

BOOK OF RULES

**THE WASHINGTON TERMINAL
COMPANY**

MTT

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No. _____

THIS BOOK

Is the property of

THE WASHINGTON TERMINAL COMPANY

and is loaned to

Name	Employed as

who hereby agrees to return it to the proper officer when called for, or upon leaving the service.

THE WASHINGTON TERMINAL COMPANY

UNION STATION, WASHINGTON, D. C.

—

RULES

AND

SPECIAL INSTRUCTIONS

FOR THE

GOVERNMENT OF EMPLOYEES

—

IN EFFECT

12.01 A. M., OCTOBER 1ST, 1925

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NOTICE

The rules and regulations herein set forth govern the employes of all railroads operating within the limits of The Washington Terminal Company. They take effect May 15th, 1925, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

J. H. TONGE,
Manager.

WASHINGTON TERMINAL

Comprises Union Station, the tracks from Union Station extending Northward to Division Boards located at junction with P. R. R. and Washington Branch of B. & O. R. R., 467 feet north of center line of New York Avenue overhead bridge; at junction with Metropolitan Branch of B. & O. R. R., 395 feet north of center line of New York Avenue overhead bridge; Southward to the Division Board located at junction with P. R. R., 1,584 feet south of South Portal of First Street Tunnel; Eckington Coach Yard; and Ivy City Engine and Shop Yard.

GENERAL NOTICE.

Safety is of the first importance in the discharge of duty.

Obedience to the rules is essential to safety.

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

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

To obtain promotion, ability must be shown for greater responsibility.

GENERAL RULES.

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

Employes whose duties are in any way affected by the time-table must have a copy of the current time-table with them while on duty.

B. Employes must be conversant with and obey the rules and special instructions. If in doubt as to their meaning they must apply to proper authority for an explanation.

C. Employes must pass the required examinations.

D. Persons employed in any service on trains are subject to the rules and special instructions.

E. Employes must render every assistance in their power in carrying out the rules and special instructions and must report to the proper official any violation thereof.

F. Accidents, detentions of trains, failure in the supply of water or fuel, or defects in the tracks, bridges or signals, must be promptly reported to the proper official.

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

H. The use of tobacco by employes while on duty in or about passenger stations, or on passenger cars, or smoking in or about shops is prohibited.

J. Employees on duty must wear the prescribed badge and uniform and be neat in appearance. Only the prescribed badges, etc., will be permitted.

K. Employees and others must be orderly, courteous and avoid annoyance.

L. In case of danger to the Company's property, employees must unite to protect it.

M. Every employe is expected to do a reasonable part in preventing untidiness, deterioration, or waste of the Company's property.

N. Undivided attention to duty is essential to safety, efficiency and economy.

Playing cards or other games while on duty is prohibited.

Gambling in any form is prohibited on the property of this Company and any employe violating these instructions will be dropped from the service.

Reading of papers or periodicals while on duty is prohibited.

O. Employees are required to exercise care to avoid injury to themselves and others, and to inform themselves respecting the location of all structures or obstructions that will not clear men when on top or sides of cars.

They will exercise care to avoid danger from approaching trains, standing clear of all running tracks.

P. Employees who persist in performing unsafe acts will not be retained in the service.

DEFINITIONS.

ENGINE—A locomotive propelled by any form of energy.

MOTOR—A car propelled by any form of energy.

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

REGULAR TRAIN—A train authorized by a time-table schedule.

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

EXTRA TRAIN—A train not authorized by a time-table schedule. It may be designated as:

EXTRA—For any extra train, except work extra.

WORK EXTRA—For work extra.

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

SCHEDULE—That part of a time-table which prescribes class, direction, number and movement for a regular train.

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

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

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

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

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

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

YARD—A system of tracks within defined limits provided for the making up of trains, storing of cars and other purposes, over which movements not authorized by time-table, or by train order, may be made, subject to prescribed signals and rules, or special instructions.

YARD ENGINE—An engine assigned to yard service and working within yard limits.

PILOT—An employe assigned to a train when the engine-man or conductor, or both, are not fully acquainted with the physical characteristics or rules of the railroad, or portion of the railroad, over which the train is to be moved.

TRAIN REGISTER—A book or form which may be used at designated stations for registering signals displayed, the time of arrival and departure of trains and such other information as may be prescribed.

SPECIAL INSTRUCTIONS.

1. Nothing contained herein is to be construed as relieving employes from the strict observance of General and Special Rules published elsewhere, nor from the responsibility and necessity of giving full protection to trains.

TIME-TABLES.

2. Each time-table from the moment it takes effect, supersedes the preceding time-table. All employes whose duties are in any manner prescribed or affected by a time-table must keep themselves supplied with a copy, have it with them while on duty and correct to conform to each supplement as issued.

STANDARD TIME.

3. The seventy-fifth meridian or eastern time is the standard and will be transmitted daily, except on Sundays and Legal holidays, to all points, at 12.00 noon, at which time clocks must be adjusted to show correct time.

Yard masters, foremen, conductors and enginemen must use reliable watches, and compare same at least once each day with standard clock.

Standard clocks are located:

Station Master's Office, Union Station.

Engine Dispatcher's Office, Ivy City.

A, K, and C Interlocking Stations.

Assistant Yard Master's Office, Coach Yard.

Crew Clerks Office, Inspectors Building Station.

Assistant Yard Master's Office, "E" Bridge.

Inspection Pit, Ivy City.

BULLETIN BOARDS.

4. Are located as follows:

Station Master's Office, Union Station.
Engine Dispatcher's Office, Ivy City.
Crew Clerks Office, Inspectors Building Station.
Assistant Yard Master's Office, Coach Yard.

Trainmen, enginemen and firemen, must examine bulletin boards daily and sign for all General Orders within forty-eight hours after being posted.

DESIGNATION OF TRACKS AND CURRENT OF TRAFFIC.

5. The eastward track of Coach Yard Wye between B. & O. R. R. Wye Bridge and "T" Street overhead bridge is designated No. 48 and the current of traffic on this track will be from B. & O. R. R. Wye Bridge to "T" Street overhead bridge.

The westward track of Coach Yard Wye between "T" Street overhead bridge and B. & O. R. R. Wye Bridge is designated No. 49 and the current of traffic on this track will be from "T" Street overhead bridge to B. & O. R. R. Wye Bridge.

6. The thoroughfare track between Signal 66L, C Interlocking, and B. & O. R. R. Wye Bridge is designated No. 50, and the current of traffic on this track will be from Signal 66L to Wye Bridge.

7. The northward engine track between Signal 68L, C Interlocking, and B. & O. R. R. Wye Bridge is

designated No. 51, and the current of traffic on this track will be from Signal 68L to Wye Bridge.

8. The southward engine track between B. & O. R. R. Wye Bridge and Signal 70L, C Interlocking, is designated No. 52, and the current of traffic on this track will be from Wye Bridge to Signal 70L.

9. The stub end tracks, east of K Interlocking Station, adjacent to Express Building, are designated East Yard.

The stub end tracks, west of K Interlocking Station, adjacent to Main Power House, are designated West Yard.

MOVEMENT OF TRAINS.

10. Trainmen in charge of movements on Coach Yard Wye must be on the lookout for switching movements at and beyond northwest leg of Wye.

11. Movements opposing the current of traffic on tracks 48, 49 and 50 must be protected by flagman who will be sent ahead a sufficient distance to insure safety.

12. Movements to and from Turn Table, West Yard, Station, will be governed by light signals as per diagram, page 83.

13. Movements northward from Tracks 50 and 51 and movements southward from Tracks 1 and 2, Engine Tracks at Wye Bridge will be governed by the light signals as per diagram, page 83.

14. Movements to and from Eckington Coach Yard, via C Interlocking, will be governed by signals from Switch

Tender located at New York Avenue overhead bridge or at JY lead, north of New York Avenue overhead bridge, who, at each location, will use:

Green flag by day and green light by night for northward movements.

White flag by day and white light by night for southward movements.

SWITCH TENDER at New York Avenue overhead bridge will control:

Movements to and from points YA, AK and YF; South end Yards A, C, E and tracks 1 to 5, inclusive, F.

SWITCH TENDER at JY lead will control:

Movements to and from points JY and YG; South end Yards G, H and tracks 6 to 21, inclusive, F.

Northward movements must stop before fouling any Coach Yard lead unless signalled to proceed by Switch Tender controlling territory in which movement is being made.

Southward movements must stop north of switches controlled by Switch Tender and before fouling any lead and then proceed only when signalled to do so by Switch Tender controlling territory in which movement is being made.

Crews must not permit a movement in their charge to proceed unless it is known by them that proper signal, for their movement, has been given by Switch Tender and further movement is unobstructed.

15. Conductors or brakemen in charge of movement to and from Coach Yard must ride front end of said movement and will be held responsible for switches in Coach Yard other than those controlled by Switch Tender.

16. When trains are run against the current of traffic they must be run carefully, looking out for employees working about tracks.

17. During snow storms or when view of an approaching train is obscured, enginemen and trainmen must use every precaution approaching interlocking plants, stations, yards and other points where men may be at work on track, to attract their attention; the engine bell must be rung, speed reduced, and, if necessary, whistle sounded.

18. When cars are pushed by an engine between New York Avenue and Rhode Island Avenue or Twelfth Street, or on the tracks of The Washington Terminal Company between New York Avenue and Second Street and Virginia Avenue, or between Ivy City, Eckington and Union Station or vice versa, trainman in charge must know that air brake and train air signal equipment are coupled through from front of leading car to engine, and in an operative condition; that rider hose is coupled to air brake hose on front of leading car, test same and know it is in proper working order before signalling to engineman, then take a conspicuous position on front end of leading car and signal by communicating signals and hand signals.

A white light must be displayed on the front of the leading car by night.

Engineman will control movements in accordance with signals from trainman in charge.

Trainmen in charge of lead end movements will be held responsible for transmitting proper signals to engineman so that speed indications of signals will not be exceeded or violated. This, however, does not relieve enginemen if maximum speed allowable is exceeded.

When signals to reduce speed or stop are not promptly responded to by engineman, trainman in charge will be held responsible for stopping movement at once by application of brakes with rider hose brake valve.

Trainman in charge will use rider hose brake valve to stop movement in emergency.

On backup movements between the Station and Yards either by road engine or yard engine, one blast of air whistle signal will be given as notice to the engineman to look out for hand or lamp signal. After the one blast of the air whistle signal is given, if the hand or lamp signal cannot be seen, draft may be moved on two blasts of air whistle signal to move forward and three blasts of air whistle signal to move backward, engine crew to act accordingly.

Rider hose must be used in switching regardless of class or number of cars being so handled, or whether they be occupied or not occupied, except at Coach Yards and East and West Yards.

Hand signals must be used in switching.

(G. O. 126. June 5, 1928.)

19. Enginemen and firemen must keep a constant lookout and observe hand, flag and lamp signals and position of fixed signals.

20 L A 20. Effective at once, when train is stopped at Signal 1366 for a period exceeding one (1) minute, the conductor or engineman will communicate with Assistant Train Director at "A" Interlocking Station. In event of the signal being out of order, authority to proceed to be obtained by telephone and must be taken on clearance card, Form W. T. 97, a supply of which will be kept in the telephone box located on south side of signal case at Signal 1366, and also in box at telephone located just south of Canal Street Bridge. When this form is so used, conductor or engineman will forward same to the Office of the Manager promptly after arrival at Union Station. (G. O. 143. Feb. 26, 1933.)

21. When a sudden or severe application of the brakes takes place, all tracks must be protected immediately.

22. If the communicating signal fails on a passenger train, and cannot be put in working condition without detention, the train may proceed with the communicating signal out of service; in such cases Car Inspector must notify Station Master, Conductor and Engineman. Conductor and Engineman must have a clear understanding as to how the train is to be handled before starting the train. Station Master will report such cases to Manager (Train Clerk). (G. N. 421. Aug. 23, 1928.)

23. Cars will be handled at Ivy City Coaling Station and at all power plants in accordance with the following instructions:

Before cars are moved Coal Wharf Foreman must see that bottom car doors are closed and secured, that rails are free from coal, and dumped coal is so dressed that it will not cause derailment.

Conductors must see that bottom car doors are secured before placing cars on the coal wharf and must not move cars from coal wharf until it is known that tracks are free from coal and doors of cars are closed and secured.

24. All engines, trains, or drafts, entering high level station tracks must be stopped at least twenty feet from the stop block or from cars that may be standing on such tracks unless it is desired to couple to such cars, or unless for certain switching, assistant yard master directs closer placing.

Employees of Car Department when cutting road engines off at north end of Station tracks will see that proper hand brakes are applied to hold the equipment.

MOVEMENT THROUGH FIRST STREET TUNNEL.

25. Trains must be provided, day and night, with lighted markers.

26. Passenger trains must be fully lighted.

27. Trainmen in charge must know that trains are provided with red and white lamps, lighted and ready for immediate use.

28. When approaching tunnel passenger trainmen will see that windows, end car doors, vestibule doors and all car ventilators are closed.

29. Enginemen must know that locomotives in their charge are provided with red and white lamps, lighted and ready for immediate use.

30. Enginemen must see that locomotive cab windows are closed.

STARTING TRAINS.

31. The system of train starting signals is composed of two-light indicators at the train fence gates, and at regular intervals on the train shed posts; also at "K" Street and Massachusetts Avenue Towers.

On the Low Level they are arranged to start trains in either direction, northbound being designated by the letter "N" and southbound by the letter "S."

At the train fence gates leading to the Low Level the indicators for northbound trains are on the south side, while those for the southbound trains are on the north side.

The system is to be operated as follows:

In the absence of instructions to hold train for baggage, mail or other causes, the conductor will notify "K" or "A" Tower TWO minutes before train is to leave, by turning, with a key provided for that purpose, the electric switch at one of the shed post indicators on the side adjoining his train. Receipt of signal will be acknowledged by towerman lighting the upper indicator at the shed post and at the train fence gate.

Ticket examiner will, at the proper time, close the gate and light the lower indicator at the gate, tower and shed posts, conductor will give proper signal to flagman, who from rear of last car in train will give proper communicating whistle signal for engineman to proceed.

If the lower indicator at the gate fails to light, the ticket examiner must then notify the conductor and tower that the starting signals are out of order and the train may proceed.

After the train has departed, the starting signals must be restored to the normal position.

Car inspector will personally notify conductor and engineman when train has been inspected, condition of brakes, number of cars in train, and number of brakes operative. Train must not be started until this requirement is complied with.

Conductors will report at the Station Master's office for instructions before going to their trains, and will be held responsible for carrying our instructions in regard to connections. (G. O. 136. July 9, 1930.)

SIGNAL RULES.

Use of Signals.

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

33. A train or engine finding a signal imperfectly displayed, or no signal at a place where a signal is usually shown, must regard it as the most restrictive indication that can be given by that signal for that train or engine, except that after a train has been stopped by an imperfectly displayed night signal from which a light is absent it will be governed by the day indication when it is plainly seen.

Imperfectly displayed signals must be promptly reported to the Manager. (G. O. 120. Dec. 1, 1927.)

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

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

36. Interlocking signals at all points must be restored to the stop position as soon as the movement for which they were displayed has passed, and a following movement must not, without orders, proceed on a signal known to have been displayed for a preceding movement.

37. When interlocking signals fail, or for any other reason cannot be cleared, authority to pass same will be given on clearance card, Form W. T. 97.

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

39. Trainmen and other employes when not engaged in giving signals must avoid any movement of arms or lamps which might be accepted in error as a signal.

40. Enginemen and firemen must both remain on engine between Ivy City and station or *vice versa*, and will call signal indications to each other. Trainmen riding on locomotives must also observe and call indication of signals.

41.

Communicating Signals

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

42.

Audible Signals**Engine Whistle Signals.**

Note—The signals prescribed are illustrated by “o” for short sounds, “—” for longer sounds. The sound of the whistle should be distinct, with intensity and duration proportionate to the distance signal is to be conveyed.

	Sound	Indication
(a)	o	Stop. Apply brakes.
(b)	--	Release brakes.
(f)	---	When running, train parted, to be repeated until answered by signal prescribed by Paragraph 43 (d).
(g)	o o	Answer to any signal not otherwise provided for.
(h)	o o o	When train is standing, back.

Manner of Using	Indication
(a) Swung across the track.	Stop.
(b) Raised and lowered vertically.	Proceed.
(c) Swung vertically in a circle at half arm's length across the track, when train is standing.	} Back.
(d) Swung vertically in a circle at arm's length across the track, when the train is running.	
(e) Swung horizontally above the head, when the train is standing.	} Apply air brakes.
(f) Held at arm's length above the head, when the train is standing.	
(g) Held horizontally at arm's length, when the train is moving.	} Release air brakes
	} Reduce speed.

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

INTERLOCKING RULES.

44.

Definitions.

INTERLOCKING.—An arrangement of switch, lock and signal appliances so interconnected that their movements must succeed each other in a predetermined order.

INTERLOCKING PLANT.—An assemblage of switch, lock and signal appliances, interlocked.

INTERLOCKING STATION.—A place from which an interlocking plant is operated.

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

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

HOME SIGNAL.—A fixed signal at the entrance of a route or block to govern trains in entering and using said route or block.

DISTANT SIGNAL.—A fixed signal used in connection with one or more home signals to govern the approach thereto.

DWARF SIGNAL.—A low home signal.

Interlocking Signals.

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

Signalmen.

46. The normal indication of Home Signal—Stop; of Distant Signals—Caution.

47. Levers, or other operating appliances, must be used only by those charged with that duty and as directed by the rules. Levers must be left in normal position except when otherwise needed for immediate movements.

48. When the route is set the signals must be operated sufficiently in advance of approaching trains to avoid delay.

49. Signals must be restored so as to display their most restrictive indications as soon as the train or engine for which they were cleared has passed.

50. If necessary to change any route for which the signals have been cleared for an approaching train or engine, switches must not be changed or signals cleared for any conflicting route until the train or engine for which the signals were first cleared has stopped.

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

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

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

54. During storms or while snow or sand is drifting special care must be used in operating switches. If the force whose duty it is to keep the switches clear is not on hand promptly when required, the fact must be reported to the Manager.

55. If a signal fails to work properly its operation must be discontinued, and, until repaired, the signal secured so as to display its most restrictive indication.

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

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

Any defects in the interlocking plant must be promptly reported to the Manager and Maintainer: the latter will report same to Supervisor of Signals.

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

59. If necessary to disconnect a switch, derail, detector bar, or its equivalent, or a lock, all switches or derails affected must be safely secured.

60. When switches or signals are undergoing repairs, signals must not be displayed for any movements which may be affected by such repairs, until it has been ascertained from the repairman that the switches are properly set for such movements.

61. Signalmen must observe all passing trains and note whether they are complete and in order; should there be any indication of conditions endangering the train, or any other train, the signalman must take such measures for the protection of trains as may be practicable.

62. If a signalman has information that an approaching train has parted he must, if possible, stop trains or engines on conflicting routes, clear the route for the parted train, and give the train-parted signal to the engineman or trainmen.

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

64. If necessary to discontinue the use of any interlocking signal, hand signals must be used and Manager notified.

65. Signalmen will be held responsible for the care of the interlocking station, lamps and supplies; and, unless otherwise provided, of the interlocking plant.

66. Lights in interlocking stations must be so placed that they cannot be seen from approaching trains.

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

68. If a train or engine overruns a Stop Signal, the fact must be reported to the Manager.

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

Enginemen and Trainmen.

70. If a signal, permitting a train to proceed after being accepted, is changed to a Stop signal before it is reached, the stop must be made at once. Such occurrences must be reported to the Manager.

71. On account of the arrangement of track circuits and in order to give proper route protection, trains or engines must be run quite up to but not beyond a signal indicating Stop, except as provided in Paragraph No. 72.

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

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

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

When a parted train has been re-coupled the signalman must be notified.

75. In Union Station, when a train, the engine of which stands beyond the first interlocking signal in such position that the indication cannot be seen by the engine crew, the train must not be moved until either the engineman or fireman has observed the signal, or until one of the trainmen has verbally notified them that the signal is in proceed position, except as provided for in Rule 76.

76. Southward movements from low level standing south of signal bridges will be governed starting by the two-light box signal at points J, K, L, M, N and O, under concourse, and engine crews will not there be required to go

back to ascertain proceed position of bridge signal beyond which a portion of their train is standing before starting.

77. Trains from south via low level receiving proper interlocking signal, should continue to the high level without stopping, where its further movement will be governed by interlocking signals.

One blast of communicating whistle signal may be used to denote train clears derail at South end.

78. Conductors (or enginemen of yard engines) must report to Manager any unusual detention at interlocking plants.

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

80. A reverse movement within the limits of an interlocking plant, or a forward movement after making a reverse movement, must not be made without the proper interlocking signal or permission from the signalman.

REPAIRMEN.

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

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

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

84. If necessary to disconnect a switch, derail, detector bar, or its equivalent, or a lock, all switches or derails affected must be safely secured before any train or engine is permitted to pass over them.

85. Alterations or additions to an interlocking plant must not be made unless authorized by Manager.

86. SPEED REGULATIONS.
Maximum Speed of Trains.
Speed Restrictions Cover Entire Train.

LOCATION (Between)	DISTANCE (feet)	Maximum Speed (Miles per Hour)	Time to be Consumed (Seconds)
Second Street and Virginia Avenue and North Portal of First Street Tunnel.....	5905	25	161
North Portal of First Street Tunnel and Union Station, Center of Train Shed.....	1133	15	51
North End of Station Platforms and Signal Bridge "H".....	1025	15	47
Signal Bridge H and Signal Bridge J Northward.....	470	30	11
Southward.....	15	21
Signal Bridge J and Signal Bridge K Northward.....	940	30	21
Southward.....	25	26
Signal Bridge K and Signal Bridge L Northward.....	463	30	11
Southward.....	25	13
Signal Bridge L and Signal Bridge N Northward.....	1096	30	25
Southward.....	25	30
Signal Bridge L and Signal Bridge M Northward.....	866	30	20
Southward.....	25	24

All crossover or turnout movements not otherwise restricted must be made at a speed not exceeding fifteen (15) miles per hour (240 seconds per mile).

87. Minimum Time of Trains.

Between	DISTANCE (Feet)	Time to be Consumed	
		Mins.	Secs.
Union Station, Center of Train Shed, and Second Street and Virginia Avenue.....	7038	3	32
Union Station, Center of Train Shed, and "C" Interlocking Station....	3899	2	30

On all yard tracks, trains and engines must be run carefully, crews expecting to find track obstructed and must be prepared to stop within range of vision.

On all yard tracks, trains and engines must be stopped clear of switches or other tracks unless it is known by the crews that further movement is unobstructed.

(G. O. 252. Jan. 20, 1942.)

Time per Mile		Miles per Hour		Time per Mile		Miles per Hour		Time per Mile		Miles per Hour		Time per Mile		Miles per Hour	
Min.	Sec.			Min.	Sec.			Min.	Sec.			Min.	Sec.		
0.39		92.31		1.16		47.37		1.53		31.86		2.30		24.00	
0.40		90.00		1.17		46.74		1.54		31.58		2.31		23.84	
0.41		87.80		1.18		46.15		1.55		31.30		2.32		23.64	
0.42		85.71		1.19		45.57		1.56		31.04		2.33		23.53	
0.43		83.72		1.20		45.00		1.57		30.77		2.34		23.38	
0.44		81.82		1.21		44.44		1.58		30.51		2.35		23.23	
0.45		80.00		1.22		43.90		1.59		30.25		2.36		23.08	
0.46		78.26		1.23		43.37		2.00		30.00		2.37		22.93	
0.47		76.59		1.24		42.86		2.01		29.75		2.38		22.78	
0.48		75.00		1.25		42.35		2.02		29.50		2.39		22.64	
0.49		73.47		1.26		41.86		2.03		29.27		2.40		22.50	
0.50		72.00		1.27		41.38		2.04		29.03		2.41		22.36	
0.51		70.59		1.28		40.91		2.05		28.80		2.42		22.22	
0.52		69.23		1.29		40.45		2.06		28.57		2.43		22.08	
0.53		67.92		1.30		40.00		2.07		28.34		2.44		21.95	
0.54		66.66		1.31		39.56		2.08		28.12		2.45		21.82	
0.55		65.45		1.32		39.13		2.09		27.91		2.46		21.69	
0.56		64.29		1.33		38.71		2.10		27.69		2.47		21.56	
0.57		63.16		1.34		38.29		2.11		27.48		2.48		21.43	
0.58		62.07		1.35		37.89		2.12		27.27		2.49		21.30	
0.59		61.02		1.36		37.50		2.13		27.09		2.50		21.17	
1.00		60.00		1.37		37.11		2.14		26.87		2.51		21.05	
1.01		59.02		1.38		36.73		2.15		26.67		2.52		20.93	
1.02		58.06		1.39		36.39		2.16		26.47		2.53		20.81	
1.03		57.14		1.40		36.00		2.17		26.28		2.54		20.70	
1.04		56.25		1.41		35.64		2.18		26.09		2.55		20.57	
1.05		55.38		1.42		35.29		2.19		25.90		2.56		20.45	
1.06		54.55		1.43		34.95		2.20		25.71		2.57		20.34	
1.07		53.73		1.44		34.61		2.21		25.53		2.58		20.22	
1.08		52.94		1.45		34.28		2.22		25.35		2.59		20.11	
1.09		52.17		1.46		33.96		2.23		25.17		3.00		20.00	
1.10		51.43		1.47		33.64		2.24		25.00		3.15		18.46	
1.11		50.70		1.48		33.33		2.25		24.83		3.30		17.14	
1.12		50.00		1.49		33.03		2.26		24.66		3.45		16.00	
1.13		49.31		1.50		32.73		2.27		24.49		4.00		15.00	
1.14		48.65		1.51		32.43		2.28		24.32		5.00		12.00	
1.15		48.00		1.52		32.14		2.29		24.16		6.00		10.00	

89. ALLOWABLE DIMENSIONS WASHINGTON TERMINAL

SOUTHWARD TUNNEL				NORTHWARD TUNNEL			
Via any track through Shelter Sheds		Via No. 24 track only		Via any track through Shelter Sheds		Via No. 24 track only	
Width Ft. In.	Height Ft. In.	Width Ft. In.	Height Ft. In.	Width Ft. In.	Height Ft. In.	Width Ft. In.	Height Ft. In.
2 5	15 10	2 5	15 10	3 6	15 11	3 6	15 11
3 1	15 9	3 1	15 9	3 11	15 10	3 11	15 10
3 7	15 8	3 7	15 8	4 6	15 9	4 6	15 9
4 2	15 7	4 2	15 7	5 0	15 8	5 0	15 8
4 7	15 6	4 7	15 6	5 6	15 7	5 6	15 7
5 0	15 5	5 0	15 5	5 11	15 6	5 11	15 6
5 5	15 4	5 5	15 4	6 3	15 5	6 3	15 5
5 11	15 3	5 11	15 3	6 4	15 1	6 6	15 4
6 4	15 2	6 4	15 2	6 5	15 0	6 8	15 3
6 5	15 0	6 6	15 1	6 7	14 8	6 10	15 2
6 7	14 8	6 11	15 0	6 9	14 7	7 0	15 1
6 9	14 7	7 2	14 11	6 11	14 6	7 2	15 0
6 11	14 6	7 5	14 10	7 2	14 5	7 6	14 11
7 2	14 5	7 8	14 9	7 4	14 4	8 0	14 10
7 4	14 4	8 1	14 8	7 6	14 3	8 2	14 9
7 6	14 3	8 3	14 7	8 3	14 2	8 5	14 8
8 3	14 2	8 5	14 6	8 7	14 1	8 7	14 7
8 7	14 1	8 7	14 5	8 11	14 0	9 0	14 6
8 11	14 0	8 10	14 4	9 2	13 11	9 2	14 5
9 2	13 11	9 0	14 3	9 5	13 10	9 5	14 4
9 5	13 10	9 2	14 2	9 7	13 9	9 7	14 3
9 7	13 9	9 5	14 1	9 9	13 8	9 10	14 2
9 9	13 8	9 6	14 0	9 11	13 7	10 0	14 1
9 11	13 7	9 9	13 11	10 0	13 6	10 2	14 0
10 0	13 6	9 11	13 10	10 5	13 5	10 3	13 11
10 5	13 5	10 0	13 9	10 7	13 4	10 5	13 10
10 7	13 4	10 2	13 8	10 9	13 3	10 7	13 9
10 9	13 3	10 3	13 7	10 10	13 2	10 9	13 8
10 10	13 2	10 5	13 6	11 0	13 1	10 11	13 7
11 0	13 1	10 6	13 5			11 0	13 6
		10 8	13 4				
		10 9	13 3				
		10 10	13 2				
		11 0	13 1				

NOTE—Widths shown are full widths of equipment at height indicated.

The terms "Northward" and "Southward" as above used apply to the normal current of traffic. In case of reverse movements, the reverse clearance must be used.

Overhead Limits

Tie Beams over track No. 20.....	15' 10"
Pipe lines under Concourse.....	16' 7"
North Portal First Street Tunnel.....	15' 11"
First Street Tunnel.....	17' 0"

AIR BRAKE

90. The following table may be used to determine how many cars will be allowed in trains without effective air brakes in order to maintain the required 85 per cent:

Number of Cars in Trains		Maximum Number of Cars Allowed without Effective Air Brakes
6 cars or less.....		0 cars.
7 " to 13 cars, inclusive.....		1 car.
14 " to 19 " "		2 cars.
20 " to 26 " "		3 "
27 " to 33 " "		4 "
34 " to 39 " "		5 "
40 " to 46 " "		6 "
47 " to 53 " "		7 "
54 " to 59 " "		8 "
60 " to 66 " "		9 "
67 " to 73 " "		10 "
74 " to 79 " "		11 "
80 " to 86 " "		12 "
87 " to 93 " "		13 "
94 " to 99 " "		14 "
100 " to 106 " "		15 "
107 " to 113 " "		16 "
114 " to 119 " "		17 "
120 " to 126 " "		18 "

The word Car means all cars or dead engines in train, the tender of an Engine is counted as a car.

The air brakes on two consecutive cars should not be cut out in passenger trains.

When a car, having two independent sets of air brake equipment, has one or both of these sets inoperative, the entire car must be excluded in ascertaining whether the train has the necessary eighty-five per cent. of cars with power brakes in service.

Location	Connected With
Train Sheds—on 2nd Post from North End between tracks 1 & 2, 5 & 6, 7 & 8, 11 & 12, 13 & 14, 15 & 16, 19 & 20.	K Interlocking Station.
Train Sheds—on 14th Post from South End between tracks 1 & 2, 7 & 8, 13 & 14, 17 & 18—on 6th Post from South End between tracks 5 & 6, 15 & 16—on 2nd Post from North End between tracks 3 & 4, 17 & 18—on 11th Post from North End between tracks 9 & 10.	Wash. Terminal Exchange. K Interlocking Tower.
Train Shed—on 12th Post from South End, between tracks 19 & 20.	Wash. Terminal Exchange. K Interlocking Tower. Station Master's Offices.
Train Sheds—on 9th Post from South End between tracks 21 & 22, 25 & 26, 29 & 30—on 2nd Post from North End between tracks 21 & 22, 23 & 24, 25 & 26, 27 & 28, 29 & 30.	Wash. Terminal Exchange. K Interlocking Tower. A Interlocking Tower.
Assistant Station Master's Office (Low Level).	Wash. Terminal Exchange. Train Clerk. K Interlocking Tower. Station Master. A Interlocking Tower.

Location	Connected With
South End of First Street Tunnel, on Signal Pole No. 1366.	A Interlocking Tower. VU Interlocking Tower.
Fan Chamber, in First Street Tunnel.	Wash. Terminal Exchange. A Interlocking Tower.
Manholes 8, 19, & 30, in First Street Tunnel.	A Interlocking Tower.
Assistant Yard Master's Office, North End of (Lower Level).	Wash. Terminal Exchange. K Interlocking Tower. A Interlocking Tower. Train Clerk. Signal Bridge E.
Assistant Yard Master's Office, Signal Bridge E.	Wash. Terminal Exchange. K Interlocking Station. Train Clerk. Ass't Yd. Master, "A" Yard. Station Master's Office.
Signal Bridge E (Middle Leg).	Wash. Terminal Exchange.
Platform Crossing, North End Lower Level between tracks 25 and 26.	Wash. Terminal Exchange.
South End East Yard (Station).	Wash. Terminal Exchange. K Interlocking Tower.
North End West Yard (Station).	K Interlocking Tower.

Location	Connected With
Signal Bridge H (East Leg).	Wash. Terminal Exchange. K Interlocking Tower.
Signal Bridge J (West Leg).	K Interlocking Tower.
Signal Bridge K (West Leg).	QN Interlocking Tower, B. & O. Yard Master.
Tool House, East Side of tracks, between Signal Bridges K and L.	Wash. Terminal Exchange.
Signal Bridge N (West Leg).	Wash. Terminal Exchange.
Switch Tender's Cabin, New York Ave. Bridge.	Wash. Terminal Exchange. C Interlocking Tower. Ass't Yard Master, A Yard. Ass't Yard Master F Yard. JY Switch Tender.
JY Switch Tender's Cabin, just North of New York Ave. Bridge.	Wash. Terminal Exchange. Switchman, N. Y. Ave. Bridge. C Interlocking Tower. Ass't Yard Master, A Yard. Ass't Yard Master, F Yard. Ass't Yard Master, H Yard.

Party
Line.

Location	Connected With
<p>Assistant Yard Master's Office, A Yard.</p>	<p>Wash. Terminal Exchange. K Interlocking Tower. Train Clerk. C Interlocking Tower. Engine Dispatcher. Switch Tender, New York Ave. Bridge. Ass't Yd. Master, Bridge E. Ass't Yard Master, F Yard. General Foreman, Car Repairs. Pullman Company, Room 402, Union Station. Switch Tender, JY } Cabin } Ass't Yard Master, } Party H Yard. } Line Ass't Yard Master, } F Yard. } C Interlocking Tower.</p>
<p>On Pole North End Track 5 in F Yard.</p> <p>Assistant Yard Master's of- fice, F Yard.</p>	<p>Wash. Terminal Exchange.</p> <p>Wash. Terminal Exchange. Pullman Company, Room 402, Union Station. Ass't Yd. Master, A Yard. Switch Tender, New York Avenue Bridge. K Interlocking Tower Train Clerk. Gen'l Foreman, Car Rep'rs</p>

Location	Connected With
Ass't Yard Master's Office, F Yard—Con.	C Interlocking Tower. Switch Tender, JY. Ass't Yard Master, H Yard. Ass't Yard Master, A Yard.
Ass't Yard Master's Office, H Yard.	Wash. Terminal Exchange. K Interlocking Tower. Train Clerk. Switch Tender, JY Cabin. Ass't Yard Master, A Yard. Ass't Yard Master, F Yard. C Interlocking Tower.
Switch Tender's Cabin, Wye Bridge.	Wash. Terminal Exchange. C Interlocking Tower.
North End Coach Yard Wye.	QN Interlocking Tower. B. & O. Yard Master.

Where the telephone is used for transmitting train orders or making any arrangements pertaining to train movements the precaution must be taken to insure accurate transmission and proper delivery of train orders or instructions. Each person must first make careful inquiry to satisfy himself that he is in communication with the person desired.

Employees must, after using telephones, replace receiver on hook and close doors of telephone booths.

When yard movements enter station tracks, yard trainmen in charge, if not instructed as to movement desired, will report to Train Director "K" Interlocking Station, from nearest telephone.

EMERGENCY WHISTLES.

92. Emergency whistles are located as follows:

A INTERLOCKING STATION	<p>North end of twin tubes in First Street Tunnel.</p> <p>Signal Bridge over Tracks 26 and 27, south end, Low Level.</p> <p>North Portal, First Street Tunnel between Tracks 24 and 25.</p>
K INTERLOCKING STATION	<p>Signal Bridges E and J, Supporting Column at South End Express Shed, East Yard.</p> <p>Roof of Interlocking Station, North End.</p>
C INTERLOCKING STATION	<p>Signal Bridge K.</p> <p>Roof of Interlocking Station, North End.</p> <p>Signal Bridge N.</p>

Code

ONE LONG BLAST:

All trains within the limits of interlocking governed must stop immediately.

CODE—Concluded.

TWO SHORT BLASTS:	Trains having correct signals, proceed.
THREE SHORT BLASTS:	Repairman report at Interlocking Station or Telephone.
FIVE SHORT BLASTS:	Whistle test at 8.00 A. M.

(G. O. 120. Dec. 1, 1927.)

93.

PEN STOCKS.

Are numbered and located as follows:

- No. 1 Between Station Tracks 7 and 8.
" 2 " " " 11 " 12.
" 3 " " " 13 " 14.
" 4 " " " 17 " 18.
" 5 Turn table, West Yard.
" 6 Between Tracks 5 and 6, East Yard.
" 7 Coach Yard Wye, Track 49.
" 8 " " " " 48.
" 9 Southward engine track, east of Wye Bridge.
" 9a South end South Engine Storage Yard, Wye Bridge.
" 10 S. W. Corner, Enginemen's Bldg., Ivy City.
" 11 S. E. Corner, Machine Shop, Ivy City.
" 12 East of Middle of Machine Shop, Ivy City.
" 13 N. E. Corner, Enginemen's Bldg., Ivy City.
" 14 Southward engine track, East of Engine House, Ivy City.

After taking water, enginemen, firemen and other employees are required to know that the apparatus used is clear of all tracks and secured in the place provided and must not permit a waste of water.

TRAINMEN.

94. Passenger trainmen, in proper uniform, must personally register in Trainmen's Register located at office of Station Master, and report for duty as follows:

- (a) On trains arriving, must register promptly following arrival at Union Station.
- (b) When assigned to local trains leaving, must register not more than 45 minutes or less than 20 minutes and be on train platform to take charge of train not less than 15 minutes before leaving time.
- (c) When assigned to trains not considered local trains, or trains having through car connections leaving, must register not more than 45 minutes nor less than 25 minutes and be on train platform to take charge of train not less than 20 minutes before leaving time.

95. Conductor before going to train must call at office of the Station Master, ask for instructions, and report at same time compliance by or failure of any member of his crew to register as above required.

96. Conductor must know that all members of his crew are on the train platform as above required, promptly report to the Station Master when they are not, and not signal for train to start without knowing that all members of his crew are in position to go on train.

97. Examine instructions on bulletin board and crew board located in office of Station Master, when registering, and be governed accordingly.

98. Furnish the Station Master with their Washington, D. C., addresses.

99. When starting northward trains from the low level station tracks 21 to 29, inclusive, it becomes necessary to take slack, enginemen and conductors will confer and so arrange with trainmen that by use of signals, movement will be prevented from obstructing or coming in contact with derails located at south end of these tracks.

100. Conductors and trainmen will see that electric charging cables are removed from all cars in their train, or cars to be moved, before starting the train or cars. These cables are easily removed by anyone by pulling same out of receptacles, and, to avoid delay, in the absence of an electrician this should be done by some member of the crew handling the train or cars. Neglect of this rule may result in damage to equipment, the dragging of cables and connections through switch points resulting in derailments.

101. Baggage Masters will have baggage destined beyond Washington requiring transfer at that point near the door of the baggage car on arrival at Union Station so it can be promptly dispatched to connecting trains and assist in unloading same and other baggage, also, assist in loading their cars and have baggage remaining in same loaded in such shape as to allow cars to be loaded to their capacity if necessary.

102. Trainmen will, while loading passengers, frequently announce the routes and names of the principal stations at which the train will stop, and before departure make the announcement in all coaches. Pullman employes will make similar announcements in the body and smoking rooms of Pullman cars, except in sleeping cars at night.

Trainmen and Pullman employes will direct passengers to pass promptly to inside of cars and not allow them to stand on car platforms.

Passengers must not be unduly hurried or the announcement "All Aboard" made so far ahead of time train is to start as to excite passengers into undue haste and risk of falling and personal injury.

103. The attention of conductors and passenger Brakemen is called to the importance of seeing that end gates or chains on rear are properly placed before train departs from Washington. Trains should not be permitted to leave station until this is done.

104. Passenger trainmen must not permit hand baggage or other effects to obstruct the aisles of passenger cars.

105. Trainmen must not deposit their train boxes, lamps, flag cases or other equipment on the station platforms, in concourse or in waiting room.

Nor permit track torpedoes to be carelessly left about station platform or tracks.

106. Passenger trainmen arriving Washington Terminal on trains terminating at that point will remain with their trains until all passengers are out of cars.

These instructions do not apply to sleeping cars in charge of Pullman employes arriving during night and not vacated until advertised time.

When a station platform does not accommodate all the exits of a passenger train, trainmen must direct passengers to pass through the train to a location where they can leave the train with safety, preferably at Station platform.

107. In order to furnish immediate protection in case it is necessary, Passenger Flagmen will, on the upper level, arrange to ride rear of trains between "K" Tower and limits of the Washington Terminal Company, and on the lower level between Union Station and South end of First Street Tunnel.

Flagmen on northbound trains, from the South, stopping on lower level will furnish full protection to rear of train unless clear of derail at South end of Station track or relieved of that duty.

ENGINEMEN AND FIREMEN.

108. Enginemen, when taking charge of a locomotive, must examine fire-box and crown sheet to note if in good condition, must test injectors, note water level in boiler, and must see that the brake and signal apparatus on locomotive and tender are in good working order, that the air compressor and lubricator work properly, and during winter season see that steam is circulating through steam heat equipment on their locomotives.

109. Enginemen are responsible for the proper management and care of engines in their charge, for care of equipment, and for economical use of fuel and supplies. They are also responsible for the performance of duty by firemen, will instruct them in such duties, when necessary, and will report incompetence or neglect of duty upon their part to the Master Mechanic or Road Foreman of Engines.

110. Enginemen are required to have the firing done in such manner as to avoid smoke, and to use the blower gently to prevent smoke lowering.

They will prevent the blowing off of steam from safety valves.

Overflow from injectors will not be permitted on station platforms, nor in freezing weather on turntables or interlocking fixtures. They will exercise care to prevent water being thrown from the smoke stack when starting at station.

They will avoid, so far as possible, the slipping of driving wheels.

Enginemen are personally required to execute Form M. P. 11 (condition of locomotive) after arrival at inspection pit and sign same.

111. When road engines are coupled to southward trains on low level tracks, and such trains are being switched from rear, road enginemen will keep brakes applied to engine and cars to which it is coupled until switching is completed or proper signal has been given to release brakes.

112. Enginemen are required to see that ash pan slides of engines are kept closed, and will report promptly to the Manager when ash pans of engines in their charge are in defective condition.

113. Oiling engines on station tracks is prohibited. Cylinder cocks must be kept closed when engines are passing or working around station platforms and when moving between the fan chamber, First Street Tunnel, and New York Avenue, excepting between signal bridges J and K.

114. Enginemen and firemen must see that coal on tender is so placed as to prevent it falling off.

HOURS-OF-SERVICE LAW.

115. The Hours-of-Service law requires that no employe in train service shall be permitted to be continuously on duty for more than sixteen consecutive hours, nor permitted to be on duty more than sixteen hours in the aggregate in any twenty-four hour period, except in case of casualty, unavoidable accident or act of God. After being on duty sixteen consecutive hours, he must not be required or permitted to again resume duty without having been off duty ten consecutive hours, and after being on duty sixteen hours in the aggregate in any twenty-four hour period, he shall not be required or permitted to again go on duty without having had at least eight consecutive hours off duty.

Any employe concerned who may be ordered for duty before his legal rest period has expired, must report the fact to the proper officer before going on duty.

A report must be made to the Manager at least two hours in advance of the expiration of the time on duty permitted by the Hours-of-Service law and without regard to exceptions as specified above. The Manager will make arrangements for relief when necessary.

The Conductor must make this report for each member of the train crew and the Engineman for the engine crew.

FIRST AID BOXES.

116. In order that all concerned will be familiar with the proper handling of First Aid Boxes, the following instructions will be adhered to:

Inspection will be made monthly by the following persons:

At Union Station: By Station Master.

At Interlocking Stations, Yard Offices and Switch-tenders' Cabins: By Assistant Train Master.

At Tool Houses: By Supervisor of Tracks.

At Shops: By General Foremen of Locomotive and Car Departments.

At Enginehouses: Inspection to be made monthly by Engine House Foreman. When the seal of the First Aid Boxes has been broken, for any cause, the box must be removed from the engine upon arrival at terminal and turned into storehouse at terminal to be replaced by one properly filled and sealed.

Employees in charge of stations, tool houses, etc., will, when the seal of a First Aid Box is broken, notify Master Mechanic, Ivy City Shops, such notification to be accompanied by a Material Card, Form S-2, requesting a new box, upon receipt of which the Master Machinec will furnish a box, properly sealed, to replace the box used, which must then be forwarded to Master Mechanic, Ivy City Shops, properly tagged, showing where from, and why seal was broken.

All First Aid Boxes with broken seals received by the Master Mechanic are to be forwarded to Master Mechanic of the Pennsylvania Railroad at Wilmington Shops, Delaware, to be refilled and sealed.

Each box is supplied with six cards. One of these cards must be filled out for each injured person, when box has been opened and any of the contents used, and cards forwarded to the Manager.

First Aid Boxes, stretchers, woolen blankets and rubber covers are located at points shown below:

Main Storeroom, Ivy City.

Eckington Storeroom, Coach Yard.

Storeroom, Car Inspector's Building, Station.

C Interlocking Station (in charge of Assistant Train Director).

K Interlocking Station (in charge of Assistant Train Master's office).

A Interlocking Station (in charge of Assistant Train Director).

Lamp Room, Station (in charge of Attendant).

Baggage Room, Railroad Mail Room (in charge of Mail Attendant).

First Aid Boxes are also located in Tool Houses at points shown below:

East end of basement, Union Station.

North of Main Power Plant, Station.

South of Florida Avenue, east of tracks.

South of Power Plant, F Yard, Eckington.

Opposite office of foreman car shops, Ivy City.

PERSONAL INJURIES.

117. When employes or other persons injured on or about the line of the railroad are taken to one of the following places, they will be attended without cost by the physicians named below:

Office: Room 217.

Telephone: Branch 114 W. T. Exchange.

Name	Residence	Telephone
J. B. GRIER.....	321 Massachusetts Ave., N. E.	Lincoln 5113.
E. C. HUNTER...	10 Fifth St., N. E.	Lincoln 3094.
J. A. WHITE.....	300 Maryland Ave., N. E.	Lincoln 7334.

MISCELLANEOUS.

118. A person whose duty it is to report an accident connected with the train service must, at the time and place, in company with at least one other employe when practicable, make a careful inspection of the premises and of any appliances which may have caused the accident; the car, cars or appliances, causing the accident must be given a careful inspection by the General Foreman Car Repairs immediately after the accident or as soon thereafter as possible; if necessary the car, cars or appliances, to be cut out of service for such inspection. If an injury occurs to a person in or about the station the Station Master should at once make a careful examination of

the premises. A report in writing to be made of the result of the inspection.

119. Before moving a defective locomotive, or car, employe in charge must:

- (a) Notify Train Director or Yard Master in whose territory movement is to be made.
- (b) Assure themselves that existing defects will not cause derailment or other accident.

Train Directors or Yard Masters must, if necessary, arrange for a competent representative of Motive Power Department to take charge of defective locomotive or car and supervise movement.

120. Employes are forbidden to stand in front of and board an approaching engine or car in motion.

121. All persons are forbidden to walk upon tracks except in the performance of duty.

122. Employes are prohibited from jumping on or off moving trains of any description, except when necessary to do so in the discharge of their duties in connection with such trains.

123. Trainmen and others whose duties require them to go between or under cars while an engine is attached, will not do so until the conductor or some other member of the crew has been notified, and the latter must take the necessary precaution to prevent the train being moved while the employe is between or under the cars.

124. Kicking a brake shoe on an engine or car in motion is prohibited.

125. Employees must not throw articles of any kind from trains while in motion.

126. To avoid personal injury or loss of life to passengers the practice of unauthorized employees opening the side and trap doors of vestibule equipment is prohibited.

127. Vestibule side and trap doors on passenger equipment cars in service must be kept closed on trains, except when receiving and discharging passengers, and must not be opened until train comes to a full stop in Union Station.

When vestibule side and trap doors are open on passenger equipment cars they must be properly secured with guard rail and trap door rod, respectively.

Vestibule gates or chains must be placed in proper position in diaphragm opening on rear end of last car in all passenger trains and on adjoining ends of occupied cars separated for switching purposes before such cars are uncoupled and switching movement is started.

Electric overhead jumpers must be disconnected before cars are separated.

Pullman employees will comply with these instructions on Pullman cars and trainmen will conform thereto with reference to other cars.

128. Vestibule platforms opposite blind vestibule side at kitchen end of private cars and dining cars must not be obstructed and must be kept clear of supplies or provisions of any description that would in any way interfere with the operation of the trap and vestibule doors at this location.

129. Before beginning a movement to, from, or with, a turntable, employes participating must know:

1. That turntable rails are properly aligned with shore rails.
2. That proper signal to proceed has been given by turntable operator.
3. That the load on turntable in motion will not meet with any obstruction.

130. Doors of freight and passenger equipment cars, particularly swinging doors and ventilator doors, must be closed and secured while in transit to prevent accident. Conductors will be held responsible for seeing that these provisions are carried out before moving trains.

131. Employes must examine and know for themselves that grab irons, brake shafts and attachments, running boards, steps, and all other parts of cars and engines which they are to use and all mechanical appliances, tools, supplies and facilities of every kind which they must use in performing their duty, are in proper condition; if not, they must put them so or notify proper person immediately upon discovery.

Employes are forbidden to use defective or improper tools and appliances, or to use any tools or appliances for purposes for which they are not intended.

132. Hand brakes on all equipment must be released before application of air brakes. Air brakes must not be applied to detached cars except to prevent accident. Trainmen are cautioned not to use brake wheels or brake levers for hand support when riding cars.

Trainmen detaching cars must first know that hand brakes are effective.

133. Cars must not be shunted on station tracks 21 to 30, both inclusive. Cars, excepting private cars, dining cars, occupied cars, or cars loaded with live stock, may be shunted on other station or yard tracks, but not unless hand brakes are in proper condition to permit of movement of cars being controlled, and not against cars as above specified.

134. In order that passengers occupying sleeping cars in Union Station at night may not be disturbed employees must do their work as quietly as possible, avoiding unnecessary noise in the station. Enginemen and firemen must prevent engines from blowing off at the safety valves while in the train shed.

135. Baggage, mail, express or other trucks must not be placed or moved so close to cars that truck or load will rub or scratch side of car, and must not be left where they are liable to be pushed or blown on the tracks or to be run against by passengers. They must not be wheeled alongside a car from which passengers are alighting; at no time occupy more than one-half the width of the platform. Trucks used in unloading trains to be in position not more than ten minutes before actual arrival of train. They must be stored on train platform at north end of train shed, low level; on baggage platform at north end of train shed, high level, and placed between train shed posts; minimum number stored for actual service. Express Company trucks, ice and coal trucks must not be operated across concourse at south end of train shed. Motor trucks must not be run backwards, the operator to face the direction in which truck is moving. Other

trucks must be pulled and not pushed. Persons are permitted to ride on motor or hand trucks only in performance of duty.

136. The emission of smoke by locomotives or stationary boilers is prohibited.

137. The dropping of sand on tracks between the Division Board, located 1,584 feet South of the South portal of First Street Tunnel, and northern limits of C Interlocking Plant (New York Avenue), is prohibited.

138. Doors of all passenger equipment cars must be kept closed during movement between Coach Yard and Station in cold weather.

Steam heat must be applied to empty equipment being moved Station to Coach Yard or Ivy City and *vice versa* in freezing weather.

139. Coaches placed in rear of trains to protect travel will be kept locked by rear trainman until needed; if not needed will be detached by car inspectors, who must see that such cars are secured by hand brake.

140. Passenger trainmen and employees of the Pullman Company must keep the doors of toilet room in passenger equipment cars locked between New York Avenue and Second Street and Virginia Avenue, except cars which have been placed in the station for occupancy and have been provided with waste pans.

(G. N. 374. Oct. 15, 1925.)

141. Employees are prohibited from loitering in or entering cars except in the performance of their duty.

142. Form W. T. 37 will be used for making report of car defects in accordance with the following:

CONDUCTORS must fill out this report whether or not defects are found on any car in their train, and if there are no defects to report, the form should be endorsed across the face, "NO DEFECTS." In case defects exist, the parts found defective should be marked with a cross, thus "X," in front of the corresponding items on the opposite side of the form and under head of "REMARKS," as much information as possible should be given to enable repairman to locate such defects.

Conductors will deliver these reports to Station Master's office immediately on arrival at Washington Terminal along with other reports customarily delivered at that office.

Where two or more cars in same train are defective separate card must be made for each car.

INSPECTORS on receiving these reports will make the necessary repairs when possible, but if it is found impossible to do so without delaying the train, and the defects are such as would not interfere with the safety of the car or the comfort of passengers, they will inform Conductor in charge of train on which car is forwarded from Washington, regarding nature and location of defects, also promptly notify Office of Manager (Train Clerk).

Car Inspectors receiving this card will forward same to General Foreman, Car Repairs, with endorsement showing action taken.

Supply of Form W. T. 37 can be obtained at Station Master's Office.

143. Before coupling to, or moving, cars which are being loaded, or unloaded; employes, or others working on or about such cars, must be warned by Yard Trainmen to protect themselves and remove transfer boards, trucks or other obstructions, which might cause injury or damage.

Yard Trainmen in charge of movement must know that this warning is heard and understood.

GENERAL REGULATIONS FOR EMPLOYES.

Train Masters.

144. The Train Master reports to and receives his instructions from the Manager.

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

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

Station Masters.

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

He has charge of the passenger station and of the persons employed therein.

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

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

Passenger Conductors.

146. The Passenger Conductor reports to and receives his instructions from the Train Master. He must obey the orders of Assistant Train Masters, Station Masters and Assistant Yard Masters.

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

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

He must show his train orders to the trainmen.

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

It is his duty to attend courteously to the comfort and wants of passengers, and see that his trainmen do the same; see that passengers are properly directed and seated, and not allow them to ride on the platforms or in the baggage, express or mail cars, or violate, in any respect, the regulations provided for their safety; maintain good order, and not allow drunken or disorderly persons to get on the train.

Passenger Brakemen.

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

He must report for duty at the appointed time; assist in making up his train when required; give polite attention to the wants of passengers, avoiding unnecessary conversation. When passing through sleeping cars, do so quietly, so as not to disturb passengers.

It is his duty to attend to the brakes when necessary; be provided with, take care of, and properly display train signals; attend to the lighting, heating and ventilation of the cars; open and close the car doors, and assist the conductor in the proper disposition of passengers, in preventing them from riding on the platforms, or in any way

violating the regulations provided for their safety; in preserving order; and in all things requisite for the safe and prompt movement of the train and the comfort of passengers.

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

Train Baggage-men.

148. The Train Baggage-man reports to and receives his instructions from the Train Master. He must obey the orders of Assistant Train Masters, Station Masters and Yard Masters. While on duty he is under the direction of the Conductor.

He must report for duty at the appointed time; handle baggage carefully; be civil and obliging to passengers, and remain in the baggage car while on duty, except when required to take the place of a trainman.

It is his duty to receive, take care of and correctly deliver baggage carried on the train, and U. S. mail carried in the baggage car; take charge of and promptly deliver letters and packages forwarded on railroad business; and attend to the light and heat in the baggage cars while on duty.

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

Assistant Yard Masters.

149. The Assistant Yard Master reports to and receives his instructions from the Train Master. He must obey the orders of the Assistant Train Masters.

He has charge of yards, of the men employed, and movement of trains therein and distribution and movement of cars within assigned districts.

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

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

Yard Conductors.

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

He must report for duty at the appointed time, and see that the trainmen are ready for duty; see that his crew is provided with full sets of signals; see that the

couplings and brakes are in good order before starting, and inspect them as frequently as opportunity permits; see that the trainmen occupy their proper places on the train, using every effort to prevent loss or damage; see that doors of cars are properly secured, and not permit unauthorized persons to enter the cars, or ride upon the train.

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

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

He must not move cars unless they are in safe condition to be moved. When necessary to move cars on station or loading tracks, or to place cars thereon, he must first see that all persons loading or unloading cars thereon are notified, and when cars are left he must see that they are properly secured by brakes and every precaution taken to prevent them from being improperly moved.

Yard Brakemen.

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

He must report for duty at the appointed time, register and examine bulletin-board before going on duty.

It is his duty to attend to the brakes; be provided with, take care of, and properly display signals; assist the conductor in inspecting the cars, and in all things requisite for the safe and prompt movement of the train.

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

Switch Tenders.

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

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

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

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

Ticket Agent.

153. The Ticket Agent reports to and receives his instructions from the Manager. He must conform to the instructions issued by the Accounting, Passenger and Treasury Departments.

It is his duty to attend to the sale of tickets, keep the accounts, and make reports and remittances, in the manner prescribed.

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

General Baggage Agent.

154. The General Baggage Agent reports to and receives his instructions from the Manager. He must conform to the instructions issued by the Accounting and Passenger Departments.

It is his duty to receive and check baggage, and deliver it to the baggagemen on trains; take charge of baggage unloaded at his station; handle baggage carefully; be civil and obliging to passengers, and require them to show proper transportation before checking their baggage.

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

Towermen.

155. Chief Train Director reports to and receives his instructions from the Train Master. He must obey the orders of Assistant Train Master.

He has charge of the towers, of the men employed therein and the general movement of trains in the interlocked district controlled by tower operations.

Train Directors will have charge of manipulations during their tour of duty.

Directors will call combinations in a clear and distinct manner and see that the same are repeated by Levermen in same manner as called.

The designated Levermen will receive the combinations from the Directors and must repeat them in a clear and distinct manner same as called.

Signals must not be given until combinations have been called by Director except by his consent.

Directors will in no case let a second train into trainshed upon a track already occupied by a train or engine without first notifying the Assistant Yard Master.

Reading, loitering, loud or unnecessary conversation is strictly prohibited in the towers.

Train Clerk.

156. The Train Clerk reports to and receives his instructions from the Manager or such officer as he may designate. He must obey the orders of the Train Master.

It is his duty to issue instructions in the name of the Manager see that they are transmitted and recorded in the manner prescribed; have a record kept showing all important incidents which occur while he is on duty.

A train clerk, to be relieved by another, must not go off duty until so relieved, and must explain, in writing,

to the train clerk relieving him, the special instructions in force and give other information necessary for his guidance.

Chief Operator Telegraph and Telephones.

157. The Chief Operator of Telegraph and Telephones reports to and receives his instructions from the Manager.

He is responsible for the condition and proper working of the wires and instruments, the prompt transmission of messages and the economical use of material and supplies.

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

Telegraph and Telephone Operators.

158. The Telegraph and Telephone Operators report to and receive instructions from the Chief Operator Telegraph and Telephones.

They are required to be constantly on duty during the hours assigned them, and must not leave office without permission. Where both day and night operators are employed, they must not leave their posts until relieved, and those going off duty must inform those taking their places respecting unfinished business.

They must give particular attention to the adjustment of instruments.

They must not permit employes or others to frequent the office. They must not receive messages to be transmitted free, unless signed by an officer, agent, employe,

or other authorized person, or a reply thereto, and on each message sent and received must appear the date, the time, the office call and the signal of the operators who sent and received it. They must preserve messages sent, and promptly deliver those received; and must consider all messages confidential, and not permit them to be read by any person except those to whom they are addressed, nor make their contents the subject of conversation or remark.

If the means of communication fail for an unusual length of time, they must test the wires and report promptly to Chief Operator Telegraph and Telephones or his representative.

Maintainer of Telephones and Telegraph.

159. The Maintainer of Telephones and Telegraph reports to and receives his instructions from the Supervisor of signals.

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

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

He must always be provided with a full set of tools and be ready to respond immediately to any orders he may

receive. He must report each morning the part of the district he will be in during the day.

Road Foremen of Engines.

160. The Road Foreman of Engines reports to and receives his instructions from the Manager. He must confer with the Master Mechanic relating to the mechanical requirements and efficiency of engines.

It is his duty to frequently ride upon the engines, instruct enginemen and firemen in regard to the proper performance of their duties, the economical use of fuel and stores; see that engines are in good working order and properly equipped; know the proper tonnage rating for each class of engines; familiarize himself with the qualifications of enginemen and firemen, and exercise supervision over them, see that they understand and observe the rules and discipline them when necessary.

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

Enginemen.

161. The Engineman reports to and receives his instructions from the Master Mechanic and Road Foreman of Engines. He must obey the orders of the Train Master and Assistants, Assistant Yard Masters and Station Masters as to shifting and making up trains, and those of Conductors as to starting, stopping and general management of trains, unless they endanger the safety of the train or require violation of rules. When at the engine house he is under the direction of the Engine House Foreman.

He must report for duty at the appointed time; see that the engine is in good working order and furnished with the necessary signals and supplies, and assist in shifting and making up the train.

He must have a reliable watch and a copy of the timetable; register and examine the bulletin-board before going on duty, and compare time with the conductor of his train before starting.

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

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

He must not permit any person to ride on the engine without authority.

He must not leave the engine during his tour of duty except in case of necessity, and must then leave the fireman in charge.

Firemen.

162. The Fireman reports to and receives his instructions from the Master Mechanic and Road Foreman of Engines. He must obey the orders of the Train Master, Assistants, Assistant Yard Masters and Station Masters, and when at the engine house he is under the direction of the Engine House Foreman. When with the engine he must obey the orders of the Engineman.

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

He must protect the front of the train when necessary.

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

Master Mechanic.

163. The Master Mechanic reports to and receives his instructions from the Manager.

He is responsible for the proper and economical management of the shops, power plants, and for the discipline and proper discharge of the duties of the persons employed therein; for the economical use of material, fuel and stores,

and for keeping the proper account of those supplied to engines and cars; and for engines and cars being in proper condition for efficient service, and for the proper maintenance of tools and machinery in his charge.

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

He must not permit work to be done in the shops at night or on Sunday, unless absolutely necessary; nor permit lights in the shops after working hours, except those required by the workmen on duty; and must not allow visitors in the shops without permits, nor allow them to converse or interfere with the workmen.

He must consult and advise with the Road Foreman of Engines respecting the economical performance of engines, and their mechanical requirements and efficiency.

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

General Foreman of Locomotive Repairs.

164. The General Foreman of Locomotive Repairs reports to and receives his instructions from the Master Mechanic. He must obey the orders of the Road Foreman of Engines with regard to the assignment of engines and the disposition of enginemen and firemen.

He has charge of the shops and engine house and the workmen employed therein. It is his duty to see that the shops and engine house are kept clean and in good

order; that the workmen perform their duties properly; that the supplies are economically used; that the engines are prepared for service promptly and are in good working order and properly equipped, and that they are inspected and cleaned at the end of each trip, and reported for repairs when necessary; and that enginemen and firemen are ready for duty at the required time.

An Engine House Foreman or Assistant, in the duties assigned him, has the same authority as the General Foreman of Locomotive Repairs.

General Foreman Power Plants and Electrical Department.

165. The General Foreman Power Plants and Electrical Department reports to and receives instructions from the Master Mechanic. He is responsible for the proper and economical operation of the power plants and must see that all boilers, turbines, air compressors, pumps, elevators, heating and refrigerating apparatus are maintained in good condition. He is also responsible for electric transmission and distribution lines; all electric motors and lighting in buildings and yards; ventilation of First Street tunnel, and electric lighting of all passenger cars.

Foremen of Power Plants, Electricians, Car Lighting.

166. The Foreman of Power Plants, Foreman of Electricians and Foreman of Car Lighting report to and receive instructions from the General Foreman Power Plants and Electrical Department. They are immediately in charge of operation, maintenance and personnel of such portions of the work of the General Foreman Power Plants and Electrical Department as indicated by their several titles.

General Foreman of Car Department.

167. The General Foreman of Car Department reports to and receives his instructions from the Master Mechanic. He must obey the orders of Station Masters and Assistant Yard Masters.

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

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

He must require the men under his charge to exercise great care in displaying the signals as prescribed by Rule 38.

Car Foreman and Assistants.

168. The Car Foreman and Assistants will perform the same duties as the General Foreman of Car Department in the district assigned him.

When inspecting or repairing cars they must protect workmen by displaying a blue signal as prescribed by Rule 38.

Engineer Maintenance of Way.

169. The Engineer Maintenance of Way reports to and receives his instructions from the Manager.

He has charge of the maintenance of road-bed, culverts, bridges, tracks, signals and buildings, and all other matters pertaining to the maintenance of way and structures.

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

Supervisor of Buildings and Bridges.

170. The Supervisor of Buildings and Bridges reports to and receives his instructions from the Engineer Maintenance of Way.

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

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

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

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

Supervisor of Signals.

171. The Supervisor of Signals reports to and receives his instructions from the Engineer Maintenance of Way

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

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

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

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

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

Supervisor of Track.

172. The Supervisor of Track reports to and receives his instructions from the Engineer Maintenance of Way.

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

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

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

of slides, snow or other obstructions; in case of accident take the necessary force to the place, and use every effort to clear the railroad; keep an oversight of work performed by contractors or mechanics, and see that they do not endanger trains, and make careful inquiry and report fully in writing respecting any accident on his territory.

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

Track Foremen.

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

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

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

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

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

He must watch points where obstructions are likely to occur; examine the slopes of cuts, and remove anything

liable to fall or slide; remove combustible material from the vicinity of the track, bridges and buildings; extinguish fires that may occur along the railroad; watch the telegraph, telephone and signal lines and report promptly any derangement of the wires and assist the maintainer of telephone and telegraph when necessary; prevent encroachment on the right of way and other grounds of the Company; render prompt assistance in cases of accident, or delay to trains; and see that old material is gathered up, and that his section is kept in neat and proper condition.

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

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

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

In making repairs he must never so use or otherwise obstruct the track without full protection in either direction from which trains may come. He must always be prepared for the arrival of extra trains.

He must see that trucks, when used, are at all times fully protected. When trucks are not in use they must be kept locked, and so secured that they cannot be so moved as to endanger the safety of trains.

He must run trucks with great caution, always keeping a lookout for trains.

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

Track Watchmen.

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

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

Should an obstruction to the track occur, the Watchman must at once display stop signals in both directions and immediately send word, if possible, to the Track Foreman.

Captain of Police.

175. The Captain of Police reports to and receives his instructions from the Manager.

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

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

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

When carmen are on duty, repair tracks will have all switches leading thereto locked with special locks to insure protection to men employed on such tracks. There will be placed on each repair track, at least two car lengths from first and last car, a metal blue flag by day and a blue light by night attached to the frame of the metal flag.

Car Shop Foreman, or his representative, will lock and unlock repair track switches, place and remove metal blue flags and blue lights. Workmen will not be permitted to go under or between cars for any purpose until blue flags or lights have been displayed and switches locked for their protection.

When it is necessary for an engine to enter a repair track during working hours of car repair forces, the Foreman, or his representative, will take the necessary precautions for the safety of the workmen under or about cars on tracks to be switched before unlocking the switch.

Switching arrangements must be definitely set up in advance between Assistant Yard Master and Foreman, or other authorized persons, and clearly understood by Conductor.

Foreman must make necessary arrangements so that switching may be accomplished as promptly as possible consistent with requirements.

Foreman, or his representative, will accompany switching crew while switching on repair tracks. No couplings will be made unless trainmen are present. When coupling and switching on repair tracks, Conductor will be on one

side and Brakeman on the other side, in such position that they will be able to prevent any persons from passing between cars being coupled. Signals must be given on engineman's side at all times and necessary precaution must be taken to avoid personal injury and damage to property.

When Car Repairmen are not on duty, Foreman or his representative will remove special locks, blue flags or lights. Red lantern or red flag must be placed on each end of cars left jacked up or otherwise not in condition to be moved, and notation of all such cars must be shown on switching list.

All switching movements on repair tracks when workmen are not on duty must be surrounded with such protection as necessary by Conductor.

(G. N. 449. Oct. 8, 1929.)

177. Conductors of departing trains, when registering at Station Master's Office, Union Station, Washington, D. C., will inquire of Operator in "DC" Telegraph Office for any train orders or instructions for their trains.

If train orders or instructions are received, Conductors must personally deliver them to Enginemen and see that Enginemen properly understand them.

If no train orders or instructions are received, Conductors must personally advise Enginemen that they have no train orders or instructions for their trains, and Enginemen must not proceed without having received this information from Conductor.

(G. O. 132. Dec. 20, 1929.)

178. Crossover switches between Station Tracks 6 and 7, 8 and 9, 12 and 13, 14 and 15, and 18 and 19 are power operated and manually controlled by push button located under small hood on north side of north switch covers.

Button marked "R" (reverse) will set switches for crossover.

Button marked "N" (normal) will set switches for straight tracks.

After use, switches must be restored to normal.

Insulated joints are located on each track near the switch signal at both the north and south ends of crossover and both tracks between insulated joints must be entirely clear of equipment before switches can be operated.

Color light signals at each switch show following indications for both day and night:

GREEN—Switches set for straight track.

YELLOW—Switches set for crossover.

In the absence of proper light indication, movement will STOP, proceeding carefully when it is known that switches are properly set for the route intended.

(G. O. 127. Aug. 9, 1928.)

179. Crossover switches between Tracks 51 and 52, "Wye" Bridge, are power operated and manually controlled by push button located on north side of bridge pier adjacent to crossover switch, Track 51.

Button marked "R" (reverse) will set switches for crossover.

Button marked "N" (normal) will set switches for straight track.

After use, switches must be restored to normal.

Color light signals at north and south switches of crossover show following indications for both day and night:

GREEN—Switches set for straight track.

YELLOW—Switches set for crossover.

In the absence of proper light indication, movement will STOP, proceeding carefully when it is known that switches are properly set for the route intended.

When switches are set and signals displayed "Yellow" for crossover, movement must be entirely completed through both crossover switches before either switch, electrically locked, can be operated.

Fixed signals operated in switch tenders' cabin, "Wye" Bridge, controlling Tracks 51 and 52, are interlocked with this crossover and must be at STOP before crossover 51 and 52 can be manipulated.

(G. O. 128. Oct. 5, 1928.)

180. Tracks between "A" Interlocking and "VU" Interlocking will be used in either direction as signals indicate.

{ W. T.-G. O. 86 } Joint
{ P. R. R.-G. O. 634 } Nov. 9, 1920.)

181. Conductors of trains departing from Washington Terminal will compile and deliver at Station Master's Office, unless otherwise directed by the Station Master, PRIOR TO DEPARTURE OF THEIR TRAIN, Consist Report of their trains, using Form 440 for Baltimore and Ohio R. R. trains, and Form 220 for Chesapeake and Ohio R'y, Pennsylvania R. R., Richmond, Fredericksburg and Potomac R. R., and Southern R'y trains in lieu of Washington Terminal Form T-50.

All consist reports must be correct. Deadhead cars will be indicated "DH" under heading of "Remarks."

Conductors of Pennsylvania R. R. trains and R. F. & P.-A. C. L. trains in which Pullman cars are operated, will also show on consist report the designating car number for each Pullman car in train.

Washington Terminal Form T-50 will be used by Conductors in reporting consist of trains arriving at Washington Terminal. (G. N. 451. Oct. 28, 1929.)

182. Enginemen of trains departing from Washington Terminal via Chesapeake and Ohio R'y, Pennsylvania R. R., R. F. & P. R. R., and Southern R'y, will compile and deliver to Conductor PRIOR TO DEPARTURE OF THEIR TRAIN, copy of Form M. P. 94 showing "Time on Duty" and "Time Must be Relieved Prior To" for Engineman and Fireman.

Supply of Form M. P. 94 can be secured from Crew Dispatcher's Office, Ivy City, Washington, D. C. (G. N. 453. Dec. 9, 1929.)

THE WASHINGTON TERMINAL COMPANY

SIGNAL RULES

DEFINITIONS

SLOW SPEED — A speed not exceeding 15
MILES per hour.

RESTRICTED SPEED—Proceed prepared to stop short of train, obstruction, or switch not properly lined and to look out for broken rail.

In following illustrations of typical aspects:

R—Red

Y—Yellow

W—White

LW—Lunar White

G—Green



Fig. 1-A

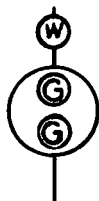


Fig. 1-B

**INDICATION—PROCEED.
NAME—CLEAR.**

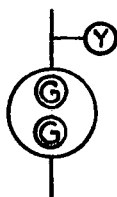


Fig. 2

**INDICATION—PROCEED APPROACHING
NEXT SIGNAL AT SLOW
SPEED.
NAME—APPROACH SLOW.**



Fig. 3-A



Fig. 3-B

**INDICATION—PROCEED PREPARING TO
STOP AT NEXT SIGNAL.
TRAIN EXCEEDING SLOW
SPEED MUST AT ONCE
REDUCE TO THAT SPEED.**

NAME—APPROACH.

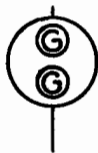


Fig. 4

**INDICATION—PROCEED; SLOW SPEED WITHIN
INTERLOCKING LIMITS.**

NAME — SLOW CLEAR.



Fig. 5

**INDICATION-PROCEED PREPARING TO
STOP AT NEXT SIGNAL; SLOW
SPEED WITHIN INTERLOCKING
LIMITS.**

NAME-SLOW APPROACH.

GENERAL ORDER No. 385

THE NOTE ON PAGE 82 ANNULLED.

EFFECTIVE SEPTEMBER 28, 1951.

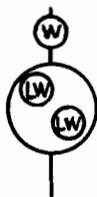


Fig. 6

**INDICATION-BLOCK OCCUPIED; PROCEED
PREPARED TO STOP SHORT
OF TRAIN AHEAD.**

NAME - PERMISSIVE.



Fig. 7-A



Fig. 7-B

**INDICATION-PROCEED AT RESTRICTED
SPEED.**

NAME-RESTRICTING.



Fig. 8-A



Fig. 8-B

INDICATION - STOP.

NAME - STOP SIGNAL.

