

5. He will be particular in attending to the comfort and convenience of Passengers, and seeing that no gratuities are taken from them by any of the Company's Servants; he will also see that no person exposes himself to danger by being too near the Track, leaping on or off Cars, or uncoupling them when in motion.

6. The Switches and Signals shall be under his especial charge, and he shall at all times be particular in seeing that they are in good working order, and that they are properly attended to, especially before the arrival of, and while trains are in the Station. All Switches diverging from main track, or through sidings, when not in actual use, must be locked.

He shall make a Written Report, Monthly, to his Superintendent, of their condition, as well as reporting immediately any defects as they arise.

7. He shall see that all the Books are neatly written and when finished, that they are properly labelled and laid past for future reference; that all Letters are punctually attended to, and, when necessary, replied to by the first Train thereafter. All communications must be made in writing, as verbal messages will not be attended to.

8. Circulars, written instructions, &c., **must not be put up on the walls of offices**—they must be put into skeletons and properly indexed.

9. He shall see that the Booking Office is opened not later than half an hour previous to the Time Table Time of the departure of Trains, and closed immediately after the Train starts; but the Office must never be left during the day without a responsible person being in it.

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