

No 30
July 1. 84

RULES AND REGULATIONS FOR EMPLOYÉS.

SIGNALS.	GENERAL RULES.	Hand Cars.	Rules Governing the Movement of Trains by Telegraph.	
<p>Green Signal.</p> <p>1. A Green Flag by day, or a Green Light by night, displayed at a Station, denotes that a Telegram or Train order is waiting, and the Train must be brought to a stop. See Rule 60.</p> <p>Red Signal if track out of order.</p> <p>2. 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.</p> <p>Red Signal carried on Engine, and Rights of Trains following.</p> <p>3. A Red Flag by day, or a Red Light by night, displayed on the front of an Engine, indicates that another train is following, which has precisely the same rights as the Engine or Train bearing the signal.</p> <p>White Signal and Rights of Trains following.</p> <p>4. A White Flag by day, or a White Light by night, displayed on the front of an Engine, indicates 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 them a clear track. 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.</p> <p>Taking down Signals.</p> <p>5. When a signal (Red or White) carried for a train following, is taken down by the Conductor at a Station, he will notify the Agent, who will put out a Red Signal, and not let any Train pass toward the Flagged Train without first notifying the Conductor what is expected to arrive.</p> <p>Whistle Signals.</p> <p>6. 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 covered bridge. One long and two short Sounds of the Whistle in quick succession is the signal when approaching road crossings. Several Short Sounds of the Whistle is the signal of danger.</p> <p>Bell Signals.</p> <p>7. One Stroke of the Cab Bell signifies stop. The Cab Bell must not be used to start Trains.</p> <p>Lamp Signals.</p> <p>8. 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; if motion of lamp is quick, move quick (but with care); if slow, move slow.</p> <p>Violent Signals.</p> <p>9. Notice must be taken of all violent signals. Always stop and ascertain precisely the meaning of every signal given that may seem to indicate danger.</p> <p>Signals on Rear Car.</p> <p>10. All Night Trains (and Freight and Work Trains running in day time) must, in all cases, carry a Red Signal on the rear car, and Engines running without Trains on rear of tender.</p>	<p>Approaching and Registering at Terminal and Junction Stations.</p> <p>20. All trains will approach Terminal and Junction Stations with great care. Conductors of Trains (and Engineers of Engines running without Trains), will register at Junction and Terminal Stations (in a book kept for that purpose), the time of their arrival and departure (and, if irregular, the direction going). And before leaving Terminal Stations, or passing Junctions, will ascertain from Register or Yard Master (in case there is no Yard Master, then from Agent), if all trains having right of track have arrived and departed. Yard Masters (or Agents) will be held alike responsible, with Conductor, for a violation of this Rule.</p> <p>Intoxicating Drink Forbidden.</p> <p>21. The use of Intoxicating Drinks is strictly forbidden. Total abstinence in this particular is necessary to safety in operating the road. Any employe drinking intoxicating liquors (or smoking on Passenger Trains) while on duty, will be dismissed from the service of the Company, it is the duty of all employes, and they are required, to report immediately to the Division Superintendent any violation of this Rule.</p> <p>Bulletin Board.</p> <p>22. Train men will consult Bulletin Boards daily.</p> <p>Standard Time.</p> <p>23. The clock in the Office of the Division or Assistant Superintendent is the standard Time by which Trains will be run. Conductors and Engineers will compare their watches with it daily, when practicable; also compare time with each other before leaving Terminal Stations.</p> <p>Riding Free.</p> <p>24. No person will be allowed to ride free, except as provided in circular relating thereto.</p> <p>Absence from Duty.</p> <p>25. No person employed on Trains, or at Stations, will leave his place or change with another without permission from the Division or Assistant Superintendent.</p> <p>Responsibility of Conductor and Engineer.</p> <p>26. 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. Although the Conductor has charge of the train, the Engineer (or Engineers) will not therefore be considered blameless if they run any unnecessary risk. No one will be relieved from all blame if they proceed in violation of instructions or orders, even should the Conductor, from negligence or misapprehension, direct them so to do. All the prescribed precautions must be observed which are necessary to safety.</p> <p>Duty of Trainmen.</p> <p>27. Conductors and Brakemen of all Trains meeting or passing, or when approaching a Station, must be out looking for signals, and be prepared to do anything required for safety or expedition; and all Trainmen will be at their Train at least thirty minutes before starting time, and examine the same to see if everything is in bag.</p> <p>Badges.</p> <p>28. Conductors, Engineers, Firemen, Baggage-men, and Brakemen on Trains conveying passengers are required to wear badges as prescribed by law.</p> <p>Conductors responsible for Brakemen.</p> <p>29. Conductors of Freight Trains will be held responsible for the faithful performance of duty by 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.</p> <p>Leaving Cars at Stations.</p> <p>30. 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 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.</p> <p>Reporting Accidents.</p> <p>31. 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 employes 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 employes and other witnesses to report, after reading the same to them. In case of accident resulting in injury to passengers or employes, or damage to rolling stock or contents of cars, the Conductor (if Conductor is disabled, the head Brakeman) will immediately notify the Division or Assistant Superintendent 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 a dispatch. The Division or Assistant Superintendent, on receiving such information, will immediately transmit the same by telegraph to the General Office.</p> <p>Disabled Cars.</p> <p>32. Disabled cars left at Stations must be reported (by telegraph, if practicable) to the Division or Assistant Superintendent.</p> <p>Conductors Duty and Opening Crossings.</p> <p>33. Conductors will have the names of Stations announced in all Passenger Cars, and at Junctions will have the names of the principal stations where connecting Trains stop, also announced; and Passenger Conductors must in all cases give Signal for starting their Trains from Depot platform or ground, and before doing so see that all are on board, and will also give personal attention to seating passengers. On arrival at Terminal Station, they will remain with their Train until passengers have alighted, and see that all needful assistance is given them. In leaving Cars at Sidings, care must be observed to leave Wagon Roads in daily use by the public unobstructed their entire width. When Trains remain at Stations to exceed ten minutes, the Train must be cut to open a passage or road, way, if there be any persons who may desire to cross.</p> <p>Switches, Penalty for leaving Open.</p> <p>34. Conductors will see that Switches, after being used, are left turned to the main track. Any employe leaving a switch turned from the main track, or unlocked, after using, will be dismissed from the service of the Company.</p> <p>Report to Dispatcher.</p> <p>35. 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 awaiting them and report to Train Dispatcher the number of engine and number of cars in their train. A report of the same nature must be made at the Telegraph Office on arrival at Destination, giving arriving time.</p> <p>Protecting Train in case of Accident.</p> <p>36. In case of accident or stoppage upon the main track from any cause, Conductors must, always and immediately, station men not less than three-quarters of a mile distant, in both directions, with Red Flags by day, or Red Lights by night, and, as an extra precaution, if in snow-sheds, or Foggy or Stormy, or at night, two Torpedoes must be clasped to the rail on the Engineer's side, one at the flag limit (not less than three-quarters of a mile), the other fifty yards beyond it. And as a safeguard and warning to following trains, the rear Flagman, when recalled, will leave the torpedoes clasped to the rail. The Engineer (or Engineers) of a following train finding them, will immediately bring the train to a full stop, and then proceed, with great care, to the place of obstruction, or next station. It must not be assumed that there are no Trains approaching from either direction. And care must also be taken in case a Train is delayed, and liable to be overtaken by a following Train, to guard against accident.</p>	<p>Brakeman on Rear of Train.</p> <p>37. 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 report the same to Conductor.</p> <p>Stopping Trains.</p> <p>38. When the Engineer (or Engineers) 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 Engineers sounding their whistles; too much sounding of the whistle impairs its value as a signal of danger.</p> <p>Sliding Wheels.</p> <p>39. Brakemen must not slip the wheels, and it is the duty of the Conductor, and a very important one, to see to this matter.</p> <p>Backing Trains.</p> <p>40. When it is necessary to back a Train, a brakeman must be stationed on the rear car, where he can have a full view of the Track, and have a brake under his control; and the Engineers and Firemen must so station themselves that they can see any signal given to stop. Back up slow and have Train under full control.</p> <p>Coupling Cars.</p> <p>41. Train men and other employes are required to exercise the utmost caution to avoid injury to themselves and fellow employes; and they are especially enjoined to use great care in coupling and uncoupling cars. Coupling cars by hand is strictly prohibited in all cases where a stick can be used to guide the link. Do not go between the cars to couple them unless the draw-bars are known to be in good order. In coupling the Miller hook on to other styles of draw-bars, first insert the link in the hook, using the pin chained to the Miller platform.</p> <p>Starting Trains and Superintendent's Authority.</p> <p>42. Engineers will not start with the Train until they are directed by the Conductor, and must invariably start with care, (first ringing Engine Bell), and see that they have the whole of the Train before getting beyond the limits of the station; and must run the trains as nearly on time as possible, arriving at the Stations neither too soon nor too late. Engineers and firemen are at all times under the direction of the Division or Assistant Superintendents after crossing the turn-table for service.</p> <p>Testing Air Brakes and approaching Stations.</p> <p>43. Engineers 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.</p> <p>Train Breaking in two.</p> <p>44. 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; sounding whistle repeatedly to warn Train men, 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 a flag at least fifteen (15) minutes before moving; and if there is no brakeman on top of Train, after flag has been set back, the Engineers will send a 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.</p> <p>Signals approaching Stations and Crossings.</p> <p>45. Engineers must sound the whistle when one-half mile from a Station. When eighty (80) rods from all road crossings, (public or private) will give one long and two short blasts of the whistle; and will also ring the bell when eighty (80) rods from such crossing, and continue ringing until it is passed, as signals of danger. A neglect of these precautions, required by law, will be sufficient cause for dismissal.</p> <p>Signals at Tunnels and covered Bridges.</p> <p>46. 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 covered bridges, to warn men on the Train to keep clear of danger. This precaution must not be neglected.</p> <p>Dampers.</p> <p>47. Dampers of ash pans must in all cases be closed while Engines are crossing bridges and passing wye yards.</p> <p>Outfit for Engines.</p> <p>48. 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, lamps, and all tools necessary for use in case of casualties.</p> <p>Persons allowed to ride on Engines.</p> <p>49. Engineers will not allow any person to ride on the Engine except Officers of the Track Department, Foremen of Track, Bridge and Building, and Telegraph Repairs, Conductors of Snow Plows, or Conductor of the Train, without an order from the Superintendent or Master Mechanic.</p> <p>Warning Section Men.</p> <p>50. Engineers, running Special Trains, or engines without Trains, will sound the whistle repeatedly in obscure places, to warn Section Men. Engineers of Night Trains, when behind time, will also take the same precaution after day-light; and when running in a fog or snow-storm, when behind time, will also warn Section Men in a like manner.</p> <p>Freight Trains carrying Passengers.</p> <p>51. When a Freight Train is composed of two or more sections running on the same time, the rear Train will do the best work, and, if allowed to take passengers, is the only one on which they will be carried under any circumstances, except persons in charge of Live Stock.</p> <p>Killing Stock.</p> <p>52. Great care must be taken to prevent killing live stock. Bring the Train to a full stop if necessary. Should any be killed or struck, the Engineers must report in writing, on blanks furnished for that purpose, to Division or Assistant Superintendent, giving number of Engine or Engines, number of Train names of Conductor and Fireman, and all other information that may be useful. If stock is killed when it is apparent that it might have been avoided, the value of the stock so killed will be deducted from the Engineer's pay.</p> <p>Throwing Fuel from Tender.</p> <p>53. Engineers and Firemen are particularly directed not to throw any fuel from the Tender while in motion. If any is found unfit for use, it should be thrown off at Engine 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.</p> <p>Cars on Side Track. Agents Duty.</p> <p>54. 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 blocked, and cars must never be allowed to stand on the Main Track.</p> <p>Agents responsible for Switches.</p> <p>55. Station Agents will be held responsible for the proper security and position of the Switches, and must in no case allow them to be turned from the Main Track, except when a Train is to leave or enter a Side Track.</p> <p>Track Obstructed.</p> <p>56. 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 at least three-quarters of a mile in both directions, 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.</p>	<p>Hand Cars.</p> <p>57. No Section or other Foreman will allow his hand-car to be used on the track except in the service of the Company.</p> <p>Piling Material near Track.</p> <p>58. No wood, freight, timber, or 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.</p> <p>Property Found. Always take safe course.</p> <p>59. All property found on the Road must be forwarded to the Division or Assistant Superintendent, or notice given him of being found.</p> <p>60. 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.</p>	<p>Dispatcher's Authority and Duty.</p> <p>61. 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. The names of Conductors and numbers of Engines must invariably be used in all orders for the movement of Trains, when they are to be met or passed.</p> <p>62. Telegraphic Messages involving movements of Trains must be in writing, and addressed to the Conductor and Engineer (or Engineers) of the Train, and shall be made positive and defined, using plain and unmistakable terms. (If the order is not fully understood by those to whom it is addressed, they must ask for and receive an explanation before signing the 13.) The Conductor and Engineer (or Engineers) addressed must read the order carefully, and, if understood, shall sign it, 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." The Operator will in no case sign the name of Engineers to his understanding of the order, nor will the Conductor be permitted to do so. All orders and messages in regard to the movements of Trains must be written in full by the receiving operator on yellow "manifold paper," so arranged that three impressions shall be taken, one each for Conductor, Engineer (or Engineers) and Operator, and no abbreviations shall be used except 13, (How do you understand?) or 13, (I understand), and S, (Whistle at all curves and obscure places.) This letter, S, must be added to all Train orders (before the figures 13) given to any except Regular Trains on time, also at the end of the order when repeated back to the Dispatcher. 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 (or Engineers), 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.</p> <p>Line Down.</p> <p>63. Should the line, from any cause, fail to work before the Operator has received the endorsement "Correct," he will not deliver such order.</p> <p>Work Train Orders.</p> <p>64. Conductors of Work 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 such limits, it must be done with a flag to the next Telegraph Office, where orders must be obtained, as provided in Rule 62.</p> <p>Following Signals.</p> <p>65. 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, but must obtain an order to follow from the Dispatcher before starting.</p> <p>Green Signals.</p> <p>66. 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 (or Engineers) 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.</p> <p>Authority to order Signal carried.</p> <p>67. 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 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 such report for transmission, the Operator will put out a Red Flag or Light, and keep the same in view until the Flagged Train arrives.</p> <p>Train rights under orders.</p> <p>68. When a Train has orders to run in advance of its Card time or regardless of a specified Train, it gives the Train under such orders no right over any other Train.</p> <p>Reporting at Telegraph Office.</p> <p>69. Conductors will report in person immediately on arrival at every day Telegraph Office, and at all night Telegraph Offices, 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. 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.</p> <p>Leaving Reports of Trains.</p> <p>70. 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 arrival and departure.</p> <p>Running faster than Schedule Time.</p> <p>71. Whenever it becomes necessary, from any cause, for the Dispatcher 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.</p> <p>Green Signals and holding Trains.</p> <p>72. When an Operator receives an order to hold a Train, he must first put out the Green signal, and then reply that such signal has been put out. The Operator will be careful to observe that the Signal is not disturbed or hidden from the view of the Engineer (or Engineers), 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 Engineers) or Conductor has been shown the order, and has endorsed the same with his understanding that he is held.</p>