THE PENNSYLVANIA RAILROAD

INSTRUCTIONS COVERING USE OF CERTAIN M. W. EQUIPMENT AND

GENERAL OUTLINE OF DUTIES OF CERTAIN M. W. EMPLOYEES

The rules herein set forth govern the railroads operated by The Pennsylvania Railroad and must be observed by all employees whose duties are in any way affected thereby. They take effect July 15, 1963 superseding all previous rules and instructions inconsistent therewith.
GENERAL

All supervisory employes mentioned herein must provide themselves with a copy of the Book of Rules, Safety Rules S-7 applicable to the particular employes supervised, Specifications for Construction and Maintenance of Track (C. E. 78), Manual of Instructions for Employes in Electrified Territory (C. T. 290) (where applicable), and must be familiar with Letters of General Practice and other instructions applicable to his work. They must use reliable watches and comply with Rule 3 of the Book of Rules, and must have a copy of the timetable.

An employe furnished a switch key must not permit it to pass out of his possession and must see that a properly qualified person is designated to attend the opening and closing of switches.

Communications and Signal Supervisory Employes must, in addition, provide themselves with a copy of Special Instructions Governing Construction and Maintenance of Signals and Interlockings (C. E. 223); Tests of Signal Apparatus (C. E. 227), Standards and Requisites for Signal and Interlocking Systems (C. E. 233), Specifications for Signal and Interlocking Systems (C. E. 234) and Instructions for Inspecting and Testing of Mechanical Locking of an Interlocking Machine (C. E. 238).

The rules and instructions therein set forth must be observed by all employes whose duties are in any way affected thereby.
1. The timetable will prescribe the portions of the railroad on which track cars or cars of similar type and construction may be operated and the rules governing their operation.

2. A track car or any mechanical unit of similar type and construction may be operated only by a properly qualified driver. Employees accompanying a track car or such mechanical unit must obey the instructions of the driver affecting its movement and protection.

3. The use of push trucks on main tracks shall be restricted as far as practicable and they must not be used on main tracks, unless attached to track cars, without permission from the Superintendent of Transportation.

4. Rail dollies must use the least important track available, and be loaded so as to permit prompt removal from the track upon the approach of a train; when practicable they must be run on the rail nearest the ditch, and on double, three or more tracks on a track against the current of traffic; they must not use a track under conditions where an approaching train cannot be seen in ample time to clear the track for the train, except in cases of emergency and then not until a flagman has been placed in position where a train can be stopped before reaching the rail dolly. In yards they must not be used except by permission of the yard master and under proper protection.

5. Burro Crane, a motor driven car used to lay rails, etc., may be operated under the rules, and special instructions applying to track cars.

SUPERVISOR STRUCTURES

6. The Supervisor Structures, unless otherwise provided, reports to and receives his instructions from the District Engineer.

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

8. He must know that the employees under his charge understand and obey the Rules and other instructions and that they are qualified for the duties to which they are assigned.

9. He must adhere to the authorized standards in constructions and repairs.
10. He will arrange with the District Engineer or the Supervisor-Track for the distribution of material and for assistance he may require.

11. An Assistant Supervisor Structures or a General Foreman, Structures, in the district assigned him, has the same authority and performs the same duties as the Supervisor Structures.

FOREMAN, STRUCTURES DEPARTMENT

12. He reports to and receives his instructions from the Supervisor Structures.

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

14. He must see that the employes assigned to him are instructed in the safe performance of their work and that they conform to instructions.

15. In the performance of his work on or adjacent to the track he will be governed by Rule 101 of the Book of Rules.

SUPERVISOR-COMMUNICATIONS AND SIGNALS

16. Unless otherwise provided, the Supervisor-Communications and Signals reports to and receives his instructions from the District Engineer.

17. He has charge of the communications and signal maintenance and construction forces employed in his district.

18. In electrified territory, unless otherwise provided, he has charge of transmission, catenary, substation and third-rail maintenance and construction forces employed in his district.

19. He is responsible for the maintenance and construction of all communications and signal apparatus, and in electrified territory, unless otherwise provided, is also responsible for the maintenance and construction of catenary, transmission, third-rail and substation apparatus in his district.

20. He must adhere to the authorized standards in maintenance and construction and must not make or permit any alterations without proper authority.
21. He must know that the employees under his charge understand and obey the Rules and other instructions, and that they are qualified for the duties to which they are assigned.

22. An Assistant Supervisor-Communications and Signals, in the district assigned him, has the same authority and performs the same duties as the Supervisor-Communications and Signals.

FOREMAN-ELECTRIC TRACTION

23. The Foreman-Electric Traction reports to and receives his instructions from the Supervisor-Communications and Signals.

24. He is responsible for the construction, maintenance and inspection of all transmission, catenary, third-rail and substation apparatus in the district assigned to him, in accordance with instructions.

25. He is responsible for maintenance and construction forces assigned to him.

26. He must see that the employees assigned to him are instructed in the safe performance of work and that they conform to instructions.

27. He must see that materials, machinery and tools are safely kept and economically used.

28. Gang Foreman Electric Traction, in the district assigned him, has the same authority and performs the same duties as the Foreman-Electric Traction.

INSPECTOR OR FOREMAN-COMMUNICATIONS AND SIGNALS

29. The Inspector or Foreman-Communications and Signals reports to and receives his instructions from the Supervisor-Communications and Signals.

30. He is responsible for the construction, maintenance and inspection of all communications and signal apparatus, in the district assigned him, in accordance with instructions.

31. He is responsible for maintenance and construction forces assigned to him.

32. He must see that the employees assigned to him are instructed in the safe performance of their work and that they conform to instructions.
33. An Assistant Inspector or Assistant Foreman-Communications and Signals, in the district assigned him, has the same authority and performs the same duties as the Inspector or Foreman-Communications and Signals.

34. He must see that materials, machinery and tools are safely kept and economically used.

**SUPERVISOR-TRACK**

35. The Supervisor-Track, unless otherwise provided, reports to and receives his instructions from the District Engineer.

36. He has charge of the track forces employed on his subdivision; he must know that they understand and obey the Rules and other instructions and that they are qualified for the duties to which they are assigned. He must keep account of and report their time in the manner prescribed.

37. He is responsible for keeping the track, fences, roadbed and everything pertaining to the roadway in repair; also for reporting adverse conditions affecting bridges, culverts, communications, signal lines, poles and wires.

38. He must frequently inspect his subdivision, watch the points where obstructions are likely to occur, examine slopes of cuts and arrange for the removal of anything liable to fall or slide; see that combustible material is removed from the track, bridges and buildings; assign forces toextinguish fires that may occur along the railroad, see that fences are kept in repair, prevent encroachment on the right-of-way and other grounds of the company. During heavy storms he must detail sufficient force to watch the railroad and take every precaution to prevent accident.

39. He must see that materials, machinery and tools are properly taken care of and economically used; attend in person to the removal of slides, snow or other obstructions; in case of accident take the necessary force to the place and use every effort to clear the railroad; observe work performed by contractors or mechanics, and see that they do not endanger trains, and make careful inquiry, and report fully in writing, respecting any accident on his subdivision.

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

41. An Assistant Supervisor-Track or a General Foreman assigned to assist a Supervisor, in the district assigned to him, has the same authority and performs the same duties as the Supervisor-Track.
GENERAL FOREMAN, SKIRMISH GANG FOREMAN
AND FOREMAN TRACK

42. Unless otherwise provided, this employee receives his instructions from the Supervisor-Track.

43. He has charge of the repairs of track as assigned (Specifications for Construction and Maintenance of Track—C. E. 78—must be followed in such repairs), and is responsible for the work assigned to him.

44. He must see that materials, machinery and tools are safely kept and economically used.

45. When he is assigned to work on or inspect a piece of track, he must see that the track is in good line and surface and properly spiked, that it is in true gage, and the cross ties are properly spaced, lined and tamped, that the roadbed is in good order and that the proper slopes, ditches and drains are preserved. He must see that all material is gathered up.

46. He must see that the employees assigned to his supervision are instructed in the safe performance of their work and that they conform to instructions.

47. He must see that other workmen under his charge faithfully perform their duties. Where the nature of the work permits, a Skirmish Gang Foreman or Foreman Track must engage in work personally.

48. He must render prompt assistance in cases of accident or delay to trains.

49. He must not permit anything to be placed where it will endanger trains or employees.

50. In the performance of his work on or adjacent to the track he will be governed by Rule 101 of the Book of Rules.

51. In emergency cases, when communication with the Superintendent of Transportation has failed, he may make repairs to the main track, after providing full flag protection in both directions.

FOREMAN TRACK PATROL
(or other employee assigned to inspect track)

52. He reports to and receives his instructions from the Supervisor-Track, unless otherwise provided, and will be governed by instructions contained in Specifications for Construction and Maintenance of Track—C. E. 78, Book of Rules and the Timetable.
53. He must examine the tracks within limits assigned at stated intervals, either on foot or vehicle designated, at a speed such as to enable him to observe track conditions. He must give particular attention to the following and prepare report to the Supervisor-Track, listing defects noted.

   a. Broken or defective rails.
   b. Broken joint bars.
   c. Loose and missing bolts.
   d. Evidence of insufficient anchorage of rail.
   e. Evidence of defective gage.
   f. Condition of spikes and tie plates.
   g. Irregular cross level and surface.
   h. Irregular line.
   i. Obstructions in switches, frogs or guard rails and fit of switch point against stock rail.
   j. Condition of switch stands, switch locks, switch lamps or banners.
   k. Obstructions in flangeways at road crossings.
   l. Culverts and bridges, particularly after storms or high water.
   m. Examine cuts for conditions that might cause a slide or rocks that might fall on track.
   n. Observe wire lines, reporting any broken wire or poles.
   o. Extinguish any right-of-way fires or report same if too far advanced to handle alone and report existence of combustible material in the vicinity of bridges or buildings.

54. In the event of track obstruction he shall take immediate action to protect the operation of trains and notify the Superintendent of Transportation and the Supervisor-Track.

**WATCHMAN**

55. A Watchman reports to and receives his instructions from the Supervisor-Track.

56. He must carefully carry out his duties governed by the purpose of assignment. He must carefully observe conditions in the territory to which he is assigned and take prompt action to protect the operation of trains should he find an obstruction or other hazardous conditions. As soon as possible report must be made to the Superintendent of Transportation and the Supervisor-Track.

Approved:

D. E. RUDISILL
Assistant Chief Engineer

C. J. HENRY
Chief Engineer

Maintenance

Revised July 15, 1963
THE PENNSYLVANIA RAILROAD

Date: ____________________________

Received copy of Instructions covering use of certain M. W. Equipment and general outline of duties of certain M. W. Employes—C. E. 81.

(Name)

(Occupation)