



RULES

OPERATING DEPARTMENT

1953

No. 24120

Form 2625 Standard

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THE ATCHISON, TOPEKA AND SANTA
FE RAILWAY SYSTEM

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The Atchison, Topeka and Santa Fe
Railway System

RULES
OPERATING DEPARTMENT
Revised
1953

The rules herein set forth govern the railroads operated by The Atchison, Topeka and Santa Fe Railway System. They take effect December 1st, 1953, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

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GENERAL NOTICE

- (a) Safety is of the first importance in the discharge of duty.
- (b) Obedience to the rules is essential to safety.
- (c) To enter or remain in the service is an assurance of willingness to obey the rules.
- (d) The service demands the faithful, intelligent and courteous discharge of duty.
- (e) To obtain promotion, ability must be shown for greater responsibility.

GENERAL RULES

A. Employees whose duties are prescribed by these rules must provide themselves with a copy.

Employees whose duties are in any way affected by the time table must have a copy of the current time table with them while on duty.

B. Employees must be conversant with and obey the rules and special instructions. If in doubt as to their meaning they must apply to proper authority for an explanation.

C. Employees must pass the required examinations.

D. Persons employed in any service are subject to the rules and special instructions.

E. Employees must render every assistance in their power in carrying out the rules and special instructions and must promptly report to the proper official any violation thereof.

F. Accidents, failure in the supply of water or fuel, defects in track, bridges or signals, or any unusual conditions which may affect the movement of trains, must be promptly reported by wire to the proper authority.

G. The use of intoxicants or narcotics by employees available for duty, or their possession or use while on duty, is prohibited.

H. The use of tobacco by employees in uniform while on duty, or by those serving patrons in or

about stations or occupied passenger cars, is prohibited.

J. Employes on duty must wear the prescribed badge and uniform and be neat in appearance. The badge must be worn in plain view.

K. To avoid annoyance to the public, employes and others authorized to transact business at stations and on or about trains must be courteous, orderly and quiet.

L. In case of danger to the Company's property employes must unite to protect it, and must take every precaution to guard against loss and damage from any cause.

M. Employes must exercise care to avoid injury to themselves or others by observing the condition of equipment and the tools which they use in performing their duties and when found defective will, if practicable, put them in safe condition, reporting defects to the proper authority.

They must expect the movement of trains, engines or cars at any time, on any track, in either direction.

DEFINITIONS

ENGINE.—A unit propelled by any form of energy, or a combination of such units operated from a single control point, and used in train or yard service.

TRAIN.—An engine or more than one engine coupled, with or without cars, displaying markers.

REGULAR TRAIN.—A train authorized by a time table schedule.

SECTION.—One of two or more trains running on the same schedule displaying signals or for which signals are displayed.

EXTRA TRAIN.—A train not authorized by a time table schedule. It may be designated as—

EXTRA—for any extra train, except work extra;

WORK EXTRA—for work train extra.

SUPERIOR TRAIN.—A train having precedence over another train.

TRAIN OF SUPERIOR RIGHT.—A train given precedence by train order.

TRAIN OF SUPERIOR CLASS.—A train given precedence by time table.

TRAIN OF SUPERIOR DIRECTION.—A train given precedence in the direction specified by time table as between opposing trains of the same class.

TIME TABLE.—The authority for the movement of regular trains subject to the rules. It contains classified schedules with special instructions relating to the movement of trains.

SCHEDULE.—That part of a time table which prescribes class, direction, number and movement for a regular train.

DIVISION.—That portion of a railroad assigned to the supervision of a superintendent.

DISTRICT.—A portion of a division designated by time table.

MAIN TRACK.—A track extending through yards and between stations upon which trains are operated by time table or train order, or both, or the use of which is governed by block signals.

SINGLE TRACK.—A main track upon which trains are operated in both directions.

TWO OR MORE TRACKS.—Two or more main tracks upon any of which the current of traffic may be in either specified direction.

CURRENT OF TRAFFIC.—The movement of trains on a main track, in one direction, specified by the rules.

STATION.—A place designated on the time table by name.

SIDING.—A track auxiliary to the main track for meeting or passing trains.

FIXED SIGNAL.—A signal of fixed location indicating a condition affecting the movement of a train or engine.

Note:—The definition of a "Fixed Signal" covers such signals as switch, train order, block, interlocking, semaphore, stop signs, yard limit signs, slow signs or other means for displaying indications that affect the movement of a train or engine.

YARD.—A system of tracks within defined limits provided for the making up of trains, storing of cars and other purposes, over which movements not authorized by time table, or by train order, may be made, subject to prescribed signals and rules or special instructions.

YARD ENGINE.—An engine assigned to yard service and working within defined limits.

PILOT.—An employe assigned to a train when the engineman or conductor, or both, are not fully acquainted with the physical characteristics or rules of the railroad, or portion of the railroad, over which the train is to be moved.

TRAIN REGISTER.—A book or form used at designated stations for registering signals displayed, the time of arrival and departure of trains and such other information as may be prescribed.

OPERATING RULES

Note:- Rules with a prefix "S" are for single track; those with a prefix "D" are for two or more tracks. Rules without a prefix are for single and two or more tracks.

STANDARD TIME

1. The General Watch Inspector will, with the approval of the General Managers, issue Form 1645 Standard, Rules Governing Time Service.

2. Standard clocks will be identified by sign and their locations designated by special rule in time table; any variation from standard time will be indicated in seconds by placard.

2(A). While on duty the following employes must have a reliable watch, prescribed by Rule 3, of Form 1645 Standard:

Yardmasters,	Engine Foremen,
Assistant Yardmasters,	Outside Hostlers,
Conductors,	Engine Herders,
Enginemen,	*Station Agents,
Brakemen,	*Operators.
Road Firemen,	

(*—Includes only those handling train orders or reporting train movements, and then not required when stationed in office where standard clock located).

3. Employes designated in Rule 2(A) (except brakemen, road firemen, station agents and operators) must, when commencing each day's work, compare time with a standard clock and register on the prescribed form. Where standard clock is not available, correct time must be obtained from the train dispatcher or from an employe designated in Rule 2(A), who has made such comparison.

The foregoing will also apply when conductors or enginemen have been released from duty three hours or more, or when changed between terminals.

Conductors, enginemen and engine foremen must, if practicable, compare time with each other when starting each day's work and assure each other that their watches have been wound at a time which will insure running at least sixteen hours.

Brakemen and road firemen must compare time with their conductor or engineman at first opportunity.

Station agents and operators required by Rule 2(A) to have a reliable watch, must compare time with train dispatcher at first opportunity after going on duty.

When comparing time, it must be stated in hours, minutes and seconds.

TIME TABLES

4. Each time table, from the moment it takes effect, supersedes the preceding time table and its schedules take effect on any district at the leaving time at their initial stations on such district; but, when a schedule of the preceding time table corresponds in number, class, day of leaving, direction, and initial and terminal stations with a schedule of the new time table, a train authorized by the preceding time table will retain its train orders and assume the schedule of the corresponding number of the new time table.

Schedules on each district date from their initial stations on such district.

Not more than one schedule of the same number and day shall be in effect on any district.

Note:—"Day of Leaving" under this rule refers to the day of the week.

4(A). Notice of the issuance of a new time table will be posted in bulletin books. Train dispatcher will notify yardmasters, conductors and enginemen by train order of the effective date of a new time table.

This order must be in effect for twenty-four hours in advance and seventy-two hours after the new time table is effective.

5. Not more than two times are shown for a train at any station; where one is shown, it is, unless otherwise indicated, the leaving time; where two, they are the arriving and the leaving times.

On single track, unless otherwise specified, the time applies at the siding switch where an opposing train clears; where there is no siding, or in CTC territory, time applies at the station sign.

On two or more tracks, unless otherwise specified, the time applies at the station sign.

Trains scheduled to stop or flag must not pass the point where traffic is received or discharged before time shown in schedule.

Schedule meeting or passing stations are indicated by figures in full-faced type.

The numbers of the trains to meet or pass are shown by small figures in close proximity.

Both the arriving and leaving times of a train are in full-faced type when both are meeting or passing

times or when one or more trains are to meet or pass it between those times.

Where small type is used in the figures for the schedule of a train, it indicates there are special instructions in the time table to govern.

6. The following letters, when placed in schedule column, indicate —

- s—regular stop;
- f—flag stop to receive or discharge traffic;
- m—stop for meal.

6(A). The following letters, when placed in column provided for that purpose in time table, will indicate —

- B—booth telephone;
- C—office of communication;
- W—water;
- F—fuel;
- T—turn-table;
- Y—wye;
- YL—yard limits (following station name).

SIGNALS

7. Employes whose duties may require them to give signals must provide themselves with the proper appliances, keep them in good order and ready for immediate use.

8. Flags of the prescribed color must be used by day and lights of the prescribed color by night.

9. Day signals must be displayed from sunrise to sunset, but when day signals cannot be plainly seen, night signals must be used in addition.

Night signals must be displayed from sunset to sunrise.

10. Color Signals

COLOR	INDICATION
(a) Red.	Stop.
(b) Yellow.	Proceed prepared to stop short of train, obstruction, or switch not properly lined and for other uses prescribed by the rules.
(c) Green.	Proceed, and for other uses prescribed by the rules.
(d) White.	Flag stop, and for other uses prescribed by the rules.
(e) Blue.	See Rule 26.

10(A). Temporary signals, yellow flag, disc or light, will be displayed not less than one mile in advance of locations where speed of trains must be reduced. When so displayed, trains must not exceed fifteen miles per hour, unless otherwise directed by train order or special instructions, until rear of train has passed a temporary resume speed signal, green flag, disc or light, which indicates the end of the reduced speed area.

Permanent signs, yellow with numerals, will be located not less than 2500 feet in advance of locations where speed of trains must be reduced. The numerals thereon nearest the track, or those at the

top of the sign, indicate the maximum speed for passenger trains, and the other numerals the maximum speed for freight trains, except that where only one numeral is shown it shall govern the speed of both passenger and freight trains. Indicated speeds must not be exceeded until rear of train has passed a permanent green resume speed sign. There may be more than one yellow sign in advance of a green sign, in which case the reduced speed shown on each yellow sign must be observed in succession until rear of train has passed the green sign.

11. A train finding a fusee burning on or near its track must stop and extinguish it or wait until it has burned out. The train may then proceed prepared to stop short of train, obstruction or switch not properly lined, for one mile.

12. Hand, Flag and Lamp Signals

MANNER OF USING	INDICATION
(a) Swung across the track.	Stop.
(b) Slight horizontal movement at arm's length at right angles to the track.	Reduce speed.
(c) Raised and lowered vertically.	Proceed.
(d) Swung vertically in a circle at arm's length.	Back.
(f) Swung horizontally above the head, when standing.	Apply brakes.
(g) Held at arm's length above the head, when standing.	Release air brakes.
(h) Any object waved violently by anyone on or near the track is a signal to stop.	

14. Engine Whistle Signals

Note:—The signals prescribed are illustrated by "o" for short sounds; "—" for longer sounds.

The sound of the whistle should be distinct, with intensity and duration proportionate to the distance signal is to be conveyed.

SOUND	INDICATION
(a) o	Apply brakes. Stop.
(b) — —	Release brakes. Proceed.
(c) — o o o	Flagman protect rear of train.
(d) — — — —	(Single track and with the current of traffic on two tracks). Flagman may return from west or south. ■
(e) — — — — —	(Single track and with the current of traffic on two tracks). Flagman may return from east or north. ■
(g) o o	Answer to 14 (k) or any signal not otherwise provided for.
(h) o o o	When standing, back. Answer to 12(d) and 16(e). When running, answer to 16(d).
(j) o o o o	Call for signals.

SOUND	INDICATION
(k) — o o	(Single Track). To call attention of engine and train crews of trains of the same class, inferior trains and yard engines, and of trains at train order meeting or waiting points, to signals displayed for a following section. If not answered by a train, the train displaying signals must stop and ascertain the cause, except where Rule 261 is in effect. (Two or More Tracks). To call attention of engine and train crews of trains moving in the same direction and yard engines, to signals displayed for a following section.
(l) — — o —	Approaching public crossings at grade, at curves, tunnels and other obscure places; to be prolonged or repeated until crossing is reached.

SOUND	INDICATION
(m) —————	Approaching stations, junctions, railroad crossings at grade and mail cranes located between stations. Answer to 16 (i).
(n) o o —————	Second engineer on double-header assume control of air brakes.
(o) o —	Inspect train line for leak or for brakes sticking.
(p) Succession of short sounds.	Alarm for persons or livestock on the track.
(q) ————— o	When running against the current of traffic: Approaching stations, junctions, railroad crossings at grade, curves and other obscure places. Answer to 16 (i).
(r) ————— o	(On two tracks against the current of traffic). Flagman may return from east or north on eastward or northward track. ■

SOUND	INDICATION
(s) ————— o	(On two tracks against the current of traffic). Flagman may return from west or south on westward or southward track. ■
(t) ————— o o	Flagman may return from east or north on No. 3 track. ■
(u) ————— o o	Flagman may return from west or south on No. 3 track. ■
(v) ————— o o o	Flagman may return from east or north on No. 4 track. ■
(w) ————— o o o	Flagman may return from west or south on No. 4 track. ■

■—As prescribed by Rule 99.

15. The explosion of two torpedoes is a signal to proceed prepared to stop short of train, obstruction or switch not properly lined, for one mile. The explosion of one torpedo will indicate the same as two, but the use of two is required. The explosion of torpedoes must be acknowledged by Signal 14 (g).

16. Communicating Signals

Note: The signals prescribed are illustrated by "o" for short sounds; "—" for longer sounds.

SOUND	INDICATION
(a) o o	When standing — start.
(b) o o	When running — stop at once.
(c) o o o	When standing — back.
(d) o o o	When running — stop at next station.
(e) o o o o	When standing — apply or release air brakes.
(f) o o o o	When running — reduce speed.
(g) o o o o o	When standing—recall flag-man.
(h) o o o o o	When running — increase speed.
(i) o	Conductor call engineman's attention to a meeting, passing or waiting point. (See Rule 90.)
(j) o o o o o o	When running — increase train heat.

SOUND	INDICATION
(k) — o	Shut off train heat.
(l) — — — —	When running — brakes sticking; look back for hand signals.

Note:— Hand or light signals must be given in addition to communicating signals (a) and (c).

Train Signals

17. The headlight will be displayed to the front of every train by day and night. It must be extinguished when a train turns out to meet another train and has stopped clear of main track.

In case of headlight failure enroute at night, and repairs cannot be made promptly, a white light must be placed on the front or leading end of train. Train must proceed at restricted speed while head end is passing through stations and over street and highway crossings. Whistle must be sounded frequently and bell rung continuously. The dispatcher must be notified at first opportunity.

It must be dimmed—

while standing at stations where yard engines are employed;
at meeting points by a train on the main track after switch has been lined for opposing train to enter siding;

while standing to meet a train at a junction or at end of two or more tracks.

On two or more tracks, it may be dimmed when approaching a train in the opposite direction.

When headlight is displayed at meeting point, except within automatic block system limits or where Rule 261 is in effect, opposing train must proceed prepared to stop short of train, obstruction or switch not properly lined, until main track is known to be clear.

On engines equipped with gyrating lights, the white beam will be displayed by night in addition to the headlight. When a train is stopped suddenly, by day or night, the red beam must be immediately displayed and trains on adjacent tracks observing red beam will stop and not proceed until it is known that their track is clear.

Display of the red beam does not relieve employees from complying with Rules 99 and 102.

Warning:- Employees should not look directly into the red beam.

17(A). When an engine is running backward a white light must be displayed by night on the rear of the tender or unit.

18. Yard engines will display the headlight to the front and rear by night. When not provided with a headlight at the rear, a white light must be displayed.

The headlight may be dimmed or extinguished on the end coupled to cars.

18(A). By night, a detached road engine when in yard under conditions not requiring the display of markers, must display a red light on the rear of tender or unit.

19. The following signals will be displayed, in places provided, to the rear of every train, as markers, to indicate the rear of train:

- (a) By day, marker lamps not lighted.
- (b) By night, marker lamps lighted, displaying red to rear and yellow to front and side, as follows:
 - (1) On single track.
 - (2) With the current of traffic where Rule 251 is in effect.
 - (3) On all tracks where Rule 261 is in effect.
- (c) By night, marker lamps lighted, displaying yellow to the rear on the side next to the main track on which the current of traffic is in the direction the train is moving and red to the rear on the opposite side, as follows:
 - (1) When standing, and when running, against the current of traffic where Rule 251 is in effect.

- (2) Standing or moving when entire train is on siding within CTC limits (marker next to the main track will be turned to display yellow to rear).
- (d) By night (except within CTC limits) marker lamps lighted, displaying yellow to front, side and rear when train is clear of main track to be passed by another train. Must be changed to display red to the rear before main track is again fouled.
- (e) When markers on a train, the rear of which is clear of the main track, display red to the rear, a following train must proceed prepared to stop short of train, obstruction or switch not properly lined, until main track is known to be clear.
- (f) A train not equipped to display the prescribed signals will display to the rear, a red flag by day and a red light by night to indicate the rear of the train, except when clear of main track to be passed by following train.

19(A). On arrival at terminal or tie-up point, classification signals and markers must not be removed until train has stopped on the designated track or is delivered to yardmen.

When the car carrying markers, or the engine, continues through and the relieving crew is on duty, the classification signals and markers may remain displayed, when so arranged with the relieving crew.

20. All sections, except the last, will display two green flags, and, in addition, two green lights by night in the places provided for that purpose on the front of the engine.

21. Extra trains will display two white lights by day and by night, in the places provided for that purpose on the front of the engine.

Exception: Self propelled roadway equipment, such as weed burners, scarifiers, etc., will display two white flags in lieu of white lights as day signals.

22. When two or more engines are coupled at the head of a train, each shall display the signals as prescribed by Rules 20 and 21.

The leading engine only will give or answer signals.

23. One flag, marker lamp or light displayed, where in Rules 19, 20 and 21 two are prescribed, will indicate the same as two; but the proper display of all train signals is required.

25. Each car of a passenger train must be connected with the engine by a communicating signal appliance. If the communicating signal fails, or an engine not equipped with air signal is used to handle a passenger train, verbal understanding must be had between conductor and engineman, and approaching each flag station, immediately following signal 14(*m*), hand or lamp signal "Proceed" or "Stop" must be given by conductor.

26. A blue signal, displayed at one or both ends of an engine, car or train, indicates that workmen

are under or about it; when thus protected it must not be coupled to or moved. Each class of workmen will display the blue signals and the same workmen are alone authorized to remove them. Other equipment must not be placed on the same track so as to intercept the view of the blue signals, without first notifying the workmen.

When emergency repair work is to be done under or about cars in a train and a blue signal is not available, the engineman and fireman will be notified and protection must be given those engaged in making the repairs.

Use of Signals

27. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as the most restrictive indication that can be given by that signal. When a light is absent from a semaphore signal, trains will be governed by the indication given by the arm when it can be plainly seen, except at an open office at night, when light is not displayed on a train order signal, train must secure clearance card.

Employes using a switch where the switch light is imperfectly displayed or absent must, if practicable, correct or replace the light.

Imperfectly displayed signals must be reported to the trainmaster from first available office of communication.

28. A white signal will be used to stop a train at the flag stations indicated on its schedule, or at conditional stops.

29. When a signal, except a fixed signal, is given to stop a train, it must, unless otherwise provided, be acknowledged as prescribed by Rules 14(*g*), (*h*) or (*m*).

30. The engine bell must be rung when an engine is about to move and while approaching and passing public crossings at grade and as otherwise prescribed by rule, or by law.

31. The whistle must be sounded at all places where required by rule or law, or to prevent accidents.

32. The unnecessary use of either the whistle or the bell is prohibited.

Except as may be necessary to comply with the rules or law, the bell must not be rung, nor the whistle sounded while in the vicinity of passenger trains or occupied passenger cars.

33. Watchmen stationed at public crossings at grade must use stop signals when necessary to stop trains. They will use prescribed signals to stop highway traffic.

34. All members of engine and train crews must, when practicable, communicate to each other by its name, the indication of each signal affecting the movement of their train or engine.

35. The following signals will be used by flagmen—

Day Signals—A red flag,
Torpedoes, and
Fusees.

Night Signals—A red light,
A white light,
Torpedoes, and
Fusees.

Note:— When going out to flag, flagman must take with him not less than 8 torpedoes and 6 fusees.

35(A). Torpedoes will be placed two rail lengths apart on engineman's side of track to be protected. They must not be placed near stations, public crossings, in tunnels or where persons are liable to be injured by them.

35(B). Fusees will be used in addition to other signals for protecting trains, or in any manner which any particular emergency may demand.

On single track they should be placed on the outside of rail on engineman's side; on two or more tracks on the outside or field side; or, if no field side, they should be placed between the rails of the track to be protected.

Fusees must not be placed nor thrown where fire from same may endanger rolling stock, buildings, bridges, tunnels, or other property.

SUPERIORITY OF TRAINS

S-71. A train is superior to another train by right, class or direction.

Right is conferred by train order; class and direction by time table.

Right is superior to class or direction.

Direction is superior as between trains of the same class.

D-71. A train is superior to another train by right or class.

Right is conferred by train order; class by time table.

Right is superior to class.

72. Trains of the first class are superior to those of the second class.

S-72. Trains in the direction specified by the time table are superior to trains of the same class in the opposite direction.

73. Extra trains are inferior to regular trains.

MOVEMENT OF TRAINS AND ENGINES

82. Time table schedules, unless fulfilled, are in effect for twelve hours after their time at each station.

Regular trains more than twelve hours behind either their schedule arriving or leaving time at any station lose both right and schedule, and can thereafter proceed only as authorized by train order, or as per Rule 261.

82(A). A schedule must not be assumed at other than its initial station on any district, except when authorized by train order, or Rule 4.

82(B). Train, engine, yard and other employes whose duties so require, must familiarize themselves with current bulletins and special instructions when going on duty. Points at which bulletin books for train, engine and yard men are maintained are shown under special rules in time table.

83. Stations at which train registers are located are designated in full-faced type in time table.

At such stations, unless otherwise provided, the conductor, or the engineman if no conductor, will enter all required information in the train register.

83(A). Unless otherwise provided, before leaving a station at which it is necessary for the conductor to check the train register, he must fill out Form 1514 and furnish to each engineman of his train.

S-83. A train must not leave its initial station on any district, or a junction, or pass from one of

two or more tracks to single track, or from territory where Rule 261 is in effect to single track, until it has been ascertained whether all trains due, which are superior, have arrived or left.

D-83. A train must not leave its initial station on any district, or a junction, until it has been ascertained whether all superior trains due have left.

84. A train must not start until the proper signal is given.

A train must not be backed until proper signal has been given from the rear end.

85. Trains of one schedule may pass trains of another schedule of the same class. Extras may pass and run ahead of second class trains.

A section may pass and run ahead of another section of the same schedule, first exchanging train orders, signals and numbers with the section to be passed.

The change in sections must be reported from the first available point of communication.

85(A). Unless otherwise provided, a section of a schedule or a superior train, which leaves the main track must not permit a following section or an inferior train to pass.

86. Unless otherwise provided, an inferior train must be clear at the time a superior train in the same direction is due to leave the next station in the rear where time is shown, but not less than five minutes; except, within automatic block system

limits an inferior train must clear the time of a superior train in the same direction only sufficiently to avoid delay to the superior train.

Unless otherwise provided, an engine must clear the time of a first class train at the time the first class train is due to leave the next station where time is shown, but not less than five minutes; except, within automatic block system limits an engine must clear the time of a first class train sufficiently to avoid delay to the approaching train.

S-87. An inferior train must keep out of the way of opposing superior trains and failing to clear the main track by the time required by rule must be protected as prescribed by Rule 99.

Extra trains must clear the time of opposing regular trains not less than five minutes unless otherwise provided, and will be governed by train orders with respect to opposing extra trains.

88. Trains must pull into the siding when practicable; if necessary to back in, or back out, the train must first be protected as prescribed by Rule 99, unless otherwise provided.

S-88. At meeting points between extras, the train in the inferior time table direction must take the siding, unless otherwise provided.

At meeting and passing points between extras and work extras, the work extra must take the siding, unless otherwise specified.

S-89. At meeting points, unless otherwise provided:

(a) within automatic block system limits the inferior train must clear the main track before the leaving time of the superior train, except that second class and extra trains must clear the main track not less than five minutes before the leaving time of a first class train.

(b) where there is no automatic block system, the inferior train must clear the main track not less than five minutes before the leaving time of the superior train.

S-89(A). At meeting points, the train holding main track must stop clear of the switch to be used by the train leaving the main track and, if practicable, be protected by lining the switch.

90. When a passenger train approaches a station at which it should stop to wait, meet, or be passed by another train, conductor will sound signal 16(*i*) at least one mile from station, to be answered by signal 14(*m*). Should the engineman fail to act the conductor must stop the train.

91. Unless some form of block system is used, trains in the same direction must keep not less than ten minutes apart.

92. A train must not leave a station in advance of its schedule leaving time.

93. Stations having yard limits will be designated by special rule in time table.

Within yard limits trains and engines may use main track not protecting against second class and extra trains or engines, but must give way as soon as possible upon their approach.

All except first class trains must move within yard limits prepared to stop short of train, obstruction or switch not properly lined; the responsibility for accident with respect to second class and extra trains or engines rests with the approaching train or engine.

First class trains moving against the current of traffic must move within yard limits prepared to stop short of train, obstruction or switch not properly lined, except where Rule 261 is in effect.

94. A train which overtakes another train so disabled that it cannot proceed will pass it, if practicable, and if necessary will assume the schedule and take the train orders of the disabled train, proceed to the next available point of communication, and there report to the train dispatcher. The disabled train will assume the right or schedule and take the train orders of the last train with which it has exchanged, and will, when able, proceed to and report from the first available point of communication.

95. Two or more sections may be run on the same schedule. Each section has equal time table authority.

A train must not display signals for a following section without train order authority, except where trains are operated under Rules 251 or 261 the train dispatcher may authorize sections of a schedule at initial stations by numbered clearance card, on which must be shown following the address, signals to be displayed.

S-96. A train order must not be issued authorizing signals to be displayed from or taken down at an intermediate point not a register station for all trains, until all trains affected have been notified by Form F train order.

When all trains affected cannot be notified that signals are to be taken down, they must be displayed over the entire district and the section annulled beyond the point to which it is operated.

97. Extra trains must not be run without train orders, except where trains are operated under Rules 251 or 261 the train dispatcher may authorize extras by numbered clearance card.

Within CTC limits extras and work extras may be authorized as prescribed by Rules 651(A) and 656.

98. Trains and engines must approach the end of two or more tracks, railroad crossings at grade, and drawbridges, prepared to stop, unless the switches are properly lined, signals indicate proceed, and track is clear.

Normal position of junction switches will be designated in time table. Trains and engines will stop clear of junction switches which are lined against them and not foul the other main track without proper protection.

Where required by law, trains and engines must stop.

98(A). Unless otherwise directed, trains and engines must stop within a distance of not less than 200 feet nor more than 800 feet before crossing any

drawbridge or railroad at grade, except where interlocking signals are in use.

Before starting to cross, except where interlocking signals are in use, Signal 14(b) shall be sounded.

98(B). At railroad crossings at grade where trains or engines are required by Rule 98(A) to stop and the view in each direction is not clear for at least 800 feet, one of the crew must precede the train or engine and give signal from the crossing if safe to proceed.

98(C). At railroad crossings passenger trains shall be given preference over freight trains. Between trains of the same class, the one which approaches first shall cross first.

98(D). At a crossing or junction, when practicable, a train must not be stopped at a point where any part of it will interfere with the free passage of trains on the other track.

99. When a train is moving under circumstances in which it may be overtaken by another train, the flagman must drop lighted fuseses and take such other action as may be necessary to insure full protection.

When a train stops under circumstances in which it may be overtaken by another train, the flagman must go back immediately with flagman's signals a sufficient distance to insure full protection, placing two torpedoes and, when necessary, in addition, displaying lighted fuseses.

When recalled and safety to the train will permit, he will promptly return.

When the conditions require he will leave the torpedoes and, at proper intervals, a lighted fusee.

The front of the train must be protected in the same way, when necessary, by the brakeman or fireman.

Conductors and enginemen are responsible for the protection of their trains.

99(A). When a flagman is sent with specific instructions restricting the movement of a train, such instructions must be in writing. When sent by train he must ride on the engine, showing the flagging instructions to the engineman, and engineman must stop to leave the flagman at the point where the train is to be restricted.

99(B). When a train is flagged the engineman must obtain a thorough explanation before proceeding.

99(C). When it is known by engineman that his train will be delayed under conditions requiring flag protection, he will immediately whistle out flagman.

D-99. When a train or engine crosses over to or obstructs another main track, unless otherwise provided, it must first be protected in both directions as prescribed by Rule 99.

Note:- Under this rule protection by flagman is not required in interlocking limits.

101. Trains and engines must be fully protected against any known condition which interferes with their safety.

102. When a train is parted, disabled or stopped

suddenly by an emergency application of the air brakes or other cause, adjacent tracks as well as tracks of other railroads that are liable to be obstructed must at once be protected until it is ascertained they are safe and clear for the movement of trains.

A detached portion of a train must not be moved or passed until the front portion returns, except under full protection.

102(A). When it becomes necessary to leave a portion of a train on a main track between stations, two torpedoes must be placed on the rail on the engineman's side about 1000 feet in advance of forward end of the detached portion. In addition, by night, a red light must be placed in a conspicuous position on the forward end of the detached portion.

103. When cars are pushed by an engine, except when switching, a trainman or yardman must take a conspicuous position on the leading car and at night must display a white light.

Cars must not be pushed over a street, highway or railroad crossing at grade unless a member of the crew is on the leading car or on the ground ahead to see that the crossing is clear; cars shall be pushed over such crossing only on his signal, unless the movement is controlled by a tail hose or rear end valve at the forward end of the leading car.

Cars must not be kicked or dropped over street or highway crossings unless protected by a member of the crew.

Cars must not be kicked or dropped into a track

on which occupied passenger or outfit cars are standing.

103(A). Outfit cars in service or occupied, and passenger cars, must only be moved or switched with air brakes in use.

103(B). Messages or orders respecting the movement of trains or the condition of track or bridges must be in writing.

Train and engine men must observe operators, section and bridge men, trainmen and others when passing and look out for signals.

104. Conductors and engine foremen are responsible for the position of switches used by them and their crews, except where switch tenders are stationed. Switches must be properly lined after having been used.

A switch must not be left open for a following train or engine unless in charge of a member of the crew of such train or engine.

When practicable, the engineman and fireman must see that the switches near the engine are properly lined.

A train or engine must not foul a main track until switches connected with the movement are properly lined.

When a train or engine is waiting to cross from one track to another and during the approach or passage of a train on tracks involved, all switches connected with the movement must be secured in the normal position. Before starting to make the movement, all switches involved must be properly lined

and not restored to normal until the movement is completed.

Where trains or engines are required to be reported clear of main track such report must not be made until switch has been secured in its normal position.

Note:- Rule 104 applies only to hand-operated switches.

104(A). At meeting or passing points, the employe attending the switch must not unlock derail or main track switch, nor station himself nearer to main track switch than the clearance point, and, when safe to do so, on opposite side of track, until expected train has been met or passed.

When complying with Rule S-89(A), after lining and locking switch, he must take position not nearer than clearance point, and, when safe to do so, on opposite side of track, until opposing train enters siding.

Employes using switches must observe whether switch points fit properly after switch is lined, and must grasp the lock chain and pull it to insure that the lock is securely fastened.

Employes, in alighting from trains to change switches, must get off on opposite side of train from switch stand when to do so will not endanger their safety.

Crews of trains which are clear of main track must not give "proceed" signals to approaching trains.

104(B). Main track switches and others equipped with switch lock, must be locked and left in normal position, except when changed for im-

mediate movement through them. For facing point train movements, switches equipped with locks must be locked, or if equipped with hooks, must be hooked; for trailing point movements and for other than train movements, must be secured by placing lock or hook in staple. Switches not equipped with lock or hook must be secured to the extent practicable.

If a switch lock is missing or defective, the switch must be secured.

104(C). Rigid switches must not be run through. If a rigid switch is run through, it is thereafter unsafe and must be protected. If an engine or a car is run partially through a switch, the entire movement must be continued. Switches damaged in this way must be spiked unless the section foreman takes charge.

104(D). Spring switches will be designated by the letter "S" painted on the switch stand.

Trailing movements through spring switches must not be reversed until switch has been properly lined.

Except as provided in Rule 509(a), if signal protecting facing point movement over a spring switch is in stop position, examine switch points to see that they are properly closed.

If necessary to spike a spring switch it must be protected and train dispatcher notified.

Sand must not be used or center blow-off cocks operated over spring switches.

104(E). Unless otherwise provided, derails must be set to derail and locked in that position, except when lined to permit movements.

Emploees opening switches that have connected derails, must lock switch open for facing point movement.

105. Except where Rule 261 is in effect, trains or engines using other than main track must proceed prepared to stop short of train, obstruction or switch not properly lined.

Sidings of an assigned direction must not be used in a reverse direction unless authorized by train dispatcher, or in an emergency under flag protection.

When practicable, a train entering siding will not stop until train is clear of main track.

106. Both the conductor and the engineman are responsible for the safety of the train and the observance of the rules, and, under conditions not provided for by the rules, must take every precaution for protection. This does not relieve other employes of their responsibility under the rules.

107. When a passenger train is receiving or discharging traffic on the side toward a station, a train or engine must not pass between it and the station unless proper safeguards are provided.

108. In case of doubt or uncertainty, the safe course must be taken.

D-151. Where two main tracks are in service, trains must keep to the right unless otherwise provided.

Where three or more main tracks are in service, they shall be designated by numbers and their use indicated by special instructions.

RULES FOR MOVEMENT BY TRAIN ORDERS.

201. For movements not provided for by time table, train orders will be issued by authority and over the signature of the superintendent and only contain information or instructions essential to such movements.

They must be brief and clear; in the prescribed forms when applicable; and without erasure, alteration or interlineation.

Figures in train orders must not be surrounded by brackets, circles or other characters.

202. Each train order must be given in the same words to all employes or trains addressed.

203. Train orders must be numbered consecutively each day, beginning at midnight.

204. Train orders must be addressed to those who are to execute them, naming the place at which each is to receive his copy. Those for a train must be addressed to the conductor and engineman, and also to anyone who acts as its pilot.

Not more than one address will be shown on a line in train orders or in dispatcher's order book.

A copy for each employe addressed must be supplied by the operator.

When more than one engine is attached to a train, each engineman must be supplied with copies of all orders affecting the movement of the train.

An additional copy of all train orders and clearance cards must be furnished for delivery to rear brakeman.

Orders addressed to operators restricting the movement of trains must be respected by conductors and enginemen the same as if addressed to them.

205. Each train order must be written in full in a book provided for the purpose at the office of the train dispatcher; and with it record the time and the signals which show when and from what offices and by whom the order was repeated and the responses transmitted; and the train dispatcher's initials. These records must be made at once and never from memory or memoranda.

Additions to train orders must not be made after they have been repeated.

206. In train orders regular trains will be designated by numbers, as "No. 10," and sections as "Second 10," adding engine numbers, if known.

Extras will be designated by engine numbers and the direction, as "Extra 798, 'East' or 'West'".

Work extras will be designated by engine number, as "Work Extra 798".

For the movement of an engine of another company, the initials as well as the engine number will be used.

Even hours as "10:00 A.M." must not be used in stating time in train orders. Time will be spelled out and duplicated in figures; other numbers will be stated in figures only.

In transmitting and repeating train orders by telegraph, time will be stated in words and duplicated in figures.

In transmitting and repeating train orders by telephone, the name of station must be plainly

spelled and then pronounced, thus: A-u-r-o-r-a, Aurora.

All time must first be spelled, then pronounced, and then given in figures, thus: o-n-e n-a-u-g-h-t f-i-v-e, one naught five, 105. Numbers must be transmitted by individual figures, then as a complete number, thus: 6-8-7, six eighty-seven, excepting numbers having only one figure must be spelled and then pronounced, thus: f-i-v-e, 5. The letters duplicating names of stations and numerals other than time will not be written in the order book, nor upon train orders.

When train orders are transmitted by telegraph the train dispatcher will write the order as repeated by the first operator and must underscore each word and figure in the order at the time it is repeated by other operators. When transmitted by telephone, he must write the order as he transmits it and underscore each word and figure as repeated by each operator.

206(A). To relay a train order, it must: be transmitted in the usual manner to the relaying operator, who must transmit the order to office addressed;

the operator at the office addressed must repeat the order to the relaying operator who must underscore upon his copy each word and figure as repeated by the office addressed;

the relaying operator must then repeat the order to the train dispatcher, by whom "time complete" will be given to the relaying operator to be transmitted to the office addressed.

If the order is also addressed to a superior train at the relaying office, the "X" response must be given before it is transmitted to the inferior train.

207. To transmit a train order, the direction must be given to each office addressed, and the number of copies stated thus: "West, copy 4," or "East, copy 5."

208. A train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable. When not sent simultaneously to all, the order must be sent first to the superior train or the train being restricted. The several addresses must be in order of superiority of trains.

209. Operators must write or typewrite train orders in manifold as transmitted. If typewriter is used, the letters must be capitalized, the lines double-spaced and black record ribbon used.

The time complete and the operator's signature must be in handwriting.

They must retain a copy of each train order.

When necessary, operators must make additional copies from the original and repeat from the new copies to the train dispatcher who will record in his order book the time repeated and the operator recopying the order.

The additional copies must bear the same date, time complete and the recopying operator's name.

When the order is held by two or more offices the train dispatcher will, when practicable, require an additional operator to check the repetition with him, making proper record.

A copy of each recopied train order must be attached to the original and retained in the office in which made.

210. When a train order has been transmitted, operators must, unless otherwise directed, repeat it at once from the manifold copy in the succession in which the several offices have been addressed. Each operator receiving the order should observe whether the others repeat correctly. When repeated correctly, the train dispatcher will give "complete," the time and superintendent's initials.

The operator receiving this response will write in the time completed, sign his last name and deliver a copy to each person addressed; except, that when delivery will take the operator from the immediate vicinity of the office, copies may be delivered by a member of the train or engine crew; or, delivery may be made as required by Rules 216 and 217.

Conductors and enginemen must read train orders and clearance cards, check the correctness thereof, and see that the order numbers shown on clearance card correspond with the numbers of the orders received.

Enginemen must show train orders and clearance cards to firemen and, when practicable, to head brakemen; conductors, when practicable, must show them to the brakemen. Brakemen and firemen are required to read train orders and clearance cards and, if necessary, must ask for them, reminding conductor and engineman of their contents when needful. They must see that the order numbers

shown on clearance card correspond with the numbers of orders received.

Note:—Orders addressed to other than trains may be delivered as prescribed by special instructions issued by the superintendent.

211. Where there is no block system continuous on the entire district, the operator must, before delivering a train order to a train, fill out clearance card, enter thereon, without alteration or erasure the numbers of all orders for that train, repeat the address and the order numbers to the train dispatcher, who will check the correctness thereof and make record in his train order book, give the operator the next train order number with "OK", time and his initials, which the operator will endorse on clearance card, sign, and deliver with the orders.

Where a block system is continuous on the entire district, the operator must, before delivering a train order to a train, fill out clearance card, enter thereon, without alteration or erasure the numbers of all orders for that train. He will then sign his name to the clearance card and deliver to those addressed without requiring "OK", number and check by the train dispatcher, except as required by Rules 217, 219 and S-219 (A).

When train order signal cannot be cleared and there are no orders for the train at his station, the operator will fill out, sign and deliver clearance card, without number.

Clearance cards will be prepared only sufficiently in advance to avoid delay.

Order numbers shall be entered on clearance card in reverse numerical sequence.

Operators must retain a copy of each clearance card.

212. When so directed by the train dispatcher, a train order, having been transmitted, may be acknowledged before repeating, by the operator responding: "Order No. _____ to Train No. _____, X," with operator's initials and office signal. The operator must then write on the order his initials and the time.

213. "Complete" must not be given to a train order for delivery to a train until the order has been repeated or the "X" response sent by the operator who receives the order for the superior train, or the train being restricted.

214. When a train order has been repeated or "X" response sent, and before "complete" has been given, the order must be treated as a holding order for the train addressed, but must not be otherwise acted on until "complete" has been given. If the means of communication fail before an office has repeated an order or has sent the "X" response, the order at that office is of no effect and must be there treated as if it had not been sent.

215. If means of communication fail after "complete" has been given and before clearance card has been numbered and "OK'd" by train dispatcher, operators may deliver such orders to train or trains affected accompanied by clearance card bearing notation "communication has failed", which will be acted upon as though "OK" had been given. If no

orders for delivery, and numbered and "OK'd" clearance card is required by the rules, the operator may clear the train as prescribed above.

When communication is restored, operator will advise train dispatcher of time train was cleared and numbers of all orders delivered, which train dispatcher will record in train order book.

The foregoing does not modify Rules 95 and 97.

216. When the train dispatcher issues a train order that is to be delivered to a train by the dispatcher, a carbon impression must be made in the dispatcher's train order book at the time the order is written. If the order is to be sent to another office, it will be transmitted from the copy in the book and underscored as it is sent and again as the other office repeats it. The requirements for delivery are the same as at other offices.

217. A train order for delivery to a train not at a train order office, or at which the office is closed, must be addressed to "C&E _____ at (or between) _____, care of _____," showing title of employe in whose care the order is sent and who is responsible for its delivery. Such orders must be accompanied by clearance card numbered and "OK'd" by the dispatcher.

The numbers of such train orders and the number of the clearance card accompanying them must be shown on the clearance card of the train making delivery.

Restricting orders must not be issued under this rule.

218. When a train is named in a train order by its schedule number alone, all sections of that schedule are included, and each must have copies delivered to it.

219. When necessary to issue train orders restricting a train which has been cleared or of which the engine has passed the train order signal indicating "proceed", the train dispatcher shall first instruct the operator to call the conductor and engineman to the office. When they are in the office and any previous clearance card delivered at that station has been destroyed, or, if numbered, annulled, the order shall be transmitted and clearance card prepared. Clearance card shall then be signed by the conductor and engineman, whose signatures shall be transmitted to the train dispatcher; after which the order shall be repeated and "complete" given. Train dispatcher will then number and "OK" clearance card.

When necessary to issue nonrestricting train orders to a train which has been cleared, the subsequent clearance cards must show the numbers of all orders for the train at that station.

S-219(A). There should, if possible, be at least one office of communication between those at which opposing trains receive meeting or waiting orders. They should not be issued for delivery at meeting or waiting points, but when this cannot be avoided, the order will state that the train which does not receive the order at the meeting or waiting point will take the siding, and will also state that the train being restricted receives the order at the meeting or waiting point. The operator, in addition to displaying

fixed signal in "stop" position, must flag the train to which delivery of order is to be made. After the train has stopped, the train dispatcher will number and "OK" the clearance card.

A train that is advanced to a meeting or waiting point where the opposing train receives the order, must approach such station prepared to stop short of train, obstruction or switch not properly lined.

220. Train orders, once in effect, continue so until fulfilled, superseded or annulled. Any part of an order specifying a particular movement may be either superseded or annulled.

Orders held by, or issued for, or any part of an order relating to a regular train become void when such train loses both right and schedule as prescribed by Rules 4 and 82, or its schedule is annulled.

Orders relating to track conditions, structures and equipment, unless annulled, must be retained and observed on all trips made during the tour of duty of the crew on which such orders are received. Other orders will be observed when authorized by train order reading: "Retain and observe Orders Nos. _____."

220(A). Orders should not be sent an unnecessarily long time before delivery, or to points unnecessarily distant from where they are to be executed.

220(B). When a conductor or engineman, or both, are relieved before the completion of a trip, all train orders, clearance cards and instructions held must be delivered to the relieving conductor or

engineman. Such orders, clearance cards or instructions must be compared by the conductor and engineman before proceeding. Receipts must be given for orders so transferred, and must show the numbers of the orders transferred from one conductor to another and from one engineman to another.

Engineman remaining on his engine and temporarily relieved by a supervisor, will retain his train orders and be responsible for their observance.

221. Where a train order signal is used at a train order office it must indicate "stop" when there is an operator on duty, except when changed to "proceed" to allow train to pass when there are no train orders for any train in that direction.

When a train order signal indicates "stop" a train must not leave the station without receiving clearance card.

Train order signals must be fastened at "proceed" when no operator is on duty. When so fastened at night, the light must be extinguished.

When an office of communication is opened outside the assigned hours, the train dispatcher must, if possible, notify trains by train order. When this cannot be done, and it is necessary to deliver a restricting order, the train dispatcher must first be assured that the train order signal displays "stop". The requirements of Rule S-219(A) must be observed.

222. Operators must promptly record and report to the train dispatcher the time of arrival and departure of all trains, and the direction of extra trains.

They must observe trains and report at once to the train dispatcher if the proper signals are not displayed.

Where train registers are located the report to the train dispatcher must be given from that form.

222(A). When an operator relieves another, a record must be made on Form 862-A of all train orders, clearance cards and messages affecting the movement of trains, which have not been delivered. This record must contain special mention of restrictive train orders requiring the stopping of trains at that station, and the relieving operator must read each order and read and check each clearance card, and by placing his initials on the record opposite each order and clearance card number indicate that he has done so, after which the record shall be signed by both operators and the time transfer is made noted thereon. If no train orders, clearance cards or messages are to be transferred, that fact should be noted on the record.

The operator will indicate on Form 862-A all trains cleared which have not departed at the time transfer is made.

222(B). When a train dispatcher relieves another, the outgoing train dispatcher must make a written transfer in the train order book, listing by their numbers all train orders in effect and the numbers of all clearance cards issued to trains which have been cleared but have not departed at time transfer is made.

The transfer must include special mention of any unusual conditions.

The relieving dispatcher must read and check each train order and clearance card in effect and place his initials opposite each.

Transfer must be signed by both train dispatchers and the time the transfer is made must be shown.

223. The following signals and abbreviations may be used:

9.....To clear the line for train orders and for operators to ask for train orders.

Initials for signature of designated officers.

ABS.....Automatic Block System.
 ATC.....Automatic Train Control.
 ATS.....Automatic Train Stop.
 C & E.....Conductor and Engineman.
 CTC.....Centralized Traffic Control.
 Dispr.....Train Dispatcher.
 Dist.....District.
 Div.....Division.
 Eng.....Engine.
 Frt.....Freight.
 Jct.....Junction.
 Mins.....Minutes.
 M P.....Mile Post.
 M P H.....Miles Per Hour.
 No.....Number.
 O K.....Correct.
 Opr.....Operator.
 O S.....Train Report.
 Psgr.....Passenger.

Sec.....Section.
 X.....Train will be held until train order is made "complete".
 YM.....Yardmaster.

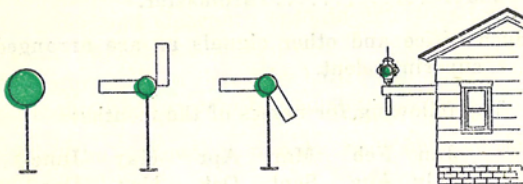
Such office and other signals as are arranged by superintendent.

The following for names of the months:

Jan	Feb	Mar	Apr	May	June
July	Aug	Sept	Oct	Nov	Dec

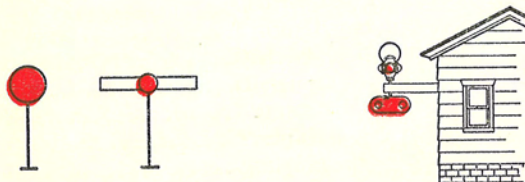
224

TRAIN ORDER SIGNALS



INDICATION: PROCEED; NO TRAIN ORDERS.

NAME: CLEAR TRAIN ORDER SIGNAL.



INDICATION: STOP, UNLESS CLEARANCE CARD RECEIVED.

NAME: STOP TRAIN ORDER SIGNAL.

FORMS OF TRAIN ORDERS.

WESTWARD					DISTRICT	EASTWARD				
CLASS		CLASS				CLASS			CLASS	
61	55	5	3	1		2	4	6	26	534
<i>Leave</i>	<i>Leave</i>	<i>Leave</i>	<i>Leave</i>	<i>Leave</i>		<i>Arrive</i>	<i>Arrive</i>	<i>Arrive</i>	<i>Arrive</i>	<i>Arrive</i>
					STATIONS					
					A					
					B					
					C					
					D					
					E					
					F					
					G					
					H					
					J					
					K					
					M					
					Z					
<i>Arrive</i>	<i>Arrive</i>	<i>Arrive</i>	<i>Arrive</i>	<i>Arrive</i>		<i>Leave</i>	<i>Leave</i>	<i>Leave</i>	<i>Leave</i>	<i>Leave</i>

S-A.

Fixing Meeting Points for Opposing
Trains.

- (1) No 2 Eng 23 meet No 1 Eng 25 at B.
 Second 4 Eng 36 meet No 3 Eng 21 at B.
 No 5 Eng 13 meet Extra 95 East at B.
 Extra 652 East meet Extra 231 West at B.
 No 1 Engs 25-361 coupled meet No 26 Eng
 362 at C.

- (2) No 2 Eng 23 and Second 4 Eng 36 meet No 1 Eng 25 and No 3 Eng 21 at K and Extra 95 West at F (and so on).

No 1 Eng 25 meet No 2 Eng 23 at B Second 4 Eng 36 at C and Extra 95 East at D.

No 1 meet No 2 No 4 and No 6 at J.

The foregoing examples may be modified by adding "_____take siding" or "_____gets this order at _____".

Trains receiving these orders will run with respect to each other to the designated points and there meet in the manner prescribed by the rules.

B.

Directing a Train to Pass or Run Ahead of Another Train.

- (1) No 1 Eng 25 pass No 3 Eng 36 at K.

Extra 231 East pass No 6 Eng 41 at J.

In each example, both trains will run according to rule, to the designated point where the train to be passed will take siding and permit the rear train to pass promptly.

When an inferior train receives an order to pass a superior train, authority is conferred to proceed ahead of the train passed from the designated point.

- (2) Extra 594 East run ahead of No 6 Eng 35 M to B.

The first named train will run ahead of the second named train between the points designated.

Unless some form of block system is used, the following train will look out for the designated train ahead until the order is fulfilled.

If a train is delayed after receiving authority to run ahead of a superior train, it may allow the superior train to pass and the superior train will inform the train dispatcher from the first office of communication.

S-C.

Giving Right Over an Opposing Train.

- (1) No 1 Eng 25 has right over No 2 Eng 36 G to M.

No 1 Eng 25 has right over No 2 No 4 and No 6 A to Z.

No 534 Eng 77 has right over No 5 Eng 21 M to B.

If the trains over which right is given reach the point last named before the first named train arrives, they may proceed clearing the time of opposing train as required by Rules S-87 and S-89.

- (2) Extra 37 East has right over No 3 Eng 21 F to A.

The regular train must not go beyond the point last named until the extra train has arrived, unless authorized by train order to do so.

Should the regular train be advanced by Form E order, it must clear the time of the extra train as required by Rules S-87 and S-89.

In examples (1) and (2), if the trains meet at either of the designated points, the first named train must take siding unless the order otherwise prescribes.

When this form of order is used to give a train right over sections of a schedule, all following sections must be included in the order.

- (3) Extra 72 East has right over Extra 91 West Z to H but wait at
- | | |
|-------------------------|-----------|
| K until nine fifty nine | 9 59 A M |
| J ten fifteen | 10 15 A M |
- for Extra 91 West.

The first named train must not pass the points designated as K and J before the time given unless the other train has arrived, and must take siding and not pass the point designated as H unless the extra over which right has been conferred has arrived, or unless authorized by train order to

do so. The second named train must clear the time of the first named train as required by Rules S-87 and S-89.

These examples give right to the first named train over the other train or trains between the points named.

When right is given to the end of two or more tracks, or to a point where trains are operated under Rule 261, the first named train may proceed with the current of traffic or under Rule 261, but must not again enter single track not operated under Rule 261, unless the second named train has arrived, or is authorized by train order to do so.

D.

Giving Right Over a Train in the Same Direction.

- (1) No 5 Eng 22 has right over No 3 Eng 26 A to Z (or C to J).

The second named train must clear the time of the first named train between the points stated in the order, as required by Rule 86.

- (2) Extra 57 West has right over No 61 Eng 37 A to Z but wait at
- | | |
|--------------------------|----------|
| A until four thirty | 4 30 P M |
| C five naught one | 5 01 P M |
| F six ten | 6 10 P M |

Extra 62 East has right over Extra 79 East Z to A (or M to D).

The second named train must clear the train order time, if any, of the first named train, between the points stated in the order as required by Rule 86; otherwise it must not leave the point first stated in the order ahead of the first named train.

These examples give right to the first named train over the other train, or trains, between the points named.

E.

Time Orders.

- (1) No 1 Eng 25 run fifty 50 mins late A to G and twenty 20 mins late G to K etc.

This example makes the schedule time of the train named, between the stations designated, as much later as stated in the order, and any other train receiving the order is required to run with respect to this later time, as before required to run with respect to the regular schedule time. Minutes in the order should be stated in multiples of ten.

The regular schedule leaving time at K is not affected.

- (2) No 2 Eng 25 wait at
 H until nine fifty nine 9 59 A M
 F ten twenty 10 20 A M
 for No 1 Eng 21.

The first named train must not pass the designated points before the time given, unless the other train has arrived. The last named train is required to run with respect to the time specified at the designated point or any intermediate station where schedule time is earlier than the time specified in the order, as before required to run with respect to the schedule time of the first named train.

- (3) No 1 Eng 25 and No 3 Eng 21 wait at
 J until nine fifty nine 9 59 A M
 K ten thirty 10 30 A M
 M ten fifty five 10 55 A M
 etc.

The train, or trains, named must not pass the designated points before the times given. Other trains receiving the order are required to run with respect to the time specified at the designated points or any intermediate station where schedule time is earlier than the time specified in the order, as before required to run with respect to the schedule time of the train, or trains, named.

All of these examples may be used in connection with an extra train created by example (3) of Form G, and the times at each point stated in that example, have

the same meaning as schedule times in the foregoing examples.

F.

For Sections.

- (1) Eng 25 display signals and run as First 1 A to Z.

To be used when the number of the engine for which signals are displayed is unknown, and is to be followed by (2), both being single order examples.

-
- (2) Eng 20 run as Second 1 A to Z.

-
- (3) No 1 Eng 25 display signals A to G for Eng 20.
Second 1 Eng 20 display signals B to E for Eng 99.

-
- (4) Engs 25-20 and 99 run as First Second and Third 1 A to Z.

To add an intermediate section, (5) will be used:

- (5) Eng 85 display signals and run as Second 1 A to Z. Following sections change numbers accordingly.

The engine named will display signals and run as directed, and following sections will take the next higher number.

To drop an intermediate section, (6) will be used:

- (6) Eng 85 is withdrawn as Second 1 at H. Following sections change numbers accordingly.

The engine named will drop out at H, and following sections will take the next lower number.

To substitute one engine for another on a section, (7) will be used:

- (7) Eng 18 instead of Eng 85 display signals and run as Second 1 K to Z.

The second named engine will drop out at K, and be replaced by the first named engine.

Following sections need not be addressed.

If the second named engine is the last section, the words "display signals and" will be omitted.

To discontinue the display of signals, (8) will be used:

- (8) Second 1 take down signals at D.

The train named will take down signals as directed, and a following section must not proceed beyond the designated point.

To pass one section by another, (9) will be used:

- (9) Engs 20 and 99 reverse positions as Second and Third 1 H to Z.

Conductors and enginemen of the trains addressed will exchange orders and signals. Following sections, if any, need not be addressed.

Each section affected by these orders must have copies and must arrange signals accordingly.

To annul a section for which signals have been displayed over a district, or any part thereof, when no train is to follow the signals, Form K must be used.

When sections are run to an intermediate point of a schedule, the train orders must specify which engine or engines shall assume the schedule beyond such point.

G.

Extra Trains.

- (1) Eng 99 run extra A to F.
- (2) Eng 99 run extra A to F and return to C.
The extra must go to F before returning to C.
- (3) Eng 77 run extra leaving A on Thursday Feb 17 as follows with right over _____ trains

Leave

A eleven thirty 11 30 P M

C twelve twenty five 12 25 A M

E one forty seven 1 47 A M

Arrive

F two twenty two 2 22 A M

This order will state the train or trains, or classes of trains, over which the extra train shall have right, and such trains must clear the time of the extra as required by Rules 86, S-87, and S-89.

This order does not relieve Extra 77 West from compliance with Rule 93.

Except when otherwise provided, the above examples give the extras no authority to occupy the main track at the turning point or at the point of fulfillment of the order.

S-H.

Work Extra.

- (1) Eng 292 works extra six forty five 6 45 A M until five forty five 5 45 P M between B and E.

The work extra must, whether standing or moving, protect itself against extra trains within the working limits in both directions as prescribed by the rules. The time of regular trains must be cleared.

This may be modified by adding:

- (a) Not protecting against eastward extra trains.

The work extra will protect only against westward extra trains. The time of regular trains must be cleared.

(b) Not protecting against extra trains. Protection against extra trains is not required. The time of regular trains must be cleared.

- (c) Extra 173 East wait at
 E until nine fifteen 9 15 A M
 Extra 209 East wait at
 E until twelve ten 12 10 P M
 and other Eastward Extras wait at
 E until five forty five 5 45 P M
 for Work Extra 292.

The work extra will protect against the eastward extras named after the times specified in the order. Protection is not required against other eastward extras.

The work extra will protect against westward extra trains. The time of regular trains must be cleared.

When a work extra has been instructed by order to not protect against extra trains, and, afterward, it is desired to have it clear the track for, or protect itself, after a certain hour against a designated extra, an order may be given in the following form:

- (2) Work Extra 292 clears (or protects against) Extra 76 East between B and E after two ten 2 10 P M.

Extra 76 East must not enter the working limits before 2 10 P M, and will then run expecting to find the work extra clear

of the main track, (or protecting itself) as the order may require.

To enable a work extra to work upon the time of a regular train, the following form will be used:

- (3) Work Extra 292 protects against No 55 Eng 225 (or _____ class trains) between B and E.

The work extra may work upon the time of the train or trains mentioned in the order, and must protect itself against such train or trains. The regular train or trains receiving the order will run expecting to find the work extra protecting itself.

When a work extra is to be given exclusive right over all trains, the following form will be used:

- (4) Work Extra 292 has right over all trains between B and E seven fifteen 7 15 P M until one fifteen 1 15 A M.

This gives the work extra the exclusive right between the points designated between the times named.

The working limits should be as short as practicable, to be changed as the progress of the work may require.

Work extras must give way to all trains as promptly as practicable.

Whenever extra trains are run over working limits they must be given a copy of the order sent to the work extra. Should the working order instruct a work extra to not protect against extra trains in one or both directions, such extra trains must protect against the work extra; if the order indicates that the work extra is protecting itself against other trains, they will run expecting to find the work extra protecting itself.

D-H.
Work Extra.

- (1) Eng 292 works extra on eastward track (or both tracks) six forty five 6 45 A M until five forty five 5 45 P M between B and E.

The work extra must, whether standing or moving, protect itself within the working limits against extra trains moving with the current of traffic on the track or tracks named.

The time of regular trains must be cleared.

This form may be modified by adding:

- (a) Not protecting against extra trains.
Protection against extra trains is not required.

The time of regular trains must be cleared.

- (b) Extra 188 East wait at
E until ten twenty 10 20 A M

Extra 221 East wait at
E until twelve fifty 12 50 P M
and other Eastward Extras wait at
E until five forty five 5 45 P M
for Work Extra 292.

The work extra will protect against the eastward extras named after the times specified in the order. Protection is not required against other eastward extras.

The time of regular trains must be cleared.

To enable a work extra to work upon the time of a regular train, the following form may be used:

- (2) Work Extra 292 protects against No 26 Eng 225 (or ——— class trains) between B and E.

The work extra may work upon the time of the train or trains mentioned in the order and must protect against such train or trains.

The regular train or trains receiving the order will run expecting to find the work extra protecting itself.

When it is desired to move a train against the current of traffic over the working limits, provision must be made for the protection of such movement.

When a work extra is to be given exclusive right over all trains, the following form will be used:

- (3) Work Extra 292 has right over all trains on eastward and westward tracks between D and E seven naught one 7 01 P M until one naught one 1 01 A M.

This gives the work extra the exclusive right to the track, or tracks, mentioned between the points designated between the times named.

The working limits should be as short as practicable; to be changed as the progress of the work may require.

Work extras must give way to all trains as promptly as practicable.

Whenever extra trains are run over working limits they must be given a copy of the order sent to the work extra. Should the working order instruct a work extra to not protect against extra trains, extra trains must protect against the work extra.

J.

Holding Order.

- (1) Hold No 2 Eng 21.
- (2) Hold all (or—ward) trains.

When a train has been so held it must not proceed until the order to hold is annulled, or an order given to the operator in the form:

_____ may go.

These orders will be addressed to the operator and acknowledged in the usual manner, and will be delivered to conductors and enginemen of all trains affected.

Form J will be used only when necessary to hold trains until orders can be given, or in case of emergency.

K.

Annulling a Schedule or a Section.

- (1) No 1 due to leave A Sunday Feb 28 is annulled A to Z.
- (2) Second 5 due to leave A Sunday Feb 28 is annulled E to G.

The schedule or section annulled becomes void between the points designated and cannot be restored.

Form K will not be combined with other forms of train orders.

L.

Annulling an Order.

- (1) Order No 10 is annulled.

If an order which is to be annulled has not been delivered to a train, the annulling order will be addressed to the operator, who will destroy all copies of the order annulled but his own, and write on that:

Annulled by order No———.

This form of order will also be used to annul a numbered clearance card.

An order or clearance card which has been annulled must not be reissued under its original number.

M.

Annulling Part of an Order.

- (1) That part of Order No 10 reading No 2 Eng 21 meet No 1 Eng 25 at K is annulled.

- (2) That part of Order No 12 reading No 3 Eng 25 pass No 1 Eng 26 at K is annulled.

Form M will be used only when that part of the order not annulled is clear in its wording.

P.

**Superseding an Order or a
Part of an Order.**

This order will be given by adding to prescribed forms the words "instead of _____".

- (1) No 2 Eng 21 meet No 1 Eng 25 at C instead of B.
- (2) No 3 Eng 26 pass No 1 Eng 25 at D instead of C.
- (3) No 3 Eng 25 instead of No 4 Eng 37 take siding at G.

An order which has been superseded must not be reissued under its original number.

When a train is directed by train order to take siding for another train and the meeting or passing point is changed by a superseding order, it must specify which train will take siding.

Q.

**Notice of Issuance of
New Time Table.**

- (1) Time table No 5 is effective at twelve naught one 12 01 A M Sunday Feb 28.

Form Q will not be combined with other forms of train orders.

D-R.

**Providing for a Movement Against
The Current of Traffic.**

- (1) No 1 Eng 25 will use _____ track and has right over opposing trains from east crossover C to interlocked crossover F.

The designated train must use the track specified between the points named and has right over opposing trains on that track between those points. Opposing trains must not leave the point last named until the designated train arrives.

Trains between the points named moving with the current of traffic in the same direction as the designated train must, when practicable, receive a copy of the order, and may then proceed on their schedule or right.

This form may be modified as follows:

- (2) After No 4 Eng 22 arrives at C No 1 Eng 25 will use _____ track and has right over opposing trains from crossover C to east crossover F.

The train to be moved against the current of traffic must not leave the first named point until the arrival of the first named train.

T.**Check of Trains.**

- (1) At four naught one 4 01 P M all superior (or _____ class) trains have arrived and left _____.

This form may be modified by adding:

- (2) Except _____.
- (3) No _____ has arrived (or passed or left) _____.

Form T may be issued to avoid checking train register, or to furnish check of overdue trains at other points.

If the station named is a register station for the train addressed, conductor will furnish Form 903 when there is an operator on duty, and it will not be necessary to register or check the register as required by Rules 83 and 83 (A), for the trains specified by the order.

The operator will enter the information from Form 903 on train register.

U.**Speed Limit Orders.**

- (1) Eight naught one 8 01 A M to Five naught one 5 01 P M approach (*gangs or machines*) between 15 poles West of M P 10 and M P 11 between D and E prepared to stop unless proper proceed signal received Speed limit (*through gangs or passing machines*) _____ M P H

To be used covering work where safety of the movement requires that trains approach prepared to stop, and are not to proceed until authorized by proceed signal given with yellow flag or yellow light.

- (2) Speed limit _____ M P H between M P 12 and 5 poles West of M P 13 between D and E.

To be used where track condition requires speed to be reduced below normal.

- (3) Speed limit _____ M P H over bridge 10 poles West of M P 10 between D and E.

To be used where bridge condition requires speed to be reduced below normal.

- (4) Heavy rains between F and J take every precaution for safety.

To be used when reports indicate track or structures may be endangered.

V.**Protect Orders.**

- (1) Westward extras following Extra 292 West between C and K wait at
- | | |
|-----------------|----------|
| C until two ten | 2 10 P M |
| D | 3 50 P M |
| three fifty | |

When this form is used, Extra 292 West will not be required to protect against westward extras between the stations named until the time specified.

- (2) Westward extras between C and K wait at
 C until seven thirty 7 30 A M
 D nine fifteen 9 15 A M

A regular train receiving this order will not be required to protect against westward extras between the stations named, until the time specified.

Form V will not be combined with other forms of train orders, and must not be issued to a train when there are preceding extras between the designated points.

It must not be issued to protect passenger trains, nor to include any part of the limits of a work extra.

This form of order does not authorize train movements in the opposite direction.

Santa Fe		Form 930 Standard
..... 19.....		TRAIN ORDER NO.....
To.....		
.....		
.....		
.....		
At	X	Opr.
M.		
<div style="display: flex; justify-content: space-between; align-items: center; height: 100px;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: x-small;">THIS MARCH NOT TO BE PROTECTED UNDER</div> <div style="flex-grow: 1; border: 1px solid black;"></div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: x-small;">THIS MARCH NOT TO BE PROTECTED UNDER</div> </div>		
Complete	M.	Opr.

Santa Fe
CLEARANCE CARD FORM 902

..... 19

TO C & E

At

I have..... orders for your train.

(No.....	No.....	No.....	No.....	No.....
Orders { No.....	No.....	No.....	No.....	No.....
{ No.....	No.....	No.....	No.....	No.....

If no train order, operators must write the word "No" in space provided.

Clearance Card No..... (Rule 217)

Clearance Card No..... Time OK..... M By..... Dispr.....

..... Opr.....

..... To be signed by conductor and engineer when required by Rule 219

..... Conductor.....

..... Engineerman

BLOCK SIGNAL AND INTERLOCKING RULES.

Definitions.

BLOCK SYSTEM.—A series of consecutive blocks.

MANUAL BLOCK SYSTEM.—A series of consecutive blocks governed by block signals operated manually, upon information by telegraph, telephone or other means of communication.

AUTOMATIC BLOCK SYSTEM.—A series of consecutive blocks governed by block signals, cab signals, or both, actuated by a train, or engine, or by certain conditions affecting the use of a block.

CENTRALIZED TRAFFIC CONTROL SYSTEM (CTC).—A system of railroad operation by means of which the movement of trains and engines over routes and through blocks on a designated section of track or tracks, is directed by signals controlled from a designated point without requiring the use of train orders and without superiority of trains.

AUTOMATIC TRAIN CONTROL SYSTEM (ATC).—A system of electric and pneumatic equipment which automatically stops a train or controls its speed.

AUTOMATIC TRAIN STOP SYSTEM (ATS).—A system so arranged that its operation will automatically result in the application of the brakes until the train has been brought to a stop.

INTERLOCKING.—An arrangement of signals and signal appliances so interconnected that their movements must succeed each other in proper sequence and for which interlocking rules are in effect. It may be operated manually or automatically.

INTERLOCKING LIMITS.—The tracks between the home signals of an interlocking.

CONTROL STATION.—A place from which CTC is operated.

INTERLOCKING STATION.—A place from which an interlocking is operated.

BLOCK.—A length of track of defined limits, the use of which by trains and engines is governed by block signals, cab signals or both.

FIXED SIGNAL.—A signal of fixed location indicating a condition affecting the movement of a train or engine.

CAB SIGNAL.—A signal located in engineman's compartment or cab, indicating a condition affecting the movement of a train or engine and used in conjunction with interlocking signals and in conjunction with, or in lieu of block signals.

BLOCK SIGNAL.—A fixed signal at the entrance of a block to govern trains and engines entering and using that block.

INTERLOCKING SIGNALS.—The fixed signals of an interlocking.

HOME SIGNAL.—A fixed signal at the entrance of a route or block to govern trains and engines entering and using that route or block.

DWARF SIGNAL.—A low home signal.

GOVERNING ARM.—The arm extending to the right of the mast, as seen from an approaching train or engine.

DUAL CONTROL SWITCH.—An interlocked switch which may also be operated manually.

SPRING SWITCH.—A switch so designed that when it is run through in trailing movement, the switch points return to original position.

MEDIUM SPEED.—A speed not exceeding 40 miles per hour.

RESTRICTED SPEED.—A speed that will permit stopping short of another train or obstruction, but not exceeding 20 miles per hour.

Rules Governing the Movement of Trains in the Same Direction by Block Signals.

251. On portions of the railroad so specified in the time table, trains will be run with the current of traffic by block signals, whose indications will supersede the superiority of trains.

252. The movement of trains will be supervised by the train dispatcher, who will issue instructions as may be required.

253. The train dispatcher must be advised in advance of any known condition that will delay the train or prevent it from making usual speed.

254. Except as affected by Rule 251, all Block Signal Rules and Operating Rules remain in force.

Rules Governing Opposing and Following Movement of Trains by Block Signals.

261. On portions of the railroad, and on designated tracks so specified in the time table, trains will be governed by block signals, whose indications will supersede the superiority of trains for both opposing and following movements on the same track.

262. The movement of trains will be supervised by the train dispatcher, who will issue instructions as may be required.


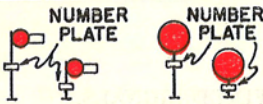

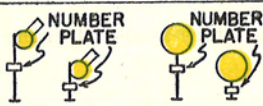


263. The train dispatcher must be advised in advance of any known condition that will delay the train or prevent it from making usual speed.

264. Except as affected by Rule 261, all Block Signal Rules and Operating Rules remain in force.



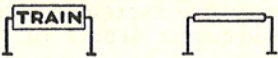

FIXED SIGNALS.

SYSTEM ONE.

Rules 271 to 280 inclusive, show fixed signals, their indications and names, and are effective only at the points, or on the territory specified in the time table.

SIGNAL SYSTEM ONE — ASPECTS		AND
RULE	ASPECT	NAME
271		STOP
272		STOP AND PROCEED
273		APPROACH-RESTRICTING
274		APPROACH
275		ADVANCE
276		CLEAR

INDICATIONS — SIGNAL SYSTEM ONE	
INDICATION	RULE
STOP.	271
STOP; THEN PROCEED IN ACCORDANCE WITH RULE 509.	272
PROCEED PREPARED TO ENTER TURNOUT OR TO STOP SHORT OF TRAIN OR OBSTRUCTION.	273
PROCEED PREPARING TO STOP AT NEXT SIGNAL; IF EXCEEDING MEDIUM SPEED, IMMEDIATELY REDUCE TO THAT SPEED.	274
PROCEED; APPROACH NEXT SIGNAL AT MEDIUM SPEED.	275
PROCEED.	276
MEDIUM SPEED. — A SPEED NOT EXCEEDING 40 MILES PER HOUR.	

SIGNAL SYSTEM ONE —	
277	 <p>INDICATION: BLOCK OCCUPIED BLOCK CLEAR BLOCK CLEAR</p> <p>NAME: SEMAPHORE SWITCH INDICATOR.</p>
278	 <p>INDICATION: BLOCK OCCUPIED BLOCK CLEAR</p> <p>NAME: LIGHT SWITCH INDICATOR.</p>
279	 <p>INDICATION: APPROACH BLOCK OCCUPIED APPROACH BLOCK CLEAR</p> <p>NAME: TRAIN SIGN.</p>
280	 <p>INDICATION. WHEN LETTER 'S' IS ILLUMINATED, TAKE SIDING</p> <p>NAME: SIDING SIGN.</p>

FIXED SIGNALS.

SYSTEM TWO.

Rules 281, 282, 283, 285, 286, 290, 291, 292, 293, 294, 295 and 296 show fixed signals, their indications and names, and are effective only at the points, or on the territory specified in the time table. When flashing color lights are used, they will be indicated thus:


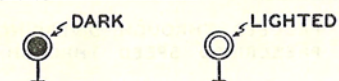
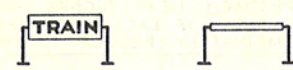
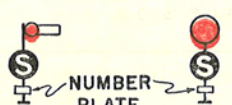


SIGNAL SYSTEM TWO — ASPECTS AND		
RULE	ASPECT	NAME
281		CLEAR
282		ADVANCE
283		DIVERGING-CLEAR
285		APPROACH
286		DIVERGING-APPROACH
290		RESTRICTING
291		STOP AND PROCEED
292		STOP

RESTRICTED SPEED.—A SPEED THAT WILL PERMIT STOPPING SHORT OF ANOTHER TRAIN OR OBSTRUCTION, BUT NOT EXCEEDING 20 MILES PER HOUR.

INDICATIONS — SIGNAL SYSTEM TWO	
INDICATION	RULE
PROCEED	281
PROCEED; APPROACH NEXT SIGNAL AT MEDIUM SPEED, AND BE PREPARED TO ENTER DIVERGING ROUTE AT PRESCRIBED SPEED.	282
PROCEED THROUGH DIVERGING ROUTE; PRESCRIBED SPEED THROUGH TURNOUT	283
PROCEED PREPARING TO STOP AT NEXT SIGNAL; IF EXCEEDING MEDIUM SPEED, IMMEDIATELY REDUCE TO THAT SPEED.	285
PROCEED THROUGH DIVERGING ROUTE; PRESCRIBED SPEED THROUGH TURNOUT APPROACH NEXT SIGNAL PREPARING TO STOP, IF EXCEEDING MEDIUM SPEED, IMMEDIATELY REDUCE TO THAT SPEED.	286
PROCEED AT RESTRICTED SPEED.	290
STOP, THEN PROCEED IN ACCORDANCE WITH RULE 509	291
STOP	292

MEDIUM SPEED.—A SPEED NOT EXCEEDING 40 MILES PER HOUR.

SIGNAL SYSTEM TWO	
293	 <p>INDICATION: BLOCK OCCUPIED BLOCK CLEAR BLOCK CLEAR</p> <p>NAME: SEMAPHORE SWITCH INDICATOR.</p>
294	 <p>INDICATION: BLOCK OCCUPIED BLOCK CLEAR</p> <p>NAME: LIGHT SWITCH INDICATOR.</p>
295	 <p>INDICATION: APPROACH BLOCK OCCUPIED APPROACH BLOCK CLEAR</p> <p>NAME: TRAIN SIGN.</p>
296	 <p>INDICATION: WHEN LETTER "S" IS ILLUMINATED, TAKE SIDING</p> <p>NAME: SIDING SIGN.</p>

General.

297. Interlocking and block signals, unless otherwise provided, do not affect the superiority of trains under the time table or train rules and do not dispense with the use or the observance of other signals, whenever or wherever they may be required; except, that interlocking signals govern the use of the routes of an interlocking, and as to movements within home signal limits, their indications supersede the superiority of trains.

298. Signals are generally located immediately to the right of the track they govern when viewed in the direction of traffic, or on bridges immediately over the track they govern.

299. Trains or engines may run to, but not beyond, a signal indicating "stop", except as otherwise provided. If a train or engine overruns a stop signal the fact must be reported to the trainmaster.

299(A). If a signal indication permitting a train or engine to proceed is changed to a "stop" indication before it is reached, stop must be made at once. Such occurrence must be reported to the trainmaster.

299(B). Interlocking signals must display the most restrictive indication, except when changed to allow a movement. Where no operator is on duty signals must be left as directed by special instructions.

D-299. Except where Rule 261 is in effect, trains moving against the current of traffic, must approach interlockings and facing point spring switches pre-

pared to stop, unless the track is clear, switches are properly lined and signals indicate "proceed".

Movement around curves where view is obscured, must be made at restricted speed and signal 14 (q) sounded frequently.

300. Operators are responsible for the care of the interlocking station, lamps and supplies.

Signal lights in stations must be placed so they cannot be seen from approaching trains.

Operators must not make alterations or additions to the interlocking.

Any defects in the interlocking must be promptly reported to the trainmaster.

Appliances must be operated carefully and only by those charged with that duty. If any irregularity affecting their operation is detected the signals must be displayed to give their most restrictive indication until repairs are made.

301. Hand signals must not be used when the proper indication can be displayed by fixed signals. When hand signals are necessary they must be given from such a point and in such a way that there can be no misunderstanding on the part of the engine-men or trainmen as to the signals, or as to the train or engine for which they are intended. At interlocking stations it must be definitely known that the route is set up and proceed hand signals must be given by yellow flag or yellow light.

302. Trains, engines or cars standing on other than main tracks must be left clear of the track circuit.

303. Conductors and enginemen must report to the trainmaster from the first office of communication the number of any signal not working properly.

304. Before operating a dual control switch by hand, permission, including time and working limits, must be obtained from control or interlocking station before changing selector lever from "motor" to "hand" position. With selector lever on "hand" position, signals governing movements over the switch will display "stop" indication which will be superseded by hand signals. Engineman must be notified as to time and working limits and when selector lever is in "hand" position, also when restored to "motor" position, so he may know when to be governed by signal indication.

Dual control switches must be restored to "motor" operation and train or engine be clear before the expiration of time authorized for "hand" operation and control or interlocking station notified. If selector lever is restored to "motor" position before expiration of time limit, it must not again be changed to "hand" position without permission.

Telephones are located adjacent to each dual control switch; instructions or information received by telephone must be repeated, stating name and occupation of the employe and train number.

304(A). Before operating a dual control switch by hand when operator is not on duty, or before operating an electrically locked switch, trainmen will be governed by instructions at the switch, or by bulletin.

Manual Block System Rules.

305. Operators are responsible for the operation of the manual block system and will maintain proper record on Form 862.

306. Home interlocking and train order signals may be used as manual block signals, and rules applying to manual block signals will apply when so used.

307. On single track at an open block office, a block signal must at all times indicate "stop" in one direction.

308. When report of a train having passed a block station is received, the operator receiving report must check block record, Form 862, before requesting authority from the next block station in advance for the approaching train to enter the block.

309. In blocking trains, the following code will be used: "Block for No. 1" or "Block for No. 2", which means block all opposing trains for No. 1 or No. 2. The operator receiving this order will enter on his block record the number of the train named and then respond, "I have blocked for No. _____" (giving number of train which he has just entered on block record), give his personal and office call and block and hold all opposing trains, until train for which block was given has arrived and cleared block.

310. When a train enters a block, the operator must report it to the operator at the block station

in advance, and when the rear of the train has passed his manual block signal, or the conductor of the train has reported his train clear of the block, he will report it to the operator in the rear.

311. On two or more tracks, operator must specify the track to be used, in requesting block or in reporting train.

312. A passenger train must not accept a permissive block signal indication.

313. A passenger train will not be admitted to the block when occupied by another train, except when preceded by a flagman.

314. No train will be admitted to a block when occupied by an opposing train or by a passenger train, except when preceded by a flagman.

315. A train, other than a passenger train, may be permitted to follow a train, other than a passenger train, into a block but only when authorized by train order or permissive signal and when such movement is authorized the following train must proceed through the block at restricted speed.

316. To authorize display of permissive signal, train dispatcher will issue train order to the operator, reading: "Display permissive signal for (*state train*)".


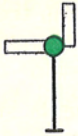




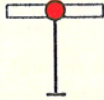
317. At a station where signal cannot be cleared because of existing train orders, or at a station where there is no signal, clearance card will indicate block clear, except at such station, if block is

occupied by other than a passenger train, a train order in the following form will be issued to the operator and to the following train, other than passenger train: "(state train) may follow (state train) in block".

318. When a train is entering a block and the rear car displaying markers has passed the manual block signal, the operator must place the signal in stop position.

319. When a train clears the main track at a block office but the markers do not pass the manual block signal, the conductor must immediately advise the operator when his train is clear of the block.

320. If necessary to stop an approaching train for which a proceed or permissive signal has been displayed, the operator, in addition to displaying fixed signal in "stop" position, must flag the train.

321		MANUAL BLOCK SIGNALS	
			
INDICATION:	PROCEED; BLOCK CLEAR.		
NAME:	CLEAR BLOCK SIGNAL.		
			
INDICATION:	PROCEED AT RESTRICTED SPEED; BLOCK OCCUPIED.		
NAME:	PERMISSIVE BLOCK SIGNAL.		
			
INDICATION:	STOP; BLOCK OCCUPIED.		
NAME:	STOP BLOCK SIGNAL.		

Automatic Block System Rules.

508. When "Siding" sign is displayed on a "stop" or "stop and proceed" signal, train or engine may, without stopping, proceed at restricted speed to enter siding.

509. When a train or engine is stopped by a "stop and proceed" signal it may:

(a) On single track, where block can be seen to be clear of opposing movement, proceed at once at restricted speed. Where block cannot be seen to be clear of opposing movement, wait five minutes and then proceed at restricted speed, except when view of track ahead is not clear for at least 800 feet at any location within the block, movement must be stopped and then protected by being preceded by a flagman. Engines so equipped must display red gyrating headlight.

(b) On two or more tracks, proceed at once at restricted speed.

509(A). Where facing point switch is located immediately beyond a "stop and proceed" signal and switch is lined for turnout, train may, without stopping, pass such signal at restricted speed to enter turnout, provided main track is clear to fouling point.

510. Trainmen and enginemen will, when practicable, observe whether signals passed by their train or engine assume proper indication.

When a train or engine passes a signal which fails to assume its most restrictive indication, it will proceed:

(a) On single track, with front end protected by flagman to the end of that block, and rear end protected until entire train passes out of the block.

(b) On two or more tracks, at restricted speed to the end of that block with rear end protected by flagman until entire train has passed out of the block.

511. A train or engine which has entered a block and is delayed in the block must make movement beyond point of delay at restricted speed, until next governing signal can be seen to indicate other than "stop" and intervening track is seen to be clear.

511(A). A train or engine entering the main track where there is no head-out signal or switch indicator will be governed by the main track signal indications. Where main track signals cannot be observed, proceed at restricted speed to the next signal.

In either instance, protection must be afforded as required by the rules.

512. Switch indicators or train signs must be observed before fouling circuit or changing switches for movement to main track.

Indications displayed by switch indicators or train signs do not relieve trainmen and enginemen from protecting train or engine movements as required by the rules.

S-513. Before fouling the main track, a train or engine on siding or other track must first ascertain whether block to rear of head-out switch is oc-

cupied, through observance of the head-out signal, switch indicator or signal governing opposing movements. If any of these signals indicate a train approaching from the rear, the train or engine must not foul the main track until train approaching from rear has passed, has been stopped or full protection has been provided as prescribed by Rule 99. This rule not applicable when an opposing train has been met and is still occupying block to rear.

514. Where separate signal governing train movements from siding or other track to main track indicates "stop" and train has other authority to enter main track, the main track switch may be opened and after the expiration of five minutes, train may proceed, complying with Rules 99 and 509 (a) on single track, and Rules 99 and 509 (b) on two or more tracks.

When heading out through a spring switch, the same practice will govern except that after lead wheels have fouled circuit, spring switch must be returned to normal.

This rule will also apply where such signals are located at non-continuous interlocking stations and are set for automatic operation during hours office is closed.

Interlocking Rules.

605. Where there are two or more arms on a home signal governing movements over an interlocked switch, the route to which each arm is assigned will be shown in special rule in time table.

Where there are two arms on a home signal gov-

erning movements over a switch which is not interlocked, the top arm will be assigned to the main track. If the word "Siding", or the illuminated letter "S" is displayed, train will take siding.

606. Hand signals must not be given which conflict with interlocking signals, except:

(a) When governing signals at an open interlocking station cannot be cleared, operator may give permission verbally or by proceed signal with yellow flag or yellow light. In either case a member of crew must precede the move, examine each switch and derail affecting same, and flag over railroad crossings within the limits.

(b) At interlocking remotely controlled, or where the station is closed, should the governing signal indicate "stop", a member of the crew will communicate with interlocking station and be governed by instructions. If authorized to proceed, switches and derails within the limits must be examined before moving over them, flagging over railroad crossings within the limits. If unable to communicate, place dual control switches on "hand" operation, spike other interlocked switches and derails affecting such movement, and flag over railroad crossings within the limits. After movement is completed, restore and lock dual control switches to "motor" operation, remove spikes from other interlocked switches, leave all in position found, and report to interlocking station at first available point of communication. If necessary to roll switches by hand, be governed by instructions posted in phone box.

(c) At automatic interlocking, the governing

signal ordinarily clears if conflicting routes are unoccupied. When such signal indicates "stop", a member of crew must precede move to crossing and follow instructions outlined in control box.

If signal cannot be cleared after expiration of time stated in such instructions, may proceed protecting against conflicting movements.

(d) After flagging over interlockings within automatic signal limits, Rule 509 must be observed.

607. Interlocking route shall be lined up only sufficiently in advance of movements to avoid delay. After signal has been cleared for an approaching movement, it must not be changed before the approaching train or engine has passed it, except to avoid accident or unless the train or engine shall have first come to a stop before reaching the signal.

608. Trains or engines stopped by the operator in making a movement through an interlocking, must not move in either direction until they have received the proper signal from him.

609. No engine, train or portion of a train, must be allowed to stand within the interlocking limits while opposing routes are cleared or being cleared for trains.

610. At interlocking stations where the same employe operates interlocking and train order signals, the train order signal must not be cleared for a train until the interlocking signal has been changed to permit the train to proceed.

611. At an interlocking station, the home inter-

locking signal may be used as a train order signal, a red flag by day or a red light by night, so placed at the interlocking station that it can be seen from the approaching train, will indicate to enginemen and trainmen that there are train orders.

The engineman will acknowledge the display of signals as above indicated by two short blasts of the whistle.

The operator will then clear the interlocking signal and the train may proceed to the interlocking station, but not beyond, until released by clearance card.

612. If necessary to change any route for which the signals have been cleared for an approaching train or engine, switches must not be changed or signals cleared for any conflicting route until the train or engine for which the signals were first cleared has stopped and given signal 620 (e).

613. A switch, derail or locking device must not be moved when any portion of a train or engine is standing on or closely approaching it.

614. If there is a derailment, or if a switch, movable point frog or derail is run through, or if any damage occurs to the track or interlocking, the signals must be restored to display their most restrictive indication, and no movement permitted until all parts of the interlocking and track liable to consequent damage, have been examined and are known to be in safe condition.

615. When necessary to disconnect a switch or a derail, the switch or derail must be securely spiked or fastened and the fact reported by wire to the

trainmaster and signal supervisor.

616. During storms or while snow or sand is drifting, special care must be used in operating switches. If the force whose duty it is to keep the switches clear is not on hand when required, they must be promptly called by the operator and the fact shall be reported by wire to the trainmaster.

617. During cold weather levers having mechanical pipe connections must be moved as often as may be necessary to keep connections from freezing.

618. When switches or signals are undergoing repairs, signals must not be displayed for any movement which may be affected until it has been ascertained from the repairman that it is safe to operate the controlling levers, and that the switches are properly lined.

619. Sand must not be used between the home signals of an interlocking, including interlockings in CTC territory. Violations must be reported to the trainmaster.

620. The following whistle signals will be used at interlocking stations —

SOUND	INDICATION
(a) ———	Main track.
(b) ——— o ———	Siding.
(c) o o ——— o	Industry track.
(d) o o o ———	Transfer track.
(e) o ——— o	To notify operator that train cannot take signal — See Rule 612.

Centralized Traffic Control Rules.

650. Within CTC limits trains will run as prescribed by Rule 261.

651. Trains entering CTC limits will continue the display of classification signals previously authorized.

651(A). Trains originating at other than district terminals may proceed without clearance card Form 902, after obtaining permission from control station, and will display signals as prescribed by Rule 21.

652. When a train or engine is stopped by a stop signal, and cause is not apparent, member of crew will communicate with control station by telephone, and be governed by instructions. If authorized to proceed, all switches and derails in that block must be examined before moving over them and train or engine must move at restricted speed to next governing signal.

653. A train or engine stopped by a stop signal and crew unable to communicate with control station may proceed in accordance with Rule 509(a), first placing all dual control switches in that route on "hand" operation, and spiking other interlocked switches; then, after train has passed next opposing signal, restore and lock all dual control switches to "motor" operation, remove spikes from other interlocked switches, leaving all switches in position found and report to control station at first available point of communication.

654. When engines are to be attached or detached, and part of the movement is to be made beyond signal in "stop" position, account train occupying block, permission must be obtained from control station, and switch must be locked before permission given. In event this cannot be done, the movement must be made as prescribed in Rules 652 and 653.

Movement may then be made at restricted speed.

655. A train or engine stopped by a "stop and proceed" signal, may proceed at once at restricted speed without sending flagman ahead, but all switches in that block must be examined before moving over them.

656. When a train or engine is to do work in CTC limits, permission must be obtained from control station, specifying time and working limits, and tracks to be used. When the train or engine has entered working limits control station must lock all signals governing movements into such limits at "stop", and locks must not be removed until train or engine has cleared main track. Tracks specified may then be used in either direction. Flag protection will not be required within the specified limits.

Train or engine must be clear of tracks specified by the time stated and will report to control station when clear. When additional time is required, it must be authorized by control station before expiration of previous time limit.

656(A). Except as provided in Rule 656, trains or engines must not make a reverse movement without authority of control station, unless under flag

protection. Under circumstances where authority of control station has been obtained but governing signal cannot be observed, movement must be made at restricted speed until next governing signal can be seen to indicate other than "stop" and intervening track is seen to be clear.

657. Instructions or information received by telephone from control station must be repeated to control station, stating name and occupation of the employe and train identification.

White light on side of phone booth is indication to crews standing nearby that control operator wishes to communicate with them by telephone.

658. Trains or engines must not foul nor enter tracks through hand thrown switches where Rule 261 is in effect, until authority to do so has been received from the control station and switches have been properly lined.

Where electrically locked switches are used, they may be released by control station or automatically.

659. When proceed indication cannot be promptly accepted, control station must be immediately notified.

660. A train or engine which has entered a block and is delayed in the block must make movement beyond point of delay at restricted speed, until next governing signal can be seen to indicate other than "stop" and intervening track is seen to be clear.

661. When switches or signals are undergoing

repairs, control operator must apply locks to levers affected and must not remove them until advised by maintainer that repairs are completed.

Automatic Train Control Rules.

670. Engines, except second engine doubleheading, not equipped with train control or with same inoperative, must not operate in automatic train control territory except as authorized by train order.

671. Cab signals indicate the maximum authorized speeds as shown in the time table, except when an "L" indication is displayed, train must proceed prepared to stop short of train, obstruction or switch not properly lined.

672. When light is absent from cab signal, it must be respected as an "L" indication.

673. When an "L" cab signal indication changes to a higher indication within the block with no apparent reason, the "L" indication must be observed through the entire block.

674. Should engine equipment fail in train control territory proceed at restricted speed to first office of communication and ask for instructions.

If train control is cut out, obtain train order authority for further movement, proceeding as prescribed by Rule 251. If cab signal is operative, or when manual block is established in advance of train with cab signal inoperative, do not exceed a maximum speed of 79 miles per hour for passenger and 60 miles per hour for freight trains. When operating under manual block, approach signals and facing

point hand throw switches at restricted speed until it can be seen that governing signal indicates proceed and hand throw switches properly lined.

Should failure make it impossible to release brakes between offices of communication, conductor will confer with engineman and if considered necessary, seal may be broken and pneumatic feature cut out. Train may then proceed at restricted speed to first office of communication.

When train control is cut out, seal will be delivered to operator.

675. If cab signal indicates "L" when "H" should be displayed after leaving a siding or it is apparent that circuits are not set up for movement of train or engine, member of crew must confer with operator and be governed by his instructions.

676. Engine in backward movement must proceed prepared to stop short of train, obstruction or switch not properly lined, but not exceeding 20 miles per hour.

677. Proceed signal authorizing movement against current of traffic must not be displayed except when operator is authorized by train order to do so.

678. A train must not proceed on another main track from a crossover which is not interlocked, except when authorized by train order or by numbered clearance card, endorsed "Use _____ track".

679. When automatic train control system is taken out of service by train order, manual block rules are effective. Movements with the current of

traffic must be made as prescribed by Rule 251. Movements against the current of traffic must be made under form D-R train order.

Automatic Train Stop Rules

680. Rules for the operation of ATS do not supersede or dispense with the observance of other Rules and Regulations.

681. Except as otherwise provided, an engine in passenger service in ATS territory, as shown in time table, must be equipped with operative ATS device. The engineman must see that ATS cut-out cock is cut in, sealed and check cab card, Form 1167 Standard, to assure himself the device has been tested and is operative. Engineman handling the engine where ATS is not in operation must make same observation and promptly report by wire if cut-out cock is not sealed or cab card fails to indicate proper test has been made.

682. When an engine passes over an inductor in approach to other than a "clear" signal, an automatic brake application will occur unless prior acknowledgment has been made within 15 seconds. When such application has occurred the brake valve must be lapped immediately, and after 60 seconds an acknowledgment made. Brakes may then be released. If proper acknowledgment has been made approaching other than a "clear" signal, a bell will sound when the receiver of the engine passes over the inductor.

683. Engineman may also acknowledge before passing over an inductor to avoid an automatic application of the brakes when running backward at

signals governing movements in the opposite direction.

684. Within or without ATS territory, an automatic brake application may occur when the ATS equipment becomes damaged or defective. If brakes cannot be released as prescribed in Rule 682, ATS equipment must be cut out and promptly reported.

685. Seal on cut-out cock must not be broken or ATS cut out, unless device fails to operate properly. ATS failures, interruptions or removal of seals must be reported by wire from first available point of communication.

686. When the ATS device on an engine fails or is cut out enroute in ATS territory, train may proceed according to signal indication, not exceeding 79 miles per hour. If the Automatic Block Signal System is out of service, train may proceed at Restricted Speed, except if Manual Block is established in advance of the train on which the device is inoperative, train may proceed not exceeding 79 miles per hour. When a train, moving in ATS territory with device inoperative, is stopped by a "stop and proceed" signal, it may proceed in accordance with Rule 509, or if in CTC territory in accordance with Rule 655.

ADDITIONAL GENERAL RULES.

750. As a condition precedent to entering the service, all persons, except laborers, applying for employment, must sign application on proper form, properly filled out, and pass examinations of prescribed form when required.

750(A). The general managers will issue rules governing physical examinations.

750(B). All applicants for employment or employes to be re-examined must furnish the examiner with an order for examination or re-examination, properly filled out, signed by the applicant or employe and by the proper officer.

750(C). Physical examinations must be made by physicians designated by the general managers.

750(D). Re-examination may be ordered at any time by proper authority.

750(E). An employe promoted must pass the examinations required for the new position; also submit application on proper form, if not on file.

750(F). Employes who have been off duty by reason of accident or disease, or whose sight, color sense, hearing or health may have become affected, must pass a satisfactory examination before resuming duty.

750(G). Employes whose vision requires the use of glasses, and whose duties necessitate the reading of signal indications, must wear them while on duty and must have two pairs with them. Where glasses are required for both distant vision and reading, two pairs of distant spectacles and one pair of reading glasses or two pairs of bifocal spectacles must be carried. Where glasses are necessary for reading only, one pair (any type) will be satisfactory, but if of the nose glass type, they must be attached to the person by proper guard. Employes will be examined with each pair of glasses.

751. Minors must not be employed in any department unless the written consent of their parents or guardians has been received on Minor's Release, Form 1624 Regular, witnessed by some responsible person known to the head of the department in which the minor is to be employed, properly certified before a notary public.

752. Employes must obey instructions from the proper authority in matters pertaining to their respective branches of the service. They must not absent themselves from duty, exchange duties or substitute other persons in their places without proper authority.

They must report for duty as required and those subject to call for duty will be at their usual calling place, or leave information as to where they may be located.

752(A). Employes must not be careless of the safety of themselves or others, indifferent to duty, insubordinate, dishonest, immoral, quarrelsome or vicious. They must conduct themselves in a manner that will not bring discredit on their fellow employes or subject the railroad to criticism and loss of good will.

752(B). Courteous deportment is required of all employes in their dealings with the public, their subordinates and each other.

Employes must not enter into altercations, play practical jokes, scuffle or wrestle on Company property. Employes must devote themselves exclusively to their duties during their tour of duty.

752(C). Throwing of tools or articles from engines or cars is dangerous and is prohibited, except as required by the rules.

753. If an employe should be disabled by sickness or other cause, the right to claim wages will not be recognized. An allowance, if made, will be a gratuity justified by the circumstances of the case and the employe's previous conduct.

754. In the absence of special contract, the employment of any employe may be terminated at any time without advance notice, the Company being liable for only such time as the employe may have served, without regard to the end of the year, month or week.

755. Employes must not give power of attorney or assignment covering their wages, nor accept an assignment or power of attorney from other employes for the collection of their wages.

They must not authorize deductions from their wages without approval of the Company; refuse to pay their just debts, or subject their wages to garnishment.

756. The Company's telegraph and telephone lines must not be used unnecessarily. Messages referring to the personal affairs of employes are not to be offered for transmission on railroad wires. Letters of a personal nature must not be sent by railroad mail; to do so is a violation of the U. S. Postal Laws.

757. The affairs of the Company must not be divulged, nor access to the Company's records permitted, without proper authority.

758. Employes whose duties are connected with the movement of trains or engines must not, while on duty, read magazines, newspapers or other literature not concerned with their work.

759. Employes must not engage in outside employment or business without permission of the proper officer.

760. Employes must keep the premises subject to their control neat and clean.

The Company's buildings, premises, facilities and equipment must not be marred or defaced, and there shall be posted thereon, or therein, only such information as is authorized by the proper officers. Where bulletin boards are supplied, all such authorized information shall be posted thereon and not on the walls or other portions of buildings.

761. There are overhead and side obstructions, also high voltage wires on or near the right of way which may be dangerous.

Employes must inform themselves as to location of such obstructions and wires, and use due care to avoid injury therefrom.

A list of obstructions that are considered especially dangerous will be shown in time table.

762. No officer or employe of this Company is authorized to request or require an employe to use defective tracks, cars, machinery, tools or appliances of any kind.

The Company does not require its employes to incur risks, and directs them to exercise proper care and judgment to protect themselves.

763. When an employe discovers anything wrong with track, bridges, tunnels or culverts, which might cause an accident to a train, he must not rely wholly upon the telegraph or telephone to notify trains, but must use such means as may be at his command to protect them and notify proper authority from first point of communication.

764. Employes must stay a safe distance from the track while trains or engines are passing, to avoid injury from protruding objects or articles thrown or falling from engines or cars. Where there are two or more main tracks, they must stay clear of all main tracks.

Employes are warned they must not rely on others to notify them of approaching trains, engines or cars.

765. Employes whose duties require them to conform with instructions issued by various departments, must familiarize themselves therewith and be governed thereby.

They must render promptly all reports required by the several departments, observing instructions shown on forms.

766. It is expected that trains will be operated with regularity and as nearly on time as practicable, consistent with safety and observance of the rules. Negligence and unnecessary delays must be avoided.

767. When their duties are in any way connected with handling of United States mail, employes must be familiar with and governed by the

Instructions and Information Concerning the Transportation and Handling of United States Mail.

768. Employes whose legal hours of service are restricted by law must take action through the proper officer to avoid excess periods of service.

769. Employes must exercise care and economy in the use of railroad property, and when leaving the service, or upon demand by proper authority, must return property entrusted to their care.

TRAIN AND YARD SERVICE.

801. Employes report to and receive their instructions from the trainmaster, and obey instructions of yardmasters while in yards.

802. Conductors are responsible for the strict performance of duty of all persons employed on their trains, and engine foremen for all members of their crews. Each must require the safe management of his train or engine and report to the trainmaster any misconduct, insubordination or neglect on the part of others whose duties require their co-operation.

803. At starting points, employes must report for duty and be prepared to depart in accordance with instructions. They must know that hand brakes are released and air brakes in proper working order and that the train is properly supplied. Conductors and engine foremen must personally call at office for orders or instructions.

804. When practicable, a trainman or yardman

must be stationed on the rear car, when train or switch cut is in motion.

805. Trains or cars should not block a public crossing to exceed five minutes. When opening a crossing for traffic, the entire width should be cleared if possible. When closing a crossing, a member of the crew must warn traffic to prevent accident on track being used or tracks adjacent thereto.

Pedestrians must not be blocked from passenger station.

Cars should be left at least one hundred feet from a crossing when conditions will permit, to avoid restricting the view of the public to approaching trains.

Employes will warn highway traffic in event there is danger from any approaching train or engine on any track, so far as their duties will permit.

806. Conductors will render Form 1523 showing all unsafe or defective brakes, hot boxes or other defects, as well as repairs made between terminals. Engine foremen will call attention of car inspectors to such defective cars in yards. When the defects are such as may cause accident, wire report will be made and those concerned verbally informed.

Should any car be left short of destination or terminal, wire report will be made to trainmaster stating defects, car number, contents and destination, and suitable notation made on waybill and switch list.

If defective coupler, give name and indicate end of car by time table direction.

807. The attention of enginemen must be called to any rough handling of trains or equipment at the first opportunity. Prompt report must be made to the trainmaster.

808. Unless authorized, employes must not take charge of United States mail, money, valuable papers or packages.

809. Conductor must record in train book the date and details of any important occurrences.

810. In the event of an accident to a train, the conductor in charge will call upon the trackmen or any employe to render assistance. Should a change of engines be necessary, and instructions cannot be obtained, the conductor of any train may take the engine of a less important train, reporting the facts to the trainmaster from the first office of communication.

811. Cars set out or switched must be left with sufficient hand brakes set, after the air is released from auxiliary reservoir, to prevent moving.

Cars with defective hand brakes must be securely blocked, and when possible coupled to cars having serviceable hand brakes. In switching, cars must not be stopped or retarded through use of blocks or chocks.

Sidings must not be blocked unless authorized by trainmaster, except in an emergency. When so blocked, wire report must be rendered to trainmaster from first open office of communication.

812. It is dangerous to expose the feet, hands,

arms or person of those engaged in coupling cars. Employes will be expected to use the utmost care in coupling or uncoupling cars or engines, to guard against personal injury.

813. When obedience to signals on part of engineman is essential to the safety of an employe in the performance of his duty he must know that the signals have been seen, understood and obeyed, before placing himself in a dangerous position.

When a movement for which signal has been given is incomplete, or not clearly understood, or the person giving the signal, or the light with which signal is given, disappears from view, engineman must stop immediately and sound signal 14 (j).

814. Employes must not step upon or alight from either footboard of a moving engine, from or to a position between the rails.

They must not get on or off an engine or car moving at an excessive rate of speed.

The presence of more than two men on the leading footboard of an engine, one on each side of the coupler, is prohibited.

Except in switching, employes must not ride between engine and cars, and must never do so while couplings are being made between engine and cars.

Employes must face the equipment when descending ladders on cars or steps on engines.

815. Conductors and engine foremen will instruct their brakemen and helpers as to their duties and caution them as to the dangers of their employment. They must also instruct them where to station themselves while the train is in motion, par-

ticularly on curves, so that they may be able to observe the condition of equipment.

Trainmen must inspect their trains frequently while running and when standing, to detect hot journals, stuck brakes and other defects. They must observe meeting and passing trains to detect and call attention to anything that might endanger the operation of such trains, giving stop signals if necessary.

816. Trainmen and yardmen must take proper measures to thoroughly protect themselves, when working under or between cars, advising enginemen and entire crew that the cars on which they are working must not be moved until work is completed.

817. A train must not be operated over submerged track unless preceded by a competent employe, who must know that the track is safe before authorizing train to proceed. In case of an extraordinary rain storm or high water, trains must be brought to a stop and a competent employe sent out to examine bridges, trestles, culverts and other points liable to damage, before passing over. Conductors and enginemen will make careful inquiry at all stopping places, and when thought advisable, make extra stops to ascertain the extent and severity of storm, taking no risks. In case of doubt as to safety of proceeding, they will place their train upon a siding, if practicable, and remain there until certain it is safe to proceed.

Restrictions in Special Rules of current time table governing movements over submerged track, must be observed.

Trainmen and enginemen noting failure of trackmen or bridgemen to patrol track and bridges when safety so demands, will notify these employes and report from first available point of communication.

818. During heavy fog, snow, dust storms or other conditions which impair vision and when signal aspects are not readily discernible, it shall be the duty of enginemen, conductors and engine foremen to regulate the speed of their train or engine sufficiently to insure safety, and under these conditions whistle must be frequently sounded. Extra precautions for proper protection must be taken.

819. Trainmen or enginemen observing communication or signal wires damaged will notify the section foreman and make wire report to trainmaster. Close scrutiny of wires by trainmen and enginemen after wind or sleet storms is enjoined.

820. In switching cars the following must be observed:

(a) Warn persons in, on or about cars before coupling to or moving them to avoid personal injury or damage to equipment or lading.

(b) Where engines may be working at both ends of a track, or tracks, movements must be made carefully and an understanding had to avoid injuries or damage.

(c) Cars must not be shoved without first taking proper safeguards to avoid accident. Slack must be stretched to test couplings.

(d) Cars must not be permitted to couple at a speed in excess of four miles per hour.

(e) Cars containing livestock must not be kicked or dropped, when avoidable.

(f) Warning and commodity cards must be observed and their instructions complied with.

821. Brakemen and yardmen must occupy the post assigned to them, and immediately protect the train or cars when necessary, as provided in Rule 99, without waiting for signal or instructions to do so.

Employes must control or stop their train or switch cut by hand brakes when necessary. Brakes should not be applied so tightly as to slide wheels, and on heavy grades they should be frequently changed from one car to another to avoid overheating the wheels.

822. It must be known that engines or cars standing on siding or other tracks are clear of main track and that nothing protrudes therefrom. They must be left clear of lead or adjacent tracks.

Inspect cars picked up and know that they are in condition to be handled.

PASSENGER SERVICE.

825. Employes are required to be respectful and considerate in their dealings with passengers, giving them politely any information to which entitled, and use every endeavor, consistent with the rules of the Company, to contribute to their pleasure and comfort.

826. Conductors must, on all trains permitted to carry passengers, collect a ticket, pass, or amount

of fare due the Company for every passenger on their train, except such as may be excepted in the current pass circular. Each conductor collecting a cash fare must issue a cash fare receipt therefor in the presence of, and give it to the passenger at the time the collection is made.

827. Employes will familiarize themselves with routes of travel and keep fully informed as to connections with other roads.

828. Disorderly persons must not be allowed to board trains. Persons who are unable to care for themselves must not be allowed to board trains, unless accompanied by attendant.

Beggars, gamblers or unauthorized persons must not be allowed to practice their vocations on trains. Unauthorized advertising matter must not be distributed.

829. Passengers must not be permitted to endanger themselves by imprudent exposure.

830. So far as practicable, hand baggage should not be placed in the aisles of passenger cars.

Heavy hand baggage or packages should not be allowed in overhead racks where there is danger of falling.

The stowing of baggage must be accomplished in such manner as to prevent hazard of accident.

831. Conductors shall eject from trains any person who refuses to produce a proper ticket or other transportation or pay fare to destination; any drunken or disorderly person who may annoy pas-

sengers by appearance, conduct, or insulting or profane language, or by threatening assault on passengers or employes; anyone violating the rules against gambling or the laws of the state in which such gambling is conducted; or any person committing or attempting to commit a crime or misdemeanor on such train.

No more force than is absolutely necessary shall be used in expelling passengers from a train. Such expulsions shall be made at stations, when practicable.

Names and addresses of a number of passengers who witnessed the circumstances of the expulsion, shall be obtained and submitted on Form 1405 with a full statement of the facts.

Conductors shall be familiar with special rules in the time table covering laws of the different states and be governed accordingly.

832. Employes shall assist passengers in boarding and leaving trains and inquire of them when en-training as to their destination. On arrival at terminals of their run, unless relieved therefrom, they must remain with their trains and in uniform, until passengers have detrained.

Employes must maintain an erect attitude near the steps of the car at which stationed, except when assisting passengers, and must not lean against the cars nor lounge or stroll about the platforms. They must avoid conversation with employes or others, except in connection with their duties.

In inclement weather, passengers must be received or discharged on station platforms, making second stop if necessary. It should always be so handled

at night in the case of aged, infirm or sick passengers or women with small children.

833. A member of the crew shall pass through train at least once each forty-five minutes to safeguard the comfort of passengers.

Particular attention must be given to the ventilation, lighting, supply of water and ice, cooling and heating of cars.

Employes must have in their possession a copy of instruction book, Form 2502, and familiarize themselves therewith.

834. Signal to move train must not be given while passengers are boarding or alighting therefrom.

835. Shortly before reaching a station at which a train is to discharge passengers, a member of crew will pass through each passenger car, except sleeping cars, and announce twice distinctly the name of the station, cautioning passengers not to forget their packages or baggage; and, when approaching meal stations state length of time allowed for meals, also if served at Harvey House or other location.

Before departure, care must be exercised to prevent leaving any passengers.

At junction points, announce name of the junction and which car, if any, will be cut out, and relocate any passengers not detraining at that point.

Station announcements will be omitted between the hours of 10:00 P.M. and 6:00 A.M., when in the judgment of the conductor they are unnecessary, but should there be any passenger to detrain, a member

of the crew must inform such passenger or passengers.

836. Side and trap doors of vestibules must be closed when not attended by a member of the crew, and vestibule curtains fastened while train is in motion.

To leave vestibule traps open while side doors are closed, is prohibited. When a passenger train is standing to meet or be passed by another train at a station where no passengers are to be received or discharged, the vestibule doors must be closed on the side on which the approaching train is to pass, unless a member of the crew is in position to prevent passengers from alighting.

End gate must be in place at forward end of leading passenger-carrying car and at rear end of train, also at ends of cars where cuts are made while switching occupied cars.

837. The doors of all passenger cars in service must be unlocked while train is in motion. When passenger cars not in service, are left at intermediate stations, all windows must be closed and doors locked.

Toilets must be locked when train is standing at the larger stations, or where more than ordinary stop is made.

838. Where trains terminate, one of the crew should pass through the coaches to collect articles of any kind which may have been left by passengers; articles found should be labeled with date, train number, car number, and name of finder and turned over to the agent to be returned to owner.

839. Unless authorized, conductor will not permit more than one news agent at a time to ply his vocation on the train, nor to occupy seats in cars for the display of wares to the inconvenience of passengers.

News agents must wear the prescribed uniform, be neat, clean and polite. They will not occupy seats with passengers or annoy them in their endeavor to make sales.

840. Every effort must be made to provide seats for all passengers. Employes traveling on passes must not be permitted to occupy seats in cars to the exclusion of passengers holding tickets or paying fare.

841. Employes must not enter business or private cars except in discharge of their duties, and will avoid, as far as practicable, disturbing occupants.

Employes, except conductors while collecting transportation, will remove their caps while passing through dining cars when meals are being served.

842. Except as provided in special instructions, passengers, or other than authorized employes, must not be permitted to enter baggage, mail and express compartments of cars.

843. Sick or injured persons, with or without attendants, will be transported in baggage cars only on order of superintendent, except that persons injured in train accidents may, on order of conductor, be carried in baggage car when conditions will not permit placing them in coach or sleeper.

844. Employes must keep cars clean and tidy and properly supplied. Equipment required for this purpose must be kept available.

Before entering women's lounge or rest-room employes must knock on the door, and while occupying same, keep the door blocked open.

845. Train baggagemen will report to and receive instructions from the trainmaster. While on the train they are under the direction of the conductor. At stations they will obey orders of the agent. They will conform to instructions issued by general baggage agent or his assistants.

FREIGHT SERVICE

850. Attendants accompanying freight shipments must not be permitted on freight trains, unless provided with proper transportation. Wishes of attendants regarding care of livestock should be ascertained and assistance rendered in caring for such shipments. At points where freight trains having attendants are stopped, the attendants should be warned as to the danger of trains or engines on other tracks, and that they should not board their train while moving. Attendants should not be permitted to ride on end platforms, in caboose cupolas or on top of trains.

In absence of special instructions, hog shipments should be watered as necessary.

Particular attention must be given to stock unaccompanied by attendants.

851. Unless otherwise provided, conductors are

required to take a complete check of their trains before departing from terminal stations, and must know that they have bills for all cars requiring them.

852. Conductors must not take loaded cars without the waybills or take waybills without the freight or cars, unless authorized to do so by trainmaster. A conductor's waybill, Form 1854, must be made for car loads and less than car loads in accordance with instructions printed on the form or issued by the auditor. Car classification inspection cards, Form 52 Std., for high class loading, should be removed from loads picked up at non-agency stations and delivered to billing agent with Form 1854.

Foreign cars must be accompanied by return slip bill, Form 1850.

When a foreign car is left at a non-agency station, the return slip bill must be left at the next agency station.

853. Conductors will make notation on waybill covering any freight in bad order left at non-agency station.

"Shipper's Order" shipments and freight for which no waybill accompanies the shipment, must not be unloaded at non-agency station, except on written authority of an agent; and unless so arranged, such shipments will be taken to the next agency station.

854. Freight destined non-agency stations must be prepaid and is at owner's risk from time of arrival at such stations.

When freight charges are not prepaid, conductors

may collect freight charges and deliver freight when consignee is on hand at a non-agency station.

Receipt will be taken on waybill for all freight delivered at such stations and charges collected left at first agency station.

855. Conductors will be held responsible for freight while in their charge. Loaded cars must be left at the most convenient place for unloading or as instructed by agent.

856. When loaded cars are left at an agency station other than destination, waybills must be left with the car.

When a loaded car is left at a non-agency station other than destination, waybills will be left at the next agency station and trainmaster notified by wire.

857. Conductors shall, so far as practicable, supervise checking, loading, unloading and stowing of LCL freight and record on waybills freight over, short or damaged.

Freight should be placed on platform or in freight house as may be necessary for its protection from theft or weather.

Report to superintendent improper loading or stowing of freight.

Unauthorized persons must not be permitted to be on or about trains or cars.

858. Employes must exercise watchfulness to prevent cars from being broken open and the contents thereof stolen or damaged.

The doors of empty cars in trains will be closed and fastened; the doors of loaded cars must be closed and properly secured unless left open for ventilation. Instructions concerning the ventilation of perishable commodities must be observed.

859. When it is necessary to transfer freight from one car to another, record should be made on the face of waybill, over the signature of conductor, of the date and point of transfer, and number of car into which transferred.

860. Conductors will attend personally to the switching at stations, unless otherwise engaged in expediting the movement of their train or in supervising the loading or unloading of way freight, when they may allow brakemen, if competent, to do the switching.

When cars are switched they must, if necessary, be replaced at their former location for loading or unloading.

861. Trainmen will be on top of their trains when safety requires.

862. Passengers will not be carried on freight trains except as provided for in time table.

863. Conductors of freight and mixed trains will leave Form 903 at first available office of communication after consist of train is changed enroute.

ENGINEMEN AND FIREMEN.

885. They shall, in all matters relating to the mechanical department, report to and receive their

instructions from the master mechanic, road foreman of engines or other supervisors; but in all matters pertaining to the movement of trains, receive their instructions from the trainmaster. Enginemen shall run their engines with due regard to economy in fuel and use of supplies, direct their firemen in regard thereto, and exact full performance of duty from them.

Firemen, when on duty, are under the direction of the engineman.

886. They shall not permit persons to ride on engine, other than authorized employes in the discharge of their duties, without a written order from the proper authority.

887. They must obey orders of yardmasters or persons in charge, in regard to switching and making up trains.

888. At initial point, they must be prepared to depart in accordance with instructions. They must know that their engine is furnished with fuel, water, tools, sand, other supplies and equipment, including signal appliances in serviceable condition.

889. They are under the direction of the conductor as regards the management of trains, but will not obey any instructions which may endanger the safety of the train or require violation of rules.

When a conductor is disabled, or in the absence of the conductor, the engineman will have full charge of and be held responsible for the safety of the train, until an authorized person assumes charge.

889(A). Should it become apparent to the engineman of a following engine, when two or more engines are coupled at the head of a train, that signals, rules or speed restrictions are not being complied with, he must take such action as may be necessary to insure safety to the train.

890. Should the engineman fail to obey signals or become incapacitated, the fireman should stop the engine, if necessary, and report the facts to the conductor.

891. They must look back frequently, and especially while rounding curves and passing over track covered by slow orders, to detect any defects in their train and for signals, and engineman must require brakeman to do likewise.

Firemen must assist in keeping a constant lookout and must instantly give the engineman notice of any obstruction or signal they may perceive.

892. Engineman must not permit the fireman to operate the engine unless fireman has the amount of experience specified below:

Yard Service: When fireman has passed first year examination, he may be permitted to handle engine, except when switching passenger or occupied outfit cars.

Freight Service: When fireman in road service has passed second year examination, he may be permitted to handle engine in train or switching movement, except passenger or occupied outfit cars.

Passenger Service: When fireman has passed examination as engineman, he may be permitted to

handle engine in train movement, except on heavy descending grade unless he has had at least one year's experience as an engineman.

In no event may a fireman operate an engine in the absence of the engineman, unless directed to do so by the conductor or some official in authority, and only then in case of special emergency. In absence of engineman, fireman will take charge of engine and will permit only duly authorized persons on it.

893. The utmost care must be used, even to the extent of stopping trains, to prevent the striking of persons, animals or vehicles. When an engine strikes any object that may cause damage, stop must be made immediately for inspection. When stock or dead animals are found on right of way, section men should be notified, if possible. Dead or crippled animals must be removed from the track. The striking of persons, animals or vehicles or the observance of stock on right of way, should be reported to the trainmaster from first office of communication.

894. Ashpans of engines must not be cleaned where fire might result and never on a switch, frog or derail. Fires drawn from engines must be extinguished.

Care must be used in sanding flues in territory where vegetation is dry and where cotton, hay or similar inflammable lading is being handled.

895. Enginemen will, in rounding curves where the view is obscured, and also at frequent intervals during heavy storms and fogs, sound the whistle, using the signals prescribed in Rules 14(l) and 14(q).

896. They must not leave their engine while on duty, except in case of necessity, or when relieved by a responsible employe.

When engine is left under steam, the throttle must be closed and fastened, reverse lever on center, cylinder cocks and relief valves open and engine brakes applied.

When diesel or gas-electric engine is left, hand brake must be applied, throttle in idle position, reverser handle or controller in neutral or removed if possible, and proper switches open.

When conditions warrant, other precautions should be taken to prevent engine moving, blocking wheels if necessary.

897. When taking fuel or water, care must be exercised to avoid damage to discharge pipes or aprons.

898. Enginemen will report any defect of the engine on form provided for that purpose, and notify relieving engineman.

899. Independent brake must be kept applied when standing at terminals or other stations where switching may be done at rear of train.

900. Excessive smoke and escape of steam should be avoided.

Blow-off cocks, cylinder cocks or injectors must not be opened when damage to property or injury to persons may result.

Muffler or bottom blow-off cocks should be used only when engine is in motion and must not be operated passing over steel bridges, interlockings, switches and frogs or skeletonized track.

CAR INSPECTORS.

902. Car inspectors will report to and receive their instructions from the master mechanic or his representatives, and will obey all orders of the trainmaster and yardmaster in connection with transportation matters.

YARDMASTERS.

905. Yardmasters are under the direction of trainmaster and agent. They are responsible for the efficient and economical operation of yards and the prompt movement of cars and trains. They have supervision over all trains, engines and employes in yards.

STATION SERVICE.

Agents.

910. Station agents are under the direction of the superintendent and trainmaster, but will obey all instructions issued by officers of the Company relating to matters in which their respective departments may be concerned. At their respective stations, they will:

(a) Be held responsible for the proper supervision of freight and passenger traffic.

(b) Inform themselves of the boundaries of the Company's property and prevent encroachments thereon.

Report promptly any information of possible action by state, county, township, municipal or other corporation, or individual, coming to their notice which will in any way affect the Company.

(c) Have supervision of the buildings and other property of the Company; the entire premises must be kept neat and clean, and the laws and Company rules enforced.

(d) Exercise general supervision over all persons employed at their stations.

(e) See that their subordinates are respectful and courteous in their dealings with the public.

(f) Give attention to securing of traffic for the Company.

(g) Furnish conductors with instructions as to switching and work to be done at stations.

(h) See that cars furnished for loading are suitable for the shipments and are in good condition, and when loaded, inspect the lading to ascertain if properly stowed.

(i) See that freight in the custody of the railroad is protected by seals or locks; doors and other openings of cars loaded with stock must be securely fastened.

Prevent the unauthorized use of stockyard, and see that gates of the pens and chutes are closed and securely fastened when not in use.

(j) See that overloaded or improperly loaded cars are not accepted.

(k) Give attention to the securing of a full load for each car.

(l) So far as possible, prevent delay to equipment in either loading, unloading or forwarding.

(m) See that doors of empty cars are closed and fastened.

(n) Permit no freight, material or other obstructions to be placed within six feet of the near-

est rail of any track.

(o) Promptly report to trainmaster cars in bad order, naming the defects and material or supplies necessary for repairs; bad order cars containing live stock or perishable freight should be transferred at once if possible, otherwise trainmaster must be notified.

(p) Note on face of waybill any over, short or damaged freight.

(q) See that ticket offices are opened in ample time to accommodate patrons in the purchase of tickets and the checking of baggage and in accordance with the laws. Without proper authority, tickets must not be sold to points where trains do not stop; and, without fully informing purchasers, they must not be sold to points on lines for which trains have no immediate connection at junctions; tickets must not be sold to persons in a condition that would jeopardize the safety of themselves or others, nor, unless accompanied by attendants, to persons unable to care for themselves.

(r) See that all notices to the public are neatly posted in conspicuous places (on bulletin boards, where provided). Advertising matter may be posted only when properly authorized.

Display of advertisements or banners upon freight or passenger cars must not be permitted, except upon authority of the superintendent.

(s) See that time table bulletin boards are maintained, currently dated, and indicate whether train on time or ————late.

(t) See that bulletin instructions to employes are posted in designated places.

(u) See that trucks, scales and other equipment are stored in buildings when practicable. When on platforms, see that they are placed a safe distance from the tracks, and securely fastened.

Operators.

915. Operators, except those employed in relay offices, report to and receive their instructions from the chief dispatcher and the agent.

Operators in relay offices report to and receive instructions from the manager and wire chief, except that they are under the direction of the chief dispatcher, in so far as their duties are concerned in the handling of train orders and the movement of trains.

916. Operators not living on the premises must, during the period the office is closed, post their address in the window where it may be read from the outside.

When necessary to leave office for meal periods or in connection with their duties, dispatcher's permission must be obtained.

917. In case of severe storms which may affect the track, bridges or the movement of trains, the train dispatcher must be promptly notified.

When communication fails, operators must stop trains and notify conductors and enginemen of unsafe condition. They must also promptly notify the section foreman and other employes whose assistance may be needed.

918. When their duties permit, they will be outside to observe passing trains. If anything is seen

which might endanger the same, stop signals will be given and the incident reported to train dispatcher.

919. They will not allow private lines or instruments on the Company's premises nor make changes in wires or instruments, without proper authority.

920. Messages filed for transmission must be sent promptly. The call letters for the office to which they are sent, the "sign" of the sending and receiving operators and the exact time sent must be shown on the message, which must be retained as a record at the sending office.

Messages received must be delivered promptly. If the party addressed cannot be located within a reasonable time, the sending office must be informed by service message.

Messages for delivery to officials of the rank of superintendent and higher on trains, must be enclosed in a sealed envelope properly addressed.

921. They must adjust instruments carefully, especially during wet weather, to determine that the circuit is not being used, before opening the key. Contention for the circuit will not be permitted. The word "wire" will be recognized as giving the right of circuit at all times for test purposes, except when a train order is being transmitted or repeated.

Where office is closed temporarily, the telegraph instruments must be cut out.

922. They must not accept personal messages of employes or others or messages in which the rail-

way company is not interested, for free transmission over company wires. Messages must be treated as confidential.

Messages preserved must not be removed from files, except by someone in authority and in such event, copy should be retained showing disposition of the original.

923. Special orders, notices and instructions must be carefully filed and kept in the office for reference.

924. Agents and operators must not permit unauthorized persons inside their offices. When practicable, business with the public or trainmen must be transacted over the counter or through window provided for that purpose.

AUTOMATIC AIR BRAKE RULES.

940. Employes whose duties require them to operate or maintain air brake equipment, must provide themselves with a copy of Santa Fe Air Brake Instruction Book, Form 2501 and 2501-A Standard, and thoroughly familiarize themselves with instructions contained therein.

941. Unless specifically relieved therefrom, trainmen or yardmen will couple air hose in making up trains at originating points, have train in readiness to test air when engine is coupled on, and assist in making the air brake test.

942. Trains will not leave a terminal or be handled between terminals with brake pipe leakage

in excess of five pounds per minute, unless directed by trainmaster to do so. Engineman must observe gauge during brake test to ascertain the amount of brake pipe leakage.

943. When engine has been coupled on and gauge shows a sufficient pressure in brake pipe, the inspector or trainman making the test will request the engineman to apply the brakes, and will then go to each car and observe the piston to see that each brake is set.

When last car is reached, if the brakes are set properly, he will give signal to the engineman to release the brakes and will then examine each car to see that the brake releases.

On arriving at the engine he will report to the engineman the number of brakes in good order and working, also the number of brakes cut out or inoperative.

This test must also be made when changing crews or engine handling brakes on any train, except as provided in Rule 948.

944. On a passenger train before an engine is detached, cut made between cars or an angle cock closed (except for detaching one or more cars or engines from rear of train), the brakes must be applied.

After recoupling and opening the angle cock and before proceeding, an application and release test must be made from the engine. Inspector or trainman will note that the brake on rear car applies and then signal for a release, noting that rear brake releases.

945. A running air brake test with a service application must be made on passenger trains as soon as speed permits, after leaving points:

- (a) where standing air brake tests have been made,
- (b) where train has been cut or changed (except for detaching engines or cars from rear),
- (c) where engine controlling train brakes or engineman handling brakes have been changed,
- (d) where angle cock has been closed for any reason, or
- (e) where required by special rule in time table. This test must be made sufficiently in advance of arrival at summit of grade to afford opportunity to stop train by other means, should the air brakes prove ineffective.

Trainman must take position on retainer end of rear car and when he hears exhaust caused by release of air, give engineman proceed signal; if brakes fail to release properly or proceed signal not received, train must be stopped.

In making this test engine brakes must not be permitted to apply.

946. On a freight train, before an engine is detached, cut made between cars or an angle cock closed, the air brakes must be fully applied.

After recoupling and opening angle cocks, final proceed signal must not be given until trainman

notes that pressure is being restored on caboose gauge and that rear brake is released.

In the absence of a caboose gauge and on descending grades where engineman may be unable to control train by use of engine brakes only, an application of the air brakes must be made while train is standing. Inspector or trainman will note that the rear brake of train applies and then signal for a release, noting that rear brake releases.

947. At points designated by special rule in the time table, freight trains must stop before passing summit of grade and make air brake test. If stop is made by use of the automatic brake, trainmen will observe that brake applies on rear car. If stop is made without use of automatic brake, an application of the air brakes must be made to determine that brakes are operative throughout train and have applied on rear car.

Train must not proceed until brakes have been released and brake system recharged.

948. When an additional engine is attached at the head of a train subsequent to a terminal test of the train brakes, the brakes must be fully applied from the engine in control of the brakes.

Inspector or trainman will note that the rear brake of train applies and then signal for a release, noting that rear brake releases.

When an engine is detached from the head of a train, the test prescribed above must be made from the engine assuming control of the train brakes.

A test of the train brakes is not required when detaching engines from the rear of trains, except where otherwise provided.

949. When engines are coupled at the head of a train, the brakes must be controlled from the leading engine. Brake valves of other engines must be cut out, brake valve handles in proper position and air compressors running.

If for any reason, movement of the train cannot be controlled by the leading engine, the engineman will sound Signal 14 (*n*), whereupon the next engineman will assume control of the train brakes, giving Signal 14 (*g*). Engineman must then make service test promptly to assure himself he is in control of the train brakes.

The engine in control of the train brakes must be placed in the lead at the first available point.

950. When a passenger train is stopped by an emergency application of the brakes, each car must be inspected to see that all brakes are released before the train is moved, and inspection must be made for flat wheels as the train departs.

When train brakes apply in emergency on a freight train the cause must be determined if possible, and a member of the crew must let the train pull by to observe release of all brakes, unless this has been noted in car to car inspection.

951. An engine must not be detached from a train while in motion.

When an engine is to be detached or a stop is made on heavy grade (except ordinary station stops with passenger train), a sufficient number of hand brakes must be set to hold the train before air brakes are released, unless the train is to immediately proceed.

After releasing the air brakes, the engine must not be detached until it is determined that the hand brakes will hold the train.

When engine is coupled to train, hand brakes must not be released until it is known that the air brake system has been recharged.

952. If air brakes are found to be inoperative, the cause should be ascertained immediately and no further dependence placed in them until known to be effective.

If air brakes become inoperative while train is running, the engineman will call for brakes giving Signal 14 (*a*) and the trainmen will immediately open conductor's valve to emergency position, leave it open and apply hand brakes.

When air compressor fails or for other reasons it is impossible to control train brakes from the engine, train and engine must be placed on nearest siding until repaired. If train cannot be safely controlled to first siding, it must not be moved until repaired or relief engine furnished.

953. When one or more cars are to be picked up enroute or subsequent to a terminal test of the train brakes, each car must be checked for set and release of the air brakes when such cars are in the position they are to be handled in the train.

When train is recoupled and before final proceed signal is given, trainman must note that pressure is being restored on caboose gauge and that rear brake is released.

In absence of a caboose gauge an application of the brakes must be made while train is standing.

Inspector or trainman will note that the rear brake of train applies and then signal for a release, noting that rear brake releases.

954. Conductor's valve must not be used unnecessarily, but when used it should be held open until the train is stopped.

Trainmen must use the rotary type brake valve when their cabooses are so equipped, but if an emergency application of the brakes is necessary, any valve or angle cock may be used. The rotary valve should be operated in accordance with instructions contained in Form 2501-A Standard.

Do not attempt to stop the train suddenly, unless an emergency exists.

955. When rear end valve is used to control backward movement of a passenger train, the conductor or yardman will, within 500 feet after such movement has started, make a sufficient reduction of air to insure that the brakes are operative. The handle of the engineman's brake valve should be kept in running position.

If the reduction is not noted by the engineman within this distance, he must stop the train and ascertain the cause.

956. Air brake and signal hose on passenger equipment must be parted by hand.

When brake pipe is charged, angle cocks must both be closed before parting hose and must be opened slowly to avoid an emergency application of the brakes.

On engines or cars equipped with dummy couplings, air brake and signal hose must be coupled to dummy when not in use.

957. Trainmen must watch carefully for any indication that brakes are not working properly on all cars, and must frequently observe caboose gauge to see that proper air pressure is maintained.

958. Conductors will report to the trainmaster, master mechanic and car inspectors by wire, also notify car inspectors on proper form, of any trouble or defect that may develop in the brakes.

PASSENGER CAR HEATING, LIGHTING AND AIR CONDITIONING.

960. Employes whose duties are in any way connected with the operation of passenger car heating, air conditioning and water distribution, must have in their possession a copy of instruction book, Form 2502, and familiarize themselves with and be governed by the instructions contained therein.

961. In connection with train lighting train employes must:

(a) See that lights are used with proper economy and dimmed as much as consistent after 10:00 P.M.

(b) Report by wire to trainmaster, and electrician at next terminal, defects, or trouble experienced with train lighting, or air conditioning, stating nature of same.

(c) When dynamo lamp fails to burn, check to see if it is properly screwed in socket, examine

fuses, and when possible, dynamo belt and pulleys, making proper report.

(d) When cars are vacated at end of run or en-route, fans should be turned off and lights extinguished.

(e) Electric train line connectors should be used, when conditions require.

PERSONAL INJURIES AND ACCIDENTS.

970. When passengers or employes are injured, everything possible must be done for their proper care, and the nearest surgeon of the Hospital Association immediately notified by messenger or wire; if seriously injured, the nearest competent surgeon to be had should be called to attend until the Association surgeon arrives; or if they are able to be moved, should be taken to the nearest place at which the Hospital Association has a surgeon, and placed in his charge.

971. When an accident occurs, the conductor must, after providing for safety of the train, give special attention to the care and comfort of the injured. When necessary the conductor may put the injured in sleeping cars or remove bedding and linen for the care of the injured, making record of the supplies taken and from which car removed.

When possible, Form 812 must be secured from each person on the train.

In case of injury to a passenger in other than train accident, Form 1421 should be used instead of Form 812.

In case of accident to freight trains, where parties riding on stock contract or emigrant outfit contract are injured, it will not be necessary for conductor to secure report Form 812 or 1421, or any statement whatever, in writing from injured party, but merely to report name, address, destination and extent of injury by wire to the superintendent.

972. In case of death on a train, the body should be taken to the next station where services of an undertaker are available.

In case of death on Company property, or when a corpse is found on Company property, the body must receive proper care and, when necessary, be moved to a proper place to provide a clear passage for trains, after exact position in which it was found and surrounding conditions have been carefully noted, and must be left in charge of an employe or other responsible person until coroner or undertaker arrives.

In all cases, the proper public officer must be notified promptly and a wire report must be made to the superintendent.

973. When trespassers are injured or killed, they should be left with relatives or placed in charge of county or city authorities.

974. Reports of all accidents, giving names, addresses and destination of the injured persons, and extent of their injuries, are to be wired immediately to the superintendent by the conductor, agent or person in charge, and as soon as possible a full and detailed report made on Form 1428 and forwarded

to the superintendent, a separate report being made for each person injured.

975. In every case of accident to persons (not covered by Rule 971), whether by being struck by train, falling from train or in any other manner caused by the operation of trains, and in every case of accident to employe, whether in train service or in other departments, a full and complete report must be made at once on Form 1428 by every employe present, no matter whether he considers his statement of importance or not, answering every question fully, if possible. Employes injured while on duty must give their immediate superior officer prompt verbal notice of injury, stating time, place, and cause thereof, furnishing Form 1421, in triplicate, as soon as possible thereafter.

976. To properly protect the Company's interests, it is important that every effort be made to procure the names and addresses of all persons, whether employes or others, who are witnesses to any and all accidents and injuries.

977. When persons are injured in any way in which the accident may have been caused by defective appliances, tools or machinery, the car or appliance, tool or machinery must be immediately examined by the person in charge to ascertain its condition, and report made of the inspection, giving the numbers and initials of cars examined and names of persons making the inspection.

This inspection must be made before the car or engine leaves the place where accident occurred,

and afterwards at first terminal by master mechanic, car foreman, or car inspector who will furnish report of inspection on Form 1419 to the superintendent.

When an accident is caused by the breaking of machinery, tools, appliances or rails, the broken parts must be so marked as to be readily identified and immediately turned over to the superintendent.

978. Information concerning accidents or personal injuries occurring to persons who are not employes, must be given only to authorized representatives of the Company or an officer of the law.

Information as to the facts incident to the injury or death of an employe may be furnished voluntarily to a person in interest, such as the injured employe, or an immediate relative of the injured or deceased employe, or to an officer of the law.

Information contained in the files or in other privileged or confidential reports of the Company concerning accidents or personal injuries must not be divulged, except to an authorized representative of the Company.

FIRST AID INSTRUCTIONS.

980. See a doctor soon as possible. Employes of railroads are spread over a wide territory, working in many small groups, which makes it desirable for them to be supplied with first aid equipment suitable for their use whenever the necessity arises. Insofar as possible, this first aid equipment should be composed of material which will not deteriorate with age and which can be maintained in a sanitary condition.

It is not considered safe to provide drugs or anti-septics which may deteriorate with age and cause harm if used.

The railroads maintain competent medical organizations to serve the injured, and in most emergencies efficient service may be had on short notice.

Passengers who become ill on a train may obtain the services of a doctor, at their own expense, by telegraphing ahead to the nearest station.

FIRST AID EQUIPMENT.

First aid packet containing:

4 large sterile gauze bandage compresses

4 small sterile gauze bandage compresses

Each in sterile container and placed in a packet properly labeled.

1. Train Service—Passenger and Freight.
Passenger Trains—2 packets each in engine, baggage car and coaches.
Freight Trains—2 packets in engine and caboose.
2. Small Shops, Round Houses, Bridge and Building Forces, Section Gangs, Surveying Parties, Linemen, Railway Stations, etc.
First aid packets—2 to 10 depending on number of employees.
3. Larger Shops, Office Buildings and Terminal Points.
First aid station fully equipped and in charge of a surgeon or trained nurse.

A.—First aid box with emergency supplies may be provided as deemed necessary in

the judgment of the Chief Surgeon of the Railroad.

FIRST AID INSTRUCTIONS.

First Aid consists of that form of medical or surgical treatment that may be safely administered by a layman.

The treatment should be simple in character and the injured placed under the care of a doctor as soon as possible. Wounds should be protected by sterile dressings, with pressure over wound to control bleeding if present. In case of electric shock, gas asphyxiation or drowning, restore breathing by starting artificial respiration.

The use of drugs is to be directed by the doctor.

DO THE FOLLOWING AT ONCE AS INDICATED:

- A Control bleeding and apply dressing.
- B Restore breathing.
- C Obtain doctor's services.
- D Keep injured quiet.
- E Protect from excessive heat or cold.
- F Apply splints to broken bones.
- G Do only what is needed. Move injured carefully to doctor's office or hospital.

SEE SPECIAL INSTRUCTIONS FOLLOWING:

A—BLEEDING

Expose wound by cutting or tearing clothing and apply sterile gauze compress and bind in place. If sterile dressings are not available, use clean linen or clothing and bind firmly over wound. Do not use drugs.

BLEEDING FROM LARGE SPURTING ARTERIES

should be controlled by placing tourniquet between wound and heart. (See illustration.)

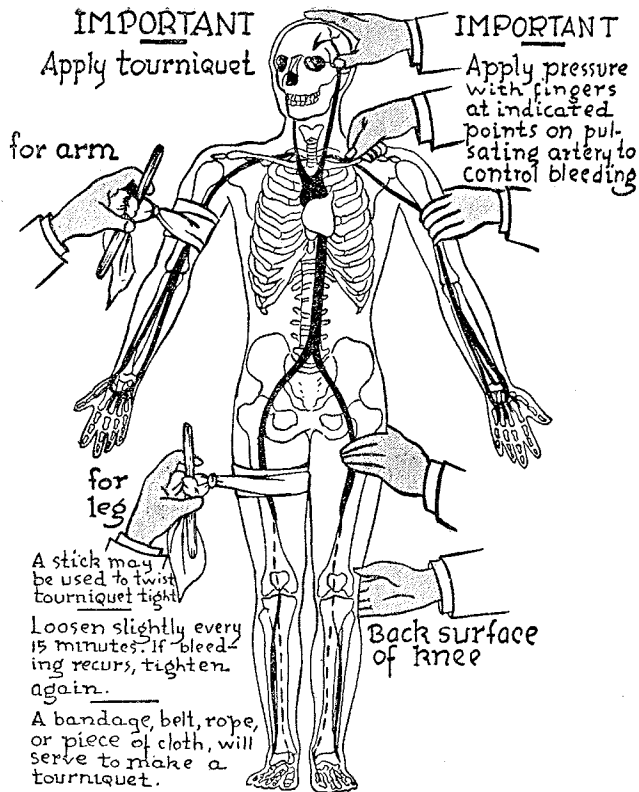


Diagram of human body showing where to place tourniquet on arm or leg, with instructions. Also shows points to apply pressure over arteries in order to control bleeding.

B—RESTORE BREATHING

The most common accidents which stop breathing and necessitate artificial respiration are:

- 1—Electric Shock.
- 2—Gas Poisoning.
- 3—Drowning.

As soon as possible, feel with fingers in the person's mouth and throat to remove any foreign body such as tobacco or false teeth. If the mouth is held tightly closed, pay no more attention to it until later.

If no evidence of bleeding is present, do not attempt to remove clothing, but begin artificial respiration at once, and continue for two to four hours or longer before making any attempt to move the injured from the scene of the accident.

Use the following standard **Prone-Pressure Method**:

1. Lay injured on belly with one arm extended straight up and turn face toward this arm. The other arm is bent at elbow and the face allowed to

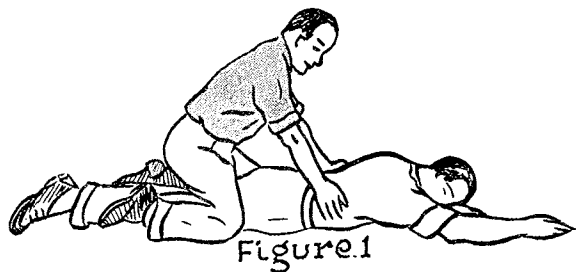


Figure 1

Shows man kneeling straddle of injured person ready to start artificial respiration.

rest on the hand or forearm so as to be sure the nose and mouth are free for air.

In case of drowning, put body on a slight incline elevating the feet 12 inches or higher than the head.

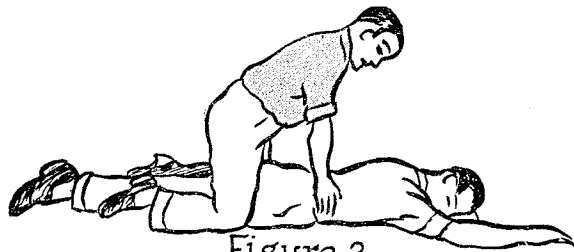


Figure 2

Shows the first movement, pressing on ribs.

2. Place hands on small of back over lower ribs as shown in Figure 2 and gradually press on ribs and then release pressure, consuming about two seconds for the movement.

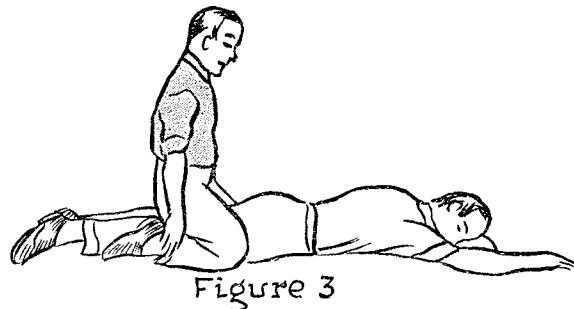


Figure 3

Similar to Fig. 1 except showing relaxed position of operator.

3. Rest two seconds as shown in Figure 3 and repeat, thus repeating the movements about fifteen times a minute.

After artificial respiration has been started, an assistant may loosen or remove any clothing that may be interfering.

Keep body warm.

Do not attempt to give any liquids by mouth until fully conscious.

Resuscitation should be started at the scene of accident and person should not be moved until breathing normally of own volition, and then only in lying position. Should it be necessary due to extreme weather conditions, etc., to move the body before breathing normally, resuscitation should be carried on during the time being moved.

After respiration has begun, continue to keep body lying down and move to first aid station, hospital or home with least possible disturbance.

A brief return of natural respiration is not a certain indication for stopping the resuscitation. Not infrequently after a temporary recovery of respiration, breathing again stops. The person must be watched and if natural breathing stops, artificial respiration should be resumed at once.

In carrying out resuscitation it may be necessary to change the operator. This change must be made without losing the rhythm of respiration. By this procedure no confusion results at the time of change of operator and a regular rhythm is kept up.

Inhalator should not be used except under supervision of doctor or by an operator trained in its use.

EXPLANATORY NOTES

1—ELECTRIC SHOCK.

Breaking the Contact. The person must be freed from contact with the live conductor as promptly as possible. Use a dry stick, dry rope, dry coat, or other non-conductor. Use of your own hands without protection is dangerous and may add another victim to the accident.

2—GAS POISONING.

The most common poison is carbon monoxide. This gas is found in heated refrigerator cars where charcoal burners are used, in railroad tunnels and in garages or other places where gasoline engine fumes may accumulate.

Rescue. In rescuing the person, make sure that you protect yourself against the gas.

In refrigerator cars and about garages or other places where doors can be opened, get prompt ventilation and rescue the person and start artificial respiration.

In railroad tunnels and other places where carbon monoxide is known to exist, provide gas masks for protection and rescue purposes.

Treatment. Start artificial respiration at once which as a rule is all that will be necessary.

If oxygen or carbon dioxide is available, it can be used in case one has been trained in its use.

3—DROWNING.

Start artificial respiration at once. The pressure you must exert is the best means of forcing water out of the lungs and breathing passages. During artificial respiration, the body should be placed on

a flat surface so that the head and chest are 12 inches lower than the feet. Drainage of water from the air passages will be assisted and the circulation of the blood improved.

Pay particular attention to maintaining warmth. The wet body chills rapidly.

C—OBTAIN DOCTOR'S SERVICES

All injured should be sent to designated Company Surgeon for examination and necessary treatment as soon as possible after an accident has happened.

Serious injuries with bleeding wounds and broken bones should have dressings applied promptly and splints tied to parts involved and be transferred to designated Company Surgeon or hospital or first aid station. (See F—Broken Bones.)

Injured who can not walk or sit in an automobile should be sent in an ambulance.

In serious injuries, notify the doctor in advance the nature of the injury and where injured is being sent for medical attention.

Time will be saved and more effective first aid obtained if injured is promptly moved to hospital or first aid station instead of waiting for a doctor to arrive at scene of accident.

D—KEEP INJURED QUIET

In the severely injured, keep lying flat and if tendency to faint, elevate feet 12 inches.

E—PROTECT FROM HEAT OR COLD

In hot weather, protect injured from sun.

In cold weather, protect injured with extra clothing or blankets when available until moved.

F—APPLY SPLINTS TO BROKEN BONES

If possible splint them where they lie.

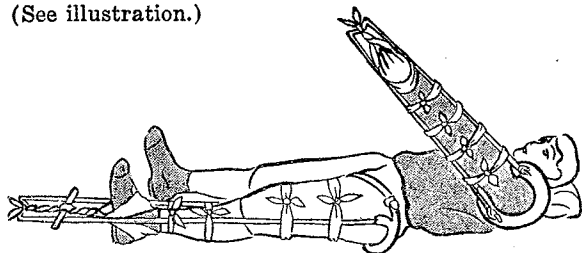
Broken bones and dislocations should not be moved unnecessarily. Place arm or leg straight and apply splint. (See splints.)

If bleeding is present, expose wound by cutting or tearing clothing and apply first aid sterile gauze compress to protect wound and tight enough to control bleeding.

If broken bone is protruding through wound in skin, do not try to put it back or pull on arm or leg. Pulling broken bones back under skin increases danger of infection: this should be left for the DOCTOR. Cover bone and wound with sterile gauze compress.

Fractures are often accompanied with shock. (See Item 4. "Shock," page 174.)

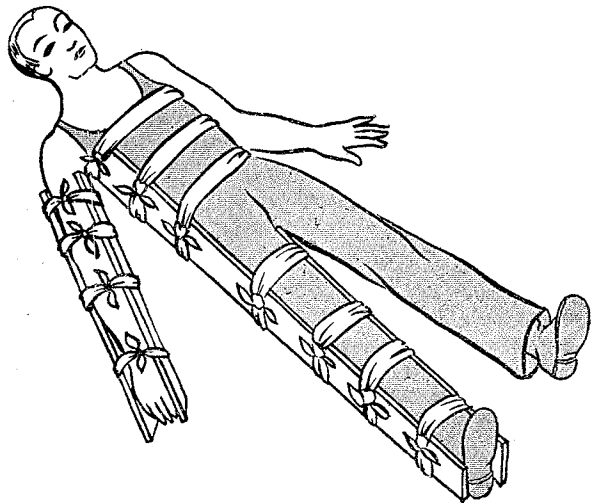
Splints. If Thomas, Murray, Kellar-Blake or some other form of metal splints are available, apply to extremity. If bone protrudes through skin, do (See illustration.)



Man with Thomas splint with traction applied to arm and leg. Apply traction only when no bleeding is present.

not apply traction but bind extremity between rods. If skin is not broken so as to bleed, easy traction from foot or hand to end of splint may be applied.

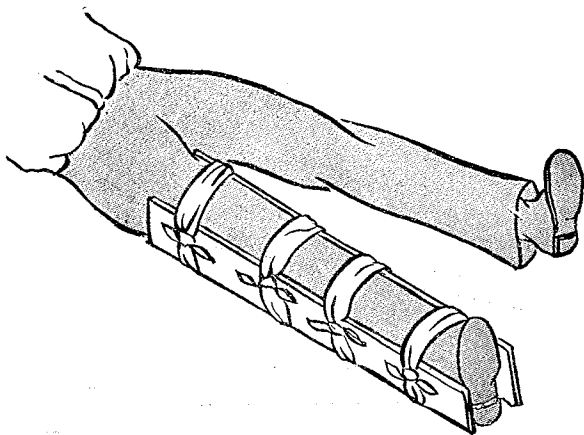
If no prepared splints are available, use any piece of wood, heavy pasteboard, roll of blanket or pillow, etc., as shown in illustration below.



Board splints applied to arm and leg.

Place arm or leg straight and bind to splints with strip of bandage or cloth.

If no splint material of any sort is available, the fractured lower extremity should be bound to the opposite sound extremity. In case of upper extremity, bind to the chest.

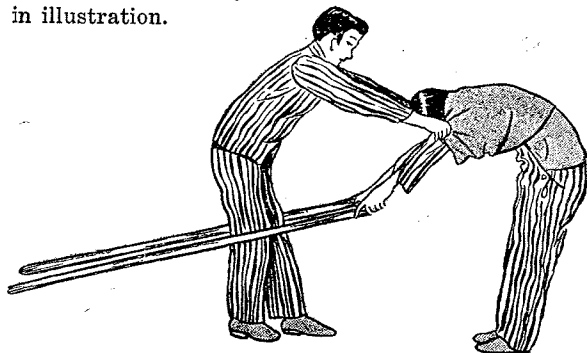


Board splints applied to lower extremity.

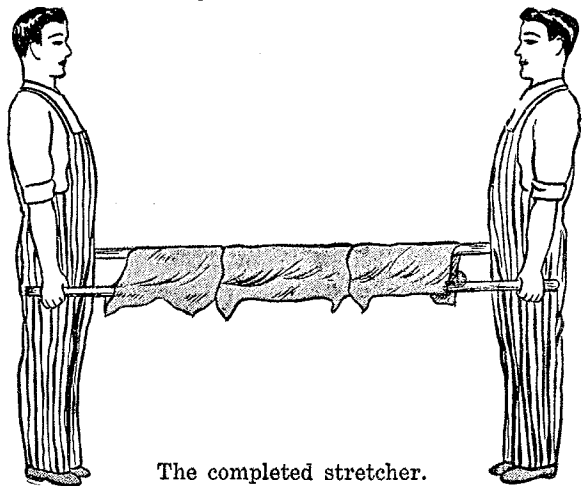
In persons who have fallen from a height and complain of pain in back or pelvis, a stretcher or similar flat surface should be obtained to transport in a lying position. **AVOID BENDING THE BACK.**

Transport the severely injured on stretcher, the Army type when available.

An emergency stretcher can easily be made by taking two coats or jackets and two poles as shown in illustration.



Two men making a stretcher out of their blouses



The completed stretcher.

G—DO ONLY WHAT IS NEEDED

Do only what is necessary to control bleeding, restore breathing and splint broken bones. The injured should then be promptly moved to the Company Surgeon's office or designated hospital or dispensary.

Avoid use of drugs as they frequently interfere with proper examination by the doctor, especially drugs which color the skin, such as iodine and mercurochrome. Such treatment is to be left to the discretion of the doctor.

SPECIAL CONDITIONS

I—OPEN WOUNDS

All wounds such as scratches, abrasions or lacerations should be promptly covered with sterile gauze compresses and patient sent to the nearest Company Surgeon, who will treat the wound as indicated.

In case the wound is superficial or the service of a doctor cannot be had within 1-2 hours, the wound can best be treated by washing it very thoroughly with ordinary soap and running water so as to remove any dirt, grease or foreign material, after which a sterile dressing should be applied and the patient referred to the Company Surgeon for further treatment.

In case sterile dressings are not available, clean linen such as handkerchiefs or towels which have not been used could well serve for an emergency dressing.

All wounds should be treated by the Company Surgeon as soon as possible.

2—FAINTING

Fainting may be the result of many things. If patient is pale he should at once be placed in a horizontal position with head lowered and feet elevated, but if blue and breathing is labored he should be placed in a horizontal position with head elevated and feet lowered. Cold towels can be placed to the head.

In persons who are suffering from nothing more than a fainting attack, recovery will take place within 5 to 10 minutes and no other treatment is necessary. A fainting person will lie quietly.

3—UNCONSCIOUS ATTACKS.

When a person suddenly becomes unconscious, he should be laid on his back and kept quiet. Loosen tight clothing, especially about neck.

If convulsions and tendency to bite tongue are present, protect the tongue by introducing a small piece of wood between the teeth. Convulsions usually subside in from 5 to 10 minutes.

Allow plenty of air and maintain body warmth. Do not attempt to give an unconscious person anything by mouth.

Move at once to doctor's office or hospital in recumbent position. Advise doctor of convulsions.

4—SHOCK.

Shock may be present in any serious injury and is increased by bleeding. The face is pale, skin clammy and cold, pulse rapid and weak and breathing shallow.

Lay on back, head low, loosen clothing about neck, chest and abdomen. Keep cool, but prevent chilling. Transport in recumbent position to doctor's office or hospital.

5—HEAT EXHAUSTION.

In heat exhaustion, the skin is cold and clammy, person is pale and may be in collapse. The principal requirements are to protect the body with blankets and give hot coffee, hot milk or other hot drinks if available. Transport in recumbent position to doctor's office or hospital.

6—SUNSTROKE.

In sunstroke, the person is always unconscious. The face is red and flushed. Pulse is slow and full. The skin is hot and dry. Breathing is labored and of a snoring character. Pupils are dilated.

The necessary treatment is to reduce the body temperature as soon as possible by placing ice on the head and rubbing the body with ice whenever ice is available, or sponging with cold water, or placing in a cold bath.

Sunstroke and heat exhaustion may be avoided by using table salt in drinking water. During hot weather there is a tendency to excessive sweating and it is necessary to replace body salt by supplying it in water.

The easiest way is to increase the quantity of table salt taken with meals, or three times a day take one-fourth of a teaspoonful of salt with several glasses of water. Salt tablets are on the market and

should be used according to printed directions. Taking of salt is recommended only during the hot weather where there is excessive sweating.

7—BURNS.

Burns should be kept clean by applying sterile gauze compresses only for protection against infection. Send person at once to Company Surgeon for treatment.

8—FOREIGN BODIES IN EYE.

Do not rub the eye but close the lids with the hope that the tears may wash the foreign body out or towards the nose so it may easily be brushed out with a corner of clean gauze.

Loose foreign bodies can frequently be removed by taking hold of the eyelashes of the upper lid and pulling it downward over the lower lid.

In all cases of foreign body in the eye, consult a Company Surgeon or oculist to see if the foreign body is all out or to remove foreign body that is imbedded.

Any red eye should be seen by a doctor.

9—PUNCTURE WOUNDS.

Puncture wounds made by sharp instruments or stepping on rusty nails may carry infection under the skin. Injuries of this kind may result in tetanus or lock-jaw so should be sent to a doctor at once for treatment.

10—FROST BITE AND FREEZING.

Do not rub frost bitten part with snow or cold water, but remove patient to a cool room. If fingers or toes are affected, they may be placed in cool

water for a few minutes at a time, so that gradual and slow thawing will occur until feeling to the affected parts is restored. After this, parts may be protected by a warm cover.

For freezing, gradually warm the body. Take care not to do this too rapidly. Rub the body with cool water, gradually increasing the temperature of room and water.

11—TICK BITES.

Any employe bitten by a tick should consult Company doctor at once.

12—POISON IVY AND POISON OAK.

When it is known that contact with poison ivy has taken place, vigorous scrubbing of the skin with abundant soap and hot water, within first hour or two after exposure may prevent any further trouble. The same treatment, if carried out within first twenty-four hours, often results in cure. In later cases, treatment should be given by a doctor.

13—SNAKE BITE.

Apply a tourniquet above wound as described for controlling bleeding in order to keep the poison from spreading through the blood stream. With a sharp knife or instrument, sterilized by flaming with a match, make two cross-cuts, each about one-half inch long and as deep as the holes made by the snake's fangs. Let the blood run freely from the cut, at the same time dislodging any of the poison that remains by rubbing the wound with a piece of gauze or by squeezing out as much blood as possible. Take person to the Company Surgeon.

Alcoholic beverages are harmful in snake bites.

Employes working in snake infested country may have available snake venom antitoxin in hypodermic containers to be used as an emergency measure after being bitten.

14—DOG BITE.

Do not kill the dog. Capture him and keep him penned up for at least two weeks. If the dog is alive at the end of two weeks, it is evident that he is not a real mad dog and is not infectious. If the dog dies from rabies (mad dog) then prompt Pasteur treatment is to be taken. Report the case to the Company Surgeon who will in turn notify the local Health Department.

In case the dog has been killed, pack the head in ice and send to the nearest Health Department Laboratory for examination to determine if dog was mad and as to the necessity of giving Pasteur treatment.

Other animals such as cats, squirrels, coyotes, cows, horses, etc., may have the disease and give it to people in the same manner.

All such wounds should be treated as covered under "Open Wounds" and sent to a Company doctor.

If animals can not be observed, a course of Pasteur treatment can be taken as a protective measure.

15—SPLINTERS.

Remove splinter promptly when accessible. Cover wound with small sterile gauze compress. If inaccessible, consult Company Surgeon. Do not apply

antiseptics as they color skin and make it more difficult for doctor to find splinter.

16—SPRAINS.

Do not allow injured person to use sprained joint. Elevate limb and apply cloths wrung out of cold water and consult Company Surgeon as soon as convenient.

17—BRUISES.

Where bruise is painful, apply cloths wrung out of very cold water and consult Company Surgeon as soon as convenient.

RAILROAD RADIO RULES.

1000. Employes whose duties require the use of the railroad radio communication system will be governed by the following rules of the Federal Communications Commission.

General.

The following rules and requirements cover use of railroad radio systems and govern employes using such systems:

1000(A). Definition: A Railroad Radio Communication system is one employing radio for the transmission of intelligence between moving equipment, between moving equipment and a fixed point, or between fixed points.

1000(B). Radio communication systems are under the jurisdiction of the Federal Communications Commission. The Railroad Company And Its Employes Are Governed By The Commission's Operating Rules. Violation is a Federal Offense for which severe penalties are provided.

1000(C). In order to operate a radio transmitting set a railroad employe must read and study the following rules and pass an examination thereon. Such examinations will be given by railroad examiners. Federal Communications Commission has modified its rules to permit an employe, authorized by the Railway Company to do so, to operate a mobile radio unit without having passed an examination on the rules; but an employe must pass an examination before operating a fixed or base radio station.

Operating Rules.

1001. All employes, except those specifically authorized to do so, are prohibited from making any adjustments to a railroad radio set. Employes so authorized must carry their FCC operator license or verification card when on duty. If it appears that a radio transmitter is not operating properly, its use shall be discontinued and the designated railroad official notified as soon as possible.

Note:- The designated railroad official mentioned in Rule 1001 shall be the manager-wire chief of the Relay Telegraph Office on whose territory the radio is being used.

1002. No employe shall knowingly transmit any false distress communication, any unnecessary, irrelevant or unidentified communications, nor utter any obscene, indecent, or profane language via radio.

1003. No employe shall divulge or publish the existence, contents, purport, effect or meaning of any communication (distress communications excluded) except to the person for whom the communication is intended or to another employe of the

railroad whose duties may require knowledge of the communication. The above applies either to communications received direct or to any that may be intercepted.

1004. Before transmitting, any employe operating a radio transmitting set shall listen a sufficient interval to be sure that the circuit is not already in use, particularly for distress traffic.

1005. A distress call will be preceded by the word "Emergency" repeated three times. Such calls shall be used only to cover initial reports of derailments, storms, washouts, fires, obstructions to tracks, or other matters which would cause serious delay to traffic, damage to property, injury to employes or the traveling public, and shall contain as complete information thereon as possible. All employes shall give absolute priority to communications from another station in distress, and except in answering or aiding a station in distress shall refrain from sending any communications until there is assurance that no interference will result to the station in distress.

1006. The Railroad Company is required to answer an official notice of violation of the terms of the Communications Act of 1934, as amended, within three days from receipt of notice and any employe receiving inquiry concerning any violation shall answer such inquiry within 24 hours after receipt of notice.

1007. Any employe shall permit inspection of the radio equipment in his charge and all FCC documents pertaining thereto, by a duly accredited representative of the Federal Communications Commission at any reasonable time.

1008. Employes, except in yard operation shall identify the radio station from which they are calling by prefacing their call with the railroad name, for example, "ABC (Railroad) Caboose Train 92 calling Engine", "XYZ (Railroad) Caboose Train 92 calling Engine Train 89", or "MAIN (Railroad) Engine 547 calling Caboose 1402".

1009. In certain cases at crossings, junctions or paralleling tracks some interference may develop with another railroad. In such cases especial care in making identification shall be used and the employes concerned shall cooperate in handling their business by alternating calls and being as brief as possible.

1010. If any communication from a station other than another railroad radio station interferes with Railroad Radio service the railroad employe will endeavor to ascertain the identity of such station and report the occurrence as soon as possible through authorized channels, to the designated railroad official, giving the exact time, nature of the communication and identity of the station, if possible.

Internationally, the word "Mayday" indicates a distress message, the word "Pan", an urgent message and the word "Security", a safety message.

Railroad employes may hear such messages sent by aircraft or, in coastal areas, by boats. Railroad employes hearing such messages must report them immediately through authorized channels to the designated railroad official in addition to taking such appropriate action to relieve the distress as may be possible.

Note:- The designated railroad official mentioned in paragraphs 1 and 2 of Rule 1010 shall be the manager-wire chief of the Relay Telegraph office on whose territory the radio is being used.