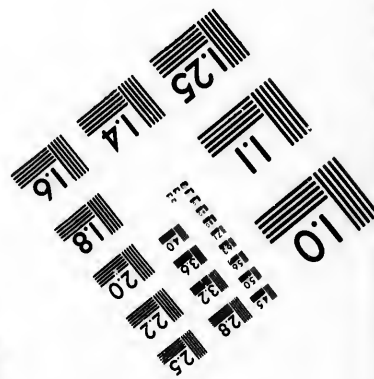
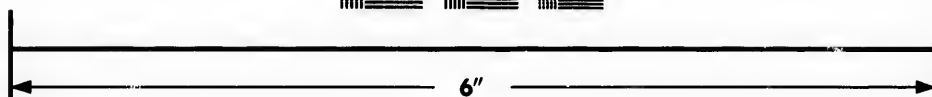
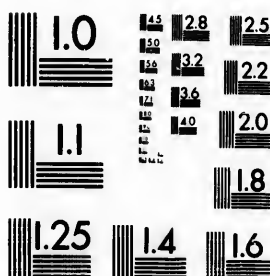


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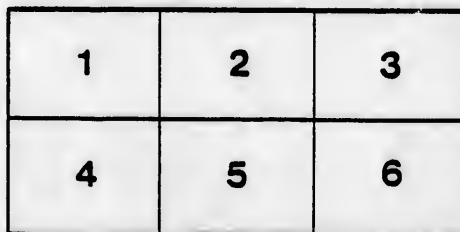
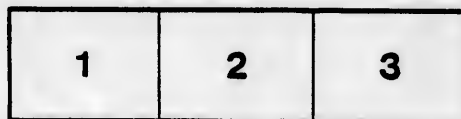
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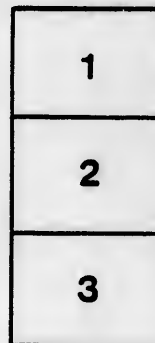
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GREAT WESTERN RAILWAY
OF CANADA.

RULES AND REGULATIONS

FOR THE
CONDUCT OF THE TRAFFIC
AND FOR THE
GUIDANCE OF THE OFFICERS AND MEN
IN THE SERVICE OF THE
GREAT WESTERN RAILWAY COMPANY.

.....
Compiled by G. H. Howard.
General Manager's Assistant.
.....

HAMILTON, ONT.:

PRINTED AT THE SPECTATOR STEAM PRESS, CORNER JAMES AND MAIN STREETS.

1869.

22-1-1502i

**EXTRACT FROM THE MINUTES of the meeting of
DIRECTORS, held at Hamilton, O., on the 21st May,
1869.**

ORDERED,

That the Book of Rules and Regulations now submitted, and dated the 21st May, 1869, be, and the same is hereby, approved and adopted for the guidance and instruction of the Officers and Men in the service of the Great Western Railway Company; and that all former Rules and Regulations inconsistent with the same be cancelled.

ORDERED,

That every person in the service whose duties are affected by these Regulations, do make himself familiar with them, and keep a copy on his person, under a penalty of one dollar for the neglect of the same.

THO. SWINYARD,

General Manager,

GREAT WESTERN RAILWAY.

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J
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GENERAL CONTENTS.

	SEE PAGE
INDEX.....	1
GENERAL REGULATIONS	4
SIGNALS	6
1. Semaphore	7
2. Switch	7
3. Siding, (Narrow Gauge)	8
4. Level Crossing.....	8
5. Flags	8
6. Hand Lamp.....	8
7. Detonating	9
8. Engine Whistle	15
Day Train Signals.....	15
Night Train Signals.....	17
Station Masters	23
Conductors and Breaksmen.....	37
Breaksmen	38
Train Baggage-men.....	40
Locomotive Foremen.....	40
Engine Drivers and Firemen.....	53
Switchmen and Signalmen.....	55
Junctions and Railway Crossings.....	56
Time-Keepers at Gravel Pits.....	57
Draw-Bridge Tenders, (Welland Canal).....	58
" " (Desjardin's ").....	59
Baggage Masters.....	62
Porters	63
Constables	67
Watchmen	68
Watchmen at Level Crossings	69
Bridge Watchmen.....	71
Track Repairers	79
Hand Cars, Lorries or Repair Cars.....	80
Bridge Repairers	81
Train Despatcher and Telegraph Operators.....	88
Abbreviations	90
General Instructions, (Running of Trains)	99
Junctions and Railway Crossings.....	100
Special Instructions, (Copetown Grade).....	101
Suspension Bridge	103
Extract from Act	

INDEX.

ACTS OF PARLIAMENT.

ACTS,—Extracts from

SECTION. PAGE.
103

The 18th and 19th Vic., Chap. 176	103
The Consolidated Statutes of Canada, 22 Vic., Chap. 66	103
The Consolidated Statutes of Canada, 22 Vic., Chap. 91	105
The Consolidated Statutes of Canada, 22 Vic., Chap. 92	105
The Consolidated Statutes of Canada, 22 Vic., Chap. 92	105
The Consolidated Statutes of Canada, 22 Vic., Chap. 94	105
The Consolidated Statutes of Canada, 22 Vic., Chap. 99	106
The 23rd Vic., Chap. 29	106
Table of Speed	108

BAGGAGE MASTERS.

59

Appearance	229	..	59
Attendance	230	..	59
To see tickets before checking Baggage	231	..	59
Baggage over 100 lbs.	232	..	59
Commercial Travellers and Dogs	232	..	60
Checking Baggage	233	..	60
Old marks to be obliterated	233	..	60
Care in despatching Baggage	234	..	60
Receiving Baggage	235	..	60
Lost Check	236	..	60
Missing Baggage	237	..	61
Unclaimed Baggage	238	..	61
Checks to be kept locked up.	239	..	61
Transferring Baggage	240	..	61
Special regulations	241	..	61
Foreman Porter—as acting Baggage-man	242	..	61

BAGGAGEMEN (TRAIN).

SECTION. PAGE.

38

Must know Signals.....	139	..	38
Time to come on duty.....	140	..	38
Marking and arranging Baggage.....	141	..	38
Parcels to be billed and checked.....	141	..	39
To handle Baggage carefully.....	142	..	39
Value Parcels.....	142	..	39
Passengers not to ride in Baggage Cars.....	142	..	39
Carrying Despatches.....	143	..	39
To attend to Breaks.....	144	..	39

BRIDGE REPAIRERS.

80

Responsibility.....	320	..	80
Examination of Bridges ..	321	..	80
To obtain use of Track for Repairs.....	322	..	80
To report monthly.....	323	..	81

BRIDGE WATCHMEN.

69

Must know Signals.....	271	..	69
Articles to be supplied with.....	272	..	69
Barrels of water on Bridge.....	273	..	69
To inspect Bridge before Train passes.....	274	..	69
Inspection of nuts and fastenings.....	275	..	69
Signals to exhibit.....	276	..	70
Signals to stop Train.....	277	..	70
Inspection of Bridge after Train or Engine has passed.....	278	..	70
To report required repairs.....	279	..	70
Ash boxes to be closed.....	280	..	70
Delinquencies of Drivers to be reported.....	281	..	70

BREAKSMEN.

37

Must know Signals.....	130	..	37
Time to come on duty.....	131	..	37
To examine Cars, Breaks, &c., before starting.....	132	..	37
Must have lamps ready.....	132	..	37
To ride outside the Cars.....	133	..	37
How to apply Breaks in going down a grade.....	134	..	37
To examine Axle Boxes.....	135	..	38
Wooding Engine.....	136	..	38
Supply of fresh water in Cars.....	137	..	38
Assist in loading or unloading Freight or Baggage...	138	..	38

CONDUCTORS AND BREAKSMEN.

SECTION. PAGE.

23

Must know Signals.....	74	..	23
Time to come on duty, &c.....	75	..	23
Inspection of Cars.....	76	..	23
General charge of Train.....	76	..	23
Clocks by which to regulate time.....	77	..	24
Badges to be worn when on duty.....	78	..	24
Sleeping Car, Passenger's.....	79	..	24
Announcing Stations to Passengers.....	80	..	24
Running past Platforms at Stations.....	81	..	25
Passengers to keep off the Platforms.....	82	..	25
Preventing loss of time at Stations.....	83	..	25
To prevent abuse of cushions and riotous conduct in cars.....	84	..	25
No Dogs or heavy Baggage in Passenger Cars.....	84	..	25
No travelling without Ticket.....	85	..	25
Collecting Tickets and Passes.....	85	..	25
Amalgamated Trains.....	86	..	25
Articles to have with them.....	87	..	26
Must have current working Time Table.....	88	..	26
Delays and irregularities to be entered, &c.....	89	..	26
When Trains are overdue.....	90	..	26
Flagging Trains.....	91	..	27
When Train becomes detached.....	92	..	27
When Engine breaks loose ..	92	..	27
Lighting lamps at sundown.....	93	..	28
Lights on end of Train.....	94	..	28
Obscuring Lamps when in Sidings.....	94	..	28
When Train is stopped outside semaphore.....	95	..	28
Must have a Breaksman in rear of Train.....	96	..	28
Coupling Trains—Bell Rope.....	97	..	29
Inspection of Cars at end of journey.....	98	..	29
Disposition of Boxes.....	99	..	29
To prevent leaping on and off cars while in motion..	100	..	29
Shunting cars with tail rope.....	100	..	29
Conductors (Freight)—time to come on duty.....	101	..	30
To examine Way-Bills.....	101	..	30
To check goods delivered.....	101	..	30
Loaded platform Cars to be examined.....	102	..	30
Conductor's Cars to be secured when left off.....	103	..	30
Conductor's Car and Breaksman to be in rear of Freight Train.....	104	..	30
To report delays and irregularities.....	105	..	31

N. PAGE.
23

SECTION. PAGE.

CONDUCTORS AND BREAKSMEN—(Continued.)

.. 23	Not to pass over top of Cars except when necessary.	106	.. 31
.. 23	No Passengers to travel by Freight Trains	106	.. 31
.. 23	When Bell rope is out of order	107	.. 31
.. 23	Must know the running time of all Trains	108	.. 32
.. 24	When another Train is due and Siding not open	108	.. 32
.. 24	Broken Rail	109	.. 32
.. 24	Must not obstruct level crossings at Stations	110	.. 32
.. 24	Conductors of Wood and Gravel Trains	111	.. 32
.. 25	Responsible for Train movements	112	.. 33
.. 25	Time on Duty	113	.. 33
.. 25	Line clear before starting	114	.. 33
.. 25	Inspection of Cars	115	.. 33
.. 25	Taking out Train—Distance and Signals	116	.. 33
.. 25	Waiting for Regular Trains	117	.. 34
.. 25	To report irregularities	118	.. 34
.. 25	Supply of Signals	119	.. 34
.. 25	Signaling and recalling Signalmen	120	.. 34
.. 26	Must not stop at non-telegraph stations	121	.. 34
.. 26	Tipping Cars	122	.. 34
.. 26	Putting Passengers off Cars	123	.. 35
.. 26	Must be at a Station or near a house	124	.. 35
.. 27	When a Passenger has no Ticket	125	.. 35
.. 27	When Ticket has been lost	126	.. 35
.. 27	Cases of Intoxication	127	.. 36
.. 28	No unnecessary force to be used	128	.. 36
.. 28	To obtain Witnesses	129	.. 36

CONSTABLES.

63

Railway Act, 31st Vic., Cap. 68, 1868:

.. 29	Appointment of Constables	251	.. 63
.. 29	Hours of duty	252	.. 64
.. 29	Coming on duty	253	.. 64
.. 29	General duties	254	.. 65
.. 30	Suspicious characters	255	.. 65
.. 30	Absence from illness	256	.. 65
.. 30	Additional duties	257	.. 65
.. 30	Retiring from duty	258	.. 66
.. 30	As to arrests	259	.. 66
.. 30	Railway Act 1868, 5th sub. sec. of 49th, 31st Vic., Cap. 65:		
.. 30	Breach of duty	260	.. 66
.. 31	Sub. sec. same Act:		
.. 31	Assaults on Constables	261	.. 67

COPETOWN GRADE.SECTION. PAGE.
100

To observe Rule at Dundas, under ordinary circumstances	404	..	100
When Rails are slippery	404	..	100
When Telegraph is not working	405	..	100

DRAW-BRIDGE TENDERS.

57

WELLAND CANAL :—

Two men at Bridge	216	..	57
Must have Time Tables	217	..	57
When to close Draw-Bridge	218	..	57
Danger Signals and Trains to stop	219	..	57
Bridge to be closed upon approach of Train	220	..	57
In Fog or Snow to meet Train	221	..	58
Articles to have on hand	222	..	58
Must keep all in working order	223	..	58
Registering Vessels	224	..	58

DESJARDIN'S CANAL :—

Two men at Bridge	225	..	58
Must have the current Time Tables	226	..	59
Rule to be observed when a Train approaches	227	..	59
Speed of Train approaching	228	..	59

ENGINE DRIVERS and FIREMEN.

Time to be with Engine	146	..	40
Inspection of Engine	146	..	41
Responsible for condition of Engine	147	..	41
Inspection of Water Spaces	147	..	41
To be acquainted with code of Signals	148	..	41
Necessary Supplies and Tools	149	..	41
Proper care of Tools	150	..	42
Enginemen to keep correct time	151	..	42
Must possess Time Bill	152	..	43
Time of attaching Engine to Train	153	..	43
Must have Bell rope attached	154	..	43
Not to move on Main Line without a Conductor	155	..	43
Trains under the orders of the Conductor	156	..	43
Not to travel on Main Line without written orders ..	156	..	43
In case of Two Drivers	157	..	44
Fireman not to move Engine	158	..	44

CON. PAGE.		SECTION. PAGE.
100	ENGINE-DRIVERS AND FIREMEN—(Continued.)	
.. 100	To regulate supply of Wood and Water.....	159 .. 44
.. 100	To keep a good look out	160 .. 44
.. 100	Not to run past Platforms	161 .. 44
.. 100	Careful stopping and starting of Trains	162 .. 44
57	Crossing Main Line	163 .. 45
.. 57	To consider weight of Train, gradient, &c.....	164 .. 45
.. 57	Not to alight from an Engine when in motion.....	164 .. 45
.. 57	Caution in approaching large Stations	165 .. 45
.. 57	Not to leave engine while on duty	166 .. 45
.. 57	Getting up Steam	166 .. 45
.. 57	Not to stand on Main Line.....	167 .. 46
.. 57	In case of accident.....	168 .. 46
.. 57	Trains breaking loose.....	169 .. 46
.. 58	When Engine breaks loose.....	169 .. 47
.. 58	To report accidents.....	170 .. 47
.. 58	Empty engine unable to proceed	171 .. 47
.. 58	Not to make up time going down inclines.....	172 .. 47
.. 58	Loads on Grades	172 .. 48
.. 58	Strict attention to Signals	173 .. 48
.. 58	Danger signals not to be passed.....	174 .. 48
.. 59	Not to push a Train.....	175 .. 48
.. 59	Shunting, &c.....	176 .. 48
.. 59	Shunting in Passenger Station Yards	177 .. 49
.. 40	Sounding Whistles on approaching Stations.....	178 .. 49
.. 41	Caution in passing level crossings.....	179 .. 49
.. 41	Persons not allowed to ride on Engine.....	180 .. 49
.. 41	To look out for Wood Trains	181 .. 50
.. 41	Flagging Wood Trains	181 .. 50
.. 41	Wood, Gravel and Construction Trains to keep clear of other Trains.....	182 .. 50
.. 41	Protection of W. G. or C. Trains when loading or dumping.....	183 .. 50
.. 42	Careful in being supplied with Wood and Water....	184 .. 50
.. 42	Trains following each other	185 .. 50
.. 43	Care of Water Cranes, &c.....	186 .. 51
.. 43	Not to take Wood improperly.....	187 .. 51
.. 43	To report any failure on road.....	188 .. 51
.. 43	Not to tamper with safety valves.....	189 .. 51
.. 43	Lubricating Cylinders	190 .. 52
.. 44	Not to throw ashes in dangerous places.....	191 .. 52
.. 44		

ENGINE-DRIVERS AND FIREMEN—(Continued.)

SECTION. PAGE.

To be careful of fire in cabs	192	..	52
Pilot Engine—Where to couple	193	..	52
Not to un-couple Pilot until Train has stopped	194	..	52
Pilots must have order to return	195	..	52
Duty at end of journey	196	..	53
Not to run in less than the time specified	197	..	53

**GENERAL INSTRUCTIONS—Regulations
for running of Trains.**

Classing Trains	367	..	90
Passing Trains	368	..	90
Trainmen to accompany Trains to N.Y.C.R.R. Station	369	..	91
Conductors going east to accompany Train to N.Y.C.S.	370	..	91
No extra Trains or Engine to be on Main Line, &c ..	371	..	91
Not to run Freight Trains on Time of Passenger Trains ..	372	..	91
Telegraphic Train Orders	373	..	91
When to exhibit Telegraphic Signal	374	..	92
Conductor and Driver to go for Orders when Telegraphic Signal is exhibited	375	..	92
Conductors to examine Telegraph Books	376	..	93
Orders from Train Despatcher	377	..	93
Order to stop or hold Trains	378	..	93
Delays to be reported to Train Despatcher by Telegraph ..	379	..	93
Thirty-three	380	..	93
Operators not allowed to sleep when on duty	381	..	94
To facilitate Passenger Trains	382	..	94
Care in starting Trains at night	383	..	94
Trains to be protected while Shunting	384	..	94
Time on which to run Specials	385	..	94
Running of Specials	386	..	94
When a Mixed or Freight Train is running without Telegraph arrangements	387	..	95
When passing Shunting place by Telegraph arrange- ment	388	..	95
Freight Trains and Trains of inferior class to keep clear of Passenger Trains	389	..	95
When Passenger Trains are within 15 minutes of other Passenger Trains	390	..	96
Two Trains of equal class passing each other at a Station	391	..	96
Detonators and Signals to be used when Train is no more than 200 yards within Semaphore	392	..	96

SECTION. PAGE.

REGULATIONS FOR RUNNING OF TRAINS—(Continued.)

.. 52	To put off Breaksman as Signaller	393	..	96
.. 52	When Trains are not at proper passing places.....	394	..	97
.. 52	Reduced speed when Trains pass.....	395	..	97
.. 53	Verbal messages not to be delivered or received.....	396	..	97
.. 53	When a Regular Train passes a Special Train.....	397	..	97
.. 53	Not to use side chains in Shunting.....	398	..	97
.. 90	Reporting accidents to General Manager and Super-			
.. 90	intendent	399	..	97
.. 91	Personal accident	400	..	97
.. 91	Fire in Train.....	401	..	97

GENERAL REGULATIONS—

.. 91	Attendance.....	1	..	1
.. 91	Obedience to Orders.....	2	..	1
.. 92	Not to receive money.....	3	..	1
.. 92	Fines and Rents deducted from pay	4	..	1
.. 93	Leaving Company's service.....	5	..	1
.. 93	Uniform, &c., to be given up	5	..	2
.. 93	Appearance	6	..	2
.. 93	Use of Company's property	6	..	2
.. 93	Dismissal for misconduct, &c.....	7	..	2
.. 94	Intoxication	8	..	2
.. 94	Improper Language	9	..	2
.. 94	Incivility to Passengers.....	9	..	2
.. 94	Absence	10	..	2
.. 94	Smoking	11	..	2
.. 94	Absence without leave.....	12	..	3
.. 95	Knowledge of Time Table and Regulations.....	13	..	3
.. 95	Not to engage in other business.....	14	..	3
.. 95	Servants may Memorialize the Board.....	15	..	3

HAND-CARS, LORRIES or REPAIR CARS—

.. 95	Use of Lorries	314	..	79
.. 96	Caution in using Hand-Cars, &c., during Fog	315	..	79
.. 96	When to use Hand-Cars.....	316	..	79
.. 96	Locking Hand-Cars.....	317	..	80
.. 96	When Lorries or Repair Cars are in use	318	..	80
.. 96	Penalty in case of accident	319	..	80

JUNCTIONS AND RAILWAY CROSSINGS—

Semaphores at Junctions and Railway Crossings to be kept at danger	208	..	55
Train to stop before passing on to Main Line	402	..	99
Trains to stop before passing Railway Crossings	403	..	99

LOCOMOTIVE FOREMEN—

Duty of Locomotive Foremen	145	..	40
----------------------------------	-----	----	----

PORTERS—

Attendance	243	..	62
Attention, civility, &c	244	..	62
Appearance	245	..	62
To load and unload Baggage, &c	246	..	62
General Duties	247	..	62
To clean Cars, Platforms, Lamps, &c	248	..	62
Porter—Duties where there is no Switchman	249	..	62
Not to couple Cars in motion	250	..	63

SIGNALS.

Color	16	..	4
Description	17	..	4
Denoting danger with no Signal	18	..	4
Strict obedience to Signals	19	..	5
Day Signals	20	..	5
Position for giving Signals	21	..	5
The Signal to start	22	..	5
" " stop	22	..	5
" " caution	22	..	5
" " move back or forward	22	..	5

Nine kinds of Signals.

1st. The SEMAPHORE OF STATION Signal—			
Plate 1. Figures 1 and 2	23	..	6
2nd. The SWITCH OF POINT Signal—			
Plate 2. Figures 1 and 2	23	..	6
4th. The NARROW GAUGE SIDING Signal—			
Plate 3. Figure 2	23	..	6
3rd. The LEVEL CROSSING Signal—			
Plate 3. Figure 1	23	..	6

SECTION PAGE.

SIGNALS—

be		
.. 208	..	55
.. 402	..	99
.. 403	..	99

.. 145	..	40
--------	----	----

.. 243	..	62
.. 244	..	62
.. 245	..	62
.. 246	..	62
.. 247	..	62
.. 248	..	62
.. 249	..	62
.. 250	..	63

.. 16	..	4
.. 17	..	4
.. 18	..	4
.. 19	..	5
.. 20	..	5
.. 21	..	5
.. 22	..	5
.. 22	..	5
.. 22	..	5
.. 22	..	5

.. 23	..	6
-------	----	---

.. 23	..	6
-------	----	---

.. 23	..	6
-------	----	---

.. 23	..	6
-------	----	---

SIGNALS—(Continued.)

SECTION. PAGE.

5th. The FLAG Signals—		
Plate 4. Figures 1 and 2	23	6
6th. The HAND LAMP Signal	23	6
7th. The DETONATING Signals	23	6
8th. The ENGINE WHISTLE Signal	23	6
9th. TELEGRAPHIC Signal	23	6
THE SEMAPHORE SIGNAL, Line Clear	24	6
" " Caution	24	6
" " Danger	24	7
THE SWITCH OR POINT SIGNALS, where placed	25	7
" " when closed	26	7
" " when open	27	7
" " in going in or out	27	7
PURPLE LIGHT	28	7
THE NARROW GAUGE SIDING SIGNALS	29	7
" " " " when open at night	29	7
THE LEVEL CROSSING SIGNALS	30	8
" " " to sound Engine whistle on		
approaching	30	8
THE FLAG SIGNALS, Red, denotes danger	31	8
" " Green, extra caution	31	8
THE HAND LAMP SIGNALS, same as Flags	32	8
THE DETONATING SIGNALS	33	8
To be used on all cases of emergency	33a	8
Number to have on hand	33b	8
When to be used	33c	8
Instruction to Drivers	33c	9
Directions for placing on Rails	33d	9
Station Masters to have a supply	33e	9
THE ENGINE WHISTLE SIGNALS	34	9
One short stroke, to apply brakes, or stop	34a	9
Two " " off brakes, and proceed	34b	9
Three " " signal for backing	34c	9
Three prolonged strokes open B. G. switch	34d	9
Four " " open N. G. switch	34e	9
Five " " Recall Signalmen	34f	10
Six, seven	34g	10
Eight short strokes cross Suspension Bridge	34i	10
Alarm—on breaks	34j	10

SIGNALS—(Continued.)

SECTION. PAGE.

Engine requires wood	34k	..	10
Approaching Station	34l	..	10
To sound whistle on approaching Curves	34m	..	10
TELEGRAPHIC SIGNAL	34x	..	10
Trains to stop when exhibited	34x	..	10
DAY TRAIN SIGNALS	35	..	15
Flagging Trains	35	..	15
Signal Board N. G.	36	..	15
" " "	36a	..	15
NIGHT TRAIN SIGNALS	37	..	15
After-sunset	37	..	15
To carry White Buffer Light	38	..	15
Green Buffer with Head Light	39	..	15
Empty Engine Light	40	..	16
Light to be shown when Train follows	41	..	16
To notify Conductors of Trains met	41	..	16
Running on card time of another Train	42	..	16
Red Tail Lamp	43	..	16

STATION MASTERS.

Responsibility	44	..	17
Register Book	45	..	17
Suggestions to Superintendent	46	..	17
Not to grant leave—Change in Staff	47	..	17
To report neglect of duty	48	..	18
Civility to passengers	48	..	18
Gratuities	49	..	18
To prevent exposure to danger	49	..	18
Inspection of Signals	50	..	18
Locking Sidings	50	..	18
To report monthly on Signals	50	..	18
Regularity in Books, Returns, Circulars, &c.	51	..	18
Time of opening Booking Office	52	..	19
Passengers to be provided with Tickets	53	..	19
Cars must not be left on Main Line	54	..	19
Registering Trains	55	..	19
Delivery of Telegrams	56	..	19
Ringling Bell at Stations	57	..	19
Irregular Trains	58	..	19
Time between Trains	59	..	20
Stopping Passenger Trains	60	..	20

STATION MASTERS—(Continued.)

SECTION. PAGE.

SECTION. PAGE.

.. 34k .. 10	Locking Switches.....	61 .. 20
.. 34l .. 10	Despatch of Train.....	62 .. 20
.. 34m .. 10	Regulation of Clocks.....	63 .. 20
.. 34x .. 10	Absence without leave.....	64 .. 21
.. 34x .. 10	Applications for Stores.....	65 .. 21
.. 35 .. 15	Supply of Tickets to be kept on hand.....	66 .. 21
.. 35 .. 15	Care in use of Stores.....	67 .. 21
.. 36 .. 15	Attendance upon Telegraph Instruments.....	68 .. 21
.. 36a .. 15	Baggage found in Cars—To be registered in book.....	69 .. 22
.. 37 .. 15	To oversee Baggage Masters.....	70 .. 22
.. 37 .. 15	Depositing Cash Bags.....	71 .. 22
.. 38 .. 15	Switchmen and Signalmen.....	72 .. 22
.. 39 .. 15	Clearing away Snow.....	73 .. 23

SWITCHMEN AND SIGNALMEN.

.. 40 .. 16	To know all Signals.....	198 .. 53
.. 41 .. 16	Articles to be in possession of.....	198 .. 53
.. 41 .. 16	Responsible for Signals and Switches.....	198 .. 53
.. 42 .. 16	Duty in frosty weather.....	198 .. 53
.. 43 .. 16	To report neglect of Signals.....	199 .. 54
.. 44 .. 17	Trains approaching in opposite directions.....	200 .. 54
.. 45 .. 17	Danger Signal to be exhibited on Train stopping.....	201 .. 54
.. 46 .. 17	Inspection of Switches.....	202 .. 54
.. 47 .. 17	Switches to be kept locked.....	203 .. 54
.. 48 .. 18	To prevent trespass.....	204 .. 55
.. 48 .. 18	When leaving for meals.....	205 .. 55
.. 49 .. 18	Lighting and inspecting lamps.....	206 .. 55
.. 49 .. 18	Lamps &c. to be kept clean.....	207 .. 55

SUSPENSION BRIDGE—Regulations.

.. 50 .. 18	Conductors to observe regulations.....	406 .. 101
.. 50 .. 18	Who may pass free; others to pay 25c. to be accounted for.....	407 .. 101
.. 51 .. 18	Under "Suspension Bridge Company's fare.".....	407a .. 101
.. 52 .. 19	Under "Suspension Bridge fare.".....	407b .. 101
.. 53 .. 19	To enquire destination of those without tickets.....	407c .. 102
.. 54 .. 19	Car doors to be guarded.....	407d .. 102
.. 55 .. 19	The sole purpose of crossing prohibited.....	408 .. 102
.. 56 .. 19	Bridge Company's passes not to be accepted.....	409 .. 102
.. 57 .. 19	Speed crossing Bridge.....	410 .. 102
.. 58 .. 19		
.. 59 .. 20		
.. 60 .. 20		

TRACK REPAIRERS.

SECTION. PAGE.

Conditions of engagement.....	282	..	71
A Foreman must be with every gang	283	..	71
To have copy of Regulations	284	..	71
Foremen responsible	285	..	71
Must pass over his section every morning.....	286	..	72
Watching for Notices, &c	287	..	72
Use of Signals.....	288	..	72
When displacing or raising Track.....	289	..	73
When Track is out of repair.....	290	..	73
Putting in Cattle Guards.....	291	..	73
When a rail may be taken up.....	292	..	74
No work to be performed during a Fog or Snow Storm	293	..	74
Raising Track	294	..	74
Safety Block.....	295	..	74
Ballasting.....	296	..	74
Maintaining Level and Gauge	297	..	75
Keeping Track clear	298	..	75
Inspector's duty at Bridges, Crossings, &c	299	..	75
Responsible for property, materials, &c.....	300	..	75
Disregard of Signals	301	..	76
When an accident occurs.....	302	..	76
Trees within the fences to be cut down	303	..	76
Cattle on Track.....	304	..	76
Not to keep cows, hogs, or poultry within fences....	304	..	76
Persons walking on the line.....	305	..	77
Gaps in fences.....	306	..	77
Surface Crossings	307	..	77
Open Gates.....	308	..	77
Injury to Telegraph Poles or Wires	309	..	77
Articles found on the line.....	310	..	78
Duty during storms	311	..	78
Loose rocks or stones to be watched closely	312	..	78
Must not lend tools	313	..	78

**TRAIN DESPATCHERS AND TELE-
GRAPH OPERATORS.**

Hours of duty	324	..	81
Trains to be registered.....	325	..	81
Irregular Trains	326	..	81
Freight Trains not to delay	327	..	81
Passenger Trains.....	327	..	82
Signals "9," "32," and "O. K.".....	328	..	82

SECTION. PAGE.

SECTION. PAGE.

TELEGRAPH OPERATORS—(Continued.)

282	..	71	Signal "17".....	329	..	82
283	..	71	Signal "21".....	330	..	82
284	..	71	Signal "21," "37".....	331	..	82
285	..	71	Signal "38".....	332	..	82
286	..	72	Signal "21," "37," and "38".....	333	..	82
287	..	72	Not to be absent.....	334	..	83
288	..	72	To know Rules and Regulations.....	335	..	83
289	..	73	All communications strictly private.....	336	..	83
290	..	73	Offices to be kept private.....	337	..	83
291	..	73	Books to be kept for reference.....	338	..	83
292	..	74	Telegraph only used when necessary.....	339	..	83
293	..	74	Accidents to be kept strictly private.....	340	..	84
294	..	74	Must be silent on the subject.....	340	..	84
295	..	74	Notice thereof to be in envelopes.....	340	..	84
296	..	74	Respecting Trains.....	341	..	84
297	..	75	Entering and timing messages.....	342	..	84
298	..	75	Forwarding messages.....	343	..	84
299	..	75	No verbal messages.....	344	..	84
300	..	75	Prompt delivery of messages.....	345	..	84
301	..	76	No assuming of duties.....	346	..	84
302	..	76	Students.....	347	..	85
303	..	76	Exchanging places.....	348	..	85
304	..	76	Train arrangements to have preference.....	349	..	85
304	..	76	Reporting Trains and manner thereof.....	349	..	85
305	..	77	How messages for "All Stations" are to be sent.....	350	..	85
306	..	77	Non-receipt of Train messages.....	351	..	85
307	..	77	Adjustment of relay.....	352	..	86
308	..	77	Breaking circuit, no contention.....	353	..	86
309	..	77	Unnecessary breaking of circuit.....	354	..	86
310	..	78	Profane or obscene language.....	355	..	86
311	..	78	Calling an office.....	356	..	86
312	..	78	Sending time at noon.....	357	..	86
313	..	78	Interruptions, prompt attention to discover cause.....	358	..	87
			Instruments.....	359	..	87
			When to take instruments out of circuit.....	360	..	87
			Use of ground wires.....	361	..	87
			Abbreviations not to be used in messages.....	362	..	87
324	..	81	Alterations disallowed.....	363	..	87
325	..	81	General charges of offices.....	364	..	88
326	..	81	Hours for meals.....	365	..	88
327	..	81	ABBREVIATIONS, NUMERALS.....	366	..	88
327	..	82				
328	..	82				

TIME-KEEPERS at GRAVEL PITS, &c.

SECTION. PAGE.

Telegraph Operators at Gravel Pits	209	..	56
Sole charge of Switches	210	..	56
Time on Duty	211	..	56
Switches set for Main Line	212	..	56
Supply of detonating Signals	213	..	56
Recording passing Trains	214	..	56
When Gravel Trains shall not use Main Line	215	..	57

WATCHMEN.

General duties	262	..	67
Duties	263	..	67
Not to sleep when on duty	264	..	67
Persons committing offences	265	..	68

WATCHMEN, BRIDGE. (*See Bridge Watchmen.*)

WATCHMEN AT LEVEL CROSSINGS.

Must know Signals	266	..	68
Articles to be provided with	267	..	68
Signals to carry	268	..	68
Signals on approach of Train, or when crossing is obstructed.	268	..	68
To keep cattle off Track	269	..	68
To examine crossing after passing of Vehicles	270	..	69

209	..	56
210	..	56
211	..	56
212	..	56
213	..	56
214	..	56
215	..	57

262	..	67
263	..	67
264	..	67
265	..	68

men.)

266	..	68
267	..	68
268	..	68
268	..	68
269	..	68
270	..	69

GENERAL REGULATIONS.

APPLICABLE TO ALL EMPLOYEES OF THE

GREAT WESTERN RAILWAY

COMPANY.

1. Each Employee of the Company must serve ^{Attendance.} and reside where necessary, and devote such time as may be required of him to the Company's service.

2. He must promptly obey all orders from persons placed in authority over him, and strictly conform to all known regulations. ^{Obedience to Orders.}

3. He is not on any occasion, nor under any pretence, to receive money from any person on the Company's account, unless authorized to do so, nor shall he receive a gratuity from any person. ^{Not to receive money.}

4. The Company reserve the right to deduct from the pay of their employes, such fines as may be imposed for neglect of duties, stoppages for rent, when the employe is a tenant of the Company, and any other amounts due to the Company. ^{Fines and Rent deducted from pay.}

5. No employe is allowed to quit the Company's service, without giving two weeks' or one month's previous notice (as may have been agreed upon) of his intention to do so. Should he leave without giving such intimation, any money due to him will be forfeited. On leaving the service, he must ^{Leaving Co's service}

Uniform, &c to be given up. deliver up his uniform and other property of the Company; and if a tenant of the Company, he must immediately remove from their premises.

Appearance 6. Each employe must appear on duty clean and neat; and if any article provided by the Company
Use of Company's Property. has been improperly used or damaged by him, he must make it good.

Dismissal for misconduct, &c. 7. He may be immediately dismissed for incompetency, disobedience of orders, negligence, or other misconduct.

Intoxication. 8. Employes are strictly forbidden to have in their possession spirituous liquors when on duty. No instance of intoxication on duty will be overlooked; such an offence will render the employe committing it liable to instant dismissal, and to punishment by a magistrate.

Improper Language. 9. Any employe using improper language, cursing and swearing when on duty, or committing any act of incivility or rudeness, will meet with instant punishment by dismissal or fine. Employes are strictly enjoined not to enter into altercation with
Incivility any person, whatever provocation may have been given, but, if necessary, to report the matter to their immediate superiors.

Absence. 10. The pay of every man absent, or suspended from duty, will be stopped.*

Smoking. 11. Smoking on the Company's premises is strictly forbidden.

* See Page No. 3.

12. No employe is allowed, UNDER ANY CIRCUM-^{Absence without leave.} STANCES, to absent himself from duty WITHOUT PERMISSION from the head officer of his department, except from illness, in which case he must immediately send notice to the proper quarter, in order that a competent person may be entrusted with the duties.

13. Every person in the service, whose duties^{Knowledge of Rules and Regulations and of Time Table.} require it, must make himself thoroughly acquainted with the Rules and Regulations contained in this book, and with the Time Tables that may from time to time be issued; and shall keep a copy of the current Working Time Table and of the Rules and Regulations on his person when on duty, under a penalty of one dollar for neglect of this order.

14. No person in the Company's employ is^{Not to engage in other business.} allowed to carry on or engage himself in any other business.

15. Should any employe think himself aggrieved^{Employe may memorialize the Board.} at any time, he may memorialize the Board; but in such case the memorial must be sent through the Head of his Department.

THOMAS SWINYARD,
General Manager.

HAMILTON,
31st May, 1869. }

SIGNALS.

16.

Color.

RED signifies **DANGER**
and means **STOP.**

GREEN signifies **CAUTION**
and means ... **PROCEED SLOWLY.**

WHITE signifies **ALL RIGHT**
and means **GO ON.**

Description

17. These Signals will be made by **FLAGS** in the day time, and by **LAMPS** at night and in foggy weather.

Denoting
danger with
no Signal.

18. In addition to the above, and in the unavoidable absence of the ordinary Signals, **anything waved violently up and down on the Track,** denotes **DANGER,** and the necessity to **STOP IMMEDIATELY.**

19. The strictest obedience must be given to danger and caution Signals. No employe is allowed to judge of the necessity of any Signal shewn; the responsibility for giving them rests with those who exhibit them, and it is absolutely necessary that they be implicitly and immediately obeyed.

20. Enginemen and Conductors, in working Day Signals trains at Stations or Sidings **DURING THE DAY**, will observe the following Signals, which must be given **QUIETLY**:

21. The person giving the Signals must be on the Engine Driver's, or right hand side of Engine, unless the Train is on a curve.

22. The signal to **START** will be given by stretching the arm at right angles to the body; to **STOP**, by stretching both arms at right angles to the body; to **PROCEED CAUTIOUSLY**, by waving slowly the right arm down towards the track; to move **BACK** or **FORWARD**, by waving the arm to or from the body.

Strict
obedience
to Signals.

Position for
giving
Signals.

The Signal
to start.

The Signal
to stop.

Caution
Signal

To move
back or
forward.

ANGER

UTION
VLY.

RIGHT

AGS in
and in

unavoid-
anything
Track,
STOP

SIGNALS.

23. There are Nine kinds of Signals.

Nine kinds
of Signals.

1st. The **Semaphore** or **Station Signal**. (See Plate No. 1, figures Nos. 1 and 2.)

2nd. The **Switch** or **Point Signal**. (See Plate No. 2, figures Nos. 1 and 2.)

3rd. The **Narrow Gauge Siding Signal**. (See Plate No. 3, figure 2.)

4th. The **Level Crossing Signal**. (See Plate No. 3, figure 1.)

5th. The **Flag Signal**. (See Plate No. 4, figures 1 and 2.)

6th. The **Hand Lamp Signal**.

7th. The **Detonating Signal**.

8th. The **Engine Whistle Signals**.

9th. The **Telegraphic Signals**.

24. The **SEMAPHORE SIGNAL** is placed at a distance of about 800 yards from the extreme Switch at each end of Stations: also at each side of Railway Crossings, and at all Junctions. When the Line is clear for the passage of Trains, the arm of the Semaphore will not be exhibited, (see Plate No. 1, figure 2) and at night a white light will be shown.

Caution.

In cases when it may be necessary to proceed with extra caution, the arm of the Semaphore will be raised to an angle of 45 degrees, or half way.

Wh
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Plate
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27.

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night

stop,
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When the arm is extended in a horizontal position,—that is, at a right angle with the post, (see Plate No. 1, figure 1)—a red light will be visible at night, and any Train approaching must stop at least 100 yards short of the Semaphore post.

25. The **SWITCH or POINT SIGNAL** is placed at each Switch leading into the Main Line.

26. When a Switch is closed, the red oval disc will not be exhibited, and a green light will be visible at night. (See Plate No. 2, figure 2.)

27. When a Switch is open, a red oval disc will be shown in the day time and a red light at night (see Plate No. 2, figure 1) when a Train must stop, unless it is going in or out of a Siding, in which case a green flag by day, or a green light at night, must be waved by the Switchman or other person opening the Switch, and the Train must enter slowly, and must be completely under the command of the Engine driver, so that it can, if required, be brought to a stand short of the Switch at the other end of the Siding.

28. At certain Stations, where two Sidings lead from the same Switch on the same side of the Track, a purple light is shewn for one Siding and the usual red light for the other, in order to distinguish them.

29. At night, at a narrow gauge Siding, the Switch or Point Signal, when open, will exhibit a white and red light, the white light being

immediately over the **red light**. (See Plate No. 3, figure 2.)

30. A LEVEL CROSSING SIGNAL is placed at each **public level crossing**, (see Plate No. 3, figure 1,) and Enginemen must sound the Engine whistle at a distance of **400 yards** before reaching a Level Crossing Signal.

When to
sound
whistle
at level
crossing.

Flags.

Danger.

Extra
Caution.

Hand
Lamps.

Same as
Flags.

Detonating
Signals in
Cases of
Emergency

Required
number to
have on
hand.

When to be
used.

31. FLAG SIGNALS (see Plate No. 4, figures 1 and 2) are **red and green flags** to be used in the day time,—the **red flag** to be exhibited in case of **danger** or when it is necessary to stop a Train, and the **green flag** when it is necessary for a Train to proceed with extra caution.

32. HAND LAMP SIGNALS are lamps which shew a **red, green and white light**, to be used by **Trainmen, Switchmen and Signalmen** at night, in the same manner as Flag Signals are used.

33. a. DETONATING SIGNALS are to be used on **all occasions of emergency** for stopping or protecting Trains.

b. No Engineman or Conductor in charge of a Train must leave a Station without having in his possession at least twelve Detonating Signals.

c. They must be used in addition to the ordinary Signals during snow storms, fogs, or when the atmosphere is so obscured that Signals or other objects cannot be distinctly seen at least half a mile distant, or in any case of emergency; and

every Engineman, on hearing a Detonator, must bring his Engine to a stand as quickly as possible, and then proceed with extra caution, looking out for further signals. Instructions to Drivers as to Detonators.

d. These Signals must be firmly fixed on the rails by the proper fastening on the Detonator, or by string or wire, (a supply of which must always be carried).—One Signal must be placed on one rail 800 yards distant from each end of the object to be protected, and another upon the opposite rail at a further distance of 100 yards. The use of these Signals shall not in any way dispense with the use of ordinary Flag or Lamp Signals. Directions for placing upon rails.

e. Station Masters must always have at least twelve of these signals, and must supply passing Trains when necessary. Supply of Detonators.

34. SIGNALS BY ENGINE WHISTLES.

a. **One** short stroke of the Engine whistle is the signal to apply brakes, and means **stop**. Apply breaks, or stop.

b. **Two** short strokes is the signal to take **off** breaks, and means **proceed**. Off breaks, proceed.

c. **Three** short strokes is the signal to **back an Engine or Train**. Backing.

d. **Three prolonged** strokes is the signal to **open a broad gauge Siding Switch**. Open B. G. Switch.

e. **Four prolonged** strokes is the signal to **open a narrow gauge Siding Switch**. Open N. G. Siding Switch.

Recall
Signalmen.

f. **Five** prolonged strokes is the signal to recall an out-posted Signalman or Breaksman.

g. **Six**

h. **Seven**

i. **Eight** short strokes is the Signal to be given by a **Freight Train** before **crossing Susp. Bridge**.

Alarm,
on breaks.

j. **Whilst a Train is running**, a series of short successive strokes is a signal of alarm to indicate that an Engine has **broken loose** from a Train, (or that the Train has become detached,) to warn trainmen to be on the alert to **apply breaks**, and avoid a collision.

Engine
Requires
wood.

k. **When a Train is standing still**, several short successive strokes of the whistle is a signal that an **Engine requires wood**.

Signal
approach-
ing Station or
Level Cross-
ing.

l. **One** prolonged stroke of the whistle is a signal to be given on approaching a Station or level crossing.

To sound
whistle on
approach-
ing Curves.

m. Enginemen must always sound a prolonged whistle on approaching any Curve, to give warning to trackmen of their coming.

Telegraphic
Signal.
Trains to
stop when
Telegraphic
Signal is
exhibited.

x. A **Telegraphic Signal** is placed at each Telegraph Station, and when turned on, exhibits a **Red Board** by day and a **Red Light** at night. When the **Red Board** or **Red Light** is exhibited, the approaching Train must stop for orders.

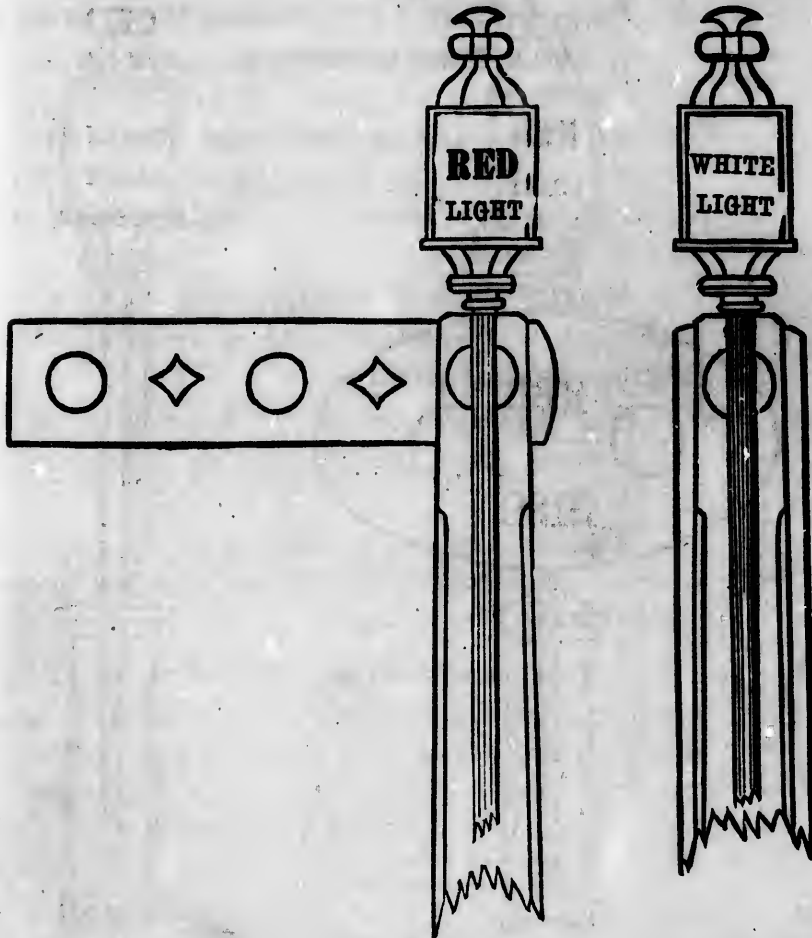
PLATE No. 1.**SEMAPHORE OR STATION SIGNALS.****DANGER. ALL RIGHT****FIG. No. 1.****FIG. No. 2.**

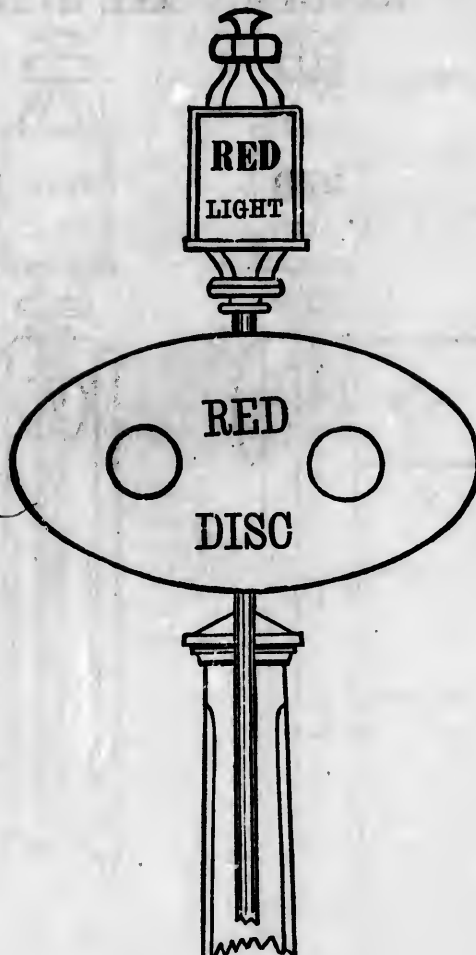
PLATE No. 2.**SWITCH SIGNALS.****SIDING OPEN.****SIDING CLOSED.****FIG. No. 1.****FIG. No. 2.**

PLATE No. 3.

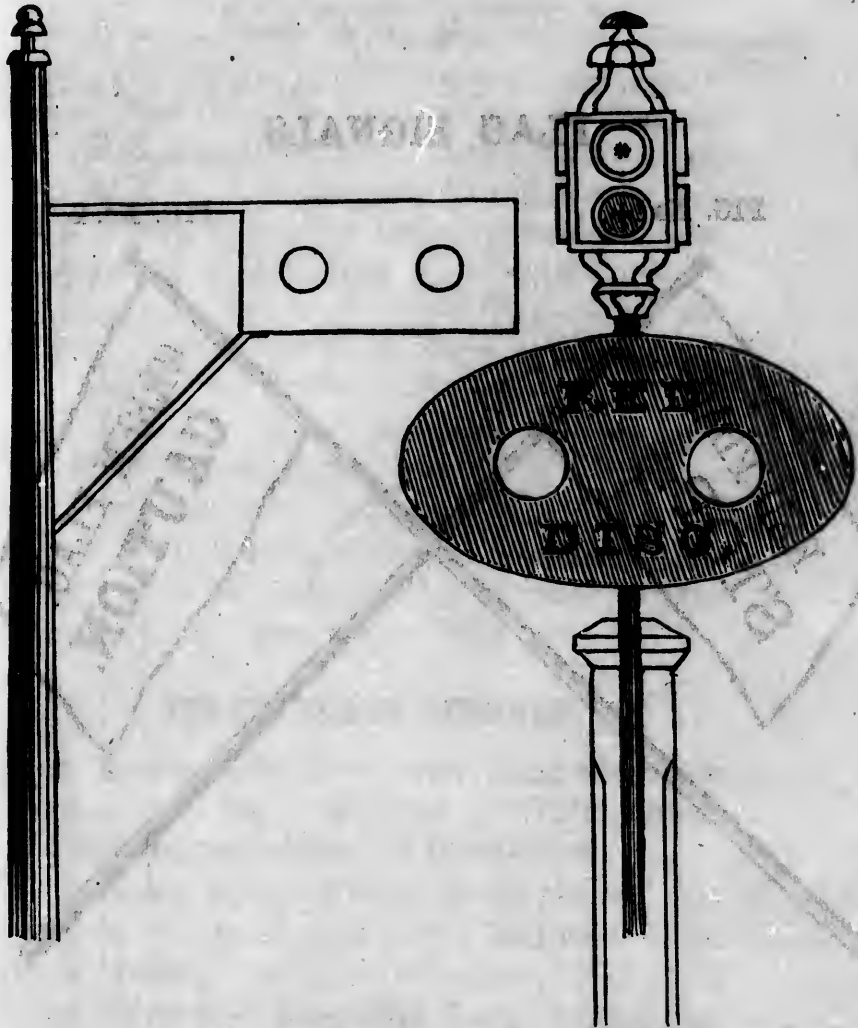


FIG. No. 1.

* White Light.
† Red Light.

FIG. No. 2.

PLATE No. 4.**FLAG SIGNALS.****FIG. No 1.****FIG. No. 2.**

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DAY TRAIN SIGNALS.

35. When a Train is flagging another Train ^{Flagging Trains.} which is to follow in the course of the day, a **Green Flag** must be exhibited on the **Engine**, and a **Red Board**, marked, "**Train follows**," on the rear end of the **flagging Train**; but when a Train is flagging another Train which is to follow immediately, a **Red Flag** must be exhibited on the Engine, as well as the board marked "**Train follows**" in the rear of the Train, and all Trains must wait for the Train thus flagged.

36. A Signal Board exhibiting the letters—^{Signal Board.} "**N. G.**,"—must be carried in front of the Engine ^{N. G.} of Narrow Gauge or Composite Trains.

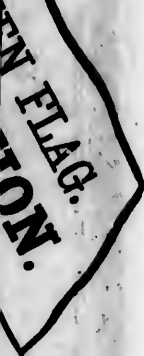
36 a. When a Train consists of broad gauge Cars alone, the "**N. G.**" board must be reversed, and the letters "**N. G.**" must not be exhibited.

NIGHT TRAIN SIGNALS.

37. Trains must be worked from sunset to ^{After Sunset, Signals.} sunrise, or in foggy weather, by **White**, **Green**, and **Red Signal Lights** and **Detonators**.

38. Broad Gauge Trains of all classes must ^{To carry White Buffer Light.} carry on the front part of the Engine a **White Buffer Light**, in addition to the large Head Light.

39. Narrow or Composite Gauge Trains must ^{Green Buffer with Head Light.} carry a **Green Buffer Light** on the front part of the Engine, in addition to the Head Light.



Empty
Engine
Light.

40. **Engines running empty**, must carry only a **Head Light** in front, and a **Red Tail Light** on the back of the **Tender**.

Light to be
shewn when
Train
follows.

41. A **Red Light** in addition to the above must be carried in front of an **Engine**, when a **Special Train or Engine** is to follow. Conductor of Train carrying such **Red Light** must stop and notify Conductors of Trains he may pass that a Special is following, and must be waited for.

To notify
Conductors
of Trains
met.

Running on
Card time
of another
Train.

42. Any **Train or Engine** running upon the **Card time** of another Train due from an opposite direction, must, in addition to the above, carry a **White Buffer Light** in front of the **Engine** until all irregular Trains are passed.

Red tail
Lamp.

43. At **Sunset** a **Red tail lamp** must be exhibited on the rear end of the last car of each train, so that it can be seen by following Trains.

STATION MASTERS.

44. Every employe in charge of a Station is ^{Responsible} answerable for the office, buildings, and other ^{of Station} property of the Company there. He is also responsible for the faithful and efficient discharge of the duties devolving upon all the Company's employes under him at the Station, and for the order and arrangement of the Station and Yard, and its economical and efficient working. ^{Masters.}

45. At every Station, a Station Register Book ^{Station Register Book.} must be kept, in which, before retiring from duty each morning, or evening, as the case may be, Station Masters must enter full particulars of the working of the Station, noting down any delays to Trains, what Trains are due, and what Trains are despatched, full particulars of Special Trains, and any occurrence affecting the working of the Station which may be useful for future reference. The time of coming on and retiring from duty must also be given in writing.

46. Any alteration or suggestion calculated to ^{Suggestions to Superintendent.} promote the public convenience, or increase the revenue of the Company, must be at once communicated to the Traffic Superintendent and General Freight Agent.

47. Leave of absence must not be granted, nor ^{Not to grant leave.} must any change in Staff be made without the knowledge and consent of the Traffic Superintendent. ^{Change in Staff.}

Civility to
Passengers.
To report
neglect of
duty.

48. Station Masters must promptly report any incivility to Passengers, or any neglect of duty, on the part of employes under their charge, and communicate the particulars of any complaint made to them to the Traffic Superintendent.

Gratuities.

To prevent
exposure to
danger.

49. The comfort and convenience of Passengers and Shippers must be particularly attended to, and no gratuities must be taken from them by any of the Company's employes. Every precaution must be taken to prevent any person exposing himself to danger by being too near the track, leaping on or off cars, or uncoupling them when in motion.

Inspection
of Signals,
&c.

Locking
Sidings.

To report
monthly on
Signals.

50. **Switches and Signals** are under the especial charge of the Station Master; and he is at all times responsible for their good working order, and that they are properly attended to, especially before the arrival of, and while Trains are in the Station. All Sidings diverging from Main Line, or Through Sidings, when not in actual use, must be locked; and any defect in Switches or Signals must be immediately reported to the Traffic Superintendent, and a written report of their condition must be made each month.

Regularity
in Books,
Returns and
Circulars.

51. Station Masters are responsible for all general and other orders being duly entered and executed, and that books and returns are regularly written up and neatly kept. Circulars, written instructions, &c., **must not be put up on the walls of offices,** but into skeleton books, and properly indexed.

52. The Booking Office must be opened not later than half an hour previous to the Time-Table time of the departure of Trains, and closed immediately after the Train starts.

Time of opening Booking Office.

53. It is one of the especial duties of Station Masters to be certain that all passengers from their Station are provided with tickets before getting into the Train. A strict examination of the collections made in the cars will be regularly made, and note taken of those Stations from which the largest and smallest number of fares are collected on the Train.

Passengers to be provided with tickets.

54. Passenger or Freight Cars must upon no account be left on the Main Line, nor upon any Level Crossing, but shunted into a Siding at least four feet clear of Main Line or Through Siding; the Switch must then be locked, and the wheels securely scotched.

Cars must not be left on Main Line.

55. Station Masters must correctly note in their Train Book the arrival and departure of all Trains, and the time of Trains passing which do not stop.

Registering Trains.

56. Station Masters at Telegraph Stations are held responsible for the safe and prompt delivery of all messages received at their respective Stations.

Station Master responsible for Telegrams.

57. At Terminal and Refreshment Stations, the bell must be rung three minutes before the time of the departure of Passenger Trains.

Ringling Bell at Stations.

58. In the event of a Train becoming irregular

Irregular Trains.

from delay or accident, Station Masters or Switchmen must notify Conductors and Enginemen of the following Trains of the fact.

Time
between
Trains.

59. No Train must be started from, or allowed to pass a Station or Siding, within **ten minutes** after a preceding Train of the same class.

Stopping
Passenger
Trains.

60. Station Masters must not stop Passenger Trains at their Stations, unless such Trains are marked on the Time-Table to stop, (except when necessary for the safety of the Line, and in order to carry out these Rules and Regulations,) or by special instruction from the Traffic Superintendent or Train Despatcher.

Locking
Switches.

61. Station Masters or persons in charge of Stations or Sidings at which Express Trains are not timed to stop, must ascertain by personal inspection before such Trains are due, that **Switches are locked** and **Main Track** clear for passage.

Despatch
of Trains.

62. Every exertion must be made for the expeditious despatch of the Station duties, and for ensuring punctuality to the Trains; and Trains must be kept at Stations as short a time as possible.

Station
Masters
responsible
for regul-
ating their
Clocks.

63. Station Masters are held responsible for proper time being kept at their Stations, and are required to regulate their clocks daily. If a Telegraph Station, the time will be given by wire from London at noon each day; and at Non-Telegraph Stations, Station Masters must obtain correct time from the Conductor of the first Train out of Hamil-

ton or London. When the time of any Station clock differs from the time given by London or by Conductors for two successive days, the Traffic Superintendent must be advised by letter, and a proper person will be sent to regulate the clock. Time lost or gained by a clock must be carefully registered.

64. No Station Master is allowed to absent himself without leave from the Traffic Superintendent, except from illness, in which case he must immediately inform the Superintendent, so that arrangements can be made to perform the duties of the Station. Absence without Leave.

65. Applications for stores must be made upon the proper requisition forms, and sent in on Saturdays to the General Purchasing Agent. Applications for Stores.

66. At least a fortnight's supply of Tickets must be kept on hand. Requisitions to the Audit Department must be sent in on Saturdays. Supply of Tickets to be kept on hand.

67. Station Masters are required to see that all stores are prudently and economically used, that there is no waste of oil, gas, stationery, &c., and that no avoidable expense is incurred at their Stations in any way. Care in use of Stores.

68. The Telegraph instrument **must not be left** without a qualified person to work it, until all Trains have passed the Station. The hours appointed for meals must be regulated accordingly, and at those Stations where there are night and day Attendance upon Telegraph Instruments.

operators, an operator must always be in attendance.

Baggage, &c
found in
Cars and on
Track.

To be
registered
in book.

69. A report of articles found in Passenger Cars, at Stations, or upon the track, must be sent without delay to the Traffic Superintendent, accompanied with the proper form, stating where and when found. Such articles must be registered in a book kept for the purpose by the Station Master, giving description of property, where and when found, and how disposed of. Parties claiming found property must accurately describe the same, and if the Station Master is satisfied that the claimant is the owner of the property, he may deliver it up on obtaining a receipt in the book. No piece of baggage or any article must be sent off by a conveyance belonging to another Company without a receipt for the same having been first obtained.

Station
Masters at-
tention is
directed to
Baggage
Masters.

Depositing
Cash Bags.

70. Station Masters are specially required to see that their Baggage Masters strictly attend to Rules relating to Baggage, and report any neglect.

71. It is the **special personal** duty of Station Masters to deliver the Cash Bag to the Train Baggage-man, and to **take a receipt** for the same, which must be carefully filed away.

Switchmen
and Station
Masters
responsible
for protec-
tion of
Trains when
shunting.

72. Station Masters must see that Rule No. 201 to Switchmen and Signalmen is faithfully attended to, and that the arm of the Semaphore is raised before the Train reaches the platform. Switch safety

blocks must be kept locked when not required to be open to admit of shunting, and while a Train is shunting, or standing at a Station, Station Masters are held responsible for its proper protection by Semaphore Signals, as well as Switchmen:

73. During the winter, the passenger platforms and approaches, Switches and Semaphore levers and chains, must be kept clear of snow. Care must also be taken to remove any undue weight of snow from the roofs of the Company's buildings. Clearing away Snow.

CONDUCTORS AND BREAKSMEN.

74. Conductors and Breaksmen must make themselves thoroughly acquainted with the whole code of signals referred to in these Rules and Regulations. Must be acquainted with Signals

75. Conductors of Passenger Trains must be at the Starting Station not later than **half an hour** before the departure of their Train. Time to come on Duty.

76. They must see by personal inspection that the Cars have been carefully swept out and dusted; that when necessary, the stoves and lamps have been lighted in proper time; that the water-coolers are filled with good fresh drinking Inspection of Cars. General charge of Train.

water, and that the passengers are properly accommodated; that their Baggage-men and Breaksmen are on duty, that the bell-rope is properly adjusted, and, from personal inspection, satisfy themselves that their Train is in proper running order.

Clocks by which to regulate time.

77. Each Conductor's watch must shew the correct time, carefully regulated by the clock at the Hamilton Station Telegraph Office, or London Station Telegraph Office, which keep the standard time by which Trains are to run, and must compare his time with his Engine-driver's time before starting.

Badges to be worn when on duty.

78. Each Conductor must wear his full uniform, and each Trainman must wear his badge, when on duty.

Sleeping Car Passengers.

79. Conductors of Night Trains on which sleeping cars are run, must attend to the sleeping car passengers before proceeding through the other part of the Train, examine tickets, and arrange so as not again to disturb the sleeping car passengers during the journey.

Name of Station to be distinctly announced, and help rendered at Stations.

80. At each Station at which a Passenger Train stops, the name of the Station must be distinctly announced to the passengers inside of each passenger car, so as to be heard throughout the car; and proper time must be allowed to passengers to get in and out of the cars before the Train is put in motion, but every assistance must be rendered by

Trainmen, so that the Train may be kept at the Station as short a time as possible.

81. If a Train should run past a platform at ^{Running past} Platforms. which it should stop, the Engine-driver must not be signalled to back before the passengers have been warned to keep in the cars, and the Train may then be backed to the platform.

82. Passengers must not be allowed to stand on the platform of the cars, or attempt to leap on or off them when in motion. ^{Passengers to keep off the Platforms.}

83. To prevent loss of time, Passenger Train Conductors must make the stops at Stations as short as possible; and when Trains are late, the full time allowed at Refreshment Rooms is not to be taken. ^{Preventing loss of time at Stations.}

84. Conductors must not allow riotous conduct on the Train, nor allow passengers to put their feet on the cushions or otherwise destroy the cars, nor permit heavy baggage nor dogs to be placed in passenger cars. ^{To prevent abuse of cushions and riotous conduct in Cars. Dogs and heavy Baggage.}

85. Conductors must not allow any one to travel without a ticket or pass signed by an authorized officer. They must collect all tickets and passes, and make out at the end of their journey, the returns that may be ordered from time to time. ^{No Traveling without Ticket. Collecting Tickets and Passes.}

86. When two Trains are amalgamated, the Conductor of the Train, nearest whose train time the amalgamated Train is run, shall be the Conductor in charge of the united Train, and all ^{Amalgamated Trains.}

the men must act under his orders. The other Conductor must assist him.

Articles to have with them.

87. Conductors must have the following articles in their Trains before starting, and see that they are all in **proper order** :—

Bell Rope.

12 Detonating Singals.

1 Monkey Wrench, 1 Axe and 1 Saw.

2 Red Flags.

2 Clear and 2 Hand—Signal Lamps.

One Red Tail Lamp or 2 Side Lamps.

6 Links and Pins.

Can of Oil, supply of Wick.

Waste and Spare Bell Rope.

"Engine follows" Board.

Must have Time Table.

88. Conductors must always have in their possession the current working Time Table, and see that their Enginemen also have a copy.

Delays and irregularities to be entered on journal.

89. Entries of all delays, irregularities, &c., &c., must be made in the Train Journal, which must, at the end of the journey, be forwarded to the Traffic Superintendent.

When Trains are overdue.

90. **A Train** must not start on a journey from any Station at which another Train of the same class is overdue, except when instructions in the Time Table give right of Road, or when a passing

arrangement has been made by Telegraph. The Conductor must arrange with the Engine Driver when to start.

91. Conductors of Trains **Flagging** other Trains ^{Flagging Trains.} must inform the Station Master of the Station to which the Train is flagged and the Train Despatcher of the fact; and if from any cause a Train flagging another Train becomes irregular, Conductor must leave a written notice with Station Master or Switchman for Conductor of Train being flagged of the fact. The Train being flagged will become an irregular Train.

92. If any part of a Train becomes detached ^{When Train becomes detached.} when in motion, care must be taken not to stop the first part of the Train, before the rear part has been stopped; and it is the duty of the Conductor or other Trainman on the rear part to apply Breaks in time to prevent a collision with the front part, in the event of the latter either stopping or returning to re-couple to the **rear part**. The same Rule must be observed in this case as in Rule No. 95, i. e.: A Trainman must proceed 800 yards from each end of the detached part of the Train,—the one in the Front to prevent the Engine running into the rear part on returning for it, and the one at the Back to warn any approaching Train of the danger. In all cases, these men must take with them and use if necessary, Detonating and Danger Signals. The Engine and front part of the Train must return with **great caution** for the rear part.

When Engine breaks loose.

When only the Engine breaks loose, the Engine Driver after being satisfied that the Cars have been brought to a stand, must return slowly and **with great caution** to re-couple. At night, the Engine-driver must conspicuously shew a Red Light.

Lighting Lamps at Sunset.

93. At sunset, the Car and Signal Lamps must be lighted; and the Conductor must satisfy himself at every Station that **all is right** as regards lamps, axle-boxes, breaks, couplings, &c.

Lights on end of Train

94. No other light than the Red Tail Lamp or Red Side Lamps must be exhibited from the rear of the Train; and when a Train is standing in a Siding, and the Main Line is clear, the Red Tail Lamp or Red Side Lamps must be obscured during the time the Train is stationary in the Siding: but special care must be taken **to uncover the Lamps the moment the Train** proceeds to run on the Main Line.

Obscuring Lamps when in Sidings.

When Train is stopped outside Semaphore.

95. In the event of a Train being brought to a stand between **two Stations**, or outside of Semaphore, the Conductor must send Breaksmen, or other properly qualified persons, 800 yards from each end of the Train, who must take with them and use Detonating and other proper Signals, to warn any approaching Train.

Must have a Breaksman in rear of Train.

96. On Passenger Trains, a Breaksman must always be stationed on the rear platform of the last car, who must look out for signals that may be given from a Station to a Train after it has started, and see that the arms of Semaphores are raised as

directed in Rule No. 201 to Switchmen and Signalmen, and any case of neglect must be at once reported to the Conductor, who must report the same on his journal to the Traffic Superintendent.

97. Conductors are responsible for the safe coupling together of the links of all the cars in the Train, and for the proper connection of the rope attached to the Bell in the cab of the Engine, which must not be removed until the Train is at a stand at the end of a journey, and all the passengers have left the cars. Coupling Trains and Bell Rope.

98. On the arrival of a Train at the end of a journey, the Conductor must personally examine each car to see if any articles have been left by passengers. If anything be found for which there is no owner, it must be handed over to the Station Master. Conductors must see that fires and lamps are extinguished, and the windows closed. Inspection of Cars at end of journey.

99. Conductors must deposit their boxes in the place set apart for them. Disposition of Boxes.

100. Conductors and Breaksmen must allow no one to leap on or off their Train while in motion, and must refrain from doing so as much as possible themselves. They must not uncouple any portion of the Train while in motion. Before proceeding to tail rope or shunt any cars into a Siding, they must satisfy themselves that it is clear, or that there is sufficient room for the cars, and not allow the cars to be run in with too great an impetus. To prevent leaping on and off Cars while in Motion. Shunting Cars with Tail Rope.

Freight
Train Con-
ductors.

Time of
coming on
duty.
Examining
Way Bills.

To check
goods
delivered.

Loaded
Platform
Cars to be
examined.

Conductor's
Cars to be
secured
when left
off.

Conductor's
Car and
Breaksman
to be in rear
of Freight
Train.

101. Conductors of Freight Trains must be at the Freight Warehouse of the Station from which the Train is to leave, at least **an hour** previous to the time of starting, and must examine the Way-bills for cars with sundries before starting, to see that the freight is loaded according to the order of the Stations to which it is consigned. Should Way Bills not be ready, the fact must be promptly reported to the Traffic Superintendent, giving name of Station and Agent. They must also report to the Traffic Superintendent all cases in which Goods to be unloaded in transit, have not been conveniently loaded for distribution. They are also required personally to check with the receiving Agent, the Goods delivered, and should there be any discrepancy or damage it must be noted on the Invoice at the time.

102. Conductors must particularly examine all Platform Cars, to see that they are safely loaded, and if they are not, must leave them to be reloaded. They must also examine the Break-masts and see that they are free to work before starting.

103. When a Conductor's Car containing Freight is to be left off at a Station, Conductors are held responsible that the small side doors as well as the other doors are properly fastened.

104. A Conductor's Car and Breaksman must be at the rear of every Freight Train, and on all Trains a Bell Rope must be extended from the end of the Train to the Cab of the Engine. On

Night Freight Trains and heavy Day Freight Trains, an additional Conductor's Car must be run next to the Tender.

105. Conductors must state in their Reports, ^{To report delays and irregularities.} every casualty and delay on the journey; and when any Cars have been left on the road, that should have been taken forward, they must notify the Station Master or Freight Agent at the Station to which they were destined, and report the particulars in their Train Journal.

106. Conductors and Breaksmen are prohibited ^{Not to pass over tops of Cars except when necessary.} from passing unnecessarily over the tops of the Cars while in motion, and when nearing Bridges are forbidden to stand erect, but must be seated at the Break-masts. They must not allow any one ^{Passengers by Freight Trains not to be carried} to travel in the Freight Cars, unless specially instructed to do so.

107. Should the Bell Rope become disarranged ^{When Bell Rope is out of order.} and it be necessary from any extraordinary circumstances to stop the Train, the Breaksmen must apply the Breaks sharply and suddenly release them a few times so as to attract the Engineman's attention; in addition to this a man must be sent along the top of the Train with a Red Signal.

108. Freight Conductors must make themselves ^{Must be acquainted with running of all Trains.} thoroughly acquainted with the running of the Passenger and other Trains, on all parts of the Line, and when likely to be overtaken, arrange with the Engine-driver immediately to shunt into a Siding,

When
another
Train is due
and Siding
not open.

and in passing, warn the Switchmen of that intention. Should it happen that a following Train is due, and the nearest Switch be not open to run into a Siding, a Breaksman or other qualified person must be sent back with the proper Signals to warn following Trains, and the Engine-driver must back in from the opposite end.

Broken
Rail.

109 Whenever a Conductor has reason to believe that his Train has passed over a Broken Rail, it is his duty to stop the Train and ascertain if such be the case: and if so he must leave a Breaksman with Detonators—Red Flag or Lamp as the case may require, in order to warn approaching Trains. He himself must notify Station Masters and Trackmen of the broken rail as quickly as possible.

Must not
obstruct
level
crossings.

110. Conductors must leave their Trains clear of the Level Crossings at Stations.

Conductors
of Wood and
Gravel
Trains.

111. Conductors of Wood and Gravel Trains must keep clear of ordinary Trains, and they must inform themselves generally of the Rules laid down for Conductors of other Trains. They must keep a proper supply of **Detonating, Day, and Night Signals**, in efficient condition; must possess the authorized Time Tables, shewing the running of the Trains; must always be off the Main Line with their Train at least **20** minutes before the proper time for ordinary Trains to pass; and must on no account move out of the Siding, until the Train has passed.

112. Gravel Train Conductors are responsible ^{Responsible for Train movements.} for all the movements of their Trains and for any accidents thereto arising from any neglect or breach of any of the Rules of the Company.

113. They must be on duty during the whole ^{Time on Duty.} working time, and no Ballast Train must leave a Gravel pit without a Conductor and the proper number of Breaksmen.

114. They must make themselves perfectly ^{Line clear before Starting.} certain every morning, that all Trains have passed, which information must be obtained from the Train Despatcher.

115. Conductors of Gravel Trains must, before ^{Inspection of Cars.} starting, examine and see that the journals are oiled and the Cars in good running order; should they think any Cars unsafe, they must leave them off in a Siding, and report the fact to the Traffic Superintendent, in order that means may be taken to repair or remove them.

116. They must not on any account take out on the Line a Ballast Train before daylight in the morning, or during a storm of snow or hail, or after sunset in the evening, or during a fog which will prevent an approaching Train being distinctly seen at a distance of half a mile. A Gravel Train must not be taken out so far upon the Line but that it ^{When not to take out Gravel Train.} can certainly return to the gravel pit before dark. ^{Precautions as to distance and signals.} Immediately after sunset, the necessary Head and

Tail Lamps and Hand Signal Lamps must be lighted and placed in their proper positions.

Waiting for
Regular
Trains.

117. Wood Construction or Gravel Trains must not on any account be on the Main Line within **20 minutes** of the time of any regular Trains being due, without the authority of the Train Despatcher.

To report
irregularities.

118. Conductors must report immediately to the Traffic Superintendent any delinquency by the men connected with the Gravel Train or any contractors' men engaged in the gravel pit.

Supply of
Signals.

119. They are required at all times to have in their possession a supply of Day, Night, and Detonating Signals, and see that the same are kept in efficient condition.

Gravel
Train on
Main Line.
Recalling
Signalmen.

120. When a Gravel Train is standing on the Main Line, the Conductor must send his men out with the proper Signals each way a distance of at least **800** yards. The Signal referred to in the Code of Signals by Engine whistles, Rule 34f, page 10, must be used in recalling Signalmen.

Must not
stop at non-
telegraph
Stations.

121. Conductors of **Wood, Iron, Tie and Construction Trains**, must not remain over-night with their Trains at any Non-Telegraph Station.

Tipping
Cars.

122. After dumping cars, Conductors must be particularly careful to examine the bodies of the cars, and see that they are safely fastened, to prevent them from tipping over while in motion.

INSTRUCTIONS TO CONDUCTORS exercising the power of removing Passengers who refuse to pay Fare.

(16 Vic., Chap. 99, Clause 12.)

123. The Statute Law empowers the Conductor of the Train, and also the servants of the Company, to remove and put out of the Cars—using no unnecessary force for that purpose—any Passenger refusing to pay Fare.

Putting
Passengers
off Cars.

124. But in exercising the power of removing a Passenger from the Train, the Conductor must never do so except at a Station, and then only at the regular stopping place at such Station; so that no complaint can be made of inconsiderate action on the part of the Company.

Must be at a
Station.

125. If a Passenger is without a Ticket, and refuses to pay fare, the passenger should be removed.

When a
Passenger
has no
Ticket.

126. If the passenger refuses to pay on the ground that the ticket has been lost, or offers to pay the same fare as is charged at the Station, refusing to pay the full fare as set down in the Conductor's book, the Conductor should not remove the passenger if he believes the ticket has been lost, or in the other case, when the amount payable at the Station has been offered; but in all cases, the name and

When
Ticket has
been lost.

address of the Passenger, in full, must be obtained, and forwarded without delay, with a Special Report to the Traffic Superintendent.

Cases of Intoxication.

127. Intoxication or violent conduct by a passenger is ground for removal ; but if he has a proper ticket this should never be resorted to, unless the Conductor ascertains from the other passengers that the conduct of the passenger is seriously offensive to them : and a removal, in such case should be at a Station.

No unnecessary force to be used.

128. In case a removal is necessary, no force is to be used but such as may be actually required to overcome resistance, and as much care and consideration as possible is to be shown for the passenger.

To obtain witnesses

129. *In every case of removal, it will be the duty of the Conductor to ask for the names and addresses of four or five passengers, witnesses of all the circumstances, and to forward such information, together with a full report, to the Traffic Superintendent, without delay.*

BREAKSMEN.

130. Breaksmen must make themselves thoroughly acquainted with the whole Code of Signals referred to in these Rules and Regulations. Must know Signals.

131. Breaksmen are under the orders of the Conductor. They must be at the Starting Station Time to come on duty. **three-quarters of an hour** before the departure of their Train, get their bell-ropes and lamps from the Station Lamp Room, and fasten their badges on their caps.

132. Before starting, they must examine the car breaks to see that they are in proper working order, and report any defect to the Conductor. If engaged on a Passenger Train, they must see that the cars are carefully swept out and dusted, and (if necessary) the stoves lighted; that the heat and ventilation are properly regulated, and must see that wood of a proper size is carefully put in the boxes, and not left in the passages. A good supply must always be kept on hand. They must have the lamps trimmed and ready for lighting, should their journey not be ended before dusk. To examine Car Breaks, &c., before starting.

133. They must always ride **outside** the cars, and must apply the breaks immediately upon the signal being given by the Engine-driver. To ride outside the Cars.

134. In running down grade, the breaks must first be applied at the rear end of the Train. Application of Breaks when going down grade.

To examine
Axle Boxes.

135. Upon stopping at Stations or Sidings, Breaksmen must examine the axle-journals, to see that none are heated. Any negligence in oiling must be reported to the Conductor.

Wooding
Engine.

136. At all Stations where wood is to be taken, Breaksmen must assist in placing it on the Tender.

Supply of
fresh water
in Cars.

137. They must see that a proper supply of fresh water, which can be obtained at Suspension Bridge, Hamilton, Paris, London, Chatham and Windsor, is always kept in the water-coolers of the Passenger Cars.

To assist in
loading or
unloading
Freight or
Baggage.

138. Breaksmen must assist Conductors and Station-men in loading, unloading, and checking freight, baggage, or parcels, to be loaded, unloaded, or delivered.

TRAIN BAGGAGEMEN.

Must know
Signals.

139. Train Baggage-men must make themselves thoroughly acquainted with the whole Code of Signals referred to in these Rules and Regulations.

Time to
come on
duty.

140. Train Baggage-men are under the orders of the Conductor. They must be at the Starting Station **three-quarters of an hour** before the departure of the Train, and have their badges fixed on their caps.

Marking
and arrang-
ing Baggage

141. They must see that all baggage is properly marked and checked, and arrange it, so that there may be no delay in putting it out at the proper Stations; and must carefully register in their baggage book, each piece, number of check, and

Station at which received or left off. Parcels received must be accompanied by Way Bills, which must not be put amongst the passenger baggage, but kept separate, and handed over to the Station Masters or Parcel Porters. When receiving parcels and Way Bills, they must carefully check them, and see that they have the correct number billed, as they will be held responsible for the same. They are prohibited from receiving baggage or parcels not properly checked or billed.

Parcels to be Billed.

Parcel Bills to be checked.

142. They are held responsible for the careful handling of all baggage and parcels entrusted to their custody, and must give and take receipts for money or value packages. They must be careful in the delivery of despatches, parcels, returned checks, &c. They must not leave their car during the journey, nor allow any passengers to ride in it. They are held responsible for the safety of the Cash Bags, and must give a receipt for each Cash Bag, and personally place each Bag in the Cash Box. When giving up the Cash Boxes, they must take the Messenger's receipt for the total number of Bags delivered.

To handle Baggage carefully.

Value Parcels.

Passengers not allowed to ride in Baggage Cars.

Cash Bags and Boxes.

143. Despatches not on Railway business, and not passing through the offices of the Company and initialled, must not be conveyed by Train. Baggage men violating this rule render themselves liable to the Post Office penalty.

Carrying despatches.

144. They must attend to breaks, in obedience to signals given, the same as Breaksmen.

To attend to Breaks.

LOCOMOTIVE FOREMEN.

Duty of
Locomotive
Foremen.

145. Locomotive Foremen, at Engine Stations, are held responsible for the general efficient condition of the stock on the section under their charge, for the proper running order of each Engine, and the fit condition of Driver and Fireman before allowing them to start on a journey. Locomotive Boilers must, as a rule, be thoroughly washed out after every run of **500** miles, when the mud hole doors, plates and plugs must be removed ; in no case whatever must an Engine be allowed to run more than **700** miles without being properly washed out; any case of inattention, neglect or disobedience on the part of the employes placed under the Foreman must be immediately reported to the Locomotive Superintendent.

ENGINE DRIVERS AND FIREMEN.

Time to
be with
Engine.

146. Enginemen must be in attendance to take charge of their Engines at the Engine Shed **not later than 30 minutes**, and Firemen **not later than 40 minutes** before the time appointed for them to start on their journey. Before commencing a journey and at the end of the same, both Drivers and Firemen must sign their names on the form provided for that purpose, and read any new notices affecting their movements. They

must ascertain in the Engine Shed, by personal ^{Inspection of Engine.} inspection, that their Engines are in good working order, that the Engine and Tender are properly oiled, the lamps trimmed and placed in their proper positions, and that the tools enumerated in Rule 149 are complete. In taking their Engine out of the Shed, they must try the **pumps** and **feed pipes**; and should any thing be wrong, it must be at once reported to the Foreman on duty.

147. Each Engine-Driver is held responsible for ^{Responsible for condition of Engine.} the Engine under his charge, for the general efficiency of the machinery or working parts, and the cleanliness of the water spaces of the boiler, ^{Inspection of water spaces, &c.} which he should inspect as often as his duties will allow, and report to the Foreman any case of imperfect washing out that he may know of, or suspect, and should the matter not be properly attended to, he must then report the neglect to the Locomotive Superintendent. Any part of the machinery which may be damaged by heating will render the Driver in charge liable for the deduction of the value of such part from his pay.

148. Enginemen must make themselves thoroughly acquainted with the whole code of Signals ^{To be acquainted with code of Signals.} referred to in these Rules and Regulations.

149. Each Engineman must have with him ^{Necessary supplies and Tools, &c.} before starting, a sufficient supply of Water, Fuel, Oil and Dry Sand, and the following articles, viz:

1. **A Hand Signal Lamp, a Gauge Glass Lamp and Three Buffer Lamps.**

2. **A complete Sett of Screw Keys.**
3. **One Large and one Small Monkey Wrench.**
4. **Three Cold Chisels.**
5. **A Hand Hammer.**
6. **An Axe, and a Saw.**
7. **A Crow Bar.**
8. **A Screw Jack.**
9. **A Large Chain and Tail Rope.**
10. **Two Links and Two Pins.**
11. **A quantity of Flax Gasket and String for packing, &c.,**
12. **Proper Set of Oil Cans.**
13. **Large and Small Plugs for Tubes.**
14. **One Iron Mandril for driving same.**
15. **Two Fire Buckets.**
16. **Two Red and Two Green Flags.**
17. **A Pair of Tongs.**
18. **N. G. Coupling Bar and N. G. Plate.**

Proper care
of Tools.

150. Enginemen will be held responsible for the complement and condition of the Tools given into their charge. Should any Engineman accidentally lose or break any tool, he must at once report to his Foreman, whose duty it is to see that it is immediately repaired or replaced.

Enginemen
to keep cor-
rect time.

151. Engine Drivers and Firemen must provide themselves with watches, which must be regulated daily with the Standard Clocks, and compared with their Conductor's watch, just before the departure of their Train.

152. Each Engineman must be provided with a current working Time Bill and must have another posted in a conspicuous place in his Cab, and regulate the speed of his Engine thereby.

Must possess a Time Bill, &c.

153. Engines must be attached to Passenger Trains at least **Five Minutes** before the time of starting. Engines of Freight Trains must be coupled on to Train at least **Ten Minutes** previous to the time of starting. Yardsmen will personally inform Engine-drivers of Freight Trains when their Trains are ready to start.

Time of attaching Engine to Train.

154. Enginemen are held responsible for the Bell Rope being properly attached to the alarm or whistle.

Must have Bell Rope attached.

155. Engine Drivers must **not** run a Train on the Main Line without a Conductor, from whom **only** they must take Signals relative to the movements of the Train, which from the moment of starting to the time of arrival at its destination is entirely under the orders of the Conductor, to whose instructions as to stopping and starting, and time of moving the Engine, the Engine-driver is to pay implicit attention. But Engine-drivers are held personally responsible if they obey orders from Conductors which are known to them to be contrary to recognized rules.

Not to move on Main Line without a Conductor.

Trains under the orders of the Conductor.

156. Engine-drivers, before proceeding with an empty Engine, must have the **Train Despatcher's written authority**, on leaving any Station or Siding, to proceed along the **Main Line**.

Not to travel on Main Line without written orders.

Monkey

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In case
of Two
Drivers.

157. In case of a Train being hauled by **two** Engines, the Driver of the first Engine is to be considered as in charge of the Train, subject to Rule No. 86.

Fireman
not to move
Engine.

158. No Fireman must move or shunt cars in the absence of the Engine-driver, nor must he move an Engine, unless specially instructed by the Driver placed over him.

Regulate
supply
of Wood
and Water.

159. Enginemen must take wood and water at the Stations from time to time appointed for that purpose, and regulate the supply accordingly.

To keep
a good
look out.

160. When an Engine is in motion, Engine-drivers must place themselves where they can keep a good lookout ahead; and Firemen must at all times be ready to obey instructions from Engine-drivers, and assist them in keeping a lookout, when not otherwise engaged.

Not to
run past
Platforms.

161. Enginemen of Passenger Trains must not run past the platform at Stopping Stations. If breaks are not properly applied to bring Train to a stand at the proper place, Engine-drivers must report the fact to the Conductor and also to their Locomotive Foremen.

Careful
stopping
and starting
of Trains.

162. Engine-drivers must **start** and **stop** their Trains **slowly**, and without jerking, and not **shut off steam suddenly**, (except in cases of danger) so as to cause a concussion of the cars. Engine-drivers of **Cattle Trains** must be additionally particular in this respect.

163. No Engine must enter upon or cross the Crossing Main Line.
Main Line, without permission by Signal from
the man in charge of the Switch.

164. Engine-drivers are held responsible for To consider weight of Train, Gradient, &c.
giving proper consideration as to the weight of
the Train, gradients of the Track, and state of the
Rails in bringing their Trains to a stand. No
Driver or Fireman when alone must alight from Not to alight from an Engine when in motion.
an Engine when in motion, nor must he move
an Engine through a Switch unless some qualified
person is present to open the same.

165. Engine Drivers must approach **Passenger** Caution in approaching large Stations.
Platforms very cautiously, sounding a low pro-
longed whistle or ringing the bell, especially at
Stations where **Passengers** may be standing on a
narrow **Intermediate Platform**, or where another
Train is waiting. Engine-drivers must be cautious
in approaching all large Station Yards where much
shunting is done, and Junctions, and reduce the
speed immediately after passing the distant Sema-
phore to 5 miles per hour.

166. No Engine-driver or Fireman must leave Not to leave Engine while on Duty.
his Engine during the time he is on duty, and
never leave an Engine, whether empty or attached
to a Train, without first shutting the regulator,
putting the Engine in middle gear, and fixing on
the tender break. In getting up steam in an Getting up Steam.
Engine care must be taken to see that the regulator
is shut, and the Engine in middle gear.

Not to stand
on Main
Line
without
protection
of Signals.

167. **No Engine without a Train** must stand on the Main Line unless properly protected by the Semaphore Signals, which Engine Drivers are held responsible for seeing done.

Case of
accident.

168. In case of any accident to a Train, Enginemen, if required, must disconnect the Engine and proceed where they may be ordered by the Conductor; and obey orders and Signals given them by the Station Masters or Conductors, so far as the safe and proper working of the Engine will enable them.

Trains
breaking
loose.

169. If any part of a Train becomes detached when in motion, care must be taken not to stop the first part of the Train before the rear part has been stopped; and it is the duty of the Conductor or other Trainman on the rear part, to apply breaks in time to prevent a collision with the front part, in the event of the latter either stopping or returning to re-couple with the **rear part**. The same Rule must be observed in this case as in Rule No. 92, page 27. A Trainman must proceed 800 yards from each end of the detached part of the Train, the one in front to prevent the Engine running into the rear part on returning for it, and the one at the back to warn any approaching Train of the danger. In all cases, these men must take with them, and use, if necessary, Detonating and Danger Signals. The Engine and front part of the Train must return **with great caution** for the rear part. When only the Engine breaks loose, the

Engine-driver, after being satisfied that the Cars When Engine breaks loose. have been brought to a stand, must return slowly and **with great caution** to re-couple. At night the Engine-driver must conspicuously show a **Red Light**.

170. When an accident happens to an Engine To report accidents. while taking a Train, the Engine-driver must, as soon as possible, telegraph the particulars and the delay likely to be caused to the Locomotive Superintendent. If assistance be required, he must also make sure that proper notice has been given to the nearest Engine Station; and should the accident be warrantably serious, then notice, stating as nearly as possible the extent of damage, must be given to the nearest Station where **Auxiliary Cars** are kept, viz: either **Hamilton, London, or Windsor**.

171. If an Engine running empty becomes Empty engine unable to proceed. unable to proceed, the Engine-driver will at once send back his Fireman at least **800** yards with proper Signals to warn approaching Trains, and will use the best means at his command to protect the Engine and ensure safety. He must at once communicate by Trackmen or otherwise with the Train Despatcher from the nearest Station.

172. In descending Grades, Passenger Trains Not to make up time going down inclines. shall not exceed **25** miles an hour, and Freight Trains **12** miles an hour. Engine-drivers must have complete control over their Trains, by applying their Breaks steadily and in time, and on no

account try to make up lost time in going down a grade quicker than the authorized speed. They must carefully observe the special regulations affecting the running of Trains down Copetown and other heavy grades, (see Rules 404 and 405.) Engine-drivers must not attempt to ascend a grade with a greater load than their Engine is capable of taking up with certainty.

Loads on
Grades.

Strict
attention to
Signals.

173. Engine-drivers and Firemen must pay immediate attention to all Signals, whether the cause of the Signal be **known to them or not**; neglect in obeying a Signal is sufficient cause for dismissal, whether resulting in accident or not. Enginemen, however, must not trust to **Signals only**, but on all occasions be vigilant and cautious, and on no account be running before the time specified in the Time Table. In foggy weather extra precaution must be taken and the whistle must be sounded at least every mile.

Danger
Signals not
to be passed

174. When an Engineman perceives a **Danger Signal**, he must at once bring the Engine to a stand, and on no account pass the Signal. At Junctions and Draw Bridges, **extra caution is required.**

Not to push
a Train, &c.

175. No Engine must push a Train or run backwards (except in cases of emergency) at a greater speed than **12 miles an hour.**

Shunting,
&c.

176. In shunting Cars the Engine must not be uncoupled until the Cars are at a stand, neither must shunts be made with too great an impetus.

177. Enginemen while shunting or running Trains or Engines in Passenger Station Yards, must not exceed a speed of 5 miles an hour—keep a good look out, and give warning of their movements by a low continuous whistle, or by ringing the bell.

Shunting in Passenger Station Yards.

178. Engine Drivers in approaching Stations, especially those at which their Trains are not timed to stop, must sound the whistle at a distance of not less than 800 yards from the nearest Station Switch; and must be certain that the Signals, both Semaphore and Switch, are all right for them to proceed. In passing Stations at which Trains are not timed to stop, the speed of Passenger Trains must not exceed twenty miles an hour, and the speed of Freight Trains twelve miles an hour; and Engine Drivers must sound a low continuous whistle, and have their Train under such control that, if necessary, they could stop before reaching the Signal.

To be careful of Switch and Sound Whistle on approaching Stations, especially where they are to pass other trains.

179. Engine Drivers must be **cautious** in passing level crossings, places where the track is under repair, trestle work, cuttings, heavy banks, and draw bridges, and especially during thaws or after heavy rains or storms. They must be careful to close the ash pans of Engines before passing wood piles and across wooden structures.

Caution in passing level crossings and where track is undergoing repairs, &c.

To close Ash Pans.

180. No person must be allowed to ride on any Engine or Tender, except the principal officers of the Company or other persons authorized by a special order.

Persons allowed to ride on Engine.

To look out
for Wood
Trains.

181. Freight Train Enginemen must keep a sharp look out for **Wood Trains**, and if the Conductor of a Wood Train desires to be flagged he will exhibit a Red Flag, when the passing Freight Train must stop until arrangements are made by the two Conductors to flag the Wood Train to the next **Telegraph Station**.

Regulation
in flagging
Wood
Trains, &c.

Wood,
Gravel and
construc-
tion Trains
to keep
clear of
other Trains

182. Enginemen of Wood, Gravel, and Construction Trains must not be on the Main Line within **20 minutes** of the time of any regular Train being due, without the authority of the Train Despatcher.

Protection
of Wood,
Gravel or
construc-
tion Trains
when
loading or
dumping.

183. When a Wood, Gravel, or Construction Train is on the Main Line, loading or dumping, men with Red Signals must be placed **800 yards** from either end of the Train. Engine Drivers of Freight Trains must pay particular attention to this rule, and when they are behind time must be careful in approaching the place where Wood, Gravel, or Construction Trains are at work.

Enginemen
of W.G.&C.
Trains to be
careful in
being sup-
plied with
Wood, &c.

184. Enginemen of Construction, Wood, and Gravel Trains must have a proper supply of fuel and water in their Tenders, so as to prevent the possibility of any detention; they must also take care to attach only such a number of Cars or Trucks as their Engines can draw with certainty, and on no account leave their Engine while standing on the Main Line.

Trains
following
each other.

185. Trains proceeding in the same direction must not approach within **800 yards** of each other unless expressly required to do so.

186. Engine Drivers and Firemen must be careful in the use of all property belonging to the Company, especially Hose Pipes and Water Cranes, which in any case must never be pulled over or thrown off the Tender while the Engine or Train is in motion. The pipes also must always be allowed to empty themselves before being thrown off the Tender, as in addition to the injury caused to the pipes, the water in winter freezes on the track and causes considerable inconvenience and expense. They must also see that the pipes are properly secured before leaving.

Care of
Water
Cranes &c.

187. Engine Drivers and Firemen must not take any wood or fuel for their Engines except that provided for them at appointed fuel Stations, and a "Wood Ticket," properly filled up, must be given to the Woodman, stating the supply of wood taken.

Not to take
Wood im-
properly.

188. Enginemen when approaching an Engine Station, from which their Engine is expected to take on, or return with any Train, must report by Telegraph to the Foreman on duty at such Station any irregularity on the line or any failure that is likely to interfere with the proper working of an Engine.

To report
any failure
occurring on
the Road
likely to
interfere
with Trains.

189. Engine Drivers and Firemen must not tamper in any way with the safety valves of the Engines, either by wedging down the levers or otherwise, to add more pressure to the boilers than the authorized allowance; if they are not satisfied

Not to
tamper with
safety valves
&c.

that the valves are in proper condition they must report to their Foreman, but they must not attempt any alterations themselves.

Lubricating
Cylinders.

190. Enginemen are forbidden to reverse their engines for the purpose of supplying the cylinders and valves with oil or tallow. The parts must be lubricated by closing the tallow cocks immediately after supplying tallow and putting on a sufficient quantity of steam to diffuse the tallow over the parts to be lubricated.

Not to
throw ashes
&c. in
dangerous
places.

191. Enginemen must not throw ashes from an Engine, either from the smoke box or elsewhere, near a wooding Station, wood piles, bridges nor buildings.

To be care-
ful of fire in
Cabs.

192. Engine Drivers and Firemen must not leave oily waste in any part of the cabs, as it is liable to ignite.

Pilot engine
to couple on
at front of
Passenger
trains, and
at rear of
Mixed and
Freight
trains.

193. Pilot engines must under ordinary circumstances be coupled on at the front of passenger trains, and at the rear of mixed and freight trains. Enginemen must deviate from this Rule only by the direct instructions of their foremen.

Not to un-
couple pilot
until train
has stopped.

194. Under no circumstances must a pilot engine be detached until train has stopped.

Pilots must
have an
order to
return.

195. Before an engine can return, after piloting a train to any station, permission must be obtained from the Train Despatcher to do so. In case the Engine is not required to go with a train as far as the next Station, an order to return must be obtained

by Enginemen, from the Train Despatcher, at the Station from which the Engine starts.

196. Each Engine Driver on arriving at the end of his journey must give his ticket properly filled up to the Foreman on duty, and enter in the book kept for that purpose, the state of the Engine and whether any repairs are required before the Engine is prepared for the next trip.

Duty at end of Journey.

197. Enginemen of all Trains must use the whole time given for running, except that necessary for doing the work at Stations, or for shunting into sidings to pass other Trains.

Not to run in less than the time specified.

SWITCHMEN AND SIGNALMEN.

198. Each man in charge of Switches and Signals must be familiar with the Code of Engine, Train and Station Signals, both Night and Day, and the arrangement of the Tracks at the Station, and the Switches on his beat. He must be provided with **Signal Flags**, a **Hand Signal Lamp** and **Detonating Signals**. If distant from a Station, he must always have a supply of oil and wick on hand. Switchmen and Signalmen are responsible for the Signals and Switches under their charge being in good working order, and must report any defects to the nearest Station Master. During the Winter season and frosty weather, Switchmen must ascertain, by frequent working of the Semaphore and Signal levers, that the wires are in perfect

To have Signal Flags and a hand Signal Lamp, and must be acquainted with all Signals.

Articles to be in possession of.

Signals and Switches.

Duty in frosty Weather.

working order, and not bound by frost or other obstruction.

To report
neglect of
Signals.

199. Any neglect of Enginemen to observe Signals must be immediately reported to the Station Master.

When
Trains are
approaching
in opposite
directions.

200. When Trains from opposite directions are approaching at the same time, the Switchman must exhibit the **Red Semaphore Signals**, and bring both Trains to a stand short of Sidings; and continuing to exhibit the **Semaphores**, must with the Hand Signal Lamp or Flag bring on the Train which has to take the Siding, and when the Main Line is clear, change the Semaphores to let the other Train proceed. Care must be taken while giving the Hand Signal to one Train to obscure it from the other.

Danger
Signal to be
exhibited
imme-
diately a
Train stops,
&c.

201. Switchmen must raise the **Danger Signal** of the Semaphore immediately an Engine has passed a Semaphore, and must keep it up for **ten minutes after** an Engine has either passed through or left the Station.

Inspection
of Switches.

202. Switchmen and Signalmen, before allowing a **Train to pass**, must make sure that the **Line** is **clear**, and that all Switches are properly set. When Trainmen open Switches, Switchmen or Signalmen must see that the Switches have been left locked for Main Line.

Switches to
be kept
locked.

203. At all Sidings, Switches must be kept right for the **Main Line** and **locked**, and only unlocked

and turned for Sidings when a Train has to go in or out. Switches diverging from Through Sidings must always be kept locked for Through Sidings. Switch handles must always be shut close, and pinned or locked, and not held by hand when a Train is passing over a Switch.

204. Switchmen and Signalmen must prevent as much as possible, trespass upon the Line. To prevent trespass.

205. Before leaving for meals, and upon coming on duty, Switchmen and Signalmen must make sure that the Signals are all right, and that the Switches are locked upon the Sidings and the **Main Line**, and that the **Through Sidings** are **clear**; and on leaving, the key of Switches must be handed over to the person appointed to take charge. When leaving for Meals, &c.

206. At sunset, Switch and Semaphore Lamps must be lighted, and kept burning during the time that Trains are expected to pass. At daylight, the lamps must be extinguished. Lighting and inspection of Lamps.

207. Lamps, discs, vanes and posts of Signals must be carefully cleaned each day. Lamps &c. to be kept clean.

JUNCTIONS and RAILWAY CROSSINGS.

208. **Signalmen at Junctions and Railway Crossings** must always keep the **Junction and Crossing Semaphore Signals at Danger**, and must only lower them for the passage of a Train or Engine. Every Train or Engine must be Semaphores at Junctions and Railway Crossings to be kept at danger.

brought to a stand at these Signals, and wait until the signal to proceed has been given, which must be done by LOWERING the ARM of the SEMAPHORE; or, by changing the signal from "danger" to "all right."

Time-Keepers at Gravel Pits, &c.

Telegraph Operator at Gravel Pits. 209. A Telegraph Operator must be stationed at all Gravel Pits while being worked by Construction Trains.

Sole charge of Switches. 210. Time-keepers have sole charge of the Switch or Switches connecting the Gravel Pit siding with the Main Track, and must be there in person to let out or bring in every Ballast Train.

Time on Duty. 211. They must be on duty every day from daylight till after dusk, when the last Gravel Train returns to the Gravel Pit.

Switches set for Main Line. 212. They must always have the Switches set for the Main Line and locked, except when in actual use, and must lock the Switches, and light the Switch Signal Lamps every night at Sunset, before leaving the Gravel Pit, and put out the lights at Sunrise.

Supply of Detonating Signals. 213. They must be provided by the Divisional Inspector with a supply of day and night, and detonating Signals, and keep the same in efficient condition.

Recording Passing Trains. 214. They must keep an accurate record of the time of passing of all Trains, and of the time

when Gravel Trains leave and return to the Pit; and must also register the number of loaded cars of gravel in every Train which leaves the Pit; all of which must be entered by them in books or on printed sheets to be furnished from time to time by the Divisional Inspector.

215. They must on no account allow a Gravel Train to enter the Main Line before day-light in the morning; after night-fall; during a storm of snow or hail; or during a fog which will prevent a Train or Engine being distinctly seen at a distance of half a mile.

When Gravel Train shall not use Main Line.

DRAW-BRIDGE TENDERS. WELLAND CANAL.

216. Two Bridge Tenders must be in attendance at this Draw Bridge Night and Day during navigation.

Two men at Bridge.

217. They must be provided with the current working time tables.

Must have Time Tables

218. The Draw Bridge must only be closed for the Passage of Trains.

When to close Draw-bridge.

219. The Danger Signals on each side, must always be shown to Trains, and each Train must be brought to a stand and remain so three minutes before crossing the Bridge.

Danger Signals and Trains to stop.

220. Upon the approach of a Train the Draw-bridge must be closed, and when the Bridge Tenders are satisfied that everything is right for the

Bridge to be closed upon approach of Train.

passage of Trains, they must turn off the Signals and allow the Train to pass over the Bridge.

In fog or
snow to
meet Train.

221. During a **Fog or Snow Storm**, or when the atmosphere is so obscured that a Train cannot be seen at least half a mile distant, a Bridge-tender must always proceed towards an approaching Train, at least 800 yards beyond the Signal Post and must take with him and use Fog or Detonating Signals, so as to be able, if necessary, to stop the Train at least that distance from the Draw Bridge.

Articles to
have on
hand.

222. Draw-bridge Tenders must be provided with a supply of Hand Signal Lamps, Flags, Detonators, Cotton Wick, Oil and all necessary tools.

Must keep
all in
working
order.

223. They must see that the Draw Bridge, and all parts of it, as well as the Lamps and Signals are in proper working order, and immediately report any defect that may arise, to the Station Master at Thorold.

Registering
vessel.

224. A register must be kept, by the Bridge tenders of vessels passing through the Draw Bridge, giving hour, name of vessel and destination.

DESJARDIN'S CANAL BRIDGE BRIDGE-TENDERS.

Two men
at Bridge.

225. During Navigation, two Bridge Tenders must be in attendance at this Draw Bridge.

226. They must be provided with current ^{Must have} working Time Tables.

227. The Danger Signals on each side must always ^{Rule to be} be shewn to Trains, and each Train must be brought ^{observed} to a stand and remain so three minutes before ^{when a} crossing. Having made sure that **all is right** for ^{Train ap-} the passage of the Train, the Bridge-tender must ^{proaches.} turn off the Signals and allow the Train to cross.

228. The speed of all Trains coming from either ^{Speed of} direction must be regulated not to exceed three ^{Train ap-} miles per hour whilst crossing this Bridge. ^{proaching.}

BAGGAGE MASTERS.

229. Baggage Masters must appear on duty, ^{Appearance} clean and neat, and have their Badges properly fastened to their caps.

230. Baggage Masters are under the immediate ^{Attendance} control of the Station Master, and must attend at the Station during the hours he may direct.

231. Baggage Masters must see Passengers' ^{To see} Tickets before checking Baggage, and Baggage ^{Tickets} must only be checked to the place for which a ^{before} Passenger holds a ticket. ^{checking} ^{and mark-} ^{ing Baggage}

232. All Baggage exceeding 100 lbs. per Pas- ^{Baggage} senger must be charged for as excess Baggage, ^{over 100 lbs.} at ^{to be paid} the rates that may be issued from time to time, ^{for.} and must be prepaid before the Baggage is checked, when a proper ticket must be given to the Passen-

Commercial Travellers. Bags. ger. Commercial Travellers are an exception to this rule and are allowed 200lbs. baggage. Dogs must also be charged for at Tariff rates. Before giving duplicate checks to Passengers they must be compared with the corresponding ones to be affixed to Baggage.

Checking Baggage. 233. No Baggage or article must be received by Baggage Masters **to be checked** and forwarded by a Train, unless it is **personal Baggage** and accompanied by a Passenger. When Freight or Merchandise, it must be properly entered, billed, and sent as Freight. Before Baggage is marked for its destination all old marks must be carefully obliterated.

Care in dispatching Baggage. 234. After Baggage is checked or marked, Baggage-masters are responsible for it until handed over to Train Baggagemen.

Receiving Baggage. 235. In receiving baggage from a Train, care must be taken that the Station is the proper place to which it is checked. Baggage must not be given up until the duplicate check is produced; such duplicate must then be attached to the corresponding one, and locked up in the Baggage Room.

Note to be observed when a Check is lost. 236. Should a passenger lose a duplicate check of his baggage, he must describe the contents, produce the key, and otherwise satisfy the Station Master that such Baggage is his, before it be given up, in addition to which he must pay 25 cents for each lost check. The strap check must be sent to

the Traffic Superintendent with full particulars of date, Train, from what Station, &c.

237. Should Baggage be missing, the Baggage ^{Missing} Master must instantly report the case to the Station ^{Baggage.} Master, who will register the particulars in the Baggage Book, and immediately report to the Traffic Superintendent.

238. All unclaimed, **checked**, and other Baggage ^{Unclaimed} must be locked up in the Baggage Room, and a ^{Baggage.} report of it sent to the Traffic Superintendent.

239. Baggage Checks must always be carefully ^{Checks to} locked up when not in use, and when returned ^{be kept} locked up. Checks are sent along the line, they must be **firmly** tied together and properly billed to destination.

240. At Stations where Baggage has to be ^{Transfer-} transferred from one train to another, it is the duty ^{ing} of the Baggage Master to see that this is promptly ^{Baggage} and carefully done.

241. Baggage Masters must be provided with ^{To have} copies of special regulations issued from time to ^{special} time. ^{regulations.}

242. Where there is no Foreman Porter, **Bag-** ^{Foreman} **gage Masters** must act in that capacity, and will ^{Porter.} be held responsible for the proper performance of Porters duties, and must see that the Station is properly secured before leaving at night.

PORTERS.

Attendance. 243. Porters are under the immediate control of the Station Master, and must not absent themselves from the Station during the hours of duty without obtaining his leave.

Attention, civility, &c. 244. They must be civil and attentive to Passengers and others, and whatever the provocation, must not enter into altercation with any one. They must not take a gratuity.

Appearance 245. They must appear on duty clean and neat, with their badges properly fastened to their caps.

To load and unload Baggage, &c. 246. They must render every assistance in loading and unloading Passenger's Baggage, and handle it carefully. They must also assist the Baggage Master in checking Baggage on the arrival and departure of Trains.

General duties. 247. Porters must keep waiting rooms, offices, platforms, approaches, closets, stoves, windows, &c., clean, and prevent waste or damage of the Company's property.

To clean Cars, Platforms, Lamps, &c. 248. They must, when necessary, clean cars and keep the tracks between platforms clean. Where there is no appointed lamp trimmer, they must clean and trim the lamps, and attend to all fires on the premises.

Porters' duty where there is no Switchman. 249. At Stations where no Switchman or Signalman is appointed, the Porter must attend to the

Switches and Signals, and he must qualify himself for this service.

250. While the cars are in motion, Porters are strictly prohibited from leaping on or off them, or from coupling or uncoupling them. Porters must make themselves acquainted with Rules to Switchmen and Signalmen.

Not to couple cars in motion, &c.

CONSTABLES.

251. Constables are appointed under the authority of the Railway Act Amendment of 1860, (23 Vic., Cp. 29,) which declares (Sec. 49, Sub-Sec. 2) that every person so appointed "shall have full power to act as a Constable for the preservation of the peace, and for the security of persons and property against felonies and other unlawful acts, on such Railway, and on any of the works belonging thereto, and on and about any Trains, Roads, Wharves, Quays, Landing Places, Warehouses, Lands and Premises belonging to such Company, whether the same be in the county, city, district, or other local jurisdiction within which he was appointed, or in any other place through which such Railway passes, or in which the same terminates, or through or to which any Railway passes, which may be worked or leased by such Railway Company, and in all places not more than one quarter of a mile distant from such Railway or Railways; and shall have all such powers, protections and privileges for the appre-

Railway Act Amendment of 1860, appointment of Constables.

“ hending of offenders, as well by night as by day,
 “ and for doing all things for the prevention,
 “ discovery and prosecution of felonies and other
 “ offences, and for keeping the peace which any
 “ Constable duly appointed has within his Con-
 “ stable wick; and it shall be lawful for any such
 “ Constable to take such persons as may be
 “ punishable by summary conviction for any
 “ offence against the provisions of this Act or of
 “ any of the Acts or By-Laws affecting any such
 “ Railway, before any Justice or Justices appoint-
 “ ed for any county, city, district or other
 “ local jurisdiction within which any such Rail-
 “ way may pass; and every such Justice shall
 “ have authority to deal with all such cases, as
 “ though the offence had been committed and the
 “ person taken within the limits of his own local
 “ jurisdiction.”

Hours of
duty.

252. At Suspension Bridge, Hamilton, Toronto and London, the Police Constables, who are under the immediate control of their Station Masters, will do duty day and night in rotation by alternate weeks. The hours of duty being from seven o'clock to seven; but no Policeman must leave his post until he has been relieved.

Coming on
duty

253. The Constable coming on duty must inform himself from the Constable whom he relieves of any occurrences that have taken place during the preceding twelve hours.

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254. During his period of duty he must be in attendance on the platform on the arrival of all passenger Trains, when he must do his utmost to keep bystanders back from the track as the Train approaches, to prevent persons getting on or off the Train while it is in motion, to prevent the obstruction of the free passage to and from the Train. He must give every information to passengers making inquiries, and must prevent cabmen and hotel runners coming into the waiting rooms or on the platform to solicit passengers. He must also ring the bell three minutes before the departure of a train.

General
duties.

255. He must at all times strictly watch the movements of suspicious looking persons or known bad characters who may come to the Station, and in such a manner that such persons may see that it will be impossible for them to escape detection in the event of their attempting to commit any crime.

Suspicious
Characters.

256. In the event of his being unable to attend to his duty from illness or accident, he must at once report the fact to the Superintendent of the Police Department.

Absence
from illness.

257. Should he be required to perform any other duties at the Station in addition to his Police duty, he must so arrange his work as to leave himself free to attend all Passenger Trains as laid down in the preceding Rule No. 254. Should this be impossible, he must report the circumstances to the Superintendent of the Police Department.

Additional
duties.

Retiring
from duty.

258. Before going off duty he must communicate all occurrences during his period of duty to the Constable who relieves him, and must also prepare a report of the same in writing, on the form provided for that purpose, and forward it to the Superintendent of the Police Department.

As to
arrests.

259. As Constables may often be called on to arrest persons charged with offences, it is very necessary that they should inform themselves as to the extent of their powers, especially as to when they will be justified in arresting without a warrant, and in what cases a warrant is necessary. They must always bear in mind, however, that their first duty is to guard the property of the Company and protect the persons and property of passengers; and although under certain circumstances it may be right for them to lend their aid in arresting criminals, yet they must be careful not to neglect their ordinary duties for the purpose of doing what comes more properly within the province of the Municipal authorities.

Railway
Act Amend-
ment, 1860,
4th Sec. 23
Vic., Ch. 20,
Breach of
duty.

260. The 4th Sec. of the Act already quoted, provides that "every such Constable who shall be guilty of any neglect or breach of duty in his office of Constable, shall be liable on summary conviction thereof, within any county, city, &c., wherein such Railway may pass, to a penalty of not more than eighty dollars, the amount of which penalty may be deducted from any salary due to such offender, if such Constable

" be in receipt of a salary from the Railway Company, or to imprisonment, with or without hard labour, for not more than two months, in the gaol of such county, city, &c."

261. Sec. 5. " Every person who shall assault or resist any Constable, appointed as aforesaid, in the execution of his duty, or who shall incite any person so to assault or resist, shall, for every such offence, be liable, on like summary conviction, to a penalty of not more than eighty dollars, or to imprisonment, with or without hard labor, for not more than two months."

Sec. 5, same Act, Assaults on Constables, &c.

WATCHMEN.

262. To the Watchmen is intrusted the duty of guarding the buildings and property committed to their care ; and for this purpose they must remain on duty during such hours as they may be required by their immediate superiors.

General duties.

263. When a Watchman comes on duty he must proceed to make a careful survey of his beat, and must note the condition and position of all the property under his charge ; must visit every part of his beat at frequent intervals during his period of duty, and before going off duty must make out a report in writing of all occurrences and forward it to the Superintendent of the Police Department.

Duties.

264. Any Watchman found sleeping when on duty will be liable to instant dismissal.

Not to sleep when on duty.

Persons
committing
offences.

265. Should a Watchman find any one stealing any of the property committed to his care, or attempting to set fire to any building, or committing any indictable offence, he should if possible arrest such person and hand him over to the Police authorities or bring him before a Magistrate.

WATCHMEN AT LEVEL CROSSINGS.

Must know
Signals.

266. Watchmen at Level Crossings must make themselves thoroughly acquainted with the whole Code of Signals referred to in the book of Rules and Regulations.

Articles to
be provided
with.

267. They must be provided with a **Current Working Time-Table**, a **Red** and a **Green Flag**, a **Hand Signal Lamp**, and a tool for picking obstacles out from between the Rails and keeping the crossing clear.

Signals to
carry.

268. They must always carry with them, by day, a **Red** and a **Green Flag**, and by night a **Hand**

Signals to
be exhibited
on approach
of Train,
or when
crossing is
obstructed.

Signal Lamp. On the approach of a Train or Engine a Green signal must be exhibited if all is right, and a Red Signal if the crossing is obstructed, or it is necessary to bring a Train to a stand. In the latter case, the Watchman must proceed towards the approaching Train a distance of at least **400 yards** from the crossing, exhibiting the Danger Signal all the time.

To keep
Cattle off
Track.

269. They must keep Cattle off the Track, and prevent any horse or vehicle from passing over the Track when a Train is in sight.

270. The Crossing must be examined after the passing of any vehicle in order to see that the rails are not obstructed. To examine a crossing after a vehicle has passed.

BRIDGE WATCHMEN.

271. Bridge Watchmen must be acquainted with the whole Code of Signals contained in this book of Rules and Regulations. Must know Signals.

272. They must be supplied with the following articles, viz.:— Articles to be supplied with.

A current working Time Table.

2 Red Flags and 2 Green Flags.

1 Hand Signal Lamp.

12 Detonating Signals.

1 Screw Wrench.

1 Hammer.

1 Axe.

2 Pails.

273. They must keep a sufficient number of barrels filled with water, and placed at proper distances on the top of the Bridge under their charge. Barrels of Water on Bridge.

274. Immediately before the approach of a Train the Bridge Watchman must walk over the Bridge, taking with him a Red and a Green Flag by day, and a Hand Signal Lamp by night, and he must always take with him, and use if necessary a supply of Detonating Signals. To inspect Bridge before Train passes.

275. As he goes over the Bridge he must examine Inspection

of Nuts,
Fastenings.
&c.

the nuts and fastenings of the rails, &c., and make sure that all is right for the passage of a Train.

Signals to
exhibit.

276. Having ascertained that all is right, he must exhibit to the approaching Train a **Green Flag by day** and a **Green Light at night**.

Signals to
be used to
stop Train.

277. But should it be necessary to bring a Train to a stand the Bridge Watchman must do so by exhibiting a **Red Signal 400 yards from the Bridge**, and besides the ordinary signals, **Detonating** signals must be placed **on the rails** at every **100 paces** from the Bridge.

Inspection
of Bridge
after Train
or Engine
has passed.

278. After a Train or Engine has passed the Bridge the Watchman must walk over the Bridge carrying with him a **pail of water**, and again make a careful examination of the Bridge **both on the surface and beneath it**, to see that no sparks remain alive on the floor or between the floor planks, and that none remain on the timbers or get into the joints of the timbers between the top and the ground.

To report
required
Repairs.

279. If any part of the Bridge should be out of order or require repairs the fact must be **at once** reported to the Foreman of the Section under whom the Bridge is in charge.

Ash Boxes
to be closed

280. Bridge Watchmen must examine each Engine as it passes to see that the **Ash Box is closed**. Should an ash box be left open the fact must be at once reported.

Delinquen-
cies to be
reported.

281. Engine Drivers are instructed to report any delinquency on the part of Bridge Watchmen.

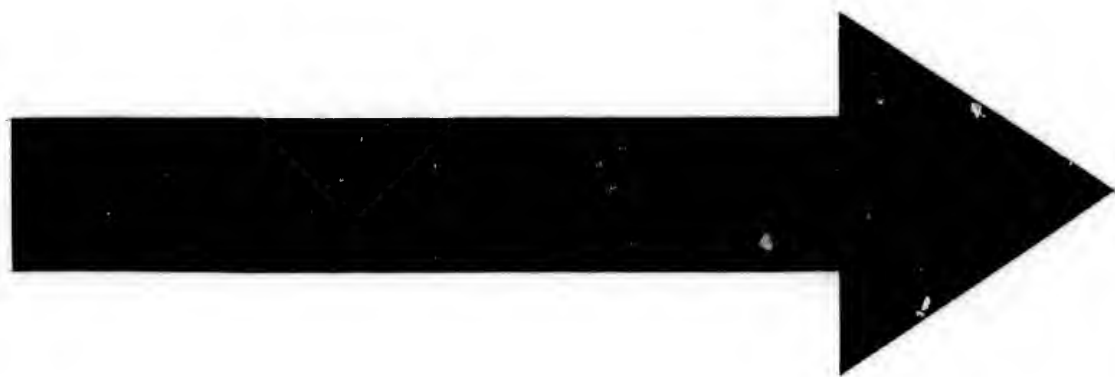
TRACK REPAIRERS.

282. Before any Laborer or Foreman is engaged by the Inspector, he must be made to understand that the wilful transgression of **any** of the Rules in this Book will be visited by immediate dismissal from the service of the Company. Any insubordination on the part of any man or foreman—drunkenness whilst on duty, being found off his work during working hours, or the commission or omission of any act whereby the passage of Engines or Trains shall or might be endangered—will be punished by dismissal. Conditions of Engagement.

283. In every gang of Track Repairers there must be a Foreman; and the Inspectors are held responsible that every such Foreman is provided with a copy of the Regulations, and with a current working Time Table, and with the proper Signal Flags and Lamps. Also, that each Foreman is furnished with an accurate gauge for gauging the line of Track, and with all other necessary materials and implements. Must have a Foreman to every gang.

284. Each Foreman must have a copy of these Regulations in his possession while on duty, and must read and explain them to every man engaged under him; and must produce them when required to do so. To have copy of Regulations

285. Each Foreman is responsible for the industry of the men under his charge, and for the proper Foremen responsible.



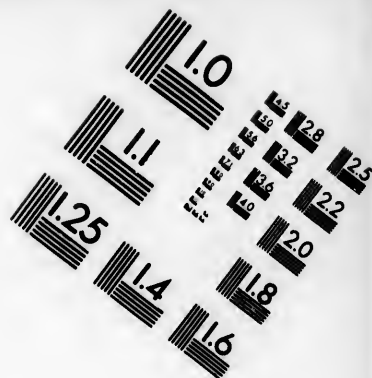
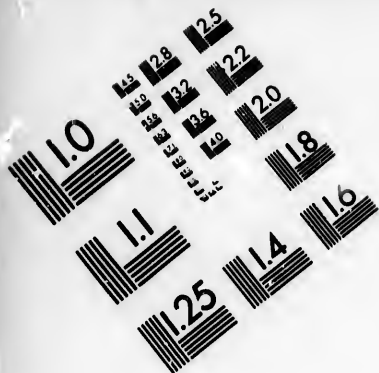
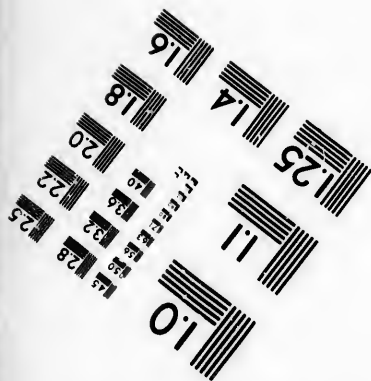
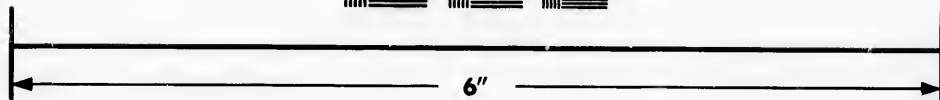
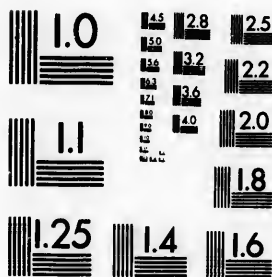


IMAGE EVALUATION TEST TARGET (MT-3)



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WEBSTER, N.Y. 14580
(716) 872-4503

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execution of the work assigned to him, and must have a **list of the names** and **abodes** of those under him, that in case of accident or other emergency, he may be enabled to **summon them immediately**, to assist in any way that may be deemed necessary.

Must pass
over his Sec-
tion every
morning.

286. Every Foreman, or one of his men, must pass over his section once every day, **either on foot or by hand car**, and must see that all rails are properly spiked or bolted, and the joint ties well packed up, and that all other things are secure.

Watching
for Notices,
&c., &c.

287. Track Repairers must watch every Train as it passes, and observe whether **notices are left off, or a Red Board, Flag, or Red Lamp**, is exhibited upon the Engine or end of Train, denoting that a Special Train will follow, as Special Trains may be despatched without previous notice being given. It is necessary to be prepared at all times for unexpected Trains. They must stop working when a Train is within **400 yards**, and move to the side, clear of the Track, so as to prevent any risk of accident.

Use of
Signals.

288. The Signals to be made use of by the Track Repairers are two, viz :—one **Green**, and the other **Red**. They are **Red and Green Flags**, to be used by day, and a Signal Lamp, (showing **red or green**,) to be used after night-fall. The **Green Signal** indicates **Caution**, and the **Red Signal** is to be used when it is necessary to stop a Train. Such

Signals must be sent out at least **800 yards** from the place they are meant to protect, and must be waved across the Track on the approach of a Train.

289. Whenever it is necessary to displace any part of the Track, or in case of any slip or failure of any portion of the works, or in the event of any Truck or Service Car being required for temporary use on the Line, or if from any other cause the Track is not safe, the **Red Signal** must be conspicuously exhibited at a distance of not less than **800 yards each way**, by men sent expressly to display such Signals (even if no Engine is expected,) and they shall continue to exhibit the Signals until a messenger arrives with express orders from the Foreman to withdraw them. If a curve or summit of a gradient should exist at or near the end of **800 yards** then the Signals must be sent out further than the specified distance. On every occasion when the Track is being raised care must be taken to have it perfectly secure at least twenty minutes before a Train is due.

When displacing Track.

290. When any part of the Track is out of repair, so as to make it necessary for a Train to proceed cautiously, one man must be sent **800 yards** on either side of it with a **Green Signal**.

When Track is out of repair.

291. The Track must not in any case be displaced for the purpose of putting in cattle guards, cross drains or culverts, unless by express orders from the Engineer, who will invariably appoint

Putting in Cattle Guards, &c.

some person to be present during such operations, and who shall decide the times (between the running of Trains) when such work is to be done. The Track must not be rendered unsafe by any operation during day or night, or upon Sunday, until notice shall have been given by the Engineer to the General Manager's office, and permission obtained to use the Track.

When a Rail
may be
taken up.

292. No rail must be taken up, or the Track otherwise disturbed in such a manner as to render it unsafe, within **twenty minutes** of the time of a Train being due, nor until it has passed. All such work must be done between the regular running hours.

No work to
be performed
during
Fog or Snow
Storm.

293. In no case except where there is absolute necessity, is any work to be performed **during a fog or snow storm**, by which an obstruction may be caused to the passage of Trains.

Raising
Track.

294. In raising the Track and packing in the ballast, no lift must be greater than two inches in a bar of twenty-four feet long, and both rails must be raised equally and at the same time; that is, that the Train shall run **up grade**, not down.

Safety
Block.

295. Track Inspectors must have Safety Blocks put down on all Sidings diverging from Main Line, at the prescribed distance from the Main Line, excepting in the case of through sidings used for passing Trains.

Ballasting.

296. Ballast must not be thrown up between the

rails to a higher level than two inches above the top of the cross-ties, and all gravel or ballast must be shoveled to the side sufficient to leave a passage for Trains of not less than **three feet clear**, and the rails must be kept clear of gravel and other materials.

297. Track Inspectors must be particular in Maintaining level and gauge. maintaining the Rails to the proper level and gauge; they must have the Rails scraped and swept when necessary, and keep them free from dirt and snow.

298. They must remove all loose Timber, Stones, Keeping Track clear. Iron and other materials from the Track.

299. Inspectors are daily required to see that Inspectors' duty at Bridges, Crossings, &c. all Bridge and Crossing Watchmen are at their posts and that the supply of water, and means for using the same, are perfect at the Bridges. They must also see that the Bridge Watchmen, and Watchmen at level Crossings, clear away all snow and ice from the Rails after every snow storm, and that they are provided with proper implements for this work. They must furnish the Bridge Watchmen with Spanners for tightening the Bolts of the Rail Joints, and see that this duty is efficiently performed.

300. Inspectors are held responsible for the Responsible for property material, &c safe keeping of all Rails, Chairs, Plates, Bolts, Tools, and Implements of every kind belonging to the Track, and all loss or destruction of such property must be reported to the Engineer. All

Tools, Implements, Signals, Oil, &c., must, when not in use, be kept locked up in a building or in boxes. All Bolts, Nuts, and other materials which have dropped from the Rolling Stock on the Track, must be picked up and sent to the nearest Station.

Disregard
of Signals.

301. The Inspector must at once report in writing to the Engineer's office any case in which any of the Signals are disregarded by the Engine Drivers.

When an
accident
occurs.

302. In case of any **accident** befalling an Engine or Train, or any failure of any part of the works, the **Danger Signal** must be exhibited at the distance of **800 yards** each way, and the matter must immediately be reported by special messenger to the Inspector and to the nearest Station Master. If necessary a Watchman must be placed on the spot until the same is sufficiently repaired.

Trees
within the
fences to be
cut down.

303. All **trees** within the Railway fences, and all in the immediate **proximity of the Track**, which endanger the same, or the **Telegraph wires**, by risk of falling upon them, must be **cut down**.

Cattle on
Track.

304. All cattle and animals found straying within the Railway fences must be immediately driven off, and each foreman will be held responsible for the safe keeping of the Line in this respect, on that portion of which he has charge; and all

Not to keep
cows within
the fences.

laborers dwelling in shanties along the line are strictly prohibited from keeping cows, hogs, or poul-

try, unless the same are securely enclosed and approved of by the Track Inspectors. Occupants of Crossing watch-houses must be particular in obscuring their windows at night—the white light might be mistaken for a Signal

305. All persons walking along the line, who are not in the Company's service, must be peremptorily ordered off. Persons walking on Track.

306. All **gaps in fences**, and damages to bridges, cattle-guards, &c., are to be **repaired** in a temporary manner; and the spots where such damages exist are to be immediately reported to the Divisional Inspector. Gaps in fences, &c.

307. All level Crossings must be closely looked after—particular care must be taken to see that the planking is securely spiked down. Surface Crossings.

308. Any farm gates found open must be promptly closed and reported to Track Inspector. Open gates.

309. Any temporary injury to any of the **telegraph poles or wires** must be attended to as far as possible, and **intelligence** of the damage immediately conveyed to the nearest **Station Master**. Injury to Telegraph poles or wires. If not a Telegraph Station, the Station Master must write to the Telegraph Station, giving particulars. Foremen of Trackmen must cut down trees that are too near the Telegraph Wires, and when the **Wires are touching each other** they must **separate them**, and fix them, if possible, on the insulators.

Articles
found on
Track.

310. All Articles found on the Track must be sent to the Station Master of the nearest Station.

Duty during
storms.

311. During heavy storms of rain, snow or hail, whether by day or night, whereby the works may be liable to sudden injury, Section Foremen must be on duty, and immediately after the abatement of the storm, or, if necessary, during its continuance, they must go over their Sections with Danger Signals, for the purpose of ascertaining if the Track is safe for the passage of Trains; the points on the Sections most liable to injury are to be the first visited. Foremen neglecting this important duty will be immediately dismissed.

Loose rocks
or stones to
be watched
closely.

312. Track Foremen must keep a sharp look out to see whether any loose rocks or stones are likely to fall upon the track from the side slopes of Cuttings, and to have such removed as quickly as possible. They shall also report to Inspectors any deficiency in drainage or in the capacity of any culvert, and these must be particularly watched during and after any severe Rain, Storm, or Flood.

Must not
lend Tools,
&c.

313. Inspectors are prohibited from entering into any understanding or engagement with the officials of other Railway Companies, or with any private Company, for the exchange or lending of Tools, Hand Cars, or any property belonging to this Company.

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HAND CARS, LORRIES, or REPAIR CARS.

314. When the Lorries are not in use on the ^{Use of Lorries.} Line they must be lifted off the Track and the wheels secured by a Chain and Padlock. Trackmen must be extremely careful in using **Hand Cars** upon the Track, and only do so when their service is actually necessary, and never have them on the Rails when a Train is due or expected. Lorries must be used only in conveying materials for the Line, and they must not be run at the high speed for Hand Cars, but must always be preceded and followed by Signalmen at the prescribed distance. **Neither** of these description of Cars must under any circumstances, be **attached to a Train**.

315. Hand Cars, Lorries, or Repair Cars must ^{Caution in using Hand Cars, &c., during Fog.} not be on the Main Line under any circumstances during a fog or snow storm, or during night, except in an urgent case, and then only when ordered by an Inspector.

316. No Hand Car must ever be on the Line, ^{When to use Hand Cars.} except when ordered by an Inspector or a Foreman. Foremen of gangs can use Hand Cars for conveying their men and tools when their operations are sure to be more than **two** miles distant from their boarding house. When otherwise, they must walk, and leave their Hand Car at their house.

Locking
Hand Cars.

317. Hand Cars must always be locked when not in use, and the handles removed. No Hand Car must be left on a Siding, but must in all cases be taken off the rails.

When
Lorries or
Repair Cars
are in use.

318. When Lorries or Repair Cars are on the Main Line, a man must always be **before** and **behind**, with a red signal, at a distance of **eight hundred yards**.

Penalty in
case of
accident.

319. Should a Train come into collision with a Hand Car or Lorry on the Track the Foreman on whose section it takes place will be liable to instant dismissal; and if any Foreman leave a Lorry or Repair Car upon the rails without having the proper Signals exhibited on each side, he shall be dismissed.

BRIDGE REPAIRERS.

Bridge
Inspectors
responsible.

320. Bridge Inspectors will be held responsible for the safety of all Bridges and Culverts on their Division.

Examina-
tion of
Bridges, &c.

321. Bridge Inspectors must make a careful examination of each structure on their Division, at least once in every week.

To obtain
use of Track
for Repairs.

322. Whenever it is necessary to make any repairs to Bridges, that cannot be done between Trains, such repairs must be made on Sundays; the Track Inspectors must report in writing to the Chief Engineer, not later than the previous Thursday, that the use of the Track will be required on

the Sunday following; and the Track must not be disturbed or rendered unsafe, until permission has been given, in writing, by the Engineer.

323. Bridge Inspectors must make monthly reports to the Chief Engineer, giving in detail, the nature of the repairs made to the different structures, and the state of repair in which they all are. To report monthly.

TRAIN DESPATCHERS AND TELEGRAPH OPERATORS.

324. The hours of duty shall be regulated by the Head of the Department. Hours of Duty.

325. The running of all Trains, from the time of their departure until the arrival at their destination, must be carefully watched; and the arrivals at and departure from Stations must be duly registered in the Telegraphic Time Record kept for that purpose. Trains to be registered.

326. In the event of Trains becoming late or irregular, the Train Despatcher must take into account the time allowed by Time Table, distance, grades, weight of Train, capacity of Engine, and the state of the weather; and make such meeting and passing arrangements for Trains with Conductors and Engine-drivers as will best facilitate their movement. Irregular Trains.

327. The Train Despatcher, when making arrangements for Freight Trains to meet and pass Freight Trains not to delay

Passenger
Trains.

Passenger Trains, must avoid giving Freight Trains such a right of way as may delay Passenger Trains.

Signals
"9," "32,"
and "O.K."

328. The Train Despatcher only will be permitted to use the signal "9," and that only when "32s" to telegraphic Train orders are received by him. The "O. K." signal must always be given for Train reports and ordinary business messages.

Signal "17"

329. The signal "17" must only be used when an important commercial or paid business message is handed to an operator for transmission.

Signal "21"

330. The General Manager, General Manager's Assistant, Traffic and Telegraph Superintendents, only are permitted to use the signal "21."

This signal takes precedence over signals "37" and "38."

Signal "21,"
and "37."

331. The Train Despatcher may at any time interrupt any business on the Line, not preceded by the signal "21," upon using the signal "37." When this signal is given all other business must cease, and the circuit must be given up to his use. No other person is permitted to use this signal.

Signal "38"

332. Operators, for the purpose of procuring a Train order from the Train despatcher, may break into any business on the Line not preceded by the signals "21" or "37," by using the signal "38."

Signals
"21," "37,"
and "38."

333. Operators who were transmitting business at the time either of the signals "21" "37" or "38"

interrupted them, will remain at their instruments and be prepared to resume their business as soon as the messages for which any of the above signals were given have been completed.

334. Operators are under the orders of the Telegraph Superintendent and must not absent themselves from the office during the hours of duty without his leave. Not to be absent.

335. Operators must make themselves thoroughly acquainted with the Rules and Regulations of the Company. To know the Rules and Regulations

336. All communications are strictly **private** and **confidential**. Any Operator divulging the contents of a telegram, or giving any improper information of what may be heard passing over the line, will be summarily dismissed, and also be held disqualified for any future employment in the service of the Company. All communications strictly private and confidential

337. Telegraph offices **must be kept private**, and no one must be allowed to look into the Telegraph Books without proper authority. Telegraph Offices to be kept private.

338. Telegraph Books, when written up, must be labelled, shewing messages whether forwarded or received; dates from and to, and laid carefully by for reference. Telegraph Books to be kept for reference.

339. No communication must be sent by Telegraph that can be sent in time by train or letter. Operators must return such messages to Station Masters. Telegraph to be used only when necessary.

Accidents
to be kept
strictly
private.

340. Should an accident happen on any part of the line, the event must be kept strictly private ; no version or account of it must be telegraphed, not even to Operators, but what is written and signed by an officer of the Railway Company, and given to Operators for transmission to specified parties. Those who may observe or hear such communications passing must be silent on the subject. These messages, when received, must be delivered in envelopes and every precaution taken to preserve secrecy.

Must be
silent on the
subject.

Notices
thereof to
be in
envelopes.

Respecting
Trains.

341. All communications either received or forwarded, respecting the movements of Trains, must be **written legibly** in Telegraph Books.

Entering
and timing
messages.

342. The report of the departure of all Trains must be promptly entered in the Train book, and the receipt and despatch of all messages accurately timed.

Forwarding
messages.

343. In the case of forwarded messages, the time of entry by Station Master must be shown by him and the time of reporting by the operator.

No verbal
messages.

344. No verbal messages must be transmitted nor delivered, but all messages must be properly written and duly signed ; and, after transmission, must be dated and filed away for future reference.

Prompt
delivery of
messages.

345. Messages must be promptly delivered to the person to whom they are addressed.

No assum-
ing of
duties.

346. Operators must assume no duties or responsibilities which do not strictly belong to them.

347. No students must be allowed to practice on ^{Students.} the line without permission of the Telegraph Superintendent.

348. Operators must not exchange places with ^{Exchanging places.} each other, nor leave their stations without permission from the Telegraph Superintendent.

349. When a Train going west has to be reported, ^{Reporting Trains. Manner thereof.} the Operator must call "W. X." three times, and then sign, repeating the call and signature two or three times. When a Train going east has to be reported, the Operator shall in like manner call "E. X.," repeating as above directed. The report must then be proceeded with. Time must be sent in words, and immediately following, repeated in figures, thus "ten fifteen (10.15.)" The Train Despatchers "**O. K.**" must be obtained for all Train Reports.

350. When a "23" has to be sent, the Operator ^{How messages for "all Stations" are to be sent.} must call the furthest receiving office only, calling "23" four times, then sign, repeating the same three times, and then proceed with the message. Each Operator must acknowledge the receipt of a "23" message by replying "O. K.," and signing name of Station, commencing at the furthest office, then the next, and so on in progression.

351. No excuse will be admissable should Opera- ^{Non-receipt of Train reports.} tors miss a report of any Train, or a "23" message, or retire from duty for meals, or at night, before all reports in their possession have first been

despatched, and having obtained the Train Despatcher's "O. K." for all Train reports.

Adjustment
of relay.

352. Operators must not open their keys without previously adjusting the relay, and being sure that the circuit is not in use, and must always adjust before using Signals "21," "37" or "38."

Breaking
circuit; no
contention.

353. Should the circuit open while an Operator is writing, he must instantly stop and ascertain the cause. Unless "broker" by a "21," "37" or "38" message, the Operator who was interrupted shall say "10." If such signal be disobeyed, the case must be immediately reported to the Telegraph Superintendent. No contention will be allowed in such cases.

Unneces-
sary
breaking of
circuit.

354. In transmitting messages, Operators must connect circuit firmly, write slowly, and avoid repetition and unnecessary breaking of circuit.

Profane or
obscene
language.

355. The use of profane or obscene language on the line, or in the Company's Offices, is strictly prohibited.

Calling an
Office.

356. When calling an office, Operators must always sign after the first call, and never call more than four times without signing.

Sending
time at noon

357. At three minutes before twelve o'clock, noon, each day, (Sundays excepted) all business must be suspended, and attention must be given to receiving the Time, which will be sent from the Train Despatcher's Office, London, in the following manner:—The seconds will be ticked until precisely

twelve o'clock, when the Operator sending will strike the letter "I" half a dozen times, after which business will proceed as usual.

358. In case of interruption in the working of the Telegraph Line, ground wires must be promptly used, and other means taken to ascertain where the interruption exists. Operators must actively interest themselves in the speedy removal of interruptions, and promptly report to the Telegraph Superintendent any neglect, which may come to their knowledge, on the part of the repairers.

Interruptions. Prompt attention to discover cause.

359. Instruments must be kept clean and bright, and every care must be taken to preserve them in good working condition.

Instruments

360. Instruments must always be taken out of circuit during thunder storms, or absence of Operators for meals, or at night, and in such a manner as not to prevent the line from working through. The main wires must be entirely detached from the magnets, and connected together.

When to take instruments out of circuit.

361. The use of ground wires, except under extraordinary circumstances, is strictly forbidden.

Use of ground wires.

362. No abbreviations must be used in transmission or in copies of messages for delivery.

Abbreviations not to be used in messages.

363. No alteration of office wires, switches, or instruments must be made without the authority of the Telegraph Superintendent.

Alterations disallowed.

General
charge of
offices.

364. At offices where there are day and night Operators, the day Operator must have the general charge of the office.

Hours for
Meals.

365. Ordinarily Operators are allowed one hour for meals, but when necessary, they will be restricted to a shorter time. Each Operator must register, with the Train Despatcher, his usual meal hours and must never absent himself for meals at other than the time registered, and when trains are due or expected, he must not close his office without first getting permission to do so from the Train Despatcher.

ABBREVIATIONS.

NUMERALS.

Abbrevia-
tions.
Numerals.

366. 1. Wait a moment.
2. Give me correct time.
3. Get answer from——for——.
4. Where shall I proceed ?
5. I have a message.
6. All ready.
7. The following is private.
8. Am busy on other circuits.
9. Correct, or all right.
10. Keep circuit closed.
11. Did you receive my last ?
12. Lightning troubles us.
13. Have you any report of——?
14. Connect your circuit better.

15. Separate your words more.
16. What is the weather?
17. This is of the greatest importance and must be sent immediately.
18. What is the matter?
19. My instrument works badly.
20. I will enquire.
21. This is of great importance and must precede all other business.
22. Are there any Special Trains to day?
23. A message for all.
24. Have you anything for me?
25. Write dots.
26. You may use "21" to send answer to this message.
27. From the General Manager, must be promptly attended to.
28. Do you get my writing?
29. "32" for Traffic Superintendent,—copy on printed form.
30. Finis.
31. How do you understand?
32. I understand that——.
33. Narrow gauge or Composite Train.
34. Running by Telegraph arrangements and passing.
35. Warn Trains and Trackmen.
- 36.
37. Exhibit Telegraphic Signal —— Train orders.
38. Train here wants orders to proceed.

GENERAL INSTRUCTIONS

AND

Regulations for Running of Trains.

Trains
classified.

367. Trains are classed as follows :

FIRST CLASS.

- 1st. Through Passenger Trains
- 2nd. Local Passenger Trains.
- 3rd. Mixed Trains.

SECOND CLASS.

- 4th. Stock Trains, (Through.)
- 5th. Freight Trains, Blue Line or Composite.
- 6th. Freight Trains, broad gauge.

THIRD CLASS.

- 7th. Wood, Gravel, or Construction Trains.

Passing
Trains.

368. The heavy figures in the time card with black lines under them, in connection with the notes appended, show where trains are to pass each other, and Conductors must not pass these appointed shunting stations with their trains, except upon properly authenticated and **written Telegraph messages**. Mixed and Freight Trains, (when they cannot make their proper passing places on time,) must keep out of the way of Passenger Trains.

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369. Conductors and Trainmen of Trains going west in connection with the New York Central Railroad, must be in attendance at the New York Central Station to take charge of their Train, to receive passengers and baggage, and Conductors and Breaksmen must assist in directing passengers from one Train to the other, and see that they are properly and comfortably seated.

Trainmen to accompany Trains to N.Y.C.R.R. Station.

370. Conductors of Trains going east must accompany their Trains to the New York Central Station.

Conductors to accompany their Train to the N. Y. C. Station.

371. No extra Trains or special empty Engines must be allowed to run on the Main Line or branches without the knowledge of the Traffic Superintendent and Train Despatcher.

Not to be on Main Line, &c.

372. Freight Trains must not be run on the time of Passenger Trains, except regular passing arrangements have been made by the Train Despatcher.

Freight Trains Not to run on time of Passenger Trains.

373. Orders affecting the movement of Trains must be made by the Train Despatcher direct with Conductors and Engine Drivers in the following manner :

a. All "31" Telegraphic Orders must be copied in ink by the Receiving Operator into a book kept for that purpose.

Telegraphic Train Orders.

b. Both Conductors and Engine Drivers must "32," and sign this book across the face of the original order, signifying they both have received and fully understand it.

c. This order must then be repeated by the Telegraph Operator to the Train Despatcher. The Receiving Operator must then make a correct copy of this order on the printed form supplied for that purpose, signing his own name and the time received in the proper place, but must not deliver it to the Conductor until he has received the Train Despatcher's initials and signal "9," (meaning correct), which the Receiving Operator must endorse on the back of the Telegraphic Order.

d. The Conductor must then compare the copy of the order with the original order, and make sure it is correct before acting upon it. He must then read it **aloud** to the Engine Driver and hand it to him, who must retain it until the end of the journey, and then forward it to his Locomotive Foreman.

When to exhibit Telegraph Signal.

374. When the Train Despatcher calls a Station and says "Orders," Operators must at once exhibit the **Red** Telegraphic Signal, and the Station Master must place the distant Semaphore at **Caution** against all approaching Trains.

Trains to stop and Conductor and Driver to go for orders when Tel. Signal is exhibited.

375. When the Red board, or the Red light of a Telegraphic Signal is exhibited, all Trains must Stop, and Conductors and Engine Drivers must at once go to the Telegraph office and procure whatever orders may be there for them. After a Train has received orders, the Telegraphic Signal must be turned to "**all right.**"

376. Conductors before leaving a Telegraph Station must examine the Train Telegraph-book and ascertain from the Operator if there are any orders or arrangements affecting the running of their Trains, and the positions of all other Trains to be passed on the journey.

Conductors to examine Tel. books before leaving a Tel. Station.

377. Station Masters and Operators must always hold themselves in readiness for all communications from the Train Despatcher as to the movement of Trains, and all Train orders coming from the Train Despatcher must be obeyed to the letter.

Orders from Train Despatcher.

378. Station Masters, upon receiving an "**Order**" to **Stop** or **Hold** any specified Train, must be guided by Rule 374. As soon as the Train named has arrived, the Station Master must obtain the Conductor's and Engine Driver's "**32**" as directed in Rule 373, *a, b, c, and d.*

Order to stop or hold Train.

379. In all cases when Trains are delayed, Conductors must at the time report the facts fully by Telegraph to the Train Despatcher, giving the cause of the detention. When delays take place at a Station where there is no Telegraph, Conductors must report the facts to the Train Despatcher from the first Telegraph Station they stop at.

Delays to be reported to Train Despatcher by Telegraph.

380. The cypher "**33**," (meaning, narrow gauge or composite Train,) must be prefixed to all composite Train reports, thus:—"33," Night Mail East arrived 9.10, left 9.15; or, "33," No. 1 Special Freight arrived 12.10, left 12.20.

Thirty-three

Operators
on duty not
allowed to
sleep.

381. At night Telegraph Stations, the night Station Masters or Switchmen must see that operators keep awake; any seeming negligence in attending to instruments must be reported without fail to the day Station Master, who will notify his Superintendent.

To facilitate
Passenger
Trains.

382. Every facility and despatch must at all times be given to all Passenger Trains, especially to Through Trains having connections to secure.

Care in
starting
Trains
at night.

383. Trains must be worked during **dark** by the ordinary White, Green and Red Signal Lights. When hand lamps are used, particular care must be taken to show only the proper color. Great care must also be taken in giving the signal for a Train to start: when two Trains going in opposite directions are at a Station at the same time, the white light must be waved in such a manner that only the Engine-driver of the Train intended to be started shall see the signal.

Trains to be
properly
protected
while
shunting.

384. At a siding where there is no Station, no Freight or other Train must stop after dark, to leave off or take on Cars, unless the Train is safely protected by Signals in both directions.

Time in
which to
run Specials

385. Special Trains must be run between Stations at the same rate of speed as the same class of Train is timed to run in the Time Table, and must be shunted clear of the Main Line at least **10 minutes** before ordinary Trains are due to pass.

386. Every Special Train must be run only by Telegraph arrangements, but when Telegraph communication is interrupted all Special Trains must be flagged past each other by regular Trains, which have the right of road.

387. Whenever, from unavoidable circumstances, a Mixed or Freight Train is running without a Telegraph arrangement within fifteen minutes of the time and ahead of a Passenger Train proceeding in the same direction, the Conductor of such Mixed or Freight Train is to stop and leave behind a Breaksman provided with proper hand and detonating Signals, to warn the Engine-driver and Conductor of the Passenger Train of the position of the Train preceding them. The Passenger Train must stop and take the Breaksman thus left as Signaller on to his own Train.

388. When a Mixed or Freight Train is running by a Telegraph arrangement, beyond its shunting place, the Conductor of a Passenger Train proceeding in the same direction must enquire at each Station how long such Mixed or Freight Train has left and inform his Engine-driver.

389. Second and Third Class Trains and Mixed Trains must always keep out of the way of Passenger Trains, and if the time will not permit of such Trains reaching the next Station or siding at least 10 minutes before a Passenger Train is due, Trains of second and Third Class and Mixed Trains must shunt until the latter has passed.

Running of
Specials.

When a
Mixed or
Freight
Train is
running
without
Telegraph
arrange-
ments.

When
passing
shunting
place by
telegraph
arrange-
ment.

Freight
Trains and
of inferior
class to
keep clear
of Passen-
ger Trains.

When
Passenger
Trains are
within
15 minutes
of other
Passenger
Trains.

390. Conductors of Passenger Trains which become so late as to be within fifteen minutes of the time of another Passenger Train proceeding in the same direction, must use the precautions above prescribed for Mixed or Freight Trains under similar circumstances. (*See Rule No. 387.*)

Two trains
of equal
class pass-
ing each
other at a
Station.

391. When two Trains of equal class are to pass each other at any Station, the Train which has arrived first must go into the Siding, unless prevented from doing so by the position of the Siding, a blockage of cars, or other circumstances; in which case Conductors and Drivers must arrange with Station Masters what is best to be done.

Detonators
and Signals
to be used
when Train
is no more
than 200
yards with-
in Sema-
phore.

392. When a Train or Engine is brought to a stand between a Semaphore and a Station, **but within 200 yards of the Semaphore**; the Semaphore must not alone be depended upon—but, the Conductor or Engine Driver—as the case may be—must immediately send back a man with Detonators and usual Signals, at least **400 yards beyond the Semaphore**, and at every 100 paces from the Semaphore, one of the Detonators must be fixed on the rails.

To put off
Breaksman
as
Signalman.

393. In all cases in which there is a possibility of a Train being overtaken by another Train, Conductors must put off a Breaksman in good time to signal and warn the Train following them.

394. When Freight and Mixed Trains are not at Stations where they are timed to pass Passenger Trains, Passenger Train Conductors and Enginemen must keep a vigilant look out for them at each Station or Siding until they are sure they have passed the Trains appointed to be met,—and such irregularity must be promptly reported by both Engineman and Conductor.

When Trains are not at proper passing places.

395. The speed of all Trains when passing others must be so reduced and kept under control as to admit of being brought to a stand immediately if necessary.

Reduced speed when passing.

396. No verbal communication must be delivered to, or received from Train men while they are on a Train which is in motion.

Verbal messages not to be delivered or received.

397. When a Special Train is overtaken and passed by a regular Train, the Conductor of the regular Train must carry a signal for the Special Train or "Flag" it to its destination.

When a regular Train passes a special Train.

398. While shunting, cars must only be coupled by links and pins; the side chains must be uncoupled.

Not to use side chains for shunting.

399. In the event of an accident happening to a Train or Engine, the Station Master, Conductor, or Driver, must at once telegraph the fact from the nearest Telegraph Station to the Traffic Superintendent and the Train Despatcher, giving full particulars as to the position of the Train, the extent of injuries or damages, and what delay

Reporting accidents to General Manager and Superintendent.

is likely to be caused. If assistance is required, notice must at once be given to the nearest Station where **Auxiliary Cars** are kept, viz: either **Hamilton, London, or Windsor**, in which must be stated whether the **Locomotive Department** or the **Car Department Auxiliary** is required, and whether **Trucks or Wheels** are wanted.

Personal
accident.

400. In every case of personal accident, not only the accident itself, but the fact of employing a Surgeon, must be reported to the General Manager and Superintendent immediately. Should it be necessary to convey the sufferers to an hotel, or provide accommodation, this also must be included in the report.

Fire in
Train.

401. If any Car of a Train take fire, more than **300 yards** from any watering place, the Train must be stopped, the burning car cut out, and every endeavor must be used to extinguish the fire. If the flames have gone to any extent, a hole should be cut in the top of the car and the flames extinguished through it, keeping the sides and ends closed. The Engine driver must give what water he can spare from the Tender.

Junctions and Railway Crossings.

JUNCTIONS.

402. **Semaphores at Junctions** must always ^{Junctions.} exhibit the **Stop or Danger Signal**, and every Train or Engine approaching the **Main Line** must ^{Trains to stop before passing on to Main Line.} be brought to a **Stand** at the **Junction Semaphore** and wait until the signal to proceed is given before passing on to the **Main Line**, and all Trains from the **Main Line West**, approaching **Toronto Junction** must be brought to a stand at the **Toronto Junction Semaphore**, and await the **Switchman's Signal** to proceed.

RAILWAY CROSSINGS.

403. **Semaphores at Railway Crossings** must ^{Railway Crossings.} always exhibit the **Stop or Danger Signal**, and every Train or Engine from either direction must ^{Trains to stop before passing.} be brought to a stand at the **Railway Crossing Semaphore**, and wait there until the **Signal** to proceed is given, before passing over a **Railway Crossing**.

COPETOWN GRADE.

404. **When the Telegraph is working.**—Under Rule to be observed under ordinary circumstances (as to weather and state of rails,) Freight Trains going east, following any Train, must not leave or pass Dundas until a message from **Toronto Junction** has been received, saying, that the preceding Train has left there for Hamilton. **When the rails are slippery ;** Freight Trains bound east are not to leave **Copetown** until a message has been received, saying, that the line is clear for it to Hamilton. If it has to pass another Train at **Dundas**, authority to proceed must not be given until it has been ascertained that such Train is shunted there **clear of the Main Line.**

405. **When the Telegraph is not working.**—When telegraph is not working. Freight Trains bound east must not leave **Copetown** or **Dundas** within twenty minutes after the departure from those Stations of a Train going to Hamilton. Freight Trains behind time, going east, ordered by Time-Table to keep clear of ordinary Trains, must **shunt at Copetown** for such Trains, and not leave that Station before the ordinary Train has passed, though they may have ample time to run to Dundas.

SUSPENSION BRIDGE REGULATIONS.

406. Conductors must observe the following Regulations relating to persons crossing over the Suspension Bridge on this Company's Trains: Conductors to observe Regulations

407. All persons on any of the Company's Trains, crossing Suspension Bridge, not producing **Tickets or Passes** shewing that they are Railway Passengers who have come from or are going to a point by railroad at least five miles from Suspension Bridge, and not being employes of this Company, or of the New York Central Railroad Company, going on railroad business, who must produce passes; and not being railroad employes actually engaged in the business of the Trains, (who need not have passes,) *are to be charged twenty-five cents*, which is to be accounted for in the following manner: Who may pass free; others to pay 25 cts. to cross.

a. If a Passenger, without **Ticket or Pass**, be found using the Train for the sole purpose of crossing the Bridge, twenty-five cents must be collected and entered on the collection sheet, as "Suspension Bridge Company's Fare." Under Suspension Bridge Company's Fare.

b. If a Passenger states that his or her intention in crossing the Bridge is to purchase a Ticket and proceed by Railway east or west, twenty-five cents must be collected and entered on the collection sheet as "**G. W. R. Suspension Bridge Fare**," Under Suspension Bridge Fare.

unless such Passenger shall purchase and pay for a regular passage Ticket by Rail Road to some point or place at least five miles from said Bridge.

Destination
of persons
without
Tickets

c. Conductors must enquire the destination of persons without Tickets or Passes, so that the fares collected may be accounted for correctly.

Car doors to
be guarded.

d. Car doors must be guarded so that no person not employed on the Train can leave the Train until the Conductor has had the opportunity of examining his Ticket or Pass or obtaining fare.

The sole
purpose of
crossing
prohibited.

408. The Bridge Conductors and other employes at Suspension Bridge, must prevent people from using the Company's Trains for the sole purpose of crossing the Bridge; such persons should go by the lower floor.

Bridge Com-
pany's
passes not
to be accept-
ed.

409. Suspension Bridge Company's Passes are not to be accepted on any Train.

Speed
crossing
Bridge.

410. No Engine or Train must cross the Bridge at a greater speed than five miles per hour, and no Engine nor Cars must be brought to a stand on the Bridge during the passage across.



VICTORIÆ REGINÆ.

These References are given to enable the Law defining offences to be readily found ; but not as any guide or direction to putting the Law into force, or acting thereon.

The 18th and 19th Victoria, Chapter 176.

SECTION 9—PROVIDES,

Penalties for persons injuring the works or defacing notices ; also for Trespassers on Railway property, and provisions for obtaining and enforcing summary conviction.

SECTION 10—PROVIDES,

Penalty for obstructing Officers of the Railway Company in the execution of their duty, and for trespassing.

Offenders can be detained by the Officers of the Company.

Or they may be forcibly removed.

Proviso—By-Laws may be made.

The Consolidated Statutes of Canada—22 Victoria, Chap. 66.

SECTION 152—PROVIDES,

For the punishment of persons doing, or having done anything to the Railway, with intent to injure persons or property.

SECTION 154—PROVIDES,

If any person be killed or his life be lost, the offence to be manslaughter.

SECTION 154—PROVIDES,

The committing of any injury whereby stoppage, &c., shall be a misdemeanour. See also Chapter 93. Section 30.

SECTION 155—PROVIDES,

Punishment of persons obstructing Inspectors in the execution of their duty.

SECTION 158—PROVIDES,

Punishment of officers and servants contravening By-Laws or orders.

SECTIONS 159 and 160,

Penalty and application thereof upon the preceeding contravention.

SECTION 161,

The Company may deduct the penalty from wages.

SECTION 162,

Company may impose penalties for contravention of By-Laws.

SECTION 163,

How notice of By-Laws or orders may be proved.

SECTION 164,

When such proof to be a defence for the Company.

Chapter 91.

SECTION 36,

Punishment for assaulting persons, arresting offenders caught in the night.

Chapter 92.

SECTION 16—PROVIDES,

That night begins at 9 P.M., and ends at 6 A.M.

SECTION 32,

Punishment for stealing Railway or Steamboat passage Tickets.

SECTION 74,

Punishment for attempting to obtain passage on a Railway by false Ticket or order.

Chapter 93.

SECTION 30,

Maliciously obstructing or injuring Railways—

FELONY.

By Chapter 91, Section 154. If no proof of intent to obstruct, offence is a MISDEMEANOUR.

SECTION 31,

Maliciously throwing anything against Railway carriages and engines—**FELONY.**

SECTION 32,

Maliciously setting fire to any Station or Engine House—**FELONY.**

Chapter 94.

SECTION 14,

Forging or uttering forged passenger's tickets.

Chapter 99.**SECTION 4,**

By whom offenders caught in the act in the night may be arrested.

23 Victoria, Chapter 99.**SECTION 1,**

How Constables may be appointed to act on the line of any Railway.

Oath of office.

By whom to be administered.

Powers and duties of such Constable, and to what localities they shall extend.

SECTIONS 2 and 3—PROVIDE,

For dismissal of any such Constable, and record of appointment.

SECTION 4,

Punishment of Constables guilty of neglect of duty.

SECTION 5,

And of persons resisting them.

SECTION 6,

Punishment of persons boring or cutting casks or packages on Railways.

SECTIONS 7 and 8,

Proceedings against any such offenders, and for appeal.

SECTION 9,

Railway may be required to repair any level crossing out of repair.

Inspectors' certificates to be conclusive.

TABLE,

Showing the Speed of an Engine when the time of performing a Quarter, Half, or One Mile is given.

Speed per hour.	Time of performing $\frac{1}{4}$ Mile.	Time of performing $\frac{1}{2}$ Mile.	Time of performing 1 Mile.	Speed per hour.	Time of performing $\frac{1}{4}$ Mile.	Time of performing $\frac{1}{2}$ Mile.	Time of performing 1 Mile.
Miles.	m. s.	m. s.	m. s.	Miles.	m. s.	m. s.	m. s.
5	3 0	6 0	12 0	33	0 27	0 54	1 49
6	2 30	5 0	10 0	34	0 26	0 53	1 46
7	2 8	4 17	8 34	35	0 25	0 51	1 43
8	1 52	3 45	7 30	36	0 25	0 50	1 40
9	1 40	3 20	6 40	37	0 24	0 48	1 37
10	1 30	3 0	6 0	38	0 23	0 47	1 34
11	1 21	2 43	5 27	39	0 23	0 46	1 32
12	1 15	2 30	5 0	40	0 22	0 45	1 30
13	1 9	2 18	4 37	41	0 21	0 43	1 27
14	1 4	2 8	4 17	42	0 21	0 42	1 25
15	1 0	2 0	4 0	43	0 20	0 41	1 23
16	0 56	1 52	3 45	44	0 20	0 40	1 21
17	0 52	1 46	3 31	45	0 20	0 40	1 20
18	0 50	1 40	3 20	46	0 19	0 39	1 16
19	0 47	1 34	3 9	47	0 19	0 38	1 16
20	0 45	1 30	3 0	48	0 18	0 37	1 15
21	0 42	1 25	2 51	49	0 18	0 36	1 13
22	0 40	1 21	2 43	50	0 18	0 36	1 12
23	0 39	1 18	2 36	51	0 17	0 35	1 10
24	0 37	1 15	2 30	52	0 17	0 34	1 9
25	0 36	1 12	2 24	53	0 17	0 34	1 7
26	0 34	1 9	2 18	54	0 16	0 33	1 6
27	0 33	1 6	2 13	55	0 16	0 32	1 5
28	0 32	1 4	2 8	56	0 16	0 32	1 4
29	0 31	1 2	2 4	57	0 15	0 31	1 3
30	0 30	1 0	2 0	58	0 15	0 31	1 2
31	0 29	0 58	1 56	59	0 15	0 30	1 1
32	0 28	0 56	1 52	60	0 15	0 30	1 0

