

RULES AND REGULATIONS FOR EMPLOYEES

Scanned copy of reverse side of Central Pacific Railroad Sacramento and Oregon Divisions ETT No. 54 dated May 12, 1876

1. The clock in the Office of the Division or Assistant Superintendent's time by which Trains are to be run. Conductors and Engineers will compare their watches with it daily, when practicable.

2. No person will be allowed to ride free except as provided in circular relating thereto.

3. No person employed on trains, or at Stations, will leave his place or change with another without permission from the Division or Assistant Superintendent.

4. Conductors, before leaving terminal Stations, and in passing junctions, will ascertain from Yard Masters (in case there is no Yard Master, then from Agent), if all trains affecting their rights have arrived and departed. Yard Masters (or Agents) will be held alike responsible with Conductors for a violation of this Rule.

5. All trains will be under the control of the Conductor and will be run as nearly to Card time as possible, under no circumstances leaving a station earlier than the Card time, except on special order, and remaining at a station only so long as necessary to transact the business of the train.

6. Conductors, Engineers, Baggage-men and Brakemen will be at their trains at least 30 minutes before starting time, and see that their trains are in order.

7. Conductors, Baggage-men and Brakemen on trains conveying passengers are required to wear badges as prescribed by law.

8. Conductors of Freight Trains will be held responsible for the faithful performance of duty of the Brakemen on their Trains. They will require the doors of all Freight Cars in their Trains to be closed, and will in all cases when ascending or descending grades, station themselves on the rear part of the Train and see that their Brakemen are at their posts. **In no case must a Car be left on a grade without the Brake being set and the wheels blocked.** Conductors of Freight and Work trains, in switching out cars at stations, or on meeting and passing trains on tracks where station work is done, should leave cars as near as practicable as they find them, or at convenient places for loading and unloading. They will also render Station Agents assistance in switching cars, in order to an economical disposition of the business of stations.

9. Conductors will report in writing to the Division or Assistant Superintendent all injuries to persons caused by their Train, giving number of Train and Engine; the names of all employees on their Train; also, the names of others witnessing accident, and all other information that may be useful as a matter of record, and whenever practicable, get the signatures of employees and other witnesses to report, after reading the same to them. In case of accident resulting in injury to passengers or employees, or damage to rolling stock or contents of cars, the Conductor (if Conductor is disabled, the head brakeman) will immediately notify the Division or Ass't Sup't by telegraph of such accident, giving full particulars and stating what assistance, if any, is required. If between stations, send a man to nearest telegraph office with the dispatch. The Division or Ass't Sup't on receiving such information will immediately transmit the same by telegraph to the General Office.

10. Conductors will see that names of Stations are announced in all their Cars, and at junctions will have the names of the principal stations where connecting Trains stop also announced. Conductors will see that Switches, after being used, are left turned to the main track. Any employee leaving a switch turned from the main track, or unlocked, after using, will be dismissed from the service of the Company.

11. Conductors of all Trains, immediately before starting out on their runs, will go in person to the Telegraph Office to inquire if any special orders are there for them, and report to train Dispatcher the name or number of Engine, and number of cars in their Train. This same report will also be made, together with their time of arrival when arriving at the end of their runs.

12. Although the Conductor has charge of the Train, the Engineer will not therefore be considered blameless if he run any unnecessary risk on the road, without all the prescribed precautions being observed which are necessary to perfect safety. Nor will he be relieved from all blame if he proceeds in violation of instructions or orders, even should the Conductor, from negligence or misapprehension, direct him so to do.

13. Trains bound towards San Francisco will have the right to the track against Trains bound from San Francisco until they are twenty-five minutes behind their card time, after which they will lose all their right to the track. Trains bound from San Francisco will wait twenty-five minutes for Trains bound towards San Francisco, after which they will have the right to the track indefinitely as against Trains bound towards San Francisco, keeping twenty-five minutes behind their card time at each succeeding Station, until the expected Train is met, but speed must not exceed that allowed by their regular card time. **Always allow five minutes for variation of watches,** but the five minutes so allowed must not be used for running; if a Train cannot reach a Station on time to meet another, all the necessary precautions must be taken to prevent accidents. When leaving and arriving time is given, the leaving time will be considered the "card time" for the operating of trains, in accordance with this rule.

14. A Red Flag by day, or a Red Light by night, displayed on the front of an Engine, shows that another Train is following, which has precisely the same rights as the Engine or Train bearing the signal. The Trains following when running towards San Francisco, if they cannot reach a Station within the twenty-five minutes as allowed by rule No. 13, to meet Trains running from San Francisco, must keep entirely out of the way of the Train running from San Francisco and Trains following it under a red flag. Flagged Trains, under this rule, will run to meeting points ten (10) minutes behind the Train bearing the flag, and Trains running in an opposite direction will give them a clear track for that time—ten (10) minutes. See rule 32.

15. A White Flag by day, or a White Light by night, displayed on the front of an Engine, shows that another Train is following, but will keep out of the way of all regular Passenger and Freight Trains; but Work Trains and Track Parties must be kept entirely out of their way and give a clear track to them. Engineers and Conductors of Trains bearing a White Flag or White Light, will be particular and call the attention of meeting Trains, Station Agents, and all others concerned, and explain the meaning of it.

16. Passenger Trains will have the right of Track over Freight and all other Trains, and Freight trains will not run within ten (10) minutes of a Passenger Train's time. If Freight Trains are at any time obliged to keep the Main Track at a Station where they are to meet a Passenger Train, a man with a Red Flag by day, or a Red Lantern by night, must always be sent a sufficient distance in the direction of the approaching Train to give suitable warning for it to approach carefully.

17. Construction, Wood and Extra Trains will keep ten minutes out of the way of Passenger and Freight Trains, with the following exception, viz:
Construction and Work Trains will have a right to work on the Track, whenever Freight Trains are Thirty Minutes late, (except when an Engine passes bearing a White Flag or White Light, as per Rule 15,) by taking care to keep a man stationed, with a flag, at least one-half mile in the direction of approaching Trains, and Freight Trains will run with great care whenever they are behind time.

18. Engineers will not start with the Train until they are directed by the Conductor, and must invariably start with care, and see that he has the whole of the Train before getting beyond the limits of the Station; and must run the Train as nearly on time as possible, arriving at the Stations neither too soon nor too late; and, to insure greater safety, will in all cases before starting passenger Trains from a Terminal Station, apply the Air-brake to make sure that the pump and hose are in proper order; and when approaching Stations where Trains are to be met, or passed, reduce speed at a sufficient distance from the Switch to give full control of their Train by hand-brakes, in case of failure of air-brakes. Approach all Stations with care, as switches are liable to be misplaced.

19. Engineers must sound the whistle when within one-half mile of a Station, and ring their bell when within eighty rods of a highway crossing and continue ringing until it is passed. A neglect of this precaution, required by law, will be sufficient cause for dismissal.

20. Engineers will enter all Tunnels with great caution, and Engineers of Freight Trains will give five short blasts of the whistle before entering Tunnels and over-head Bridges, to warn Men on the Train to keep clear of danger. This precaution must not be neglected.

21. Dampers of ash pans must in all cases be closed while Engines are crossing bridges and passing wood yards.

22. Engineers must see that their Engines are provided with a pair of jack-screws, which must at all times be kept in good order, extra spring hangers, flags, lanterns and all tools necessary to meet casualties. They will not allow any person to ride on their Engine, excepting the Foremen of snow-plows and Repairs, or the Conductor of the Train, without an order from the Superintendent, or Master Mechanic.

23. Great care should be taken to prevent the killing of stock. **Come to a full stop if necessary.** If an Engineer kills stock when it is apparent that he might avoid doing so, the value of stock so killed will be deducted from his pay. When a case occurs, the Engineer must report in writing to the Division or Assistant Superintendent, giving number of Engine, number of Train, names of Conductor and Fireman, and all other information which may be useful. Engineers, when running Special Trains or empty engines, will blow their whistle in obscure places to warn section men; Night Trains, when behind time, will also take the same precaution after daylight. Trains running in a fog or snow storm, behind time, will also warn section men of their approach in like manner.

24. Approach all Stations slowly; pass all Stations carefully, and be sure the Switches, by their levers, are seen to be right.

25. Engineers and Firemen are particularly directed not to throw any fuel from the Tender while in motion. If any fuel is found unfit for use it should be thrown off at Round House Yard at end of run. Wood must not be piled on Tenders in such a manner or quantity as to be liable to fall off.

26. Engineers or Firemen should look back frequently to see that all is right; and in case the Train has broken apart, great care must be taken to keep the forward end out of the way of detached part; and if on a down grade, the forward part of the Train will keep moving, even to the next Station if necessary.

If detached portion of Train is out of sight, and it is necessary to back up, before doing so, if on a down grade, allow ample time to elapse before starting, and send a man back with flag at least fifteen (15) minutes before moving; and if there is no brakeman on top of Train, after flag has been sent back, the Engineer will send his fireman out on Train to keep watch and give necessary signals; then move with great care, stopping at all obscure places unless it is certain that rear part of Train is at a stand and will not move until reached. Every precaution must be used to prevent accidents. *Take no chances.*

27. When the Engineer shuts off steam at Stations where the Train is to stop, the Brakemen must apply their hand-brakes, (if the Train is not equipped with air-brakes,) and, using judgment, endeavor to stop at the Station without the necessity of the Engineer sounding his whistle—too much sounding of the whistle impairs its value as a signal of danger. Brakemen must not slip the wheels, and it is the duty of the Conductor, and a very important one, to see to this matter.

28. A Brakeman must always be stationed upon the rear car, and not leave his position without permission from his Conductor, except to Flag following

trains: in such case, the Conductor or another Brakeman must immediately take his place. The Rear Brakeman will examine brakes on rear car before leaving Terminal Stations, and if not found in running order will rep. ret. the same to Conductor.

29. In cases of uncertainty always take the safe side; let every man protect his own train and engine, and each Section Man and Station Agent his track and switches, and accidents from carelessness will never occur.

30. When it is necessary to back a Train, a brakeman must be stationed on the rear of the Train, where he can have a full view of the track, and have a brake under his control; and the Engineer and Fireman must so station themselves as to see any signal given to stop. Back up slow and have Train under control.

31. When behind time, Passenger Trains will not run faster than thirty miles an hour, and Freight Trains not faster than fifteen miles an hour on straight line. Through canons or around curves the limit will be twenty-two (22) miles per hour for passenger, and thirteen (13) miles an hour for Freight Trains, except on special order from the Superintendent or Train Dispatcher.

32. Any Train following a Passenger or other Train, will proceed with great caution, keep at least ten minutes in rear of it; whenever an Extra Train is to follow another, notice must be given the forward Train, and the Conductor of that Train must notify the Station Agents and all the Conductors whom he meets, besides carrying the proper signal; and the Extra Train must approach all Stations, Water and Wooding Places with great care.

33. Night Trains must in all cases carry a red light on the rear car.

34. Too great care can never be taken to ascertain precisely the meaning of every signal given intended to indicate danger. Notice must be taken of all violent signals.

35. In case of accident or stoppage upon the main track from any cause, Conductors must always, and immediately, station men with red flags by day, or red lights by night, and an extra precaution, if foggy or storming, two torpedoes must be clamped to the rails, half a mile distant in both directions; and they have no right to assume that there are no Trains approaching from either direction. Special care must also be taken in case a Train gets behind time and liable to be overtaken by a following train, to guard against accident. Disabled cars left at Stations must be reported to the Division or Assistant Superintendent.

36. In all cases, either by day or night, when the track is obstructed, by reason of repairing or otherwise, so as to endanger the passing of trains, a red flag by day or a red light by night must be placed in both directions, at least one-half mile, so as to be plainly seen by an approaching train. Road Masters will see that Section Men are on hand during stormy weather and time of flood, to properly guard the track and bridges from water and slides. No Section or other Foreman will allow his hand-car to be used on the track except in the service of the Company.

37. Station Agents will be held responsible for the proper security and position of the Switches, and must in no case allow them to be removed from the Main Track, except when a Train is to leave or enter a turn out.

38. When a Flag (red or white) carried for a train following, is taken down at a Station, the Agent will be particular and not let any Trains pass towards such Flagged Train, without notifying the Conductor.

39. Station Agents are required to see that the doors of all cars on the Side Tracks are securely fastened, and that the brakes are set and the cars far enough from the Main Track as not to endanger passing Trains, and that the wheels of all cars on Side Tracks are properly secured and blocked, and cars must never be allowed to stand on the Main Track, but must be placed on a siding.

40. No wood, freight, timber or other material of any kind, will be allowed to be piled within five feet of the track, except in snow-sheds and tunnels, and in such cases must be piled a sufficient distance from the track to clear engines, snow plows and cars.

41. All property found on the Road must be forwarded to the Division or Assistant Superintendent, or notice given him of being found.

42. Train Men will consult Bulletin Boards daily.

Directions Concerning Signals and Flags.

43. A Red Flag by day, or a Red Light by night, or an explosion of a Torpedo on the Track, is a signal of danger. A Red Flag placed outside the rails signifies that the track is out of order, and speed of train or engine must be reduced to six miles per hour. A Red Flag placed between the rails, signifies that the track is impassable, and trains must come to a full stop. A Green Flag by day, or a Green Light by night, displayed at a Station, denotes that a Telegram is waiting, and the Train must be brought to a stop. See Rule 55.

44. One Sound of the Whistle is the signal to apply the Brakes. Two Sounds of the Whistle is the signal to let go the Brakes. Three Sounds of the Whistle is the signal to back. Four Sounds of the Whistle is the signal to call in a Flagman. Five Sounds of the Whistle is a warning to men on top of Freight Cars, that Train is approaching a tunnel or over-head Bridge. Several Short Sounds of the Whistle is the signal of danger. One Stroke of the Cab Bell signifies stop. The Cab Bell must not be used to start trains.

45. Night Signals.—A light swung over the head is a signal to go ahead; when swung across or at right angles with the track, is a signal to back up, and when moved up and down, is a signal to stop.

Rules Governing the Running of Trains by Telegraph.

46. No more than one person shall be permitted to move Trains by Special Orders, at the same time. The Division or Assistant Superintendent, and such other person as he may designate as "TRAIN DISPATCHER," shall be authorized to move Trains by Telegraph, or otherwise. Train Dispatchers will closely watch all Trains, both on and off of time, and anticipate their wants, that no time may be lost at Telegraph Stations waiting for orders.

47. Telegraphic Messages, involving the movement of Trains, must be in writing and addressed to the Conductor and Engineer of the Train, and shall be made positive and defined, using plain and unmistakable terms. The Conductor shall write his understanding of the order, which shall be read to, or by the Engineer, and signed by both, which must in all cases be repeated back to the Dispatching Office, and the Dispatcher, if the order is correctly understood, will telegraph back "Correct." Operators will in no case sign the name of the Engineer to his understanding of the order, nor will the Conductor be permitted to do so. All orders and messages in regard to the movement of Trains must be written in full, and no abbreviations shall be used except 12 (How do you understand?) or 13 (I understand). Operators will not suffer an order to leave their possession, until they shall have received and endorsed upon the same, "Correct," in answer to the 13 message of the Conductor and Engineer, nor until they have signed the same. No Special Engine or Train will be allowed to run on verbal orders, under any circumstances, on the Main Track outside of terminal or other yards. Such orders must be in writing, understanding taken, and "Correct," given in same manner as provided for Telegraphic Orders.

48. Should the line, from any cause, fail to work before the Operator has received the endorsement "Correct," he will not deliver such order.

49. Conductors of Gravel and Construction Trains will notify the Dispatching Office, the night previous, of the limits within which they desire to work the following day, and get their orders. If it should become necessary to go outside of these limits, it must be done with a flag to the next Telegraph Office, where orders must be obtained, as provided in Rule No. 47.

50. When an order is sent by Telegraph to a Train to carry a flag or light for an extra Train or Engine, in no case will the extra Train or Engine be allowed to avail itself of the forward Train's order without an order to that effect. When a train is directed by a Dispatcher to carry a flag for a following Train or Engine, the following Train or Engine must, before starting, obtain an order from the Dispatcher to follow.

51. To avoid, as far as possible, all unnecessary delay at Stations where Telegraphic Orders are awaiting an expected Train, the Operator will display at the Station, as a signal, a green flag by day, or a green light by night. When this signal is shown, the approaching Train will, in all cases, come to a full stop, and Conductor and Engineer will go immediately to the Telegraph Office, to receive and respond to such orders as may be awaiting them. Operators must not fail to take in the signal at once, after the departure of the Train for which it was shown.

52. Should a Train, having lost its rights, be held by another between Telegraph Stations, the Conductor of the Train so held may require the first Train passing him bound in the same direction, to flag him to the next Telegraph Station, on arrival at which he must report for orders. The Conductor of the Train carrying such flag shall telegraph to Train Dispatcher, stating from what Station he flagged the Train. On receiving the report, the Telegraph Operator will put out a green flag or light, and keep the same in view until the Flagged Train arrives.

53. Should a Train be held at a Telegraph Station where there is no night Operator, the Conductor may call the day Operator into the office, to get orders for him.

54. When a Train has orders to run, regardless of a specified Train, it gives the Train under such orders no rights over any other Train.

55. Conductors will report in person to every Telegraph Office, day and night, and ask if there are any train or other orders awaiting them. This rule does not excuse the Operator from showing all proper signals to stop Trains, or neglect in the prompt delivery of messages but is an additional safeguard.

56. Conductors of all Trains, will leave at Telegraph Stations, with the Agent or Operator, a written statement, giving the number of Train, number and kind of cars, and time of departure.

57. Whenever it becomes necessary, from any cause, to run a Train faster than its regular card time, it must be only from one Telegraph Station to the next, and so on until it resumes its regular card time.

58. When an Operator receives an order to hold a Train, he must first put out the green signal, and then reply that such Train is held. A written copy of such order for holding the Train must be made and delivered to the Conductor, who will show the same to the Engineer. He will be careful to observe that the signal is not disturbed or hidden, and will notify promptly all other Trains that the signal is not for them. The green signal must not be relied upon exclusively to hold trains. Operators are expected to watch closely for the expected Train, using all necessary means to stop it. In case the Train or any part of it has already passed the Telegraph Office, although still at the Station, Operators' 13 must not be sent back until the Engineer or Conductor has been shown the order and understands that he is held

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