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**REID NEWFOUNDLAND COMPANY.**

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*Mr. B. Hill*

**Rules and Regulations**

FOR THE GUIDANCE OF

**EMPLOYEES AND OTHERS.**

Adopted by Board of Directors, and to take effect on **JULY 17th, 1905.**

**R. G. REID,** *President.*

**W. D. REID,**

*Vice-President and General Manager.*

**H. D. REID,** *Assistant General Manager.*

**R. G. REID, Jr.,** *General Superintendent.*

**F. RIOUX,** *Superintendent.*

**J. P. POWELL,** *Assistant Superintendent.*

~~**S. PICKERING,**~~ *Chief Despatcher.*

**A. PRETTY,**

*Chief Despatcher*

A G Reid Present  
W L Reid Vice Present  
H L Reid  
W G Reid  
F Nixon  
J Powell  
S Pickering  
A Pretty

Conductors Duties 278 962  
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## INDEX.

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	PAGE
Agents and Operators .....	46
Enginemen and Trainmen.....	33
General Rules and Regulations .....	77
Injured Persons, Instructions regarding care of	83
Liquor, Use of .....	90
Movement of Trains.....	9
Movement of Trains by Telegraph Orders and Forms of Orders.....	55
Signals .....	1
Train Signals .....	6

SUBJECT.	RULE NO.
Answers to Signals .....	4, 18, 54
Accidents .....	76, 103, 138
Approaching Stations .....	58, 64, 67, 84, 93, 96, 105
Announcing Stations ..	93
Air Brakes.....	95, 97, 98
Approaching Highway Crossings .....	15, 64
Ash-pans .....	118
Agents' Duties .....	128 to 145 inclusive, 170, 170, 171, 180, 205
Absent from Duty ... ..	128, 193
Attention to Signals.....	137
Agents to keep Rules on Person .....	205
Bell, Engine .....	59, 64, 65
Bell Cord.....	15, 17, 18, 19, 100, 101
Brakeman to remain on Rear Car... ..	44, 75
Do    to ride on Engine .....	78
Brakemen carry Fog Signals .	27
Brakemen.....	27, 44, 75, 77, 78, 86, 93, 98, 105, 106, 166, 204
Baggagemen .....	94

SUBJECT.	RULE No.
Breaking Apart.....	114
Brakemen to know Contents of Order.....	166
Brakes .....	77, 119
Brakes on Bridges ..	119
Bridge Inspectors .....	146
Bridgemen .....	147, 151, 152, 157
Blocking Highway Crossings .....	70
Blind Curves ..	4
Conductors to Register Trains .....	40, 41, 45
Changing Engines.....	76
Conductors and Engineers equally Responsible... ..	26, 101, 124
Clearance Order .....	47, 48, 49, 50, 51, 52, 136
Conductors command services of others.....	76
Conductor's Duties....	27, 28, 36, 36, 40, 41, 43, 45, 46, 47, 67, 68, 76, 78, 80, 81, 84, 86, 87, 88, 89, 90, 91, 92, 94, 99, 101, 102, 103, 104, 105, 165, 166, 171, 188, 204.
Conductors compare Watches.....	188
Circular Books.....	89
Car secure on Sidings .....	104
Conductor's Signal to Engineer .....	36, 111
Conductors communicate Contents of Orders .....	166
Cautious Running ..	121
Caution .....	127, 202
Company's Property, Care of .....	129
Cleanliness .....	130, 195
Cars on Siding clear of Main Line. ....	133
Crossing and Detention Orders ..	134, 135
Do Stations .....	136
Copies of Orders .....	162, 163, 164, 165, 171
Conductor understanding Orders.....	163, 171, 175
Changing Off.....	177
Conductors Changing Duties .....	177
Conduetors' rights conferred by Orders....	176
Conductors to keep Rules on Person .....	205

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 Cri  
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 Du

## INDEX.

III

SUBJECT.	RULE No.
Casualties .....	103
Criminal Prosecution.....	179
Cars loaded on Main Line .....	187
Compare Time .....	188
Causes of Dismissal .....	189, 190, 192
Civility .....	192
Communications of Importance.....	200
Conductor, Parlor and Sleeping Car .....	206
Car Repairer's Signal. ....	14
Cars Loaded with Timber, Wood and Stone .....	68
Draw Bridges.....	66
Defective Track to be Reported.....	81
Disturb Track or Bridges, Permission to.....	148
Delays to be Reported .....	87
Duties of Engineer, ....	14, 18, 67, 84, 99, 101, 107, 110 to 127 inclusive, 163, 165, 166, 188, 204.
Down Grades .....	77, 113
Doubt, In case of .....	88
Detention and Crossing Orders .....	134, 135
Delivery Orders .....	162, 163, 171, 173, 176
Despatchers .....	159, 174, 175, 181, 184
Dismissal .....	189, 190, 192
Despatcher's Train Register.....	181
Discharged Employees.....	190
Deduction on Account of Fines and Fees.....	196
Danger, Assist in time of.....	198
Danger Signals.....	1, 2, 3, 28
Detonating Signals carried on person .....	27
Delay at Stations.....	131
Delayed between Stations.....	43
Engine Bell.....	15, 64, 65
Engine Gong.....	16, 17, 18, 19
Exchange Tickets to be filled up by Conductors... ..	53
Engine, Light .....	55, 125, 166
Do. Assisting .....	82
Do. In motion .....	83

SUBJECT.	RULE No.
Engine, Coupled .....	21
Engineers.....	14, 28, 67, 99, 101, 107, 110 to 126 inclusive, 163, 165, 166, 188, 204
Engineers responsible to Mechanical Superintendent ..	107
Do. compare Watches ..	188
Do. to Sign Orders.....	165
Engine, who may move.....	108
Do. Riding on ..	109
Engineer's Control of Train.....	113, 121
Do. Responsibility ..	121, 124
Examine Cars and Sidings ..	145
Engineers to regard Roadmasters' and Bridge Inspectors' Instructions.....	122
Engineers Changing Duties ..	141
Exclusive Services. ....	189
Employees to keep Rules on person ..	205
Employee Discharged.....	190
Do. Duty of ..	189, 198
Do. to assist in time of danger.....	198
Examination in Rules and Regulations ..	204
Express Messengers ..	206
Engineers and Conductors equally responsible ...	60, 101, 124
Engineers communicate contents of Order ..	166
Flag Stations ..	67
Firemen ..	107
Foggy weather.....	11, 84, 121
Fast Trains passing Stations ..	143
Freight, painted red ..	144
Failure, Telegraph line.....	164
Forms of Orders ..	197 and page 60
Fines and Fees, Deduction of ..	196
Fire, Precaution against.....	199
Fog Signals carried on person ..	27
Grade, Speed on.....	77, 113
Green Flag.....	1

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## INDEX.

V

SUBJECT.	RULE No.
Garnishee .....	197
Grievances .....	207
Green Light on Switch .....	5
Gong in cab of Engine .....	16, 17, 18, 19
Highway Crossings .....	15, 64, 70
Head Lamps .....	117
Hours, Office .....	142
Hand Cars.. .....	151
Holding Trains.....	175, 175
Hand Signals .....	6, 7, 8
Inferior Trains.....	55, 55, 71, 72, 83
Do.    Running Ahead.....	71, 72
Do.    Following .....	55, 99
Do.    at Sidings.....	55
Do.    Overtaken .....	73
Inspection of Train .....	81
Injuries to persons.....	103
Intoxication.....	191 and page 101
Important Communications.....	200
Improper Language.....	141, 192
Instructions, Use of Signals ..	29
In case of doubt . .....	88
Junction Points .....	37
Late Trains cancelled .....	38
Lost Time .....	61
Light Engine .....	56, 125, 166
Level Crossings.....	66, 70, 126
Liquor, Use of .....	191 and page 101
Leaving Service, Notice of .....	194
Lamp Signals .....	6, 7, 8
Language, Improper .....	141, 192
Lumber, Piling of.....	145, 152
Manifold Paper.....	162
Meals, Trainmen going to.....	178



SUBJECT.	RULE No.
Mail Clerks .....	206
News Agents .....	206
Night Operators .....	172
Notice of leaving Service .....	194
Orders to be written .....	31
Do. to Work Trains .....	56, 62, 63
Do. Engineers to sign .....	165
Outfit, Trainmen's .....	91
Do. Engineers'.....	110
Obtain Clearance Order, Crossing Stations .....	136
Office Hours .....	142
Outfit, Track Foremen .....	156
Do. Bridge Foreman.....	156
Orders to Trains .....	159 to 176 inclusive.
Operators .....	140, 141, 142, 162 to 175 inclusive, 180, 182, 204, 205
Orders, When valid .....	163
Do. To whom addressed. ....	163, 178
"O.K.".....	164
Orders, Forms of.....	167 and page 68
Obedience to Orders .....	188, 189
Ordinary Train Lights .....	20, 21
Obscure Curves.....	4
Protection of Trains.....	43, 44, 84, 88, 97, 114, 149
Passenger Trainmen .....	92, 93
Persons, Injury to .....	103
Punctuality of Trains .....	131
Privacy of Office and Messages .....	140
Profane language prohibited .....	141, 192
Piling Wood and Lumber .....	145, 152
Permission to disturb Track or Bridges.....	148
Push Cars .....	151
Prosecution, Criminal .....	179
Passengers on Freight Trains .....	186
Passengers carried free .....	186

SUBJECT.	RULE NO.
Precaution against fire .....	199
Parlor Car Conductors and Porters .....	206
Porters, Parlor and Sleeping Car.....	206
Property of the Company.....	129
Promptness.....	180
Right of Road .....	33, 78
Registering Trains.....	40, 41
Register Books .....	40, 41
Running Shunts forbidden .....	80
Responsibility, Conductors' and Engineers' .....	26, 101, 124
Riding on Box Cars through Tunnels and Snow- sheds .....	106
Roadmasters .....	146, 158
Removing Rail .....	149
Repairs to Track and Bridges .....	148, 149
Red Signals . .....	149
Repairs, Telegraph Wire .....	154
Red Clothing .....	156
Report violation of Rules .....	185
Rudeness .....	192
Rules, Issued on Time Table.....	203
Rules, Explanation of .....	205
Roadmasters to keep Rules on hand.....	205
Repairing Cars . .....	14
Red Light on Switch ... ..	5
Ringng Engine Bell.....	25, 64, 65
Repeating Signals.....	25
Rights conferred by Train Order.....	43, 186
Signals .....	1
Do. at Stations for Train Orders....	2, 23, 52, 136, 169, 169
Do. Danger .....	1, 2, 3, 28, 136
Do. by Whistle.....	4, 18
Do. Switch .....	5
Do. by Hand and Lamp .....	6, 7, 8

SUBJECT.	RULE NO.
Signals, Semaphore .....	9, 10, 11, 85
Do. by Flagmen to stop .....	4, 12
Do. Obstruction to Track .....	13
Do. for Car Inspector.....	14
Do. Bell Cord.....	16, 17, 18, 19
Do. Carried on Trains .....	20, 21, 60
Do. for Trains following... ..	22, 23, 24, 41, 45, 47, 54
Do. Repeating of .....	25
Do. Properly carried .....	25
Do. During Fogs and Bad Weather.....	11, 27
Do. at Stations... ..	28, 52
Do. Instructions in use of.....	29
Do. Violently given and imperfectly displayed	28
Do. to Trackmen.....	4, 123
Do. to Brakemen .....	4, 124
Do. Attention to.....	137
Do. Carried, Acknowledging same ... ..	4, 54
Standard Time .....	30, 188
Signals, Conductors and Engineers equally responsible for.....	26
Special Trains, Who to order .....	34, 159
Do. following.....	57
Signalled Trains .....	28, 39, 40, 41
Station, Clearance Order... ..	47, 48, 49, 50, 51, 52
Special Trains, Notice of ... ..	132
Stop Signal .....	28, 52, 168, 169
'S. D.' (Signal Displayed)... ..	168
Speed of Trains... ..	57, 58, 60, 61, 65, 67, 77, 96, 102, 113
Do. through Yards... ..	67
Do. on Down Grades ... ..	77, 113
Snow Plow, Specials.....	69
Switches, Responsibility for.....	79, 133
Secure Cars. ....	104
Starting Train.....	112
Stock, Injury to .....	116, 158
Steam on Bridges .....	119
Shunting, Conductors and Engineers.....	80, 120
Stations, Tidy .....	130

SUBJECT.	RULE No.
Slow Signal .....	150
Slides .....	121, 153
Section Foremen .....	158
Special Rules on Time Tables .....	203
Sleeping Car Conductors and Porters.....	201
Switch, Green Light.....	5
Do. Red Light .....	5
Signals, Conductors and Engineers equally responsible.....	26, 101, 124
Switchmen carry Fog Signals .....	27
Storms .....	11, 84, 121
Station Signals .....	2, 28, 52, 136, 168, 169
Switch Signals .....	5
Stores and Stationery, Use of.....	129
Stop at Telegraph Stations .....	51
Stone Train .....	68
Time, Standard.....	33, 188
Train Lights .....	20, 21
Trains, Classification of .....	32
Do. Carrying Signals.....	38, 39, 40, 41, 60
Do. Cancelled.....	38, 39
Trains, Crossing or Passing at Siding or Station,	
37, 42, 85, 115	
Do. Delayed between Stations.....	43
Do. Protection of.....	43, 44, 85, 97, 97, 114, 149
Do. Crossing or Passing at Stations where no Night Agent or Operator is employed..	46
Do. to stop at Telegraph Stations .....	51
Do. Passing through Cities and Towns ....	65, 75
Do. Approaching Flag Stations .....	67
Do. Passing.....	74
Do. Backing up .....	75
Do. Advancing against Passenger Trains....	174
Do. Starting.....	35, 36, 66, 111, 112
Do. Breaking Apart.....	114
Do. Following, Signals for .....	22, 23, 24, 41, 45, 47, 54

SUBJECT.	RULE NO.
Trains, Punctuality of .....	131
Terminal Points.....	37
Trainmen's Outfit .....	91
Terminal Points, Duty of Conductor's and Bag- gagemen.....	94
Testing Air Brakes.....	95
Tidy Stations.....	130
Ticket Office.....	139
Trackmen.....	147, 152, 153, 154, 155, 156, 167
Train Despatcher.....	159, 174, 175, 181, 184
Time Table... ..	30
Timber Trains.....	68
Train Orders .....	160 to 176 inclusive
Thirteen " 13 " .....	163, 171
Train Order Signals.....	2, 28, 52, 136, 168, 169
Trains, Holding same .....	169, 170, 171, 172, 173
Trainmen to know contents of Order .....	166
Train Register .....	181
Trains Loaded with Timber, Wood and Stone....	68
Time to be sent each morning .....	182
Time Table, Acknowledging Receipt .....	183
Time Tables, Rules.....	203
Telegraph, Use of .....	201
Time, Compare . .....	188
 Use of Telegraph.....	 201
 Violation of Rules .....	 138, 157, 185
Vigilance .....	137, 202
 Work Trains, Orders. ....	 55, 54, 63
Wood Trains.....	68
Wood, Piling of .....	145, 152
Whistle, Highway Crossings.....	64
Washouts .....	121, 153
Writing Important Communications.....	200
Working under cars .....	14
Whistle Signals .....	4

SUBJECT.	RULE NO.
Whistles, Signals to apply Brakes .....	4
Do. do. Acknowledging Flagmen.....	4
Do. do. to release Brakes .....	4
Do. do. Starting Trains .....	4
Do. do. to back Trains.....	4
Do. do. Fire observed on Company's property .....	4
Whistle Signal for Switch .....	4
Do. do. carrying Signal .....	4, 4
Do. do. to call in Flagmen.....	4
Do. do. Train parted.....	4
Do. do. to stop Train between Stations,	4
Do. do. Blind or Obscure Curves.....	4



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# Reid Newfoundland Company

## RULES AND REGULATIONS.

### SIGNALS.

1. RED is a signal of DANGER--STOP.  
GREEN " CAUTION--GO SLOWLY  
WHITE " ALL RIGHT--GO ON.

2. At Telegraph Stations, the TELE-  
GRAPH SIGNAL BOARD by day, turned Train  
Order  
Signals  
across the track, or a RED LIGHT display-  
ed in the same position at night, indicates a  
train has to stop for Orders. A WHITE  
LIGHT on Telegraph Signal signifies ALL  
RIGHT. At Telegraph Stations where the  
Signal Boards are not in position, the usual  
DANGER SIGNALS will be displayed for  
stopping trains.

3. A RED FLAG by day, a RED LIGHT Danger  
Signals.  
by night, a LIGHT swung across the track,  
the absence of signals where usually shown,  
explosion of a torpedo, a signal imperfectly  
displayed, or any signals violently given, are  
all signals of DANGER, and trains must be  
brought to a full stop.



Whistle  
Signals.

4. ONE SHORT SOUND OF THE WHISTLE is the signal to apply the brakes. Whistle must not be sounded for application of brakes on approaching regular stations unless there is danger ahead.

Brakemen must bring train to a stop at proper place without such signal.

ONE LONG SOUND OF THE WHISTLE is the signal for approaching Stations where train has to stop, or for acknowledging Flagman.

ONE LONG AND ONE SHORT SOUND OF THE WHISTLE is an answer to gong signal to stop at next Station. See rule 18.

TWO SHORT SOUNDS OF THE WHISTLE is the signal to release the brakes.

TWO LONG SOUNDS OF THE WHISTLE is the signal for starting all trains, except Passenger trains.

THREE SHORT SOUNDS OF THE WHISTLE is the signal to back.

THREE SHORT SOUNDS, when train is in motion, is signal to section men that engineer has observed fire on Company's property, and section men must proceed at once to put it out.

FOUR SHORT SOUNDS OF THE WHISTLE is the signal for a Switch.

FIVE SHORT SOUNDS OF THE WHISTLE denotes that the engine is carrying signals, and all trains passed or crossed must acknowledge signal by giving the FIVE SHARP SOUNDS. See rule 54.

SIX LONG SOUNDS OF THE WHISTLE is the signal to call in flagmen.

ONE LONG AND TWO SHORT SOUNDS OF WHISTLE, thus: ——— — —, is the signal for approaching Road Crossings, blind or obscure curves, and Flag Stations. See rule 66.

ONE LONG, TWO SHORT AND ONE LONG SOUND OF THE WHISTLE, thus: ——— — — ———, is a signal that train has parted.

TWO LONG AND TWO SHORT SOUNDS OF THE WHISTLE, thus: ——— ——— — —, is a signal that Engineer wants to stop between Stations.

5. A GREEN LIGHT on switch shows that switch is set for Main Line; a RED LIGHT, that it is set for Side Track.

Switch  
Signals.

6. The arm raised horizontally and lowered or a light swung across the track, is a signal to stop.

Hand and  
Lamp  
Signals.

7. Both arms raised above the head, or a light raised and lowered perpendicularly, is signal to back up.

8. Swinging the arm in a circle towards engine, or swinging light in a circle, is signal to go ahead.

Sema-  
phores.

9. When Semaphore Arm stands at Danger, ARM will be horizontal and red light will be shown at night; when All Right, ARM will be perpendicular and white light will be shown at night.

10. *At Stations where Semaphore Signals are provided, Semaphores must always stand at danger, except when lowered to allow trains to enter Station yard and to depart. At Stations where there is no Night Staff, Semaphores will be left at ALL RIGHT. Station Agents must stop a Train or Engine that has been preceded less than ten minutes by another Train or Engine, if less time is not given in Time Table. Agents are required and must be very particular in enforcing the rule with regard to one train following another. Agents must have their signals (Red Lamps, Flags, and full complement of Torpedoes) in good order, and ready for use at a moment's notice. Semaphore levers must be kept locked except when man in charge is standing by. The Standard Switch Lock must be used for this purpose.*

NOTE.—Agents, or whoever may be responsible for working Semaphores, must not lower Semaphores to ALL RIGHT until satisfied Main Line is free from obstructions.

11. In *Foggy* weather and during *Snow Storms* do not rely too much even on the distant Semaphore, but send out *Torpedoes* a further distance in accordance with rule 84.

12. All Trains or Engines, when signalled to stop by Flagmen on the road, must acknowledge same by giving one long blast of the whistle, and at once stop and ascertain the object of the signal.

13. A RED FLAG by day, or RED LIGHT by night, upon the Engineer's *side* of the track, signifies that the track is *IMPASSABLE*, and all trains or engines must stop and ascertain the cause before proceeding. In such cases, the flag or light, which should be kept in the hands of a flagman when practicable, shall be placed not less than twenty-four telegraph poles from the impassable point, and two torpedoes beyond the flag or light. On double, as well as on single track, red signals and Torpedoes must be placed as above, in both directions from the impassable point. When it is only necessary to Slow a Train, a WHITE SIGNAL will be used, and Engineers will reduce speed NOT TO EXCEED SIX (6) MILES AN HOUR until it is obvious that no further delay is required.

Signals used when track is obstructed.

14. When necessary for Car Inspectors to work under a car, they must protect themselves by attaching to the car a red flag by day or a

Signal for Car Inspector.

red light by night. The car thus protected must not be coupled to, or moved, until the red signal is removed by the Car Inspector.

When a car standing on a siding is protected by a red signal, other cars must not be placed in front of it so that the red signal will be obscured, without first notifying the Car Inspector in order that he may protect himself.

Engine  
Bell.

15. ENGINE BELL must be rung before starting any Engine or Train, and on approaching Highway Crossings and Stations. See rule 66.

Bell Cord  
Signals.

16. The Gong in Cab of Engine must *only* be used to stop train.

17. One stroke of engine gong is signal that train has parted, and must be answered by giving one long, two short and one long sound of the whistle, and Engineers must be governed by rule 114.

18. Two strokes of engine gong is signal to STOP AT ONCE, and must be answered by call for brakes.

19. Three strokes is signal to stop at next station, and must be answered by one long and one short whistle.

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### TRAIN SIGNALS.

Ordinary  
Train  
Lights.

20. All trains shall show two Red Lights on rear of trains at night. Light Engines must

carry one Red Light on rear of Tender after dark. Engine, running Tender first, must show a White Light on rear of Tender, and one Red Light on Buffer Beam of Engine, when on road after dark.

21. All Signals carried by engines for trains or engines following, must be carried in front of engine (and on Engineer's side when only one signal available). When two or more engines are coupled together, the leading engine only shall display signals as provided and shall give and answer all signals.

22. Two (2) red flags by day, or two (2) red lights by night, in addition to the usual lights carried in front of engine, indicate that another train or engine is following, which signal will **ABSOLUTELY STOP** all trains or engines till such following train or engine has arrived or passed.

Signals for  
following  
Trains.

NOTE.—A Red Signal must only be used on First Class Trains for Passenger Specials when necessary to follow closely, or as provided for in rule 41.

23. Two (2) White flags by day or two (2) White lights by night, in addition to the usual lights carried in front of engine, indicate that another train or engine is following which will **KEEP CLEAR OF ALL REGULAR TRAINS.**

NOTE.—If from accident or any cause, two Red or White signals cannot be obtained, one Red or White signal shall indicate the same thing.

24. The Conductor of a train carrying a signal must notify each station agent, as well as the conductors and engineers of all trains, who are to regard the signal carried. But when a signal is carried on a fast passenger train, the train dispatcher may authorize the conductor and engineer to only stop to notify agents, conductors and engineers at stations where the train is timed to stop. See rules 45, 47 and 54.

Repeating  
Signals.

25. When a Regular train carrying a White Signal passes a Third Class or Special train or engine, the Signal must be repeated by the train or engine so passed. When a Third Class or Special train passes a White Signalled train or engine, it must protect the rights of such train or engine by repeating the White Signal on which the train or engine so passed was following, and the Signalled train or engine will follow accordingly. Agents, Operators and Conductors must understand that they are responsible for having signals properly repeated and registered.

Conductors  
and Engi-  
neers  
equally re-  
sponsible.

26. *Conductors will be held equally responsible with Engineers for seeing that Signals ordered are properly carried.*

27. CONDUCTORS, BRAKEMEN AND SWITCHMEN MUST EACH CARRY TWO OF THE DETONATING SIGNALS ABOUT THEIR PERSON WHEN ON DUTY, so as to be prepared to use them at any moment. **REMEMBER THAT THIS IS A MATTER OF LIFE AND DEATH.**

Fog  
Signals

28. Conductors and Engineers must in all cases look out for signals at Telegraph Stations. Any Signal violently given or a Signal imperfectly displayed, must be regarded as a signal to stop; absence of proper signals must be reported by the Conductor to the Superintendent.

Station  
Signals.

29. Assistant Superintendents, Station Agents, Roadmasters, Bridge Inspectors, Car Inspectors, Conductors and all others having charge of men, shall instruct them thoroughly in the use of signals, and be particular to make it one of the first lessons to those who commence work under them.

Instruc-  
tions to  
men.

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### MOVEMENT OF TRAINS.

30. A TIME TABLE is the law governing the arrival and departure of all *regular trains* at all stations, and will be issued from time to time as may be necessary. The Clock in Train Despatcher's office is the Standard Time. Conductors and Engineers must compare Time when meeting at Stations.

Standard  
Time.



Orders in  
writing.

31. All orders for movement of trains MUST BE IN WRITING. These must be WRITTEN IN FULL, without abbreviation. VERBAL ORDERS MUST NOT BE ACTED UPON.

Classifica-  
tion of  
Trains.

32. Regular trains are those contained in Time Table and are classed as follows:— PASSENGER TRAINS, 1ST CLASS; MIXED TRAINS, 2ND CLASS; FREIGHT TRAINS, 3RD CLASS. All others will be designated as SPECIAL TRAINS, whether Passenger, Freight or Working Trains.

Right of  
road.

33. East bound trains shall have right of track over West bound trains of the same class, holding ten (10) minutes at Time Table meeting points and running ten minutes behind schedule time until such West bound trains are crossed, or until otherwise ordered by the Train Despatcher.

In order to clear trains having right of track over them under this Rule, West bound trains may use (not to exceed) five (5) minutes of the ten minutes above referred to.

FIRST CLASS TRAINS have right to track over ALL OTHER TRAINS. Second Class Trains have right to track over Third Class Trains.

White Signals going East have right to track over White Signals going West.

Second and Third Class Trains, when they cannot make their regular crossing or passing Stations on time, **MUST KEEP OUT OF THE WAY OF FIRST CLASS TRAINS.** Third Class Trains must keep out of the way of Second Class Trains, and all Inferior Trains must be on the Sidings (10) minutes before Superior Class Trains, or Trains that have right to track are due.

34. No Special Train or Engine shall be run without orders signed by Train Despatcher. Special Trains.

35. No Train shall be allowed to arrive at or leave a Station before its time, as specified in the Time Table. When only one time is given, it is leaving time. Do not leave Station until time specified.

36. No trains shall be started from any station until the Conductor has given proper signal for doing so. Conductor's Signals.

37. **HEAVY FIGURES** in time table denote junction and terminal points, and where Trains are to cross or pass. Refer to corresponding figures on the same line of Time Table. Meeting and passing points.

38. When any train becomes 12 HOURS or more behind its own time, as per Time Table, it loses all its rights to the Road against all trains, and can afterwards proceed only by special orders. The right to track of **SIGNALLED TRAINS** will also cease on arrival Late trains cancelled.

at the station at which the train carrying signal lost its right to track by being 12 hours late.

Regular  
Train can-  
celled to  
protect  
Signalled  
Train.

39. When a REGULAR TRAIN CARRYING A SIGNAL loses its right to track as per the above rule, between two telegraph stations, the Conductor and Engineer will be held responsible for the full protection of the signalled train till the first telegraph station is reached by the Regular train, when the Conductor will promptly report particulars to the Train Dispatcher and to the Agent or Operator in charge of station, and obtain an acknowledgment in writing from both the Train Dispatcher and Agent or Operator, relieving himself and Engineer from further responsibility for protection of the signalled train. The Agent or Operator will then be held responsible for the protection of signalled train until its arrival at his station, or until relieved of such responsibility by a direct order from the Train Dispatcher to that effect.

Conductors  
check over  
Registers.

40. Conductors, before starting out upon their runs, and before passing junction points or other points where there are registers, must carefully check over the Train Register, and be sure that all regular and signalled trains having right of road over them, due within the previous TWELVE HOURS, have arrived and departed. Before leaving terminal points,

Conductors must personally hand Clearance Order to Engineer.

41. Should a train be held by another between telegraph stations, the Conductor of the train so held may require the first train passing him, bound in the same direction, to signal him to the next telegraph station, on arrival at which he must report for orders. The Conductor of the train carrying such signals must report to the Train Dispatcher, stating from what station or place he signalled the train, and will also notify the Agent or Operator in charge at the station where signals are taken in, to hold all trains going in the opposite direction until the signalled train arrives, and get Train Dispatcher and Agent's, or Operator's, understanding of same in writing.

Signalled Train.

42. Trains of a lower grade (that is, passenger, mixed, freight and work trains and light engines in the order named, and irrespective of whether the one is regular and the other a special train) must always, unless impracticable, take the siding when being crossed or passed by a train of a higher grade. When trains of the same grade cross each other the train going south or east shall keep the main track and the train going west or north shall take the siding, except when otherwise ordered. Trains must enter side track at near end instead of running by and backing in. When

Meeting or passing Trains at Sidings or Stations.

this is impracticable, train must be fully protected before running by to back in. If a train which should, under this rule, take the side track be compelled to remain on main track and is not fully protected by Semaphore against approaching train, a Flagman must be sent seventeen telegraph poles, or farther if required for safety, in the direction of approaching train. The trainmen of the train occupying main track shall open switch for the train that is to side track, and shall remain and close it unless relieved by the other trainmen. Conductor of the train occupying the main track will be held personally responsible for switches being set right. IN SNOW STORMS OR FOGGY WEATHER EXTRA PRECAUTION MUST BE OBSERVED.

Delayed  
between  
Stations.

43. When it is impracticable from any cause for a train, in passing from one station to another, to reach the station to which it is proceeding in time to clear a superior train, the Conductor shall send a man in the direction of the approaching train at least sixty telegraph poles, with danger signals, to give notice of his position; and should it be necessary to back a train, a flagman with danger signals must be sent at least thirty telegraph poles in advance in the direction in which the train has to be backed. This distance between the flagman and the train must be maintained UNTIL all danger is passed. The Conductor must station himself on top of rear car, or in a position so conspicuous as to per-

ceive the first sign of danger, and to give immediate signal to the Engineer. **NEITHER CONDUCTOR NOR ENGINEER HAS ANY RIGHT TO ASSUME THAT THERE ARE NO TRAINS APPROACHING.**

When trains are stopped between stations, or standing on main line without Semaphore protection, the rear end of the train **MUST BE INSTANTLY** protected by sending a flagman back at least 1200 yards, or 24 telegraph poles, and on long down grades and obscure curves, 1750 yards, or 35 telegraph poles, and at all times as far as is necessary to ensure absolute safety, with the proper danger signals and three torpedoes, which must be there placed on the rail at intervals of fifty (50) paces on Engineer's side, and two (2) of which are to be left on the rail when the flagman is called in, as a caution to the following train, **WHICH MUST BE BROUGHT TO A FULL STOP**, and if the cause of obstruction cannot be ascertained, must **PROCEED CAUTIOUSLY** until the cause of obstruction is ascertained, or to the next telegraph station ahead, where he must report to the Agent. The use of torpedoes is intended as an **ADDITIONAL PRECAUTION**, and not as a substitute for the Regular Danger Signals, which must in all cases be conspicuously exhibited and used.

44. When a train is standing or moving on

a grade, the REAR CAR MUST NEVER BE LEFT WITHOUT A MAN AT THE BRAKES. Remember this on all occasions on the Main Line, at Water-tanks and Stations, allowing nothing to set aside this most necessary precaution. No excuse will be accepted for allowing the rear cars to run back if the train breaks loose. Conductors will be held equally responsible with Brakemen for neglect to apply brakes on rear cars.

First duty  
of Conduc-  
tor.

45. The first duty of a Conductor of a train or Engineer of a light engine on arrival at a station, is to see that his train or engine is fully protected; and next to enter his train or engine in the Train Register Book, carefully noting any signals carried, or if no signal is carried, "*nil.*" Before taking in signals, he must get understanding in writing from Agent, or Operator in charge, that he will hold all trains affected by the signal until the signalled train has arrived; for this purpose Agent or Operator must display Train Order Signal, and Conductors must see that it is displayed.

Night  
Trains  
crossing or  
passing at  
Stations  
where no  
Night  
Agent or  
Operator is  
employed.

46. When Night Trains are crossing or passing at stations where no Night Agent or Operator is employed, the Conductor of the train occupying the Main Line will be held responsible for the working of the Semaphores and protection of his train both front and rear. Semaphore should be raised as an extra precaution against the approaching train (which

should take siding as per rule No. 42). Conductor occupying Main Line must bring the approaching train under full control of trainmen before lowering Semaphore.

47. To prevent misunderstanding between Conductor and Agent, or Operator, about the receipt of any special running order, and as an additional precaution against forgetfulness on the part of either, a form of Station Clearance Order is always to be filled up and handed to the Conductor; and under no circumstances must Conductor of any train or Engineer of any light engine leave a telegraph station where his train or engine has been stopped by signal, without obtaining a Clearance Order properly signed. See rules 48, 49, 50 and 51.

48. Agent or Operator must not give a Clearance Order to outgoing train or engine until the Conductor of the train or engine from the opposite direction, having right to track, has arrived, been reported and registered. Nor must a Clearance Order be given to any train or engine without first ascertaining if such train or engine has sufficient time to reach the next crossing station to clear trains coming in opposite direction, in accordance with rules, except the Conductor of such train or engine produces an order, which will give the necessary protection.

When no Crossing Order is given with Clear-



ance Order, Operator must enter the word "No" before the words "Crossing Order for Conductor."

Right conferred by Clearance Orders.

49. A Clearance Order does not, under any circumstances, authorize or permit a train or engine to leave a station in the face of a train overdue possessing right to track, either by Time Table or Signal.

50. Conductors must carefully note and observe Clearance Orders, and must notify Engineer of position of preceding trains and take great care to keep the proper distance apart.

Stop at Telegraph Stations.

51. All Trains, except First Class, must stop at every Telegraph Station, unless orders to the contrary be given by the Train Dispatcher, or unless otherwise shown on Time Table, and the Conductor must not proceed without obtaining Station Clearance Order from the Agent or Operator in charge. Conductors of First Class Trains shall register their Trains and get Clearance Orders at Terminal and Junction Points and at stations where the Telegraph Signal is displayed for orders; at all other points Agents and Operators will be held personally responsible for the registering of First Class Trains and Signals. Agents, Operators and Switchmen must look out for and CAREFULLY OBSERVE SIGNALS CARRIED BY TRAINS PASSING

Observe Signals on Trains.

OR STOPPING AT THEIR STATIONS, and notify Conductors and Engineers of other trains running in face of these signals. At Stations where there is no Night Operator, Conductors of Second and Third Class Trains must unlock door (which Agent will secure with switch lock), book train and proceed without Clearance Order, if not otherwise ordered by Train Dispatcher or provided for in Time Table.

52. When a STOP SIGNAL is exhibited at a station, and Clearance Order obtained to show that the Stop Signal is not for that train, the Clearance Order must be made out in duplicate, both copies to be handed by Conductor to his Engineer, who will sign one and return it to Conductor and retain the other. When NO STOP SIGNAL is exhibited and no special crossing arranged, it will be sufficient for Conductor alone to receive and retain Clearance Order, and he can signal Engineer to proceed.

53. Conductors of all trains, except First Class, when crossing each other, shall fill up a ticket, specifying their train, No. of engine, and whether they are carrying signals or not, and exchange with each other. These tickets must be returned to the Superintendent's office with Trip Report at end of each trip; this will not relieve Conductors from ascertaining from observation whether

Conductor  
to hand  
Clearance  
Order to  
Engineer

Conductors  
Exchange  
Tickets.

the opposing train is carrying signals or not. Conductors and Engineers of First Class Trains, when crossing trains of a like class, as per Time Table or order, must come to a full stop to ascertain if the train crossed is the correct one and if any signals are carried.

**Engineers answering Signals.**

54. Engineers carrying signals, when crossing or passing trains or light engines, must signify same by sounding five short sounds of the whistle as per rule 4. After Engineers have seen the signals **THEY MUST ACKNOWLEDGE SAME BY SIMILAR SOUNDS OF THE WHISTLE**; should any Engineer fail to reply, the Conductor and Engineer of train or engine carrying signals must stop and ascertain if their signals have been seen and understood, and report to the Superintendent the neglect of duty by trainmen of trains passed or crossed.

**Trains following Superior Trains.**

55. Unless the time bill or an order from the Train Despatcher gives the right, no train except work trains shall leave a station following any train carrying passengers (see note) until the report of the arrival of such train at the next station has been received, with the following exceptions:—

(a) In case there is no operator on duty at such next station, then the train following a train carrying passengers may leave the station at which it is waiting thirty minutes after the departure from it of the train carry-

ing passengers, but not before, unless in the meantime a train from the opposite direction arrives or a report is received of the arrival of the preceding train at some point beyond the next station. The speed of the following train must be regulated to keep at least thirty minutes behind the preceding train, and it must run cautiously, always expecting to overtake the train ahead, to the next telegraph office where there is an operator on duty.

(b) In case the operator cannot get a report of the arrival of a train carrying passengers from the operator, when there is one, at the next station, on account of telegraph line being down or not working from any cause, the train following may leave the station at which it is waiting thirty minutes after the departure of the train carrying passengers, but not before, unless in the meantime a train from the opposite direction arrives. The following train must run cautiously, always expecting to overtake the train ahead, to the next telegraph office where there is an operator on duty. The operator in such a case must note on clearance order "Wires in trouble."

(c) In case there is no operator on duty or the services of one are not obtainable at the station at which a train is waiting to follow a train carrying passengers, then such following train may leave such station thirty minutes

after the departure from it of the train carrying passengers, but not before, unless in the meantime a train from the opposite direction arrives. The speed of such following train must be regulated to keep at least that time behind the preceding train, and it must run cautiously, always expecting to overtake the train ahead, to the next telegraph office where there is an operator on duty.

Operators on duty will be held equally responsible with conductors and engineers for the carrying out of this rule, and at stations at which trains are not timed to stop, or which they hold orders to pass, operators will be held responsible for stopping such trains when following a train carrying passengers and holding them in accordance with the above, unless a report of the arrival of such passenger train at the next station has been received, or a train from the opposite direction has in the meantime arrived. Such trains following trains carrying passengers may pass such stations without obtaining clearance orders if the stop signal is all right for them to do so.

Work trains may leave any station, following a train carrying passengers fifteen minutes, but not less, after the departure of such a train, but must run cautiously, always expecting to overtake the preceding train, and must not exceed a speed of 12 miles per hour while following it.

NOTE.—The expression in this rule “a train carrying passengers,” shall not include freight trains on which the transportation of a passenger or passengers has, subject to the usual conditions in such cases, been specially authorized.

The following abbreviations may be used in sending and writing out telegraphic train orders:

Psgr.	- = Passenger.	Mins.	- = Minutes.
Spcl.	- = Special.	Eng.	- = Engine.
Frt.	- = Freight.	Opr.	- = Operator.

and usual abbreviations for names of months.

Special trains will be distinguished as follows:—

Passenger Special	- = psgr. spcl.
Mixed	“ - = mixed spcl.
Freight	“ - = spcl.

With the prefix “up” in the case of West bound specials, and “down” in the case of East bound specials.

56. No Train or Light Engine shall leave or pass a station within ten minutes of another train of the same class going in the same direction, unless so instructed in Time Table or by order of Train Despatcher. Engineers must so regulate their speed as to keep that time behind preceding train.

Specials following.

Speed of  
Second and  
Third  
Class  
Trains.

57. Second and Third Class Trains, Light Engines and Work Trains must not at any time run at a higher rate of speed than one mile in four minutes, unless when allowed by Time Table or on special order from the Train Despatcher.

Speed of  
other  
Inferior  
Class  
Trains.

58. Special Trains must be run between stations at same rate of speed as similar class trains in Time Table, and must always be run upon the expectation that trains may be delayed, and must therefore approach all stations, watering places, blind curves and dangerous places, very cautiously. **THE RESPONSIBILITY OF COLLISION WILL REST UPON CONDUCTORS AND ENGINEERS OF SUCH SPECIAL TRAINS.**

59. NO EXCUSE WILL BE ACCEPTED FOR STRIKING REAR OF TRAIN AHEAD.

Rights of  
Signalled  
Train.

60. Where signals are carried for Freight Trains by Passenger Trains, the former shall not run faster than Freight Train speed.

Lost Time.

61. Lost time must not be made up by fast running except on special order from the Train Despatcher.

Work  
Train  
Orders.

62. Trains receiving order to work between two given points, keeping clear of Regular and Signalled Trains, will consider this order good only from 5 o'clock a.m. to 8 o'clock p.m.

of the day mentioned, and they must be off the Main Line at least 10 minutes before any Regular or Signalled Train is due, and wait its arrival, unless specially ordered by the Train Despatcher to the contrary.

63. Work Trains must not leave a Siding in the morning until they have been notified by the Train Despatcher that all trains due have arrived or passed, and under no circumstances shall they pass the limits given in train orders without permission of Train Despatcher. Conductors shall, when practicable, inform the Train Despatcher when their trains are laid up for the night, giving time and number of cars in train, and where they desire to work the following day. When the Conductor of a work train cannot obtain running orders from the Despatcher on account of wires being in trouble, and it is absolutely necessary that the train should proceed to its working limits without delay, the Conductor shall flag his train and protect same by stationing a responsible flagman at each end of his limits. Every precaution must be taken to fully guard against the possibility of danger, and it must be clearly understood that conductors and engineers of work trains exercising this privilege will be held responsible for the safety of all trains.

64. On approaching Highway Crossings or Stations **THE WHISTLE MUST BE** Approach-  
ing Cross-  
ings.



SOUNDED AND THE ENGINE BELL RUNG AT LEAST EIGHTY (80) RODS THEREFROM, and the Bell must be kept ringing until the crossing or station is passed.

Speed of  
Trains  
running  
through  
cities,  
towns, &c.

65. All trains must pass slowly and cautiously through cities, towns or villages where the track crosses public streets, and THE BELL MUST BE KEPT RINGING until such crossing has been passed. The speed at such places MUST NOT EXCEED TEN (10) MILES PER HOUR.

66. When approaching draw bridges and level crossings of Railways, Conductors must see that their Brakemen are ready to apply the hand brakes instantly, should the air brake fail to work.

Flag  
Stations.

67. All Trains must approach Flag Stations or stations not furnished with Semaphores very cautiously, EXPECTING TO FIND MAIN LINE OCCUPIED AT SUCH STATIONS, WHETHER THEY BE STOPPING PLACES ON TIME TABLE OR NOT, and MUST PASS CAUTIOUSLY THROUGH SIDE TRACKS and STATION YARDS and OVER SWITCHES. Mixed and Freight Trains must NOT EXCEED A RATE OF TEN MILES PER HOUR through places above specified.

Speed  
through  
yards.

68. CONDUCTORS OF TRAINS CONTAINING LOADED FLAT CARS before

crossing Bridges must carefully examine Trains, making sure that cars are safely loaded. Do not run any risk by any part of load projecting over sides of car that may interfere with or fall off when crossing bridges.

69. Snow Plow Specials must always be brought to a full STOP before passing through Snowsheds, or over "through bridges," and must not proceed until sure that the Wings and Point of Plow are properly secured. SNOW PLOWS must not be run after dark with wings out and nose down, and must in all cases carry a Head Light.

70. Highway Crossings must on no account be blocked longer than five minutes, and trains must be cut at such crossings after the expiration of this time to allow uninterrupted traffic.

71. Conductors and Engineers of Inferior Trains must carefully consult their Time Table, and in no case leave a Station unless sure that they can make the next Station ahead of the time of a Superior Train. Should a train lose time so as to render it liable to get on the time of the train following, the Conductor must send a man back with danger signals until he meets the expected train; the flagman will get on the engine of such train and advise the engineer of position of train ahead. The delayed train will get into first siding out of the way of a Superior Train.

and advise the Train Despatcher from the first Telegraph Station.

Orders to  
run ahead.

72. When an Inferior Train receives an order to run ahead of a Superior Train, Conductor must notify all men in charge of trains and stations accordingly, and both he and the Engineer of such Inferior Train must exercise good judgment so as to avoid detention to Superior Train following. An order for an Inferior Train to run ahead of a Superior Train does not in any way give the Inferior Train right to track over Superior Trains coming in opposite direction, or any right to pass trains of a like or Superior Class.

Superior  
Train  
overtaking  
Inferior  
Train.

73. When an Inferior Train, having an order to run ahead of a Superior Train, is overtaken by the latter, the Inferior Train must take the first siding and allow Superior Train to pass, and will consider the order to run ahead of such Superior Train cancelled; the Conductor and Engineer of Superior Train will also consider such order for Inferior Train to run ahead cancelled.

Trains  
passing.

74. Trains of a like class running in the same direction must not pass each other, unless on receipt of special orders from the Train Despatcher.

Trains  
backing  
up.

75. When any train or portion of a train is backing up in any city, town or village, the Conductor or Brakeman of such train must be

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stationed on the end of the last car to warn or signal parties standing on or crossing the track of the approach of such train.

76. When from accident or any other cause Changing Engines. it is necessary to change engines, an order must be obtained to do so from the Train Despatcher. Should this take place at a non-telegraph station, the Conductor of the Superior Train may take the first engine available and report the occurrence to the Train Despatcher from the first telegraph station and obtain orders.

In case of accident, Conductors of trains Accidents. may command the services of Work or Wood Trains and of trackmen and other persons in the vicinity who are in the employ of the Railway.

77. Conductors of Freight Trains must see Speed on down grades. that brakes are applied and that no more than the regular rate of speed allowed to their trains is made when descending grades; Brakemen must be stationed near each end of train. While ascending grades one brakeman must be on rear car. The brakes must be frequently released and changed, to prevent heating of brakes and wheels. Care must be taken while releasing and changing brakes to keep a sufficient number of them set so as to control speed of train.

**Front  
Brakeman  
to ride on  
Engine.**

78. When front Brakeman of Second and Third Class Trains is not required at the brakes he will ride on engine, and **MUST KEEP A CONSTANT WATCH** back over train to see that it is running all right.

**Switches.**

79. Every person who throws a switch for side track **MUST SEE IT SET BACK FOR MAIN LINE AND LOCKED.** Conductors will be held responsible for the position of switches used by their men, and before leaving must see that they are in proper position. Persons who throw switches must see that rails move to correspond with target, and switch must not be moved until cars are clear of switch rails.

**Shunting.**

80. Conductors when at stations doing business will attend to their shunting personally. Running shunts are **STRICTLY FORBIDDEN.**

**Inspection  
of Train.**

81. Conductors must carefully examine couplings, wheels and running gear of all cars in their train at stopping-places, and replace defective Pins and Links; and, when trains are running, must be on the lookout for any defective places in the track, and must report same immediately to the Superintendent, Roadmaster and Section Foreman.

**Assisting  
Engine.**

82. When an order is given to use an Assisting Engine to push Passenger Trains up grade, the greatest caution must be exercised and a

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sharp look out kept for signals from Leading Engine.

83. Uncoupling Engine or Pilot Engine from any train when on the move, approaching water tanks or stations, is strictly prohibited. Uncoupling Engines in motion. When a train requires assistance up a grade from a train which has overtaken it, the engine giving assistance must not be uncoupled from its train until the cars have been properly secured. On no account must two trains be coupled together.

84. During night journeys, or foggy or stormy weather, all trains are to approach stations with great caution, especially those at which trains are to be passed or crossed, and Conductors and Engineers must keep a sharp look out for signals and have their trains under such complete control that, if necessary, they can stop before reaching the signals. Caution during bad weather. When a signal cannot be seen at the regular distance on account of fog, snow, or any other cause, they must consider that there is danger ahead, and no excuse will be accepted for over-running either signals or switches. Over-running proper danger signals and striking trains in rear can only result from reckless running and neglect of duty.

NOTE.—Conductors and Engineers must exercise great caution in approaching and running through sections where fires are in

close proximity to track. CONDUCTORS MUST INVARIABLY PERSONALLY inspect the rails in advance of trains when the track is obscured by smoke, so as to fully guard against derailment by expansion or danger from falling trees, and damage to rolling stock by intense heat.

**Semaphore** 85. The imperative rule is, that all TRAINS AND ENGINES MUST COME TO A DEAD STOP OUTSIDE OF SEMAPHORE SIGNALS WHEN SET AT DANGER, and Conductor must instantly see that his train is properly protected.

**Passing Stations.** 86. After leaving and while passing stations the Conductor or Brakeman must stand on platform of last car on their train to see if any signals are given. A Trainman must be stationed on the rear car of all trains in motion.

**Report delays.** 87. When a First or Second Class Train loses ten or more minutes from any cause, the Conductor will report the cause of the detention to the Train Despatcher from the next telegraph station.

**In case of doubt.** 88. When there is any doubt as to the right of track or safety of proceeding from any cause, the Conductor must consult with the Engineer, who will be equally responsible for the safety of the Train. TAKE SAFE COURSE, PROTECT YOUR TRAIN AND RUN NO RISKS.

89. CIRCULAR BOOKS are placed at all Terminal and Junction points, in which Circulars containing special instructions are placed. Conductors must examine Circular Books DAILY, and become familiar with all instructions issued therein. Conductors must be particular to advise Engineers of any Telegraphic Notice of water being limited at water stations, or advice of any imperfection in the track. Circular Books are placed in running sheds at Terminal points for the guidance of Engineers, who are held equally responsible with Conductors.

Circular  
books.

#### TRAINMEN AND ENGINEMEN.

90. While on the road, the Conductor will have charge and control of the train and all persons employed on it, and is responsible for its movements; but when the directions of the Conductor conflict with these Regulations, and involve any risk or hazard, the Engineer and all who participate will be held equally responsible for the result.

Conduc-  
tor's  
duties.

91. Conductors and Trainmen must be on duty at starting points 30 minutes before leaving time of their trains, and will see that their Cars are in GOOD ORDER and that their trains are provided with Day and Night Signals, Torpedoes, and everything necessary to enable them to comply with the Regulations of the Road, and with the following tools:—

Train-  
men's  
outfit.



First Class Trains—Tool box, tail rope, axe, saw, 2 brasses, pail of dope, packing hook, packing iron, one gallon can of oil, filler, lamp wicks, 1 pound waste, 2 water pails, 2 air hose, chain, extra bell cord, broom, cold chisel, hammer, monkey wrench; and in winter 2 small stove shovels, one or two barrels of coal, 6 snow shovels and 6 picks.

Second and Third Class Trains :—Tail rope, screw jack and lever, axe, saw, 6 brasses, pail or can of lubricant, packing hook, packing iron, one two-gallon can of oil, filler, 2 pounds of waste, 2 chains, broom, cold chisel, hammer, monkey wrench, 2 iron pails, 2 scoop shovels; in winter 6 snow shovels and 6 picks.

Tool Box containing sledge, axe and saw will be furnished to each Passenger Train Conductor on requisition. This box must be placed on railing on rear of last passenger car on train for use in the event of accident to Train.

All trains must be provided with day and night signals, and everything necessary to enable them to comply with the Regulations of the road.

Red and White hand lamps must have three torpedoes attached to each light for emergencies.

92. Passenger Trainmen must appear on duty neat and clean, and properly provided with regulation cap denoting their position. Before starting from Terminal Stations, Junctions and Crossings where Passenger Trains leave in different directions, at or near the same time, Passenger Conductors must cause to be announced the direction in which their trains are to go.

Passenger  
Trainmen.

93. When a Passenger Train leaves a station, a Brakeman must go through each car and announce distinctly TWICE, the name of the next station; and when the train arrives at such station, the name must be again called out in each coach with closed doors. WHEN APPROACHING STATIONS, Brakemen must stand at their brakes ready to put them on, if necessary, so as to avoid any possibility of accident through Westinghouse Brake failing to operate. (See Note, Rule 66.)

Announc-  
ing  
Station.

94. At Terminal Stations, Conductors shall not leave their trains until all passengers have alighted, and will render them all possible assistance. Baggage men must not leave their cars until all baggage has been delivered to the Station Baggage man, or receipted for by connecting Baggage man, as the case may be. Great importance is attached to the prompt delivery of letters and despatches consigned to the care of Baggage men, and any neglect in this particular will be severely dealt with.

Duties of  
Conductors  
and Bag-  
gagemen  
at Termin-  
al points.

Testing air  
Brakes  
and appli-  
cation of  
same.

95. The Conductors and Engineers of Passenger Trains, before starting trains from Terminal or other points where train has been disconnected or cars attached, must always test Automatic Air Brake, and must not start depending upon it until they have **THOROUGHLY TESTED AND PROVED IT TO BE IN WORKING ORDER**. In using the Automatic Air Brake Engineers are cautioned against a violent application of the same, unless the safety of the train demands it. Any Engineer over-running a station, without good cause will be punished.

96. Engineers of passenger trains must have their trains under complete control when approaching a station at which they are to cross a train of like class; also when approaching terminal stations with blind or dead tracks.

Air Brakes  
out of  
order.

97. Should the Automatic Air Brake of a Passenger Train get out of order and the train be brought to a stop from this or any other cause, Conductors must first see that their train is protected **FROM THE REAR**, as upon that depends the **SAFETY OF PASSENGERS AND OF THE TRAIN FOLLOWING**; Conductors must not be content with ordering out a flagman a sufficient distance, but **MUST SEE THAT THEIR INSTRUCTIONS ARE PROMPTLY CARRIED OUT**. After train is stopped, if on account of

Protection  
of trains.

defective Air Brake, see that the cock attached to each cylinder is opened, so that in case of necessity the Engineer can move his train. Flagmen must go back promptly the required distance with the necessary signals, and remember that it is a matter of **LIFE AND DEATH** to properly protect rear of train.

98. Should it be necessary from any cause to discontinue the brake on the rear car or cars, the hose will not be coupled, but the air must be cut off the rear end of the last car on which the brake is used, so that, in the event of breaking apart at that point, the brake will not be applied to forward part of train, allowing the latter part to collide. The Engineer must be notified, and it will be his duty to keep a close watch upon the rear car, and a brakeman must ride on such car in motion to protect it in case of breaking away. When the regular tail lamps are not in a position to be seen from engine a red light will be lashed to the lamp sockets on each side of rear cars having air cut off, or in such position as to be in plain sight from engine.

99. Inferior Trains following Superior Trains must use extra precaution, and Conductors and Engineers must see that their trains are kept under full control, expecting at any time to be flagged for the above causes. (See Rule 55.)

Inferior  
Trains  
following  
Superior  
Trains.

**Bell  
Cords.**

100. BELL CORDS must be used on all except WORK TRAINS.

101. Conductors and Engineers will be held equally responsible for seeing that the Bell Cord is properly attached to the gong in cab of engine and rear car, and proving it in working order by testing same from rear of train. This must be done before starting from Terminal or other points at which engines are changed or trains disconnected; if found defective, Bell Cord must be put in order before starting train. Tail lights, bell cord and tool box must not be taken in until train has come to a FULL STOP AT TERMINAL POINT.

**Uniform  
rate of  
speed.**

102. Conductors shall transact their business at stations with as little delay as possible, in order that the time allotted to their trains may be used for running, as a uniform rate of speed must be maintained.

**Casualties.**

103. Casualties involving personal injuries must be reported direct by wire to the General Superintendent. All other casualties must be reported by wire promptly to the Superintendent. In cases of accident to Passenger Trains Conductors must ascertain names of passengers on train, obtain full particulars of injuries received by any of them, report in full by telegraph to the Superintendent and give

**Injury to  
passengers**

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every attention possible to injured passengers. Written casualty reports on Form 375 must be sent promptly to the Superintendent signed by Conductors. Engineers must also send reports promptly to Mechanical Superintendent.

104. Conductors, when taking on or leaving off cars on side tracks must see that the cars on side track are left well clear of main line, with brakes applied and wheels securely blocked, to prevent the possibility of cars running or being blown foul of main line; they must be careful to see that the doors of all cars on their trains, loaded or empty, are kept closed and fastened.

105. Conductors and Brakemen on Freight Trains approaching stations must be out on their trains at least one mile from station, and must remain until station is passed. (See Rule 67.)

106. Brakemen and others are strictly forbidden to ride on top of BOX CARS UNDER BRIDGES AND THROUGH SNOW SHEDS.

107. Engineers and Firemen belong to the Mechanical Department, and in all things relating to that department are strictly responsible to the Mechanical Superintendent or his proper representative, but in all matters connected with Road Service or train rights and

duties, they will take their instructions direct from the Superintendent.

**Who to  
move  
Engine.**

108. Engineers and senior Firemen only are allowed to move engines, and engines in steam must not be left on Main Line without some competent person in charge.

**Who to  
ride on  
Engine.**

109. No person but the Engineer and Fireman of an engine, or an Employee of the Company in the performance of his duties, is allowed to ride on an engine without a pass, except in case of emergency.

**Engineers'  
duties and  
outfit.**

110. Engineers and Firemen must appear on duty as clean as circumstances will allow, and they must be on hand 45 minutes before the time appointed for starting. They must examine Circular Books in engine shed for special instructions, and see that their engine is in proper order and has the necessary supply of fuel, water and sand, and that the signals and head light are in a fit state for use. They must have at all times on the engine the following tools:—1 red and 1 white globe lamps, water gauge lamp, steam gauge lamp, shaker, pinch-bar, 2 dogs (right and left), wedge, 2 bottle Jacks, 2 chains ( $\frac{5}{8}$  inch iron) 12 feet long with hook and ring, 1 draw-bar chain, 12 torpedoes, 1 red flag, 2 torches, fire bucket, hammer (large), hammer for coal, hammer (? lbs.), coal shovel, poker

and scraper, hoe, 3 cold chisels, monkey wrench (large), monkey wrench (small), union nut wrench for hose-bags, union nut wrench for injectors; 2 S. wrenches, one end  $\frac{7}{8}$  in., one end 1 in.; 2 S. wrenches, one end  $\frac{5}{8}$  in., one end  $\frac{3}{4}$  in.; 2 S. wrenches, thin, one end  $\frac{1}{2}$  in., one end  $\frac{5}{8}$ ; 2 S. wrenches for glands (to suit), 6 tube plugs, iron for plugging tubes, 2 packing irons, oil can (large size), coal oil can, tallow pail, oil feeder (large), oil feeder (small), tallow kettle, broom, 2 gauge glasses and rubber washers for same, key ring with brass tag with No. of engine.

Three (3) Torpedoes must be attached to each Red and White Lamp.

Engineers are responsible for the condition of their flags, and they must be renewed or washed before they become at all indistinguishable.

111. No Engineer is to start his train until the proper signal is given by the Conductor. He must invariably start with care and observe that he has the whole of his train before he gets beyond the limit of the station yard.

Engineer's  
signal to  
start.

112. Engineers of all trains are strictly enjoined to start and stop slowly and without a jerk, which is liable to snap the couplings, and they are warned to be careful not to shut off steam too suddenly, so as to cause a concussion of the cars.

Starting  
train.



NOTE.—This Rule applies especially to cattle trains, the beasts being liable to be thrown down and injured by a sudden jerk.

Down  
grades.

113. Engineers must have full control over trains when going down grades. (See Rule 77.)

Trains,  
breaking  
apart.

114. Both Engineer and Fireman must look back frequently to see that all is right, particularly where trains are likely to break loose; when this occurs, great care must be taken to keep the forward part of the train out of the way of detached part, and every precaution used to prevent a collision. Engineers have the right to return for detached portion of train regardless of all trains. They must back up cautiously at a rate of speed not exceeding four miles per hour. In cases where opposing trains having right to track are expected, the Engineer should run to next station and there leave a flagman with proper signals to hold all approaching trains, providing he has time to do so without encroaching on time of opposing train. Conductors must, on stopping the detached portion, at once PROTECT REAR OF TRAIN, and also take means to WARN ENGINEER RETURNING OF THE POSITION OF DETACHED PORTION. Conductor and Engineer of a following train overtaking the detached part must wait indefinitely, and must **NOT MOVE IT** unless ordered by Train Dispatcher.

115. When Engineers of First Class Trains do not find Second or Third Class Trains at proper crossing places, they must keep a sharp lookout for them at each point until met.

Trains at regular crossing places.

116. Particular care must be taken to prevent injury to live stock on track, and train must come to a stop, if necessary, and if it is safe to do so, in order to avoid it. When a case occurs the Engineer and Conductor must report separately on the form provided for the purpose, the Conductor to the Superintendent, and the Engineer to the Mechanical Superintendent. Engineers must notify Conductors of every case of striking stock, and Conductors must enquire of Engineer at end of each trip whether any stock had been struck. A frequent occurrence of running over stock will be regarded as incompetency on the part of Engineers and others in charge of train.

Avoid running over stock.

117. Head Lamps **MUST BE KEPT BURNING** when engines are on the road after dark. Should this be impracticable, Engineers must notify the Superintendent and obtain permission to run without the Head Light. In case of telegraph line not being in working order, Engineers may proceed without Head Light, **APPROACHING ALL SIDINGS AND PUBLIC CROSSINGS VERY CAUTIOUSLY.**

Head Lamps to be kept burning.

**Ash pans.** 118. ASH PANS MUST NOT BE EMP-TIED IN FRONT OF STATION PLAT-FORMS OR ON FROGS AND SWITCHES, except in case of emergency, and all fires so dumped MUST BE PUT OUT AT ONCE before train proceeds. ASH PANS MUST UNDER NO CIRCUMSTANCES BE EMP-TIED ON BRIDGES AND TURN-TABLES.

**Steam and Brakes on bridges.** 119. STEAM MUST NOT BE WORKED OR BRAKES APPLIED ON BRIDGES, ex-cept where absolutely necessary ; and dampers must be closed when passing through Station yards, snow sheds, wood and lumber yards, and over bridges.

**Engineers shunting.** 120. When shunting Engineers must keep a sharp lookout for any signals placed by car re-pairers for protection while working under the cars, and must so regulate their speed as not to endanger men employed in coupling. (See Rule 14).

**Engineers to be cau-tious in fogs and storms.** 121. When trains are running over the road in fogs, heavy storms, or immediately after such storms, Engineers will run very cautiously and without regard to making time. (See Rule 84). They must run very slowly on ap-proaching all curves and places liable to wash-outs or slides, and see that the line is clear. In case of doubt or uncertainty they must al-ways take the safe course and run no risks.

122. When on the Main Line, Engineers will regard the instructions of Roadmasters and Bridge Inspectors in so far as relates to the safety of the track and bridges.

Engineers and Conductors to co-operate.

123. Engineers must remember the rights of the Trackmen to the road for repairs; one long and two short sounds of the whistle must be given before rounding any sharp curve or obscured portion of the line. (See Rule 4).

Engineers' signal to trackmen.

124. Engineers are equally responsible with the Conductors for the speed of their trains, and for any violation of Time Table Rules, involving risks or hazard; they must always have due regard for the safety of passengers and property in their charge, and never take any risks for the purpose of making up time between stations, or arriving at terminal points on time. Fault will not be found with them for being behind time, when caution and prudence dictate it as the safer course. Engineers must govern speed of trains by whistle calls to Brakemen when necessary; Brakemen failing to respond promptly must be reported to the Superintendent.

Engineers' responsibility.

Whistle calls to Brakemen.

125. An Engineer in charge of a Light Engine has the same responsibility as a Conductor of a train, and will be governed by the SAME RULES.

Engineers of Light Engines.

**Level Crossings.** 126. All Trains and Engines must keep clear of Level Crossings with other railways.

127. WORK CAUTIOUSLY AND BE CAREFUL FOR YOUR OWN AND OTHERS' SAFETY. DO NOT TRIFLE WITH THE LIVES OF YOUR FELLOW EMPLOYEES, OR JEOPARDIZE THE SAFETY OF THE RAILWAY PROPERTY BY A THOUGHTLESS OR CARELESS PERFORMANCE OF YOUR VERY RESPONSIBLE DUTIES. NO RECKLESS PERSON WILL BE RETAINED IN THE RAILWAY SERVICE.

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### AGENTS AND OPERATORS.

**To whom responsible.** 128. Stations Agents are responsible to and receive their instructions from the Superintendent of the Division, and will not absent themselves from their posts of duty without his consent.

**Must get permission to be absent.**

**Comply with instructions.**

They will comply strictly with all instructions given them by the Auditor, Treasurer, and Officers of the Traffic Department.

**Station Agents' duties.**

129. Every officer in charge of a station is answerable for the office and buildings and the Railway property there. He is also re-

sponsible for the faithful and efficient discharge of the duties devolving on all of the Railway employees at the station. He must be careful that all stores and stationery supplied are properly and economically used.

130. Agents will be responsible for keeping their buildings and grounds in a neat and tidy condition, and must know that everything is right when trains are passing. Tidy Stations.

131. Every exertion must be made for the expeditious discharge of the station duties, and for ensuring punctuality of trains. No delay to trains.

132. No notice will be given to Station Agents of the approach of Special Trains, and they will govern themselves accordingly. No notice of Special Trains.

133. Agents will be held responsible for Main Line being kept clear within the station limits, and for all cars which are placed on their sidings being securely blocked and brakes set on same, and for all doors of cars being properly closed and fastened. Agents are also responsible for the safety of switches which must always, except when a man is standing by, be kept set and locked for the Main Line; and they must examine such switches five minutes before any train is due, in order to make sure that they are set and locked for the Main Line. They will not al- Agents responsible for switches and cars on sidings being clear of main line.

low cars to be loaded or unloaded on the Main Line without permission of the Superintendent.

Crossing  
and Deten-  
tion  
Orders.

134. When a train Order is received, the Agent or Operator must FIRST, and before acknowledging the receipt of such Order, TURN THE TELEGRAPHIC SIGNAL TO DANGER, AND SEE THAT IT IS ACTUALLY IN THAT POSITION; SECOND, SEE THAT TRAIN ORDERED TO BE DETAINED HAS NOT PASSED; and THIRD, ACKNOWLEDGE RECEIPT OF THE ORDER, by repeating it as received and signing his own name as receipt for same, which receipt will be holding order for train or trains named. Agent or Operator must not allow such train or trains to leave or pass his station until he has received "O. K." from Train Dispatcher to said order or orders.

NOTE:—If no telegraphic signal, a red flag by day and a red light by night to be displayed.

135. When the train for which Detention Order is given has stopped, the Agent or Switchman will then lower Semaphore and allow train to pull up for orders. CONDUCTORS and ENGINEERS, NOTE.

Train  
order  
signals.

136. At Stations where crossing figures are shown in Time Table, or to which signal has been carried, the Telegraph Signal, Flag or

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Light MUST BE SHOWN AT DANGER, and if such trains have orders to proceed, Conductors must show such orders to Agent or Operator and OBTAIN CLEARANCE ORDER.

137. Station Agents or Operators in charge of stations, must see that the Telegraph Signal and all other signals are in perfect working order; and, at night, that all lamps are clean and burning brightly. They alone will be permitted to place or replace Telegraph Signals. Any other person doing so for them will be severely dealt with. Attention to signals.

138. Station Agents are required to report all accidents occurring at or near their stations, and to communicate such matters of interest or importance as may be useful in protecting the interests of the Railway; they are also required to report to the Superintendent all violations of the Time Table Regulations. Accidents.

139. Station Agents must open the Ticket Office for the sale of tickets at least thirty minutes before the arrival of trains that stop at their stations, and keep them open until such trains have left. Tickets must not be sold for stations at which trains are not booked to stop. Ticket office.



**Privacy of  
offices and  
messages.**

140. Station Agents and Operators are instructed to keep their offices strictly private. They must insist upon all business with trainmen and others being done over the counter. Privacy of messages must be strictly maintained. Any neglect in this important matter **WILL BE SEVERELY DEALT WITH.**

**Wire.**

141. Struggling for circuit, using profane language in the office or over the wire, and the unauthorized use of the ground wire are strictly prohibited.

**Hours of  
operators  
on duty.**

142. Office hours at stations where there is no Night Operator are from 7 o'clock till excused by the Train Despatcher. Where a Night Operator is employed, the hours will be from 7 o'clock, a.m., till 7 o'clock, p.m., (19 o'clock) for Day Operator, and from 7 o'clock, p.m., (19 o'clock) till 7 o'clock, a.m., for Night Operator. Each Operator is required to be on duty at the appointed hour, and remain until relieved by his colleague, or excused by the Train Despatcher. Relieving Operators must sign for any orders then in force affecting that Station.

**Keep clear  
of Fast  
Trains.**

143. When Fast Trains are to pass a Station without stopping, the Agent or one of his staff must advise any person or persons that may be standing on platform or close to track of the approach of train and to keep well clear of track.

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144. Agents at local stations must not allow any freight painted bright red to be placed on platform exposed to view of passing trains.

Freight  
painted  
red.

145. Station Agents must ascertain by personal examination before leaving their stations at night that cars are safely blocked, and that no wood, lumber, or other articles are piled within six (6) feet of the rails; they must also see that their sidings are properly equipped with stop-blocks, and that they are kept in thorough repair, and locked when not in use.

Examine  
cars and  
sidings.

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### TRACKMEN AND BRIDGEMEN.

146 Roadmasters and Bridge Inspectors must make themselves familiar with all instructions issued for the government of trains and trainmen, and must promptly report to the Superintendent any neglect of duty or violation of Rules that may come under their notice. They must satisfy themselves that all foremen engaged by them are competent for the work in their charge and are thoroughly conversant with the Code of Rules and Regulations, especially as to the faithful observance of Rule 149, and they will be held accountable for their men having at all times the necessary supply of tools and signals, and for the economical use of all material supplied to them. Roadmasters and Bridge Inspectors must COMPARE WATCHES with their foremen, at least twice a week.

Directions  
to Road-  
masters  
and Bridge  
Inspectors.

No notice  
to Track-  
men and  
Bridgemen  
of Special  
Trains.

147. Trackmen and Bridgemen must use the utmost caution at all times, as under the Telegraphic System of running trains, a train may be expected at any moment. No notice will be given of the approach of Special Trains, and Trackmen and Bridgemen will govern themselves accordingly.

Permis-  
sion to  
disturb  
track or  
Bridges.

148. When repairs to bridges or track require to be made, which will render the track impassable for any length of time, a request must be made to the Superintendent for permission to do the work, stating how long it will take; and the work must not be undertaken until permission has been obtained, unless in the event of the telegraph line being out of order, and that delay in doing the work would cause serious detention to trains, especially passenger trains. In any event the track must not be disturbed until the proper danger signals have been placed.

Removing  
rail. Pro-  
tection of  
trains.

149. When a rail is to be taken out or other work to be done which will render the track impassable, a Flagman with a Red Signal must be stationed, in each direction from the spot, 1,200 yards or 24 telegraph poles, or double this distance on heavy down grades, and two torpedoes must there be placed upon the rail, two rail lengths apart, on Engineer's side, and Track and Bridge foremen will be responsible for seeing that this is properly

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done. After track has been repaired and rendered passable for trains, the danger signals must be removed.

150. If work is being done which will render track unsafe for trains to pass at their usual rate of speed, a stationary RED SIGNAL must be placed at least 800 yards or 17 telegraph poles from the spot, in each direction, on Engineer's side.

151. No loaded push or hand car is to be moved on Main Line, and no rail is to be taken out during fog or snow storm, or at night, unless absolutely necessary for the safe passage of trains. When not in use, hand and push cars must be placed entirely clear of passing trains, and locked. These cars must not be used except on business of the Railway, and in charge of employees, and must never be attached to trains in motion.

152. Trackmen must see that all fences, road crossings, and cattle guards are kept in good repair, and that no wood, ties, or other articles are piled within six feet of the track. They must also remove all combustible material from the vicinity of Bridges and Buildings, and see that all necessary precautions are taken to prevent the spread of fire. They are responsible for the safety of all bridges, and must see that they are properly protected

from fire, and that water barrels are provided and kept filled.

Washouts  
and  
slides.

153. In stormy weather, Trackmen will be out, day or night, to guard those points on the road liable to washouts, slides, or defects of any kind, rendering track unsafe.

Repairs of  
telegraph  
wires.

154. Trackmen will pay particular attention to the telegraph wires. In case they are found broken, on the ground, crossed, or in any way obstructed, they must be repaired in a temporary manner immediately, and when such repairs are impracticable, notice must be given to the nearest telegraph office by messenger, or by the earliest means possible. Trees liable to fall on the track or wire must be cut down.

Trees to be  
Cut down.

Care of  
Switches.

155. Trackmen must carefully inspect all switches, especially those outside station yards, and, if not securely locked, lock them, and report to Roadmaster by wire. When using switches foremen will be held responsible for seeing them set for Main Line and locked.

Outfit.

156. Each Track or Bridge Foreman must have the following signals always on hand:—  
Twelve torpedoes, two white, and two red flags, for use by day; and two white, and two red lamps, each with two torpedoes attached, for use by night. They must not allow Red Clothes to be worn by their men on the work.

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157. Trackmen and Bridgemen must report to the Roadmaster and Superintendent all cases of Engineers disregarding signals and running recklessly. They are expected to make themselves familiar with the Code of Rules and Regulations for the working of the trains.

Report any violation of rules.

158. Roadmasters will report to the General Superintendent every case of encroachment upon the right of way or property of the Railway.

Reports.

Section Foremen will report to their Roadmasters by first passenger train, full description of stock killed or injured on their sections, and all damage caused by fires, freshets and slides, upon the form provided for that purpose.

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### MOVEMENT OF TRAINS BY TELEGRAPHIC ORDERS.

159. All orders for the movement of trains by SPECIAL ORDERS must be signed by the TRAIN DESPATCHER sending the same. The names of Despatchers for the different sections authorized to sign such orders will appear on Time Tables and will be posted on regular bulletin boards from time to time.

Person authorized to move trains.

Train  
Orders  
clearly ex-  
pressed, no  
alterations  
or erasures

160. Orders must be clearly and distinctly expressed in the same words to all concerned in the transaction, and in the prescribed forms when practicable. They must contain no erasures, alterations or interlineations, no unauthorized abbreviations, and no instructions not essentially a part of them. There must be no movement or instruction in any one train order which does not affect the train first mentioned in the *body* of such train order. Subject to this there may be two or more movements or instructions combined in one order, but never to such an extent as to make the order complicated or difficult to understand. Despatchers must use good judgment in this.

(a). Station names in both the addresses and bodies of train orders must be sent and written out in full.

Except in filling out printed forms of station and terminal clearance orders, all numbers in train orders, except engine numbers and numbers and dates of orders for which figures alone may be used, must always be spelled out, and must be followed by the numbers expressed in figures, thus—"nine thirty-five 9.35 a.m.," "twenty 20 miles," except that numbers of regular trains in their designation and in the addresses of orders, and days of the month when day of the week is also given,

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need only be spelled out. In filling out station and terminal clearance orders figures alone may be used.

The use of the word "number" or the abbreviation "No." before the number of a train or engine is not necessary or desirable.

161. Orders will be numbered consecutively for each despatching circuit for each day, beginning with number (1) at midnight. Name of station to which orders are sent must be written in full.

Orders  
Numbered

162. Orders will be sent, when practicable, to all trains and stations affected by them, at one and the same time. Operators must write all copies of the order at once on the manifold paper furnished for that purpose. To enable them to do this, the Despatcher who is to send an order will, when he raises an office, say "copy," giving the number of copies required. Should it be necessary to make any change in first copy, Despatcher must repeat the order, and new copy be made by the Receiving Operator.

Orders to  
trains  
affected  
to be sent  
same time.

Copies on  
manifold  
paper.

163. All orders to trains for their movement by telegraph must be considered as addressed to both Conductor and Engineer, except in the case of a light engine, when the order must be considered as addressed to both Engineer and Fireman. If there is a Pilot on a train,

Orders to  
be address-  
ed to Con-  
ductors  
and Engi-  
neers.



orders must be considered as also addressed to him.

In the addresses of train orders, except where otherwise specified, regular trains should be addressed by their number, spelled out, and special trains by their Conductor's name. Should it be impossible to give the Conductor's name of a special train in the address of an order, the description of the train may be given instead.

Conduc-  
tors to sign  
all.

The Operator will repeat the order back exactly as sent by the Despatcher. The Conductor addressed will read the order carefully, and, if understood, will sign it. When Conductor's signature is obtained the Operator will reply to Train Despatcher, thus: "13 Order No. .... Sig. .... (Conductor)." If correctly understood, Despatcher will reply to Conductor and Engineer: Order No. .... "O.K.", giving exact time and signing his (the Despatcher's) own initials. This will be recorded on all copies of the order, WHICH THEN, AND NOT UNTIL THEN, BECOMES VALID. The numeral "13" signifies, "I hereby acknowledge the receipt of, and state that I fully understand and will execute."

When  
valid.

"O.K."

164. Operators must not allow copy of an order to leave their possession until complete, nor enter "O.K." thereon in advance of its

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receipt. Should the line fail to work before "O.K." has been received he will not deliver such order.

165. One impression of the order will be kept by the Operator, and two impressions, when properly endorsed "O.K.", will be given to the Conductor, who will personally deliver to his Engineer a copy thereof, retaining one also for himself which he will read aloud to the Engineer, who will compare to see that they correspond; the Engineer must then sign his name under the Conductor's on one of the said orders and return it to the Conductor, retaining possession of the other one himself.

Engineers  
to sign the  
Orders.

166. The contents and substance of all orders must be communicated by the Conductor to his Brakemen, and by the Engineer to his Fireman. Engineer of Light Engine must hand duplicate of his order to Fireman.

Brakemen-  
and Train-  
men to  
know con-  
tents of  
Order.

167. All special orders for the movement of trains will be in the forms hereinafter described, but notice of obstruction to track, repairs of bridges, or other matters which cannot be expressed in said forms, will be sent to trains in such form as may be necessary to cover the case.

Forms of  
Order.

168. Before sending Train Orders, the Dispatcher will give the signal "9;" the Receiving Operator on receipt of this signal will

Operators  
to display  
Stop  
signal.

immediately display STOP SIGNAL, and will answer back "S.D." (signal displayed). Operators must not take in the STOP SIGNAL until the orders are delivered for which the signal was made.

Holding  
Orders.

169. When STOP SIGNAL is displayed (as per Rule 168), approaching train will in all cases be brought to a full stop. Operators and Agents are required personally to see that trains ARE STOPPED, and Conductors will go immediately to the Telegraph Office to receive and answer such orders as may be waiting them. Operators and Agents must know without doubt, that the train in question has not passed, and must not reply to the order before the STOP SIGNAL is displayed; they must also be sure that the signal is not disturbed till the proper time arrives for withdrawing it.

Directions  
to Opera-  
tors and  
Agents.

Not to rely  
on Train  
Order  
Signal.

170. The usual train order signal must not be relied upon exclusively to stop trains; Station Agent and Operator must watch closely for the expected train, and use all means necessary to stop it. In case of severe storm or dense fog, they will place two torpedoes in front of Station Building, 100 feet apart, on Engineer's side of rail, as an additional safeguard.

Operators  
to execute  
their  
orders.

171. Station Agents or Operators, or any other employee, receiving an order to hold a

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train for any purpose, must carry out the order strictly. In case the train is at the Station, the "13" must not be given to the Despatcher, until the Conductor has been shown the detention order, and endorsed same that he understands that he is held. Two copies of such holding order will be given to the Conductor of the train concerned, one for himself and one for his Engineer, the Operator retaining one copy in his Manifold Book, and Conductor and Engineer will respect such orders precisely the same as if addressed to themselves, and will comply with the same in all cases.

Agents and other employees to assist them.

172. Should a train be held at a telegraph station where there is no Night Operator, Conductor will summon the Day Operator to get orders for him.

Call day Operator.

173. An order sent to an Agent or Operator for a train held at a point where there is no telegraph office, will be repeated back, and on receipt of "O.K." he will forward as directed. It will be addressed to Conductor and Engineer train . . . . . at . . . . . care of . . . . . ; the Conductor or other person in whose care it is to be forwarded will sign for it ; he will be furnished with a copy in addition to those for the Conductor and the Engineer, and on this copy he will take their signatures, and deliver it to the Operator at the next telegraph station he reaches, who will transmit the signa-

Train held at siding with no telegraph office.

tures to Train Despatcher, and get "O.K.", and preserve the copy in his book.

**Advancing  
Train  
against  
Passenger  
Train.**

174. BEFORE ADVANCING ANY TRAIN AGAINST A PASSENGER TRAIN, Despatcher must get understanding from Conductor of such Passenger Train; if this cannot be done, THE PASSENGER TRAIN MUST BE DETAINED FOR ORDERS, at least one station from the meeting point, and the crossing arranged at meeting point with the Station Agent as well. THERE MUST ABSOLUTELY BE NO DEPARTURE FROM THIS RULE.

**Under-  
standing  
from other  
ruling  
trains.**

175. In giving orders, Despatchers will also, so far as practicable, get understanding from Conductors of other trains having the right to track before running any train against them, but in case such understanding cannot be had without serious delay, Despatchers may depend upon Agents, Operators and signals to hold such ruling trains.

**Rights  
conferred  
by a Train  
Order.**

176. Any orders given Conductors regarding a specified train confer no rights against any other train not so specified. The imperative rule in connection with crossing orders is, that the orders are valid until fulfilled or cancelled by the Train Despatcher; but this does not give a train or engine the right to proceed without being properly protected by sig-

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nals, as per Rule No. 43, when it becomes outlawed by being twelve hours or more late. Special orders for the movement of trains are only for the persons to whom they are directed, and no other persons will use such orders as authority to move their trains.

177. In case of Conductors and Engineers changing off before completion of their trip, they must carefully exchange any special orders they may have, and must know that they are perfectly understood by the others. No changing off of this kind will be allowed without consent of Superintendent.

Conductors  
and Engi-  
neers  
changing  
off.

178. Trainmen and Engineers are positively prohibited from going to meals, or delaying their trains for any cause, after receiving an order which allows them to proceed, without first obtaining permission to do so from the Train Despatcher; and when such permission is received the Conductor must report to the Despatcher when he is ready to go and ascertain if there are any further orders for him.

Trainmen  
and Engi-  
neers go-  
ing to  
meals.

179. Trainmen and Enginemen are enjoined to be cautious and vigilant, and, IN CASES OF DOUBT, TO ADOPT THE SAFE COURSE AND RUN NO RISK. They must NOT REST SATISFIED WITH "THINKING THEY ARE RIGHT," but MUST BE

Vigilance  
enjoined.

Run no  
risk and  
adopt safe  
course.

POSITIVELY CERTAIN OF IT; and always keep signals out far enough to avoid any POSSIBILITY OF DANGER; and remember that the commission or omission of any act, thereby endangering life and property, will be severely punished and render them liable to CRIMINAL prosecution.

All concerned to be always on the alert.

180. All promptness consistent with safety is enjoined on Station Agents, Telegraph Operators and Trainmen, in transmission of responses to telegraphic orders, to enable trains to move promptly and run regularly.

Despatchers Train Register.

181. Despatchers will keep a Train Register showing all trains run, and their time of passing the different Stations, which Operators will promptly report.

Time to be sent each morning.

182. Time will be sent each day (except Sundays) at noon, and must be acknowledged by each Operator giving "O.K." for same.

Receipt of new Time Tables to be acknowledged before issuing Train Orders.

183. When a new Time Table comes into force Despatchers must not give a Train Order to Conductor of any train before getting an acknowledgment from him and his Engineer of receipt of new Time Table. Agents and Operators receiving Holding Orders must do the same.

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184. Despatchers are not authorized to depart in any way from the instructions contained in this code of Rules and Regulations without the direct order of the Superintendent.

### FORM OF ORDERS.

#### FORM 1.—

An order for a train to hold at a station, or for an Operator to hold a train at his station :

.....will hold at .....  
(Designation of train). (Name of Station).

#### EXAMPLE.

Train Order No. 15..... Mch. 3rd, 1894.  
To Opr..... at Dover Station.  
To Jones..... at Calais “

Up psgr spcl Jones 898 will hold at Dover.

NOTE.—This order should, whenever possible, be sent to both the train and to the Operator at the holding point. When, however, this cannot be done, Train Despatchers may, subject to Rule 174, send it to either the train or Operator only, and depend on train holding or being held at point named, but its use in this latter way is deprecated and should only be resorted to when necessary and considerable advantage is to be thereby gained.



Any train receiving this order, or a copy of it addressed to the Operator at the holding point, must not leave that point (no matter how many orders are received in the meantime) until an order as per either Form 2 or Form 2½ is received.

An Operator receiving this order must not allow the train mentioned to leave his station (no matter how many orders are received for it in the meantime) until he receives an order as per either Form 2 or Form 2½. When this order is addressed to the Operator only, two copies of it must be given to the Conductor of train held, one for himself and one for his Engineer, and must be observed by them just as if the order had been addressed to them. The Conductor will in such a case always sign the Operator's copy of the order, and if the train is at the station the Operator will have him do so before the order is repeated to the Train Despatcher.

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FORM 2.—

An order changing a holding point :

..... will hold at.....  
 (Designation of train). (Name of station).  
 instead of.....  
 (Name of station).

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## EXAMPLE.

Train Order No. 43... .. June 16th, 1894.  
 To Opr..... at London,  
 To Jones ..... at Dover,  
 To Opr..... at Dover.

Up psgr spcl Jones 398 will hold at London instead of Dover.

NOTE.—This order must be sent to both the train and to the Operator at the original holding point when Form 1 has been sent to both. When Form 1 has been sent to either the Operator at the original holding point or to the train only, and not to both, it will be sufficient to send Form 2 to such Operator or train only, but when it is sent to the Operator only and two copies of Form 1 have been given by such Operator to the train affected, then two copies of this Form must also be given by such Operator to that train. This order should, whenever possible, be sent to the Operator at the new holding point. When, however, this cannot be done, Train Dispatchers may, subject to Rule 174, depend on the train holding or being held at the new holding point, but its use in this way is deprecated and should only be resorted to when necessary and considerable advantage is to be thereby gained. Any train receiving this order must not leave the new holding point (no matter how many orders are received in

the meantime) until another order as per Form 2 or an order as Form 2½ is received.

The Operator at the new holding point, receiving this order, must not allow the train mentioned to leave his station (no matter how many orders are received for it in the meantime) until he receives another order as per Form 2 or an order as Form 2½.

#### FORM 2½.—

An order cancelling Form 1 or Form 2:  
 No further orders for .....  
(Designation of train).

#### EXAMPLE.

To Opr. .... at Bristol Station.  
 To Campbell ..... at Bristol “  
 No further orders for Down spl Campbell 417.

NOTE.—As to the use of this form of order, see notes to Forms 1 and 2. It must be sent to both the train and the Operator at the holding point when either of these forms has been sent to both, but when either of them has been sent to the Operator at the holding point or to the train only, and not to both, it will be sufficient to send Form 2½ to such Operator or train only, but when this form is sent to the Operator only and two copies of either Form 1

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or Form 2 have been given by such Operator to the train affected, then two copies of this form must also be given to that train.

FORM 3.—

An order for a definite meeting point :

To..... at.....

To.....at.....

OPERATOR (Crossing Station).

TRAIN No.....

(Conductor's name and No. of Engine) AND  
TRAIN No.....

(Conductor's name and No. of Engine)  
WILL CROSS AT.....

EXAMPLE.

To Sixteen..... at Bristol,

To Eleven ..... at Calais.

To Opr ..... at Dover.

Sixteen Jones 359 and eleven Smith 415 will cross at Dover.

Upon an order of this form, the train arriving first at the station named will wait until the other train arrives, unless the Conductor and Engineer receive another order authorizing their train to proceed. When this order (Form 3) is also addressed to Operator at meeting station, he becomes a party to the order, and will hold the trains to meet, unless he receives orders changing meeting points.

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FORM 4.—

An order cancelling or changing Form 3:

To.....at.....

To... ..at.....

TRAIN No..... (Conductor's name and No. of Engine) AND TRAIN No..... (Conductor's name and No. of Engine) WILL CROSS AT.....INSTEAD OF.....

EXAMPLE.

To Sixteen..... at Derby,

To Eleven and Opr..... at Dover,

To Opr..... at Berlin.

Sixteen Jones 359 and eleven Smith 415 will cross at Berlin instead of Dover.

When order "Form 3" is given to an Operator and is afterwards cancelled, order "Form 4" must also be given to the Operator.

FORM 5.—

An order for a train to run as a Special Train between certain points:

A.

Run.....spcl  
(Kind of Special).

.....to.....

EXAMPLE OF "A."

Train Order No. 27.....May 5th, 1894

To Murray.....at Derby Station.

Run spcl Derby to London.

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B.

.....will run  
 (Conductor's name and engine number).  
 .....spcl  
 [Kind of Special].  
 .....to .....  
 [Name of station]. [Name of station].

## EXAMPLE OF "B."

Train Order No. 63..... July 18th, 1894.  
 To Harrison ..... at Dublin Station.

Harrison 493 will run psgr spcl Dublin to  
 Cork.

NOTE.—Any train receiving or running on  
 either of these orders **MUST KEEP CLEAR**  
**OF ALL REGULAR AND SIGNALLED**  
**TRAINS.**

Form 5A will be used when no movement or  
 instruction affecting any other train is given  
 in the same order. In other cases Form 5B  
 must be used.

In these two forms of order it is not neces-  
 sary to use the prefixes "up" or "down" to in-  
 dicate the direction of special.

## FORM 6.—

An order giving trains the right to run on  
 the time of a Superior Train :

.....will run.....  
 [Designation of train]. [Hours and minutes].  
 late.....to.....  
 [Name of station]. [Name of station].

## EXAMPLE.

Train Order No. 56..... June 6th, 1894.  
 To Two... .. at Berlin Station.

Two Fraser 625 will run two 2 hours and  
 thirty 30 minutes late Berlin to Vienna.

NOTE.—Any other train receiving a copy  
 of this order addressed to it will have the  
 right to use the time specified, all but ten min-  
 utes, on the time of the train running late. It  
 must always be on sidings clear of main track,  
 with switches set right, ten minutes before the  
 expiration of the time specified.

The train running late must not, under any  
 circumstances, run less than the time specified  
 in the order behind its scheduled time.

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 FORM 7.—

An order for one train to pass another and  
 run ahead to a certain station :

To..... at .....

To..... at .....

Train No...., (Conductor's name and No.  
 of Engine) will pass TRAIN No.... (Conduc-  
 tor's name and No. of Engine) at.....  
 and run ahead to.....

NOTE.—The above order must be considered  
 as only a privilege to pass train ahead, and

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does not alter its right of track in any way. Conductor of train passing and running ahead must be very particular in advising all Agents and Conductors of trains in opposite direction of the number of his train and that he is running ahead of No....[which he has passed.]

#### FORM 8.—

An order for Train to work between given points :

To (Conductor's name) at.....  
 (Conductor's name and No. of Engine) WILL  
 WORK [Day and Date] BETWEEN .....  
 AND..... KEEPING CLEAR OF  
 REGULAR AND SIGNALLED TRAINS.

#### EXAMPLE.

To Jones.....at Derby.

Jones 210 will work to-day Wednesday June twenty-first between Derby and Calais keeping clear of regular and signalled trains.

Explanation.—This order gives working or construction trains authority to run between the points named, and return to either of the places named to cross trains or obtain further orders, and is good from 5 a.m. to 8 p.m. or 20 o'clock of the day named in order. See Rules 57, 62 and 63.

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## FORM 9.—

An order to carry signal between given points :

To.....at.. ..

TRAIN No.... (Conductor's name and No. of Engine) will carry.. ..Signal from .. ..to..... for TRAIN No..... (Conductor's name and No. of Engine).

## EXAMPLE.

To Sixteen..... at Dover.

Sixteen Jones 210 will carry red signal Dover to London for spl Smith 512.

Name of Conductor who is to run on Red Signal must always be given in ordering Red Signal, and when practicable in ordering white signals.

NOTE.—In all possible cases, the same order that is given for carrying signals must be used to authorize the train to follow the signal.

## FORM 10.—

An order to pass stations between given points :

To.....at.....

Train No.... (Conductor's name and No. of Engine) may pass stations between..... and.....

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## EXAMPLE.

To Jones . . . . . at Derby.

Down spcl Jones 312 may pass stations between Derby and Berlin.

EXPLANATION.—This order is authority for Conductor and Engineer to pass stations without stopping.

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## FORM 11.—

An order to run without clearance orders :

To . . . . . at . . . . .

Train No. . . . . (Conductor's name and No. of Engine) will run without Clearance Orders from . . . . . to . . . . .

## EXAMPLE.

To Forty-one . . . . . at Paris.

Forty-one Brown 315 will run without clearance orders Paris to Lyons.

EXPLANATION.—This order is issued to trains running at night which pass stations where there is no night operator. On this order Conductors must book their trains as usual.

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## FORM 12.—Time Order.

An order holding train until a certain time :

To.....at.....

TRAIN..... (Conductor's name and No. of Engine) will not leave .....until ..... unless train..... (Conductor's name and No. of Engine) has arrived.

## EXAMPLE.

To Sixteen..... at Clifton.

Sixteen Smith 193 will not leave Durham until nine fifteen 9.15 p m unless up spcl Jones 512 has arrived.

NOTE.—The train having right of track will wait five minutes more than time specified for variation of watches on above order.

## FORM 13.—

An order cancelling train between given points :

## TRAIN CANCELLED ORDER.

To Operators, Conductors and Engineers.

Train No.....of to-day.....is cancelled between.....and.....

## GENERAL RULES AND REGULATIONS.

185. All employees will be on the constant lookout to protect the interests of the Railway. Any employee who may be cognizant of a violation of any of the rules by another employee, and who fails to report the same to the Head of his Department, becomes equally responsible and liable to punishment.

Report any violation of rules

186. Conductors have no discretion to allow persons to ride free. Passengers must not be carried on Freight or Work Trains without permission from the General Superintendent.

Passengers on Freight Trains.

187.—No cars are to be loaded or unloaded on Main Line without authority from Superintendent.

No cars allowed on main line.

188. Conductors, Engineers, and all Employees connected with the Train Service, are required to regulate their watches DAILY by the Standard Time. Conductors will compare time with their Engineers before starting from Terminal and Division points. Conductors and Engineers on branch lines must compare watches with Conductors on Main Line. Conductors and Engineers of Working Trains must compare with Passenger Conductors on their respective sections daily.

Compare time.

189. Each employee is to devote himself exclusively to the Company's service, attending during the regulated hours, and residing

Exclusive services.

wherever he may be required. He must not engage in any other business, except upon permission from the General Superintendent. Any employee, who is liable to be called upon for duty at any time, must keep the proper officer fully advised of any change in residence.

**Obedience to orders.**

He is to obey promptly and implicitly, all instructions he may receive from persons placed in authority over him, and conform to all the regulations of the Company.

**Causes for dismissal.**

All employees will be liable to immediate dismissal for disobedience of orders, negligence, misconduct or incompetency, but no Employee is to be discharged without sufficient cause.

190. An Employee discharged from any Department shall not be employed in any other, without the consent of the Head of the Department from which he was discharged.

**Use of intoxicants.**

191. In the interests of safety and efficiency, the use of intoxicants while on duty is absolutely prohibited. No instance of intoxication on duty will ever be overlooked, but will be followed by immediate dismissal. The habitual use of intoxicating liquors will be considered sufficient cause for dismissal, and preference will in every case be given to those who abstain from their use.

192. Employees must be civil and obliging <sup>Civility.</sup> to all with whom they are brought in contact, especially in their relations with passengers and the public, must answer questions politely, and endeavor to give satisfactory information. No violent disputes or altercations will be permitted under any circumstances. Any employee using improper language while on duty, committing any act of rudeness or incivility to passengers, or receiving any gratuity from the public, will be liable to dismissal.

193. Employees must not be absent from their duties without the consent of the heads <sup>Employees absent.</sup> of their departments, and they must not expect pay for the time during which they were absent.

194. No Employee governed by these Rules <sup>Notice required on leaving service.</sup> is allowed to quit the Company's service without giving fourteen days' notice. On leaving the Service, he must deliver up all property of the Company entrusted to him. Any articles improperly used or damaged will have to be made good by the party in fault.

195. Employees must give due attention to cleanliness and neatness. <sup>Cleanliness.</sup> Special recognition will be taken of respectable appearance and orderly deportment.

196. The Company reserves the right to deduct from the pay of their Employees such <sup>Deduction on account fines, &c.</sup>

sums as may be imposed as fines for neglect of duty, fees for mail and medical attendance, and for rent where the Employee is a Tenant of the Company.

**Garnishee.** 197. Any Employee subjecting the Company to the service of a Garnishee Order on his pay will be liable to dismissal, and will be held responsible for all expenses incurred by the Company.

All classes  
of em-  
ployees to  
assist in  
time of  
danger.

198. All persons in the Service of the Company are required to give prompt notice of any obstruction on the Main Line, and it is the imperative duty of every Employee to prevent danger, and if from accident or other cause the proper Servant or Officer cannot perform his duty, any other person on the spot must act promptly as required in the emergency for the due protection of life and property.

Precau-  
tions  
against  
fire.

199. Every precaution must be taken to prevent loss or damage by fire. No rubbish, oily waste, rags or waste paper, must be allowed to accumulate in the offices, depots, or buildings of the Company. Matches, oil and lamps shall be kept separate and in secure and safe places. Chimneys, pipes and stoves must be known to be safe and secure, and for that purpose examined frequently.

200. All communications of importance, especially those concerning the safety of

trains, track and bridges, shall always be made in writing, except where it is absolutely impossible to do so.

201. The use of the telegraph must be restricted to actual necessity, and only resorted to in matters of importance and when immediate answer is essential.

Use of  
telegraph.

202. Trainmen, Engineers and other Employees are enjoined to be ever vigilant and cautious in executing their responsible duties; a prompt recognition by advancement, when occasion offers, will be the result of an honest and faithful observance of these Rules and Regulations; summary punishment will follow any violation of them.

Vigilance  
and cau-  
tion en-  
joined  
on all.

203. In addition to these rules, the Time Tables of the different Divisions will contain special instructions as the same may be necessary. Special instructions, whether in conflict with these rules or not, which may be given by proper authority, and ISSUED IN CONNECTION WITH THE THEN CURRENT TIME TABLE, will be observed and remain in force only during the life of the latter. All other special instructions given by proper authority shall be observed and remain in force until cancelled. No alterations shall be made in the general regulations by any officer or employee, unless with the approval of the General Superintendent.

Special  
rules on  
Time  
Tables.



To pass  
examina-  
tion.

204. Conductors, Engineers and Telegraph Operators are required to pass an examination in the rules and instructions before they are set to work. The examinations will be conducted by the Superintendent and Mechanical Superintendent or such assistants as they may appoint.

Every em-  
ployee to  
have a  
copy of  
the rules.

205. Every person in the service of the Company, affected by the Code of Rules and Regulations, must keep a copy of them on his person while on duty, under a severe penalty for neglect. Should any Employee not fully understand them, it is his duty to apply to his Superior Officer for explanation.

Note.

NOTE.—Trainmen, Agents, Operators, Roadmasters, and Bridge Inspectors (for their men) will be supplied with copies of the Rules and Regulations and the current Time Table by the Superintendent. Engineers and men in Mechanical Department will be supplied by the Mechanical Superintendent.

206. Mail Clerks, Express Messengers, Parlor and Sleeping Car Conductors and Porters, News Agents and persons in charge of individual cars are subject, while on duty, to the rules governing employees of the Company.

Griev-  
ances.

207. An employee desirous of appealing to the General Superintendent on a matter of grievance, must do so through the Head of his Department.

208. The rules herein set forth supersede all prior rules issued which are inconsistent therewith.

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**INSTRUCTIONS FOR THE CARE OF  
INJURED PERSONS.**

It often becomes a duty to administer to the sufferings of those who meet with accidents on the road, as hours must elapse frequently before surgical aid can be reached, since much of the country through which the road passes is sparsely settled. It is in these cases of emergency that great service may be rendered to the wounded in relieving them of pain, in preventing permanent disability, and perhaps even in saving life. In order to accomplish these ends, the following instructions are appended.

If these instructions are not fully understood, or if additional information is desired in reference to the temporary management of cases that may come under care, an explanation of the simpler methods of attending to injuries may be had on application to any of the authorized medical officers of the Company.

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### INJURIES TO THE HEAD.

**Bruises of head.**

In simple bruises of the head, when the skin is not cut through to the bone, apply a compress and bandage, keeping the dressing wet with water.

**Concussion of brain.**

In concussion of the brain, the patient is either insensible or delirious. Keep the head cool, the feet warm, and patient quiet.

**Injuries of head.**

In severe injuries of the head, as fractures, slightly elevate the head, unfasten the clothes about the throat and waist, and keep the patient quiet. If there is bleeding from the nose or mouth, use cold applications to the head and face and turn the patient on his side, so that the blood can run out of the mouth. Also keep the feet warm.

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### INJURIES TO THE CHEST.

When one or more ribs are broken, seat the patient in the chair, with his arms around the neck of an assistant, who will lift up until the patient's body is on a stretch, then apply the wide bandage, taking four or five turns, pin snugly, then lay the patient flat on his back.

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### FRACTURES.

**Broken collar bone.**

When the collar bone is broken, tie the shoulder back by bandages passed under the

arm and over the back like a figure eight, 8, then put the arm in a sling, slightly elevating the elbow.

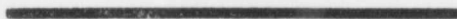
When the long bones are broken, as arms or <sup>Broken arms.</sup> legs, pull the limbs as nearly as possible into proper shape, observing this rule: When the broken bone is bent towards a right angle, and shortened, extend by pulling in direction of the angle until the ends of the bone approach each other, then straighten the limb. When the <sup>Broken legs.</sup> ends of bones have been thrust through the muscles, you must first release them from this unnatural and painful position before attempting to straighten them. The following diagram will illustrate:



FRACTURED BONE ENTANGLED IN THE MUSCLE.



FRACTURED BONE RELEASED.



FRACTURE ADJUSTED.

When a fractured limb is reduced and placed

in something like its natural position, there should be very little pain; neither should there be much pain in reducing a fracture if the proper care and gentleness is observed. Fractures should be adjusted as soon after the injury as possible. After you have straightened the limb out parallel with the body, make it fast—if a leg, to its fellow: if an arm, the bandage should encircle the body. Fracture should be firmly held by the bandage, so as to avoid too much motion to the broken bone, but care must be taken not to bind unevenly and too tightly.

In case the patient is not to be moved there is no necessity for binding the limb, but allow it to lie in the most comfortable position, covering it with cloths wrung out of warm water.

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### DISLOCATION.

Many and nearly all of the dislocations can be reduced by attending to them immediately. The fingers, wrist and elbow joints, by gently pulling on them, and at the same time pressing them into place. The shoulder, when knocked down, is easily reduced by grasping the dislocated arm and elevating it over the patient's head, then let some one place both thumbs under the joint in the arm-pit and press up firmly, while the arm is brought

gently but firmly down until it is parallel with the body; then put the arm in a sling, slightly elevating the elbow.

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### CRUSHED AND BRUISED LIMBS.

By far the greater number of railroad injuries are of this class. Fortunately, there is very little danger of severe bleeding. The treatment is to immerse the limb in milk-warm water, or envelop it with cloths wrung out of warm water. Do not bind a crushed hand or foot. Sometimes the pain is very intense when the system awakens from the shock.

Crushed  
and  
bruised  
limbs.

### BLEEDING WOUNDS.

Bleeding in wounds may be stopped, ordinarily, by binding a compress over them which has previously been dipped in cold water. Should the wound, however, be bleeding profusely (spurting blood) crowd into the wound some styptic wool, and then apply a bandage firmly over it. If this method fails, and it be a hand or arm that is injured, place the bandage loosely above the elbow three or four inches; if it be a foot or a leg apply the bandage above the wound, after which observe this rule: Put a large cork or a hard roller bandage on the inside of the limb under the bandage; then place under it, immediately on

Bleeding,  
how ar-  
rested.

top of the cork or roller, a small stick or lead pencil and twist steadily until the hemorrhage stops. Care should be exercised that this twist is not firmer than is required to arrest the bleeding, nor continued longer than is necessary to reach experienced help.

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### BURNS AND SCALDS.

Burns and  
scalds.

Soft cloths, dipped in the white of egg beaten up with sweet oil, may be applied to relieve pain; or a solution of bi-carbonate of soda (baking soda which can generally be found in every house) made by dissolving three or four tablespoonfuls in one quart of water, may be applied in the same manner.

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### FROST BITE.

Frost  
bites.

Remove the person frozen to a cold room and immerse the frozen parts in ice water, or carefully rub them with snow. Care should be taken not to scratch nor break the skin. From one-half hour to three hours should be spent in removing the frost from the affected parts. After the frost has been expelled, the patient should be removed to a comfortable room, the limb elevated and lightly covered, and cooling lotions applied. If vesicles appear, equal parts of limewater and sweet oil may be applied.

**RUPTURE.**

Sometimes after a severe strain a tumour Ruptures. suddenly appears in the groin, and not unfrequently extends into the scrotum. Whenever this occurs, place the patient on his back in a recumbent position, with the limbs flexed; then place the hand on the tumour, and press gently obliquely upward and outwards. When it is reduced keep it in position until you find a surgeon. When, however, it is not easily returned, do not use violence, but make applications of cold water until the services of a surgeon can be obtained.

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**NOTIFY SURGEON.**

Whenever an accident occurs on the line, the conductor must immediately telegraph the surgeon in whose charge the injured person is to be placed, in order that time may be given to prepare for the reception of the patient. Notify surgeon at once.

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**TRAMPS INJURED.**

In cases of injury inflicted by trains upon intoxicated persons on the track, tramps stealing rides, etc., where the employees of the road are in no way to blame, the injured persons must, of course, be carried to a station where humane and proper treatment can be Injuries to tramps.



bestowed ; but as such persons are generally without means, it is not advisable to take them out of the district in which the accident occurs. All such cases should be placed under the care of the district authorities where the injury occurred, as early as possible. In no instance are they to be removed beyond the limits of such district without express orders to that effect from the Division Superintendent ; for, if removed beyond the district limits, the Company may be held responsible for treatment and support.

Not to be removed from district.

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#### USE OF LIQUOR.

The continued or the excessive periodical use of malt or alcoholic liquors should be abstained from by every one engaged in operating the road, not only on account of the great risks to life and property incurred by entrusting them to the oversight of those whose intellects may be dulled, at times when most care is needed, but also, and especially, *because habitual drinking has a very bad effect upon the constitution*, which is a serious matter for men so liable to injury as railway employees always are. It so lessens the recuperative powers of the body that simple wounds are followed by the most serious and dangerous complications. Fractures unite slowly, if at all, and wounds of a grave nature,

Avoid use of liquors.

Injurious results.

such as those requiring the loss of a limb, are almost sure to end fatally. NO EMPLOYEE CAN AFFORD TO TAKE SUCH RISKS, AND THE COMPANY CANNOT ASSUME SUCH RESPONSIBILITIES.

