



*J. A. Markert*



CIRCULAR G B A S-10  
(Cancelling Circular 254 and revising Baggage Manual)

# PENNSYLVANIA RAILROAD SYSTEM

NORTHWESTERN REGION—EASTERN REGION—CENTRAL REGION—SOUTHWESTERN REGION

## TRAFFIC DEPARTMENT

*April 1, 1925.*

To Baggage Agents, Ticket Receivers, Conductors and  
Train Baggage-men.

**SUBJECT: Issue of Excess-Baggage Checks to cover Movement of Special Baggage Cars.**

Effective at once, Paragraph 50, Pages 27 and 28, of Manual of Instructions to Baggage Agents and Baggage-men will be revised to read:—

The following regulations must be observed in connection with the movement of special baggage cars.

(1) When a baggage car is moved to a point on the Pennsylvania Railroad System the Baggage Agent must issue a local excess-baggage check, reading from starting point to destination, indicating thereon the date and the amount of charges collected, if any, and forward the string portion of the check to the Accounting Department. If there is no collection for the movement on account of car being furnished free for twenty-five or more persons holding ticket under the rules, an endorsement to that effect should be made on the check.

The duplicate portion of the check must be handed to the first train conductor; and if the movement is continuous over more than one division, or branch, requiring change of conductors, the check must be personally transferred from one to the other, or if that is impracticable it must be handed to station master or baggage agent for delivery to next conductor. The last conductor should deliver the duplicate check to the ticket receiver with his report.

(2) When a baggage car is moved to a point located on a foreign line, the baggage agent must issue a foreign excess-baggage check, indicating thereon the starting point, destination, route, date and amount of charges collected, if any. If no collection is made on account of ticket being for sufficient number of passengers to cover free movement of the car, endorsement should be made accordingly on the check.

The duplicate portion of the check must be handed to the first conductor and if change of conductors is made en route, the check must be personally transferred from one to the other, or if that is impracticable it must be handed to station master or baggage agent for delivery to next conductor. The last conductor handling the special baggage car before it is turned over to the foreign line will place the duplicate check in an envelope, attaching it to the inside of the baggage car door. The string portion of check must be forwarded to the Accounting Department in the usual manner and agent should notify promptly by mail the baggage agent of the terminal line at destination the excess check number and what it covers, also call attention to the fact that duplicate portion of check is in envelope attached to the inside of car door.

By order Passenger Traffic Managers.

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