THE PENNSYLVANIA RAILROAD
A. D. 205
MANUAL OF INSTRUCTIONS
ISSUED BY THE
ACCOUNTING DEPARTMENT
TO
PASSENGER CONDUCTORS
TICKET COLLECTORS
AND
TRAIN BAGGAGEMEN

R. C. MILLER,
Comptroller

W. S. PAINTER,
Auditor of Passenger Traffic
FOREWORD

This Manual of Accounting Department Instructions to Passenger Train Conductors and others, covers methods to be followed in the honoring and collection of tickets to afford protection to the revenues of the Company, and the preparation of records to permit proper audit, compilation of required statistics and adjustments with passengers where necessary. In following the instructions, care should be exercised to avoid inconvenience to passengers.

Attention is directed to the arrangement and design of this manual which it is believed presents the rules in more convenient form and affords greater ease and speed of reference.

The symbol ☞ is used to indicate changes effective with this issue of the manual, some of which have been covered by special notices.

It should be understood whenever the word "Conductor" is mentioned in these instructions, the rules also apply to ticket collectors or other persons rendering assistance, except for those rules where specific attention is drawn to the fact that ticket collectors should not be governed thereby.

The instructions have been prepared with a view of making them as brief as possible and yet cover the subjects in sufficient detail to permit a clear understanding. However, should any doubt exist as to proper procedure, communicate with the Auditor of Passenger Traffic, or Ticket Receivers, who will gladly furnish further explanation.

Suggestions pertaining to matters affecting the Accounting Department are solicited and will be carefully considered if addressed to the undersigned at Philadelphia, Pa.

R. C. MILLER
Comptroller
In recent years, our railroad has been carrying far more passengers than have ever before ridden in its trains, or in those of any other American system. This is an unparalleled opportunity, for all of us who come in contact with these patrons, to build for the protection of our own future.

We should use the opportunity to make these contacts so pleasant and so agreeably remembered, that passengers will want to keep on using our trains, for much of their travel needs, even though, now that the war is over, other means of transportation will again become freely available.

To the passenger whose ticket you are lifting, or to whom you are giving information, or whose questions you are answering, you are, for the time being, the Pennsylvania Railroad. Its entire body of employees, its management, its service—its whole standing as a railroad—will be judged as the passenger judges you.

Courtesy, cheerfulness and friendliness, supplementing alertness and competence in the performance of duty, will create a picture of an entire organization inspired by the same qualities of heart and mind and operating railroad facilities of the highest standards.

And, of course, reverse attitudes can just as easily create a contrary picture.

Competition on the highways and in the air will be keener, in the period that is before us, than ever before. That is something we cannot prevent, and we would have no right to if we could. But it is within the power of all of us, by our personal actions, to show our patrons that we sincerely desire to please, and that we regard our passengers as honored guests, whom we wish to make at home on our trains and treat with every courtesy and consideration.

No employees have more frequent or more profitable opportunities for doing real and lasting good, in these directions, than the members of our passenger train crews. Courtesy, though costing nothing in money, is the best and most effective job insurance for us all. And it means no added trouble. On the contrary, it makes every job easier and pleasanter.

But it takes team work for real results. Each of us should do his own part—and insist that fellow-employees do theirs also.

E. E. ERNEST
Chief of Passenger Transportation
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<td>.531</td>
</tr>
<tr>
<td>New Castle—Erie</td>
<td>.539 (e)</td>
</tr>
<tr>
<td>New York—Philadelphia</td>
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</tr>
<tr>
<td>New York Zone</td>
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<tr>
<td>Niles—Alliance</td>
<td>.539 (d)</td>
</tr>
<tr>
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<tr>
<td>Northern Division</td>
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</tr>
<tr>
<td>Northwestern Division</td>
<td>.540</td>
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<tr>
<td>Oil City—Buffalo</td>
<td>.536 (c)</td>
</tr>
<tr>
<td>Pennsylvania—Reading Seashore Lines</td>
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<tr>
<td>Camden—Wildwood Crest (via Clementon)</td>
<td>.542 (b)</td>
</tr>
<tr>
<td>Glassboro—Bridgeton</td>
<td>.542 (j)</td>
</tr>
<tr>
<td>Newfield—Atlantic City</td>
<td>.542 (k)</td>
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<tr>
<td>Philadelphia and Camden—Atlantic City (via Haddonfield)</td>
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<td>Philadelphia (Market St. Wharf)—Woodbine</td>
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<td>Rio Grande—Cape May</td>
<td>.542 (f)</td>
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<tr>
<td>Stone Harbor—Avalon</td>
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<tr>
<td>Strathmere—Townsend Inlet</td>
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<td>Tuckahoe—Ocean City Gardens</td>
<td>.542 (c)</td>
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<tr>
<td>Woodbury—Penns Grove</td>
<td>.542 (h)</td>
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<td>Woodbury—Salem</td>
<td>.542 (i)</td>
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<tr>
<td>Philadelphia—Bay Head</td>
<td>.531</td>
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<tr>
<td>Philadelphia—Harrisburg</td>
<td>.534 (a)</td>
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<tr>
<td>Philadelphia—Norristown (Haws Ave.)</td>
<td>.532 (c)</td>
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<tr>
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<td>.532 (d)</td>
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<tr>
<td>Philadelphia Terminal Division</td>
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<tr>
<td>Philadelphia—Washington</td>
<td>.533 (b)</td>
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<tr>
<td>Philadelphia—West Chester</td>
<td>.532 (e)</td>
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<td>Pittsburgh—Columbus</td>
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<tr>
<td>Pittsburgh—Crestline</td>
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<td>Pittsburgh—Oil City</td>
<td>.537 (d)</td>
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<td>Renova—Erie</td>
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<td>Richmond—Ft. Wayne</td>
<td>.541 (e)</td>
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<td>Seaford—Cambridge</td>
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<td>South Amboy Jct.—Jamesburg</td>
<td>.530 (c)</td>
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<td>South Bend—Logansport</td>
<td>.540 (d)</td>
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<tr>
<td>Southwestern Division</td>
<td>.541</td>
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<tr>
<td>Sunbury—Wilkes-Barre</td>
<td>.535 (b)</td>
</tr>
<tr>
<td>Terre Haute—Decatur</td>
<td>.541 (h)</td>
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<tr>
<td>Torrance—Aspinwall</td>
<td>.537 (c)</td>
</tr>
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COMPANIES COVERED BY THESE INSTRUCTIONS

1.—The instructions contained herein cover that portion of the Pennsylvania Railroad System and associated lines operated by the following Companies:

THE PENNSYLVANIA RAILROAD COMPANY
PHILADELPHIA & CAMDEN FERRY COMPANY
PENNSYLVANIA-READING SEASHORE LINES
NEW YORK, PHILADELPHIA AND NORFOLK RAILROAD FERRY COMPANY

These lines, for operating purposes, are divided as follows:

THE PENNSYLVANIA RAILROAD COMPANY

ZONES OR REGIONS | GENERAL DIVISIONS | SUPERINTENDENTS' DIVISIONS
---|---|---
New York Zone (Lines east of Liddonfield) | New Jersey Division | New York Division
Eastern Region (Liddonfield to Cape Charles, Washington, Winchester, Canandaigua, Altoona and Renovo) | Eastern Pennsylvania Div. | Atlantic Division
Southern Division | Philadelphia Division
Central Pennsylvania Div. | Middle Division
Northern Division | Maryland Division
Eastern Pennsylvania Div. (Altoona and Renovo to Mansfield and Columbus) | Western Pennsylvania Div. | Delmarva Division
Eastern Ohio Division | Williamsport Division
Lake Division | Wilkes-Barre Division
Northwestern Division | Buffalo Division
Southwestern Division | Renovo Division

PENNSYLVANIA—READING SEASHORE LINES
NEW YORK, PHILADELPHIA & NORFOLK RAILROAD FERRY COMPANY
PHILADELPHIA & CAMDEN FERRY COMPANY

2.—Study the lines covered herein, the stations and junctions located thereon, in order that transportation may be intelligently handled and passengers properly directed.

TICKET RECEIVERS' OFFICES

5.—Ticket Receivers' offices are located at the following points:

NEW YORK .............. PENNSYLVANIA STATION
NEWARK ............... PENNSYLVANIA STATION
PHILADELPHIA ............ BROAD STREET STATION
WASHINGTON .......... WASHINGTON TERMINAL
PITTSBURGH ............... PENNSYLVANIA STATION
HARRISBURG .............. PENNSYLVANIA STATION

*For PRR—H&M RR Joint Line only.
TICKET RECEIVERS' OFFICES (CTD.)

6.-Ticket Receivers are the intermediaries through whom official dealings with the Accounting and Passenger Traffic Departments should be conducted, with whom cash and ticket collections and reports in connection therewith should be deposited (except as otherwise provided in paragraphs 372 and 374 (c-e)) and through whom information relative to validity and use of tickets, etc., should be obtained.

ORDER BOOKS AND INSTRUCTIONS

8.—(a) Order Books, located in Ticket Receivers' offices, also at points listed in paragraph (c), for conductors and ticket collectors not reporting at Ticket Receivers' offices, should be examined frequently; and before each departure, when running trains starting from stations where books are located.

(b) Those not reaching points where order books are located will receive copies of instructions from Ticket Receiver.

(c) The points, other than Ticket Receivers' offices, at which order books are located, are as follows:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>IN CHARGE OF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jersey City</td>
<td>Asst. Station Master</td>
</tr>
<tr>
<td>Trenton</td>
<td>Station Master</td>
</tr>
<tr>
<td>Atlantic City</td>
<td>Station Master</td>
</tr>
<tr>
<td>Camden</td>
<td>Station Master</td>
</tr>
<tr>
<td>Delmar</td>
<td>Asst. Yard Master</td>
</tr>
<tr>
<td>Baltimore</td>
<td>Station Master</td>
</tr>
<tr>
<td>Altoona</td>
<td>Station Master</td>
</tr>
<tr>
<td>Williamsport</td>
<td>Ticket Agent</td>
</tr>
<tr>
<td>Reno&quot;</td>
<td>Ticket Agent</td>
</tr>
<tr>
<td>Olean</td>
<td>Baggage Agent</td>
</tr>
<tr>
<td>Oil City</td>
<td>Ticket Agent</td>
</tr>
<tr>
<td>Manassae</td>
<td>Ticket Agent</td>
</tr>
<tr>
<td>Grand Rapids</td>
<td>Ticket Agent</td>
</tr>
<tr>
<td>Fort Wayne</td>
<td>Station Master</td>
</tr>
<tr>
<td>Chicago</td>
<td>Bulletin Board Attendant</td>
</tr>
<tr>
<td>Loganport</td>
<td>Ticket Agent</td>
</tr>
<tr>
<td>Columbus, O.</td>
<td>Station Master, Union Term.</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>Ticket Agent</td>
</tr>
<tr>
<td>Richmond</td>
<td>Yard Master</td>
</tr>
<tr>
<td>Indianapolis</td>
<td>Station Master</td>
</tr>
<tr>
<td>Terre Haute</td>
<td>Station Master</td>
</tr>
<tr>
<td>Louisville</td>
<td>Station Master</td>
</tr>
</tbody>
</table>

TICKET STOCK

10.—(a) Obtain necessary train ticket stocks, etc., from Ticket Receivers or designated Ticket Agents.

(b) Draw supply sufficient for current needs, but not in excess of facilities for safe keeping, as trainmen will be held responsible for all chargeable stock.

(c) Receipt on sub-invoice for all ticket stock and consecutively numbered forms, except AD 6259.

(d) Do not sign sub-invoice until satisfied that all tickets, etc., listed thereon have been received and that none are duplicated or unfit for use, as trainmen will be held accountable for all ticket stock furnished them.

(e) Report loss, destruction or theft of train tickets or other stock to Ticket Receiver immediately.

(f) Train tickets or other stock spoiled or unfit for use should be attached to cash report, with notation describing the circumstances.
TICKET STOCK (CTD.)

10.—(Ctd.)

(g) Notify Ticket Receiver of any ticket stocks on hand which may not be needed within a reasonable time; also return all stocks when relieved from duty as passenger conductor or ticket collector.

(h) Ticket stocks and punches furnished by conductors to trainmen who assist in ticket collection work should be withdrawn by the conductor as soon as the work is finished, and all tickets issued or missing from those supplied to assistants should be accounted for.

(i) Issue all ticket stocks in numerical order. If issued out of order, make notation to cover on cash report.

(j) Should an emergency make it necessary for one trainman to transfer train tickets to another, the one transferring the ticket stock should make notation reading: “C-1, Nos. ——— to ——— transferred to ———.” and have the trainman receiving the stock acknowledge the transaction by signature following the notation. The trainmen receiving the stock should also make notation on his report reading: “Received C-1, Nos. ——— to ——— from ———.”

(k) Ticket stocks shall be submitted to Ticket Receiver or his representative on demand.

EQUIPMENT

12.—(a) Equipment should be obtained through Ticket Receivers and should receive proper care. Conductors should carry at least two serviceable ticket punches of same design (except as provided in section 12 (b)) while on train duty, and not permit other persons to use them, except temporarily by members of crew when assisting in making collections. Regularly appointed ticket collectors should use their own punches.

(b) Each conductor running over the NY&LBRR should secure punches with different designs for use of trainmen not furnished with their own punches and who assist in the collection of transportation. These punches should be withdrawn from assisting trainmen at completion of day’s run.

(c) When ticket punches or train boxes need repairs, deliver or forward to Ticket Receiver, who will furnish extra service equipment. Punches should not be misused, such as the canceling at one operation of more than one ticket or check (precanceling of hat checks and form C-35) or use of handle to open the hat check holder in coaches. Report loss of or damage to equipment promptly to Ticket Receiver.

(d) Train boxes are furnished conductors for carrying ticket stocks, punches, lifted tickets, etc.

(e) When permanently relieved from duty as passenger conductor or ticket collector, immediately return all equipment, including Manual of Instructions, and vending machine keys to Ticket Receiver.
SURETY BONDS

15.—Conductors and ticket collectors are responsible for all train tickets drawn and for cash collected, and must protect the Company by furnishing bond, which should be arranged through employing officer.

WORKING TRAINS

GENERAL INSTRUCTIONS

20.—(a) Alertness, care and good judgment should be used when working trains to see that proper transportation is received from all passengers and that they do not ride beyond points to which transportation reads, nor obtain service which transportation does not cover. Notation of all irregularities should be made on cash reports, except when form AD 6009 is used.

(b) In working trains, a general collection of transportation should be made from terminal and from each ticket canceling point, if a stop for train; also, from time to time, from intermediate stations according to volume and character of travel, occasionally changing intermediate stations from which general lifts are made.

(c) General collections should also be made regularly from Trenton, Wilmington, Lancaster, Sunbury, Emporium, Toledo, Dayton and Richmond on trains scheduled to stop at these stations.

(d) Inspect dining, express, mail, baggage and special cars and obtain transportation from all persons therein not authorized to be carried free.

(e) Notify connecting conductor of all irregularities in connection with tickets, etc., requiring his attention, giving him complete detail of all facts.

(f) Examine tickets and passes carefully to see if valid in all respects. Determine, if possible, that commutation and other signature forms of transportation are in proper hands. If presented by other than person named thereon such tickets should be lifted and fare collected in accordance with tariff regulations. Tickets presented after date of expiration, or if otherwise invalid, should not be accepted. Expired tickets refused for transportation should be returned to passenger after fare is collected or valid ticket accepted.

(g) When a complete collection of transportation has not been made the notation should include an estimate of the number of passengers missed.

(h) When two tickets are presented by one passenger, inquire if for two persons, to avoid canceling two tickets when one of the tickets is for return trip; or if for two passengers, to locate the passenger for whom the other ticket is intended.

(i) If a ticket stamped “Used in Sleeper” is presented in coach or parlor car; or if a ticket bearing “S” punch in the center is presented on other than reserved seat coach train; the passenger should be questioned as to why not used in sleeping car or reserved seat coach train;
and notation made on cash report. Final trainman should attach ticket to cash report.

(j) Clergy tickets should not be honored unless presented with the certificate on which issued. Compare number filled on ticket by agent with the certificate number and hand back the certificate to passenger. If in doubt as to whether in proper hands have passenger identify by signature, using the “Transportation Test” space on form AD 6009, and compare such signature with that inside cover of the certificate. For clergy fares paid on trains see paragraph 78 (l).

WORKING COACHES

(a) The method of working coaches should be determined by the number of passengers on train, frequency of stops, character of travel, etc. Usually the final lift should be deferred until near end of run.

(b) When entering coaches for transportation announce in clear, but moderate tone of voice, “Tickets, please” or “Tickets on at ——–, please.” Repeat this announcement sufficiently while progressing through car in order that passengers will be apprised that ticket collection is being made and have tickets ready.

(c) When assisted in working trains, other than when making general collection, use the most practicable method and the one which will best protect the revenues of the Company.

(d) From line stations, on trains in heavy commutation territories where the issue of hat (seat) checks is not practicable, trainmen may collect tickets from front of cars facing passengers, provided operating conditions permit and revenues can be properly protected.

(e) When assisted in making general collection trainmen should commence working at head end and rear end of train, or in contact with another trainman, working to ends of train or until meeting opposing trainman, requiring all passengers to surrender or exhibit proper transportation. For example:

If desired, trainmen may work side by side when Operating duties would prevent the entire crew from commencing the lift at the same time, but there should be no deviation from the general rule as illustrated in the foregoing diagram.

(f) Be alert, when making general collections so that passengers may not move to a part of the train in which collection has been made, without first surrendering their transportation.
WORKING TRAINS TO OR FROM NEW YORK OR JERSEY CITY
EASTWARD—WEST OF NEWARK

25.—(a) Lift all New York passage tickets or coupons on first presentation (except block commutation) and issue form C-35 which should be punched to indicate date train will arrive at Newark.

(b) Harrison passengers surrendering tickets or paying cash fares to Newark should inform conductor they are traveling to Harrison in order to secure an exchange ticket. The Newark tickets should be lifted and coupon "A" of form C-35 issued which will be accepted on connecting train Newark to Harrison. For passengers paying cash fares on train the Newark fare should be collected and form C-35 issued as directed above.

(c) For passengers surrendering tickets to Jersey City or Downtown New York form C-35 should be issued containing coupons A and B only.

(d) For passengers surrendering tickets valid to Pennsylvania Station, New York, or paying supplemental fare in connection with tickets valid only to Downtown New York, the entire C-35 should be issued.

(e) Coupons "C", or "C" and "B", detached from form C-35, account passengers traveling only to Downtown New York or Harrison, should be turned in uncanceled to the Ticket Receiver with cash report.

(f) Do not issue form C-35 on special excursion trains when tickets are valid to Pennsylvania Station only, nor in connection with passes, Union News Company's tickets, nor Employe commutation tickets.

(g) On trains terminating at Jersey City the "STAR" block in form C-35 (lower left hand corner of coupon "A") should be punched by conductors for passengers presenting tickets reading from Newark and South St. Newark to New York also for passengers presenting tickets from stations west of Trenton to New York (except when used on through express train of the PRR originating at Philadelphia and terminating at Exchange Place, Jersey City).

NOTE—The "STAR" block should not be canceled for passengers presenting tickets from stations North Elizabeth-Trenton, inclusive, or from stations on the NY & LB RR.

(h) A through commutation ticket, or combination of commutation tickets, should be accepted and canceled—on first presentation—to cover through trip of passenger to New York (Pennsylvania Station) and form C-35 issued, collecting supplemental fare whenever necessary. If passenger is en route to Downtown New York, such tickets should be canceled in the "W" for service to Newark only and hat check issued.
WORKING TRAINS TO OR FROM NEW YORK OR JERSEY CITY (CTD.)

EASTWARD—WEST OF NEWARK (Ctd.)

25.—(Ctd.)

(i) Work parlor and sleeping cars through to New York or Jersey City. Issue form C-35 only to passengers holding tickets to New York and changing at Newark. If passage tickets are in car envelopes, give form C-35 to Pullman conductor for delivery to passengers who are known to be traveling to Downtown New York.

EASTWARD—EAST OF NEWARK

28.—(a) Make general collection in coaches leaving Newark, and skim parlor and sleeping cars for passengers boarding train at Newark. Accept only such C-35's as are punched for current date.

(b) On trains to Pennsylvania Station, collect supplemental fare in connection with transportation valid only to Downtown New York.

(c) Harrison—New York (Pennsylvania Station) tickets will be accepted on joint trains Harrison to Newark, canceled by the collector for service and returned to passenger for use on train running to Pennsylvania Station, N. Y. These tickets are regular and no special handling is required.

(d) Passengers who have paid a Harrison-Newark cash fare to collector on joint train during the hours ticket office is closed, and who present cash fare receipt C-12 as evidence thereof, should be charged the Newark-New York fare, without penalty, less the 6¢ paid to the collector. The receipt should be lifted and attached to cash report as authority for reporting fare at net amount collected. This is authorized by the Traffic Department.

(e) Lehigh Valley RR form C-35, issued in exchange for any form of pay transportation, should be accepted under same conditions as PRR form C-35. When presented with coupon “B”, Lehigh Valley RR form C-35 should be accepted for passage to Pennsylvania Station, New York: otherwise a block in LVRR supplemental fare ticket should be canceled if presented, or a supplemental cash fare collected. Lifted Lehigh Valley RR form C-35's should be turned in with cash report—no notation necessary.

(f) On trains to Jersey City allow passengers to retain Trip passes. Issue form C-35, as directed in paragraph 25 (g), in connection with all forms of pay transportation, except Employe commutation. Cancel in Destination locality all transportation to New York left in possession of passengers, except C-35’s.

WESTWARD

30.—(a) Make general collection in coaches before arrival at Newark, lifting through to destination of passengers within run of car. When passenger is changing at
WORKING TRAINS TO OR FROM NEW YORK OR JERSEY CITY (CTD.)

WESTWARD (CTD.)

30. — (a) — (Ctd.)
Newark, lift only to Newark. Exception — When extraordinary conditions prevail which will make it impossible to complete the general collection before arrival at Newark, transportation may be handled as follows:

(b) Newark tickets — Lift and cancel one-way and coupons of round-trip tickets. Punch commutation tickets for service.

(c) Tickets transferring at Newark — Punch for service and hand tickets back to passengers.

(d) Tickets which will be subsequently honored on same train — Should be inspected, but need not be canceled.

These rules will apply on all trains except:

(e) Trains running to the NY & LB RR — Make general collection, see paragraph 32 (d).

(f) Reserved seats coach trains to the south and west — the general collection may be deferred until after leaving Newark, tickets of passengers off at that point being lifted at the time they leave train.

(g) Any departure from the general collection should be covered by notation on cash report, stating reason for not making the general collection out of New York.

(h) New York-Harrison passengers will present tickets to Newark which should be punched in the Newark locality and returned to passengers for use Newark to Harrison.

(i) For passengers paying cash fares to Harrison, issue a train check, and advise passenger to transfer at Newark.

(j) Exercise discretion when making general collection of tickets in coaches between New York and Newark in order that all transportation will be collected. When a through commutation ticket, or a combination of commutation tickets, is presented from New York, cancel for service to Newark, and collect the terminal fare as required. However, if practicable, cancel tickets to complete trip of passengers on train and issue hat checks in connection therewith. Leaving Newark commutation tickets, previously accepted only to Newark, should be canceled to cover trip to destination of passenger on train, issuing hat checks in the regular manner.

(k) On trains from Pennsylvania Station, collect supplemental fare in connection with tickets, valid only from Downtown New York.

(l) Detached supplemental coupons of regular tickets may be honored in connection with any form of pay transportation reading or valid only to or from Downtown New York. (Authority of Traffic Dept.)

(m) On trains connecting with westward Lehigh Valley trains at Newark prepare record AD 6286 to show Lehigh
Valley tickets honored but not lifted between Pennsylvania Station and Newark, in conformity with headings on the AD 6286, and turn in with cash report.

(n) A block in LVRR supplemental fare ticket should be canceled if presented, or a supplemental cash fare collected from passengers presenting LVRR tickets reading New York (Ferry Stations or Hudson Terminal).

(o) Record of the LVRR supplemental fare tickets honored, or supplemental fares collected in connection with LVRR tickets, should also be shown on AD 6286.

(p) When a passenger, destined to a point west of Newark, claims to have boarded joint PRR-H&M RR train at Exchange Place, paid a cash fare and exhibits receipt C-12 as evidence of fare so paid, such passenger should be charged the applicable fare from Jersey City, without penalty, less amount paid on train from that point. These arrangements apply only to passengers from Exchange Place, Jersey City, during hours the ticket office is closed.

(q) Passengers from Harrison who have paid the 6¢ Harrison-Newark fare on joint PRR-H&M train during the hours ticket office is closed, and who present the passenger's coupon of cash fare receipt C-12, should be charged fare from Newark to destination, without penalty, less the 6¢ paid on joint train. Attach lifted receipt to cash report as authority for reporting fare at net amount collected.

WORKING NEW YORK—NEW YORK & LONG BRANCH RR TRAINS

32.—(a) On commuter travel trains make pick-up lifts from passengers leaving train at points Bay Head Jct.—Red Bank or Matawan, inclusive, but do not approach through passengers for transportation. Make general collection leaving Red Bank (or Matawan if train stops at that station) issuing C-35's to passengers traveling to Jersey City or New York.

(b) On other trains make general collection from initial station and from Red Bank or Matawan, according to stops of train. Make pick-up lifts from other stations. Issue hat checks in connection with transportation reading through Red Bank or Matawan to Newark or intermediate points, and C-35's to passengers traveling to New York.

(c) Make general collection between Newark and New York or Jersey City. When tickets good for 10 or 20 Pennsylvania Station supplemental fares, valid only in connection with commutation tickets, are presented on trains to Pennsylvania Station east of Newark, in connection with C-35’s reading to Downtown New York, passenger should be required to exhibit commutation ticket to determine the supplemental fare ticket is valid with the commutation ticket, and that the commutation ticket is good for service on the date presented.
WORKING NEW YORK—NEW YORK & LONG BRANCH RR TRAINS (CTD.)

WESTWARD

32.—(Ctd.)

(d) Work coaches solid between Pennsylvania Station or Jersey City and Newark, and hat check passengers surrendering transportation reading to points beyond Newark.

e) Make general collection from Newark, issuing hat checks to passengers surrendering transportation to points beyond Perth Amboy, with pick-up lifts from other stations. If necessary to protect the revenues make general collection from Red Bank or Matawan, also from Asbury Park.

WORKING P-RSL SEASHORE TRAINS ALSO CAMDEN AND BRANCH CONNECTIONS

SOUTHWARD

Through Trains from Broad Street or Camden

35.—(a) Make general collection leaving Frankford Junction on Bridge trains and from Broadway on Camden trains. If train is scheduled to receive passengers at Haddonfield, issue hat checks to through passengers, and make another general collection leaving Haddonfield at which time the checks should be lifted. Pick-up lifts should be made from subsequent station stops, passengers being spotted as they board trains and collection made immediately.

(b) On trains transferring passengers at Haddonfield, make general collection as directed in paragraph (a), punch tickets for service to Haddonfield, and hand back to passengers for use on connecting train.

e) On Wildwood trains, lift all regular forms of transportation, including those reading to points on the Ocean City and Cape May Branches; canceling tickets within run of the Wildwood train in Destination locality (No. 1), and those for branch line points in locality 15. Commutation tickets should be punched in the “Number” regardless of whether main line or branch.

(d) Tickets to points served only by motor coaches (Sea Isle City, Avalon, Stone Harbor, etc.), whether passengers are in transferred cars or change to buses at interchange points, should be punched for service to junction (locality 15) and handed back to passengers.

(e) Bundle and turn over to the connecting conductor at Tuckahoe, lifted tickets and coupons of Ocean City Branch passengers, together with record of various classes as required by the Operating Department. Cape May Branch collections, and records, should be similarly disposed of at Wildwood Junction.

Ocean City and Cape May Branch Trains

(f) Secure from conductor of the connecting Wildwood train lifted tickets covering transportation of passengers destined to points on the branch, also record of transportation. Do not approach through passengers, but persons on an initial or way stations should be spotted and fare collected. Note—In event a Philadelphia or Camden train
WORKING P-RSL SEASHORE TRAINS ALSO
CAMDEN AND BRANCH CONNECTIONS (CTD.)
SOUTHWARD (CTD.)
Ocean City and Cape May Branch Trains (CTD.)

35. (f) (CTD.)

is operated through to Ocean City or Cape May, transportation should be handled as directed in paragraphs (a) and (d).

NORTHWARD
Through Trains to Broad Street or Camden

(g) Make general collection leaving initial station and pick-up lifts from subsequent station stops, except that trains from Wildwood should be skimmed for passengers off at stations intermediate to point from which general collection will be made.

(h) On trains from Wildwood make general collection from Cape May Court House or Tuckahoe, whichever is the most convenient, but if the Cape May and Wildwood cars are worked solid from Cape May Court House, the entrances to such cars should be guarded at the Tuckahoe stop so as to prevent anyone on at that point or in the Ocean City coaches from entering without first surrendering proper transportation.

(i) On Camden trains, tickets in hands of passengers who are traveling to Broad Street should be punched for service to Haddonfield and handed back to passengers.

(j) On Bridge trains which will receive passengers at Haddonfield, hat check passengers traveling to Frankford Jct.—Philadelphia, collecting the Bridge supplemental where necessary. Punch Camden and Market Street Wharf tickets for service to Haddonfield and hand back to passengers. Make another general collection leaving Haddonfield.

Ocean City and Cape May Branch Trains

(k) Announcements should be made in all cars for the benefit of persons who have boarded train without tickets. Cash fares, one-way or round-trip, should be collected through to passengers' destinations, and if such stations are beyond junction point with through train, C-1S should be issued as a train check (C-47S for round-trip fares) and the passage coupon(s) handed to passenger for lifting on the through train.

(l) Do not punch regular tickets or commutation (except those honored locally on the branch) as all transportation will be handled on the through train. Note—In event trains are operated through to Philadelphia or Camden, transportation should be handled as directed in paragraphs (g–j).

New York (Nellie Bly Route) Trains

(m) On trains receiving passengers at Haddonfield—whether southward or northward—through passengers should be hat checked and the Haddonfield stop protected by making a general collection from that point.

Haddonfield—Camden Connections

(n) Make general collection leaving Haddonfield or Collingswood.

GENERAL

(o) By these plans a general collection should be made leaving initial stations and junction points (except as
WORKING P-RSL SEASHORE TRAINS ALSO CAMDEN AND BRANCH CONNECTIONS (CTD.)

35.—(o) — (Ctd.)
otherwise provided for branch line trains in paragraphs (f, k-l) also from Haddonfield when trains receive passengers at that point. This will protect the revenue.

(p) In event trains cannot be worked as directed, account crowded conditions or insufficiency of crews, notation giving details should be made on cash report.

WORKING TRAINS—PHILADELPHIA

40.—BETWEEN BROAD STREET OR SUBURBAN STATIONS AND PENNSYLVANIA STATION-30th STREET.

Shuttle and Suburban Travel Trains
(a) Announcements should be made for tickets to or from 30th Street, according to direction of travel. When it is evident pay passengers traveling locally do not respond to these announcements, they should be approached for tickets, with the view of being assured that fares are obtained.

(b) On inward shuttle trains make observation on 30th Street Station platform to spot local travelers before the passengers arrive from connecting through trains.

(c) On outward suburban travel trains, where it is more practicable, these local fares may be obtained as passengers leave cars at 30th Street Station.

Through Trains
(d) Canvass cars for tickets to and from 30th Street Station. When this is not practicable collection should be made from persons traveling locally between these stations when they leave or board the trains at 30th Street Station.

BETWEEN PHILADELPHIA AND NORTH PHILADELPHIA

(e) Carefully check travel between Philadelphia (Pennsylvania Station-30th St.) and North Philadelphia in order that the revenues may be protected and to avoid annoyance and embarrassment to passengers. On westward New York-Philadelphia trains arrange, whenever possible, to treat Philadelphia and North Philadelphia as separate destinations and hat check passengers accordingly.

(f) When it is not practicable to make general collection in all cars between Pennsylvania Station-30th Street and North Philadelphia, work as many cars as possible in this manner; working different cars from day to day so that passengers may not become familiar with the plan to be used. This is to prevent overriding of tickets.

(g) On all New York-Washington trains (both directions), arrange to treat Philadelphia and North Philadelphia as separate destinations and hat check passengers accordingly.

WORKING TRAINS—CAMDEN

45.—On trains to Camden lift all one-way tickets, coupons, and trip passes reading to Philadelphia. If block in a
WORKING TRAINS—CAMDEN (Ctd.)

45.—(Ctd.)
commutation ticket bears ferry cut only, accept for ride in connection with ferry ticket, or local ferry cash fare, issuing train fare receipt to cover.

WORKING TRAINS—PITTSBURGH SUBURBAN AREA

50.—(a) In the Pittsburgh suburban district make general collections in coaches from the following points:

(b) Pittsburgh Division—Initial and East Liberty, East Pittsburgh, Irwin.

(c) Conemaugh Division—Initial and East Liberty, New Kensington, Kiskiminetas Jct., Vandergrift.

(d) Monongahela Division—Initial and Duquesne, Monongahela.

(e) Eastern Division—Initial and Sewickley, Beaver Falls.

(f) Panhandle Division—Initial and Carnegie, McDonald, Burgettstown.

Note—Designation of the foregoing stations as points of general collection is given only as a suggestion. Change the points from time to time so that regular riders may not become familiar with the plan to be used.

PASSENGERS CARRIED BY DESTINATION—PROTECTING

55.—(a) When a passenger boards wrong train or is carried by destination or junction point and the error is attributable to the Company, or if a doubt exists as to responsibility therefor, the passenger should be protected from the first suitable scheduled station stop to the correct destination or junction. Prepare form AD 6288, addressed to the conductor of the train on which return trip is to be made, which should be first available train. Fill out to show all information required by the form, punch in block provided, sign, and hand to passenger.

(b) If for any reason the irregularity is not adjusted on the train, send a message to nearest Ticket Receiver, briefly stating facts, and the Ticket Receiver will issue necessary instructions.

(c) If a passenger holds a ticket to a station within run at which the train does not stop, arrange for passenger to leave train at the first suitable scheduled station stop. If the stop is beyond his destination, and the Company is responsible for the error, provide for his return as directed in paragraph (a).

(d) If the passenger, and not the Company, is responsible for the mistakes, collect fare for service performed. Passengers, however, should be given the benefit of any doubt.

(e) Notation should be made on cash report by conductor issuing form AD 6288. Lifted AD 6288's, also form
PASSENGERS CARRIED BY DESTINATION—
PROTECTING (CTD.)

55.—(e)—(Ctd.)
AD 6287, Ticket Receivers' or Ticket Agents' Order to Carry Passengers, should be canceled in same manner as a ticket and attached to cash report of conductor honoring to destination.

COMBINED FORM, AD 6009
REPORT OF FARE NOT PAID

60.—(a) For use in all cases where passenger is without transportation of any kind, or holds invalid transportation and refuses or is unable to pay fare, or holds an invalid pass, and fare cannot be collected.

(b) Fill in all essential information, being particular to indicate class of transportation service rendered by striking out “Coach” or “Pullman” as the case may be, and utilizing the “Remarks” space for any additional information when no transportation is presented.

(c) Signature of passenger should be obtained if possible. This should be verified when practicable by business card, letter head of other memoranda, or in the case of a member of the armed forces by the serial number on identification tag, in order to avoid fictitious information. If passenger’s signature or address is illegible, obtain correct information and fill it in (print) in blank spaces in lower portion of the AD 6009.

(d) This blank is furnished as a convenient means of securing necessary information from passengers, but should not be considered as relieving trainmen of any responsibility of reasonable effort to collect fare in accordance with the tariffs.

(e) It should be made out in every case of passengers carried without payment of fare or presentation of proper transportation, regardless of any other action taken in the matter. Record the issue of AD 6009 in space provided on face of cash report, but no other detail regarding the incident is necessary on the cash report.

(f) Passengers who present tickets which are apparently invalid for the trip desired, or are without proper tickets, should be treated with the utmost courtesy. They should be given the benefit of all reasonable doubt and when it is apparent that the cause for ticket being invalid or passenger being without ticket is an error of a ticket seller or a previous conductor and is not the fault of the passenger, the word of the passenger should be accepted, and no effort should be made to collect the fare. In such cases the passenger’s signature and address should be secured on AD 6009 and complete remarks filled in later by the trainman. If the passenger objects to signing form AD 6009 the name and address of the passenger should be filled in thereon by the trainman. It is important that there be no arbitrary action on the part of any Railroad employe which might reflect on the relations between the passengers and the Railroad Company. These cases will be handled to a conclusion by the Accounting Department from the information shown on the AD 6009.
COMBINED FORM, AD 6009 (CTD.)

REPORT OF FARE NOT PAID (CTD.)

60.—(Ctd.)

(g) In connection with free transportation, passengers riding on restricted trains on passes not valid on such trains have claimed it was understood signing of AD 6009 closed the case and if it had been known that payment of fare would be demanded, change to unrestricted train would have been made at first station stop. To enable such pass holders to keep to a minimum the amount that must be paid, they should be advised that the AD 6009 will be used by the Accounting Department to handle the case for collection of fare.

GOOD-IN-PULLMAN CAR TICKET HONORED IN COACH

62.—(a) If, for any reason, a good-in-Pullman car (first-class) ticket is honored in coach, observe the following:

(b) Enter in proper spaces the points between which passenger traveled in coach, form and number of ticket, name of issuing line, where sold, and passenger's name and address.

(c) Punch the numbered coupon in space provided and hand to passenger with instructions to fill in the spaces thereon and forward to the General Passenger Agent with a letter giving details of the claim for adjustment, and attach the AD 6009, with ticket to cash report.

(d) If ticket is to be honored in coaches on same train beyond one conductor's run, the initial and each intermediate conductor should endorse on ticket or coupon "Honored in coach —— to ———,” and his initials. The final conductor should handle form AD 6009 as directed in paragraphs (b-c). In event passenger transfers to Pullman car en route the last conductor honoring in coach should prepare the AD 6009. Example: New York to Chicago first-class ticket honored in coach to Pittsburgh, transferring to Pullman at that point, the AD 6009 should be prepared by the Pittsburgh Division conductor.

(e) In cases where ticket reads to a point off the line of the through train (such as a Chicago-York ticket honored on through train to Harrisburg); or to a non-stop on through train (such as a Chicago-Elizabethtown ticket also honored on through train to Harrisburg) the conductor into transfer point should handle as a completed transaction, handing the small coupon to passenger and attaching the AD 6009 to his cash report. The continued journey of passenger should be treated as a separate trip and an AD 6009 prepared and disposed of as outlined in paragraphs (b-c).

(f) If passenger is traveling on a train worked through lift—such as the Trail Blazer or Jeffersonian—form AD 6009 should be prepared by initial conductor, the small coupon handed to passenger, and the AD 6009 attached to ticket and enclosed in car envelope for lifting by final conductor.
(g) Use of form AD 6009 for purpose outlined eliminates notations on cash reports when first-class tickets are honored in coaches, but record of commencing and closing numbers should be made in spaces provided on face of cash report.

**TRANSPORTATION TESTS**

64.—For use in cases where doubt exists that signature forms of tickets, such as commutation tickets, are being properly used. Fill in description of ticket and have passenger identify himself or herself by signature, keeping the ticket in your possession until satisfied that passenger is entitled to use of the ticket. Used AD 6009’s and any confiscated tickets should be attached to cash report.

**PASS TESTS**

66.—(a) Tests as to proper use of free transportation should be made from time to time when practicable, particularly when there may be suspicion that pass is in improper hands.

(b) Description of passes should be filled in before requesting signature, and the pass kept in your possession for comparing signatures on passes with those on the signature forms.

(c) Where irregularities are developed, such as passes presented by persons not named thereon; by persons not entitled to use same; beyond territorial limits in which valid; after expiration of time limit; on restricted trains; for more persons than are named thereon; also in connection with any other irregular features noticed; handle in accordance with instructions in the Pass Manual. (See also, paragraph 60 (g).) Signatures of persons presenting passes should be obtained in every case of this nature. All AD 6009’s, also passes lifted on account of irregularities, should be attached to cash report.

(d) In cases where passholder is making a through journey on same train the initial conductor should deliver the AD 6009 to connecting conductor, and so on, the final conductor to attach to cash report.

**CHILD’S CERTIFICATE**

68.—For use in case of a child apparently five years of age or over, or twelve years or over, not provided with proper transportation, when unable to collect half-fare or additional half-fare due. Fill in certificate as required by the form, showing the child’s starting point and destination on that train; parent’s or attendant’s signature and address obtained thereto, and attach to cash report. If the child is making a through journey on same train deliver the AD 6009 to connecting conductor, and so on, final conductor to attach to cash report.

**HAT CHECKS**

70.—(a) Hat (seat) checks should be used to the fullest extent, according to frequency of train stops and char-
HAT CHECKS (CTD.)

70. — (a) — (Ctd.)
acter of travel, to prevent over-riding; also to avoid unnecessary inconvenience to passengers.

(b) The date should be canceled before issuing and the check should be lifted before the passenger reaches point to which transportation has been secured.

(c) Various colors should be employed to indicate destinations; cancellations or markings may be used, changing the method frequently.

(d) Conductors should instruct assistants to use hat checks of the same color and in the same manner as used by the conductor, in order that the practice may be uniform for the entire train.

(e) Hat checks should not be placed in passenger's hats, but in the holder provided; or if holder is not provided, the hat check should be handed to the passenger with request that it be kept in sight; also, when practicable, request the passenger to "Please take this check with you if you leave your seat."

(f) Do not use hat checks in parlor or sleeping cars, or in coaches of trains worked through lift where identification checks are used.

CASH FARES

75. — Form C-1 is a combined train fare receipt and local train check, to be used as a train fare receipt when one-way fares are collected to points within issuing trainman's run; or as a local train check when issued to point beyond run. Punch both portions of C-1 at one operation, in presence of person paying fare, and hand passenger's coupon to passenger at time of collection.

TRAIN FARE RECEIPT, FORM C-1

78. — (a) When used as a train fare receipt for fares within issuing trainman's run, cut to show actual amount of cash collected, and number of fares, if more than one fare is paid by one person (except when including one or more half-fares, use a separate receipt for half-fare or fares). Fill in on Auditor's portion the points between which fare was collected (abbreviated station numbers may be used) except as provided in paragraph 346 (f). The station numbers may be shown in the "From" and "To" spaces on face of the Auditor's coupon, or endorsed on reverse side. It is not necessary to show points between which issued on passenger's portion, nor to cut the date.

(b) When collecting a cash fare from a non-agency station or a station where ticket office is not open for the train used, to destination beyond run and train check cannot be issued due to not having tariff quoting fares to such destination, show on passenger's portion of cash fare receipt the points between which fare is collected and "Passenger en route to ———", and instruct passenger to show this endorsement to connecting conductor when paying fare from junction point. The conductor of connecting train should not assess the penalty from passe-
CASH FARES (CTD.)

TRAIN FARE RECEIPT, FORM C-1 (CTD.)

78.—(b)—(Ctd.)

... presenting cash fare receipts so endorsed. (Authority of Passenger Traffic Manager.)

(c) When collecting fare account of invalid transportation, or for a child not properly ticketed, collect to destination. If fare is paid only to end of run, notify connecting conductor.

(d) When collection covers half-fare for person over half-fare age, using half ticket, to a point beyond end or run, endorse ticket "1/2 fare collected from to ..........." and initials.

(e) When collection is made to increase privileges of a ticket which is not lifted by trainmen making the collection, face ticket "Endorsed", and endorse to show amount collected, train, date and initials.

(f) When fares are collected by trainman not supplied with train fare receipts, the conductor should issue receipt and give passenger’s portion to trainman for delivery to passenger. If unable to deliver, attach to cash report with notation.

(g) If impossible to issue receipts for all fares collected, make notation on cash report, explaining reason.

(h) When issued to represent a Delaware River Bridge supplemental fare in connection with a ticket reading between a North Jersey station (Palmyra, Burlington, Bordentown, etc.) and Philadelphia (Market Street Wharf) presented for passage to or from Broad Street Station, cut the C-1 to show amount collected and face the Auditor’s coupon “DRB.”

(i) When issued to represent the collection of a New York (Pennsylvania Station) supplemental fare (in lieu of form C-5) punch the block “Pennsylvania Station, Supp. Fare.” It will not be necessary to punch the amount collected in such cases unless the C-1 covers the collection of more than one fare, in which case also punch to show total money collected and for number of passengers in block “Persons if more than one.”

(j) Canceling blocks are also provided for “Coach”, “Pullman” and “Coach to Pullman” and on trains carrying Pullman cars, or lounge cars for which a charge is made for space accommodations, make punch cut in block to indicate class. On trains composed exclusively of coaches cancellation in this space is not required.

(k) Assisting trainman using conductor's stock should punch block “Collected by Assistant”, but this block should not be punched when assistant uses his own stock.

(l) When a Clergy fare is paid on train the passenger should fill in destination on lowest numbered coupon of the certificate. Detach the coupon and turn it in attached to the Auditor’s coupon of the train fare receipt. Face both coupons of the C-1 “Clergy”.
CASH FARES (CTD.)

LOCAL TRAIN CHECK, FORM C-1

80.—(a) When used as a train check a separate C-1 should be issued for each passenger. The "From" and "To" stations should be shown on both portions, (station names, not numbers on passenger's coupon) and year, month and day of issue cut, in addition to punching "Train Check" block, amount collected, etc.

(b) When passengers hold incomplete transportation, the necessary collection should, if possible, be made by initial conductor, and a train check issued to complete the transportation.

(c) Indicate class as directed in paragraph 78 (j), except that this should be done in every case, when issuing a train check, regardless of equipment (coaches, etc.) on the train.

(d) When issued in connection with step-up (PSC) charge coach to Pullman, face Auditor's coupon to show kind of coach ticket involved, viz: "OW" for one-way, or "3 Mo." for 3-month round-trip.

(e) When issued to correct an agent's error face both coupons of the C-1 "Exchanged" and attach the Auditor's coupon, and the lifted ticket, to cash report.

(f) When issued to represent a $\frac{1}{4}$ or $\frac{1}{30}$ fare account exclusive use of a drawing room or compartment, punch the "Pullman" block and face both coupons "$\frac{1}{4}$" or "$\frac{1}{30}$", as the case may be.

COMBINED FORM, C-11

85.—(a) Combined form C-11, provided for use as a train fare receipt or local train check in same manner as outlined for form C-1 in paragraphs 78-80, also as a train excursion ticket, has three coupons:—A, passenger's coupon of train fare receipt or local train check, or return coupon when issued as a train excursion ticket; B, going coupon when C-11 is issued as a train excursion ticket; and C, Auditor's coupon. The following should be observed in the issue and use thereof:

Train Fare Receipt, Form C-11

Prepare in same manner as directed for form C-1 in paragraph 78. See, also, note (e).

Local Train Check, Form C-11

Same as directed for form C-1, paragraph 80. See, also, note (e).

Pennsylvania Station (New York) Supplemental Fare

Same as directed for form C-1, paragraph 78 (i), See, also, note (e).

NOTE—In every case where form C-11 is issued to represent a one-way fare, coupon A only should be issued to passenger and coupon B turned in attached to the Auditor's coupon (C).
CASH FARES (CTD.)
COMBINED FORM, C-11 (CTD.)

85.—(Ctd.)

(f) See paragraph 95 (c) for C-11 when issued as a train excursion ticket.

INTERLINE TRAIN CHECK, FORM C-60

© 90.—(a) When for C-60 is issued as an Interline train check punch both portions at one operation and in presence of passenger, or face as required by the form, to show amount collected, from and to stations, route, (if for Hell Gate Bridge fare only, punch the block provided for that purpose), whether Coach, Pullman, or Coach to Pullman, Half Fare and date of expiration. A separate C-60 should be issued for each fare.

(b) When issued in connection with step-up (PSC) charge, coach to Pullman, face the Auditor's stub to show the kind of ticket with which valid—"One-Way," "3-Mo. Exc.", etc.

(c) When issued in exchange to correct an agent's error face both coupons "Exchanged" and attach the lifted ticket and the Auditor's coupon of the C-60 to cash report.

(d) When issued in exchange for Government Transportation Request face the passenger's coupon "Gov't" and the transportation request number.

(e) When issued for Hell Gate Bridge fares on westward trip punch the contract of passenger's coupon in the destination locality. This will prevent use on a subsequent eastward trip.

(f) Hand passenger's coupon of form C-60 to person paying fare, or enclose in car envelope for handling by subsequent conductors; and turn in the Auditor's coupon with cash report; do not bundle with other train tickets.

(g) Do not use form C-60 for local exchanges (except as provided in paragraphs 130-135) nor for local cash fares (one-way or round-trip).

TRAIN EXCURSION TICKETS

95.—(a) Train excursion tickets should be punched (all coupons at one operation and in the presence of passenger) or filled in to show starting point, destination (station names should invariably be used on return coupons), class of ticket (coach or Pullman) kind of ticket (one-day, two-day, etc), amount collected (on forms containing money blocks) and date of issue, (the final limit will be determined by cut in block denoting kind). A separate ticket should be issued for each fare.

(b) When a Pennsylvania Railroad conductor collects an excursion fare to a point on the Pennsylvania-Reading Seashore Lines (or vice versa) the amount of fare should be filled in on Auditor's coupon, which should be attached to cash report.

© (c) When form C-11 is issued as a train excursion ticket, punch and fill in as provided by spaces thereon. Station names should be used on coupon A and should read from
CASH FARES (CTD.)
TRAIN EXCURSION TICKETS (CTD.)

95.—(c)—(Ctd.)

destination to original starting point. Hand coupons A and B to passenger unless destination is within issuing trainman’s run, in which case coupon B should be turned in attached to coupon C, or with miscellaneous ticket collections; or if beyond run on a train worked through lift, coupon B should be endorsed to show point of origin, destination, kind of ticket and space occupied by passenger and enclosed in car envelope for inspection and canceling by each conductor, and lifting by final conductor.

COMMUTATION TICKETS

100.—(a) See that commutation tickets tendered for first trip are officially stamped and dated, completed to Mr., Mrs., or Miss; if issued to a female, faced or punched “F” (late prints provide initials “M” and “F” which should be punched by issuing agent) and that the two stations and correct date of expiration are clearly shown. If not completely filled out advise passenger to have omission supplied by ticket agent, and make notation on cash report.

(b) See that purchaser has signed ticket with pen and ink. If not signed, have passenger sign in ink, if possible, otherwise accept and cancel for ride and advise passenger to sign in ink before next use of ticket. Make notation on cash report of tickets not completely issued, giving complete description of ticket and name of passenger.

(c) See that first ride coupon agrees with body of ticket as to stations, limit, etc., and lift the coupon, except that in cases where it will be honored by more than one conductor, the coupon should be lifted by final conductor. Do not honor a commutation ticket before date on which first valid. Make notation on cash report of any irregularity in coupon or ticket.

(d) Examine commutation tickets, each time presented, to ascertain, as far as possible, whether in proper hands and that station names and limit have not been altered, nor cancellations plugged.

(e) The book covers of commutation tickets, other than 12-trip, and the contract portions of 12-trip tickets in territory served by trains running to and from the NY & LB RR, should be scrutinized carefully to determine that tickets are valid for passage on the date presented, and that the coupon being lifted bears the same ticket number as the book cover or contract. Coupons of book and 12-trip commutation tickets should be detached by the conductor.

AUDITOR’S CHECK OF WRITTEN DESTINATION TICKETS

102.—When first honoring a written destination ticket containing an Auditor’s check see that destination on check and ticket agree and lift the check. If the ticket is also lifted on first presentation the check should be left attached to ticket.
INTERLINE AND FOREIGN ROAD TICKETS

104.—When honoring interline and foreign road tickets see that final destination as shown on the PRR coupon agrees with that on contract, or on coupon reading to final destination.

PARTY TICKETS

110.—(a) Endorse transportation, including trip passes, reading for more than one person, to show number of passengers carried (whole and half separately), train, date, points between which honored and initials. Note—When honoring party tickets in connection with which Report of Troops Carried, AD 4396 has been prepared, it will not be necessary for conductors to make any endorsement on the party ticket as the information shown on form AD 4396 will be sufficient.

(b) Person presenting party ticket should accompany trainman for purpose of identifying passengers. A punch or written tally record should be made so as to arrive at an accurate count. If passengers are located in cars worked by different trainmen the latter should consult so as to arrive at total number carried. Endorsement for entire number should be made by trainman to whom the ticket was presented.

(c) When passengers covered by one party ticket are, for operating convenience, carried on different trains, conductors should communicate with each other by wire as to number covered by the ticket and number carried on each train. The messages should be attached to cash reports of final conductors. Ticket or messages should be endorsed by each conductor to show actual number carried on his train.

(d) See paragraph 292 for party tickets covering movements of troops, and preparation of form AD 4396.

TRANSFER COUPONS

112.—(a) Transfer coupons attached to tickets of passengers who have passed transfer point, or are located in through sleeper, transfer not being required, should be lifted (unless passenger objects), and delivered or forwarded to Ticket Receiver.

(b) When issuing Omnibus transfer checks, be careful to see that all information required is shown thereon, including complete description of the tickets and extension forms reading from PRR gateway; also that half fares and number of persons on party tickets are indicated. (See paragraphs 131 (c) and 178 (b).

EXCHANGE TICKET, C-14

115.—(a) Exchange ticket, C-14 provides for the seven transfers printed thereon and should be punched and handed to passenger surrendering ticket or coupon reading to a station listed in the second column and who will leave
EXCHANGE TICKET, C-14 (CTD.)

115.—(a)—(Ctd.) through train—coach or Pullman—at the corresponding transfer point shown in first column. Punch the date the C-14 will be used from transfer point.

Special Instructions—Philadelphia

(b) Issue exchange ticket, C-14, when collecting tickets, trip passes or cash fares:

On trains running via the Mantua Subway route, to Philadelphia passengers, traveling in Pullman cars, or in coaches worked through lift, operated on eastward through trains not run to or via Broad Street Station. Do not issue C-14’s in connection with transportation through Philadelphia.

On westward trains, to passengers from Trenton and beyond; or on Atlantic City-Washington trains, to Philadelphia passengers wishing to change at North Philadelphia.

To North Philadelphia passengers whose tickets have been lifted on eastward Broad Street trains; punch the block reading “Between North Philadelphia and Philadelphia”, also make one punch cut in middle to indicate good in opposite direction.

(c) The conductor first handling ticket or coupon, or trip pass reading to Philadelphia should inquire if passenger intends to travel to Pennsylvania Station-30th St. or Broad St. Station, Philadelphia, and, if so, issue to passenger at once, a form C-14 so that when the passenger leaves train at Paoli or North Philadelphia he will have in his possession the necessary equivalent for passage.

Special Instructions—New York

(d) Inquiry should be made of New York passengers as to whether they are traveling to Downtown, New York and if so issue form C-14 to cover transportation Newark to Hudson Terminal. The issue of C-14’s to Downtown, New York passengers applies west of Harrisburg; trainmen east of Harrisburg should use C-35.

General

(e) These instructions will apply on all Divisions, except that on the Pittsburgh Division, trainmen of Nos. 2, 54 and 72 should issue a C-14 to each Philadelphia or Downtown, New York sleeping car passenger not provided with an exchange ticket, as the parked sleeping cars on these trains are loaded at Chicago by Pullman conductors who do not carry a stock of exchange tickets.

(f) In cases where passengers claim exchange tickets have not been delivered, the crew in charge of train leaving Harrisburg should issue form C-14 to Philadelphia passengers, or C-35 to Downtown, New York passengers.

(g) C-14’s for passengers leaving train at Paoli will be honored on connecting trains to Philadelphia or intermediate stations.
EXCHANGE CHECK, C-34

118.—(a) Issue exchange checks, form C-34, on New York and Long Branch Railroad westward trains in exchange for tickets to non-scheduled stops requiring transfer to another train.

(b) Cut stations from and to, day, month and year. To reduce misuse by passengers, punch the train number in blocks provided, showing “700”, “2500” or “3700” with a double column (tens and units) from “0” to “9”. Train No. 3743, for instance, should be punched in the “3700” block, followed by the “4” in the tens column and the “3” in the units column. A blank block is provided for use when train number cannot be punched.

(c) Conductors of connecting trains should honor and lift PRR form C-34’s, also similar checks issued by CRR of NJ conductors.

(d) On eastward New York and Long Branch trains, do not issue form C-34, but cancel regular tickets requiring transfer point and return to passengers.

EXCHANGE TICKET, C-35

120.—Exchange ticket, form C-35, which consists of three coupons, coupon “A”, Newark to Harrison; coupon “B”, Newark to Downtown, New York; and coupon “C”, New York (Pennsylvania Station) supplemental coupon; should be issued on trains to New York or Jersey City, as directed in paragraphs 25, 28 and 32.

BUS EXCHANGE TICKETS

122.—Bus exchange (cash register) tickets issued by drivers on the Ocean City (Palermo)—Townsend Inlet and Cape May Court House-Avalon routes, should be accepted from passengers who desire to pay the one-way or round-trip fare to a destination on the P-RSL. The amount paid on bus should be deducted from the applicable rail fare (one-way or round-trip), and the bus exchange ticket attached to cash report as authority for reporting the train excursion ticket, train check or train fare receipt at net amount collected. Tickets or receipts issued in connection with bus exchange tickets should read from the point on run of the bus for which tariff fare is paid. This is authorized by the Traffic Department.

EXCHANGE TICKET, C-60

130.—(a) Issue C-60 to all Pullman car passengers, also to passengers on reserved seat coach trains, such as “The Trail Blazer” and “The Jeffersonian”, presenting rail tickets valid to points on the Pennsylvania Railroad beyond the station where they will leave the car.

(b) The initial conductor or ticket collector should lift ticket or coupon reading via PRR beyond the station where passenger will leave the car, and issue form C-60, which should be punched to show from and to stations (point
EXCHANGE TICKET, C-60 (CTD.)

130.—(b)—(Ctd.)

where passenger will leave car and final destination on PRR, kind of ticket (one-way, 3-month's excursion, etc.), class (coach or Pullman), local, interline or foreign road (cancellation for class and issue should be performed by making one punch cut in block where these items intersect), month, day and year as final time limit, and point of origin on the PRR. Blank spaces should be used to show kind of ticket and stations not printed. The kind, time limit and final destination on the Pennsylvania Railroad, should be the same as on the lifted ticket or coupon.

(c) Completion of ticket with respect to indicating the point of origin on the PRR is necessary in cases where diversions apply for tickets issued only in certain territories. For instance, certain tickets are valid via Washington, Detroit, Cleveland, etc., and in cases where passengers stop over en route, unless the C-60 is filled in or punched to indicate that passenger started from New York, etc., an additional collection would be made to cover diversion.

(d) In connection with showing route, should a Chicago-New York passenger stop over at Baltimore, the C-60 should be cut Baltimore to New York and routed via Washington, in spaces for "Via——", so that in event the passenger wishes to travel via that route, his transportation will be accepted without additional collection. This will serve as a guide for subsequent conductors in determining the diverse route privileges to which the passenger is entitled and subsequent conductors should be governed accordingly.

(e) The passage coupon of C-60 should be given to passenger, together with portion of the original ticket reading beyond destination shown on the C-60.

(f) The Auditor's coupon of C-60, which is not good for passage, should show exactly the same information as the passage portion and should be attached to lifted ticket or coupon and placed in car ticket envelope.

(g) Do not issue C-60 to destinations beyond the Pennsylvania Railroad, except to stations on the Long Island Rail Road, Pennsylvania-Reading Seashore Lines, Louisville & Nashville Railroad (Cincinnati to Louisville only), the Wabash Railway via Toledo or Detroit, or where optional honoring arrangements with a foreign road are authorized by tariff or circular.

Examples—Issuing and Handling of C-60

131.—(a) Local ticket—Chicago to New York, used in Pullman car to Washington, first conductor should lift the ticket, issue C-60 Washington to New York, give the passage coupon of the C-60 immediately to the passenger,
attach the Auditor's coupon of C-60 to the lifted ticket and enclose therewith in car ticket envelope.

(b) Interline ticket—New York to Louisville, Ky., routed via Cincinnati and the L&N, used in Pullman car to Columbus, O., first conductor should lift the PRR coupon, issue C-60, Columbus to Cincinnati and hand passage coupon with the Cincinnati-Louisville portion of the original ticket, to the passenger. The lifted coupon reading New York to Cincinnati, attached to the Auditor's coupon of the C-60, should be enclosed in the car ticket envelope.

(c) C-60's issued in connection with tickets reading through Chicago, Toledo, Detroit, Kalamazoo, Wheeling, Piqua, or Louisville, not provided with Omnibus coupon; also all tickets reading beyond Chicago, Cincinnati or St. Louis; should be endorsed on back of passenger's coupon to show the destination and road to be used beyond the PRR gateway. This endorsement should be made by issuing trainman, and is used by the final PRR conductor in the issue of Omnibus transfer tickets and preparation of telegraphic reports protecting connections with foreign line trains at PRR gateways.

SPECIAL INSTRUCTIONS—FOREIGN ROAD TICKETS

132. Form C-60 should also be issued in exchange for tickets reading via a foreign line, accepted on PRR trains under optional honoring arrangements authorized by tariff or circular. The following instructions will apply:

(a) Tickets and coupons of tickets reading via the foreign road, presented on PRR trains under the optional honoring arrangement, either in coaches or Pullmans, should be lifted on first presentation and form C-60, issued. Exception—On trains worked through lift and it is definitely known a passenger holding a ticket routed via the foreign line will travel through to destination in that train, the ticket or coupon may be lifted and enveloped, no C-60 being required. However, should such a passenger subsequently stop over en route, the conductor having passenger into stop-over point should lift the ticket and issue a C-60.

(b) Form C-60 is also good on the foreign line, but only when passenger's destination is a point not reached via the Pennsylvania Railroad and then only from last common point with the foreign line. For ready reference the following methods should be observed when preparing form C-60 for a passenger who will transfer from the PRR to the foreign line, such as a point reached via and west of Columbus, Ohio:

(c) Coach passenger on train worked locally over each Division, or where passenger will change trains or stop-over within initial conductor's run—punch the C-60 to show point where passenger changes trains, stops over or end of conductor's run, and Columbus in the "From" and "To" columns, also enter in blank spaces "Columbus" and
name of station to which passenger is traveling. Hand the passenger's coupon of the C-60 to passenger for transportation through to destination and turn in the lifted ticket, attached to the Auditor's coupon of the C-60, with cash report.

(d) Coach or Pullman passenger on train worked through lift (such as passenger traveling to Columbus on train 67)—Fill in "Columbus" and name of station shown on passenger's ticket in blank spaces, and hand passenger's coupon of the C-60 to passenger for transportation Columbus to destination. Attach lifted ticket to Auditor's coupon of the C-60 and enclose in car envelope for lifting by final PRR conductor (into Columbus).

(e) When a second stop-over or change of trains is to be made—Passenger will hold C-60 prepared as directed in paragraphs 132 (c) or (d). If presented on a train worked through lift, whether coaches or Pullman, the original C-60 should be lifted and another C-60 issued in exchange, reading from stop-over or change of trains point to passenger's destination.

INSTRUCTIONS—L&N RR (LOUISVILLE, ONLY)

Eastward

133. (a) Ticket or coupon reading over the L&N, Louisville to Cincinnati thence PRR, honored entirely over PRR via Indianapolis—the PRR conductor out of Louisville should lift the L&N and PRR coupons and issue exchange ticket, C-60, Indianapolis to destination on the PRR. If passenger is in the Louisville-Pittsburgh sleeping car, punch the C-60 from Pittsburgh to PRR destination, attach the L&N and PRR ticket or coupons to the Auditor's coupon thereof, and enclose both in car envelope for lifting by the Panhandle Division conductor into Pittsburgh. In cases where the Louisville sleeper is operated through to New York, handle transportation as directed in paragraph 132 (a).

(b) Ticket or coupon reading over the PRR via Indianapolis, honored via the L&N to Cincinnati—PRR conductors should honor, regardless of service cancellations, as the L&N conductor will honor and cancel the ticket, and prepare a record of tickets honored but not lifted.

Westward

(c) Tickets or coupons reading via Cincinnati and the L&N, honored entirely over PRR via Indianapolis on train worked through lift—the initial conductor should lift both coupons and issue exchange ticket C-60, Indianapolis to Louisville, enclosing the lifted coupons and Auditor's coupon of the C-60 in car envelope for lifting by the Columbus Division conductor. When transportation is handled locally over each Division the C-60 should be prepared to read from end of initial conductor's run to Louisville.

(d) Tickets or coupons reading over the PRR via Indianapolis, honored to Cincinnati on train worked through
EXCHANGE TICKET, C-60 (CTD.)

INSTRUCTIONS—L&N RR (LOUISVILLE, ONLY) (CTD.)

Westward (CTD.)

133.—(d)—(Ctd.)

Lift, for service via the L&N—the initial conductor should lift ticket and issue C-60 to cover transportation on the L&N Cincinnati to Louisville. When transportation is handled locally over each Division, conductors east of Columbus should punch the ticket regularly, and the Cincinnati Division conductor lift and issue C-60 Cincinnati to Louisville.

INSTRUCTIONS, WABASH RY

134.—(a) When issuing form C-60 in exchange for a foreign road ticket with only one coupon reading via Pennsylvania R.R.—Wabash Ry., the passenger's coupon should be endorsed to show issuing line, form and number. This is necessary in the checking of Wabash Ry. claims for revenue account honoring of C-60's.

(b) When issuing C-60 in connection with tickets reading in either direction between Chicago and Eastern destinations, presented for passage via Detroit, punch the ★ for “Detroit-Ft. Wayne, Wabash Ry.”, also Ft. Wayne and Chicago (westward); or Detroit and Eastward destination (eastward), in the regular “From” and “To” columns.

GENERAL

135.—(a) The commencing and closing numbers of form C-60, also the number issued, should be recorded on cash report.

(b) C-60 will also be issued by clerks at sleeping car tables at New York, Philadelphia, Washington and Pittsburgh and pursers of Norfolk-Cape Charles steamers in the manner described above, and should be honored accordingly.

(c) Should stock of C-60 become exhausted issue a C-1 as a train check to read from point where passenger will leave car to destination of ticket on the Pennsylvania Railroad, facing it "C-60". A memorandum should be attached to ticket, and enclosed in car envelope for guidance of subsequent conductors of the train, the transaction covered by notation on cash report, and conductor honoring the C-1 to destination should forward attached to cash report.

(d) Tickets and coupons enclosed in car envelopes, should be examined carefully and canceled regularly by each conductor. Auditor's coupons of C-60's should be punched only by the issuing conductor. Should examination of the Auditor's coupon of C-60 and the ticket disclose the C-60 has not been issued correctly, the conductor carrying passenger into point where he will leave train should issue another C-60 in exchange, or otherwise adjust and make notation on his cash report.

(e) The last conductor handling the original ticket, and lifting it into point where passenger leaves car, should cancel it in Destination locality, and turn it in, together with Auditor's coupon of the C-60 issued in connection therewith, with cash report.
EXCHANGE TICKET, C-60 (CTD.)

135.—(Ctd.)

(f) Passage coupons of C-60's should be accepted as regular transportation between stations, for class, and within time limit indicated thereon, and the conductor honoring to final destination should turn in lifted C-60's with his cash report.

EXCHANGE CHECK, C-90

140.—(a) In connection with the optional honoring arrangements for the acceptance of tickets on Pennsylvania Railroad and Reading Company trains in Philadelphia-Reading territory, be guided as follows in the handling of transportation:

(b) Issue C-90 for each ticket routed via the Reading Company, honored, but not lifted. These exchange checks are valid only when presented with the passage ticket as indicated by punch cuts and records on checks.

(c) Where tickets, valid for interchangeable service, are presented on trains traveling toward Norristown, conductors should inquire of passengers whether they are changing to a Reading Company train at Norristown, in order that exchange checks may be issued whenever necessary.

(d) Punch stations from and to and kind of passage ticket, and whether the ticket was honored to Norristown or to destination. Fill in final destination when ticket reads to a point beyond interchangeable territory.

(e) If a one-way or round-trip ticket, reading over the Reading Company, is honored to Norristown and the ticket is not collected, the conductor should punch the passage ticket for service and endorse "NT", also issue an exchange check and retain both coupons thereof, as the passage ticket is complete transportation from the transfer point.

Example—Passenger presenting Reading Company one-way ticket Philadelphia to Pottstown, transferring at Norristown to a Reading Company train: cut check "Philadelphia" to "Pottstown", "One-Way" (for kind of ticket), "Reading Company" (issue of ticket), "Honored to Norristown", and "Pullman" if ticket is first-class. Face check to show form and number of ticket presented. Punch ticket for service, endorse "NT" and hand it back to passenger for use beyond Norristown, and retain both portions of the C-90.

The issue and retention of both coupons of form C-90 will also apply when honoring and returning tickets which read beyond the Philadelphia-Reading interchangeable territory, such as to New York City or to Mt. Carmel, except that no endorsement on the passage ticket is required for transfer at Philadelphia or Reading.

(f) An exchange check should be issued in all cases where commutation tickets—of either Pennsylvania Rail-
EXCHANGE CHECK, C-90 (CTD.)

140.—(f) —(Ctd.)

road or Reading Company issue—are honored on Pennsylvania Railroad train to Norristown for transfer to a Reading Company train. Cancel a ride for complete service and hand passenger's coupon of the C-90 to passenger. This also applies in connection with first ride coupons and last trips of commutation tickets in which cases the conductors having passengers to destination should lift coupon or ticket. Example: Passenger with Reading Company 50-trip commutation ticket Philadelphia and Royersford using Pennsylvania Railroad train to Norristown: cut check "Philadelphia" to "Royersford", "50-trip" for kind of ticket), "Reading Company" (issue of ticket), "Honored to Norristown." Face check to show form and number of the ticket presented. Hand ticket back to passenger with passenger's coupon of C-90 for use beyond Norristown and retain the Auditor's coupon of the C-90.

(g) When Reading Company issue commutation tickets are honored for complete journey on Pennsylvania Railroad train, an exchange check should be issued and both coupons retained by the conductor.

(h) Cash fares should be collected in regular manner, and if to a point beyond conductor's run issue form C-1 or C-11 as a train check and hand the passenger's coupon to passenger as transportation from the transfer point.

(i) If a complete journey is made on a Pennsylvania Railroad train in connection with Reading Company one-way or round-trip ticket, exchange check should not be issued, as the lifted ticket will supply sufficient record.

(j) Reading Company conductors will issue exchange checks in the same manner, issuing forms P-RTH (yellow) eastward, and P-RTH 1 (pink) westward. However, if passengers with Reading Company issue commutation tickets should change to a Pennsylvania Railroad train at Norristown without obtaining an exchange check for the transfer, the conductor of the train from Norristown, if satisfied with the passenger's statement, should honor the ticket by inspection and issue a C-90. In such cases, a notation should be made on back of the C-90 advising of the circumstances and both coupons retained for delivery with ticket collections.

(k) All tickets reading via the Reading Company, also all Pennsylvania Railroad tickets endorsed off at Norristown, lifted by conductors, together with coupons of C-90's issued and collected, should be turned in or forwarded with cash report.

VENDING MACHINES

142.—(a) Remove cash from vending machines in coaches just prior to reaching end of run on through train and before reaching terminal on local train. If coach is to be cut out or delivered to a foreign line, remove cash just before cutting out car or reaching the junction point.
VENDING MACHINES (CTD.)

142.—(Ctd.)

(b) Report separately cash removed from each facility —Cups, Towels-Kitco (1¢), Towels (5¢), and Kotex.

(c) Slugs, spurious or foreign coins, or anything of like character, which cannot be included in settlements should be attached to cash report, in envelope faced to show train, date and initials.

WORKING DINING CARS

150.—(a) Dining cars should be worked “general collection” and “pick-up lift” whenever other cars on the train are worked, collecting transportation from passengers therein. If the train includes Pullman cars and passenger states transportation had been collected previously, examine passenger’s check of Pullman ticket, determining that it covers space in a car on the train that date, and that transportation had been received to cover the occupants.

(b) When a passenger, located in dining car, or passing through train, claims ticket was surrendered in coach to another trainman, make a careful check, after passengers have returned to seats, to develop whether all transportation has been secured.

(c) See that only those identified by steward as members of crew are carried without transportation.

WORKING BAGGAGE, EXPRESS, POSTAL CARS, ETC.

152.—(a) Special baggage cars should be covered by excess baggage check, ticket or other proper authority for transportation, which should be lifted, or if destined beyond end of run, delivered personally to connecting conductor, or if that is impracticable, handed to Station Master or Agent for delivery.

(b) Excess baggage checks to PRR destinations should be delivered by final conductor to Ticket Receiver with cash report.

(c) If checked through beyond PRR the last conductor should place the excess baggage check in envelope and attach to inside of baggage car door.

(d) Form AD 6073 (Record of Special Cars) should be prepared by initial conductor, with all essential information filled in, and delivered to connecting conductor. Each subsequent conductor should fill in information for his run, the final conductor to attach to cash report.

(e) When Railway Express Agency shipments of live animals, birds, fish, poultry, etc., are hauled, conductors should examine waybill to see that all persons accompanying the shipment as attendants are properly covered by the waybill, and that the number to be carried free does not exceed the number authorized by tariff.

(f) With carload shipments attendants will be carried free as provided by the tariff.
152.—(Ctd.)

(g) Express messenger, or in the absence of an express messenger the attendant in charge, should identify attendants named on waybill to be carried free. Fare or ticket should be collected from any not listed on the waybill and properly identified, or from any in excess of number authorized by the tariff, even though listed on waybill.

(h) Make notation on cash report covering any alterations or irregularities on waybill, showing number of waybill, number of car, name of consignor and consignee, points of origin and destination, kind of animals, and number of attendants.

(i) Waybill should be returned to express messenger after it has served the purpose of conductor of making the required inspection and checking of attendants entitled to be carried free.

(j) Inspect baggage, express and postal cars and mail apartments to see that each person therein holds proper transportation, collecting fare from any not so covered. (See Pass Manual.)

154.—MILITARY GUARDS OR ATTENDANTS RIDING IN EXPRESS CARS ACCOMPANYING MILITARY EXPRESS SHIPMENTS

These men should present regular rail transportation, which should be honored and punched in usual manner and conductor honoring to destination should lift and bundle with regular collections. No notation necessary.

In event a guard has not been furnished with transportation the matter should be reported on form AD 6009, being particular to include name of guard, name of Command (Company, Battalion, etc.), points between which carried, originating point and name of rail line initiating the shipment.

FOREIGN COMPANIES' BUSINESS CARS

160.—(a) Prepare AD 6073, Record of Special Cars, to show name or number of car, name of person in charge, number of passengers (pay and free, separate) and points between which carried, to cover movement of private passenger cars, including office or business cars, transported by one carrier for another or its officials. These cars and occupants are subject to the charges as shown in tariff covering movements of foreign carriers' official or business cars. This also applies to private or business cars of such companies as Railway Express Agency, Fruit Growers Express and similar associations or organizations. In all cases when such cars (in service or empty in charge of attendants) are moved in regular or special trains, observe the following instructions:
FOREIGN COMPANIES' BUSINESS CARS (CTD.)

160.—(Ctd.)

(b) Ticket, or tickets, covering transportation and space charges should be presented for movement of the car, or cash fares paid, as required by tariff. If car is moved on a train on which a special service charge is applicable, fares collected should also include special service charges.

(c) Train conductor should ask porter of car for an interview with person in charge, in order that transportation may be collected. If person in charge is not accessible, transportation should be received from the porter and his statement in regard to occupants accepted.

(d) If, for any reason, the required tickets or cash fares are not presented upon request, further effort should not be made to collect, but make complete notation on cash report in regard thereto. When instructions have been issued that collection will be made through General Office, include such information on the AD 6073.

(e) In case car is destined beyond conductor's run, tickets should be placed in envelope, AD 6258 and handed to connecting conductor, or left with porter of car, subject to call by subsequent conductors.

LOCAL BUSINESS CARS

PRR-8 & E RR-LI RR-NY & LB RR-P & A RR AND P-RSL

165.—(a) When business cars owned or operated by the Pennsylvania Railroad, Long Island Rail Road, Baltimore & Eastern Railroad, Pennsylvania & Atlantic Railroad or Pennsylvania-Reading Seashore Lines (also business cars of the Reading Company and affiliated lines over the Pennsylvania-Reading Seashore Lines) are moved on special instructions, observe the following:

(b) Ask porter for interview with person in charge in order that transportation may be secured for all occupants other than car crew. If person in charge is not accessible the porter's statement in regard thereto may be accepted.

(c) Crews of the business cars named, in service or moved deadhead, may be carried without transportation. Unless otherwise specifically provided in instructions covering movement of the car, crew should be considered as consisting of one porter, one waiter and one cook. When such cars are moved deadhead enter the car and collect transportation from any others riding therein.

Pay Passengers

(d) Charge as provided in applicable tariff. For each passenger not entitled to free transportation a good-in-Pullman car (first-class) ticket or fare should be collected, (including special service charge if such additional fare applies). When cash fare is paid on train the excess or penalty fare should not be collected. In addition to rail transportation the following accommodation charges are also applicable:
LOCAL BUSINESS CARS (CTD.)

Pay Passengers (CTD.)

165.—(d)—(CTD.)

Day Journey

A charge equal to parlor car seat rate between points traveled. If no Pullman representative (conductor or porter) is on train and the seat rate cannot be readily ascertained, or there is no published seat rate applying between points traveled, the accommodation (seat) charge will be 16.8% of the regular one-way adult unrestricted fare between points traveled, with a minimum of 65¢.

Night Journey

When all or any part of the journey is made when night accommodations are used the accommodation (space) charge will be 33.6% of the regular one-way adult unrestricted fare between points traveled, with a minimum of $2.80.

(e) Ticket Agencies at principal stations have been furnished with the following described tickets for sale to pay passengers in business cars:

L-1005 (Salmon)—Combined passage and accommodations, day or night service.

L-1006 (Slate)—Accommodations only, day or night service. (For use when passengers hold proper rail transportation.)

(f) In cases where pay passengers are not provided with tickets covering space accommodations, issue a train fare receipt or train check (as the case may be), amount collected cut, filled in for stations from and to, and faced "Seat" or "Berth."

(g) All charges for accommodations in business cars is Railroad Company revenue, and in cases where passengers are not provided with proper tickets covering accommodations, collection therefor should be made by the train conductor and not by Pullman conductor. If passengers have been sold regular Pullman tickets for accommodations (instead of form L-1006), such tickets should be accepted without question by conductors, provided accommodation charges, as given above, are observed. In event Pullman ticket on night service movement covers only a berth (upper or lower) the difference between value of the berth ticket, and 33.6% of the regular adult one-way unrestricted fare should be collected in cash.

(h) In event a Pullman passenger, holding only the passenger's check of a Pullman ticket, subsequently transfers to a business car, the Pullman conductor should be permitted to retain that Company's ticket, and the passenger charged the difference, if any, between value of Pullman ticket and the accommodations furnished in business car. (See paragraph (g).)
Pay Passengers (Ctd.)

165.—(Ctd.)

(i) All forms of pay transportation, including forms L-1005, L-1006 or a Pullman ticket covering accommodations in business cars, also passenger's check of a Pullman ticket accepted as provided in paragraph (h), should, when honored to destination, be canceled, lifted, and attached to cash report.

(j) If car is destined beyond conductor's run, tickets should be placed in envelope, AD 6258, and handed to connecting conductor, or left with porter of car subject to call by subsequent conductors.

(k) Notation on cash report is not necessary, but form AD 6073 should be prepared by initial conductor, subsequent conductors fill in required information for their runs and final conductor attach to cash report with tickets, special instructions, etc.

(l) When the movement is handled under Special Instructions, endorse it to show separately, number of pay and free passengers occupying car, but not including crew. When car is being moved deadhead, show the crew carried, "2 Porters"
WORKING PULLMAN CARS

THROUGH LIFT PLAN

170.—(a) Train and Pullman conductors work in conjunction. Train conductor should lift rail transportation and after detaching portion necessary for journey in car, return remainder to passenger. The portion detached should be endorsed on coupon reading to point where passenger will leave car, to show space occupied and placed in car envelope, to be worked by subsequent train conductors. The same procedure should be followed in cars destined to foreign lines, except as otherwise noted in paragraphs 175 (a–e).

(b) Parlor cars should be worked on through lift plan in same manner as sleeping cars, except that the endorsing, enveloping and returning of transportation to passengers should be done by the train conductor.

SLEEPING CAR PLAN

171. This plan is followed only at the points mentioned in paragraph 175 (c) where sleeping car tables are worked exclusively by Pullman conductors, or where rail transportation of passengers for the parked cars is handled by porters. See paragraph 190.

DUTIES OF TRAIN CONDUCTORS

©175.—(a) Rail transportation may be handled by Pullman conductors only at sleeping car tables, or by porters on parked sleeping cars open for the reception of passengers before departure of trains. In all other cases rail transportation should be handled by the train conductor.

(b) Transportation in sleeping cars and parlor cars operated beyond one conductor's run, including sleeping cars running to and from foreign lines, should be handled on through lift plan with the following exceptions:

(c) At Baltimore, Cape Charles, Harrisburg, Williamsport, Buffalo, Cleveland, Detroit, Grand Rapids, Chicago, Columbus, Dayton, Cincinnati, Indianapolis, Louisville and St. Louis, where sleeping car tables are in charge of a Pullman Company representative, or lift is made by porters on parked cars, the transportation lifted and enveloped should be handled on sleeping car plan. Transportation of passengers boarding these cars at subsequent station stops should be handled through lift.

(d) On daylight trains carrying sleeping cars to beyond New York, (except on the Bar Harbor Express, which should be worked through lift), collect transportation to New York only, hand back remainder of tickets to passengers for handling by the NY NH & H conductor. Note—on westward trains transportation is handled on through lift plan, and should be worked from car envelopes.)

(e) Cars to beyond Buffalo—through lift to Buffalo only.

(f) Harbor Springs Branch (southward only) Pick-up
DUTIES OF TRAIN CONDUCTORS (Ctd.)

175.-(f)-(Ctd.)

lift for local passengers only—passengers to points south of Fetoskey should not be disturbed.

176.-(a) The initial train conductor should collect transportation from all passengers, including those boarding train at way stations, in conjunction with the Pullman conductor. A joint collection of rail and Pullman tickets is particularly important in order to avoid inconvenience and prevent controversy with those passengers in Pullman cars who hold coach tickets and from whom additional rail fare and Pullman space charge must be collected, so that the step-up (PSC) and Pullman fares may be quoted and collected at the same time.

(b) When this is not possible, the rail or Pullman representative first contacting a passenger holding a coach ticket should inform passenger there will be an additional Pullman charge to cover space occupied, and an additional rail charge to make coach ticket good in Pullman car, so the passenger may be fully informed and have the option of transferring to coaches if passenger does not desire to pay total additional charges involved.

(c) On trains without Pullman conductors—where porters are in charge of Pullman cars—porters should make collection of Pullman fares in company with train conductors, in order to avoid disturbing passengers twice and to afford train conductors opportunity to make collection of additional charges involved in instances where passengers hold coach tickets.

(d) On New York-Washington runs, when it is impracticable for the porter-in-charge to work with the train conductor or assisting trainman, the rail and Pullman tickets should be lifted by conductor or assistant and the Pullman tickets delivered to porter with advice as to cash fares to be collected.

(e) Subsequent train conductors, accompanied by Pullman conductor, should collect transportation from new passengers before handling car envelopes.

(f) Transportation for passengers boarding sleeping cars late at night should be collected promptly, to permit them to retire without being afterwards disturbed.

(g) Train and Pullman conductors should compare destinations of the rail and Pullman tickets, collecting fares to complete transportation of passengers to destination in through car. This comparison is also necessary in the handling of rail transportation on which stop-over is to be made en route.

(h) The first conductor should definitely determine validity of transportation and in case of doubt, or if shortage in transportation exists, he should investigate, obtaining the information needed from the passenger, or through other sources, and, if it is decided to accept the transpor-
WORKING PULLMAN CARS (CTD.)

DUTIES OF TRAIN CONDUCTORS (CTD.)

176.—(h)—(Ctd.)

tation, attach a signed memorandum thereto, cut with his punch, giving the facts, for guidance of subsequent conductors who should accept his decision without further disturbance to passengers.

(i) The terminal conductor should lift the PRR coupon with such memorandum attached, unless the ticket is returned to passenger account of leaving sleeping car short of destination, when the memorandum only should be lifted. Ticket and/or memorandum should be attached to cash report.

(j) When collection of cash fare is necessary, collect through within the run of the car, as authorized by tariff and instructions of Traffic Department, issuing train check.

(k) When a discrepancy or error made by initial conductor, or at sleeping car tables, is discovered by subsequent conductor, and passenger has retired, do not disturb passenger, but leave a memorandum in car envelope showing the amount of the shortage which should be collected in the morning by conductor in charge.

(l) When party tickets are honored for passengers occupying space in different cars the trainman first handling the party ticket should attach a memorandum thereto giving the number of passengers and their location (space and car) in other car; also memorandum in envelope AD 6258 of the other car giving information as to where the ticket is located. This arrangement will apply only in regular cars occupied by regular travel. In extra or special cars or trains run for Government movements no such memoranda are necessary, but the initial trainman should see that transportation presented covers all persons, wherever located.

(m) Before detaching coupons, examine tickets to see whether correct in all respects, also that the destinations on tickets having Auditor’s checks agree with destination on such checks; and, in case of tickets reduced by facing, such as “Half”, that the contract and all coupons are thus reduced, as subsequent conductors do not have an opportunity to examine the entire tickets.

(n) When destination of a ticket or coupon is a point beyond station where passenger will leave the car, exchange ticket C-60 should be issued as directed in paragraphs 130-135.

(o) When working St. Louis sleeping cars, particularly on trains Nos. 21, 31, 33 and 67, the first train conductor to handle transportation reading via the PRR to Chicago and a foreign line to or beyond St. Louis, should lift through to St. Louis in cases where passengers avail of authorized diversion via the PRR direct to St. Louis.

(p) The Red Arrow—see special instructions, paragraph 450.
WORKING PULLMAN CARS (CTD.)
DUTIES OF TRAIN CONDUCTORS (CTD.)

176.—(Ctd.)

(q) When working the Broadway Limited, the train and Pullman conductors should work together in approaching passengers, contact being made by the Pullman conductor who should lift both rail and Pullman tickets, handing the rail tickets to the train conductor to determine that proper transportation is received. Collection of cash rail fares should be made by the train conductor. This arrangement is an additional convenience to passengers as the Pullman conductor is assigned for the through run of the train and later contacts with passengers may be made by the same conductor.

177.—(a) When PRR card passes or Post Office Department commissions are presented for transportation beyond run, the initial conductor should prepare pass exchange check AD 6293 (a separate check for each pass or commission), to cover trip of passenger within run of the car on PRR, provided the pass or commission is valid between such points. Require passenger to sign pass exchange check in space provided, compare signature with signature on pass or commission, and if in proper hands, immediately return pass or commission to passenger. If in wrong hands, be governed by Pass Manual instructions.

(b) Company's Surgeons, Medical Examiners and Assistant Medical Examiners should show their title, when signing AD 6293.

(c) Form AD 6293 should be issued only by the conductor or an assisting trainman. Do not deliver blank AD 6293's to Pullman representatives under any circumstances.

(d) Conductors should accept and cancel AD 6293's in same manner as regular transportation.

178.—(a) Lifted transportation should be endorsed to show accommodations and car occupied by passenger and placed in car envelope AD 6258, a separate envelope being used for each car. When lifting through to points on foreign lines the space endorsement should be made on the final coupon. In event a passenger is subsequently transferred to other space the endorsement should be changed accordingly, and if transferred to another car the ticket should also be transferred to proper car envelope.

(b) Tickets requiring transfer through Chicago, Toledo, Detroit, Kalamazoo, Wheeling, Piqua or Louisville, not provided with omnibus coupons, also all tickets reading beyond St. Louis and Chicago (all trains) and Cincinnati (see paragraph 178 (e)), must be endorsed by the initial conductor on the back of the PRR coupon to show destination and road to be used from the PRR gateway, if this information is not already shown on the PRR coupon. In case of "Extension" or "Split" combination of tickets, the endorsement must include a complete description of the ticket reading from the PRR gateway. If there is not
adequate space on the back of the PRR coupon, a memorandum containing this data must be attached thereto, this information being necessary for use of terminal PRR conductors who issue transfer checks, and to protect close connections at Chicago, Cincinnati and St. Louis.

(e) Conductors of train No. 29, in order to protect Western connections, should endorse coupons into Chicago to show train passenger wishes to use out of Chicago.

(d) During the Winter Season conductors of through trains from Pittsburgh and beyond to Washington, or having Washington connections, should endorse on PRR coupon the road to be used beyond Washington, when such information is not shown on the coupon.

(e) Interline and foreign road tickets reading to points beyond Cincinnati and presented in Pullman cars terminating at that point, should be endorsed by the initial train conductor on PRR coupon to show destination and road to be used beyond the PRR gateway, if this information is not shown on the coupon. (Endorsement is not required when passengers are making a continuous journey in a through Pullman car such as the Louisville or Nashville cars on train No. 41; the Miami or Tampa cars on train No. 200, etc.)

(f) Tickets reading beyond Memphis, honored in through sleeping cars, should be endorsed by the initial train conductor, on the Southern Ry. coupon, to show destination and road to be used beyond Memphis, if this information is not shown on the coupon.

(g) On New York-Washington trains, also on trains carrying sleeping cars for points on the L&N beyond Cincinnati, envelopes AD 6258, for Pullman cars destined to points on foreign lines, should be filled in to show the number of passengers, and destination of each, and the transportation placed therein, to enable connecting conductors to check the cars in accordance with instructions of their respective companies.

179.—(a) When working transportation from car envelopes, AD 6258, open only one envelope at a time. Inspect and cancel transportation, taking required record, replacing in car envelope any reading beyond run or to be returned to passengers, and deliver personally to Pullman conductor, or to subsequent train conductor. Transportation to be returned to passenger within a conductor's run should be turned over to the Pullman representative in envelope AD 6259 or delivered to passenger direct.

(b) Obtain, from Pullman representative, the working diagram of each sleeping car and see that car envelope contains sufficient transportation to cover total number of persons indicated by the diagram, and, whenever possible, count the passengers. If transportation is over or short investigate to locate discrepancy. Passengers in space
shown on diagram as occupied should not be awakened until time giver, for morning call, for purpose of locating transportation. Note should be placed in car envelope for advice of succeeding conductor.

(c) If any difficulty is experienced in obtaining working diagrams, or if diagram is not properly prepared to show the number of persons occupying the various berths, etc., make notation on cash report detailing the conditions.

(d) If the envelope is missing, immediately advise Ticket Receiver, giving destinations and routes of passengers, also any other information which may assist in protecting passengers, or in locating the missing transportation.

(e) Each train conductor must inspect transportation not enclosed in car envelope due to passenger desiring to retain same, but passengers should not be called upon more than once by each conductor.

(f) Before inspecting unoccupied space, first verify the working diagram for the purpose of locating discrepancies, such as passengers transferred from one berth to another without correction being made on the diagram, and make the following inquiries of the porter:

What is the total number in the car?
How many "doubles" (two in a berth) and where located?
How many in locked rooms (drawing-room, compartments, bedrooms)?
What lower berths are unoccupied?
What upper berths are unoccupied?

(g) After it is found that this information coincides with the working diagram, personally inspect all space shown on the diagram as unoccupied to see that there are no passengers therein.

(h) When stops are made after working sleeping cars, ascertain from Pullman conductor and porters whether additional passengers have been located therein and if so obtain transportation before passengers retire.

(i) The Pullman Company requires its conductors to enter on call cards the hours of sleep periods of porters and their location while off duty; also, before retiring, to notify porters what car and berth he will occupy, and enter this information on call cards. If no off-duty periods are shown make notation to that effect.

(j) Do not disturb Pullman conductors or porters when off duty unless absolutely necessary, but obtain information as to number of passengers in car, vacant berths, etc., from porter on duty in adjoining car.

(k) Train conductors should assist Pullman conductors, whenever necessary, in returning transportation enclosed
WORKING PULLMAN CARS (CTD.)

DUTIES OF TRAIN CONDUCTORS (CTD.)

179.—(k)—(Ctd.)
in identification envelope, AD 6259, to avoid delaying pas-
sengers. When a Pullman conductor is not assigned to a
train, transportation should be returned to passengers by
the train conductor, except in the case of parked cars
transportation should be returned by Pullman porter as-
signed to car.

(l) In cases where passengers leave car or train with-
out first securing unused transportation the rail conductor
should notify the nearest Ticket Receiver (personally or
by wire) disposition made of such transportation, giving
description thereof, individual numbers of identification
envelopes, AD 6259 involved, train number and date. In
the absence of rail conductor these duties should be as-
sumed by the Pullman representative.

Cape Charles Trains—Exchange Tickets, C-18

185.—(a) When collecting transportation deliver form
C-18 to holders of one-way and return portions of round-
trip or excursion tickets reading to Old Point Comfort or
Norfolk. This will not apply to two-coupon card tickets,
nor to free transportation.

(b) Form C-18 should be punched to indicate the desti-
nation (Old Point Comfort or Norfolk) of the passage
tickets, also the date train left initial station (New York
or Philadelphia).

(c) When a one-coupon coach ticket to Old Point Com-
fort or Norfolk is honored in sleeping car in connection
with step-up (PSC) to Cape Charles, punch the “Coach”
block or face the C-18 “Coach”.

(d) Attach the Auditor's check of form C-18 to ticket
for which issued in exchange, and place both in car enve-
lope.

(e) Conductors into Cape Charles should lift tickets or
coupons reading to Old Point Comfort or Norfolk, for
which form C-18’s have been issued, canceling to destina-
tion. These tickets, with Auditor's coupons of form C-18
attached, should be made into a separate package.

Exchange Tickets, C-65 and C-66

187.—(a) Passengers to or from beyond Cape Charles
and to or from Norfolk or beyond may use regular PRR
Ferry service, or Virginia Ferry Corporation boat and
Pennsylvania Greyhound bus via Little Creek. Transpor-
tation should be handled as follows:

Southward

(b) The initial train conductor should advise passengers
desiring to use the Virginia Ferry route to go to PRR
ticket office at Cape Charles and have ticket or coupon
(including C-18’s) reading to Norfolk, exchanged for
form C-65.
WORKING PULLMAN CARS (CTD.)

DUTIES OF TRAIN CONDUCTORS (CTD.)
Exchange Tickets, C-65 and C-66 (CTD.)

Northward

187.—(Ctd.)

(c) Ticket Agents at Norfolk will provide passengers desiring to use the Virginia Ferry route with form C-66, for passage to Cape Charles, cutting the rail ticket with "N" punch, leaving same in passenger's possession for use north of Cape Charles.

General

(d) This optional arrangement does not apply to passengers holding tickets valid only in coaches (including double-coupon tickets valid in sleeping car north of Cape Charles and coach between Norfolk and Cape Charles—either direction), unless the difference in fare over the Ferry is paid.

DUTIES OF PULLMAN REPRESENTATIVES

190.—(a) At sleeping car tables worked exclusively by Pullman conductors, or on parked cars manned only by porters, (see paragraphs 171 and 175 (c)), rail and Pullman transportation should be lifted by the Pullman representative who should examine the rail ticket to see it is valid in Pullman car and lift in its entirety. Clergy certificates should be lifted with clergy tickets.

(b) Transportation not to be returned to passengers should be endorsed to show space occupied and enclosed in car envelope, AD 6258, a separate envelope being used for each car.

(c) If whole or part of rail transportation is to be subsequently returned to passenger for use beyond point to which Pullman transportation reads, the entire ticket or pass should be enclosed in identification envelope, AD 6259, and the numbered claim check given to passenger. The identification envelope should be filled in to show space occupied and number of passengers, if more than one, and enclosed in car envelope, AD 6258.

(d) When lifting transportation at sleeping car tables, both portions of Pullman tickets should be punched to show number of persons occupying space covered.

(e) Transportation should be placed in separate envelope AD 6258, for each car, and kept locked in linen closet of the car in which lifted, for inspection by train conductor.

(f) If car is destined to a foreign line, transportation beyond the PRR should be delivered to connecting line in car envelope AD 6258.

(g) Passengers who decline to entrust their transportation to the Pullman or Railroad representative, should be advised the arrangement is for their convenience. If they still desire to retain the transportation they should be permitted to do so, and informed it will be necessary to present transportation to each conductor en route for inspection. Memorandum of such cases, showing space occupied, should be placed in car envelope.
(h) When cash fares are to be collected, such as for an extended journey, a memorandum showing space occupied should be placed in car envelope.

(i) A working diagram should be prepared for each car, showing number of persons, when more than one, occupying each space, and submitted to train conductor.

(j) Curtains of unoccupied berths should be left open to facilitate examination of unoccupied space by train conductor.

(k) Transportation for use after leaving car should be returned to passengers before reaching their destination in the car, lifting identification checks and enclosing them in envelopes from which detached.

(l) If no Pullman conductor is assigned to train, the return of rail transportation will be made by the train conductor except that when cars arriving early in the morning are parked for occupancy, the porter should return transportation in same manner as directed in paragraph (k), and should turn over any undelivered transportation to Ticket Receiver, Ticket Agent or Station Master before car leaves station.

(m) Used and spoiled identification envelopes, of PRR or other roads' issue, should be banded together, endorsed on outside envelope to show train number, arriving date and name of Pullman representative, and deposited in receptacles provided, delivered to Ticket Receiver, or turned over to rail conductor for delivery to Ticket Receiver.

### SLEEPING CAR TABLES

193.—(a) At sleeping car tables in New York, Philadelphia, Washington and Pittsburgh, also on steamers, Norfolk to Cape Charles, railroad transportation covering passengers having Pullman space in sleeping cars is examined by representatives of the Pennsylvania Railroad to see whether valid and covering trips according to reading of Pullman tickets.

(b) Railroad representatives should detach, and return immediately to passenger, portions not necessary for trip in the through car, stamping on face of tickets or coupons retained:

```
USED IN
23  NOV 23
19 1945 23
SLEEPER
```

and endorsing space occupied.
WORKING PULLMAN CARS (CTD.)

SLEEPING CAR TABLES (CTD.)

193.—(Ctd.)

(c) The rail transportation and Pullman tickets are then handed to Pullman conductors who place rail transportation in a separate envelope, AD 6258, for each car.

(d) Railroad representatives should not adjust shortages or discrepancies in Pullman transportation, as such matters should be handled by the Pullman conductor.

(e) Where sleeping car tables are worked exclusively by Pullman Company representatives the rail transportation is handled as outlined in paragraph 190.

(f) Train conductors working sleeping cars for which transportation has been handled at check-in tables manned by Pennsylvania Railroad representatives should honor detached coupons of tickets, clergy tickets without clergy certificates, detached going portions of trip passes, and pass exchange checks, AD 6293 (representing an annual pass or Post Office Department commission) when faced “Used in Sleeper”.

(g) If ticket stamped “Used in Sleeper” is presented for passage in coach or parlor car, make note on cash report giving passenger’s explanation as to why not used in sleeping car.

COACH PASSENGERS AVAILING OF MEAL AND BEVERAGE SERVICE IN PULLMAN CARS

195.—(a) In accordance with Traffic Department circular, the following rules and regulations will apply for coach passengers availing of meal and beverage service in railroad dining cars, Pullman lounge and buffet cars, also in Railroad owned parlor-coach-cafe or diner-lounge cars.

On All Trains Carrying Dining Cars in Service

(b) Coach passengers may partake of meal or beverage service in dining cars in all trains without payment of additional rail or Pullman fares.

(c) Coach passengers patronizing meal or beverage service in Pullman cars will be required to pay Pullman fare for a seat in one of the Pullman cars plus the difference between rail fare in coaches and in Pullman cars for that portion of the journey for which they use the Pullman car.

(d) EXCEPTION: When trains 207 and 208 operate in one section between Logansport and Chicago, coach passengers in the Louisville cars will be considered as under the provisions of paragraph (e), immediately following, as though the Louisville-Chicago Pullman parlor-buffet-lounge car were the only eating facility in the train.

On All Trains Not Carrying Dining Cars in Service

(e) When a Pullman car is the only eating facility available, coach passengers may be served food, or food and beverage therein (but not mineral waters or alcoholic beverages alone) without the collection of Pullman seat charge and additional rail fare. If coach passengers show a tendency to remain in the car for any length of time after completion of service, they should be diplomatically
WORKING PULLMAN CARS (CTD.)
COACH PASSENGERS AVAILING OF MEAL AND BEVERAGE SERVICE IN PULLMAN CARS (CTD.)

On All Trains Not Carrying Dining Cars in Service (CTD.)

195. (e) — (CTD.)

and courteously requested to pay for a seat in one of the Pullman cars plus additional rail fare for that portion of the journey for which they occupy space in the Pullman car.

(f) EXCEPTION: Between New York and Philadelphia on strictly New York-Philadelphia “Clocker” trains, coach passengers patronizing meal or beverage service in Pullman cars will be required to pay Pullman seat fare and the difference between rail fare in coaches and in Pullman cars. This exception does not apply to trains operating through Philadelphia which provide New York-Philadelphia service (such as New York-Washington, New York-Pittsburgh, and New York-Cape Charles trains) which are covered by paragraph (e) above.

(g) Passengers coming under this exception who desire meal service without paying the Pullman seat fare and the additional rail fare may leave their orders from coach menu with Pullman car waiter who will serve them in their seats in coaches as soon as time will permit.

On Trains Not Carrying Dining Cars in Service But Carrying Railroad-owned Parlor-Coach-Cafe or Diner-Lounge Cars

(h) When Railroad-owned car provides the only lounge service on the train, coach passengers may be served food, or food and beverage, (but not mineral waters or alcoholic beverages alone) without collection of additional rail fare or Pullman seat charge. If coach passengers show a tendency to remain in the car for any length of time after completion of service, they should be diplomatically and courteously requested to pay the additional rail fare and Pullman fare for a seat in one of the Pullman cars for that portion of the journey for which they occupy space in the combined dining-lounge type of car. The service in cars 1127 and 1128 in the Akron-New York service in trains Nos. 9 and 10 is an example.

(i) On trains in which lounge facilities are available in Pullman cars, coach passengers must be given unrestrained access to the Railroad-owned parlor-coach-cafe or combined dining-lounge type of car for meal or beverage or lounge service without additional rail or Pullman fare collection. The service in the observation coach on The Red Bird between Chicago and Detroit is an example.

(j) The foregoing does not apply to the services in cars on The Trail Blazer, The Jeffersonian, The South Wind—or The East Wind when operating—which are all-coach trains.

COACH PASSENGERS VISITING IN PULLMAN CARS

197.—Passengers holding rail tickets good only in coaches, will be permitted to visit with passengers in Pullman cars as their guests, in accordance with the regulations of the Pullman Company, but such coach passengers must, under rail tariff regulations, pay the difference between coach and good-in-Pullman car rail fares, for whatever portion of their journey they may choose to occupy space in Pullman car.
CANCELING TRANSPORTATION

CANCELING FORMULA

© 210.—Formula shown below should be used in canceling honored transportation as directed in succeeding paragraphs:

<table>
<thead>
<tr>
<th>Logansport</th>
<th>Newark, N. J.</th>
<th>Indianapolis</th>
<th>Detroit</th>
<th>Chicago</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>7</td>
<td>13</td>
<td>6</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ft. Wayne</th>
<th>New York</th>
<th>Atlantic City and Wildwood</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>0 4th Branch.</td>
<td>3rd Branch. 0</td>
</tr>
<tr>
<td>12</td>
<td>0 2nd Branch.</td>
<td>1st Branch. 0</td>
</tr>
<tr>
<td>13</td>
<td>0 6th Branch.</td>
<td>5th Branch. 0</td>
</tr>
</tbody>
</table>

* To be used only in case of change of trains.
† To be used only as directed in paragraph 236(c).

TRANSPORTATION TO BE CANCELED

212.—Cancel separately each ticket or other form of transportation immediately upon honoring, to show service rendered, being careful to avoid mutilating form designations and consecutive ticket numbers; except that Annual Unlimited Use commutation tickets, Annual passes, New Jersey State Certificates, Post Office Department commissions, and State of West Virginia Identification cards should not be punched.

FIXED CANCELLATION

214.—Certain stations have been selected as fixed cancellation points as designated in the canceling formula (see paragraph 210). Tickets should be punched to the first fixed cancellation point toward which the train is advancing, except that where run covers more than one fixed point, cancellation should be for junction point or end of run.

TRANSPORTATION HONORED BUT NOT LIFTED

216.—(a) Transportation honored but not lifted, account of stopover (see paragraph 236), change of trains (see paragraph 238), or reading beyond end of run, should be punched according to canceling formula, to indicate service to station where passenger leaves the train, or to end of run.

(b) When canceling point does not coincide with station where passenger will leave train, cancel to next canceling...
CANCELING TRANSPORTATION (CTD.)

TRANSPORTATION HONORED BUT NOT LIFTED (CTD.)

216.—(b)—(Ctd.)

point beyond, and endorse with code number of station at which change is to be made and initials.

LIFTED TRANSPORTATION

218.—Transportation honored to destination and lifted, whether on main line or branch trains, should be canceled once in lower right corner, to indicate complete service rendered, no other cancellation being necessary.

BRANCH CANCELLATION

220.—The following portions of the road, not covered by fixed cancellation, are considered as branches for canceling purposes. When transportation reads over such portions and is not lifted, cancel for each branch in locality and order shown in the formula, being careful to cancel well in from margin of tickets to avoid confusion with fixed localities. If branch terminates at a fixed canceling point, cancel in branch locality only.

(a) NEW JERSEY DIVISION

Rahway and Perth Amboy
Monmouth Jct. and Sea Girt
Princeton Jct. and Princeton

Perth Amboy and Monmouth Jct.
(Trenton and Manunka Chunk)

(b) ATLANTIC DIVISION

Camden and Pemberton or Bay Head Junction

(c) PENNSYLVANIA-READING SEASHORE LINES

Camden and Atlantic City (via Haddonfield)
Camden and Wildwood (via Clementon)

Glassboro and Bridgeton
Newfield and Atlantic City

(d) PHILADELPHIA TERMINAL DIVISION

Philadelphia and Chestnut Hill
Allen Lane and White Marsh

Philadelphia and Norristown
Philadelphia and West Chester

(e) EASTERN PENNSYLVANIA DIVISION

Lancaster and York
Chambersburg and Mercersburg

Bedford and Mt. Dallas
Tyrone and Lock Haven

(f) SOUTHERN DIVISION

Delmar and Cape Charles

(f) CENTRAL PENNSYLVANIA DIVISION

Sunbury and Reading
Millerstown and Lykens
Sunbury and Wilkes-Barre

Sunbury and Bellefonte
Williamsport and Canandaigua
Tyrone and Lock Haven

(h) NOETHERN DIVISION

Buffalo to Emporium
Buffalo to Oil City

Pittsburgh and Oil City

(i) WESTERN PENNSYLVANIA DIVISION

Cresson and Punxsutawney
Bradley Jct. and Cherry Tree
Cherry Tree and Idamar

Blairstown and Pittsburgh
(Pittsburgh and Brownsville)

(j) EASTERN OHIO DIVISION

East Liverpool and Alliance
Pittsburgh and Washington

Weirton Jct. and Wheeling
CANCELING TRANSPORTATION (CTD.)

BRANCH CANCELLATION (CTD.)

220.—(Ctd.)

(k) LAKE DIVISION

New Castle Jct. and Sharon
Erie to Sharon
New Castle Jct. and Alliance

Alliance and Ravenna
Columbus and Hudson
East Liverpool and Alliance

(l) NORTHWESTERN DIVISION

Detroit to Mansfield
Logansport and South Bend
Grand Rapids and Muskegon

Cadillac and Traverse City
Petoskey and Harbor Springs

(m) SOUTHWESTERN DIVISION

Xenia and Springfield

Terre Haute and Decatur

(n) Examples

Illustrating the cancellation method, the following example is cited for a ticket Lock Haven, Pa., to Decatur, Ill. (see canceling formula—paragraph 210).

Lock Haven to Tyrone.......................... locality 1st Branch.
Tyrone to Altoona.............................. locality No. 5.
Altoona to Pittsburgh.......................... locality No. 2.
Pittsburgh to Columbus........................ locality No. 2.
Columbus to Indianapolis..................... locality No. 6.
Indianapolis to Terre Haute................... locality No. 16.
Terre Haute to Decatur........................ locality No. 1.

Foreign Road—Joint Tracks

222.—The following will be considered as branches:

(a) NEW YORK AND LONG BRANCH RAILROAD—Perth Amboy and Bay Head Junction.
(b) DELAWARE, LACKAWANNA AND WESTERN RAILROAD—Manunka Chunk and Stroudsburg.

Motor Coaches

224.—Regular Forms of Transportation, Also First Ride Coupons of Commutation Tickets:

(a) First Branch locality when returning tickets to passenger account reading to a point beyond run of bus.
(b) Destination locality when lifted account complete service.

Commutation Tickets (Except First Ride Coupons)

(c) STAR AND NUMBER—Star when ride is to be subsequently honored by a conductor, or previously honored by conductor who has punched the number. Number when honoring for complete service.
(d) DOUBLE BLOCK—See paragraph 252.
(e) If a ride has previously been honored by two conductors, see paragraph 250 (a).

TRANSFER AT NEWARK

225.—(a) Regular forms of transportation, honored from Hudson & Manhattan RR stations in New York or Jersey City, will be punched in center by station ticket examiner whose cut is ★. or ▲, also by conductor or collector on joint H&M-PRR train to indicate service to Newark, and trainmen west of Newark should consider these cancellations as regular.

(b) When such tickets are honored from Pennsylvania Station, New York or from Jersey City (PRR—Exchange Place Station) they should be punched in locality 10, in conformity with the formula shown in paragraph 210.

TRANSFER AT NORTH PHILADELPHIA

226.—Tickets or trip passes to points beyond Philadelphia, honored to North Philadelphia on trains via the Mantua Subway, when honored on connecting trains to
CANCELING TRANSPORTATION (CTD.)

TRANSFER AT NORTH PHILADELPHIA (Ctd.)

226.—(Ctd.)

30th Street or Broad Street, should be canceled again for Philadelphia, if on main line train; or for branch, if honored on Chestnut Hill branch train. Tickets or passes honored from Broad Street, or 30th Street, to North Philadelphia, to take trains via the Mantua subway, should be canceled in locality for branch, if honored on Chestnut Hill branch trains; or Newark, if honored on New York Division main line trains.

228.—Tickets or coupons reading between Southern Division stations and Seashore points in hands of passengers transferring at North Philadelphia:

   (a) The PRR conductor should lift coupon reading to Philadelphia, and cancel ticket or coupon reading to Seashore point in the Newark locality (No. 10) and return to passenger for lifting by P-RSL conductor.

   (b) The Seashore point—Philadelphia coupon should be canceled by the P-RSL conductor in the Philadelphia locality (No. 4) and left attached to ticket to be lifted by the conductor honoring from North Philadelphia, who should cancel in Destination locality.

TICKETS GOOD IN EITHER DIRECTION

230.—(a) Local one-way and round-trip tickets sold at double the one-way fare are provided with an “F” and a “T” block for canceling as follows:

   When honoring FROM station first named, punch the “F”.  
   When honoring TOWARD station first named, punch the “T”.

These punch cuts, which are in addition to regular cancellations for service, should be made only by the conductor to whom the ticket or coupon is first presented, and are not necessary when ticket is lifted in first presentation.

   (b) Subsequent conductors should cancel regularly for service, and be guided in the honoring of these tickets by the punch cut in “F” or “T”, which will insure use only in direction first presented.

   (c) When tickets, good in either direction, are not provided with “F” and “T” block and are honored in reverse direction, the first conductor should punch the ticket once in the middle, in addition to regular cancellation for service, unless collected on first lift.

   (d) These rules also apply to tickets reading to or from the Long Island Rail Road, the first conductor (PRR or LIRR) to whom ticket is presented canceling the “F” or “T”, in addition to regular service cancellation.
CANCELING TRANSPORTATION (CTD.)

DIVERTED TICKETS

232.—When diverted from natural or stated route, cancel according to route honored. When honoring direct to St. Louis tickets reading via Chicago and a foreign line, the coupon reading to Chicago should be punched on all Divisions, but only the St. Louis Division conductor should cancel the foreign line (Chicago-St. Louis) coupon.

SPLIT TRANSPORTATION

234.—Service cancellations in split transportation should be confined to ticket or coupon affected.

STOP-OVER

236.—(a) When stop-over is to be made at other than canceling point or branch terminal, cancel for service to first canceling point toward which the train is advancing, or for branch, and endorse the transportation to show code station number at which stop-over is to be made and initials. When passage is resumed, cancel closely beside previous cancellation.

(b) When passenger intends leaving train short of destination of ticket, at a station at which stop-over is not permitted (other than junction or transfer point), or if ticket is not good for stop-over (such as special excursion tickets, or tickets to points on the NY & LB RR), if ticket does not read beyond next cancellation point, lift ticket, unless passenger objects. If passenger objects, or if ticket reads beyond next cancellation point, cancel to cancellation point beyond and return it to passenger without making endorsement thereon, advising passenger to apply to Traffic Department for adjustment. In either case make notation on cash report, giving name and address of passenger.

(c) When a Newark stopover is requested on a Philadelphia-New York ticket, cancel for Trenton, New Brunswick and Newark; or on a Trenton-New York ticket, cancel for New Brunswick and Newark. This rule will apply only in cases of stop-over; when tickets are lifted on first presentation only one cut, Destination locality, No. 1, is necessary.

CHANGE OF TRAINS

238.—To permit change of trains at other than a canceling point or branch terminal, cancel to next canceling point beyond, or for branch, and endorse transportation to show code station number at which change is made and initials. Be careful to advise passengers of point at which change of trains is to be made.

LONG ISLAND RAIL ROAD—ONE COUPON TICKETS

240.—When a single coupon ticket from a point on Long Island Rail Road bears cancellation by Long Island Rail Road conductor in a locality requiring additional cancellation, cancel beside or immediately above Long Island Rail Road cancellation.
CANCELING TRANSPORTATION (CTD.)

COMMUTATION TICKETS

245.—Cancel trip coupons of book commutation tickets same as regular one-way tickets. Lift cover with last coupon.

(a) Cancel first ride coupons of block commutation tickets same as regular one-way tickets. For subsequent rides, cancel numbered blocks in consecutive order, being careful not to cancel in any portion of other blocks. When honored for last ride cancel and lift the ticket.

(b) Always cancel the lowest uncanceled block even though a higher numbered block has been canceled for a previous trip. Be careful to cancel in same block previously canceled by ticket examiner, collector or conductor for same trip.

(c) When the last ride is used on a ticket requiring honoring by more than one conductor, the last conductor should lift the ticket.

247.—When a block commutation ticket bearing ferry cancellations only, in two or more blocks, is honored from ferry station, cancel highest numbered block thus canceled.

Star and Number

250.—(a) When a block commutation ticket containing ride number and star in each block is honored for complete trip by one conductor cancellation should be through the number; when honored on same trip by two conductors, first conductor should punch the number and the second conductor the star in the same block; and if ticket requires honoring by more than two conductors, the others should accept it on inspection without canceling.

Exceptions

(b) Philadelphia or Camden and Seashore points: Between Philadelphia or Camden and Haddonfield, also between branch line Seashore point and junction with main line—punch the star; between Haddonfield and Seashore points, or Haddonfield and junction point when passenger is traveling to or from a station located on a Seashore branch—punch the number. This applies eastward or westward. On eastward trains not receiving passengers at Haddonfield the number may be punched on first presentation. By this plan the number is always punched for the long portion of a journey. If a ride bears punch cuts in both the star and number, such as on a trip Haddonfield to Camden where passenger has traveled from Cape May, the third conductor should honor by inspection.

(c) Ft. George G. Meade and stations on the PRR: Bus driver should always cancel the star; conductor should always cancel the number.

(d) Between Decatur and Rome City: Cancel star for south of Fort Wayne and number for north thereof.
CANCELING TRANSPORTATION (CTD.)

COMMUTATION TICKETS (CTD.)

252.—Double Block Tickets Should be Canceled as Follows:

(a) E and W: E east of Newark, NJ, and W west of Newark, in either direction.

(b) Chestnut Hill Branch stations and New York: Punch the E and W as directed in paragraph (a) and through the number on the Chestnut Hill Branch.

Light Space and Shaded Space

(c) Between main line and branch points: On main line, in light space, and on branch in shaded space.

(d) Between Philadelphia and stations beyond Paoli: East of Paoli in light space; west of Paoli in shaded space.

(e) Between Philadelphia and stations on Fort Washington Branch: Philadelphia and Allen Lane in light space; Allen Lane-Fort Washington Branch station in shaded space.

(f) Camden and stations on Penns Grove, Salem and Bridgeton Branches: Camden and Woodbury or Glassboro in light space; Woodbury or Glassboro and branch station in shaded space.

(g) Between Interdivision Stations via Philadelphia: Between station first named and Philadelphia, in the “A” block (light space); between Philadelphia and station last named, in the “B” block (shaded space).

(h) Philadelphia and Seashore points, or other stations in steam territory, when passengers change trains: North of Haddonfield in shaded space; south of Haddonfield in light space. On southward trains not receiving passengers at Haddonfield the light space may be punched on first presentation.

(i) Between Pittsburgh, Ross or Shadyside and stations east of East Liberty: East of East Liberty cancel the shaded space; West of East Liberty cancel the light space.

(j) If honoring by a third conductor is necessary, he should accept it on inspection without canceling.

(k) When first presented on the second portion of the trip, or if tendered on a train which carries passengers the entire trip (no change of trains being necessary), cancel both portions of the block.

AUDITOR’S CHECKS

255.—Cancel Auditor’s checks of written destination tickets in Destination locality.

TRAIN CHECKS, TRAIN EXCURSIONS AND MULTIPLE DESTINATION TICKETS

258.—For canceling purposes, use the rectangular space containing the contract of train checks, train excursion tickets and multiple destination forms of tickets,
CANCELLING TRANSPORTATION (CTD.)
TRAIN CHECKS, TRAIN EXCURSIONS AND MULTIPLE DESTINATION TICKETS (CTD.)

258.—(Ctd.)

considering the long side of the contract along lower edge as the bottom of the ticket. Exceptions: On multiple-destination tickets where the contract is printed right side up across the top of the ticket or coupon, do not invert the ticket for canceling purposes.

MISCELLANEOUS TRANSPORTATION

260.—Cancel the following for service the same as regular tickets:

Exchange tickets (except Auditor's coupons of form C-60, enclosed in car envelopes).
Excess baggage checks for special baggage cars.
Government transportation requests, when accepted for transportation. Letters of identification accompanying impersonal annual passes.
Manuscript orders.
Pass exchange checks, AD 6293.
Supplemental tickets.
Trip passes.

FOUND, SURRENDERED AND UNCLAIMED TICKETS

261.—Found tickets should be delivered to Ticket Receiver with statement of circumstances. Surrendered tickets, including coupons of book forms of commutation tickets should be canceled in Destination locality. Do not punch unused rides in block commutation tickets. Dispose of all such tickets as directed in paragraph 329.

CORRECTING CANCELLATION

263.—When transportation is canceled in error, correct by drawing a circle around the punch cut on face and back, and endorse with train number, date and initials. This does not apply to errors made in the preparation of train tickets, which should be Spoiled and other receipts or tickets issued.

R AND S PUNCHES

266.—Regard punch cuts of design R and S, used in Ticket Receivers' Offices for canceling transportation, the same as conductors' punch cuts.

CUTS OF PUNCHES USED BY OTHERS THAN CONDUCTORS AND TRAIN COLLECTORS

270.—Punches with cuts of the following designs are the principal ones in the hands of ticket examiners, ticket and ferry collectors, ticket and baggage agents and others, for use in punching transportation in connection with their duties, viz.:


TICKET—DEFINITIONS

LOCAL TICKETS

280.—Local tickets are those issued by PRR for use between stations on the Pennsylvania System (not including the Long Island Rail Road or Pennsylvania-Reading Seashore Lines) without passing over a foreign line.
282.—Interline tickets are those issued by the PRR to points on foreign lines (including the Long Island Rail Road and Pennsylvania-Reading Seashore Lines) or to points on PRR where a portion of the trip is over a foreign line; also feeder forms of tickets to PRR gateways for use with other interline forms beyond the gateways.

FOREIGN ROAD TICKETS

284.—(a) Foreign road tickets include all tickets issued by foreign carriers (including the Long Island Rail Road and Pennsylvania-Reading Seashore Lines), routed via the Pennsylvania Railroad System.

(b) Manuscript tickets issued by foreign companies for one or more persons, while in appearance somewhat similar to prepaid orders, do not require exchange at ticket office and should be honored on trains.

GOVERNMENT TRANSPORTATION REQUESTS

290.—(a) Government transportation requests should be exchanged at ticket agencies, but if presented on trains, should be accepted and handled as follows:

(b) When reading within run see that it is signed by person named thereon, and that transportation of higher value than that called for by the request is not furnished, except upon collection to cover difference between transportation called for and that desired; cancel request in same manner as a ticket, endorse “Coach” or “Pullman” (to indicate class of transportation service performed), stations (names, not numbers) between which honored, train number, date, initials, and attach to cash report.

(c) When reading beyond run follow same procedure as outlined in paragraph (b), showing points between which actually honored on train, and issue train check, local or interline, or train excursion ticket as required, facing all portions, “Govt”, attatching Auditor’s coupon of train ticket, and the request, to cash report.

(d) If destination is on a foreign line beyond run of train or car, and it is impracticable to have exchanged, obtain receipt from holder showing complete description of request and why not exchanged, certifying to transportation furnished; also endorse the request to show points between which honored, and if request is for more than one person, the number carried. Return request to passenger, with instructions to present to PRR ticket agent at point leaving PRR System, to be exchanged for a PRR ticket to destination. Make notation on cash report and attach the receipt thereto.

(e) When a transportation request calls for more than one person, endorse to show actual number carried.

(f) When an order is received for continuance of troops beyond destination of ticket or request, secure written
authority from officer in charge to cover, over his personal signature, with rank, or an additional transportation request for the extra service performed.

(g) Revised Army Regulations require that Military Transportation Request be not delivered to enlisted men absent without leave and discharged military prisoners. The request should be exchanged at ticket office by a Government representative who will deliver the ticket to the train conductor and obtain receipt therefor. Conductors should furnish receipt on form G-27, properly filled out to show description of the ticket. If the ticket reads beyond run of the conductor it should be given to the passenger, after honoring, for presentation to subsequent conductors. The giving of a receipt does not obligate the conductor to take undue precautions that the soldier remain on the train, nor is he responsible for him in any manner other than exercised for other passengers on trains.

REPORT OF TROOPS CARRIED, AD 4396

(a) Prepare AD 4396, Conductor's Report of Troops Carried, in duplicate, for all Government movements covered by party tickets, whether traveling in special cars or trains or occupying space in regular cars—coach or Pullman. The stations in spaces for from and to should be the point of origin and destination on this Company's line.

(b) Each conductor, jointly with the officer or other person in charge of the movement (except during the period passengers are asleep), should make an actual count of the passengers and come to an agreement before filling in the required information on AD 4396. The foregoing avoids approaching the officer in charge en route, unless the count develops a discrepancy between the number riding and the number covered by the transportation tendered.

(c) Show separately, in spaces for number of passengers carried, the number of persons in (1) coaches, (2) Pullmans—standard or tourist sleeping cars and (3) Troop sleepers.

(d) Sign, and secure signature of officer in charge to both copies of AD 4396; attach the original, with the ticket, to cash report, and hand the duplicate to person in charge.

(e) When movements extend beyond a conductor's run preparation of form AD 4396 should be made in duplicate by the initial conductor who should turn both copies over to his successor, and so on (each conductor to fill in required information for his portion of the journey). Conductor carrying party to destination or junction with foreign line to securely attach the party ticket to the AD 4396 and turn it in with his cash report. The duplicate
GOVERNMENT TRANSPORTATION REQUESTS (CTD.)

REPORT OF TROOPS CARRIED, AD 4396 (CTD.)

292.—(e)—(Ctd.)
copy should in all cases be turned over to the officer or other person in charge of the movement for forwarding to the U. S. Government Department involved.

(f) The Military Bureau and the Association of American Railroads have ruled that the preparation of this form (PRR AD 4396) is mandatory, and when received is used in billing the Government and invariably becomes the final basis for settlement of any difference as to the number carried and the amount to be paid by the Government for service.

(g) For convenience, and to assure availability of form AD 4396, the Train Master of each Division has been furnished with a supply of this form and conductors should secure blanks from him or from the Ticket Receiver, if more convenient, before starting out on run.

WARD AND HOSPITAL CARS

293.—(a) Form AD 4396 should also be used to record the movement of U. S. Government Ward, Ward Dressing and Hospital Kitchen cars, whether in service or unoccupied.

(b) Charges, as provided in current tariff, should be exacted in all cases, therefore, to insure receipt of proper transportation on all movements of this kind, conductors (or ticket collector if car is in part of train worked by him) should prepare form AD 4396, being particular to show the number of the car. If car is occupied by Government personnel prepare the AD 4396 in duplicate, in usual manner, turning one copy over to officer in charge. If unoccupied only one copy is required with notation thereon “Empty, no transportation”. Preparation of AD 4396 should in all cases be made by the initial conductor and passed along from one to another, the final conductor to attach to cash report, delivering duplicate to person in charge when car is occupied.

(c) In event final movement on this Company's lines is made in freight service, such as to Berwick (beyond Sunbury or Watsontown) or Arlington, Staten Island (beyond Newark or New York) the AD 4396 should be turned in by the final passenger train conductor.

(d) Tickets covering transportation of the cars and occupants, if any, should be turned in by final conductor attached to form AD 4396 or, if no tickets are presented, notation to that effect made on cash report and on the AD 4396.

DEPARTMENT OF AGRICULTURE LABORERS

298.—(a) Form AD 4396 should also be used to record the transporting of farm laborers under jurisdiction of the Office of Labor, Department of Agriculture. Tickets should be handled and AD 4396 prepared in same manner as directed in paragraph 292, and the duplicate of AD 4396 handed to the Department of Agriculture representative.

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GOVERNMENT TRANSPORTATION REQUESTS (CTD.)

DEPARTMENT OF AGRICULTURE LABORERS (Ctd.)

298.—(Ctd.)

(b) When a change in destination is made en route the Department of Agriculture representative, acting as escort, will issue a diversion certificate in triplicate, which should be signed by the conductor and Labor escort, after which one copy will be handed to the conductor. Diversion certificates should also be attached to cash report.

MILITARY PARTIES—TRANSFER COACH TO PULLMAN

© 300.—(a) For recording change en route of Military movements of 15 or more to regular line sleeping cars, the Pullman Company has furnished its conductors and porters-in-charge with a certificate (form 93.1350) which will be prepared in triplicate by the Pullman representative, except description of the coach tickets (securing whatever information he lacks in regard to the MAIN or Associating Routing number and the detrainment point from the Train Commander) and then pass it to the train conductor who should insert data regarding the coach tickets. The certificate should be signed in triplicate by the train and Pullman conductors and the Train Commander or person in charge of the movement; original turned in with cash report, duplicate returned to Pullman conductor and the triplicate delivered to the Train Commander or person in charge.

(b) In event movement extends beyond run of the conductor in whose territory the transfer was made he should deliver certificate 93.1350 to connecting conductor, and so on, final conductor to turn in or forward with his cash report.

(c) When movements extend beyond the PRR the train conductor should advise details by wire to the System Military Bureau at Philadelphia, telegraphic address FMW PH 85, Philadelphia, so that the coach tickets may be exchanged for tickets good in Pullman cars from the point of substitution to destination or, when exchange is not practicable, to advise connecting lines that their conductors should honor the coach tickets in Pullman cars.

MILITARY GUARDS

© 301.—For Military guards or attendants riding in express cars accompanying military express shipments—see paragraph 154.

MILITARY POLICE AND SHORE PATROL

© 303.—(a) The War Department requires Military Police on trains to show their orders to the train conductor upon boarding the train, therefore, members of the Military Police or Shore Patrol Forces, whether Non-Commissioned Officers or Privates, should be carried on trains only upon presentation of their travel orders and trainmen should be particular to see that orders cover the territory in which they are carried.
MILITARY POLICE AND SHORE PATROL (CTD.)

303.—(Ctd.)

(b) When such travel orders cannot be exhibited effort should be made to collect fare and the matter should be reported on form AD 6009 whether or not fare is obtained.

(c) In addition, arrangements have also been made for the transporting of Military Police Inspectors who are detailed to ride trains for the purpose of observing the conduct of service personnel traveling on trains, to supervise the operations of Military Police train guards, to inspect and supervise trains on which no Military Police have been assigned, and to make special inspections of trains and stations. These officers will not carry the usual travel orders, but have been furnished with identification cards issued by the Provost Marshal General, War Department, and will bear the name, photograph and signature of the Military Police Inspector, signature of the Director, Military Police Division; and on the back, a description of the Military Police Inspector. These identification cards, which have no territorial restrictions, should be inspected, but not lifted.

STATE OF NEW JERSEY REQUESTS

304.—State of New Jersey Requests contain a certificate to be presented with the ticket. The conductor should insert consecutive number of ticket, number of persons for whom issued, actual number carried, and return certificate to passenger.

AIRPLANE, RAILROAD AND STEAMSHIP COMPANIES' ORDERS

305.—(a) When Airplane Transportation Orders, Railroad Companies' Prepaid Orders, or Steamship Companies' Orders, drawn on agents of the Pennsylvania Railroad, are presented on trains, accept, if impracticable to have such orders exchanged at a ticket agency.

(b) When transportation request calls for Pullman space, in addition to rail transportation, the Pullman representative should be permitted to make such record of the transaction as may be required by his Company. Full notation giving order number, rail and Pullman accommodations furnished, etc., should be made on cash report.

(c) If the order calls for transportation beyond initial conductor's run, and it is impracticable to have it exchanged en route, it should be lifted and train check issued, reporting without value. Both portions of the train check should be endorsed to show Pullman accommodations, if any, furnished.

TRAVELERS CHECKS

307.—Travelers Checks issued by:

American Express Company
Bank of America National Trust & Savings Association
TRAVELERS CHECKS (CTD.)

307.—(Ctd.)
Canadian Pacific Express Company
Cook & Son, (Bankers) Ltd., Thos., New York
Agency
Dominion Bank, New York, The
First National Bank of Chicago, The
Mellon National Bank, Pittsburgh
National City Bank of New York, The
Republic National Bank of Dallas, Dallas, Tex.

accepted by authority of the Treasurer for the pur-
chase of transportation, should be considered and handled
the same as cash and included in total of remittance.

IRREGULARITIES IN TICKETS

310.—Circumstances in connection with incorrectly or
incompletely issued tickets should be fully developed by
first conductor and information obtained by him trans-
mitted to succeeding conductor so that he may have
knowledge of the case. Subsequent conductors of same
train should accept initial conductor's action and not again
approach passenger unless later development require
further investigation.

AGENTS' ERRORS

315.—(a) When arranging for exchange of a ticket
erroneously routed, or on request of issuing agent, have
ticket ready for delivery at point of exchange. When wir-
ing in regard thereto, give route accurately of rail and
any Pullman tickets held.

(b) If undated tickets are presented, or if destination
or time limit is not shown, also if any other errors or
omissions are noticed, wire issuing agent for advice, with
copy to Ticket Receiver, and be guided by developments.
If destination is beyond run attach reply to ticket.

(c) Should a passenger claim ticket agent has made an
error, and agent cannot be communicated with, the pass-
enger should be respectfully questioned as to amount
paid, etc., in order to develop anything to support his
claim. Illustration: If, on a New York-Philadelphia train,
a passenger presenting a ticket reading only as far as
Trenton, claims that he asked for a ticket to Philadelphia,
and paid the Philadelphia fare, he should be carried, the
ticket lifted, and attached to cash report along with AD
6009 giving detailed statement of passenger. Under similar
circumstances, if destination claimed is beyond run, and
the ticket is lifted account reading within run, issue a
train check to station designated by passenger, account
for without value, and prepare form AD 6009 to cover
the irregularity. Attach it, with ticket, to cash report.

(d) If contract of a foreign road ticket shows that it
was issued at half or reduced fare, but PRR coupon does
not show such information, face coupon to agree with
contract.
IRREGULARITIES IN TICKETS (CTD.)

AGENTS' ERRORS (CTD.)

315.-(Ctd.)

(e) When two written destination tickets sticking together are presented, one filled in and not stamped, the other stamped and not filled in, endeavor to lift both tickets. If passenger objects, lift the one stamped and honor to destination shown on the other ticket.

(f) Do not return tickets to issuing agents for any reason whatever, nor fill in or alter them.

ALTERED TICKETS

318.-(a) Tickets bearing evidence of alteration, such as change of initial or destination station, limit, or obliteration of impression of dating stamp, (when limit would be affected by date of sale), should not be accepted, unless satisfied that alteration was made by issuing agent. In case of a commutation ticket, apparently altered by agent, the passenger should be asked to return ticket to agent for exchange.

(b) Tickets, particularly return coupons of coach excursion, should be examined carefully to determine if counterfeit or showing evidence of alteration, such as:

- Date of sale erased and a later date stamped in.
- Dating stamp erased and ticket relabeled by a stamp with a die unlike that used by agent.
- Thin pieces of paper pasted on back of ticket over agent's stamp and re-stamped.
- Backs of tickets separated or split, apparently by use of a sharp knife, and pasted to backs of other tickets.
- Fraudulent dating stamps (in some cases placed so close to the edge of the ticket that the selling station or other part of the stamp is missing.)

(c) If such a ticket is presented it should be confiscated and fare collected. In such cases obtain all information possible as to where the ticket was purchased and amount paid; also name and address of passenger, and attach ticket to cash report along with AD 6009, or make full notation to cover.

INVALID TICKETS NOT SUBJECT TO FORFEITURE

322.-(a) Invalid tickets, not subject to forfeiture, refused for passage and fare collected, should not be retained without the consent of passengers.

(b) Tickets reading over foreign lines presented for passage to a destination reached by the PRE by a passenger not in possession of sufficient funds to pay fare, should be lifted, but not canceled, and attached to cash report, with note to cover. If destination of ticket is beyond PRR do not lift, but take a complete description and return ticket to passenger.

(c) Unused coupons of tickets covering a previous portion of the trip and no longer valid for passage, should be lifted, unless holders object.

ERRONEOUSLY LIFTED TRANSPORTATION

324.-(a) On arrival at end of run, conductors and ticket collectors should personally make an examination of transportation lifted to ascertain whether any has been improperly or prematurely lifted or erroneously honored,
IRREGULARITIES IN TICKETS (CTD.)

ERRONEOUSLY LIFTED TRANSPORTATION (CTD.)

324.—(a) — (Ctd.)

and immediately report to Ticket Receiver any irregularities.

(b) Make similar examination, if possible, after each general collection and immediately adjust with passengers any irregularities discovered in connection with transportation lifted. If unable to adjust, advise nearest Ticket Receiver.

(c) When going coupon of a round-trip or excursion ticket is presented detached, and passenger claims that previous conductor lifted return portion in error, passenger's word should be accepted, if coupon is within limit and reads in direction opposite to which passenger is traveling.

BULLETINED TRANSPORTATION

326.—When bulletined transportation is presented for passage and instructions to lift are absolute, confiscate, whether presented by owner or other person, obtaining name and address of holder, with information as to where and how the ticket or pass was obtained. If instructions are not absolute, and holder is able to identify himself or herself as entitled thereto, honor and make notation on cash report to cover.

FORFEITED AND EXPIRED TRANSPORTATION

328.—(a) Tickets, passes or New Jersey State Certificates should be attached to cash report with form AD 6009, or notation made covering the irregularity.

(b) Certificates issued by the Secretary of State of New Jersey entitling the person named thereon to free transportation only between stations within that State and for no portion of an interstate trip, should be scrutinized to see if within limit. If time limit has expired, refuse for passage and collect fare. A certificate tendered for transportation of a person other than named thereon should be lifted and fare collected.

(c) Expired commutation tickets should be lifted in accordance with tariff provision requiring their surrender and attached to cash report. However, if objection is made to surrendering the ticket, it should be left in hands of the passenger, without entering into any controversy in regard thereto. A notation to that effect should be made on cash report.

SURRENDERED AND UNCLAIMED TRANSPORTATION

329.—(a) Tickets and passes for which there are no claimants should be delivered to Ticket Receiver with statement of circumstances.

(b) Surrendered, or partially used tickets or passes (including expired NY & LB RR book commutation tickets; also other commutation tickets voluntarily given up prior to date of expiration) should be faced "Surrendered" on contract and coupons, endorsed with train, date and initials, and attached to cash report.
ENDORSING TRANSPORTATION

332.—Endorsements and notations should be confined to back of transportation, on coupon honored, and should be signed with name or initials.

CASH REPORTS

GENERAL INSTRUCTIONS

340.— (a) Conductors and each ticket collector should prepare report AD 6251 for Pennsylvania Railroad, or ADS 6251 for Pennsylvania-Reading Seashore Lines, for all regular, special or extra passenger, baggage, mail and express trains, also for mixed trains when passengers are carried, but not for trains of empty cars (Deadhead equipment) moved for Company’s convenience.

(b) Report should cover all trains run regardless of whether or not cash was collected, and when no money is collected, write “No Cash Collected” across columns 3, 4 and 5 of report.

(c) If for any reason a regularly assigned ticket collector does not handle transportation (including collection of cash fares) the entry should read “Did Not Collect”.

(d) When run usually covered by one conductor or ticket collector is covered by Divisional crews, one relieving the other, each should make report AD 6251 for portion of run made.

(e) When run of one conductor or ticket collector extends over two or more roads or divisions, make one report for entire run. Report a cash fare collected over two roads or divisions as one item.

(f) Report rendered by assisting trainmen, whether conductors or ticket collectors, should include notations of all irregularities personally handled or observed; but only the conductor in charge of train should report the passenger record.

(g) Include on same sheet as many trains leaving starting points, same date, as space will permit, except between New York and Harrisburg and New York and Washington, or when the cash collected on the going trip is deposited at end of run. When making a round trip of trains in one day, but cash is deposited at each end of run, such as two agencies, two Ticket Receivers’ offices, etc., separate cash reports should be prepared. Report trains in order run, showing all information separately for each train, except that only one commencing and closing number is required for train tickets issued—see paragraph 342 (a).
CASH REPORTS (CTD.)

DATES OF TRAINS

340.—(Ctd.)

(h) Date cash report for a regular train (including reliefs to or sections of regular trains) to show scheduled date of departure at beginning of run; for an extra train, actual date of departure, midnight to be considered as of the day following. Show stations between which train is run.

(i) When equipment for an extra train starts from or is extended to a point beyond which passengers are carried, cash report should read for portion of run between the points where passengers are carried.

TRAIN NUMBERS

(j) When run as a Relief to or a Section of, a regular train show train number as R or Ex followed by the number of the regular train, viz.: R169; or Ex999, R169; or, in case of multiple unit service, the number of the first car.

SIGNATURES

(k) Cash reports must bear autograph signature. Number and cut of punch used should be shown. Regularly appointed conductors and ticket collectors should show in the upper right corner their Accounting Department numbers. Ticket collectors who have not been assigned numbers, account not qualified, should fill in TC in this space.

REPORTING TICKET STOCK

342.—(a) Show commencing and closing numbers, and number issued, of all stock from which tickets are issued on the train or trains for which report is being rendered. For two or more trains reported on the same sheet, show only one commencing and closing number for each stock for the day. When break in numbers occurs, show the several opening and closing numbers. When used to completion, show last number issued with the word “Inc”.

(b) Conductors assisted by trainmen who do not render cash reports because of using the conductor’s train tickets, should show the commencing and closing numbers of stock issued by each man, designating by whom issued.

(c) On cash report for first trip each month show commencing and closing numbers of all stocks on hand.

(d) When not running regularly prepare a cash report on the first day of each month, or as soon thereafter as possible, showing thereon the commencing and closing numbers of each ticket stock on hand.

REPORTING CASH

345.—(a) Report cash collections in the following order, viz.: (1) One way fares. (2) Round-trip (excursion) fares. (3) Other cash collections. Note—Unless the simplified plan is availed of (see paragraph 346) cash fares should be reported as follows:
CASH REPORTS (CTD.)

REPORTING CASH (CTD.)

345.—(Ctd.)

(b) Report two or more fares between same points as one entry.

c) In entering station numbers in “From” and “To” columns, figures representing hundreds and thousands may be omitted when consecutive repetition would occur.

d) Show in column “Receipts, Tickets, etc., Issued” the number of receipts or train tickets between same points. Entries should be totaled and balanced against total of “Issued” column.

e) Entries in column for “Number of Fares” is required only when one receipt is issued to cover more or less than one fare. Show half fares as “½”, “½c”, etc. Additional collections account exclusive occupancy of drawing rooms and compartments should be shown as “½” or “½c”, as the case may be.

f) In column “Tariff Fare” show the exact fare (with or without penalty). “Federal Tax” should not be included in amounts shown in “Tariff Fare” column.

g) If penalty is not collected use printed footnote reference marks to indicate why not collected, except that no reference mark or notation is required when net fares are collected from non-agency stations or from points where the ticket office is closed for the train used.

h) Letter “A” should be used when penalty is waived account extended journey on same train, or when passenger presents a C-1 representing a fare from a non-agency station to junction point, and endorsed as provided in tariff of rules and regulations for the collection of train fares.

i) Letter “B,” indicating “Actual Collection” should be used only when more than the tariff fare has been collected and refund has not been made to person who paid the fare.

j) Letter “C” should be used when the excess is not collected for any reason other than those covered by “A” or “B”. Explanation of the reason should be made on form AD 6009, or by notation on cash report.

k) In column headed “Intrastate” enter amounts representing fares wholly within the states of New York, Pennsylvania, West Virginia, Ohio or Indiana, with total.

l) In column headed “Interstate” enter amounts representing all interstate fares; also intrastate fares for the states of New Jersey, Delaware, Maryland, Virginia, Michigan and Illinois, with total.

m) Entries for train checks issued in exchange for transportation orders, erroneously issued tickets, etc., should be shown, in proper column, as “Order”, “Exchange”, etc.

n) Show “Federal Tax” in proper column, separate for each entry, with total.
CASH REPORTS (CTD.)

REPORTING CASH (CTD.)

345.—(Ctd.)

⊙ (o) In column headed “Grand Total” show a separate total for each train (combined amounts account Intrastate, Interstate and Federal Tax). Make a sub-total on line for “Make totals Columns 3, 4, 5, 6”, enter amounts account Cups, Towels, etc., then make a grand total for the day.

(p) If no cash has been collected for the train write the words “No Cash Collected”.

⊙ 346.—(a) Local cash fares may be reported under either of the following simplified plans—paragraphs (b) and (c).
⊙ (b) Entries in columns “From” and “To” not required. Sort the train tickets (separate for each train) by value and enter all fares of same value as a single item 3 @ .10, 2 @ .16, etc.).
⊙ (c) Entries in columns for “From”, “To”, “Receipts, Tickets, etc., Issued”, “Number of Fares” and “Tariff Fare” not required. Enter amount of each train fare receipt, etc., in numerical order, by trains.
⊙ (d) In either case the amount should be carried into proper column (Intrastate or Interstate, as the case may be) Federal Tax is proper column, and a Grand Total for the train—making a separate total for each train.
⊙ (e) Except as outlined in paragraph (f) trainmen reporting cash fares in accordance with paragraph (b) or (c) should show station numbers indicating points between which fares were collected either in the “From” and “To” spaces on face of the Auditor's coupons, or this information endorsed on the reverse side. Abbreviated station numbers may be used.
⊙ (f) For further simplification it will not be necessary to show the “From” and “To” points on Auditor's coupons of train fare receipts except where tax records are involved. It is a Governmental requirement that when tax is involved complete records must be maintained. Therefore, care must be exercised to show “From” and “To” station data on those receipts covering amounts in excess of 35¢ on which Federal Tax is collectible, and for all interstate fares.
⊙ (g) Trainmen who enter the from and to stations, etc., on their cash reports are required to show on Auditor's stubs of train fare receipts only sufficient record to enable them to identify the transaction and properly prepare cash reports.
⊙ (h) Interline cash fares, involving the use of form C-60, should be accounted for in detail, as directed in paragraph 345. Fares on the Trenton-Stroudsburg line to or from the DL&W or local to that road, should also be reported in conformity with paragraph 345.
⊙ (i) Regardless of plan used in the reporting of fares it will still be necessary to show the commencing and clos-
CASH REPORTS (CTD.)

REPORTING CASH (Ctd.)

346.—(i)—(Ctd.)

ing numbers and number issued from each stock of train
fare receipts or train tickets from which issue has been
made.

347.—(a) If no collections have been made account
"Drinking Cups" or "Soap and Towels" enter "None" in
spaces for such items, except that no note is required for
trains on which vending machines are not installed. (See,
also, paragraph 142).

(b) On trains via Mantua Subway, train fare receipts
or train checks for cash fares between North Philadelphia
and stations west thereof must be filled in for Philadelphia
and reported accordingly.

(c) In reporting cash fares collected from or to road
crossings or stops which do not appear in tariffs or station
lists show names of points.

(d) Report amounts collected, to supplement short col-
clections by ticket agents or others, for train on which col-
collection was made.

(e) When a passenger is charged fare in excess of the
tariff, report the amount collected, showing the character
"B" on line with entry. (See paragraph 345 i). Report
undelivered change as a separate item.

(f) Money errors in cash reports, covered by correction
notice AD 6275, should be adjusted on first report after
receipt of notice. When the error is an excess actually
collected, or an error in cutting train fare receipt, explain
by stating facts on next report.

(g) Errors standing against conductors or ticket col-
lectors, who have discontinued service in that capacity,
will be adjusted as follows:

To correct a debit error—the Ticket Receiver will
prepare cash report as of a current date, but without
train number, reporting amount involved, with nota-
tion. To correct a credit error—apply to Ticket Re-
ceiver.

(h) Cash used as change should be counted before start-
ing the day's work and again after work for the day is
completed. By deducting amount of cash collected for the
day, the balance should be the amount of change on hand
before starting the day's work, less any money expended
for personal purposes.

(i) If over in cash, report amount over as a separate
entry on cash report, include in total, and make notation
to cover.

(j) When a shortage exists in cash account, make nota-
tion on cash report, stating amount of shortage in each
instance. This is important as it must be assumed that
cash balanced when no notation covering shortage appears
on the report.
CASH REPORTS (CTD.)

CASH REPORTS (CTD.)

PASSENGER RECORD

350.—(a) Record of pay passengers carried should be made only by the conductor. Each assisting trainman should transmit to the conductor the number of passengers carried in cars worked by him, separated by classes, and the conductor should then prepare a consolidated record for the train. The record should include all pay passengers carried on the train whether represented by transportation lifted, transportation honored but not lifted, or cash fares, separately for each of the classifications shown on back of cash report. Corpse covered by excess baggage check should be included under Classification E. (Free passengers should also be reported in spaces provided.)

(b) Passengers required to be reported specially, such as into or out of New York or Jersey City, should also be included in the record of pay passengers carried.

(c) In making count for classification B include all one-day, also two-day and three-day excursion tickets sold for use over Sundays and holidays, except that two-day tickets sold from the Philadelphia district to P-RSL points should be classed as C (all other pay in coaches) or E (all other pay in Pullman cars) as the case may be.

(d) Passengers transferring from coach to Pullman upon the payment of the additional fare, should be reported as Pullman passengers on the Division where they are carried in Pullman car. (If transferring within a Division they should be considered as passengers for the class of car used for the longer distance).

(e) Tickets good in Pullman cars, but honored in coaches, should be reported as coach passengers over the Division such passengers are carried in coaches.

(f) Tickets issued to cover minimum requirements for drawing rooms or compartments, in excess of the actual number of passengers carried, should be included in the record, except that $\frac{1}{4}$ and $\frac{1}{20}$ tickets should not be counted.

(g) When special cars or trains are moved for the exclusive use of a party, and ticket covers minimum transportation charges (car-18, train-100), include the full number shown on the ticket.

(h) Where run extends over two or more roads or divisions make a separate passenger record for passengers on each road or division.

352.—Separate reporting of pay passengers should also be made for the following parts of the road, viz.:

(a) NEW YORK DIVISION: [PRR—Philadelphia or Camden and Jamesburg F&JA—Jamesburg and Sea Girt PRR—Sea Girt and Long Branch]

(b) On Delaware River Bridge and Nellie Bly Route trains: Show records—all classes—for the PRR; but only classes D and E (Pullman) for the P-RSL, considering Vernon as the dividing point.
CASH REPORTS (CTD.)

352.—(Ctd.)

(c) On P-RSL trains carrying Pullman cars to and from Camden: Show record for classes D and E (Pullman).

(d) PRR and P&A RR

PRR—Camden and Pemberton or Birmingham, also Bay Head Junction and Long Branch

P&A—Birmingham and Bay Head Junction

Note—Where a ticket will be honored in two separate PRR territories, such as Camden to Long Branch, count as only one passenger for the PRR and one for the P&A.

(e) Norfolk-Cape Charles Steamers:

Local Ferry Passengers Norfolk, Old Point Comfort, Cape Charles (to and from points north of Cape Charles, including C-18’s and Ferry portions of double-coupon tickets)

Railroad Passengers Philadelphia and Maryland Divisions (Philadelphia Division—Lancaster and Columbia, Maryland Division—Columbia and York, York, Hanover & Fred’k—York and Frederick)

Williamstown Division (Pennsylvania RR—Williamstown and Elmira, Elmira & Lake Ont.—Elmira and Canandaigua)

354.—(a) Where a conductor relieves another short of point to which a run usually extends; or when a run, usually covered by one conductor, is split at a Division point; the relieving conductor should compile and report passenger record for combined run.

(b) The first conductor should deliver all ticket collections; also record of tickets honored but not lifted (if not to be lifted by succeeding conductor), with a record of the number of cash fares collected, to relieving conductor, also note on cash report “Passenger record reported by ______ relieving conductor.” He should, however, retain his cash report and Auditor’s coupons of train fare receipts, etc., for delivery to Ticket Receiver.

(c) The relieving conductor should combine tickets, passes, etc., with transportation lifted by him for delivery in usual manner; also show in Passenger Record, the total passengers carried over the combined run, counting a passenger carried within run of both conductors on one division as only one passenger.

(d) If train is annulled short of usual run, and passengers transferred to another train, each conductor, in stating passenger record, should consider transferred passengers as leaving or boarding train at point of transfer.

(e) When two or more sheets of a cash report are required to report a number of trains for one day, the passenger record on each sheet should be for the trains reported thereon.

(f) Show the total number of pay and total number of free passengers departing from or arriving at Pennsylvania Station, New York or Jersey City.

356.—The following should not be included, viz.:

(a) Attendants covered by Railway Express Agency waybills.

(b) Post Office Department employees.

(c) Holders of Union News Company tickets.

(d) Cash collected in connection with half tickets.

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CASH REPORTS (CTD.)

356.—(Ctd.)

(e) Cash collected in connection with a ticket to extend a journey.
(f) Cash collected account of diversion of tickets.
(g) Pennsylvania Station (New York) supplemental tickets or fares.
(h) Delaware River Bridge tickets or fares.
(i) Hell Gate Bridge tickets or fares.
(j) Exchange tickets, form C-14.
(k) Other conductors' issue of form C-35.
(l) AD 6288, issued for return of a passenger.
(m) AD 6287, except when order specifies that valid transportation is held by Ticket Receiver, or authorized Agent.
(n) PSC. As this is an additional collection to make a coach ticket valid for transportation in Pullman car and only one passenger is involved, the combined coach ticket and PSC should be reported as one Pullman passenger. (Under no circumstances count as a coach passenger also as a Pullman passenger).
(o) Additional 1/4 or 1/10 ticket, to make up minimum requirements for exclusive occupancy of locked rooms.
(p) Special Service Charge tickets or cash collected therefor.

MISCELLANEOUS INFORMATION

358.—(a) Conductors assisted by trainmen rendering a report and using their own stock should show, in spaces provided, the numbers of cars personally worked and position of such cars in train; also on back of report show names of all assisting trainmen.
(b) Conductors assisted by trainmen who do not render reports because of using the conductor’s train tickets, should show on back of report the car numbers and position of cars in train worked by each of these men.
(c) Ticket collectors using their own stock and rendering a report should show in spaces provided the numbers of the cars worked and position of such cars in the train; also on back of report show name of conductor assisted.
(d) When reporting position in train of cars worked, all cars should be counted, whether baggage, express, mail or deadhead passenger, the first car being that just back of the engine. In MU service the head car is the first car.
(e) When reporting Pullman cars, if all such cars are worked by one trainman “All Pullman” should be shown in the “Number” column, but if two or more trainmen handle transportation in the Pullmarts each man should show the position in the train of the cars worked, together with the car numbers which appear in windows at ends of cars and which are used on tickets, diagrams and envelopes.

NOTATIONS

360.—(a) When making notations concerning irregularities in tickets, etc., include complete description as to name of issuing road, when and where issued, kind, form, number and reading of transportation, also name and address of passengers, when involved, and whether transportation was lifted or returned. When describing tickets issued in large cities, name the specific issuing office and the die number of ticket seller and date of sale. Show prefix letters when associated with numbers. Show station names (not numbers) in notations.
CASH REPORTS (CTD.)

NOTATIONS (CTD.)

360.—(Ctd.)

(b) When notation involves Pullman accommodations, describe Pullman ticket fully—include form and ticket number and when and where issued, also state the kind of room involved—bedroom, roomette, duplex room, compartment, drawing room or master room.

c) Notations covering passengers standing should show following information:

   Number of pay passengers standing.
   Portion of trip where passengers were standing.
   Did they refuse to surrender transportation. (If transportation was subsequently surrendered, did it cover complete trip, or only that portion for which passengers were seated).
   Were all seats in train occupied when pay passengers were standing.

(d) Notations covering incomplete collection of transportation should include an estimate of the number of passengers missed.

(e) When report covers two or more trains, show number of train to which notation refers.

(f) Make complete notation in regard to all irregular circumstances affecting the Accounting or Passenger Departments, such as:

   Auditor's checks of written destination tickets missing.
   Change due passengers.
   Circus Car Orders honored. (Not required when AD 6073 is prepared).
   Conductor relieving another for portion of run.
   Discrepancies involving Pullman representatives—Give name of Pullman employee, number of car and District to which representative belongs.
   Express shipments of live animals (only when waybill does not cover the attendants or contents of the express cars).
   Failure to return tickets or cash fare receipts to passengers.
   Fares due or possible claims to be made.
   Foreign road tickets not provided with PRR coupon. (Not required when AD 6281 is prepared).
   Foreign road train checks reading beyond PRR. (Not required when AD 6281 is prepared).
   Good-in-Pullman car tickets honored in coach. (Not required when AD 6009 is prepared).
   Government Transportation Orders honored, but not lifted.
   Government transportation orders honored, but not lifted.
   Portion due to passengers on different trains.
   Passenger tickets issued from or refused admittance to trains.
   Passenger leaving train short of destination, except for stop-over or change of trains.
   Prematurely or erroneously lifted transportation.
   Pullman cars short or hauled on other than scheduled train.
   Reading Company train excursion tickets to Seashore points with but one coupon for going and return trip, make notation for going trip.
   Special baggage cars—Show nature of contents, number of occupants and description of ticket or excess baggage check covering the transportation. (Not required when AD 6073 is prepared).
   Special cars—Show number and kind of cars, points between which moved, name of party, description of transportation covering and number of occupants. (Not required when AD 6073 is prepared).
   Special trains—Show name of party or organization.
   Ticket offices closed although scheduled to be open. (Advise number of cash fares collected on train—all trainmen).
   Tickets not properly prepared or dated.
   Tickets routed over foreign lines (not required if AD 6281 is used).
   Tickets with cancellations corrected. In event a ticket containing an irregularly eroded punch cut is presented, the holder should be respectfully questioned as to train and date of the occurrence and why the ride was not used.
   Tickets with cancelled short of usual run, requiring transfer of passengers (both conductors to note number of passengers transferred).
   Train extended or detoured.
   Train on which an accident has occurred.
   Train ticket stocks spoiled or issued out of order.
   Union News tickets honored for persons not on duty.
   Wrecked train.
   Written or Telegraph Orders honored.
RECORD OF TICKETS HONORED BUT NOT LIFTED

365.—Prepare record of tickets honored but not lifted, AD 6286, separate for coaches and Pullman cars, on special or extra trains, or when a special record is required, as follows:

(a) Fill in spaces at head of report showing train number, division, date, stations from and to, and name and, in addition, make cut with punch on line with name.

(b) List first ride coupons and contracts of commutation tickets even though lifted.

(c) In column headed “Kind of Ticket” show definitely the class of ticket honored. This should be determined from the printing, special facing, or limit (the form alone does not designate its kind or group). Commutation tickets of different class, but having the same number of rides, such as 50-trip Family, 50-trip monthly Individual and 50-trip six-months Individual, should be recorded separately under proper headings.

(d) Tickets of any class, including cash fares, used in connection for a continuous trip on the same train, should be so indicated on record, AD 6286.

(e) Auditor’s checks of one-way tickets should not be included.

(f) Under columns headed “From” and “To” enter the full reading (point of origin and destination) of local tickets. For interline and foreign road tickets show the starting point and final station on the PRR. Station numbers may be used.

(g) Under columns headed “On” and “Off” enter the stations between which the ticket was honored. If these coincide with reading of ticket, (i.e., same as stations shown in “From” and “To” columns), no entries are required. For tickets divertible in station (such as tickets to Pennsylvania Station, New York, good to Ferry Station or Hudson Terminal) the “On and Off” columns should show clearly the points between which such tickets were honored.

(h) Under column headed “Total” show the number of tickets honored, half tickets being shown as such, viz: “½”, “¾”, etc.

(i) On through excursion trains, where all transportation is enclosed in envelope AD 6257-A, and passed along by each conductor to his successor, only one AD 6286 is required and only such tickets listed thereon as will not be lifted by a subsequent conductor of the excursion train. However, when special record is being taken on regular trains each conductor should prepare AD 6286 for his run.

(j) If no tickets were honored, but not lifted, record AD 6286 should be noted “None.”

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RECORD OF TICKETS HONORED BUT NOT LIFTED (CTD.)

AD 6286 (Ctd.)

(k) AD 6286 should be prepared to show Lehigh Valley tickets honored but not lifted between Pennsylvania Station, New York and Newark, in conformity with paragraphs 30 (m-o).

AD 6281

(366. (a)) Record of foreign road tickets honored but not lifted, AD 6281, should be filled in as required by the spaces thereon when tickets or coupons of tickets, routed via a foreign line (Reading Company, Sunbury-Williamsport; Delaware, Lackawanna & Western RR, Sunbury-Wilkes-Barre or Kingston; and Wabash Ry., Detroit or Toledo-Ft. Wayne) are honored on PRR trains in interchangeable territory.

(b) AD 6281 should also be used to record tickets reading via a foreign line, or not provided with a coupon for the PRR, and which are honored but not lifted.

SHOW SCRIP

(368. (a)) Fold each show scrip detachment to show commencing and closing numbers, and attach to cash report, or enclose in envelope AD 4283, filled in to show train number, date, division and name.

(b) If detachments for more than one train are enclosed in same envelope, AD 4283, make separate package for each train, endorsed to show train number and date.

(c) Endorse on scrip, points between which honored, using station numbers, value of the detachment and number of persons when other than one, viz: “½”, “2”. When two or more lifts are made in connection, also show on each detachment the value of the other detachments. When cash is collected in connection, endorse to show amount of cash and scrip separately.

DELIVERY OF REPORTS AND COLLECTIONS

CASH

(370. (a)) Conductors and ticket collectors whose runs terminate where a Ticket Receiver’s office is located should deposit their cash as promptly as duties will permit.

(b) Receipt for cash, G-27 will be furnished on request.

(c) If a Ticket Receiver’s office is temporarily closed, cash may be deposited in Brinks safe provided for that purpose, as follows:

(1) For safes provided with only one slot (cradle) small envelope TD 58 should be prepared to show name, train number, deposit number (if more than one deposit is made in any one day) date and amount of cash enclosed therein, the envelope sealed and laid in the cradle and the wheel at left of slot given a complete revolution which will cause the remittance to drop into safe compartment.

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(2) For safes provided with two slots, large envelope TD 55 may be used for currency and a moderate amount of specie. This envelope reads "From Agent at ______ station." Fill in name in this space and, in addition, show thereon train number, deposit number, date and amount of cash enclosed therein, the envelope sealed and inserted in the large open slot (which is on top and near front edge of safe) and pushed well down into the safe. The other slot is of the cradle type described in paragraph 370 (c-1) and should only be used when envelope TD 58 is used.

• (d) When a day's work terminates at an outlying point make deposit at ticket agency. If agency is not open make deposit as soon as possible with Ticket Receiver or at an open agency.

• (e) Ticket agents will furnish receipt AD 6253 in duplicate and copy reading "Conductor to forward this receipt with cash report," should be attached to the cash report. Separate receipts are required for each day’s deposit.

372.—(a) The following ticket agencies have been designated as depositories. Choose the one most convenient:

<table>
<thead>
<tr>
<th>New York Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bordentown</td>
</tr>
<tr>
<td>Camden</td>
</tr>
<tr>
<td>Hudson Terminal</td>
</tr>
<tr>
<td>Jersey City</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pennsylvania-Reading Seashore Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic City</td>
</tr>
<tr>
<td>Bridgeton</td>
</tr>
<tr>
<td>Camden</td>
</tr>
<tr>
<td>Cape May</td>
</tr>
<tr>
<td>Cape May Court House</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Atlantic Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camden</td>
</tr>
<tr>
<td>Pemberton</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Philadelphia Terminal Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norristown (Haws Ave.)</td>
</tr>
<tr>
<td>Philadelphia (Broad St.)</td>
</tr>
<tr>
<td>&quot; (Suburban)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Eastern Pennsylvania Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altoona</td>
</tr>
<tr>
<td>Carlisle</td>
</tr>
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<td></td>
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<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Southern Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baltimore (Penna. Stan.) &quot;(Calvert&quot;&quot;)</td>
</tr>
<tr>
<td>&quot; (Calvert&quot;&quot;)</td>
</tr>
<tr>
<td>Bowie</td>
</tr>
<tr>
<td>Cape Charles</td>
</tr>
<tr>
<td>Chestertown</td>
</tr>
<tr>
<td>Clayton</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Central Pennsylvania Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bellefonte</td>
</tr>
<tr>
<td>Candlerigua</td>
</tr>
<tr>
<td>Elmira</td>
</tr>
<tr>
<td>Lock Haven</td>
</tr>
</tbody>
</table>
DELIVERY OF REPORTS AND COLLECTIONS

(CTD.)

372.—(Ctd.)

CASH

Northern Division

Buffalo (Central Term.) Kane

Oil City

Western Pennsylvania Division

Altoona

Cresson

Greensburg

Bradley Junction

Johnstown

Brownsville

Kinsman-Jct.

Monongahela

Easter Ohio Division

Alliance

Dennison

Beaver Falls

Federal Street

Columbus

Mansfield

Crestline

(Trinway)

Lake Division

Akron

Crestline

Cleveland

New Castle

Northwestern Division

Cadillac

Grand Rapids

Chicago

Logansport

Crestline

Mackinaw City

Detroit

(Freight Agent)

Fort Wayne

Mansfield

Southwestern Division

Cincinnati

Indianapolis

Columbus, 0.

Louisville

Decatur, Ill.

Richmond

REPORTS, TICKET COLLECTIONS, ETC.

374.—(a) Cash reports, ticket collections, etc., should also be turned in as promptly as duties will permit.

(b) If deposit of cash is made in Brinks safe, cash reports and Auditor's portions of train tickets should be deposited in box provided for that purpose, and ticket collections voted in the usual manner.

(c) Cash reports, ticket collections, etc., that cannot be delivered promptly should be enclosed in envelope AD 6256 and forwarded by Registered RR Service mail, addressed as follows:

Division or Road

Forward to

New York

East of Princeton Junction.

Ticket Receiver, New York

West of Princeton Jct., including Princeton Branch

Philadelphia

ATLANTIC

PENNA.-READING SEASHORE LINES

Delaware River Bridge trains

New York

Nellie Bly Route (Eastward)

New York

Runs terminating at Camden

Ticket Agent, Camden (for transmittal to Comptroller)

All other P-RSL runs

Comptroller, Philadelphia

PHILADELPHIA TERMINAL

Ticket Receiver, Philadelphia

WILKES-BARRE

Norristown-Reading runs

Philadelphia

Sunbury-Wilkes-Barre runs

Harrisburg

MARYLAND

East of Baltimore

Philadelphia

Harrisburg

Harrisburg-York runs

Washington or Philadelphia

All other runs

Harrisburg

DELMARVA

NEW YORK, PHILA. & NORFOLK RR

FERRY CO.

Comptroller, Philadelphia
DELIVERY OF REPORTS AND COLLECTIONS (CTD.)

REPORTS, TICKET COLLECTIONS, ETC. (CTD.)

374.—(d) — (Ctd.)

<table>
<thead>
<tr>
<th>PHILADELPHIA</th>
<th>Ticket Receiver, Philadelphia or Harrisburg</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIDDLETOWN</td>
<td>Ticket Receiver, Harrisburg</td>
</tr>
<tr>
<td>WILLIAMSPORT</td>
<td></td>
</tr>
<tr>
<td>REMOVO</td>
<td></td>
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<tr>
<td>BUFFALO</td>
<td></td>
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<tr>
<td>Emporium-Buffalo runs</td>
<td></td>
</tr>
<tr>
<td>Oil City-Buffalo runs</td>
<td></td>
</tr>
<tr>
<td>PITTSBURGH</td>
<td>Pittsburgh</td>
</tr>
<tr>
<td>CONEMAUGH</td>
<td></td>
</tr>
<tr>
<td>MONTONGABELA</td>
<td></td>
</tr>
<tr>
<td>ALL WEST OF PITTSBURGH</td>
<td></td>
</tr>
</tbody>
</table>

(e) Pennsylvania-Reading Seashore Lines conductors whose runs terminate at Camden should deliver their ticket collections, reports, etc., enclosed in envelope AD 6255 to the ticket agent at Camden, who will forward.

376.—Deviation from rules set forth in paragraphs 370-374 must be properly authorized or delayed deposit and/or report accompanied by written statement giving cause of such delay.

378.—On through runs, if run terminates at a station at which a Ticket Receiver's office is located, but the cash report is taken back and delivered to another Ticket Receiver, the ticket collections may be deposited at the office most convenient. In all cases indicate, in space provided on cash report, the office at which ticket collections are deposited.

380.—(a) Before delivering or forwarding to Ticket Receiver, endorse train, date and initials on the following transportation:

- Banana Attendant's tickets
- Union News Company tickets
- Packages of various kinds of tickets
- Trip passes (When trip passes read for more than one person every conductor honoring should endorse to show number of persons carried)
- Letters of identification accompanying annual passes
- Tickets or passes voluntarily given up faced "Surrendered."

PRINTED DESTINATION TICKETS

(b) Local tickets with printed destination and printed or fixed limit should be made into one bundle, keeping each kind separate. Bundle should include one-way, round-trip, excursion, clergy, strip, miners, workmen, exchange, Davis patent local tickets (tickets with destination printed in large type at extreme top thereof), first ride coupons and contracts of printed destination commutation tickets; tickets issued by ticket issuing machine (single and multiple destination) also supplemental tickets.

WRITTEN DESTINATION TICKETS

(c) Local tickets with written or stamped destination in one bundle, keeping each kind separate. Bundle should include one-way, round-trip, excursion, first ride coupons and contracts of written destination commutation tickets, with destination, limit or train number written, stamped or indicated by cancellation (this includes multi-destination tickets with printed destinations, the point to which valid being indicated by punch cut).
DELIVERY OF REPORTS AND COLLECTIONS (CTD.)

REPORTS, TICKET COLLECTIONS, ETC. (CTD.)

380.—(Ctd.)

INTERLINE AND FOREIGN ROAD TICKETS

(d) Interline tickets (which include Rail-Pullman, forms 1016, 1019, etc.) should be made into one bundle, keeping coupons and contracts separate.

(e) Foreign Roads' tickets should be made into one bundle, keeping coupons and contracts separate.

PASSES AND MISCELLANEOUS

(f) Trip and telegraph passes, telegrams in lieu of passes, pass exchange checks, AD 6293, pass identification letters and Union News Co. tickets should be made into one bundle, keeping each kind separate.

Passage portion of local train checks and train excursion tickets in one bundle.

Hat checks in one bundle.

Coupons C of identification checks, AD 6280.

PD 230, PD 238 and other reservation identification checks.

PD 231, 271, 272, 273, etc., car diagrams for The Trail Blazer, The Jeffersonian and other reserved seat coach trains.

(g) PSC tickets, including trainmen's issue of train checks, should be left attached to the passage ticket with which issued in connection. In cases where different kinds of tickets are involved—such as local PSC in connection with an interline or foreign road passage ticket—the kind of passage ticket will govern disposition of the combination.

DIVERTED TICKETS

382.—Distribute diverted tickets with collections, except that those diverted to a longer or higher fare route by payment of cash fare, or reading via another line honored account of interrupted service, should be attached to cash report.

In the following territories, where Interchangeable arrangements are in effect, diverted tickets should be specially delivered to Ticket Receiver:

(a) New York, Jersey City, Newark or Elizabeth and Perth Amboy on trains not running to or from NY & LB RR. (see paragraph (h) for NY & LB.

(b) Manunka Chunk, Stroudsburg and intermediate stations

Tickets issued by, or on account of the CRR of NJ.

Record AD 6286 of fifty-trip tickets not on coupon form.

Tickets of NY & LB RR issue to or from New York.

Coupdns of PRR issue of interchangeable commutation tickets.

Tickets and coupons honored over that portion of the line, also report of such tickets honored, but not lifted.

Tickets to destinations north of Stroudsburg, not provided with separate coupons Manunka Chunk to Stroudsburg. Enclose the coupons reading to Manunka Chunk.

Tickets to or from Stroudsburg and to, from or beyond intermediate stations, provided with separate coupons to and from Manunka Chunk. Enclose both coupons without being separated.

Endorse final destination on lifted coupon, if not shown thereon, and enclose tickets, etc., for each train in a separate envelope or package endorsed to show train number, date and initials.
DELIVERY OF REPORTS AND COLLECTIONS (CTD.)

DIVERTED TICKETS (CTD.)

382.—(Ctd.)

(e) Cherry Tree, Idamar and intermediate stations....
   Mahaffey, Patton and intermediate stations.......
   Tickets issued by or on account of the New York Central RR, also record of such tickets honored but not lifted.

(f) Linesville, Conneaut Lake Park...
   When PRR conductors run through over B&LE, all tickets or coupons of tickets and cash fares in this territory; also report of any tickets honored but not lifted.

(g) Cincinnati, Chicago, Grand Rapids and Ft. Wayne....
   One coupon tickets reading to or from stations east of Ft. Wayne via Wabash Ry., also record of such tickets honored but not lifted.

(h) St. Louis, East St. Louis.
   Tickets issued by the Terminal Railroad Association of St. Louis.

(i) The following ticket collections for trains running on or over the New York and Long Branch Railroad should be made into separate packages, each package endorsed to show train, date and initials, banded together, with all other lifted tickets, and delivered specially to Ticket Receiver:

1. Pennsylvania Railroad issue of local printed destination tickets (whether reading locally or over the New York & Long Branch RR).

   Endorse each package to show train, date and initials, then band together, with all other lifted tickets, and deliver specially to the Ticket Receiver.

(j) One-way or round-trip tickets reading via the New York Central between Indianapolis and St. Louis, accepted in accordance with optional honoring arrangements, also tickets or coupons reading via the CCC & St.L Ry (Big Four Route) presented by passengers who have boarded PRR trains in error, and record AD 6281 of such tickets honored but not lifted, should be attached to cash report.

   Tickets and coupons reading in either direction between Chicago and St. Louis via the Alton RR, Chicago & Eastern Illinois Ry, Illinois Central Ry, or Wabash Ry, thence PRR to or from Harrisburg and points east there-of, honored entirely via PRR to or from St. Louis:

   Eastward

   St. Louis Division conductor should lift and cancel the coupon reading via the foreign line to Chicago, and attach to cash report, endorsing the PRR coupon:

   "St. Louis-Chicago coupon lifted
   #66 6-15-45 ABC"
DELIVERY OF REPORTS AND COLLECTIONS (CTD.)

DIVERTED TICKETS (Ctd.)

382.-(j)—(Ctd.)

Westward

East of Indianapolis the entire ticket should be left in passenger's hands (or both coupons enveloped) for lifting by the St. Louis Division conductor who should cancel and attach the Chicago-St. Louis (foreign line) coupon to his cash report.

MOTOR COACH TICKETS

383.—(a) When authorized to honor motor coach ticket etc, note the following on cash reports:

1. Name and title of PRR officer authorizing the tickets to be honored.
2. Points between which honored.
3. If tickets are returned to passengers account reading beyond point to which honored on trains, a complete record of the tickets should be made on form AD 6286 (or AD 6009) showing issuing line, selling point, and final destination.

(b) The lifted tickets, records of tickets honored but not lifted, and the authority for honoring, should be specially delivered or forwarded with cash report.

HUDSON AND MANHATTAN RAILROAD ISSUE OF TICKETS

384.—Hudson and Manhattan RR issue of tickets, covering passage between New York and Newark, should be made into a separate package and delivered specially to the Ticket Receiver.

TICKETS VIA CAPE CHARLES EXCHANGED FOR FORM C-18

385.—Tickets with Auditor's checks of form C-18 attached, should be forwarded in a separate package.

ENDORSING BUNDLES FOR EXTRA TRAINS

386.—When extra trains are run as reliefs to regular trains such fact should be expressed in the endorsement of the package; for example, "Ex. 63, R 714, 8-14-46, A.B.C."

CONDUCTOR'S TRAIN TICKETS, ETC.

387.—(a) Auditor's portions of train fare receipts, supplemental fare receipts, local train checks, transfer checks, duplex memoranda, etc., should be delivered to Ticket Receiver with cash report on which reported. Endorse bottom train fare receipt or train check to show train number, date and Accounting Department number.

(b) Auditor's coupons of interline train checks, C-60, should be attached to cash report.

GENERAL INSTRUCTIONS

388.—(a) Tickets should be bundled, all facing one way, headings at top and straightened out.

(b) In offices having ticket bins, deposit ticket collections in receptacles provided, otherwise deliver to Ticket Receiver.

(c) Ticket collectors should not personally turn in or forward their ticket collections to Ticket Receivers, but should make separations indicated in paragraphs 380 to
DELIVERY OF REPORTS AND COLLECTIONS

GENERAL INSTRUCTIONS

388.-(c)(Ctd.)

385, endorse last ticket in bundle of local printed destination tickets to show train number, date and initials, and turn over all ticket collections to the conductor who should assemble collections for entire train and deposit with or forward to Ticket Receiver.

TRANSPORTATION TO BE ATTACHED TO CASH REPORT

389.—Attach the following to cash report, viz.:

Auditor's stubs of DL&W RR cash fare slips issued for fares collected between Stroudsburg and Manunka Chunk.

Auditor's portions of interline train checks.

Auditor's portions of local train fare receipts or train excursion tickets when reading to the Pennsylvania-Reading Seashore Lines or Long Island Rail Road.

Bacana attendant tickets.

Bus exchange tickets—EX, Ocean City or Palermo and Cape May Court House.

Bus 5, Fort George G. Meade-Odenton.

Child's Certificate, AD 6009.

Circus car orders.

Confiscated transportation.

Exchange check, C60.

Exchange ticket, C-60 (when attached to ticket and placed in car envelope, the conductor having passenger to point where he leaves car should lift and turn in with cash report).

Excess baggage checks for extra or special baggage cars.

First ride coupons of conductor's issue of commutation tickets.

Form AD 6073.

Form AD 6281.

Form AD 6287.

Form AD 6288.

Found tickets.

Government Transportation Requests.

Good-in-Pullman car tickets honored in coach, also AD 6009 in connection therewith.

Interline tickets through Bethlehem or Bound Brook honored via Delaware River Bridge (P-RSL only).

Lifted bulletin tickets and passes.

Manuscript orders or telegrams authorizing that tickets be honored or passengers carried.

AD 4396, Conductor's Report of Troops Carried.

Party tickets and special tickets.

Party or individual tickets covering movement of special cars; special or car tickets faced or endorsed to show that they have been issued in connection with other tickets; and individual tickets faced "Free Baggage Car" or "Special Baggage Car."

Passengers' coupons of train fare receipts not delivered to passengers.

Pass Test Blank, AD 60P9.

Record AD 4395 of foreign line tickets or excess baggage checks honored in interchangeable territory.

Report of Fare Not Paid, AD 6009.

Special instructions authorizing movement of Company owned business cars.

Specified train tickets, train fare receipts, etc.

Surrendered tickets.

Telegraph passes of written form.

Tickets canceled in error and circled by a previous conductor.

St. Louis-Chicago coupons routed via Alton, Ill. Cent., C.&E.I., or Wabash Ry. (see paragraph 382 (i)).

Tickets used in business cars covering transportation and space charges of pay passengers.

Tickets endorsed by others than those listed in current Traffic Department "Ticket Endorsement" circular.

Tickets endorsed to show that additional collection has been made by other than the lifting conductor.

Tickets collected from passengers who left train short of destination.

Tickets and coupons reading via New York Central System.

Tickets reading on account of another Company and record of those honored but not lifted, on account of interruption to service on such Company's lines.

Tickets bearing special facings indicating same were issued account live stock attendant, etc.

Tickets covering transportation of attendants in excess of number covered by Railway Express Agency washbill.

Tickets stamped date later than that on which used from the selling station.

Tickets or coupons on which exchange tickets, C-60, have been issued (should be first attached to Auditor's coupon of C-60).

Tickets altered.

Tickets faced "C.C.C."

Transportation lifted, regarding which notation of irregularities is made.

Union News Co. tickets when holders are not on duty.

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DELIVERY OF REPORTS AND COLLECTIONS (CTD.)

ACCIDENTS TO TRAINS OR PERSONS

390.—(a) In cases of accident to or on train, which may result in injury to or death of any person, deliver specially to Ticket Receiver enclosed in envelope, AD 6257-A, all transportation lifted on the train, and a record, as far as possible, of the transportation honored but not lifted.

(b) Transportation not lifted on train to or on which accident occurred, and honored to destination by subsequent conductors, should be delivered specially to Ticket Receiver, enclosed in envelope AD 6257-A, faced to indicate that enclosures had been held by passengers on a train to or on which accident occurred.

(c) When accidents occur to individuals, on train or otherwise, or when automobiles are struck at crossings or accidents of a like nature occur, conductors should deliver specially to Ticket Receiver any trip passes (going or return portions) lifted on the train; also memorandum of name and address of the person injured and nature of the accident.

SPECIAL AND EXTRA TRAINS

392.—(a) Conductors of special or extra trains (other than trains run as reliefs to, or carrying delayed connections of, regular trains) should enclose tickets, Auditor’s coupons of train fare receipts and lifted exchange tickets C-35, in envelope AD 6257-A, together with record of tickets honored but not lifted, AD 6286. This will apply also when, for operating reasons, special or extra trains are run under the number of regular trains, such as “Advance 25” or “2/25.”

(b) Extra trains operated as relief to regular trains account special parties, organization excursions, or for special or Sunday excursion travel, etc., not carrying any of the regularly assigned passenger equipment of the train to which running as a relief, or section, should be considered a special train and the collections forwarded accordingly.

(c) On extra or special trains carrying Pullman cars, make separate bundles of tickets lifted in coaches and Pullman cars, and prepare separate AD 6286 for tickets honored but not lifted—coach and Pullman—and properly endorse the bundles to show in which class of cars honored.

MAIL AND EXPRESS TRAINS

394.—When pay travel, except from delayed connection of regular trains, is carried on scheduled or special mail or Railway Express Agency trains, tickets and records of those honored but not lifted should be forwarded in envelope, AD 6257-A. Transportation for attendants not covered by waybills should be forwarded in this envelope.
THROUGH LIFT IN COACHES

400.—(a) A through lift plan of handling transportation in coaches is in effect on the following trains, viz.:

<table>
<thead>
<tr>
<th>TRAIN</th>
<th>FROM</th>
<th>TO</th>
<th>THROUGH LIFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>New York</td>
<td>Akron</td>
<td>New York-Akron</td>
</tr>
<tr>
<td>35</td>
<td>Philadelphia</td>
<td>Pittsburgh</td>
<td>Philadelphia-Pittsburgh</td>
</tr>
<tr>
<td>36</td>
<td>Pittsburgh</td>
<td>Philadelphia</td>
<td>Pittsburgh-Philadelphia</td>
</tr>
<tr>
<td>38</td>
<td>Cleveland</td>
<td>New York</td>
<td>Cleveland-New York</td>
</tr>
<tr>
<td>39</td>
<td>New York</td>
<td>Cleveland</td>
<td>New York-Cleveland</td>
</tr>
<tr>
<td>44</td>
<td>Chicago</td>
<td>Pittsburgh</td>
<td>Chicago-Pittsburgh</td>
</tr>
<tr>
<td>48</td>
<td>Chicago</td>
<td>New York</td>
<td>Chicago-New York</td>
</tr>
<tr>
<td>66</td>
<td>Chicago</td>
<td>Washington</td>
<td>Chicago-Washington</td>
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<tr>
<td>57</td>
<td>Washington</td>
<td>Chicago</td>
<td>Washington-Chicago</td>
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<td>70</td>
<td>Chicago</td>
<td>New York</td>
<td>Chicago-New York</td>
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<tr>
<td>71</td>
<td>New York</td>
<td>Chicago</td>
<td>New York-Chicago</td>
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<tr>
<td>71</td>
<td>Chicago</td>
<td>New York</td>
<td>Chicago-New York</td>
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<tr>
<td>105</td>
<td>Pittsburgh</td>
<td>Detroit</td>
<td>Pittsburgh-Detroit</td>
</tr>
<tr>
<td>106</td>
<td>Detroit</td>
<td>Pittsburgh</td>
<td>Detroit-Pittsburgh</td>
</tr>
<tr>
<td>109</td>
<td>Columbus</td>
<td>Chicago</td>
<td>Columbus-Chicago</td>
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<tr>
<td>110</td>
<td>Chicago</td>
<td>Columbus</td>
<td>Chicago-Columbus</td>
</tr>
<tr>
<td>306</td>
<td>Chicago</td>
<td>Louisville</td>
<td>Chicago-Louisville</td>
</tr>
<tr>
<td>307</td>
<td>Louisville</td>
<td>Chicago</td>
<td>Louisville-Chicago</td>
</tr>
<tr>
<td>574</td>
<td>Buffalo</td>
<td>Washington</td>
<td>Buffalo-Washington</td>
</tr>
<tr>
<td>575</td>
<td>Washington</td>
<td>Buffalo</td>
<td>Washington-Buffalo</td>
</tr>
</tbody>
</table>

(b) Tickets honored to points within conductor's run should be lifted if honored to completion, or canceled to point where passenger will leave train and returned to passenger for use beyond transfer point. Regular forms of hat checks should be used when necessary.

(c) In order to avoid unnecessary enveloping of transportation, before lifting tickets and issuing form AD 6280, conductors should inquire as to passenger's destination on train.

(d) Tickets and coupons of tickets, reading for service on that train beyond terminus of the conductor's run, except tickets which will be returned to passengers by the next conductor account of stop-over or transfer at junction point, should be lifted and handled as follows:

(e) Issue triplicate identification check AD 6280 to all passengers (a separate check being used for each passenger) surrendering tickets to points beyond conductor's run, punched to indicate the last crew change point beyond which passenger will travel on that train (change of conductors is made at Harrisburg, Altoona, Pittsburgh, Crestline and Ft. Wayne; or Columbus and Indianapolis; or Mansfield on Detroit trains; and at Harrisburg and Renovo on Buffalo-Washington trains).

(f) For example—On westward trains, checks issued in connection with tickets reading to stations between Pittsburgh and Columbus, Ohio, (including Columbus) should be canceled in Pittsburgh locality (No. 3); or if between Crestline and Ft. Wayne (including Ft. Wayne) in the Crestline locality (No. 7). On eastward trains checks issued in connection with tickets reading to or via
stations between Harrisburg and New York, (including New York) should be canceled in Harrisburg locality (No. 8). The checks should always be canceled to show the last crew change point beyond which the passenger will travel on that train.

(g) Identification checks, AD 6280 should be canceled before separating, one cut being made through the three coupons. These checks should not be issued to points beyond the P.R.R.

(k) When issuing form AD 6280 in connection with a ticket which is to be subsequently returned to passenger account stop-over, change of trains, etc., the "STAR" in center of canceling block should also be punched, indicating that the transportation is to be returned to passenger.

(i) Coupon "A" of Identification Check, AD 6280, should be attached to lifted ticket (back to back) and enclosed therewith in coach envelope, AD 6256; coupon "B" handed to passenger as receipt for lifted ticket; and coupon "C" used as an identification (hat) check.

(j) When issuing identification check AD 6280 to passengers not familiar with the arrangement, the passenger should be diplomatically and courteously advised as to why his ticket is lifted and the purpose of the check—that coupon "B" is receipt for ticket and should be kept in a safe place, and that coupon "C" of the check will serve to identify him to subsequent conductors, and if kept in sight he will not be disturbed again for transportation during the entire trip on that train.

(l) If any transportation is to be returned, the passenger should be informed that conductor in charge of train into transfer or stop-over point will return such transportation before passenger leaves train.

(m) Tickets requiring transfer through Chicago, Toledo or Detroit, not provided with omnibus coupon; also all tickets reading beyond Chicago, Cincinnati or St. Louis must be endorsed by initial conductor on back of P.R.R. coupon to show destination and road to be used from P.R.R. gateway, if this information is not shown on the coupon.
THROUGH LIFT IN COACHES (CTD.)

400.—(Ctd.)

\( n \) Subsequent conductors of train will accept these identification checks without cancellation, but should see that checks were issued for the train used and that there are tickets in envelope, AD 6256 to properly cover passengers’ transportation.

\( o \) Lifted tickets should be placed in coach ticket envelope, AD 6256 prepared by initial conductor to show train number and date train left starting point, and turned over to connecting conductor, final conductor to turn in or forward with his cash report, ticket collections, etc.

\( p \) Each conductor lifting tickets beyond his run should fill in on envelope, AD 6256 the serial number of check, AD 6280 in first column (listing issued checks in numerical order); the number (canceling formula) to which check is cut in second column; destination (abbreviated) of passenger in coaches on train in third column; and if ticket is to be returned to passenger, place an “X” in fourth column. The fifth column is provided with spaces for checking entries made by previous conductors and should be used by other than the first and last conductors of the train.

**Examples**

\( q \) Ticket reading New York to Indianapolis, lifted by conductor out of New York and AD 6280, 14673 issued, entry on envelope, AD 6256 should be as follows:

<table>
<thead>
<tr>
<th>FIRST COLUMN</th>
<th>SECOND COLUMN</th>
<th>THIRD COLUMN</th>
<th>FOURTH COLUMN</th>
</tr>
</thead>
<tbody>
<tr>
<td>14673</td>
<td>2</td>
<td>Indpls.</td>
<td></td>
</tr>
</tbody>
</table>

Ticket reading Philadelphia to Louisville, Ky., via Indianapolis, lifted by conductor out of Philadelphia for transportation to Indianapolis, and AD 6280, 14674 issued, entry on envelope AD 6256 should be as follows:

<table>
<thead>
<tr>
<th>FIRST COLUMN</th>
<th>SECOND COLUMN</th>
<th>THIRD COLUMN</th>
<th>FOURTH COLUMN</th>
</tr>
</thead>
<tbody>
<tr>
<td>14674</td>
<td>2</td>
<td>Indpls.</td>
<td>X</td>
</tr>
</tbody>
</table>

(This ticket to be returned to passenger by conductor out of Columbus for transportation Indianapolis to Louisville.)

\( r \) In cases where passenger will leave train at a station other than the destination of ticket, account change of trains, stop-over, etc., conductor having passenger into stop-over point should lift coupon “C” and return ticket to passenger.

\( s \) Tickets in envelope, AD 6256 should be canceled by each conductor. This may be done without separating the ticket and identification check, AD 6280, but such punch cuts should not extend into the canceling block on the AD 6280.

Tickets reading to stations within a conductor's run, and coupons “A” and “C” of identification checks issued in connection therewith, should be lifted and delivered with regular collections.
THROUGH LIFT IN COACHES (CTD.)

400.—(Ctd.)

(t) Conductor having passengers to end of their trip on the train may lift checks, AD 6280 on first lift, and then issue hat checks or C-35 according to the method followed in checking other coach passengers.

(u) When passenger's trip on train is completed, and check, AD 6280 and ticket lifted, a line should be drawn through the entry on envelope, AD 6256 indicating the transaction is closed.

(v) Conductors should follow this method carefully and not disturb passengers after tickets have been collected and checks issued, excepting cases where the tickets in the envelope do not properly cover the transportation of the passengers, or when tickets will be returned.

(w) Conductors when honoring transportation and contacting passengers who do not present identification checks, but who have in their possession receipt coupon “B” of form AD 6280 for tickets which are contained in the coach envelope (such as passengers in dining cars who have left their identification checks in coach) should ascertain that the identification check is not being honored for transportation of any other person.

(x) Should passengers object to conductors lifting their transportation, they should be permitted to retain same, but conductor should courteously explain to passengers the reason for lifting their transportation, and that succeeding conductors will request that transportation be shown if not lifted and identification check issued by the first conductor.

(y) Exchange tickets, C-14 should be issued to Philadelphia passengers in same manner as provided for passengers traveling on reserved seat coach trains or in Pullman cars.
WORKING THE TRAIL BLAZER AND THE JEFFERSONIAN

410.—(a) In order that conductors and ticket collectors may be fully informed in connection with all features regarding the handling of car diagrams and reservations, preparing coach reservation identification memorandum, gatling and loading passengers at stations, as well as the handling of transportation on trains, these instructions also embrace functions of ticket agents, reservation bureaus, station forces and train passenger representatives. Therefore, it should be understood that paragraphs 410, 411 and 412 cover the prerogatives of employees other than passenger trainmen and are included herein only so the picture may be complete.

RESERVATION BUREAUS AND TICKET OFFICES

Diagrams

(b) Different forms of diagrams (PD 231, 231A, 271, 272, 273, etc.) are furnished for use with the various type cars operated on these trains, and care should be exercised that the diagram used corresponds to seating capacity of the car it represents. The spaces thereon should be utilized as follows:

(c) **Heading**—Show in space “From” the name of station furnishing diagram—this will apply from line stations as well as initial point of train. The date should be the day the train leaves initial station.

(d) **Ticket Number**—Show the number of rail ticket held by passenger. For interline and foreign road tickets, the number should be that on coupon covering transportation on train used—not that on contract or extension. When seat assignment is made under the Code Transaction Number Plan, fill in the code number in the assigned space.

(e) **Reservation From**—Fill in the station name at which passenger will board train. When this coincides with the station name at top of diagram (such as a New York or Newark passenger assigned space in a New York car) a check mark (√) should be made. When filling in or stamping station names in spaces regularly assigned to line stations, or when releasing space for use at a station other than that shown at top of diagram, the station name should be abbreviated (such as Phila for Philadelphia, Hbg for Harrisburg, Cols for Columbus, etc.). These entries should be confined to the “Reservation From” column, and should not extend into the column for “Destination.”

(f) **Destination**—Fill in passenger’s destination on train. If such station is destination of car—New York or Washington, eastward; Chicago or St. Louis, westward, a check mark (√) should be made.

(g) When releasing space for use from Philadelphia, the New York reservation bureau should, whenever possible, confine such space to cars adjacent to the Philadelphia car, which will facilitate the loading of passengers during the North Philadelphia stop. If diagrams are presscopied the original should be delivered to conductor.
WORKING THE TRAIL BLAZER AND THE JEFFERSONIAN (CTD.)
RESERVATION BUREAUS AND TICKET OFFICES (CTD.)

410.—(Ctd.)

Coach Reservation Identification Checks

(h) Each passenger (except children under 5 years of age) should be furnished with a reservation identification check so conductors may properly check train. If an adult is accompanied by one or more children under 5 years of age, the number of all seats assigned this party should be filled in on the reservation identification check.

(i) Preparation and issuance of reservation identification checks should be made at all agencies regardless of whether reservation is made from off line points or stations where train does not stop. When reservation is made under the Code Transaction Number plan the code number should be shown on the reservation identification check, also endorsed on the rail ticket or coupon.

(j) In emergencies, (such as stock of reservation identification checks becoming exhausted) the ticket or coupon to be honored on the train should be endorsed to show code number, date and space. For instance—July 14, 1945, seat 34, car 652 should be shown as: Code ABC 100, 7/14/45, -652, and the ticket or coupon faced “Endorsed”.

(k) From and To—In these spaces fill in stations where passengers will board and leave train.

(l) Date—(impression of office dating stamp) should be the day on which passenger is to commence journey.

(m) Ticket Number—Should be the number appearing on ticket or coupon to be honored on train on which reservation is secured—not the contract or pasteur number.

(n) If a change is made in space assigned passenger the reservation identification check should be changed accordingly.

(o) When reservations are made by phone, or otherwise, passengers should be requested to call at ticket office and obtain reservation identification check before departure of train.

(p) When military movements are ticketed on a block ticket the agent should issue coach reservation identification checks in the regular manner except that the block ticket number should be inserted in the “Destination” space instead of the destination. All other spaces—seats, car, leaving time and origin—should be filled in regularly. These instructions apply only for detachments of troops traveling as a group. For members of the armed forces traveling individually the checks should be filled in completely.

Facing Transportation

(q) Face the Pennsylvania RR coupon of all interline tickets reading via St. Louis to indicate the initial road via which the ticket is routed from St. Louis.
WORKING THE TRAIL BLAZER AND THE JEFFERSONIAN (CTD.)

STATION FORCES—TICKET EXAMINERS, USHERS, ETC.

Westward

411.—(a) New York—Reservation Bureau employe will prepare and deliver with car diagrams, a memorandum showing unassigned space in various cars which may be used to adjust duplicate assignments or for passengers who have boarded train without first having made reservation.

(b) North Philadelphia—As the entrances to Philadelphia cars only will be opened, passengers should be directed to location where these cars will be platformed, to facilitate loading and avoid inconvenience to passengers and delay to train.

(c) Baltimore—Trail Blazer and Jeffersonian passengers should be permitted access to eastward stairs only. Coach passengers for regular cars in train should be directed to westward stairs. This will avoid confusion and expedite loading of train.

(d) Pittsburgh—Passengers for the Trail Blazer and Jeffersonian will be checked in at tables in charge of Ticket Receiver’s clerks and train passenger representatives. Tickets will be lifted and reservation identification checks punched. Refer passengers presenting unpunched checks to the tables as an unpunched check indicates that ticket has not been lifted.

(e) Gary-Canton, inclusive for The Trail Blazer, also East St. Louis-Steubenville, inclusive for The Jeffersonian—Passengers for New York cars should be directed to east end of station platform and for the Washington cars to west end of platform. This will avoid inconvenience to passengers and facilitate loading of the train.

(f) Pittsburgh—same as paragraph 411 (d).

(g) Harrisburg—for The Trail Blazer—The Middle Division conductor will deliver a list, prepared by the train passenger representative, showing the number of seats, by cars, which will be vacant leaving North Philadelphia. The station master at Harrisburg should relay this information by telephone to the station master at North Philadelphia.

(h) North Philadelphia for The Trail Blazer—Passengers will be admitted only at specified openings (three openings ahead of dining car and one between diner and rear) and the station master should be guided by the space assignments received from Harrisburg in allocating passengers to the several openings.

TRAIN PASSENGER REPRESENTATIVES

412.—(a) Car diagrams will be delivered prior to leaving time of train. Space has been allocated for assignment at various stations as outlined in current Passenger
Traffic Department space assignment memoranda. These memoranda also provide that certain seats in each of the coaches are permanently reserved for protection of duplicate sales and general assignment.

(b) Accompany conductors through train for the purpose of handling diagrams and, when necessary, issuing reservation identification checks.

(c) In cases where an adult is traveling with one or more children under 5 years of age, for whom no transportation is required, the adult's railroad ticket number, or the code number, should be shown on the diagram for all seats involved.

(d) Agents will fill in spaces on diagrams to show ticket or code numbers, point where passenger will board train, and passenger's destination on train. Should a passenger on train subsequently change his destination (such as stopping over en route) or is transferred to a different seat, the diagram should be changed accordingly.

(e) Upon first presentation of a ticket the conductor should see that the number and destination thereof are properly shown on the reservation identification check and then inform the passenger representative as to car, seat, ticket and/or code numbers and passenger's destination on train. The latter should place a check mark (✓) with blue or red pencil in check column, on diagram, on line with ticket or code number, etc., which will indicate the passenger for that seat has been checked in and ticket has been lifted.

(f) When seat assignment is made on train prepare reservation identification check, showing information required by captions. If passenger holds space reserved under the Code Transaction Plan fill in both the ticket and code numbers on the identification check. This is important in order that subsequent checks of the train may be properly made. Hand the check to conductor for punching, after which he will deliver to passenger. Entries should also be made on car diagram as directed in paragraphs 410 (d) to (f).

(g) The original diagrams (from New York and Washington, westward; and Chicago or St. Louis, eastward) should be used for entire run of train, therefore, it will be necessary, when receiving diagrams from intermediate points (except regularly assigned cars, such as the Philadelphia-Chicago car on No. 77 or the Philadelphia-St. Louis car No. 65) to transcribe to original (master) diagrams the information shown on diagrams received from intermediate stations. All diagrams, including those from line stations, should be held and turned over to final conductor.
WORKING THE TRAIL BLAZER AND THE
JEFFERSONIAN (CTD.)

TRAIN PASSENGER REPRESENTATIVES (CTD.)

412.—(Ctd.)

(h) Prepare and deliver to coach attendants Off List, PD 276, so that no one is carried by.

(i) On train 64 prepare change of space report showing thereon the ticket number and changes of seat accommodations of all passengers transferred from one location to another, and deliver to the Panhandle Division conductor leaving Columbus.

Special Instructions

(j) New York—Proceed to reception position at train gate with car diagrams when train is platformed and assist with loading. All passengers, except to Princeton Junction on train 65, should hold reservations before boarding train.

(k) Pittsburgh—One hour prior to scheduled leaving time on The Trail Blazer and Jeffersonian, check-in-tables in charge of the Ticket Receiver's forces and train passenger representatives will be opened for the purpose of lifting and punching passengers' transportation, punching reservation identification checks and checking diagrams. PD 230's and PD 238's should be issued, if space is available, to passengers who have not made advance reservations, and the car diagrams marked accordingly.

(l) Chicago and St. Louis—Report at check-in-tables at least 45 minutes prior to scheduled departure to assist the diagram room representative or Station Passenger Agent with the check-in feature.

(m) Columbus—Report to station 30 minutes before scheduled departure of train, securing diagrams at ticket windows when released by ticket agent and proceed to station platform and contact Indianapolis representative.

(n) Indianapolis—Report to check-in-tables at station 20 minutes prior to scheduled departure of train to make last minute assignments.

(o) Train 76 (Middle Division)—Prepare and deliver to the Middle Division conductor a list, by cars, of seats which will be vacant leaving North Philadelphia.

CONDUCTORS AND TICKET COLLECTORS

413.—(a) When the conductor works entire train without assistance from a member of his crew the car diagrams will be handled and reservation identification checks issued by the train passenger representative. However, when assistance is rendered by a member of the train crew it will be necessary for the trainman who is unaccompanied by a passenger representative to handle diagrams and checks as outlined in paragraphs 412 (a) to (u).
(b) When reservations are made under the Code Transaction Number Plan the code number (instead of ticket number) will be shown on the diagram, also endorsed on ticket or coupon. This code endorsement should be availed of should it be necessary to make a check of transportation to locate a discrepancy.

(c) Passengers will hold coach reservation identification checks PD 230 for The Trail Blazer and PD 238 for The Jeffersonian showing space, from, to, and ticket and/or code number, and all lifted transportation should be endorsed to show seat and car number in conformity with the identification check, unless passenger is transferred to some other space. This endorsement should be uniform showing the seat number, a line, then car number, viz: seat 14, car 652, should be filled in \(\text{seat } 14, \text{car } 652\). The seat number should invariably be shown above the line and the car number below the line.

(d) When seat assignment is made by conductor, he should prepare coach reservation identification check, showing information required by captions. This is important in order that subsequent conductors may properly check the train. See paragraph 412 (f).

(e) The conductor to whom transportation is first presented should punch the identification check in block near right margin to indicate the last crew change point short of destination of passenger on train—except that actual destination should be punched for passengers traveling to New York, Washington, Chicago or St. Louis. When a reservation identification check not provided with these printed stations is presented it should be punched in lower right corner or in block reading “Conductor punch here.” An uncanceled identification check would indicate no ticket has been lifted.

(f) Transportation should be handled on through lift plan. Tickets and coupons of tickets reading to points within run of train should be lifted on first presentation, returning to passengers at once any transportation not needed for the journey on train used. Each ticket should be punched for service, immediately upon honoring.

(g) If ticket or coupon reads to a point beyond which passenger will ride on train, an exchange ticket, C-60, should be issued and the lifted ticket or coupon pinned to Auditor’s coupon of the C-60, and both enclosed in car envelope.

(h) Conductors will be governed by instructions of the Operating Department as to acceptance of free transportation, but for all card passes valid on this train, presented for transportation beyond conductor’s run, a pass exchange check, AD 6293, should be prepared and pass handed back to user.
WORKING THE TRAIL BLAZER AND THE JEFFERSONIAN (CTD.)
CONDUCTORS AND TICKET COLLECTORS (CTD.)

413.—(Ctd.)

(i) On eastward trips an exchange ticket, C-14 should be issued by initial conductor to Philadelphia and to Downtown, New York passengers. (Note—should any passenger claim to have not been furnished with exchange ticket, the conductor east of Harrisburg should issue form C-14 to Philadelphia passengers and C-35 to Downtown, New York passengers).

(j) Envelope AD 6256-A has been furnished for use on these trains, preparation being made by initial conductor, to show coach number (which should conform to number on car diagram, 771, 772, or 650, 651, etc.) train number and date. It will not be necessary to fill in destination as the diagrams should show this information (see paragraph 410 (f)).

(k) If a passenger's location has been changed from one car to another, the ticket should also be transferred to proper envelope, AD 6256-A.

(l) Subsequent conductors should canvass the train for transportation of new passengers before working car envelopes.

(m) A check should be made to see that coach envelopes contain sufficient transportation to cover spaces shown on car diagrams as occupied. The occupied spaces are indicated by a check mark in the “Check” column.

Special Instructions, Westward

414.—(a) New York and Newark—Make general collection leaving Newark, transportation of any local New York-Newark passengers being obtained at the time they leave train. Permit no one to pass in train when making lift without surrendering proper transportation or exhibiting a reservation identification check, punched to indicate transportation has been collected on that train.

(b) North Philadelphia—The entrances to Philadelphia car or cars only should be opened at North Philadelphia and a trainman should be posted at the head end of first Philadelphia car and another at the head end of the observation car to collect tickets from passengers going to lounge or observation cars before regular ticket collection. Leaving North Philadelphia these trainmen should work to meet, checking all space in the Philadelphia car or cars and space in other cars shown on diagrams as unoccupied, and making announcement in dining car “Tickets on at North Philadelphia, please.”

(c) Paoli and Lancaster—Trainmen and car attendants should make record of space held by passengers boarding train so ticket collection may be made.

(d) Washington—Make general collection in same manner as directed for lift leaving Newark.
WORKING THE TRAIL BLAZER AND THE JEFFERSONIAN (CTD.)
CONDUCTORS AND TICKET COLLECTORS (CTD.)
Special Instructions, Westward (CTD.)

414.—(CTD.)

(e) Baltimore and York—Work cars from diagrams and, before arrival at Harrisburg, check count of passengers against tickets lifted.

(f) Harrisburg—Make general collection leaving Harrisburg, lifting tickets from passengers on at that station and inspecting reservation identification checks in hands of all others.

(g) Altoona—Passengers will be admitted only at entrances guarded by a trainman and these passengers spotted and collection made immediately. Conductors may avail of assisting trainmen and car attendants in locating these passengers.

(h) Pittsburgh—Tickets will be lifted and canceled in center with "S" punch at check-in-tables as outlined in paragraph 412 (k). Reservation identification checks will be punched as outlined in paragraph 413 (e). It should be ascertained that tickets lifted at the tables have been delivered before departure of train. Last minute arrivals should be spotted and tickets lifted.

(i) Mansfield, Crestline, Lima and Fort Wayne for The Trail Blazer, also Dennison, Newark, O., Columbus, Dayton, Richmond and Indianapolis for The Jeffersonian—same as for Altoona—paragraph 414 (g).

(j) Fort Wayne (train 77) or Terre Haute (train 65)—Make general collection, lifting all identification checks, which should be examined for destination and date of initial station. This is important in order to prevent use of an old check or overriding transportation.

(k) Effingham for The Jeffersonian—Make lift as directed in paragraph 414 (g).

Special Instructions, Eastward

415.—(a) Chicago and Englewood for The Trail Blazer—Make general collection leaving Englewood, tickets of any local Chicago-Englewood passengers being lifted at time they leave train. Permit no one to pass in train when making lift without surrendering proper transportation or exhibiting an identification check punched to indicate that transportation has been collected on that train.

(b) St. Louis and East St. Louis for The Jeffersonian—Make general collection leaving East St. Louis, tickets of any local St. Louis-East St. Louis passengers being lifted at time they leave train. The lift of tickets and handling of identification checks should be performed in same manner as directed in paragraph 415 (a).

(c) Gary, Plymouth, Fort Wayne, Lima, Crestline and Canton for The Trail Blazer, also Terre Haute, Indianapolis, Richmond and Dayton for The Jeffersonian—Passengers...
WORKING THE TRAIL BLAZER AND THE JEFFERSONIAN (CTD.)
CONDUCTORS AND TICKET COLLECTORS (CTD.)
Special Instructions, Eastward (CTD.)

415.—(e) — (CTD.)
will be admitted only at entrances guarded by a trainman and these passengers spotted and collection made immediately. Conductors may avail of assisting trainman and car attendants in locating these passengers.

(d) Mansfield for The Trail Blazer—Make a pick-up lift leaving Mansfield, collecting tickets from passengers in Mansfield space and inspecting PD 230’s of all passengers occupying unassigned space, feature cars and dining cars. Passengers in feature and dining cars who do not have their PD 230’s should be asked their seat and car number and space given should be checked against diagrams.

(e) Columbus for The Jeffersonian—Make general collection leaving Columbus collecting tickets from passengers on at that station and inspecting PD 238’s of all others, which should be punched to indicate that transportation has been lifted on that train. The train passenger representative will deliver change of space report showing the ticket numbers and changes of seat accommodations of all passengers transferred from one location to another. Space endorsements on such tickets should be changed to conform to passengers’ new locations and, when necessary, tickets transferred to proper car envelope.

(f) Newark, O., Coshocton, Dennison and Steubenville for The Jeffersonian—Passengers will be admitted to train only at entrances guarded by trainmen and these passengers spotted and collection made immediately. Conductors may avail of assisting trainmen and car attendants in locating these passengers.

(g) Pittsburgh—Tickets will be lifted and reservation identification checks punched at the check-in-tables as outlined in paragraphs 412 (k) and 414 (k).

Special Instructions—The Trail Blazer

416.—(a) Pittsburgh—Passengers in feature cars and in Pittsburgh cars should be required to surrender transportation or exhibit form PD 230 for current date properly punched to indicate transportation has been lifted. This will apply for all passengers except those from west of Pittsburgh whose tickets have been previously lifted or those checked in at the table at Pittsburgh and who are occupying their assigned space, as indicated by car diagrams. Space in all cars vacated by passengers off at Pittsburgh should be checked and car attendants questioned as to new passengers. Tickets and coupons lifted at the check-in-tables will be delivered before departure of train. When a Pittsburgh section of No. 76 is operated, a general collection should be made in all cars of such train.
WORKING THE TRAIL BLAZER AND THE JEFFERSONIAN (CTD.)

CONDUCTORS AND TICKET COLLECTORS (CTD.)

Special Instructions—The Trail Blazer (CTD.)

416.—(Ctd.)

(b) Altoona—This train is not scheduled to pick up passengers, but should anyone board train, he should be spotted and transportation collected.

(c) The train passenger representative will furnish the Middle Division train conductor information, by cars, of the number of seats which will be empty leaving North Philadelphia, and the conductor should deliver this information to the station master at Harrisburg for relay, by telephone, to the station master at North Philadelphia.

(d) Harrisburg (train 76)—Work same as directed in paragraph 416 (b).

(e) Harrisburg (Washington Cars)—Make general collection leaving Harrisburg, lifting tickets of passengers on at that point and PD 230's of all others. The checks should be examined for destination and date of initial station. This is important in order to prevent use of an old check or overriding transportation.

(f) North Philadelphia—Passengers should be admitted to train only at openings listed in paragraph 411 (h). The number admitted should not exceed the number of vacant seats.

(g) Make a general collection leaving North Philadelphia, lifting tickets of passengers on at that point and PD 230's of all others. The checks should be examined for destination and date of initial station. This is important in order to prevent use of an old check or overriding transportation.

(h) Passengers for Downtown, New York should be handed form C-35.

Special Instructions—The Jeffersonian

417.—(a) Pittsburgh—See paragraphs 412 (k), 414 (k) and 416 (a).

(b) Altoona, Harrisburg and Baltimore—Passengers will be admitted to train only at entrances guarded by trainmen and these passengers spotted and collection made immediately. Conductors may avail of assisting trainmen and car attendants in locating these passengers.

(c) Lancaster—Make pick-up lift of Paoli and Philadelphia checks PD 238 leaving Lancaster, but do not disturb passengers destined to points beyond Philadelphia.

(d) York and North Philadelphia—Make general collection leaving these stations, lifting all identification checks, PD 238, which should be examined for destination and date of initial station. This is important in order to prevent use of an old check or overriding transportation.
WORKING THE TRAIL BLAZER AND THE JEFFERSONIAN (CTD.)
CONDUCTORS AND TICKET COLLECTORS (CTD.)

General

418.—(a) Space in all cars occupied by passengers whose destinations are short of run of car—New York or Washington, eastward and Chicago or St. Louis, westward—should be checked over each Division to insure that no one is carried by destination or overrides transportation.

(b) Interline and foreign road tickets reading to points beyond Chicago and St. Louis should be endorsed on back of lifted PRR coupon to show destination and road to be used from the PRR gateway, if such information is not shown on coupon lifted. This is necessary for use of terminal conductors when preparing connection reports.

(c) Do not issue seat checks, AD 6280 or hat checks, as diagrams will be furnished showing the number of passengers boarding train at each station stop; also assistance will be received from coach attendants and members of train crew in locating new passengers. Reservation identification checks, which will be retained by passengers until lifted leaving Fort Wayne or Terre Haute, Westward; Harrisburg, York, Lancaster or North Philadelphia, Eastward—see paragraphs 414 (j), 416 (e) and (g), 417 (c) and (d)—should also be used as guide in determining that proper transportation has been obtained.

(d) Advise assisting trainmen and coach attendants of passengers who will leave train within run so that no one is carried by or overrides his transportation.

(e) All car diagrams (including those from intermediate stations), also all car envelopes and reservation identification checks, should be turned in with cash report, ticket collections, etc., by the final conductor.
WORKING THE EAST WIND

430.—Handling transportation, and preparing and using car diagrams and reservation identification checks, on The East Wind.

Eastward

(a) Car diagrams will be delivered to conductor prior to leaving time of train. Space is allocated in current Traffic Department circular.

(b) When practicable Washington will turn over to the conductor four seats in each car, which will be in addition to those regularly assigned.

(c) In event a passenger is transferred to a different seat the diagram should be changed accordingly.

(d) In cases where an adult is traveling with one or more children under five years of age, for whom no transportation is required, the number of the railroad ticket of the adult should be shown on the diagram for all seats involved.

(e) Passengers will hold coach reservation identification checks, PD 233, (through) or PD 254 (local) showing seat and car numbers, from and to stations, and the ticket number, which should be punched in lower right corner (locality 1) to indicate that ticket has been lifted.

(f) When seat assignment is made by conductor, he should prepare form PD 233 or PD 254 showing information required by captions. This is important to protect the Philadelphia lift and so that subsequent conductors may properly check the train.

(g) As each road's conductor will handle transportation covering his run, coupons reading to New York should be lifted and the remainder of ticket returned to passengers for handling by subsequent train conductors.

(h) Make general collection from Washington, with pick-up lifts from Baltimore and Wilmington. Handle transportation and reservation-identification checks as directed in paragraphs 430 (e-f).

(i) Make general collection from Philadelphia lifting all identification checks reading to Newark and New York. Checks to points beyond New York should be handed back to passengers after inspection. Make pick-up lift from Newark.

(j) Become familiar with regulations governing ticket restrictions as covered in current Traffic Department circular covering such features; and whenever possible, collect cash fares through to passengers' destinations within run of through cars, including Hell Gate Bridge supplemental fares and special service charges. In such cases the C-60 should be filled in to show stations from and to, and faced HGB and Special Service, which will indicate to all concerned that complete collection has been made.

(k) Car diagrams should be turned over to NYNH&H RR conductor at New York.
WORKING THE EAST WIND (CTD.)

430.—(Ctd.) Westward

(l) The Maine Central, Boston & Maine and New York, New Haven & Hartford conductors will lift tickets or coupons for their respective roads only and passengers will have tickets in their possession. However, the diagrams will be turned over by the New Haven conductor at New York.

(m) Make a general collection leaving New York and handle transportation in usual manner for New York-Washington runs, except that identification checks—whether for through or local passengers—will make the use of hat checks unnecessary.

(n) Make general collection from Philadelphia lifting all reservation identification checks. Make pick-up lifts from other station stops.

(o) Conductors should advise assisting trainmen and coach attendants of passengers who will leave train within run, so that no one is carried by or overrides transportation.

WORKING RESERVED SEAT COACH TRAINS TO THE SOUTH THROUGH THE WASHINGTON GATEWAY

440.—(a) Make a general collection leaving Newark (transportation of any local New York-Newark passengers being lifted at the time they leave train) lifting the PRR coupons reading to Washington. The space and destination of passenger should be called to passenger representative who will enter this information on back of diagrams and make any adjustments account duplicate reservations, cancellations, transfer from one space to another, etc.

(b) Punch, but do not detach, the identification reservation coupon in lower right corner (the block in upper right corner is reserved for conductors south of Washington) and hand back entire ticket (except the PRR coupon to Washington) to passengers.

(c) Reservation check forms for The Champion and Silver Meteor are numbered individually, and these numbers may be used instead of ticket numbers for reservations on those trains. If, however, regular code transaction number is used for any reason, it will be inserted under the ticket number on the reservation check. The reservation coupon for The Southerner is not numbered; code number will be written on this form under the ticket number.

(d) Make pick-up lifts from subsequent station stops—Wilmington, inclusive—exercising care so that all transportation is obtained.
WORKING RESERVED SEAT COACH TRAINS TO THE SOUTH THROUGH THE WASHINGTON GATEWAY (CTD.)

Southward (CTD.)

440.—(CTD.)

(e) Hat checks should not be used as the reservation coupons will serve as passengers' identification.

(f) Leaving Baltimore obtain car diagrams from the passenger representative and check all unassigned seats, also require passengers out of assigned seats to exhibit their identification reservation coupons. Determine that these coupons have been punched as directed in paragraph (b) which indicates the PRR portion of the ticket has been lifted.

Northward

(g) Make general collection leaving Washington lifting transportation to passengers' destinations within run of train—New York, inclusive—ascertaining if passengers desire to travel to Pennsylvania Station or Hudson Terminal, and issuing exchange tickets, C-35, to all Downtown, New York passengers.

(h) Hat checks should not be used, therefore, care should be exercised leaving subsequent station stops in order that no one is carried without surrendering proper transportation.

(i) Coach attendants should be informed of passengers leaving train en route so that no one is carried beyond destination.

WORKING THE CAVALIER

SOUTHWARD

New York to Wilmington

445.—(a) Make general collection leaving Newark (transportation of any passengers off at that point being obtained as they leave train). Lift and punch for service to Wilmington, tickets and coupons reading to Cape Charles. Tickets and coupons reading to Old Point Comfort or Norfolk should be punched to Cape Charles and handed back to passengers for use on steamer.

(b) Transportation of passengers on at Trenton should be handled as they board train, opening only such entrances to train as can be properly guarded by the crew.

(c) Do not issue hat checks.

(d) As no lift will be made on the Delmarva Division, conductors should be particular to see that record of passengers carried (A, B, C, D, E and Free) is correct in every detail, and pass this information along, with lifted tickets and coupons, to connecting conductor.

(e) Sleeping cars should be worked regularly.

Wilmington to Delmar

(f) As this train is not scheduled to pick up passengers south of Trenton, make no lift. Obtain from preceding
WORKING THE CAVALIER (CTD.)

SOUTHWARD (Ctd.)

Wilmington to Delmar (Ctd.)

445.—(f)—(Ctd.)

Conductor all lifted tickets and coupons (coach and Pullman) also record of passengers carried, and show this count in proper spaces on cash report.

(g) Punch Cape Charles tickets and coupons for service to Delmar and deliver to connecting conductor, also inform him as to passenger record.

Delmar to Cape Charles

(h) Punch Cape Charles tickets for service and dispose of them in usual manner. Passenger record should be prepared to conform to count turned over by preceding conductor.

NORTHWARD

Cape Charles to Delmar

(i) Make general collection leaving Cape Charles. Lift tickets reading to Trenton and punch for service to Delmar. Trenton passengers should be hat checked so as to prevent overriding or being carried by. Prepare record AD 6236 for any passengers off at Trenton and who will retain their tickets, such as passengers for Fort Dix or the Trenton-Stroudsburg line.

(j) Tickets reading to New Brunswick and points beyond should be punched for service to Philadelphia and Trenton and handed back to passengers on first presentation.

(k) Inform connecting conductor of number of passengers carried (separated as to A, B, C, D, E and Free) and turn over to him all lifted tickets.

(l) Work sleeping cars regularly.

Delmar to Wilmington

© (m) Transportation of passengers on at Delmar should be handled as they board train. Lift Trenton tickets, punch for service to Wilmington, and turn them over, with tickets delivered by preceding conductor, to connecting conductor. Tickets reading to New Brunswick and beyond should be punched for service to Philadelphia and Trenton and handed back to passengers.

Obtain passenger record for cash report from AD 6236 turned over by preceding conductor, plus number on at Delmar, and turn over the AD 6236 to connecting conductor.

Wilmington to New York

(n) Obtain from preceding conductor any lifted Trenton tickets. Passenger record should be obtained by actual count of all lifted tickets, including those reading to Trenton, and record AD 6236, which will be turned over by preceding conductor.

(o) Make pick-up lift of Trenton hat checks, but do not approach passengers destined to New Brunswick and beyond until after leaving Trenton.
WORKING THE CAVALIER (CTD.)

NORTHWARD (Ctd.)
Wilmington to New York (Ctd.)

445.—(Ctd.)

(p) Make general collection leaving Trenton lifting tickets reading to New Brunswick, Newark and New York. Issue hat checks to Newark passengers, and exchange tickets C-35 to New York passengers.

(q) Make pick-up lift from New Brunswick and issue C-35's to New York passengers.

(r) Make general collection leaving Newark.

WORKING THE MARINER

SOUTHWARD
Philadelphia to Delmar

447.—(a) Make general collection leaving Philadelphia. Tickets reading to any destination north of Cape Charles should be handled regularly, issuing hat checks in the usual manner.

(b) Cape Charles tickets—punch for service to Delmar and lift.

(c) Old Point Comfort or Norfolk tickets—punch to Cape Charles and hand back to passengers.

(d) Issue hat checks—of distinctive color—to Cape Charles, Old Point Comfort and Norfolk passengers, to be left in their possession for lifting by conductor into Cape Charles.

(e) Deliver Cape Charles tickets to connecting conductor.

Delmar to Cape Charles

(f) Make general collection leaving Delmar. Do not disturb passengers holding through hat checks issued by preceding conductor, but handle transportation of all others, also those on at subsequent stations, in regular manner.

(g) Cape Charles tickets, turned over by preceding conductor, should be canceled to destination and placed with regular collections.

(h) Lift hat checks of through passengers (Cape Charles and beyond) leaving Keller.

NORTHWARD
Cape Charles to Delmar

(i) Make general collection leaving Cape Charles. Tickets reading to all station stops to Chester, inclusive, should be punched to Delmar and handed back to passengers.

(j) Philadelphia tickets should be lifted, punched for service to Delmar, and delivered to connecting conductor.

(k) Tickets reading to points beyond Philadelphia should be punched for service to Philadelphia and handed back to passengers.
WORKING THE MARINER (CTD.)

NORTHWARD (CTD.)

Cape Charles to Delmar (CTD.)

447.—(Ctd.)

(I) Issue hat checks—of distinctive color—to all Philadelphia passengers.

Delmar to Philadelphia

(m) Make general collection leaving Delmar. Do not disturb passengers holding hat checks issued by preceding conductor, but handle transportation of all others, also those on at subsequent stations, in regular manner.

(n) Lift all hat checks leaving Chester.

General

(o) The conductors out of Philadelphia on train 457 and out of Cape Charles on train 456 should select the color of hat check for through passengers each trip (varying the color so that regular travelers cannot abuse the plan).

(p) The initial conductor should give connecting conductor a record of coach tickets honored but not lifted, separated as to class—Furlough (B), All Other Coach (C), etc., and the latter should include such count in his passenger record.

WORKING THE RED ARROW (DETROIT TO MANSFIELD)

450.—(a) Leaving Detroit—Make a general collection in coaches, issuing hat checks to local passengers (Mansfield, inclusive) and identification checks to through passengers. Coaches should be worked in same manner leaving Monroe.

(b) In cases where no ticket collector is assigned and the conductor works the entire train, the Pullman conductor should defer ticket collection in the sleeping cars until the train conductor has completed coach lift, then both conductors should proceed through the Pullman cars and dining car completing as much of the ticket lift as possible before arrival of train at Toledo. Be alert at Monroe to detect passengers leaving or boarding the train to ascertain that tickets are collected from these passengers.

(c) Leaving Toledo—Coaches should be again worked to secure transportation from passengers boarding train at that point. Train and Pullman conductors should work together proceeding through that portion of the Pullman equipment in which lift was made before arrival of train at Toledo, lifting transportation from passengers boarding train at that point, and completing the lift in unworked sleeping cars.

WORKING THE SOUTH WIND

455.—(a) Instructions for handling transportation on this train, the schedule of which has been coordinated with
those of Chicago-Miami trains of the Chicago & Eastern Illinois and the Illinois Central via routes shown below:

<table>
<thead>
<tr>
<th>PENNSYLVANIA RAILROAD</th>
<th>CHICAGO &amp; EASTERN ILLINOIS</th>
<th>ILLINOIS CENTRAL CITY OF MIAMI</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRR—Louisville</td>
<td>C&amp;EI —Evansville</td>
<td>IC —Birmingham</td>
</tr>
<tr>
<td>L&amp;N—Montgomery</td>
<td>L&amp;N —Nashville</td>
<td>CoG—Albany</td>
</tr>
<tr>
<td>ACL—Jacksonville</td>
<td>NS&amp;SL—Atlanta</td>
<td>ACL—Jacksonville</td>
</tr>
<tr>
<td>FEC—Miami</td>
<td>AB&amp;C —Waycross</td>
<td>FEC—Miami</td>
</tr>
<tr>
<td></td>
<td>ACL —Jacksonville</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FEC —Miami</td>
<td></td>
</tr>
</tbody>
</table>

(b) One of these trains will be operated every day, each train running every third day. Passengers ticketed via the route of one of the trains are accorded the privilege of using either of the other two trains, and should have their reservations changed and tickets exchanged at agencies to read via the route they desire to use. However, in the event passengers holding tickets via route of the C&EI or IC, are found on PRR train, the initial conductor should punch the Chicago-Evansville or Chicago-Birmingham coupon for service and enclose ticket in envelope with other lifted transportation. The conductor into Louisville should lift such coupon and attach to cash report. No notation necessary.

Southward

(c) Car diagrams will be delivered to the train passenger representative who will assign space at trainside prior to departure. Space has been assigned to various stations as outlined in current Traffic Department circular, and the diagrams should show the number of passengers reserving space from each station stop.

(d) Transportation should be handled through lift between Chicago and Jacksonville and tickets or coupons of tickets should be lifted on first presentation, returning to passenger at once any transportation needed for the journey beyond Jacksonville, including coupons routed via the FEC.

(e) If a ticket or coupon reading for transportation on this train north of Jacksonville is valid to point beyond run of the train, the entire ticket should be lifted, enclosed in identification envelope AD 6259, and the numbered flap handed to passenger to insure return of transportation before leaving train.

(f) All lifted transportation should be endorsed on the coupon reading to destination of passenger on the train, to show seat and car number occupied by passenger. This endorsement should be uniform showing the seat number, a line, then car number, viz: seat 14, car 2, should be filled in .

(g) Passenger representative holding diagrams will accompany the conductor when lift is made, endorsing on back thereof in space provided, the point at which passenger will leave the train. Destination should be filled in only when passenger will leave the train short of Jack-
sonville, but for Jacksonville and stations beyond, a check mark (\(\checkmark\)) should be made in proper space.

\(\text{(h)}\) In event a passenger is transferred to a different seat the diagram should be changed accordingly.

\(\text{(i)}\) Where an adult is traveling with one or more children under 5 years of age, for whom no transportation is required, the code number or number of the railroad ticket of adult should be shown on diagram for all seats involved.

\(\text{(j)}\) Passengers will hold coach reservation identification checks, PD 243, showing seat and car numbers, from and to stations, and the ticket number (also the code number when reservation has been made under that plan). Checks should be examined for current date and destination, and the canceling block near right hand margin punched, indicating to subsequent conductors that transportation has been lifted, after which the check should be returned to passenger to be retained throughout the trip as identification.

\(\text{(k)}\) When seat assignment is made on train, prepare form PD 243 showing information required by captions, and make entry on diagram accordingly. If passenger holds space reserved under the code transaction plan fill in both the ticket and code numbers on the identification check. Agents have been instructed to endorse the space and code number on the back of ticket or coupon to be used on the train, and to face the ticket or coupon “Endorsed”. This is important in order that subsequent conductors may properly check the train.

\(\text{(l)}\) The use of hat checks is not necessary. Form PD 243, which should be returned to the passenger after examination and cancellation, will serve as an identification check throughout the trip.

\(\text{(m)}\) Envelope AD 6256-A should be used on this train and the headings filled in to show the coach number, (which should conform to number on diagram), train number and date. Fill in destination only when passengers will leave train short of Jacksonville, but for Jacksonville or stations beyond, make a check mark (\(\checkmark\)) in proper space on the envelope.

\(\text{(n)}\) If a passenger’s seat space has been changed from one car to another, the ticket should also be transferred to proper envelope.

\(\text{(o)}\) Envelopes, with tickets and coupons enclosed therein, should be turned over by Logansport Division conductor to the Indianapolis Division conductor. The latter, after lifting all PRR tickets or coupons, should enclose in the envelopes all transportation reading beyond Louisville and hand to passenger representative for delivery to the L & N conductor.
WORKING THE SOUTH WIND (CTD.)

Northward

455.—(Ctd.)

(p) The FEC, ACL and L&N conductors will make a through lift of transportation, collecting through to passengers’ destinations within the run of train—Chicago, inclusive.

(q) Car envelopes containing tickets will be turned over by the L&N conductor at Louisville. Tickets or coupons reading via C&EI, Evansville to Chicago; or IC, Birmingham to Chicago; should be accepted and attached to cash report.

(r) Car diagrams held by the passenger representative should be used in making a careful check of travel, and will show in spaces provided the points at which each passenger will leave the train short of Chicago, but for Chicago a check mark (v) should be made in the proper space.

(s) Passengers occupying assigned seats should not be disturbed, but those in seats shown as vacant on diagrams, also those riding in dining and observation-buffet-lounge cars, should be required to exhibit their identification checks.

(t) Conductors should advise assisting trainmen and coach attendants of passengers who will leave train within run so that no one is carried by or overrides transportation.

(u) The final conductor should make a bundle of the envelopes, forwarding same to the Ticket Receiver at Pittsburgh with his ticket collections, etc.

(v) Car diagrams issued by the FEC for the northward trip, and carried through by the PRR passenger representative to Chicago, will be returned by this passenger representative on the next southward trip to the FEC, at Jacksonville. The FEC will return the PRR diagrams for the southward trips delivering same to the PRR passenger representative at Jacksonville on the next northward trip who will carry them through to Chicago from which point they should be mailed to the Auditor of Passenger Traffic, Philadelphia.

WORKING THE FLORIDA ARROW

460.—(a) The schedule of this train has been coordinated with those of Chicago-Florida trains of the Chicago & Eastern Illinois and the Illinois Central via routes shown below:

<table>
<thead>
<tr>
<th>PENNSYLVANIA RAILROAD</th>
<th>CHICAGO &amp; EASTERN ILLINOIS</th>
<th>ILLINOIS CENTRAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE FLORIDA ARROW</td>
<td>THE DIXANA</td>
<td>THE FLORIDAN</td>
</tr>
<tr>
<td>PRR—Louisville</td>
<td>C&amp;EI—Evansville</td>
<td>IC—Birmingham</td>
</tr>
<tr>
<td>L&amp;N—Montgomery</td>
<td>L&amp;N—Nashville</td>
<td>CofG—Albany</td>
</tr>
<tr>
<td>ACL—St.Petersburg</td>
<td>NC&amp;SII—Atlanta</td>
<td>ACL—St.Petersburg</td>
</tr>
<tr>
<td></td>
<td>AR&amp;CSS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ACL—St.Petersburg</td>
<td></td>
</tr>
</tbody>
</table>
WORKING THE FLORIDA ARROW (CTD.)

460.—(Ctd.)

(b) One of these trains will be operated every day, each train running every third day. Passengers ticketed via route of one of the trains are accorded the privilege of using either of the other two trains, and should have their reservations changed and tickets exchanged at agencies to read for the train they desire to use. However, in event passengers holding tickets via route of the C&EI or IC are found on PRR train, the initial conductor should punch the Chicago-Evansville or Chicago-Birmingham coupon for service and enclose ticket in envelope with other lifted transportation. The conductor into Louisville should lift such coupon and attach to cash report. No notation necessary.

Southward

(c) Transportation should be handled through lift between Chicago and Montgomery and tickets or coupons of tickets should be lifted on first presentation returning to passengers at once any transportation needed for the journey beyond Montgomery.

(d) If a ticket or coupon reading for transportation on this train from a point north of Montgomery is valid to a point beyond run of the train (such as a Chicago-Knoxville ticket, which destination is off the route of the train, or a Chicago-Montgomery ticket on which stop-over is to be made at Nashville), the entire ticket should be lifted, enclosed in identification envelope AD 6259, and the numbered flap handed to passenger to insure return of transportation before leaving train.

(e) Car diagram will be delivered prior to departure from Chicago and will show number of passengers reserving space from each station stop. In event a passenger is transferred to a different seat the diagram should be changed accordingly.

(f) Where an adult is traveling with one or more children under 5 years of age, for whom no transportation is required, the code number or number of the railroad ticket of adult should be shown on diagram for all seats involved.

(g) Diagrams should be marked in space provided to show point at which passenger will leave the train. Destination should be filled in only when passenger will leave the train short of Montgomery, but for Montgomery and stations beyond, make a check mark (✓) in proper space.

(h) Passengers will hold coach reservation identification checks, PD 246, showing seat and car number, from and to stations, and the ticket number (also the code number when reservation has been made under that plan). Checks should be examined for current date and destination, and the canceling block near right hand margin should be punched, indicating to subsequent conductors.
that transportation has been lifted, returning check to passenger after examination. Hat checks are not necessary as the PD 246 will serve as identification throughout the trip.

® (i) When seat assignment is made on train, prepare form PD 246 showing information required by captions, and make entry on diagram accordingly. If passenger holds space reserved under the code transaction plan fill in both the ticket and code numbers on the identification check. Agents have been instructed to endorse the space and code number on the back of ticket or coupon to be used on the train, and to face the ticket on coupon "Endorsed". This is important in order that subsequent conductors may properly check the train.

(j) All lifted transportation should be endorsed on the coupon reading to destination of passenger on the train, to show seat and car number occupied. This endorsement should be uniform showing the seat number, a line, then car number, viz.: Seat 14, car 1, should be filled in.

(k) Envelope AD 6256-A should be used on this train and the headings filled in to show coach number, (which should conform to number on diagram), train number and date. Fill in destination only when passengers will leave train short of Montgomery, but for Montgomery or stations beyond make a check mark (√) in proper space on the envelope.

(l) If a passenger's seat space has been changed from one car to another, the ticket should also be transferred to proper envelope.

(m) Envelopes, with tickets and coupons to beyond Louisville enclosed therein, also the car diagrams, should be turned over by Logansport Division conductor to the Indianapolis Division conductor, and the latter to the L&N conductor at Louisville.

Northward

(n) L&N conductors will make a through lift of transportation, collecting to passengers' destinations within the run of train—Chicago, inclusive.

(o) Diagrams and car envelopes containing tickets will be turned over by L&N conductor at Louisville, and should be used in making a careful check of travel. Passengers occupying assigned seats should not be disturbed, but those in seats shown as vacant on diagrams, should be required to exhibit their identification checks.

(p) Tickets or coupons reading via C&EI, Evansville to Chicago; or IC, Birmingham to Chicago; should be accepted and attached to cash report.

(q) Conductors should advise assisting trainmen and coach attendants of passengers who will leave train within
WORKING THE FLORIDA ARROW (CTD.)

Northward (Ctd.)

460.—(q)—(Ctd.)

run so that no one is carried by or overrides transportation. Car diagrams will show in space provided the point at which passenger will leave the train short of Chicago, but for Chicago a check mark (\(\checkmark\)) should be made in the proper space.

(r) Make general collection not earlier than 7:00 AM, lifting all PD 246's, which should be examined for destination and date of initial station. This is important in order to prevent use of an old check or overriding transportation.

(s) Car diagrams and envelopes for northward trips should be forwarded with reports, ticket collections, etc., to the Ticket Receiver at Pittsburgh.

WORKING EXCURSION TRAINS

OVERNIGHT COACH EXCURSION TRAINS, OR EXTRA CARS IN REGULAR TRAINS

(Except New York-Washington and Pittsburgh trains—see paragraphs 475-481).

Going Trip

470.—(a) Initial conductor should cancel going coupons of excursion tickets to end of his run and return tickets intact to passengers. Record AD 6286 should be prepared, showing only such tickets as will not be lifted by a subsequent conductor of the excursion train and delivered to connecting conductor, along with lifted tickets of any short ride passengers, also Auditor's portions of train fare receipts or train excursion tickets, in envelope AD 6257-A.

(b) Intermediate conductors should not approach through passengers for purpose of canceling their tickets, except passengers boarding or leaving train en route. Enter on the original AD 6286 a record of tickets in same manner as directed for initial conductor and turn it over, with all lifted tickets, etc., enclosed in envelope AD 6257-A, to connecting conductor at end of run.

(c) Final conductor—General collection of transportation should be commenced so as to have lift completed before arrival of train at first scheduled station stop, being governed by travel and number of available assistants. Going coupons of excursion tickets should be lifted, canceled to destination, and return coupons handed back to passengers. Record tickets honored but not lifted as directed for preceding conductor, and enclose the AD 6286 with all lifted tickets and coupons in envelope AD 6257-A and deliver or forward specially to the Ticket Receiver. These instructions contemplate that tickets should be presented intact, the going portion to be detached on the last lift before arrival at destination and return coupon handed back to the passenger. If this method is strictly followed it will require passengers to retain the tickets.
WORKING EXCURSION TRAINS (CTD.)

OVERNIGHT COACH EXCURSION TRAINS, OR EXTRA CARS IN REGULAR TRAINS (CTD.)

(Except New York-Washington and Pittsburgh trains—see paragraphs 475-481).

470.—(c)—(CTD.)

intact until nearing destination and reduce the time during which scalpers could purchase these tickets.

Return Trip

(d) Initial conductor should make a general collection leaving starting point, with lifts from subsequent station stops, lifting on first presentation and canceling to destination all tickets and trip passes reading within run of train. Prepare record AD 6286, with spaces properly filled in, in same manner as directed for initial conductor on going trip. This record, together with all lifted tickets and coupons, and Auditor's portions of train fare receipts, etc., should be enclosed in envelope AD 6257-A, and delivered to connecting conductor at end of run.

(e) Intermediate conductors should not approach through passengers for transportation, but should collect from any boarding train en route. Make entries on AD 6286 as directed for going trip and enclose it with collections received from preceding conductor, in envelope AD 6257-A, and deliver to succeeding conductor.

(f) Final conductor should work train and make record on AD 6286 in same manner as outlined for intermediate conductors. All lifted tickets, reports, etc., including those turned over by preceding conductor, should be enclosed in envelope AD 6257-A, and delivered or forwarded specially to Ticket Receiver.

General

(g) On the going trip through passengers are approached but twice during the entire journey—by the initial and terminal conductors; and but once on the return journey—by the initial conductor.

By this plan only one record AD 6286 and one envelope AD 6257-A are required for the entire run of train.

Each conductor should note AD 6257 on cash report, which indicates special train, also make punch cut in AD 6286.

(h) These instructions will also apply for off-line excursions, viz:

New York, Philadelphia, Washington or Pittsburgh to Niagara Falls (New York Central RR beyond Buffalo).


Pittsburgh to Atlantic City (Pennsylvania-Reading Seashore Lines beyond Philadelphia).

except that through lift should be made to and from the Pennsylvania Railroad gateway only, foreign line conductors to handle transportation direct with passengers.
WORKING EXCURSION TRAINS (CTD.)
NEW YORK—WASHINGTON COACH EXCURSION TRAINS

Going Trip

475.—(a) On special coach excursion trains the initial general collection may be deferred until after leaving Newark, the train being skimmed leaving New York for Newark travel, or collection made at the time they leave train. Make a general collection leaving Newark and from subsequent station stops. Cancel going coupons of excursion tickets in Baltimore locality and return tickets intact to passengers. Hat checks should be used to prevent over-riding and to avoid inconveniencing through passengers when subsequent lifts are made.

(b) On all trains on which these tickets are honored the going coupons of excursion tickets should not be detached until last lift before arrival at passengers' destinations—the lift being deferred as long as possible—and the return coupons then handed back to passengers. This will require passengers to retain excursion tickets intact until nearing destination and reduce the time during which scalpers can purchase these tickets.

(c) Record AD 6286 is required only when tickets are honored but not lifted. Tickets, coupons, etc., should be enclosed in envelope, AD 6257-A, and delivered specially to Ticket Receiver.

Return Trip

(d) Lift on first presentation and cancel to destination, the return coupons of all excursion tickets, also any other tickets reading to points within run of train. Exchange tickets, form C-35, should be issued only to passengers traveling to Downtown, New York.

(e) As all tickets are lifted on first presentation, it is very important that a close and accurate check be made in all cars to see that no one is carried without surrendering proper transportation. By this plan, passengers are approached but once for transportation.

(f) Ticket collections, etc., should be disposed of in the same manner as directed for going trip.

General

(h) Each conductor should note AD 6257 on cash report, thus indicating special train.

WASHINGTON—NEW YORK COACH EXCURSION TRAINS

Going Trip

476.—(a) Make a general collection leaving Washington and from subsequent station stops. Cancel going coupons of excursion tickets in the Newark locality and hand back tickets intact to passengers. Hat checks, if used in connection with excursion tickets, should be issued to Newark and lifted accordingly.

(b) On all trains on which these tickets are honored the going coupons of excursion tickets should not be de-
WORKING EXCURSION TRAINS (CTD.)
WASHINGTON-NEW YORK COACH EXCURSION TRAINS (CTD.)

476.—(b)—(Ctd.)

Attached until last lift, which should be deferred as long as possible, being governed by travel and number of available assistants, keeping in mind that the lift must be completed before arrival of train at Newark, and the return coupons then handed back to passengers. This will require passengers to retain excursion tickets intact until nearing destination and reduce the time during which scalpers can purchase these tickets.

(c) Exchange tickets, form C-35, should be issued only to passengers traveling to Downtown, New York.

(d) Record, AD 6286, is required only when tickets are honored but not lifted. Lifted coupons and tickets, together with record AD 6286, should be enclosed in envelope AD 6251-A, and delivered specially to Ticket Receiver.

Return Trip

(e) Lift on first presentation and cancel to destination the return coupons of all excursion tickets. The initial general collection may be deferred until after leaving Newark, the train being skimmed leaving New York for passengers off at Newark, or collection made at the time they leave train. Pick-up lifts should be made from subsequent station stops.

(f) As all tickets are lifted on first presentation, it is very important that a close and accurate check be made in all cars to see that no one is carried without surrendering proper transportation. By this plan passengers are approached but once for transportation.

(g) Ticket collections, etc., should be disposed of in same manner as directed for going trip.

General

(h) Each conductor should note AD 6257 cash report, thus indicating special train.

NEW YORK-PITTSBURGH COACH EXCURSION TRAINS

Going Trip

480.—(a) New York and Philadelphia Divisions—The initial general collection may be deferred until after leaving Newark, the train being skimmed leaving New York for passengers off at Newark, or collection made at the time they leave train. Make a general collection leaving Newark and from subsequent station stops. Cancel going coupons of excursion tickets in Harrisburg locality and hand back tickets intact to passengers. Prepare record AD 6286, showing only such tickets or coupons as will not be lifted by a subsequent conductor of the excursion train and enclose it with lifted tickets of any short ride passengers, in envelope AD 6257-A, and deliver to connecting conductor.
WORKING EXCURSION TRAINS (CTD.)

NEW YORK-PITTSBURGH COACH EXCURSION TRAINS (CTD.)

Going Trip (CTD.)

480.—(Ctd.)

(b) Middle Division—Do not approach through passengers for purpose of canceling their tickets, except passengers boarding train en route. Enter on the original AD 6286 a record of tickets honored but not lifted in same manner as directed for initial conductor and deliver, with tickets, to connecting conductor.

(c) Pittsburgh Division—The going coupons of excursion tickets should not be detached until last lift before arrival at passengers' destinations—the lift being deferred as long as possible—and the return coupons then handed back to passengers. This will require passengers to retain excursion tickets intact until nearing destination and reduce the time during which scalpers can purchase these tickets. Entries on AD 6286 are required only when tickets are honored but not lifted.

Return Trip

(d) Pittsburgh Division—Make general collection leaving East Liberty, and from subsequent station stops. Lift and cancel to destination the return coupons of all excursion tickets, also any other tickets reading to points within run of train, and issue exchange tickets, form C-14 to all Downtown, New York passengers. Record, AD 6286 should be prepared and disposed of in same manner as directed for initial conductor on going trip.

(e) Middle Division—Do not approach through passengers for transportation, but secure transportation from any who board train en route, issuing to such passengers exchange tickets, form C-14, in same manner as directed for Pittsburgh Division. Enter on original AD 6286 a record of tickets honored but not lifted and dispose of it with lifted tickets, etc., as outlined for going trip.

(f) Philadelphia and New York Divisions—Work train as directed for the Middle Division. Transportation of passengers on at Newark should be secured at the time they board the train. Entries on AD 6286 are required only if tickets are honored but not lifted.

General

(g) These arrangements require but one record AD 6286 and one envelope, AD 6257-A, for entire run of train, preparation being made by initial conductor, the final conductor turning same in with all lifted coupons and tickets. Each conductor should note AD 6257 on cash report, thus denoting special train.

PITTSBURGH-NEW YORK COACH EXCURSION TRAINS

Going Trip

481.—

(a) Pittsburgh Division—Make a general collection leaving East Liberty. Cancel the going coupons of excursion tickets in Altoona locality, and return tickets intact to
WORKING EXCURSION TRAINS (CTD.)

PITTSBURGH-NEW YORK COACH EXCURSION TRAINS (CTD.)

Going Trip (CTD.)

481.—(a)—(CTD.)
passengers. Prepare record AD 6286 showing only such tickets or coupons as will not be lifted by a subsequent conductor of the excursion train and enclose it, with lifted tickets of any short ride passengers, in envelope AD 6257-A, and deliver to connecting conductor.

(b) Middle Division—Do not approach through passengers for purpose of canceling their tickets, except passengers boarding train en route. Enter on the original AD 6286 a record of tickets honored but not lifted in same manner as directed for the Pittsburgh Division, and deliver, with ticket collections, to connecting conductor.

(c) Philadelphia and New York Divisions—General collections should be deferred as long as possible, but have lift completed before arrival at North Philadelphia. Going coupons of Philadelphia tickets should be lifted, canceled to destination and return coupons handed back to passengers. New York tickets may be inspected but should not be canceled or lifted. Another general collection should be completed before arrival of train at Newark. Going coupons should be lifted, canceled to destination, and return coupons handed back to passengers. This will require passengers to retain excursion tickets intact until nearing destination and reduce the time during which scalpers can purchase these tickets. Hand exchange tickets, C-35, to passengers traveling to Downtown, New York. Collect transportation from any passengers on at Newark at the time they board the train.

Return Trip

(d) New York and Philadelphia Divisions—Leaving New York cancel all return coupons to end of run and return tickets intact to passengers, or the initial general collection may be made leaving Newark, the train being skimmed leaving New York for passengers off at Newark, or collection made at time they leave train.

(e) Make another general collection leaving North Philadelphia. Lift and cancel to destination, all tickets terminating within run of train—Pittsburgh, inclusive. (Tickets to points beyond run of train should be punched to Pittsburgh and returned to passengers). Prepare record, AD 6286 showing thereon only such tickets or coupons as will not be lifted by a subsequent conductor of the excursion train, enclose with all lifted tickets and coupons in envelope AD 6257-A, and deliver to connecting conductor.

(f) Middle Division—Lift tickets of any who board train en route, prepare record, AD 6286, in same manner as directed for going trip, and deliver with entire collections, to connecting conductor.

(g) Pittsburgh Division—Lift tickets from any who board train en route. Record AD 6286 is required only when tickets are honored but not lifted.
WORKING EXCURSION TRAINS (CTD.)

PITTSBURGH-NEW YORK COACH EXCURSION TRAINS (Ctd.)

481.—(Ctd.)

General

(h) These arrangements require but record AD 6286 and one envelope, AD 6257-A, for entire run of train in each direction, preparation being made by initial conductor—the final conductor turning same in, together with all lifted coupons and tickets. Each conductor should note "AD 6257" on cash report thus indicating special train.

WORKING ORGANIZATION EXCURSION TRAINS

Going Trip

490.—(a) Obtain exchange return tickets from the Ticket Receiver or designated Ticket Agent before starting on run.

(b) Lift of organization identification cards and issue of exchange return tickets should be made by the conductor or a trainman (members of the organization committee should not be permitted to assist).

(c) The Traffic Department will assign a representative to each excursion train, or section thereof, if practicable. If no passenger representative is on train, arrangements will be made for him to meet conductors upon arrival at destination where the count should be verified.

(d) Upon completion of lift, verify number of organization identification cards lifted against exchange return tickets issued (commencing and closing numbers) and check with the passenger representative so a full count may be made, turning over the organization identification cards to the passenger representative.

(e) Make notation on cash report as follows:

1—Name of organization.
2—Stations—from and to.
3—Opening and closing numbers of exchange return tickets; whole and half separately:
   Received.
   Issued.
   Returned.
4—Name of passenger representative.
5—Irregularities, such as two children presenting a whole organization identification card for which two half exchange return tickets were issued, or any other special feature not covered above.

(f) Unused exchange return tickets, and any lifted transportation (except lifted organization identification cards, which should be disposed of as directed in paragraph (d), should be enclosed in envelope AD 6257-A.

(g) If train operates over more than one conductor's run the initial conductor should proceed as directed in paragraphs (a) to (f) inclusive. Subsequent conductors should make no lift except from passengers who may
board train en route. Exception—In cases where the run of initial conductor may be too short to permit complete lift and issue return tickets, special instructions will be issued.

(h) Note—Organization identification cards are good only in train advertised and if presented on any other train, fare should be collected. However, if fare cannot be collected, prepare form AD 6009, lift card and issue train excursion ticket to cover return trip. Attach the lifted identification card, also form AD 6009, and the Auditor's check of the train excursion ticket to cash report.

Return Trip

(i) Make general collection leaving initial point, lifting exchange return tickets and any other transportation reading to points within run of train. Punch all lifted transportation for service and deliver to Ticket Receiver enclosed in envelope AD 6257-A. If train operates over more than one conductor's run the initial conductor should work the train as directed above, punch tickets to end of run and turn over all collections, except cash, in envelope AD 6257-A, to connecting conductor, and so on, the final conductor to deliver to Ticket Receiver.

General

(j) Each conductor should note on cash report the name of organization, stations from and to, and name of passenger representative.

(k) Three different plans—governed by the tariff fare applying for any particular excursion—will determine the ticketing arrangements, viz:

(l) Special Excursion Fares—Going and returning by special train. The exchange return tickets will be form SR 1913 (size 2½" x 1¾") and the handling of all transportation—going and returning—should be made as directed in paragraphs (a) to (i). No tickets, other than those mentioned are involved, as settlement will be made on basis of organization identification cards lifted, verified by number of exchange return tickets issued.

(m) Coach Party Fares (General)—Going by special train and returning on a special or on any regular train within 20 days. Organization identification cards on going trip should be handled as directed in paragraphs (a) to (g). The exchange return tickets will be form SR 1914 (about 3" x 2"). If SR 1914's are honored returning on special train, handle and make note in conformity with paragraph (j), but if honored on a regular train turn them in specially with cash report. Settlement made in same manner as provided in preceding paragraph.
WORKING ORGANIZATION EXCURSION TRAINS (CTD.)

490.—(Ctd.)

(n) Coach Party Fares, New York-Washington Line—Going and returning by special train. Handle organization identification cards and issue return identification cards, R 1915 in same manner as directed in paragraphs (a) to (h). In addition, the passenger representative will deliver going coupon of a party ticket to cover number (whole and half) of organization cards lifted. The party ticket should read for same number of persons—whole and half separate—going and returning.

(o) The return cards, form R1915 are not good for passage but serve only to identify passengers as entitled to make return trip, transportation of such persons being covered by the return coupon of the party ticket. If cards, R 1915, are presented on any train other than that designated for the party they should be refused and regular fare collected. Party tickets—going and returning—should be enclosed in envelope AD 6257-A. Make notation as directed in paragraph (f).

(p) Endorse party tickets, or coupons thereof, to show actual number carried—whole and half separately. In cases where passengers covered by one party ticket are carried on different trains the conductors should communicate by wire as to number covered by party ticket and number carried on train. Ticket and messages should be endorsed by each conductor to show actual number carried.

WORKING EXTRA AND SPECIAL COACHES

495.—(a) When a coach, provided for the exclusive use of a party, is operated beyond one conductor’s run, the initial conductor should lift transportation and enclose in envelope, AD 6256 or AD 6257-A, faced to show number of tickets, and deliver to connecting conductor.

(b) Each succeeding conductor should check transportation against number of persons in car, but should not disturb occupants. Should a shortage in transportation be disclosed it should be taken up with the person in charge.

(c) Initial conductor should prepare form AD 6073, each subsequent conductor to fill in information for his run, final conductor to attach, with tickets, to his cash report.
INSTRUCTIONS TO TRAIN BAGGAGEMEN

UNITED STATES MAIL

500.—(a) Prepare report AD 6603 for all trains on which U. S. mail is carried, whether in full or apartment Railway Post Office or storage cars, baggage cars, passenger-baggage cars, and deadhead mail cars.

(b) Be particular to show the originating Division, date, train number, point of origin and destination (the latter should be final destination on this Company's line).

(c) In spaces "Cars used for mail" fill in car numbers, points from and to, being particular that entries show whether full RPO, storage, apartment RPO or deadhead.

(d) When mail is handled in baggage or combined (PB) cars show the car number and points from and to, also the stations at which mail is received and/or delivered, and the number of pouches, sacks and parcels. Boxes of baby chicks should be counted as sacks.

(e) A.D. 6603 should be prepared by initial train baggageman and signed by conductor. (If no train baggageman is on train the report should be prepared by the conductor). If movement is beyond run of initial train baggageman he should turn the report over to his successor, and so on, final train baggageman to turn it in.
INSTRUCTIONS TO TRAIN BAGGAGEMEN (CTD.)

BAGGAGE AND NEWSPAPERS

§ 505.—Prepare AD 4263, Report of Foreign Excess and COD Baggage transported, to cover baggage received under Foreign Carriers' Excess or COD checks destined to points beyond the Pennsylvania System, giving all details required by the form, and forward to the Auditor of Passenger Traffic.

§ 506.—When newspapers are forwarded in Baggage service, (other than those shipped U. S. Mail), in through cars, or transferred to PRR from other roads, in Union Stations or at Junction Points, the originating point being on another railroad, the train bargageman should prepare form AD 4263, Train Baggageman's Report of Foreign Excess and COD Baggage Transported to show initials of carrier first accepting shipment, name and address of publication, point of origin, final destination, approximate weight of shipment, and forward to Auditor of Passenger Traffic.

§ 507.—When destination shown on Excess Baggage Check is a non-agency station and collection is made by train bargageman to cover any discrepancy in amount charged on the check, both portions of PD 1070, Train Baggageman's Advice Tag, should be filled out showing stations between which the article was transported and amount collected. The PD 1070 and cash should be delivered to agent at the end of run and duplicate of PD 1070 forwarded to the Auditor of Passenger Traffic.

§ 508.—When a corpse without an excess baggage check attached is offered for shipment at a non-agency station, all tariff requirements relative to transportation of corpses having been complied with, advise the conductor, who will make proper collection.

§ 509.—Train Baggagemen supplied with PD 1117, Special Delivery Checks, should, in case of sale, turn the money, with the Agent's Stub, over to station baggage agent at end of run, and obtain receipt therefor.

MILK AND CREAM SHIPMENTS

§ 515.—Shipments from agency stations should be checked against waybills, car numbers inserted and waybills signed in the space provided. Notations should be made on the original of the waybill to cover any exceptions as to condition, number or size of containers. When waybill covers more than one shipment give name of shipper involved.

§ 516.—When shipment is from a foreign road, check against the foreign road ticket, check or waybill, noting thereon any discrepancies.

§ 517.—(a) Shipments offered at non-agency stations or at stations when agent is off duty, the train being scheduled to stop for milk shipments, should be accepted upon presentation of shipping order AD 6304 properly prepared by shipper, transportation charges to be collected at destination. Number the shipping orders, beginning with No. 1 for each trip.
INSTRUCTIONS TO TRAIN BAGGAGEMEN (CTD.)

MILK AND CREAM SHIPMENTS (Chd.)

517.—(Ctd.)

(b) For Interline shipments prepare AD 4269, Interline waybill, showing all information except rates and charges, which will be inserted by agent at destination.

c) For local shipments, AD 6756, Daily Forwarded Report, should be prepared in triplicate, noting on the original any exceptions as to condition, number or size of containers. Use one AD 6756 for all shipments to the same consignee and destination, whether from one or more stations. Do not prepare waybills for local shipments.

518.—(a) The original of AD 6756 with Auditor's copy of AD 4269, attached, should be mailed by train baggage-man direct to Auditor of Passenger Traffic, using envelope AD 6362.

(b) The Delivery Receipt and Receipt for Payment of Charges, copies of AD 6756, with the shipping orders covering local shipments, and original Receipt for Payment of Charges and Delivery Receipt portions of Interline waybills should be delivered to agent at destination or point of transfer.

519.—(a) All portions of waybills, foreign road checks, or tickets received with shipments, should be delivered to the agent at destination or point of transfer.

(b) In case of a collect shipment to a non-agency point, deliver to agent who is to make the collection.

(c) When a prepaid shipment is to a non-agency point enclose both portions of waybill in envelope AD 6362, and forward direct to Auditor of Passenger Traffic.

520.—When destinations of shipments are beyond end of run, deliver all copies of forwarded report with the shipping orders and waybills to connecting baggageman. Each train baggageman handling the shipments should verify details of the AD 6756, insert his train number and affix his signature, the last man disposing of the reports and enclosures as instructed in the foregoing paragraphs.
FORMS, LIST OF

ACCOUNTING DEPARTMENT

AD 4269. Interline Milk and Cream Waybill
AD 4283. Envelope, Show Scrip
AD 4396. Conductor's Report of Troops Carried
AD 6009. Combined Child's Certificate, Commutation or Pass Test Blank, Record of Good-in-Pullman Car Ticket Honored in Coach and Report of Fare Not Paid
AD 6073. Record of Special Cars Hauled
AD 6203. Invoice or Recall of Tickets
AD 6251. Cash Report
AD 6253. Receipt for Cash Deposited at Ticket Agencies
AD 6255. Envelope for Forwarding Conductor's Collections to Ticket Receivers
AD 6256. Envelope for Enclosing Transportation of Coach Passengers
AD 6256-A. Envelope, "Trail Blazer" and other all coach trains
AD 6257-A. Envelope for Forwarding Tickets for Extra and Special Trains
AD 6258. Envelope for Enclosing Transportation for all Passengers in a Sleeping or Parlor Car
AD 6259. Envelope (Identification) for Enclosing Sleeping Car Passengers' Transportation
AD 6275. Correction Notice
AD 6277. Hat Check
AD 6279. Ticket Backer
AD 6280. Through Lift Identification Check—Coaches
AD 6281. Report of Foreign Roads' Tickets Honored But Not Lifted
AD 6286. Record of Tickets Honored But Not Lifted
AD 6287. Order by Ticket Receiver or Authorized Ticket Agent to Carry Passenger
AD 6288. Order by Conductor or Ticket Collector to Carry Passenger
AD 6293. Exchange Check in lieu of Annual Pass
AD 6304. Milk and Cream Shipping Order
AD 6362. Envelope for Milk and Cream Waybills
AD 6603. Report of U. S. Mail Carried on Trains
AD 6756. Daily Forwarded Report—Milk and Cream (Train Baggageman)

MISCELLANEOUS

C-65. Exchange Ticket (Agents) Virginia Ferry-Greyhound, Cape Charles-Norfolk, Southward
C-66. Exchange Ticket (Agents) Virginia Ferry-Greyhound, Cape Charles-Norfolk, Northward
C-178. Punch Slip
CT 289-A. Valuable Receipt Book
CT 289-C. Registering Stamp—Railroad Service Mail
G-27. Receipt for Fare Paid
FORMS, LIST OF (CTD.)

MISCELLANEOUS (CTD.)

526.—(Ctd.)

M-1. Identification Reservation paster. Silver Meteor—one way
M-2. Identification Reservation paster. Silver Meteor—round trip
M-3. Identification Reservation paster. Champion & Vacationer—one way
M-4. Identification Reservation paster. Champion & Vacationer—round trip

PD 230. Reservation Identification Check. Trail Blazer
PD 231. Car Diagram. Trail Blazer & Jeffersonian
PD 231-A. Car Diagram. Trail Blazer & Jeffersonian
PD 233. Reservation Identification Check. East Wind (Through)

PD 238. Reservation Identification Check. Jeffersonian
PD 243. Reservation Identification Check. South Wind
PD 246. Reservation Identification Check. Florida Arrow
PD 254. Reservation Identification Check. East Wind (Local)

PD 271. Car Diagram. Trail Blazer & Jeffersonian
PD 272. Car Diagram. Trail Blazer & Jeffersonian
PD 1070. Train Baggageeman’s Advice Tag
PD 1117. Special Delivery Check

Note—The forms listed above, and mentioned elsewhere in this Manual, are Pennsylvania Railroad forms, many of which are used by Pennsylvania-Reading Seashore Lines conductors. Where separate P-RSL forms are provided the designating numerals have been retained, and the letter “S” added to ticket stock forms, and included in the prefix letters of report forms. Examples:

PENNA. RAILROAD PENNA.-READING SEASHORE LINES

C-1 Train Fare Receipt C-1S
AD 6251 Cash Report ADS 6251

TRAIN TICKETS

527.—

C-1 Train Fare Receipt & Train Check—PRR
C-1S Train Fare Receipt & Train Check—P-RSL
C-5 Pennsylvania Station Supplemental Receipt (15¢)
C-10 10-Trip New York (PS) Supplemental ticket
C-11 Train Fare Receipt, Train Check and Train Excursion Ticket
C-12 Hudson & Manhattan Train Fare Receipt
C-14 Exchange Ticket—Philadelphia and 6 other transfers
C-18 Cape Charles—Old Point Comfort or Norfolk Exchange ticket
TRAIN TICKETS (CTD.)

527.—(Ctd.)

C-25 25-Trip New York (PS) Supplemental ticket
C-34 NY & LB Exchange ticket
C-35 Exchange ticket, Newark-New York
C-37 Train Excursion ticket, Blank to Blank
C-39 Commutation ticket, Panhandle Division
C-40 Omnibus Transfers, (Combination) Lines WEST
C-43 Train Excursion ticket, Philadelphia Metropolitan District
C-44 DRB supplemental—28¢
C-47S Train Excursion ticket, P-RSL
C-48 10-Trip Commutation ticket—Conemaugh Div. B to B
C-49 20-Trip Commutation ticket—Conemaugh Div. B to B
C-50 Train excursion ticket New York suburban area
C-54 10-Trip Commutation ticket, Panhandle Division
C-55 12-Trip Commutation ticket, Panhandle Division
C-56 Train Excursion ticket, PRR to P-RSL
C-57 Train Excursion ticket, Western Pennsylvania Div.
C-58 Train Excursion ticket, Eastern, Cleveland and Panhandle Divs.
C-59 Train Excursion ticket, New York-Washington line
C-60 Comb. Exchange Ticket & Interline Train Check
C-90 Schuykill Valley Exchange Check, PRR-Reading Co.

Form 39 Train Fare Receipt—West Virginia Refundable
TL Ext. 1 Time Limit Extension paster
Spl. Exc. 4 C Blank to New York (for use of NY&LB conductors)
Spl. Exc. 5 C Blank to New York (for use of NY&LB conductors)
Spl. Exc. 6 C Blank to Phila.
DL&W DL&W—Manunka Chunk and Stroudsburg

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### STATION NUMBERS

#### New York to Philadelphia

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58 762 Broadway 399 869 Brunswick
57 778 W. Merchantville 400 872 Upton
371 778 Merchantville 402 877 Whiting
372 780 Pensauken 416 927 Keswick Grove
374 784 Maple Shade 417 929 Crossley
375 787 Lenola 418 932 Toms River
376 790 W. Moorestown 419 933 Beechwood
377 792 Moorestown 424 944 Pine Beach
378 794 Stanwick Ave. 423 939 Ocean Gate
379 789 Hartford 424 942 Barnegat Pier
380 792 Massasenee 425 949 Seaside Park
381 802 Hainesport 426 953 Berkeley
382 817 Mt. Holly 427 954 Seaside Hts.
383 840 Smithville 428 955 Orley
389 845 Pemberton 434 967 Bay Head
395 — Fort Dix

532.— (a) Westmoreland to Chestnut Hill

852 880 Westmoreland 861 406 Carpenter
837 396 Queen Lane 835 402 Allen Lane
839 390 Chelten Ave. 876 424 St. Martins
850 403 Tulpehocken 875 457 Highland
860 405 Upsal 879 428 Chestnut Hill

Germanstown Road to White Marsh

865 411 Germantown Road 872 418 Sandy Hill
866 418 East Lane 870 419 Enfield
867 414 Ashtonia 873 421 Sonnybrook
836 416 Hill Crest 1029 1151 White Marsh
869 417 Laverock

(c) Philadelphia to Norristown (Haws Avenue)

896 1018 Broad St. 2214 1619 Shawmont
894 — Suburban Sta. 2215 1621 Miquon
886 — Penn. Sta. 30th St. 2216 1623 Spring Mill
905 1105 52nd St. 2217 1625 Conshohocken
2202 1603 Wyanested Ave. 2219 1627 Ivy Rock
2203 1604 Bala 2225 1629 Earnest
2204 1607 Cynwyd 2222 1630 Norristown
2206 1609 Broomall 2225 — Haws Ave.
2210 1614 Manayunk

(d) Philadelphia to Paoli

896 1018 Broad St. Sta. 982 1123 Rosemont
894 — Suburban Station 986 1126 Villanova
885 — Penn. Sta. 30th St. 984 1127 Radnor
869 1102 42nd Street 985 1129 St. Davids
974 1158 Overbrook 986 1131 Wayne
975 1111 Merion 988 1133 Strafford
976 1113 Narberth 990 1135 Devon
979 1115 Wynnewood 993 1137 Berwyn
978 1116 Ardmore 992 1139 Drexel Hill
980 1119 Havertford 994 1141 Paoli
981 1121 Bryn Mawr

(e) Philadelphia to West Chester

896 1018 Broad Street Sta. 3129 7499 Moylan-Rose Valley
894 — Suburban Station 3130 7471 Media
985 — Penn. Sta. 30th St. 3129 7474 Elwyn
917 7411 Forty-Ninth St. 3130 7476 Williamson School
316 7414 Angora 3135 7478 Glen Riddle
917 7416 Fernwood 3138 7480 Lenox
917 7445 Lansdowne 3145 7519 Wawa
3122 7455 Glafstone 3146 7500 Darlington
3123 7467 Olney 3147 7502 Glen Mills
3133 7459 Primos 3148 7507 Lower Merion
3125 7481 Bexline 3150 7509 Cheyney
3156 7463 Morton 3151 7511 Westtown
317 7465 Swarthmore 3157 7513 Oakbourne
3128 7467 Wallingford 3153 7515 West Chester

533.— (a) Wawa to Oxford

3145 7519 Wawa 3168 7840 Kennett Square
3146 7521 Chester Heights 3169 7842 Toughkenamon
3159 7523 Markham 3171 7644 Avondale
3160 7525 Concordville 3172 7848 West Grove
3161 7527 Brandywine Summit 3173 7849 Kelso
3162 7531 Chadd's Ford Jct. 3174 7558 Elkview
3164 7533 Chadd's Ford Jct. 3175 7555 Lincoln
3166 7538 Mendenhall 3176 7560 Oxford
3167 7546 Rosedale

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### STATION NUMBERS (CTD.)

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#### Harrisburg to Winchester

| 1261 | 1487 Harrisburg | 1327 | 1556 Maugansville |
| 1255 | 1506 Mechanicsburg | 1328 | 1567 Hegersville |
| 1258 | 1512 New Kingston | 1332 | 1589 Williamsport |
| 1273 | 1515 Carlisle | 1354 | 1661 Falling Waters |
| 1272 | 1517 Gresson | 1355 | 1682 Bedington |
| 1276 | 1519 Newville | 1340 | 1563 Berkeley |
| 1277 | 1520 Oakville | 1341 | 1565 Martinsburg |
| 1278 | 1521 Shippensburg | 1348 | 1566 Tablers |
| 1280 | 1522 Scotland | 1345 | 1567 Inwood |
| 1299 | 1557 Chambersburg | 1346 | 1569 Bunker Hill |
| 1303 | 1559 Marion | 1347 | 1570 Ridgeway |
| 1314 | 1546 Mercersburg | 1348 | 1571 Clearbrook |
| 1324 | 1553 Greencastle | 1350 | 1573 Winchester |
| 1326 | 1556 Mason-Dixon | | |

#### Harrisburg to Altoona

| 1201 | 1487 Harrisburg | 1426 | 1848 Lewistown |
| 1224 | 1761 Marysville | 1487 | 1860 McVeystown |
| 1401 | 1753 Perdix | 1489 | 1862 Ryde |
| 1402 | 1755 Cove | 1474 | 1866 Newton Hamilton |
| 1404 | 1759 Duncannon | 1474 | 1868 Mt. Union |
| 1407 | 1777 Aqueduct | 1473 | 1890 Mapleton |
| 1408 | 1779 Losh's Run | 1484 | 1897 Huntingdon |
| 1411 | 1785 Newport | 1480 | 1905 Petersburgh |
| 1413 | 1810 Millerspoint | 1528 | 1799 Ariesen |
| 1415 | 1814 Thompsonpoint | 1528 | 1901 Spruce Creek |
| 1417 | 1818 Tuscarora | 1633 | 1899 Birmingham |
| 1419 | 1822 Port Royal | 1701 | 1902 Tyrone |
| 1421 | 1840 Mifflin | 1781 | 2001 Tipton |
| 1423 | 1842 Denholm | 1543 | 2005 Bellewood |
| 1424 | 1845 Hawstone | 1564 | 2014 Altoona |

#### Tyrone to Lock Haven

| 1701 | 1992 Tyrone | 1767 | 2340 Bellefonte |
| 1728 | 2274 Port Matilda | 1701 | 2348 Howard |
| 1730 | 2278 Julian | 1762 | 2350 Eagleville |
| 1732 | 2280 Unionville | 1765 | 2356 Mill Hall |
| 1763 | 2335 Milesburg | 2767 | 5597 Lock Haven |

#### Norristown (Haws Avenue) to Reading

| 2235 | 1835 Haws Avenue | 2251 | 1673 Parker Ford |
| 2235 | 1838 Port Indian | 2252 | 1675 Frick's Lock |
| 2227 | 1857 Betwood | 2253 | 1677 Kennilworth |
| 2228 | 1858 Protector | 2256 | 1679 Pottstown |
| 2229 | 1864 Oaks | 2257 | 1681 Stowe |
| 2230 | 1863 Port Providence | 2258 | 1683 Douglassville |
| 2231 | 1864 Mont Clare | 2259 | 1685 Monocacy |
| 2232 | 1864 Phoenixville | 2261 | 1689 Birdaboro |
| 2245 | 1867 Spring City | 2265 | 1693 Gibraltar |
| 2250 | 1872 Pennhurst | 2269 | 1702 Reading |

#### Sunbury to Wilkes Barre

| 2665 | 1891 Sunbury | 2415 | 5081 Wapwallopen |
| 2356 | 5023 So. Danville | 2419 | 5091 Mocaqua |
| 2402 | 5047 Cafawiss | 2420 | 5094 Retreat |
| 2404 | 5051 E. Bloomsburg | 2431 | 5121 Nanticoke |
| 2405 | 5061 Creasy | 2437 | 5133 So. Wilkes Barre |
| 2407 | 5066 Nescopeck | 2441 | 5137 Wilkes Barre |
# STATION NUMBERS

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## Lewisburg to Bellefonte

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| 2671 | 6430        | Vicksburg            | 2685 | 5470        | Cambria    |
| 2672 | 5433        | Millinburg           | 2687 | 5474        | Rising Springs |
| 2674 | 5439        | Swengel              | 2690 | 5489        | Centre Hall |
| 2676 | 5442        | Millmont             | 2694 | 5503        | Sunbury    |
| 2677 | 5446        | Glen Iron            | 2696 | 5509        | Rockview   |
| 2679 | 5452        | Fairview             | 2697 | 5513        | Pleasant Gap |
| 2680 | 5464        | Walker               | 1787 | 2940        | Bellefonte |

## Williamsport to Canandaigua

| 2755 | 5563        | Williamsport         | 2898 | 5865        | Watkins Glen |
| 2757 | 5572        | Trout Run            | 2899 | 5869        | Rock Stream |
| 2765 | 5655        | Ralston              | 2900 | 5872        | Genora      |
| 2766 | 5663        | Roaring Branch       | 2902 | 5875        | Starkey     |
| 2767 | 5673        | Canton                | 2903 | 5882        | Hiawod      |
| 2768 | 5675        | Cowley               | 2906 | 5894        | Penn Yan    |
| 2772 | 5679        | Troy                 | 2908 | 5906        | Benton      |
| 2783 | 5891        | 2nd New York X Road  | 2909 | 5906        | Bellaire    |
| 2784 | 5853        | Elmira               | 2911 | 5911        | Hall        |
| 2787 | 5849        | Horseheads           | 2912 | 5917        | Stanley     |
| 2790 | 5861        | Montour Falls        | 2915 | 5938        | Canandaigua |

## 536.—(a) Renovo to Erie

| 2789 | 5682        | Renovo               | 4802 | 5588        | Kane        |
| 4804 | 5587        | Shiptown             | 4807 | 5588        | Lakewood    |
| 4905 | 5662        | Westport             | 4906 | 5686        | Sheffield   |
| 4907 | 5671        | Keating              | 4908 | 5686        | Clarendon   |
| 4914 | 5690        | Sinemahoning         | 4916 | 5690        | Warren      |
| 4917 | 5694        | Driftwood            | 4920 | 5704        | Irwinetown  |
| 4921 | 5701        | Sterling Run         | 4922 | 5719        | Youngsville |
| 4922 | 5719        | Emporium             | 4923 | 5719        | Pittsfield  |
| 4933 | 5726        | St. Mary’s X Road    | 4934 | 5721        | Garland     |
| 4936 | 5742        | Dugassahonda         | 4936 | 5734        | Spring Creek |
| 4937 | 5748        | Ridgeway             | 4938 | 5746        | Corry       |
| 4942 | 5824        | Johnsonsbrough       | 4944 | 5854        | Elgin       |
| 4958 | 5823        | Westco              | 4956 | 5961        | Union City  |
| 4959 | 5837        | Dahoga               | 4967 | 5969        | Waterford   |
| 4960 | 5841        | Seargent             | 4969 | 5969        | Erie        |

## Emporium to Buffalo

| 4922 | 5710        | Emporium             | 5113 | 5711        | Protection |
| 4925 | 5712        | Kingston Summit      | 5114 | 5711        | Cohoes     |
| 4950 | 5624        | Port Allegany        | 5115 | 5711        | South Wales |
| 4964 | 5625        | Larabee              | 5118 | 5711        | Blakely    |
| 4977 | 5656        | Eldred               | 5122 | 5711        | East Aurora |
| 4962 | 6071        | Olean                | 5125 | 5711        | Jamison Road |
| 5047 | 6079        | Hinsdale             | 5137 | 5711        | Ilma        |
| 5101 | 6062        | Ichau               | 5138 | 5711        | Springbrook |
| 5103 | 6067        | Franklinville        | 5139 | 5711        | Lebanon     |
| 5106 | 6083        | Machias              | 5140 | 5711        | Lord St.    |
| 5107 | 6100        | Delevan              | 5147 | 5711        | Exchange St. |
| 5108 | 6103        | Arcade               | 5148 | 5711        | Buffalo     |
| 5110 | 6107        | Chaunce              |      |             |            |

## Oil City to Buffalo

| 5846 | 6500        | Oil City             | 5631 | 5870        | Spartansburg |
| 5851 | 6506        | Rousseville          | 4890 | 5945        | Corry       |
| 5854 | 6514        | Petroleum Center     | 5840 | 5850        | Clymer      |
| 5857 | 6521        | Milton Farm          | 5845 | 6591        | Sherman     |
| 5855 | 6524        | Titusville           | 5850 | 6591        | Mayville    |
| 5857 | 6528        | Hydetown             | 5857 | 6591        | Brockton    |
| 5858 | 6548        | Tryonville           | 5858 | 6591        | Dunkirk     |
| 5859 | 6556        | Centerville          | 5856 | 6591        | Buffalo     |
| 5860 | 6558        | Glynden              |      |             |            |
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#### Station Numbers to Punxsutawney and Idamar

| 4008 | 3526 | Cresson | 1982 | 2983 | La Jose |
| 4008 | 3526 | Cresson | 1984 | 2985 | Oosten |
| 4008 | 3526 | Cresson | 1988 | 2981 | McGee |
| 2064 | 3106 | Loretto Road | 1992 | 2996 | Sidney |
| 2066 | 3110 | Bradley Jct. | 1996 | 2988 | Hillman |
| 2068 | 3114 | Eckenrode Mill | 1997 | 3000 | Bowersville |
| 2067 | 3142 | Patton | 1999 | 3006 | Elbel |
| 2072 | 3152 | Thomas Mill | 2001 | 3010 | Cloo |
| 2077 | 3168 | Westover | 2009 | 3081 | Punxsutawney |
| 2079 | 3172 | Five Points | 2144 | 3343 | Commodore |
| 2108 | 3246 | Carrolltown | 2147 | 3343 | Starford |
| 2112 | 3256 | Bakerton | 2149 | 3360 | Shanktown |
| 2119 | 3277 | Spangler | 2150 | 3360 | Wando |
| 2123 | 3289 | Barnesboro | 2158 | 3377 | Diamondville |
| 2133 | 3316 | Garman | 2164 | 3392 | Clymer |
| 2157 | 3329 | Cherry Tree | 2169 | 3409 | Rembrandt |
| 2140 | 3335 | Cush Cushion | 2178 | 3423 | Dixonville |
| 2140 | 3337 | Fleming Summit | 2174 | 3425 | Idamar |
| 2142 | 3359 | Purchase Line |

#### Torrance to Aspinwall

| 4110 | 3716 | Torrance | 4677 | 4778 | Karns |
| 4605 | 4615 | Blairsville | 4678 | 4781 | Natrona |
| 4625 | 4649 | Livenermore | 4679 | 4786 | Brackenridge |
| 4626 | 4653 | Tunnel | 4680 | 4788 | Tarentum |
| 4627 | 4656 | White | 4681 | 4791 | W. Terentum |
| 4630 | 4661 | Saltburg | 4683 | 4793 | Creighton |
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| 4634 | 4671 | Avonmore | 4687 | 4804 | W. New Kensington |
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| 4643 | 4684 | West Apollo | 4692 | 4818 | Denny |
| 4645 | 4695 | E. Vandergrift | 4693 | 4815 | Harmarville |
| 4646 | 4686 | Vandergrift | 4695 | 4817 | Hulton Ferry |
| 4648 | 4697 | Hyde Park | 4696 | 4821 | Glenover |
| 4649 | 4704 | Leechburg | 4697 | 4823 | Blawnox |
| 4655 | 4725 | Bagdad | 4698 | 4825 | Parkview |
| 4656 | 4729 | Kiskiminetas Jct. | 4700 | 4829 | Aspinwall |
| 4657 | 4733 | Freepoint |
### STATION NUMBERS (CTD.)

(d) Pittsburgh to Oil City

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538.—(a)

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#### (c) Xenia to Cincinnati

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#### (f) Logansport to Louisville

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#### (g) Indianapolis to St. Louis

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#### (h) Terre Haute to Decatur

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#### 542.—(a) Philadelphia and Camden to Atlantic City (via Haddonfield)

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### STATION NUMBERS (CTD.)

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**Camden to Wildwood Crest**

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#### Strathmere to Townsend Inlet

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| 573    | 5637        | 575    | 9696        |
| 571    | 5634        | 571    | 9666        |

#### Stone Harbor and Avalon

| 594    | 9610        | 596    | 9602        |

#### Rio Grande to Cape May

| 620    | 219         | 624    | 222         |
| 622    | 220         | 622    | 220         |

#### Philadelphia (MSW) to Woodbine

| 1      | 770         | 190    | 9255        |
| 12     | 757         | 247    | 9255        |
| 14     | 752         | 250    | 9239        |
| 40     | 9020        | 252    | 9322        |
| 93     | 9028        | 254    | 9335        |
| 95     | 9026        | 256    | 9338        |
| 97     | 9032        | 258    | 9341        |
| 100    | 9037        | 263    | 9435        |
| 102    | 9046        | 268    | 9441        |
| 104    | 9048        | 312    | 9447        |
| 106    | 9061        | 313    | 9451        |
| 112    | 9066        | 315    | 9464        |
| 114    | 9068        | 336    | 9501        |
| 116    | 9081        | 338    | 9504        |
| 117    | 9087        | 338    | 9512        |
| 120    | 9094        | 156    | 9118        |
| 121    | 9097        | 156    | 9118        |

#### Woodbury to Penns Grove

| 106    | 9051        | 123    | 9100        |
| 107    | 9064        | 125    | 9103        |
| 109    | 9067        | 127    | 9106        |
| 110    | 9069        | 129    | 9109        |
| 116    | 9081        | 151    | 9112        |
| 117    | 9087        | 153    | 9115        |
| 120    | 9094        | 156    | 9118        |
| 121    | 9097        | 156    | 9118        |

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**Note:**

- ICC = Interborough Rapid Transit Company
- SIC = Suburban Improvement Commission
- MSW = Mid-Atlantic Seaboard

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### STATION NUMBERS (CTD.)

#### Woodbury to Salem

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#### Newfield to Atlantic City

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