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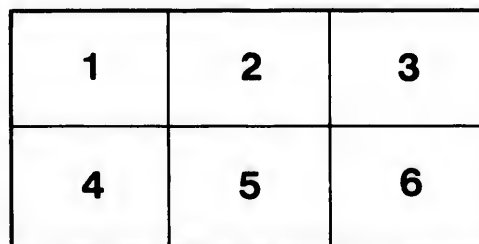
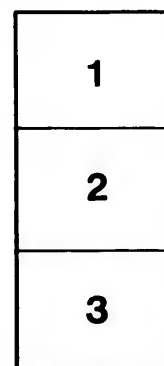
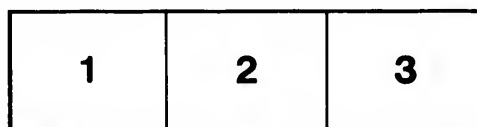
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WINDSOR AND ANNAPOLIS RAILWAY.

RULES AND REGULATIONS

TO BE OBSERVED BY THE

OFFICERS AND EMPLOYEES

OF THE

**WINDSOR AND ANNAPOLIS
RAILWAY COMPANY.**

HALIFAX:

PRINTED BY JAMES BOWES & SONS.

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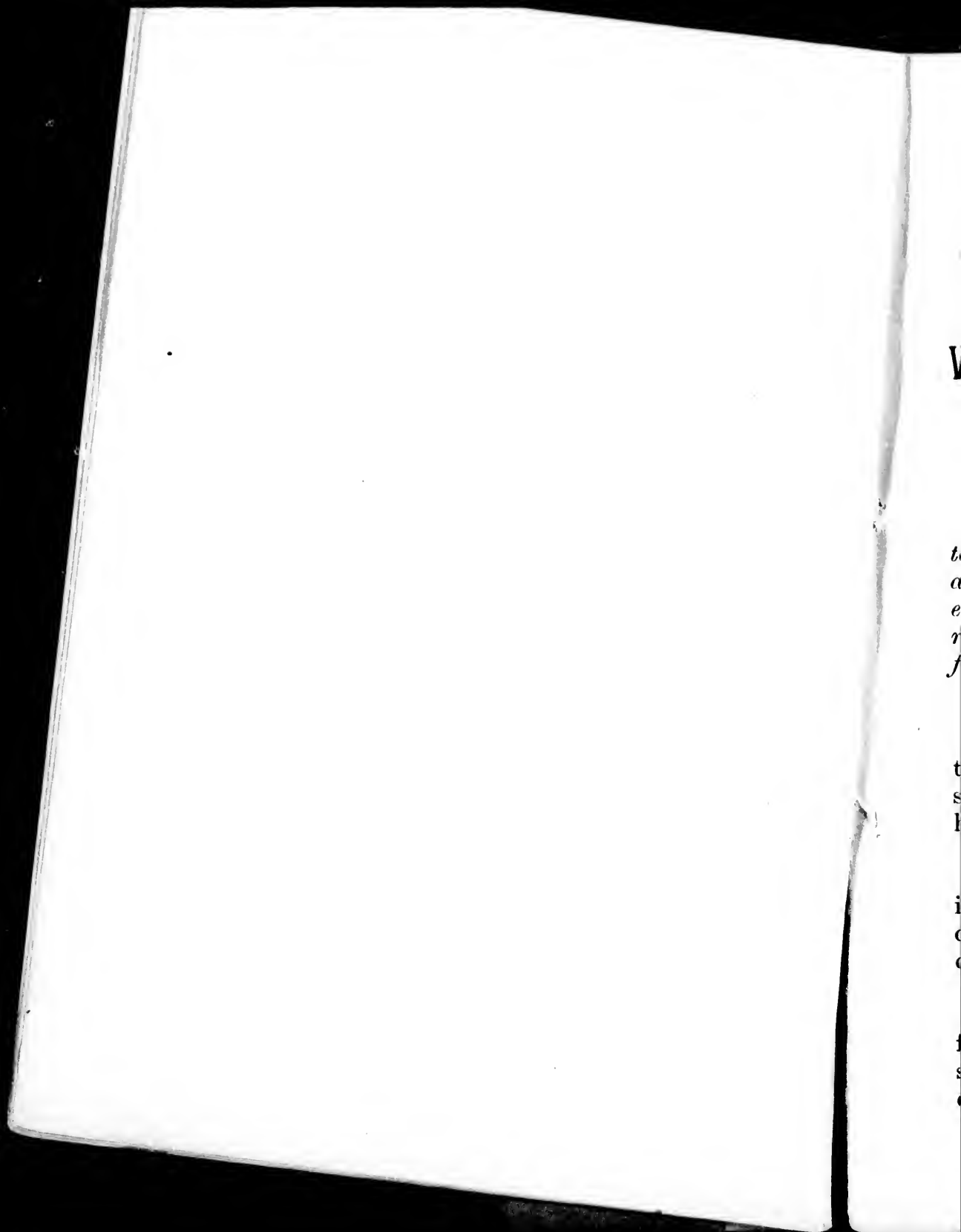
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GENERAL INSTRUCTIONS AND REGULATIONS
APPLICABLE TO ALL EMPLOYEES OF THE
WINDSOR AND ANNAPOLIS RAILWAY CO.

GENERAL REGULATIONS.

A copy of these Rules and Regulations shall be given to each employe engaged in the working of the Railway, and a receipt on a printed form taken from him. No excuse will be admitted for want of knowledge of the rules, should any employe not have received and receipted for a copy.

1. Each employe is to devote himself exclusively to the Company's service, attending during the prescribed hours of the day and night, and residing where he may be required.

2. Each employe must promptly obey all instructions he may receive from persons placed in authority over him, and strictly conform to all the Regulations of the Company.

3. Employes will be liable to criminal prosecution for disobedience and neglect of orders ; and to fine, suspension, or dismissal, for misconduct, incompetency, or using improper language while on duty.

4. No employe shall receive a gratuity, fee, or reward from any person, on any consideration, without the consent of the Company.
5. Employes must not smoke when on duty, or about the railway premises.
6. Any employe intoxicated when on duty will be dismissed. Employes are forbidden to take or have in their possession spirits or liquor when on duty.
7. Any rudeness or incivility to passengers will be severely punished.
8. All employes must appear on duty neat and clean, and take good care of any clothing that may be supplied to them.
9. No employe is allowed under any circumstances to absent himself from duty without the permission of his superior officer, except in case of illness, and then notice must be immediately sent to his superior officer, so that a substitute may be provided in due time. Applications for leave of absence must be made in writing to the superior officer, stating the reason for the application, and the arrangements made or required for the proper performance of the duty during absence.
10. No employe is to quit the Company's service without giving fourteen days previous notice, and in case he leaves without giving such notice all pay then due will be forfeited.

11. The pay of every employe who is absent or suspended will be stopped ; and the company reserve the right to deduct from the pay of any employe such sums as may be awarded against him for damage done to property in his care, or as fines for misconduct or neglect of duty.

12. Every employe upon leaving the service must deliver up to his immediate superior officer all property under his charge belonging to the Company.

13. No employe, unless duly appointed so to do, shall receive money on any occasion, or under any pretence, from any person on account of the Company. Employes authorised to receive money on account of the Company, shall, when required, enter into Bonds for the faithful performance of their duty in this respect.

14. Every employe shall make himself thoroughly acquainted with the rules and regulations of the Company, including those contained in the working Time Table for the time being, and any special instructions that may be issued from time to time, and shall keep a copy of the same in his possession under penalty of \$1.00 for failing so to do. When an alteration takes place in the running of trains it shall be his duty to obtain a copy of the altered Time Table.

15. All employes in places of trust in the Company's service must immediately report any misconduct or negligence affecting the interests or safety of the railway, or any failure to comply with the rules and

regulations, which may come under their notice. The withholding such information will be considered a proof of neglect or indifference on their part.

16. All employes concerned will be held responsible for regulating their time pieces in accordance with the time given at twelve o'clock, railway time, daily by telegraph from Halifax.

17. All employes are required to exercise the utmost care and watchfulness to prevent injury to persons or damage to property; and they must in all cases of doubt, or where instructions are not understood, TAKE THE COURSE WHICH INVOLVES NO DANGER, and will not in any way compromise the safety of the road, seeking afterwards the necessary explanations from the proper officers.

18. In cases where passengers receive injury every attention must be paid to them by all the employes of the Company, the person in authority sending for a Doctor, if necessary. The names and addresses of persons injured must, if possible, be ascertained, and sent without delay to the Manager.

19. In case of a Doctor being sent for by an employe of the Company to attend any person, not an employe, who may have sustained injury by accident upon the railway, the Company will become responsible for the Doctor's fee in respect of his first visit to such person, but for his first visit only: and Station Agents and others will be held responsible for making the Doctor acquainted with this regulation.

20. Every employe must become a member of the Sick and Accident Fund connected with the Company, and pay his subscriptions thereto regularly out of the pay he receives, by deductions from the pay-bills.

21. Property found upon the line must be handed over to the nearest Station Agent, who will forward the same to Kentville; or, if the articles be addressed, he will forward to destination, and advise the Traffic Superintendent what he has done. Property found at Stations or in the Cars, will be similarly dealt with.



SIGNALS.

FLAGS AND LAMPS.

1. RED is a signal of DANGER : STOP.
 GREEN " " CAUTION : PROCEED SLOWLY.
 WHITE " " ALL RIGHT : GO ON.
2. These Signals will be made by *Flags* in the daytime and by *Lamps* at night.
3. In addition to these *any* Signals *waved violently*, or a man standing with both arms above his head, denotes DANGER, and the necessity of stopping immediately.
4. *The absence of a Signal at a point where one is usually displayed is to be taken as denoting DANGER.*

WHISTLING SIGNALS.

5. To PUT ON BRAKES : *One short sharp whistle.*
 To TAKE OFF BRAKES : *Two short sharp whistles.*
 To BACK : *Three short sharp whistles.*
 To TURN SWITCH OR RECALL FLAGMEN : *Four short sharp whistles.*
A succession of short sharp whistles indicates DANGER.
 On approaching Stations, level crossings of public roads and curves : *One long continuous whistle.*

6. Every train or empty engine moving on the line after sunset must display one *Red* tail light, as well as one *White* light in front of engine.

7. A RED FLAG by day or a RED LIGHT by night hung at the back of a train, or in front of an engine, (in addition to the usual head and tail lights) denotes that *an extra train or engine is to follow having right of track over all other trains.*

8. A RED signal with a GREEN one carried in the manner above described denotes that *an extra train or engine, having right of track over all others, will come in an OPPOSITE direction.*

9. WHITE signals carried in like manner, denote that an extra train or engine is following, but will *keep clear* of all regular trains.


10. GREEN signals carried in the same way denote that an extra train or engine will come in an opposite direction, but will *keep clear* of all regular trains.

11. Signal Cords must be used on all trains, to extend from the rear car to the whistle or alarm bell of the engine.

12. A *Danger* or *Caution* signal must be observed without cavil, the person giving it being responsible for its necessity.


DISTANCE AND SEMAPHORE SIGNALS.

1. Where Distance and Semaphore signals exist, the following Regulations respecting them must be observed :—

The *All right* signal is shown during daylight by the arm being within the post (thus ) , and by a Green light on the top of the post at night, which also means Caution—"To come on Slowly."


GREEN LIGHT



The *Caution* signal to slacken speed is shewn during daylight by the semaphore arm being raised to an angle (thus ) , or by a Green light at night.

GREEN LIGHT

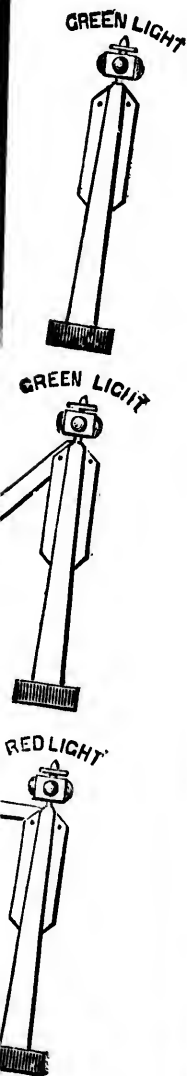


The *Danger* signal—*always to stop*—is shown during daylight by the arm being raised to the horizontal position (thus ) , or by a Red light at night.

RED LIGHT



NALS.
signals exist,
them must be



2. All Stations, switches, and the points where semaphores are placed must be approached and passed with the utmost caution, and Drivers must have their engines and trains under complete control when approaching and passing such points.

3. At *Draw-bridges, Crossings of other Railways, and Junctions*, the semaphore arms for *day*, and the lamps for *night* signals are always to be set at *Danger*; and every engine and train must come to a stand before reaching the signal, and not proceed until the signal to "*come on*" is shown, and the man in charge must not alter the signal until trains or engines have been brought to a stand.

4. All Signal Lamps must be lighted at least half an hour before dark and they must be kept burning brightly until the Station is closed for the night.

DETONATING SIGNALS: TORPEDOES.

1. During foggy weather, snow storms, or at any time when the ordinary signals cannot be seen, torpedoes are to be placed on the rails (label upwards) by bending the lead clip round the upper flange of the rail, to prevent their falling off. When the engine passes over the signal, it explodes with a loud report, and the Driver is instantly to stop.

2. Torpedoes are to be used in addition to the regular day and night signals, *which must first be exhibited.*

3. Each and every Conductor, Engine Driver, Switchman, and Section Foreman must provide himself with 12 Torpedoes, which he must always have ready for use whilst on duty; and every Station Master must provide himself with a supply, which are to be kept in an unlocked drawer or shelf, in order that they may at all times be easy of access, and every person connected with the Station shall be made acquainted with the place where they are deposited. All the persons above named will be held responsible for having the proper number of torpedoes on hand, and when the supply is diminished by one or more, it is their duty immediately to apply to their superior officers for others to replace them.

4. Whenever an accident occurs to a train, or a train is stopped on the line at any place other than a Station, in consequence of which the line is obstructed, the Brakemen must be sent each way at least 800 yards (or sixteen telegraph poles) or more if near a steep grade or curve, to stop any approaching engine or train; and as the men proceed they must place on the rails, at a distance of every 200 yards, one of the torpedo signals; and on arriving at the end of the above-mentioned distance they are to place *two* such signals on the line of rail.

5. Whenever an engine passes over one of these signals the Engine-Driver and Conductor are immediately to stop the train, and the Conductor is to protect his train by sending back and placing a signal on the line every 200 yards for a distance of a quarter

of a mile, and then proceed slowly and cautiously to the place of obstruction.

6. Every Driver of an Engine not accompanied by a Conductor, must also use these signals in case of accident or obstruction in the manner before mentioned.

7. When the line is again clear, so that the train or engine is enabled to proceed, and the signalman is called in, he must leave the *two* farthest away signals on the rails, as a warning to the following train, and the Engine-Driver of such train must stop quickly, and in the absence of other signals, proceed cautiously with his train, keeping a sharp lookout.

8. In any of the above circumstances, and in the absence of the officers above mentioned, any Engine-Driver, Foreman of Works, or other employe of the Company, is to observe the same rules to guard against danger.



ENGINE DRIVERS AND FIREMEN.

1.—Table showing the speed of an Engine, at a given rate per hour.

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.
mls.	m. s.	m. s.	m. s.	mls.	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	1 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 18
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

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Time of per- forming 1 mile.	Time of per- forming 1 mile.
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54	1 49
53	1 46
51	1 43
50	1 40
48	1 37
47	1 34
46	1 32
45	1 30
43	1 27
42	1 25
41	1 23
40	1 21
40	1 20
39	1 18
38	1 16
37	1 15
36	1 13
36	1 12
35	1 10
34	1 9
34	1 7
33	1 6
32	1 5
32	1 4
	1 3
	1 2
	1 1
	1 0

2. The Engine-Driver must be in attendance *half-an-hour*, and the Fireman *forty-five minutes* before the appointed time for starting the train. The former must see that the Engine is in proper working order, sufficiently supplied with fuel and water, and properly oiled, and that the lamps and signals are in a fit state for use. Before taking charge of the Engine he and the Fireman must sign their names in the appearance book kept by the Locomotive Superintendent.

3. The Fireman will procure the proper stores, keep the engine cleaned and oiled, be responsible for the proper trimming of the engine and tender lamps, assist the Driver as may be required and be subject to his orders both at Stations and on the road.

4. Every Engine-Driver shall have with him at all times, in his tender, the following tools:—

1 complete set Lamps, viz: 1 Head Lamp, 1 Red and 1 White ditto.

1 complete set of Screw Keys.

1 Large and 1 Small Monkey Wrench.

2 Cold Chisels.

1 Hand and 1 Coal Hammer.

1 Pinch-bar.

1 Axe.

1 Coal Shovel.

1 Chain with Hooks.

1 Traversing Jack.

A quantity of Flax and Twine.

Plugs for Tubes and Irons.

4 large and small Oil Cans.

1 White, 1 Green and 2 Red Flags.

1 Fire Bucket.

1 Torch.

12 Torpedoes.

For which he will be held responsible, and any party found guilty of destroying them shall be fined or dismissed.

5. Engine-Drivers shall not allow any person to ride on their engines except the Manager, Superintendent, and Trackmaster, without due authority. Conductors and brakemen off duty are not to be allowed to ride on the engine.

6. The Engine-Driver must not start his train until he receives the signal from the Conductor, which he will immediately answer by ringing the bell. He must be careful not to injure the couplings by a sudden jerking, and he must frequently look out behind both when starting and in motion to see that the train is properly attached.

7. Engine-Drivers of Passenger Trains, equipped with Air-Brakes, must be particular to test the continuity of the brakes in sufficient time to enable them to call for the hand-brake if the air-brake is out of order. Drivers when applying the air-brakes must not use the full pressure of the air, *except in cases of emergency*. For ordinary stops the brakes must be applied slowly, and at a sufficient distance to enable them to stop the train without discomfort to passengers, sliding the wheels, or injury to the machinery of the train. The relief-valve on the engine must be promptly opened and the brake released as

soon as the train has been brought to a stand. It is their duty to see that every part of the connections of the air-brake attached to the engine and tender is in good working order.

8. No Special train or Engine shall leave any Station without the authority of the Superintendent, nor shall any Engine run tender or train foremost, except from unavoidable necessity, except by similar authority.

9. When at a Station the Engine Driver shall be subject to the orders of the Station Agent.

10. Every Engine Driver must have a good watch, and before starting he must compare his time with the Conductor.

11. Engine Drivers and Firemen must keep a good look out for and pay immediate attention to all signals, whether the cause for giving them be known or not. The lives of the passengers and safety of the property are entrusted to their care, and they must not only promptly attend to every signal, and all their instructions, but must be vigilant and cautious themselves, so as not to trust wholly to signals and rules for safety.

12. An Engine Driver on duty must not leave his engine, except in cases of great necessity, when he must place it in charge of the Fireman, and notify the Locomotive Superintendent in order that a person may be sent to take his place. Should it at any time be necessary for both the Driver and Fireman to leave

an engine, the engine must first be put into a siding, and the regulator shut, the engine thrown out of gear, and the tender-brakes screwed hard on.

13. Engine-Drivers must run slowly and carefully over rough track and round curves. The Roadmaster, when necessary, will prescribe the rates of speed, faster than which an engine must not be driven over the parts of road indicated, and he will report any violations of his instructions in this respect.

14. In running behind another train the Driver must so run as to allow the train in front to be at least *one mile* in advance; and in approaching a Station or running round curves great caution must be exercised to avoid the possibility of running into the train ahead. NO EXCUSE WILL JUSTIFY THE SLIGHTEST NEGLECT OF THIS RULE.

15. If a train in motion becomes separated care must be taken not to stop the front portion until the after part has been stopped; and the men on the after part must apply the brakes in time to prevent a collision with the front part.

16. When approaching Stations, crossing bridges, and passing wood piles, trains must be run at reduced speed and with extreme caution, and the engines must have their dampers closed.

17. Engine Drivers on approaching a station or road crossing, must sound the whistle at a distance of 800 yards, and will be particular to see that the engine bell is rung not less than 400 yards from all highway crossings, and kept ringing until the crossing is passed.

18. In approaching Stations, Drivers must never depend upon any information they may receive as to where a train ahead will stop for fuel, water or other cause, but must always be prepared to stop short of the station. They must invariably run on the supposition that a train may be out of place at a station.

19. In bringing up their trains Drivers must pay particular attention to the state of the weather, and the condition of the rails, as well as the length of their trains, and all these circumstances must have due weight in determining them when to shut off steam. Stations must not be entered so rapidly as to require a violent application of the brakes, and any Driver over-running a station will be punished.

20. Engine Drivers must not allow Firemen to shunt cars, or move engines, unless they are upon it themselves to direct its movements. The shunting of cars must not be done at so great a speed as to endanger the lives of men engaged in coupling, or injure the property of the Company in any way.

21. Engine Drivers running an empty engine have the same responsibility as Conductors, and are subject to the same rules, and while on the main line must keep at least one mile behind any other engine or train.

22. No engine or train shall pass from a branch on to the main line until the proper signals are given that the main line is clear.

23. The greatest precaution must be taken to ascertain that switches are correctly set before passing over them, and no excuse will be admitted for running off a switch in cases where the light and target distinctly show its position.
24. Engine Drivers must not, except in cases of sudden illness, or accident, change engines on the journey.
25. Should a fire occur on a train, the train must be immediately brought to a stand, and the proper means adopted for protecting it. The burning car or cars must be detached with as little delay as possible. No attempt must be made to run to a tank if more than three hundred yards distant, as such a course is likely to increase the danger.
26. In cases of doubt or difficulty, Engine Drivers and Conductors must consult and advise with each other, as they will be held equally responsible for any violation of the rules through forgetfulness, negligence, misapprehension, or any other cause. In all cases of doubt the safe course must be taken, *safety being the first consideration.*
27. Should a Conductor be disabled, the Engine Driver will have full charge, and be responsible for the safety of the train until another officer takes charge.
28. Engine Drivers must guard against killing stock, and frequent occurrence will be regarded as

incompetency on the part of the Driver and others in charge of the train. Should any animal be injured by an engine, the Driver will report the same to the Locomotive Superintendent, stating the facts and circumstances of the case.

29. Every Engine Driver must carefully examine his engine after each journey, and immediately report to the Locomotive Superintendent any deficiency, or defect in the engine or train. He will also report to his Superintendent, and to the nearest Station Agent, any accident, neglect or irregularity that may have occurred upon the line.

30. Engine Drivers will be exclusively responsible for the economical use of all materials, stores and fuel supplied for the use of their engines, and it will be their duty to see that no waste takes place.



CONDUCTORS.

1. Conductors must be at the Station from which they are to start at least half-an-hour before the appointed time for departure, and must see that the Baggage Master and Brakemen are also on duty at the proper time.

2. Each Conductor must see that he has the following articles on his train:—

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|---|--|
| <ul style="list-style-type: none"> 1 Axe. 1 Saw. 1 Two-gallon Oil Can. 1 Oil filler. 1 Pair Scissors. 12 Torpedoes. 1 Broom. Bell Cord. 1 Tail rope. 2 Brass Bushes. 1 Water Can. 2 Shovels. 1 Water Pail. 1 Bottle Jack. | <ul style="list-style-type: none"> 1 Chain 12 ft. long with Hooks attached. 1 lb. Sulphur. 2 Red Lamps. 3 White Lamps. 1 Tail Lamp. 1 Signal Lamp. 2 Red, 1 Green and 2 White flags. 6 Links and 6 Pins. 1 Oil pail and Packing Iron. 2 Picks. |
|---|--|

3. Until the train has started the Conductor will be under the orders of the Station Master. Before leaving the Station he must see that the cars are all properly coupled, that there are proper brakes on the train, that the signal lamps are trimmed and attached to the car, and lighted if necessary; that the bell-cord

is properly secured, and extends from the engine to the rear of the train; that he has the requisite supply of stores on board; that the cars are in a proper state of cleanliness, and in winter, that the stoves have been attended to, and the cars ventilated and warmed. If the cars are in a dirty state he must immediately report the same.

4. In making up a train, baggage, freight, platform, or coal cars must not be placed in rear of passenger cars.

5. Every Conductor is strictly to observe and obey all signals and special orders which he may receive from officers in charge at Stations.

6. He should not give the signal to start while passengers are getting on board, and, as the train starts, he should pass to the rear platform of the last car, and look out for any signals that may be given.

7. After a train has started it shall be under the entire charge and control of the Conductor, who is responsible for the safety of the train and all on board of it. He must see that the Rules and Regulations of the Company, as well as any Special Regulations that may be issued from time to time, are strictly observed by both Passengers and Employes, and he will report any violation of them.

8. In very extreme cases only can a train which has once left a station be allowed to return, and then only with the exercise of the greatest possible degree of caution. Before anything is done a man with a red flag or light must be sent fully half-a-mile in advance

of the rear end of the train to give warning to any train or engine that may be approaching. The train must not move until the man has had time to proceed half-a-mile, and then only very slowly and with the utmost precaution. Every other available means should be taken to notify trackmen, and to stop any approaching engine. The officers of a train so situated are to assume in every case that a train is approaching, and conductors or other officers in charge of any train that may receive such warning are responsible for protecting their own trains in like manner.

9. In case of accident to a train, or of stoppage on the main line from any cause, similar precautions are to be taken, and a proper use made of red flags, or lanterns and torpedoes to guard against being run into by any other train. When assistance is required, or when the safety or convenience of the road requires it, messengers must be sent to the Station Agent or either side, who are to notify all approaching trains. If the accident happens to a Passenger train which has the right of the road, the Conductor must immediately forward a written message by a trusty person or by telegraph when it is available, to any other passenger train which will be in waiting, AND EVERY MAN EMPLOYED ON THE ROAD MUST ASSIST HIM IN FORWARDING SUCH MESSAGE. He will also immediately telegraph to, or communicate with, the Manager and Superintendent, who will instruct him what course to pursue. He will take the best measures within his power to have his train forwarded with the least possible delay and every person in the neighborhood in the employment of the Company is required to assist him.

10. When telegraphic despatches are sent directing the movements of trains, they must be repeated back and acknowledged by the persons to whom they are addressed. Such acknowledgment shall always show how the message is understood by the persons receiving it; and such persons shall not start the train until they have found their construction of the message to be the correct one. *If doubt should arise they must take the safe course.*

11. Verbal messages which in any way affect the movements of trains must not, under any circumstances, be received through a third party. All instructions not communicated personally or by telegraph, to the individual for whom they are intended, *must be in writing.* The responsibility of accident resulting from a misunderstanding of this sort will rest upon the person acting without proper authority.

12. The Conductor shall from time to time during the journey examine the wheels, brakes, trucks, springs and journals of the cars, and must see that they are kept in proper order, and the tail signal must also be examined at every Station.

13. The Conductor shall see that the Brakemen and other train employes are kept at their posts, so as to be ready for any emergency, and that they are cleanly and attentive to their duties, and that signals are ready for instant use.

14. Always when backing a train, or moving reversely, the locomotive being in the rear, a person

must be stationed on the last car to give warning and prevent accident.

15. Conductors must not allow persons to ride on the platforms or outside the cars, nor to enter the baggage or freight cars without his permission, and will use all possible means to prevent passengers exposing themselves to danger.

16. In the event of any passenger being drunk, or disorderly, to the annoyance of others, the Conductor must use all gentle means to stop the nuisance; failing which he must exercise his authority and restrain him, or keep him in a separate place until he arrives at the next station, where the passenger must be left.

17. Conductors are responsible that no person is allowed to travel by their trains without a proper ticket or pass. Whenever a fare is collected in the cars, they must at once issue a ticket to the passenger. No excuse will be admitted for any departure from this rule.

18. Conductors will be held personally responsible for the proper care of all goods or property entrusted to them, and will be careful to see that the same are delivered to the Station Agent according to the way-bills. They must promptly deliver all letters, way-bills and despatches entrusted to them, and are strictly forbidden from taking charge of any parcels or goods without way-bills, and from carrying any letters not apparently on the Company's business.

19. They must not allow the sale of books, papers, refreshments, &c. in the cars, except by persons duly authorised by the Manager.

20. They shall see that there is no tampering with or pilfering of the contents of cars, and that the doors of loaded cars are sealed or locked, and those of empty ones closed.

21. They must be careful to report to the nearest Station Agent, and also to the Superintendent, any defect or obstruction of the line, and they will note the same on their report, as well as everything concerning the safety of the road and the requirements of the traffic.

22. At Sidings, and where there are no Switchmen, Conductors are responsible that all switches are left in their proper position, after passing or using them.

23. Conductors will consider themselves to be and will act as Brakemen, when necessary.

TRAIN BAGGAGE MASTERS.

1. Train Baggage Masters must be at the Station forty-five minutes before the departure of the train, and are under the orders of the Conductors.

2. They shall keep a proper account, in books provided for the purpose, of all baggage checked and unchecked, showing the stations at which it is received and delivered. No checks are to be removed from baggage in baggage car, and all baggage is to be left

where marked for when put in car. They will be held responsible for all mistakes in transit, and will be severely dealt with in the event of carrying baggage or parcels past destination.

3. They will make out a way-bill for all baggage put out at a station which is checked for places beyond that station, or beyond the Company's line, and they shall invariably take a receipt for the same.

4. They shall not allow any persons, except those working on the train, to ride in the baggage-car, unless by direction of the Conductor.

5. They shall not leave the station at the end of the journey until all the baggage has been claimed or properly disposed of.

6. They must carefully compare all parcels with the Way-bills, and note any discrepancy on the face of the Way-bills.

7. *Great importance is attached to the prompt delivery of letters, way-bills, despatches, circulars, &c.* consigned to care of Baggage-masters, and any neglect in this respect will be severely dealt with. They shall not carry any letters except such as purport to be upon the Company's business.

8. Great care must be used in the handling of baggage and parcels, and all damage occasioned by rough or careless usage will be charged against the offender.

9. They shall act as Brakemen when necessary, and will obey such other instructions, and perform such other duties as may be required of them.

BRAKEMEN.

1. Brakemen must be at the starting Station forty-five minutes before the departure of their train, and will clean and trim their lamps, and be under the orders of the Conductor.

2. Before starting they must examine their brakes, and see that they are in proper working order, and report any defect to the Conductor. They shall see that the Passenger Cars are carefully swept and dusted, and that the stoves are lighted, when necessary.

3. They shall render every assistance in marshalling their trains at stations before starting, so as to enable them to be worked with better despatch on the journey.

4. While the train is in motion they must always be near their brakes, so that they may immediately and skilfully apply them on the signal being given.

5. Upon stopping at Sidings or Stations they will examine the axle journals to see if they are heating, and will report any seeming negligence in oiling.

6. The bell-cord must on no account be disconnected or removed until the train has fully stopped at a Station.

7. They will perform such other duties as may be required of them.

PASSENGER & STATION REGULATIONS.

1. Passengers must be informed that before they can have their baggage checked they must procure tickets at the Ticket office, and show them to the Station Baggage Master.

2. To avoid mistakes, passengers must attend personally to the checking and marking of their baggage. It can only be checked to the Stations to which they hold tickets, and on arrival at their destination they must produce the duplicate checks before it can be delivered to them.

3. Passengers must not stand on the platforms of any cars when in motion. No person must be allowed to get into or upon, or quit any car after the train has been put in motion, nor until it stops. Any person doing, or attempting to do, so will have no recourse against the Company for any accident which may take place in consequence of such conduct.

4. Persons drunk, or unable to take care of themselves, shall not be furnished with tickets, or be allowed to enter the Cars or Station premises; and, if found in the Cars or Station premises, they may be removed.

5. Passengers are required to produce and deliver up their Railway Tickets to the Conductor, or other officer in charge of the train, whenever requested so to do. Should they refuse to do this and to pay the proper fare; they may be removed from the train at or near a Station.

6. Passengers are not entitled to occupy more than one sitting in a Passenger Car for each ticket, nor will they be permitted to smoke in any car not specially provided for the purpose.

7. Coachmen, hackmen, carters, porters, and runners for railroads, boats, stage lines and hotels, will not be allowed to solicit custom or passengers upon any of the trains:—nor will they be allowed to enter the Stations, or come upon the platforms, on the arrival of passenger trains, to solicit or influence passengers, but they shall stand in such places as directed by the Station Agent:—nor will hucksters or vendors of newspapers, books, fruit, flowers, confectionery, or other such articles be allowed in the cars or upon the trains, nor to enter the stations nor come upon the platforms for the purpose of disposing of the same, except by authority of the Manager.

8. Coachmen, hackmen and porters holding checks will be admitted into the Stations for the purpose of obtaining baggage,—and they will also be admitted when taking baggage to the trains.

9. Private carriages, hacks, and baggage-wagons, while waiting the arrival of trains, are required to stand at, in or near the Station premises as directed by the Station Agent or Policeman. Unnecessary noise, and obscene and abusive language are strictly prohibited.

10. The waiting-rooms are for the use of the traveling public only—all other persons will be excluded. No smoking is allowed in them, and loungers and others will not be permitted to remain about the premises.

STATION AGENTS.

1. Every Station Agent, or person in charge for the time being, is responsible for the efficient protection of the station, offices, buildings, and other property connected therewith, and must daily inspect the same as well as the station grounds, and see that they are kept clean and in good order, and in winter that the platforms are kept clear of snow and ice.
2. He is responsible for the efficient discharge of the duties devolving upon all employes at the station.
3. He is to see that all general and other orders are duly executed, and entered or filed in a book to be kept for that purpose, and that all books and returns are regularly written up and neatly kept.
4. He must at all times enforce the observance of cleanliness and neatness by the employes at his station. He must see that their conduct is respectful and civil to the public; that they receive no gratuities under any circumstances; and he must immediately report to the Manager every instance of neglect of duty on their part, and in the event of complaint being made against any one, he will investigate the matter, and report the particulars as soon as possible.
5. He must be careful that all stores supplied for the station are economically used, and that there is no waste or improper use of fuel, oil, stationery, or other stores; and he must not supply or lend, under any

pretence or circumstances, stores, stationery, or other articles belonging to the Company.

6. He must see that all Station and Signal Lamps belonging to his Station are trimmed, and that Signals of every kind are in good order and ready for instant use.

7. He must see that all Switches at his Station are in good order, proper position, and carefully attended to at all times, and especially before and after the arrival and departure of trains. Switches must always be right for the *main* line, except when in immediate use. At Stations where there are no Switchmen he must himself perform the Switchman's duty.

8. He must see that the time of arrival and departure of every stopping train, and the time of passing of all other trains and engines, with the number of cars in each case, are accurately entered in the Train Book.

9. Trains are under the direction of the Station Agent so long as they remain at his Station. He will direct the Conductor when to start, and must use every exertion to ensure punctuality. He will not permit any engine or train to leave or pass his Station within ten minutes of another going in the same direction, and he will report immediately whenever any train leaves or passes his Station before the time prescribed in the Time-table.

10. He must keep a sharp look out for all signals or orders, and be careful to notify Conductors of the

same, and of any orders and arrangements that may exist in any way affecting the trains.

11. He must see that no engines or cars are left upon the main line: they must be placed as quickly as possible on a siding, clear of the main line, with the wheels securely scotched. No cars are under any circumstances to be loaded on the main line without direct authority from the Manager, and no engine or cars are to be allowed to cross or shunt on the main line within ten minutes of a train being due at a Station.

12. In case of any injury to the track, obstructions on the line, slips, or other casualties, the Station Agent at the nearest Station must immediately give notice of the same by telegraph or otherwise, to the Manager, the Engineer, and the nearest Section Foreman, to notify them of the same; and also take all necessary measures to warn coming trains.

13. He will be responsible for all money received at his Station on account of the Company, and will be required to make good any deficiency of cash, whether arising from bad money or error. He must make up and balance his accounts on the form prescribed, and remit his cash and accounts punctually according to instructions given from time to time.

14. Any Station Agent who shall render a statement of account which contains errors plainly traceable to his cash not having been properly counted and balanced, or to any want of care in taking an invent-

ory of the freight in store, or shall enter remittances not actually made at the time indicated, is open to the serious charge of knowingly falsifying his accounts and renders himself liable accordingly.

15. Tickets must not be sold for any Station at which the train does not stop. Agents must consult the working time-table to avoid the possibility of mistake. They must be specially careful that Limited Tickets to points beyond the Company's line are issued only on the days when connection can be made.

16. Agents are held personally responsible for the safe keeping and proper delivery of all goods received by them, and for all charges due thereon, and all articles entered on the Way-bills will be considered as having reached their Stations, unless it is otherwise stated on the face of the Way-bill.

17. Agents are not to receive or take charge of any parcels or packages for delivery that have not arrived by train and on which the regular charges have not been made; nor are they to forward free of charge any goods, parcels or packages for employes of the Company.

18. They must report to Kentville by first train all plant damaged at their Station, or out of repair; and also the number of cars of freight not taken forward when required by a train stopping at the Station, with the reason assigned.

19. Sidings are for the use of the public generally, and individuals must not be permitted to obstruct

them with piles of lumber, cordwood, &c., which are intended to lay for any time. In no case must lumber, &c. be piled within six feet of the rails.

20. Agents must see that all gates and approaches to their stations and grounds are properly closed, and, if need be, locked, to prevent cattle getting upon the line, and after the passing of trains they will see that everything about the stations is safe from fire.

21. Every Station Agent must keep on hand two Hand Signal Flags of each color; one Hand Signal Lamp, and a supply of Torpedoes.

22. Requisitions for Stores and Stationery are to be made on the 1st and 15th of each month.

23. Agents shall forthwith communicate to the Manager, not merely unusual circumstances, but all occurrences coming to his knowledge which in any way bears upon or affects the interests of the Company.



STATION BAGGAGE MASTERS.

The following Regulations will also apply to Station Agents at Stations where there are no regular Baggage Masters :—

1. Station Baggage-masters must be in attendance half an hour before the advertised time of departure of the train.
2. They must compare the Checks with the Duplicates, and see that they correspond. They are not to keep a larger number on hand than are necessary, and when not in use they must be kept locked up.
3. They are not to check baggage until a short time—say 20 minutes—before the departure of the trains; and before baggage is checked they must request passengers to exhibit their Tickets, and then they will check their baggage accordingly, and carefully compare the Checks before giving them to passengers. Checks can only be given to passengers, and not to cabmen, or others, on their behalf.
4. Nothing but actual personal baggage, such as chests, trunks, valises, carpet and leather bags, leather hat boxes, and such like, of which passengers are

allowed 100 lbs. each, must be checked, *and in no case is merchandise to be carried or checked as baggage.* Any excess over 100 lbs. is to be charged double First Class Rates, which must be prepaid, and an Extra Baggage Ticket issued, which should be made out in ink.

5. Baggage for Flag Stations must not be checked, but only marked with the Station number, and care must be taken that all previous numbers are properly effaced.

6. They must take special care not to deliver baggage without first removing the Checks and receiving the Duplicates from the passengers. In the case of baggage received, the Checks and Duplicates of which do not correspond, they will take a receipt from the passenger for the baggage, and report to the Auditor, forwarding the checks, and giving the Station from which received.

7. When a passenger has lost his Check, the baggage must not be given up unless the person claiming it can describe the contents, give a receipt for the same, and pay 50 cents for the lost duplicate. The check and receipt must be sent at once to the Auditor.

8. They will at once report all missing Baggage by telegraph to the Traffic Superintendent, giving number of Check, Station from, and Train by which it is alleged to have been sent. They will also report all baggage that may have remained unclaimed at a Station for one week. No baggage shall be opened except in the presence of the owner.

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9. They must use great care in the handling of Baggage, and all damage occasioned by rough or careless usage will be charged against the offender.

10. They must carefully compare parcels received with the Way-bills, and note any discrepancy on face of Way-bill.

11. They must keep an exact record of all Checks issued and received each day in the book provided for the purpose.



SWITCHMEN.

1. Men in charge of Switches are required to exercise the utmost *care, attention* and *vigilance*, as the slightest neglect on their part may cause serious accident:—They are therefore warned to be always alert and cautious in the discharge of their duty.

2. They must keep their Switches *clear* and well *oiled*, and, whenever a Train has passed over, they must see that they are replaced in the proper position. They are also to try the points before the passing through of any Train, to see that there is no impediment. Any defects must be immediately reported to the Station Master, who will advise the Engineer and Section Foreman.

3. They shall not, when a Train is due, or within ten minutes of the time, move the Switch, or allow any engines or cars to pass on to or cross the main line, without the express order of the Station Agent, and then they shall not open the Switch until the proper danger signal has been shown. They shall not allow an engine to pass from one line to another without first ascertaining that it is safe to do so.

4. Before leaving work they must satisfy themselves by personal inspection that the Signals are all right, and the Switches properly set and locked for

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the main line. They must also carefully examine the Switches and Stationary Signals every time they return to work after being off duty.

5. They must always be furnished when on duty with the following articles:—1 Hand Lamp, having three Colors, properly trimmed; Red, White and Green flags, and 12 Fog Signals (Torpedoes.)

6. At Stations where Semaphore Signals are placed they will be worked by the Switchman, Agent, or Operator in charge, in accordance with the regulations. Immediately on the arrival of a train at a Station the Semaphore arm must be raised to "DANGER," and kept up for ten minutes after it has left. Whenever any shunting is being done at the Station the Semaphore must be raised to "DANGER," and not lowered until the main line is clear, and the switches correctly set. Any defect in these Signals must be *at once reported*.



MAINTENANCE OF WAY DEPARTMENT.

1. The Road Inspector will maintain a thorough inspection of the road, bridges, wharves, buildings, culverts, drains, fences, switches, crossings, and everything pertaining to the maintenance and safety of the road. All the men employed in the department will be under his charge and supervision, and he will be responsible for the faithful performance of their duty.

2. Before any foreman or laborer is engaged, he must be made to understand that the wilful transgression of any of these rules will be met with prompt punishment; and that any insubordination, drunkenness whilst on duty, being off duty during working hours, or the commission or omission of any act whereby the passage of engines or trains is endangered, will be punished by dismissal.

3. The Road Inspector will be held responsible that every Foreman of Sectionmen, Bridge Carpenters, or other laborers is provided with a copy of the Regulations, a copy of the working Time-table for the time being, the proper signal flags and lamps, and a supply of torpedoes or fog signals; and also that each Foreman is furnished with an accurate gauge for gauging the track, and all other necessary materials and implements.

4. Each Foreman shall constantly, while on duty, carry with him a copy of these Rules and Regulations,

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and must read and explain them to every man engaged under him, and must produce them when required to do so by any principal officer of the Company. He shall be responsible for the men under his charge, and for the proper execution of the work assigned to him, and shall keep a list of the names and places of abode of all men employed under him, so that in case of accident, or other emergency, he may be enabled to summon them immediately.

5. The Foreman, or an experienced man, must walk over each section every morning, and oftener should it be necessary to do so, as in the case of violent storms, freshets, &c. He must see that all joints are properly spiked and bolted, and the joint-ties well packed up, and he will especially look at each frog, switch and switch-lock, and all bridges, culverts, and cattle-guards, and satisfy himself that everything appertaining to the road is secured and in perfect order before the passing of the first train. In cases where the road is under repair, or when circumstances may render it prudent, he shall walk over his beat as often as may be necessary, and shall not leave until after the last regular train has passed over it at night.

6. Track repairers must be particular in watching each train as it passes to see whether any notices are dropped off the train, or whether flags or lamps are exhibited on the engine or rear of the train giving notice of an extra train. Special Trains or Engines may pass over the road at any time, and trackmen must always be on the look-out and prepared for them, whether signal has been carried or not.

7. The *green* Signal indicates *caution*, and is to be used when it is necessary to slacken the speed of an approaching train:—the *red* Signal indicates *danger*, and is to be used when it is necessary to stop the train, and such signals must be sent back a distance of 16 telegraph poles from the place they are meant to protect. Section foremen and foremen of bridge repairs will report promptly in writing to the Road Inspector any failure of train-men to respect signals giving the number of train and of engine.

8. Whenever it is necessary to displace any portion of the track, or in case of any slip or failure of any portion of the works, or in case of any 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 16 telegraph poles each way, even if no train or engine is expected; and during fogs or snow-storms torpedoes must be used in addition to other signals. No hand-car or trolley must be used on the track, or work done, under any circumstances, to impede the transit of trains during a fog or snow-storm, or within fifteen minutes of the time of a train being due.

9. When any part of the track is out of repair so as to make it necessary for a train to proceed cautiously, a *green* signal must be sent 16 telegraph poles in the direction whence a train is expected, and kept there until it passes, or the track is made safe.

10. The track must not, in any case, be displaced for the purpose of putting in cattle-guards, cross-drains,

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or culverts, unless by express orders of the Road Inspector, who shall decide the time, between the running of trains, when such work shall be done. The track must not be rendered unsafe by any operation, during the day or night, or upon Sunday, until notice shall have been given by the Road Inspector to the Manager, and his permission obtained to use the track.

11. No rails must be taken up, nor must the track be 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 of trains, except in the case of broken rails, or when the track is unsafe, when the proper *red* signals must be exhibited.

12. In raising the track, and packing the ballast, no lift must be greater than two inches in twenty-four feet long, and both rails must be raised equally and at the same time; and in all cases, when practicable, the lift must be made in the direction in which the first train due approaches.

13. The Road Inspector must see that safety-blocks are put down on all sidings diverging from the main track at a proper distance therefrom.

14. The foreman of each section, under direction of the Road Inspector, is held responsible for the safe keeping of all rails, plates, bolts, tools and implements of every kind pertaining to the track not in the special

charge of the Storekeeper, and all losses or destruction of such property must be immediately reported to the Road Inspector, and by him to the Manager. All tools, implements, signals and stores of every description when not in use must be kept locked up in a building or in boxes. Under no circumstances whatever are the tools or materials of the railway to be lent to any person.

15. No broken rails, sleepers, or other defective material shall be allowed to remain on the track, but must be immediately removed; and when leaving at night the men in squads shall deposit all the tools, &c., they have been using in places provided for the purpose.

16. Ballast must not be deposited between the rails to a higher level than two inches above the ties, and all ballast or gravel dumped alongside of the track must be shovelled to the side far enough to leave a clear passage for trains. Great care must be taken to keep the stone and gravel clear of the rails.

17. In case of any serious accident to a train the nearest section foreman will at once take his whole force to its assistance, even if it is not on his own section. Sectionmen must at all times, night or day, obey any call from Conductors or Engine Drivers of trains in distress. When assisting a train delayed by accident they will act under the direction of the Conductor till the arrival of the Road Inspector.

18. Section foremen must report all accidents occurring on their sections, whether to an engine,

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train, or by failure of any part of the works, at once by telegraph to the Road Inspector. The telegram must be followed by a report in writing, giving full particulars as to time, place, cause, and nature of accident.

19. In case of accident to any person or persons, caused by the operations of the road, an immediate report must be made by telegraph to the Road Inspector, and Manager, so that all persons whose duty it is to take action in such event can be promptly notified.

20. Whenever cattle, horses, sheep or hogs are killed by a train a full report of all the circumstances must be made out in writing and forwarded to the Road Inspector at once.

21. Section foremen will be held responsible for the safe condition of the fences adjoining the railway grounds, and in case of any temporary break they will at once repair it. It is their duty to see that all gates are properly hung, and have sufficient fastenings in good order, and they and their men shall use every diligence to keep them securely closed at all times. In the case of gates amissing, they shall endeavor to trace and recover them, and shall report all such cases to the Road Inspector. The proper upholdance of fences and gates is of the greatest importance, and Section Foremen who are negligent in this respect will be fined.

22. Whenever Cord-wood, Sleepers, Lumber or other materials is piled along the track, they must

notice that it is placed at least twelve feet from the rails on the main line, and six feet at Sidings, and should any such material be found nearer they shall at once report to the Road Inspector.

23. When hand-cars or trolleys are not in use they must be lifted off the track entirely clear of passing trains, and the wheels secured by a chain and lock. They must only be used to convey materials for the line: they must never be attached to a train: and in no circumstances are they to be used for personal purposes, except by the express permission of the Road Inspector.

24. Section foremen shall see that no car left in any siding is nearer at any point than six feet from the main line, and that the safety-blocks are fastened before the wheels. As a general rule the switch-points must always be kept locked; dust or small stones must not be allowed to get between the switches and the main rail; and all the working parts are to be properly oiled so as to move easily and smoothly.

25. All trees within the railway fences which endanger the same, or the telegraph wires, by risk of falling, must be cut down; and any tree outside the Company's boundary, endangering the works, must be reported to the Road Inspector.

26. Animals found straying within the railway fence must be immediately driven off. Owners and occupiers of property adjacent to the railway must keep all gates at private crossings properly shut. In

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case of accident through negligence of themselves, or their servants, in leaving them open, they will be held liable for the consequences.

27. All persons walking along the line who are not in the Company's service must be warned off; and, in case of non-compliance, their names are to be ascertained and reported to the Road Inspector, or they may be placed under arrest, as the exigencies of the case seem to require.

28. All highway and farm crossings must be kept in the best possible repair, and not obstructed by any material, and foremen must see that the planking is securely spiked down. Cattle-guards must on no account be allowed to become filled up with rubbish, &c., but must always be kept well cleaned out and in proper order. All side tracks must be kept in good order, and the platforms and station grounds should always present a cleanly appearance; and, in winter, Station platforms are to be kept clear of snow and ice. An untidy section will be considered as evidence of an incompetent foreman.

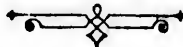
29. Any temporary injury to the telegraph poles or wires must be repaired as far as practicable, and the damage immediately reported to the nearest Station Agent. When the wires are touching each other they must be separated.

30. All articles found on the track must be promptly sent to the Station Agent at the nearest station.

31. Section foremen will make requisitions for all necessary materials, such as sleepers, spikes, bolts, nuts, washers, tools &c., and hand them to the Road Inspector.

32. The time books must be written up every night of the day that has closed; and the time, as well of foremen as of men, must be given for each kind of work upon which they have been employed.

33. When a foreman is about quitting the service the Road Inspector must see that all tools, materials and stores belonging to the Company, committed to his charge, are duly accounted for; and also examine his time book, to see that all his accounts are correct, and to get full explanations where needed.



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