directed by him.

186. They must receive from Passengers all Baggage to be forwarded, and check and mark it plainly, they will deliver it to the Baggage Masters of the Trains, and take charge of all Baggage put off Trains at their Stations.

187. They must handle all Baggage carefully, and be respectful to Passengers, giving them politely any information requested.

188. They must not check any Baggage without first requiring Passengers to exhibit their Tickets, in order to avoid errors in route or destination.

189. They must charge for all Excess in Weight over the amount of Personal Baggage allowed each Passenger, at Extra Baggage rates.

The money received for Extra Baggage must be paid over to the Ticket Agent, and reported as required by the General Baggage Agent.

190. They must not receive a Corpse for transportation unless it is securely enclosed in a Box, accompanied with a Physician's Certificate that it is free from contagion, and will require a first-class Ticket, which they will deliver to the Baggage Master of the Train.

191. They must keep themselves supplied with the necessary number of Checks, and see that they are kept secure from theft or loss; they will promptly return by the first Train the Checks belonging to other Stations.

192. They must forward all claims for Lost Baggage to the General Baggage Agent, giving full information concerning it, and obtain an accurate description of the contents and value of the articles lost.

RULES FOR BAGGAGE MASTERS.

193. Baggage Masters report to, and receive their instructions from the Division Superintendent. While on the Train, they are under the direction of the Conductor.

194. They must obey all orders issued by the General Baggage Agent, and make reports in the manner and form directed by him.

195. They must report for duty at the time appointed by the Depot Masters at terminal Stations, and will obey their orders.

196. They are charged with receiving, taking care of, and delivering Baggage. They must always be civil to Passengers, and be careful not to injure Baggage in handling it.

197. They must Check every piece of Through or Way Baggage which they receive, and charge for all excess over the amount allowed each Passenger, at Extra Baggage rates.

They will not receive a Corpse unless it is securely enclosed in a Box, accompanied with a

Physician's Certificate that it is free from contagion, and also a first-class Ticket, which they will hand to the Conductor.

198. They must pay over to the Ticket Agents at terminal Stations, at the end of each trip, all money collected for Extra Baggage, and report the same in the manner and form prescribed by the General Baggage Agent.

199. They are not allowed to carry packages, money, or other valuables, and are strictly prohibited from receiving any perquisite for the transportation of Baggage, or any other article, except such as the Division Superintendent may authorize them to take charge of, at fixed rates, for special care and attention.

200. They are responsible for the safe keeping of the Checks allotted to them, and for any other Company property entrusted to their care, and will give special attention to the prompt delivery of letters addressed to Officers or Agents.

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

202. They must apply the Brakes promptly, in accordance with the signal of the Engineman, and when necessary will take the place of the Front Brakeman, as per Rule No. 87.

203. They must be particularly careful in the use of Lamps and Stoves, to avoid accidents from fire.

204. They are not permitted to ride in other Cars of the Train, but must remain in the Baggage Car while on duty.

RULES FOR YARD DESPATCHERS.

205. Yard Despatchers report to, and receive their instructions from the Train Master.

206. They have charge of the Yard and Sidings at Stations where Trains are made up, the movement of Trains therein, and of the Yard Force employed at those points,

207. They are responsible for the expeditious and correct despatch of Trains, the prompt movement of all Cars, loaded or unloaded within the limits of the Yard, and the proper position of the Switches.

208. They must carry out the orders of the Train Master in regard to the distribution of Cars, and the making up of Trains, and apportioning them to the Motive Power furnished.

209. They must give the necessary directions for Shifting and placing Cars in proper positions in the Trains, and see that they leave promptly on time.

210. They must see that the Engines with their Crews, and the Conductors and Train-men are ready for duty at the time required, and that both Enginemen and Conductors have the Time Table,

and all the Signal Lamps, and other fixtures required by the Rules for the safety and proper management of their Trains.

211. They must not permit a Train to start with an Engineman, Conductor, or Brakeman who is unfit for duty, nor fail to report the fact at once to the Train Master.

212. They must see that Conductors are furnished with the Manifests for Cars leaving their Stations, and that Conductors deliver to them all Manifests for Cars coming to their Stations; they must see that the Doors of loaded Cars are locked, and that the Locks have not been tampered with, and will examine the Loading of Private Cars, and see that it corresponds with the Manifest.

213. They must see that the Yard is kept in good order, that Cars passing are properly inspected, and that, Cars requiring repairs are sent to the Shop.

214. They must see that the Yard Clerk keeps a Record of the number and date of each Car arriving at, and departing from their Stations, and that daily reports of the same are made in accordance with instructions.

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

RULES FOR FREIGHT CONDUCTORS

216. Conductors of Freight Trains report to, and receive their instructions from the Train Master.

217. They are responsible for the safety, regularity, and proper care of their Trains, for the conduct of the men employed thereon, and for the Signals, Lamps, &c., entrusted to their care.

218. They must make themselves acquainted with the duties of Enginemen, Firemen, and Brakemen, and enforce the Rules and Regulations applicable to them upon their Trains, and report to the Train Master all insubordination, neglect of duty, or misconduct.

219. They must report themselves to the Yard Despatcher for duty, with their Train-men, Signals, Lamps and other fixtures, in readiness to take charge of their Trains, at least thirty minutes previous to the Schedule time for starting, and as much earlier as they may be required, to assist in the shifting and making up of their Trains.

220. They must provide themselves with the Time Table—to which they are required to conform in running their Trains; with a good reliable

Watch, regulated by the standard Clock of the Company; and with a full set of Signals, and when running will display and use them, in the manner and position required by the Rules.

221. They must always compare time with the Engineman of their Train before starting, and know that he is provided with the Time Table and a full set of Signals.

222. They must see that the Couplings and Brakes of the Cars in their Train are in good order before starting, and will inspect them as often as the Train stops to take Water, or lays off to pass other Trains.

223. They must station the Brakemen at their respective posts on the Train, and see that they keep their position and use the Brakes properly, particularly when descending heavy Grades.

224. They must be sure that no Cars have become detached from their Train and left on the Main Track, and when Cars are left on a Siding, they must see that the Brakes are put on tightly, to prevent them from being moved, and interfere with Trains passing on the Main Track.

225. They must procure a Manifest from the Station Agent or Dispatcher, for every Car with Lading attached to their Train, which they will deliver to the Station Agent or Dispatcher where

the Goods or Cars are left. Should the Goods or Cars be delivered at points where the Company has no Agent, then the Manifest must be delivered to the Freight Agent at the next Station.

226. They must attend to the delivery of Way Freight according to the Manifests furnished them, delaying the Train as little as possible in its delivery.

227. They must handle all Freight with care and use every effort to prevent loss or damage. They must not permit any person, not duly authorized, to enter the Cars or handle the Freight on their Train, and will see that the Cars are always locked, except when loading or unloading Freight.

23. They must carefully check off upon the Manifest all articles left at a point where the Company has no Agent, and attach their Signature, and if any goods are damaged or missing, make a note of the same upon the face of the Manifest.

239. They must not move Cars from an intermediate Siding or private Switch, without Manifests have been furnished them by the Agent at the next Station before reaching such intermediate Siding, or private Switch.

230. They must, carefully enter upon their Cards the number of Cars taken from and left at each station, and make such other regular reports as may be required.

231. They must not permit Drivers or Agents in charge of Live Stock to ride on their Trains, unless provided with Passes or Permits from the proper Officer.

232. If compelled by accident, or other cause, to move at an unusually slow rate of speed, or stop their Train on the Main Track, they must take immediate 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 Signals according to the Rules, will prevent it. When they have taken every precaution to insure the safety of their own, and approaching Trains, they will then send intelligence from the nearest Telegraph Station to the Division Superintendent.

RULES FOR FREIGHT BRAKEMEN.

233. Freight Brakemen report to, and receive their instructions from the Train Master. While on the Train, they are under the direction of the Conductor.

234. They are charged with the management of the Brakes, and the proper use and display of Train Signals.

235. They will report for duty to the Yard Despatcher at the time appointed, and will assist the Conductor in the shifting and making up of their Trains.

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

237. They must assist in loading and unloading Freight, and will aid the Conductor in inspecting the running gear of the Cars, as often as the Train stops for Water, or lays off to pass other Trains.

238. They must not leave their Brakes while the Train is in motion, nor take any other position on the Train than that assigned to them by the Conductor.

239. They are required to stop their Trains at Stations, and control them when descending heavy Grades, without the Whistle signal of the Engine-

man. The Brakes must not be applied so as to slip the wheels, and on heavy Grades they should be frequently changed from one Car to another, to avoid heating the wheels.

240. The post of the rear Brakeman (or Flagman) is on the last Car in the Train, which he must not leave while the Train is in motion. He must be provided with, and display the Signals at the rear of the Train, strictly according to Rule, and in case of detention or accident, must immediately go back as directed in Rules Nos. 85 and 86, without waiting for a signal from the Engineman, or instructions from the Conductor. The front Brakeman is charged with the same duty, when from any cause the Fireman is unable to go forward to protect the front end of the Train.

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

242. In case the Train parts on the Road, the Flagman must immediately apply the Brakes and stop the Cars, and then send forward the most reliable person he can command, to make Danger Signals until the front portion of the Train comes back, while he protects the rear of the Train, according to Rule No. 86.

RULES FOR STATION AGENTS.

243. Station Agents report to, and receive their instructions from the Division Superintendent. They will obey all orders issued by the General Ticket Agent, the General Freight Agent, and the Accounting and Treasury Departments.

244. They are divided into two classes, viz.: First and Second Class Agents. The First Class Agents are paid a stated salary, and are required to devote themselves exclusively to the business of the Company. The Second Class Agents 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 business, when it does not interfere with the proper discharge of duties to the Company.

245. They have 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

department of the employes of the Company at their Station.

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

247. They are responsible for Cars left at their Stations, and must see that they have the Brakes applied, and that they are not moved by unauthorized persons, or shifted in any way to interfere with the safety of Trains on the Main Track.

248. They must, see that all Cars left at their Stations are loaded or unloaded promptly, and forwarded by the first Train. They will be held strictly accountable for all delays, and must charge or collect demurrage whenever Consignors or Consignees delay Cars over twenty-four hours, either in loading or unloading.

249. They must keep their accounts and make their reports and remittances in such manner and form, and at such times, as the Auditor and Treasurer shall direct.

250. They must keep the General Rules and Regulations of the Company, governing the transportation of Passengers and Freight, posted in their Depots in conspicuous places, where they can be seen and read by the public.

251. They are prohibited from selling Tickets or delivering Goods on Credit; **the terms are invariably Cash.**

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

253. They are prohibited from receiving Freight to be forwarded which is not in condition for safe transportation, and the destination distinctly marked thereon.

254. They must examine each Manifest received before delivering the Freight, and if errors are found, correct them, and report the correction to the Agent forwarding, and to the Auditor.

The Manifests of Freight received, must be correctly entered in the Freight Received Book, filed in the order in which they are reported to the Auditor, and carefully preserved for reference. A bill must be made against Consignees before the delivery of Freight, and a receipt taken for the delivery of the Goods, as well as given the Consignees for the payment of the Freight Charges.

Agents receiving Manifests for Freight delivered at points where the Company has no Agent, must see that the Conductor has certified on the face of the Manifest, to its correct delivery.

255. They must make correct entries in the Freight Forwarded Book, of the Marks, Description, and Weight of articles, with the Classification and Rate of charge. From this original entry the Manifest is to be made, one copy of which shall be sent to the Auditor by first Passenger Train, and one copy to the Agent who is to receive the Freight. Manifests for full Car loads will be sent by Passenger Train to the Agent who is to receive the Freight, and a Card Manifest furnished the Conductor or Despatcher. Manifests for Local Freight in less than Car Loads must accompany the Car. All Freight manifested to points where the Company has no Agent, must be released and prepaid, and the Freight charged thereon at the rates to the next more distant Station where there is an Agent. The Manifest is to be made to the point where the articles are to be left, provided it appears on the Freight Tariff. All Freight not prepaid, must be charged to the Agent at the point of delivery.

256. 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 interest of the Company.

257. They must promptly report to the Division superintendent all deviations from the Rules and

Regulations of the Company, by employes or others, or anything that comes under their observation that is prejudicial to the Company's interests, or may interfere with the safe and economical working of the Road.

RULES FOR DIVISION OPERATORS.

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

259. They are responsible for the proper working of the Wires, the prompt transmission of Messages, and the economical use of Supplies.

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

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

262. They will test the Wires each morning, and see that they are kept in good working order at all times.

263. They will keep a record of the time made by each employe in their Department, and report the same in the manner and form directed.

RULES FOR TELEGRAPH OPERATORS.

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

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

266. They are required to be constantly on duty during business hours, and will not leave their Offices without notifying the Division Operator.

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

On Sundays, Operators at Way Stations must be in their Offices twenty minutes before trains are due, and remain until the Train is reported passing the next Telegraph Office.

267. They must keep a full set of Signals constantly on hand in good order, and use them strictly in accordance with Rule.

268. They will observe the rear of all Trains passing their Offices, and if Red Lights, or Markers are not displayed (see Rules 29, 31, and 32), report it at once to the Division Superintendent's Office.

269. They will keep a register of all Trains passing their Office, and the reports from such other Offices as the Division Operator may require.

270. They must give particular attention to the adjustment of their Relays when trains are behind time, and be ready to receive Train Orders; **when holding a Train for Orders, they must Signal it in person**, and must not depend upon a Lamp or Flag left standing near the Track, or used by any other person.

271. When the Division Superintendent sends a Train Order, **they must immediately enter it in the Order Book, and repeat it back; when he responds that the order is "O. K.,"** they will prepare two copies, and deliver one to the Conductor and one to the Engineman, who will compare their copies with the original order in the Book, which they must sign; **the Operator will then repeat the Signatures to the Division Superintendent, who will reply "Correct," which must be endorsed**

on the order, and no order is good until this “correct” is received.

Train Orders must have written on them **the name of the Operator, the Office, the date, and the time they were made “correct,”** and must not be erased or altered in any manner whatever.

272. When two Passenger Trains of the same class are running in the same direction, they must display a **Red** Signal immediately after the first Train passes, and at the expiration of **15 minutes** display a **White** Signal to the following Train. Should the following Train be of **inferior class**, or a Freight, or Extra Train or Engine, they will display the **Red** Signal for **Ten minutes**, and then display the **White**.

273. They must not leave their Offices while a Train is at the Station, unless required by business connected with the Train.

274. They are required to be courteous in their intercourse with one another, and with all persons transacting business at their offices. Under no circumstances will improper language or profanity be permitted on the line.

275. They are not allowed to take Students, or to leave their Offices in charge of other Operators, without permission from the Division Operator.

276. They must not permit persons (whether Employes of the Company or not) to frequent their Offices.

277. They will keep Special orders and instructions filed in regular order, and ready for immediate reference.

278. They must not receive Messages to be transmitted Free, unless signed by an Officer, Agent, or Employe, except such messages are answers to those already sent. They must consider all messages strictly confidential, and will not permit them to be read by any persons except those to whom they are addressed, nor to make their contents the subject of conversation or remark.

279. All messages sent and received must be dated, timed, and have written on them the Initials of the Operator who sent or received them. Messages sent must be preserved for reference, and those received must be delivered promptly.

280. Passes received by Telegraph must be written with Ink, and have the name of the Office, the date and time at which they were received, the full signature of the Officer who signed them, and of the Operator who received them.

281. Contention for Circuit will not be permitted; should the circuit be interrupted while an Operator is writing, he will stop immediately to ascertain the cause; if it be another Operator breaking, unless the one who breaks says, "21" (*this despatch must have preference over all other business on Division Wires*), "39" (*this despatch must have preference over all other business on Through Wires*), or "55" (*this despatch is of great importance*), the Operator who is writing will say "8" (*close your key, your are breaking others*), and close his key; if the request be not complied with, he will keep his key closed until he can proceed without interruption, and then report the case to the Division Operator in writing.

282. Should the Wires be broken or interrupted at points which the Line Repairman cannot reach promptly, Operators must immediately notify the Foreman of Road Repairs.

283. The Telegraph must not be used for the transmission of communications which may be sent by Train without detriment to the Company's interests.

RULES FOR LINE REPAIRMEN.

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

285. They must keep the Poles in proper position, the Wires connected, insulated, and clear of all obstructions, and make all necessary repairs. When assistance is required, they will call upon the Foreman of Road Repairs.

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

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

288. They must supply the Operators and Foremen of Road Repairs with Wire, Insulators, &c., and instruct them in regard to Splicing the Wire, and making other repairs.

289. They will promptly report to the Division Operator anything that comes under their observation that may interfere with the proper working of the Line.



RULES FOR ROAD FOREMEN OF ENGINES.

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

291. They will obey all orders of the Superintendent of Motive Power, and must report to him as he may direct.

292. They are required to ride frequently upon the Engines, and give instructions to Engine-men and Firemen in regard to the proper working and firing of Engines, with a view to obtaining the best results in the consumption of fuel and stores.

293. They will give particular attention to the capacity of the Engines for generating Steam, and observe that the regulation pressure is not exceeded, and that the boilers are washed out as often as may be necessary.

294. They must see that Engines are equipped with Signals, Tools, and every article necessary to their efficient working, and that the Injectors, Air Pumps, etc., are in good working order.

295. They will advise the Division Superintendent of the number of Cars to be allotted to each class of Engines, and report to him when Engines of Through Freight Trains are not given Cars to their full capacity, or when any Engine is overloaded.

296. They will consult and advise frequently with the Master Mechanic and Shop Foremen, in regard to the daily condition and requirements of the Engines running upon their Divisions.

297. They will report to the Division Superintendent the qualifications of Enginemen and Firemen, and any violation of Rules or neglect of duty which may come to their knowledge, and keep him advised of all matters relating to the economical and efficient working of the Engines and their crews.

RULES FOR ENGINEMEN.

298. Enginemen report to, and receive their instructions from the Division Superintendent. When in the shops, they are under the direction of the Master Mechanic, or Foreman of Shop.

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

300. They must obey the orders of the Train Master, Depot Master, or Despatcher, in regard to shifting and making up Trains.

301. They are under the orders of the Conductor of the Train in regard to starting, stopping, speed, and general management of the Train, shifting Cars, etc., but they will not obey any order that may endanger the safety of the Train, or require violation of Rules.

302. They must have their Engines in good working order, supplied with the necessary Stores and Tools, Fuel and Water, and the Steam up, ready to attach to the Train, at least thirty minutes before the schedule time for starting, and as much earlier as directed by the Foreman of Shop, or Despatcher.

303. They must have in their possession a copy of the Rules and Regulations, the Time Table, and a full set of Signals in good order, and ready for immediate use.

304. They will be furnished a Watch by the Division Superintendent, and will be held responsible for its safe keeping. They must regulate it by the standard Clock of the Company, and compare time with the Conductor of the Train at the commencement of each trip.

305. They must obey promptly all Signals given by Station Agents, Telegraph Operators, Track Repairmen, Watchmen, Conductors, or Train-men, even though they may think such Signals unnecessary. When in doubt as to the meaning of a Signal, they must stop and ascertain the cause, and if a wrong Signal is shown, they will report the fact to the Division Superintendent.

306. They must note that the day and night Watchmen are at their posts, and report to the Division Superintendent any neglect of duty they may observe.

307. They must use special care in coupling and shifting Cars, to avoid injuring the Train-men, and must always start and stop their Trains cautiously, without sudden jerking.

308. They must not permit sticks of Wood, burning cotton Waste, or hot Cinders to be thrown from the Engine or Tender while in motion, and must use every precaution against fire when passing Bridges or Buildings.

309. They are not permitted to clean their Ash Pans on the Main Track, unless at points specially designated by the Division Superintendent.

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

311. They will be provided with Checks for Wood, Coal, Oil, and Tallow, and they will not be furnished with fuel or stores, unless a Check for the correct amount is given the Station or Store Keeper.

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

313. They may be required, when not in active service on the Road, to work in the Shops, and will then be subject to Shop Rules.

RULES FOR FIREMEN.

314. Firemen when on the Road, are under the direction of the Engineman. When in the Shop, they are under the orders of the Master Mechanic, or Foreman of Shop.

315. They will obey the orders of the Road Foreman of Engines in regard to the proper use of fuel, and manner of firing.

316. They must be with their Engines at least thirty minutes before the time of starting, and conform to any directions they may receive from the Foreman of Shop, or Despatcher.

317. They must supply the Engine regularly with Fuel and Water, at the discretion of the Engineman, assist in Oiling, and use the Tender Brake in accordance with his orders and signals.

318. They will assist in keeping a constant lookout upon the Track, and must instantly give the Engineman notice of any obstruction they may perceive.

319. They must make themselves thoroughly familiar with the Train Rules, particularly those that apply to the protection of the Train, and must understand the use of the Signals, and be prepared to use them promptly, as per Rules Nos. 85 and 86.

320. They must take charge of the Engine should the Engineman at any time be absent, and will not leave it until his return, nor suffer any person not duly authorized to be upon it.

321. They will not attempt to run an Engine in the absence of the Engineman without permission from the Division Superintendent, unless under some emergency they be directed to do so by the Conductor, or some Officer in authority.

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

323. They may be required, when not in active service on the Road, to work in the Shops, and will then be subject to Shop Rules.

RULES FOR MASTER MECHANICS AND FOREMEN OF MACHINE AND CAR SHOPS.

324. Master Mechanics, and Foremen of Shops report to, and receive their instructions from the Superintendent of Motive Power. They will obey all orders of the Division Superintendent, and are responsible to him for the proper discipline and management of the Shops.

325. They are responsible for the Machinery and Tools of the Shops under their charge, and must require them to be kept clean and in order.

They must enforce discipline among the workmen, see that they are diligent in the discharge of their duties, and that the operations of the Shop are conducted with system and economy.

326. They are responsible for the Stores, and must see that they are used with economy, that Storekeepers are held strictly accountable for waste or loss, and that the Engines and Cars are correctly charged with the Oil, Waste, Tallow, and other Stores furnished.

327. They are responsible for sending out Engines or Cars in proper condition for service, and must see that they are supplied with the necessary fixtures and Tools, with Lamps, Signals, and all other things necessary to a complete equipment.

328. They must have the Engines and their crews ready for service at the time indicated by the Train Master, or Despatcher, and will inspect the Engines at the end of each trip, make the repairs necessary, and see that they are properly wiped and cleaned.

329. They must advise with the Road Foremen of Engines respecting the performance of Engines while on the Road, and will co-operate with him in observing the qualifications of Enginemen and Firemen.

330. They shall not make, nor permit changes to be made, in the general arrangement or details of Engines and Cars while under repairs at their Shops, without special orders from the Superintendent of Motive Power.

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

332. They will see that all workmen employed at their Shops are at their proper places, ready to commence work at the exact time specified.

333. They will not permit work to be done in the Shops at night or on Sundays, unless absolutely necessary, and will prohibit lights in the Shops after working hours, except those required by the regular Watchmen on duty.

334. They will not allow strangers to visit the Shops without a permit, and will observe that they do not converse or interfere with the workmen on duty.

335. They will frequently inspect the Watchmen on duty at night, know that they are at their posts at all times, and require the hours to be struck on the Shop Bell from 7 P. M. to 6 A. M.

RULES FOR SHOP CLERKS.

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

337. They will obey all orders received from the Master Mechanic, or Foreman of Shops, but must keep their accounts, and make reports, in the manner and form directed by the Chief Clerk of the Motive Power Department.

338. They must be on duty at the Shops not less than ten minutes before the time of commencing work, and will note the time of each workman as he enters.

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

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

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

342. They will receive from the Storekeepers a Report of the Oil, Waste, and Tallow used, and from the Station Keepers, a Report of Fuel consumed, which they will record in the manner and form prescribed.

343. They must post upon the Bulletin-board in the Engine House, the monthly report of the performance of Engines, and will see that the orders issued by the Division Superintendent, or Superintendent of Motive Power, are posted conspicuously in the Engine Houses and Shops.

RULES FOR FOREMEN OF CAR INSPECTORS.

344. Foremen of Car Inspectors report to, and receive their instructions from the Division Superintendent.

345. They will obey all orders of the Superintendent of Motive Power, and must report to him as he may direct.

346. They must inspect all Cars passing their Stations, carefully examining the running gear and brake fixtures; they will make such repairs as may be required, and send to the shop all those that are not fit for service.

347. They must give special attention to Passenger, Baggage, Mail, and Express Cars, and permit none to leave their Stations that are not in good running order.

348. They will see that Cars running in the Passenger service are properly washed, and that all the interior fixtures are kept perfectly clean and in good repair.

349. When making repairs to Cars standing on Main Track or Sidings, they must protect themselves by placing a Blue Flag in the Drawhead, or a Blue Lantern on the Platform or Step of the Car at each end of the Train, to prevent the Cars from being coupled to, or moved by an Engine or other Cars.

RULES FOR KEEPERS OF WOOD AND COAL STATIONS.

350. Station Keepers at Stations on the Road, are under the orders of the Supervisor; those at points where Shops are located, are under the direction of the Master Mechanic.

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

352. They must saw the Wood delivered to them into the lengths required, and arrange it upon the platform in ranks suitable to supply Engines as needed.

353. They must keep the Cars that supply the Engines with Coal filled at all times, and dump them into the Tanks without delay.

354. They must require a Check for the amount of Wood or Coal delivered to each Engine, and will examine the Checks to see that they bear the number of the Engine, and correspond with the amount furnished. All Checks must be returned with their Reports at the close of each month.

355. They must keep a record of the Wood and Coal consumed daily by each Engine, and report the same monthly in the manner and form directed.



RULES FOR SUPERVISORS.

356. Supervisors report to, and receive their instructions from the Division Superintendent.

357. They are responsible for keeping the Track, Road Bed, Bridges, Culverts, Telegraph Line, and everything pertaining to the Road, in repair.

358. They must pass frequently over their Divisions, notice defects in the Track, examine Bridges minutely, see that Culverts and Drains are not injured by heavy storms, watch carefully the condition of the Road Bed, and see that the proper Slopes are preserved; especially note anything that may form an obstruction to the Track, and have it removed; examine Road Crossings; the condition of Frogs and Switches; cut away Trees or Bushes that are liable to fall upon or obstruct the view of the Track; and shall attend to anything else which may be necessary to secure the safety of the Road.

359. They have charge of the Repairmen and other Laborers employed on their Divisions; they will see that they perform their duty, keep a strict account of their time, and report the same in the manner and form prescribed.

360. They must know that every Foreman, Watchman, and Switchman under their charge is fully acquainted with the Rules and Regulations, and the use and object of all Signals.

361. They are authorized to discharge any Foreman, Road, Bridge, or Switch Watchman, or other Employe for neglect of duty; but should they be guilty of negligence whereby accident is caused, they will suspend them from duty, and report the case to the Division Superintendent.

362. They must attend in person to the removal of Slides, Snow, or other obstructions, and in cases of accident will repair promptly to the spot, taking whatever force may be necessary, and use every effort to assist in clearing the Road.

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

364. They must make Monthly Reports, in the manner and form directed by the Division Superintendent, and will be responsible for the safe keeping and economical use of all materials furnished them.

365. They must see that a clear space of at least six feet is preserved on either side of the Main Track, and that nothing is piled on Sidings

within six feet of the Rail, and will keep the grounds about Stations and Depots in good order.

366. They must keep a general oversight of all work performed on their Divisions by Contractors or Mechanics, and see that the safety of the Track is never endangered by them.

367. They must give particular attention to the supply of Water, and will promptly report any defects of deficiency to the Division Superintendent.

368. They will make careful inquiry in regard to every accident that may occur upon the Road, and all cases of personal injury, whether to Passengers, Employes, or others, and report fully thereon in writing to the Division Superintendent.

369. They must make themselves acquainted with the instructions issued for the government of Trains and Train-men, and report to the Division Superintendent any neglect of duty or violation of Rules that comes under their notice.

RULES FOR GENERAL FOREMEN OF MAINTENANCE OF WAY MECHANICS.

370. General Foremen of Carpenters, Masons, and Painters report to, and receive their instructions from the Division Superintendent.

371. They have charge of the Repairs of Bridges and Buildings, and will promptly report to the Division Superintendent any defects that may come under their observation.

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

373. They must make themselves fully acquainted with the use of the Signals, see that they are understood by their subordinates, and that the Caution and Danger Signals are used strictly in accordance with Rule.

374. They must be careful in renewing Bridges or other structures, to keep the Main Track always secure and safe for the passage of Trains, and

under no circumstances obstruct it without displaying Danger Signals in the proper direction, at a distance of at least 900 yards.

375. They must co-operate with the Supervisor in regard to the distribution of material, and will call upon him whenever they require assistance.

RULES FOR FOREMEN OF ROAD REPAIRS.

376. Foremen of Road Repairs report to, and receive their instructions from the Supervisor.

377. They have charge of the repairs on their respective Sub-divisions, and will be held responsible for the condition of the Road, and the watching necessary to secure its safety at all times.

378. They are required to pass over the whole extent of their Division at least once a day, to observe particularly the condition of the Main Track, Sidings, Road Bed, Bridges, Culverts, Road Crossings, Water Courses, etc., and execute such repairs as may be necessary.

379. They will engage in all work personally, and will see that the Laborers employed under them faithfully perform their duty.

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

381. They may discharge or suspend from duty any employe under their charge, but must report the case promptly to the Supervisor for his ap-

proval. They must not employ more than the regular Force allowed, without his consent.

382. They will give particular attention to the surface and line of the Track, especially at the joints; see that it is spiked properly, and kept in true gauge; and that the Cross Ties are evenly spaced, lined, and tamped to a uniform bearing.

383. They must remove all defective materials from the Track, and at all times maintain it in safe condition for the passage of Trains.

384. They must see that the Road Bed is kept in perfect order, that Cuts are sloped, Embankments widened, and the necessary Ditches made to afford thorough drainage.

385. They must carefully observe the Signals carried by Trains, and be sure that all Trains running on the same Schedule have passed, before obstructing the Track.

386. They must never obstruct the Track in any way whatever, without first conspicuously displaying a Danger Signal at least 900 yards in both directions on Single Track, and 900 yards in the direction Trains are expected on Double Track. Special Trains or Engines may pass over the Road at any time without previous notice,

and Foremen must **always** be prepared for them.

Anything that interferes with the safe passage of Trains is an obstruction, and must not be attempted without using the above precaution.

387. They must not run their Hand Cars within twenty minutes of the time of any Passenger Train, nor run in the wrong direction on Double Track, and always run with great caution, keeping a sharp lookout for Work or other Extra Trains. They will under no circumstances allow their Hand Car to be used except they accompany it, nor run it on Sundays, or after dark, without special permission of the Division Superintendent. Hand Cars or Trucks, when not in use must always be kept locked, and secured in such a position that they cannot drift on to the Main Track.

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

389. They must set that Watchmen attend to their duties, by frequently visiting them at night, and promptly discharge them if found negligent.

390. They must keep a close watch at points where obstructions are likely to occur, and carefully examine the slopes of Cuts, and remove promptly any rocks, stumps, or masses of earth that are liable to fall or slide.

391. They must take every precaution during heavy Rains and Storms to prevent accident; all hands should be placed on duty, and every part of the Division closely watched.

392. They must not allow old Rails, Cross Ties etc., to be scattered along the Road, but have them cleaned up promptly and piled; all scrap and other movable track-material should be taken to their Headquarters.

393. They will remove all combustible material from the vicinity of the Track, and not permit rubbish to accumulate near Bridges and Buildings, and will promptly extinguish any fires that may occur along the line of the Road.

394. They will watch the Telegraph Line especially after storms, keep the Poles in proper position, reset them when necessary, unite the Wires when broken, and render any assistance required by the Line Repairman. They must

promptly report to the Division Superintendent any derangement of the Wires.

395. They must see that the Water Stations are in order, that the supply of Water is kept up, and frequently inspect the head of the Pipe, and clear it from Brush, Leaves, etc., when necessary.

396. They are required to assist in removing broken Cars left upon the Road, and will render prompt assistance in all cases of accident or delay to Trains.

RULES FOR ROAD AND BRIDGE WATCHMEN.

397. Watchmen are under the orders of the Foreman of Road Repairs.

398. Road Watchmen must pass over the Road in advance of each Passenger Train, and will carefully examine the Rails, especially in frosty weather; observe that Switches are set for Main Track, try the Locks, and see that everything is right about them; see that Cars left on Sidings fully clear the Main Track, and that the doors of loaded Cars are locked; also examine Buildings and other Property of the Company, and protect them from theft and fire. Should an obstruction to the Track occur, they must at once display Danger Signals in the direction of the nearest approaching Train, as directed in Rule No. 86, and immediately send word, if possible, to the Foreman of Road Repairs. Night Watchmen must always notify the Foreman of Road Repairs of the Trains due which have not passed, before they go off duty, and of any other matters that require attention.

399. Bridge Watchmen must keep a supply of Water upon the Bridge at close intervals, and follow every Train with a bucket of water, to extinguish any Coals that may have fallen from the Engine.

400. They must keep the tops of Piers and Abutments clean, and remove all combustible matter from the vicinity of the Bridge.

401. They must examine frequently the Timber and Iron work of their Bridges, and report promptly to the Supervisor any failure or decay.

402. They must prevent all persons except employes from crossing the Bridges.

403. They must carefully observe the speed of passing Trains, and report to the Supervisor any violation of Rules.

404. Watchmen will be required when their time is not wholly occupied with watching, to attend to such other duties as the Supervisor, or Foreman of Road Repairs may direct.

RULES FOR SWITCH TENDERS.

405. Switch Tenders on the Road, are under the orders of the Supervisor; those in yards, are under the direction of Yard Despatchers.

406. They are responsible for the safety of Trains passing the Switches under their charge, and the duties although simple, require the closest attention, as any neglect may cause serious accident.

407. They must keep the Switches locked right for the Main Track, except when passing Trains to or from the opposite Track or Siding.

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

409. They must carefully examine the condition of the Switches, keep them clear of Snow or other obstruction, and promptly report to the Foreman of Road Repairs any defects.

410. When Day and Night Switchmen are employed, they must not leave their posts until relieved by each other, and the one going off duty must inform the one coming on, when Trains that are due have not passed.





