## GENERAL INSTRUCTIONS

- 1. This report shall be rendered for all engine and train crews including yard and switching crews. Enginemen, firemen, conductors, flagmen, train baggagemen and trainmen shall also use this form when reporting individually. The report shall be rendered and signed by the engineer for the engine crew and by the conductor for the train crew. If there is no engineer or conductor it shall be rendered and signed by the ranking employe whose time is reported thereon. Reports shall be numbered consecutively for each month beginning with No. 1.
- 2. This report shall be dated as of the dat on which the employe first goes on duty.
- 3. Under "Remarks" shall be shown irregularities of the hours of duty. If an ploye is released from duty for any pe between the time of first going on duty the time finally relieved from duty such must be shown under "Remarks," giving place at which the release is given, the at which it began and the time at which ended. Time off duty for meals taken by crews shall also be shown under "Remar If the whole or part of service is deadhea the place at which the deadheading began ended and the train on which the employe d headed will be shown. When a crew or ploye is relieved before the completion of a the name of the conductor or engineman of crew relieving or the name of the emp relieving will be shown.
- 4. Wherever time is shown A.M. or P. A shall be given.
- 5. In reporting delays the cause of each delay, the place at which it occurred, the time it began and the time ended shall be given. Delays due to different causes shall be shown separately.
- 6. See instructions on reverse relative reporting delays. Delays to yard and switching crews whose service is confined entirely to yard limits need not be shown.

Supt. No.	gaglisganiere Bertellin. Langer op all suppose - 100
<u> </u>	Division
	Superintendent

Santa			\	D on on 4		Name of R							A 23	N	0		
Time K		NAME		keport (	Occupa	ne and '.  Length of time off duty previous			oroyes.	T ON I	Da <sup>.</sup>		LY WEN	T OFF I	19_ <u>#</u>	Total tim	tuh no e
Write I	ull Nan			e Initial	tion	off duty previou to this trip	s	Pla		Date	Time	Plac	2	Date	Time	Hrs.	Mins.
77	W		Daniel de	4.44	Condr.	1,		1, 2	7	H/37		30					
	14	12 A. A.	211	7	Bkmn,	Ş				7	1	e de la companya della companya della companya de la companya della companya dell		*			
1	3	/			Bkmn.			<b>b</b> erren		ligar.	lije .						
	<del></del>						_										<b></b>
							D	ETAI	LS OF	SERVIC	<u>                                     </u>		,				
Tra	in			r,	DE	PARTUI	RE					ARRIVAL			Actual	Kind o	f Service
No.	Direc	En:	gine		Station	4,	Time on c		Time train departed		Station		Time train arrived	Time went off duty	miles ru	n (Pas Work, I	s., Frt., ). H. etc.)
3	4/44/			27.	4 4	<u> </u>	3.5		1129		2-47	44			147		to start
															William Street		
								<u> </u>			I	FOR TIME	  KDEPE	R'S USE	·		
REMA	.RKS:_								Pay Num	Roll iber	Payment Allowed	Rate	I. C. C. Class	Over- Time	Const. Allowance	Rum No.	
	7	*															
Payment	Pass.	Freight	Local	Mixed	Work	Helper	Switch	D. H	-								
Claimed																	
		Report	to be	correc	t /		)										
Signature	pation.		<u>an al</u>	-		0-											

DELAY REPORT-Train No. All delays must be	ORT-Train No		shown an	Date 19
20 20	Duration	of delay	Full	Explanation of Cause of All Delays
3	Time Began (2)	Time Ended (3)	Amount (4)	Use Symbols
	-			
		*		
			No. No.	
	-			
the stage to the s				
			over, many of Many	
**************************************				
C. C				
Total Commence of the Commence				
		N'HARAN-		

Time of Delay must be assigned to or divided between the contributory causes, and designated in column 5 above. (See letailed instructions below.)

IN DESIGNATING THE CAUSE USE THE FOLLOWING SYMBOLS:

D—Meeting or to be passed by Passenger trains.

Da—Meeting or to be passed by Passenger trains.

KS—Pust and water and freight train on ployes' meals.

S—Switching station a freight.

M—All other delays. (See

(a) Conductor will render this report in duplicate (triplicate for freight conductors—Coast Intens) to cover his entire trip, whether intendivisional or otherwise, sending the original to Super-intendent and duplicate to Trainmeater of Division on which his time is kept. For Coast Lines, Freight Conductor will send a copy to Car Accountant. When delay due to engine is reported, an additional copy will send a copy to Car Accountant. When delay due to engine is reported, an additional copy will send a copy to Car Accountant. When delay due to engine is reported, an each division at the final terminal of such division upon arrival thereat.

(b) Engineer will send copy of the Conductor's report to Master Mechanic in cases where delay time is kept.

Engineer will send copy of the Conductor's report to Master Mechanic in cases where delay time is exclusively assigned under the appropriate symbol: Where delay time is exclusively assigned under the appropriate symbol: Where delay time is calculated acuses, such time should be assigned under the appropriate symbol: Where delay time is chargeable to two or more symbolized causes and one of them requires more time than the other or others, the access delay other delay is chargeable to two or more symbolized causes and one the symbol which causes the additional delay as well as its proportion of the concurrent time.

(c) When crew performs station, switching service as provided for under falle (c).

(a) At all stops of passenger trains for meals should be assigned to symbol "Ke" (Fuel and the fall of the contributing causes as provided for under falle (c).

(b) Delays assigned to symbol "M" must be separated between contributing causes said the second of the contributing causes when without be assigned to symbol "ke' work cause show with several between contributing causes and one the report for the contributing causes as provided for under falle (c).

(c) When of the fall the contributing causes as provided for under falle (c).

8